



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: April 21, 2025 Staff Member/Dept: Morgan Landers, AICP – Director of Planning and Building

Agenda Item: Cohesive Ketchum - Recommendation to review and provide direction on prioritization of code changes for the Phase 3 Code update

Recommended Motion:

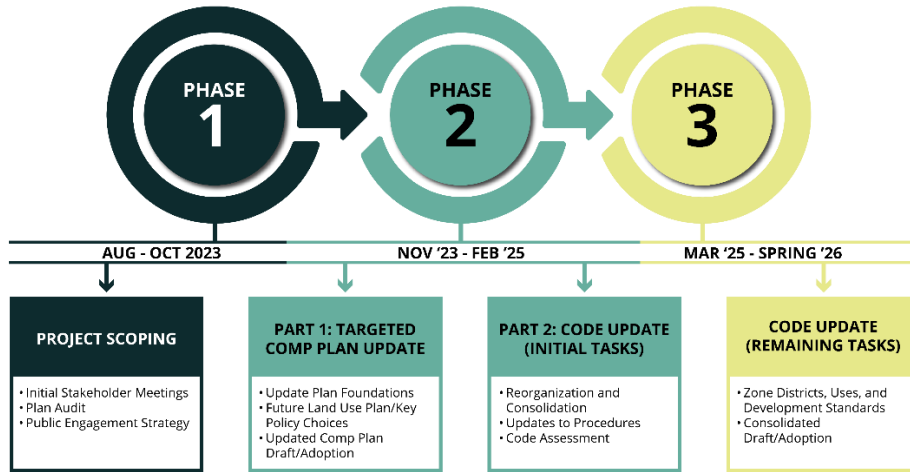
No Motion – general council direction only

Reasons for Recommendation:

- The 2025 Comprehensive Plan is currently going through the adoption process and has had three public hearings with the Planning and Zoning Commission.
- To ensure a smooth transition between the comprehensive plan update and corresponding code changes, it is time to begin discussions about Phase 3 of the project. Phase 3 includes the more substantive updates to the city’s land use regulations to implement the comprehensive plan.
- The Planning and Zoning Commission met in February 2025 to discuss the approach to Phase 3 and have recommendations for the City Council to consider as outlined below.

Policy Analysis and Background (non-consent items only):

INTRODUCTION
As the city continues to work through the Comprehensive Plan update process and the reorganization and consolidation of the existing land use regulations, staff are beginning to look forward to Phase 3 of the project. As noted in the graphic below, Phase 3 includes the substantive updates to the city’s land use regulations (“code”) to implement the goals and policies outlined in the updated plan. These updates are specific to the details of the zone districts, uses, and development standards by which any futures changes to properties will occur. The timeline in the graphic has shifted due to the schedule of the Phase 2 work. Currently, we anticipate adoption of the comprehensive plan and reorganized code in June/July 2025. Additionally, as further discussed below, the Phase 3 work is likely to take up to two years to complete.



The purpose of the discussion is to:

- review the list of necessary code revisions
- determine the best approach to executing the Phase 3 code update process
- determine the priority of those revisions

Once staff and the consultant receive direction from City Council on the Phase 3 approach, we will prepare a more detailed scope of work, schedule, and budget for review and approval by City Council. We will also be finalizing the code assessment memo in May for presentation to the Commission and Council.

PROPOSED REVISIONS

Chapter V of the draft 2025 comprehensive plan outlines a variety of code changes necessary to implement the plan. Additionally, Clarion Associates have begun the Code Assessment process that compares the updated plan to the city’s zoning regulations, outlines necessary code changes, and provides options for how to achieve the goals. Staff and the consultant team have compiled a preliminary list of code revisions necessary to implement the Comprehensive Plan (Attachment A). This list was generated from the implementation chapter of the draft Comprehensive Plan, feedback from the PZ Commission and City Council during joint work sessions, and items within the Phase 2 code consolidation work that were not completed. To assist in the Council’s review of the list, staff grouped the changes into categories, some by topic and others by zone district. It is important to note that revisions outlined in one category may be easily related to revisions in a different category, so the groups are not intended to be an assumption of association or priority.

