



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

- The city has completed the reorganization of the land-use sections (12, 15-17) of city code. This project seeks to update the remaining non-land-use titles to reflect current operational realities and best practices, starting with Titles 1-4.
- During the February 26 meeting, Council opted to hold making changes to Title 3 to accompany the planned review of Local Option Tax (LOT) funding options.
- The following changes have been made to Title 4 since the April 9, 2026 meeting:
 - Chapter 4.16 – The ‘Cultural and Heritage Commission’ renamed to the ‘Arts and Heritage Commission’ and reflected as such throughout the chapter.
 - Chapter 4.16.050 – The Commission shall consist of ~~seven (7)~~ nine (9) members.

Sustainability Impact:

Financial Impact:

None OR Adequate funds exist in account:	None.
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Attachments:

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| 1. Ordinance 1274 – Title 4 |
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**CITY OF KETCHUM
ORDINANCE 1274**

AN ORDINANCE OF THE CITY OF KETCHUM, BLAINE COUNTY, IDAHO, ADOPTING GENERAL UPDATES AND REVISIONS TO KETCHUM CITY CODE TITLE 4 – COMMISSIONS AND BOARDS; PROVIDING A REPEALER CLAUSE; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

Recitals:

- A. Pursuant to Title 50, Chapter 9 of Idaho Code the City is authorized to enact ordinances for the governance of the city and to organize such by codification.
- B. The City is conducting a general review to update, streamline, remove unnecessary or inapplicable language, clarify, and modernize existing City Code.
- C. The City desires to update Title 4 as indicated on Exhibit A to this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Ketchum, Blaine County, Idaho:

SECTION 1: That the Ketchum City Code, Title 4, is amended to read as identified on the attached Exhibit A:

SECTION 2: REPEALER. All previous ordinances, resolutions, orders, or parts thereof, that are in conflict herewith are hereby repealed.

SECTION 3: DIRECTING THE CITY CLERK.

3.1 The City Clerk is directed to file this Ordinance in the official records of the City, publish notice of this ordinance (or summary) as required by Section 50-901, Idaho Code.

3.2 The City Clerk is directed to provide an executed version of this Ordinance to the City’s contracted online code codifier so that Title 4 of the online published code may be updated to reflect the amendments set forth in Section 1 of this Ordinance.

SECTION 4: SAVINGS AND SEVERABILITY. It is hereby declared to be the legislative intent that the provisions and parts of this ordinance shall be severable. If any paragraph, part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid for any reason by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 5: EFFECTIVE DATE. This ordinance shall be in full force and effect after its passage, approval and publication, according to law.

PASSED BY THE CITY COUNCIL of Ketchum, Idaho this ____ day of _____ 2026.

APPROVED BY THE MAYOR of Ketchum, Idaho this ____ day of _____ 2026.

Pete Prekeges, Mayor

ATTEST:

Trent Donat, City Clerk

EXHIBIT A
Ketchum Municipal Code, Title 4

TITLE 4 COMMISSIONS AND BOARDS

CHAPTER 4.08 HISTORIC PRESERVATION COMMISSION

4.08.010 Purpose.

The purpose of this chapter is to establish the Historic Preservation Commission of the City of Ketchum in accordance with Idaho Code Title 67, Chapter 46, and to define the composition, duties, and responsibilities of the Historic Preservation Commission, herein referenced as HPC. The HPC is created to preserve the historical, archeological, architectural and cultural heritage of the City of Ketchum through a comprehensive historic preservation program as guided by the goals and policies of the Comprehensive Plan. The HPC shall function solely as a land use authority for historic preservation and shall not serve as a forum for general community engagement on historic matters.

(Ord. 511 § 1, 1989; Ord. No. 1231, § 1, 1-3-2022)

4.08.030 Created; appointments.

- A. There is created an HPC which shall consist of five members comprised of a maximum of three and a minimum of one member of the Planning and Zoning Commission and a maximum of four and a minimum of two members of the community who shall be appointed by the Mayor with the advice and consent of the Council.
- B. All members of the HPC shall have a demonstrated interest, competence or knowledge in history or historic preservation. The Council shall endeavor to appoint community members with professional training or experience in the disciplines of architecture, history, architectural history, urban planning, archaeology, engineering, law, or other historic preservation related disciplines.
- C. Initial appointments to the HPC shall be made as follows: two two-year terms, and three three-year terms. All subsequent appointments shall be made for three-year terms. HPC members may be reappointed to serve additional terms. Vacancies shall be filled in the same manner as original appointments, and the appointee shall serve for the remainder of the unexpired term.
- D. The members of the HPC may be reimbursed by the City for expenses incurred in connection with their duties and for meetings, subject to a resolution adopted by the City Council.

(Ord. 511 § 3, 1989; Ord. 512 § 1, 1989; Ord. 978 § 1, 2006; Ord. No. 1231, § 1, 1-3-2022)

4.08.040 Organization, officers, rules, meetings.

- A. The HPC shall have the power to make whatever rules are necessary for the execution of its duties as set forth in this chapter. Rules of procedure and bylaws adopted by the HPC shall be available for public inspection.
- B. The HPC shall elect officers from among the HPC members. The chairperson shall preside at meetings of the HPC. The vice chairperson shall, in the absence of the chairperson, perform the duties of the chairperson.

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- C. All meetings of the HPC shall be open to the public and follow the requirements of Idaho's open meeting laws. The HPC shall keep minutes and other appropriate written records of its resolutions, proceedings and actions.
 - D. The HPC may recommend to the Council, within the limits of its funding, the employment of or the contracting with other parties for the services of technical experts or other persons as it deems necessary to carry on the functions of the HPC.

(Ord. 511 § 4, 1989; Ord. No. 1231, § 1, 1-3-2022)

4.08.050 Powers, duties and responsibilities.

The HPC shall be advisory to the Council and shall be authorized to:

- A. Conduct a survey of local historic properties;
- B. Recommend the acquisition of fee and lesser interests in historic properties, including adjacent or associated lands, by purchase, bequests or donation;
- C. Recommend methods and procedures necessary to preserve, restore, maintain and operate historic properties under the ownership or control of the City;
- D. Recommend the lease, sale, other transfer or disposition of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property;
- E. Contract, with the approval of the Council, with the state or federal government, or any agency of either, or with any other organization;
- F. Cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation;
- G. Make recommendations in the planning processes undertaken by the county, the City, the state or the federal government and the agencies of these entities;
- H. Recommend ordinances related to historic preservation in the City;
- I. HPC members, employees or agents of the HPC may enter private property, buildings or structures in the performance of their official duties only with the express consent of the owner or occupant;
- J. Review nominations of properties to the National Register of Historic Places for properties within the City's jurisdiction;
- K. Establish and maintain the Historic Building/Site list;
- L. Review and make decisions on Demolition and Addition/Alteration applications.

(Ord. 511 § 5, 1989; Ord. No. 1231, § 1, 1-3-2022)

CHAPTER 4.12 PLANNING AND ZONING COMMISSION

4.12.010 Purpose.

The purpose of this chapter is to establish the Planning and Zoning Commission of the City of Ketchum in accordance with Idaho Code Title 67, Chapter 65, and to define its composition, duties, and responsibilities. The Commission is created to promote the orderly development of the City; to implement the goals and policies of the

Comprehensive Plan; to review and make recommendations on land use, zoning, and subdivision matters; and to advise the Mayor and City Council on issues affecting the growth, development, and general welfare of the community.

4.12.020 Creation of the Commission.

A Planning and Zoning Commission for the City of Ketchum, Idaho, is created pursuant to Idaho Code section 67-6504. The appointment of members, filling vacancies, residency, length of service and removal for cause shall conform to requirements contained in Idaho Code section 67-6504) as may be amended from time to time.

(Ord. 1130, 2015)

4.12.030 Establish number of members.

The number of members to be appointed to the Commission shall be five.

(Ord. 1130, 2015)

4.12.040 Establish term of office.

The term of a commissioner shall be three years, pursuant to Idaho Code section 67-6504(a) that provides for not less than three years and not more than six years.

(Ord. 1130, 2015)

CHAPTER 4.16 ARTS AND HERITAGE COMMISSION

4.16.010 Purpose.

It is the purpose of this chapter and the policy of the City to recognize the value of art and cultural activities in public places, in order to beautify community spaces and enhance the quality of life for Ketchum citizens and visitors to attract tourism, elevate art education, celebrate cultural heritage, and provide incentives for businesses to locate within the City, thus expanding Ketchum's economic base.

(Ord. 1168, 2017)

4.16.020 General requirements.

- A. Public cultural, historical, or art installations may be an integral part of a structure, attached to a structure or detached from a structure within or outside of it. These installations may also be located on any publicly owned property or on publicly accessible private property upon formal written agreement with the private entity.
- B. Any public cultural, historical, or art installations chosen shall be located in a public place with public accessibility and impact, and further shall comply with any additional guidelines established by Council upon recommendation of the Ketchum Arts and Heritage Commission.

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- C. Nothing contained herein shall preclude the funding of City public cultural, historical, or art installations by matching monies, donations, or other means.

(Ord. 1168, 2017)

4.16.030 Administrative responsibilities.

- A. The City designates the Ketchum Arts and Heritage Commission to be responsible for the location and selection of all public cultural, historical, or art installations in the City. The Ketchum Arts and Heritage Commission will make recommendations and seek input and advice from relevant City departments prior to public cultural, historical, or art installation. The Ketchum Arts and Heritage Commission will also advise relevant City departments regarding the maintenance, repair, and other conservation of public cultural, historical, or art installations.
- B. Public cultural, historical, or art installations selected shall be consistent with the City's comprehensive plan, zoning and subdivision ordinances, and land uses contemplated therein.
- C. The Ketchum Arts and Heritage Commission will work with the City regarding the public cultural, historical, or art installations for capital improvement projects and the selection of artists or historians for these projects.
- D. The Ketchum Arts and Heritage Commission shall make reports from time to time as requested by the Mayor and/or the Council.

(Ord. 1168, 2017)

4.16.040 Source of funds.

Funds to support the Arts and Heritage Commission may include, but are not limited to, general funds, percent for art funds, Ketchum Urban Renewal Agency funds, grants, donations, and funding from other organizations and agencies.

(Ord. 1168, 2017)

4.16.050 Composition, appointment, and terms.

- A. The Commission shall consist of nine (9) members.
- B. Members shall be appointed by the Mayor with the advice and consent of the Council.
- C. The membership should, to the greatest extent practicable, include:
 - 1. Persons with demonstrated interest, competence, or knowledge in one or more of the following:
 - a. History
 - b. Archaeology
 - c. Cultural arts
 - d. Visual, performing, or literary arts
 - e. Arts administration or curation
 - f. Museum studies
 - g. Landscape architecture

(Supp. No. 6)

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- h. Other related disciplines.
 - D. Initial appointments shall be for staggered terms. Thereafter, terms shall be three (3) years.
 - E. Members shall be limited to a total of two terms, which may be served consecutively, unless otherwise approved by resolution of the City Council.
 - F. Vacancies shall be filled in the same manner as the original appointment for the remainder of the unexpired term.
 - G. Members may be reimbursed for expenses as approved by resolution of the City Council

4.16.060 Organization, officers, meetings, and rules.

- A. The Commission shall elect a chair and vice-chair annually from among its members at the first regular meeting of each calendar year.
- B. All meetings shall be open to the public and conducted in accordance with Idaho open meeting laws.
- C. The Commission shall keep minutes and other appropriate records.
- D. The Commission may recommend to the Council, within budgetary limits, the use of technical experts or consultants.

The Mayor shall designate one City staff member to the Commission. Staff shall provide administrative support, assist with agenda preparation and reports, coordinate with other City departments, and serve as a point of communication between the Commission, the Mayor, and the City Council. Additional staff or consultants may assist as necessary. Staff member shall not be a voting member of the Commission. The Commission shall not exercise administrative or supervisory authority over City staff, and all staff direction and supervision shall remain with the City Administrator or designee.

4.16.070 Duties and responsibilities.

The duties and responsibilities of the Arts and Heritage Commission shall be as follows:

- A. Raise awareness and appreciation of the importance of culture, history, and art in the broadest possible manner including, but not limited to, the review and incorporation of public cultural, historical, or art installations with existing and new construction (both public and private), support and production of visual, performing and literary cultural, historical, or arts programming, and general promotion and education regarding culture, history and art.
- B. Encourage the preservation and growth of the City's cultural, historical, or art resources, foster the development of a receptive climate for the humanities, and promote opportunities for Ketchum residents to participate in cultural, historical, or art activities.
- C. Provide information, encouragement, and general assistance to Ketchum's cultural organizations, artists, and historians.
- D. Promote the development of Ketchum artists, historians, institutions, and community organizations sponsoring cultural, historical, or arts activities.
- E. Assess the community's cultural, historical, or arts needs and make such information available to the Mayor and City Council and all interested agencies and persons.
- F. Review and provide recommendations and advice to the Mayor and City Council on all proposed cultural, historical, or art related projects, events, grants, general disbursement of funds or provision of

services to artists, historians, nonprofits, or for-profit cultural, historical, or arts institutions or organizations.

- G. Promote and conduct educational and interpretive programs on historic properties in the City of Ketchum.
- H. Seek and encourage financial support, including grants, loans and guarantees for Ketchum Arts and Heritage Commission projects subject to approval by the City Council and Mayor.

(Ord. 1168, 2017)

CHAPTER 4.18 URBAN RENEWAL AGENCY

4.18.010 Purpose.

The purpose of this chapter is to establish the Ketchum Urban Renewal Agency (KURA), an independent agency formed by the City of Ketchum in 2006, to focus on downtown revitalization, community housing, and public and private investments. The KURA operates under its own budget, bylaws, and Board of Commissioners, implementing projects identified in the Ketchum Urban Renewal Plan adopted by the City Council. Ketchum Urban Renewal Agency.

4.18.020 Establishment and Composition.

The Ketchum Urban Renewal Agency is established as an independent agency of the City of Ketchum. The Agency shall be governed by a Board of Commissioners consisting of seven members: two members of the Ketchum City Council and five additional members from the community. The members shall be appointed by the Mayor and confirmed by the City Council. Ketchum Urban Renewal Agency.

4.18.030 Powers and Duties.

The KURA shall have the authority to:

1. Implement the projects identified in the Ketchum Urban Renewal Plan.
2. Utilize tax increment financing to fund urban renewal projects.
3. Acquire, improve, and dispose of property within the Revenue Allocation Area.
4. Enter into contracts and agreements necessary to carry out urban renewal projects.
5. Issue bonds or other obligations to finance urban renewal activities.
6. Perform all other activities authorized under Idaho Code Title 50, Chapter 20.

4.18.040 Administrative Responsibilities.

The City designates the Ketchum Urban Renewal Agency as responsible for the administration and implementation of urban renewal projects within the City. The KURA shall coordinate with relevant City departments and officials to ensure alignment with the City's comprehensive plan and zoning ordinances.

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4.18.050 Funding Sources.

The KURA may utilize various funding sources to support its activities, including but not limited to:

1. Tax increment financing derived from the Revenue Allocation Area.
2. Grants and loans from federal, state, or local agencies.
3. Private investments and partnerships.
4. Donations and other contributions.

4.18.060 Reporting and Oversight.

The KURA shall provide annual reports to the City Council detailing its activities, financial status, and progress on urban renewal projects. The City Council shall have oversight authority to ensure that the KURA's activities align with the City's goals and objectives.