The categories are:

- Design Guidelines/Standards
- Community Housing
- Downtown (non-housing related)
- Local Business Support
- Hotels and Base Areas
- Light Industrial District
- All Zone Districts
- Residential Areas
- Environmental
- Additional Procedures (Phase 2 carry-over)

To assist in the discussion, staff have provided an estimated level of effort for each revision. The level of effort noted is either low, medium, or high. Levels of effort are determined through an evaluation of:

- *Analysis/Research* – Low effort items won't require much additional study or research to determine the necessary code changes (i.e. ADUs or signs). High effort items may require additional study and research to evaluate multiple approaches and determine which approach is the most appropriate prior to drafting new regulations.
- *Drafting* – Low effort items generally do not require revisions to multiple sections of code with cross referencing. High effort items may require updates to multiple sections of code, cross references, additional definitions, and creation of graphic imagery or tables which extends the drafting time.
- *Engagement* – Low effort items generally have established community support from previous outreach efforts or may be administrative in nature allowing for changes to be made without extensive outreach and engagement efforts. High effort items will require additional engagement to inform the community of the various issues and evaluate options to ensure the goals of the plan and the community are being met.

APPROACH OPTIONS

There are a couple of ways to approach Phase 3 work. Due to the amount of high effort items, staff and the consultant believe it will take approximately two years to complete all items regardless of which option council recommends. Generally, the work can be completed in one large update encompassing all proposed changes with one new adopted code at the end or in groups of updates with multiple adoptions through the duration of the project. There are pros and cons to each approach as outlined below:

Option #1: One Large Update

- Pro – comprehensive look at all code revisions simultaneously and how one revision may impact another, reducing potential rework/overlap through the process. Doesn't require prioritization of items as all items will be addressed at the same time.
- Con – overall timeframe of new code to take effect is longer. Smaller code updates are delayed by more significant changes that take more time for research, drafting, and community engagement. May be difficult to keep the community engaged.

Option #2: Groups of Updates

- Pro – Can choose how many groups and how many revisions are completed at a time based on priority. Can adopt code revisions in a shorter period of time. Can create groups with a blend of high/medium/low items or could prioritize a full group of low effort items to accomplish updates while high effort items are being worked on. Less amount of development applications that may not align with community goals.
- Con – Requires prioritizing revisions. May require some rework of previously adopted sections depending on future changes to connected issues, creating overlap.

PZ COMMISSION RECOMMENDATION

The Planning and Zoning Commission met in February 2025 to discuss this topic. The Commission's recommendation to the approach is Option #2, groups of updates with a maximum of three groups. The Commission felt that waiting for a comprehensive update would cause frustration within the community and perhaps result in a loss of momentum. The Commission also provided feedback on the priority by which we should approach the groups as follows:

1. Residential Zone District Work – This includes the items under "All Zone Districts" and "Residential Areas" from the memo and any bonus programs for community housing that would apply to the residential areas. The Commission felt that this work would make the most impact as it covers the broadest amount of the community. It also has the potential to address housing conversations and community character first, which were the community's top priorities in the community survey from January 2024.
2. Community Housing (Downtown), Design Guidelines/Standards, and Local Business Support items
3. Environmental items
4. Light Industrial

5. Non-Housing Related Downtown Items and Hotels/Base Areas

Items in the Additional Procedures list would be woven into the groups to ensure that each group includes some additional work there. Additionally, “low” effort items should also be woven into groups to make progress on those items sooner rather than later. For example: the LI is a lower priority for them, but it would be somewhat easy to clean up the work/live section earlier.

DISCUSSION AND DIRECTION

Attachment A is formatted as a worksheet where Council members can rank their priority items. Staff recommend noting each individual item as either low, medium, or high priority. This will help Council members determine how many items in a grouping of changes has a frequent number of high priority items, therefore that group of changes should be prioritized sooner rather than later. Staff requests direction from council on the following:

- Do you agree with the Planning and Zoning Commissions recommendation to do a grouped approach to code updates?
- Do you agree with the Planning and Zoning Commission’s recommended prioritization? If not, how would you adjust?

Sustainability Impact:

One of the priorities with updating the comprehensive plan was to incorporate newly adopted plans, including the Blaine County 5B CAN plan. The 2025 Comprehensive Plan calls out specific goals and policies that assist in the implementation of the 5B CAN plan and reinforces the city’s commitment to sustainability. Many of those goals and policies translate into the city’s land use regulations including revision of the city’s landscape regulations for water conservation, incentives for green building, and promotion of walkable vibrant communities. Phase 3 of the project will help move these ideas into action.

Financial Impact:

None OR Adequate funds exist in account:	Phase 3 is estimated to cost approximately \$165,000 and is currently funded by the PRO Housing Grant the city received from HUD. At this time, those funds are still in place and available. However, staff recommends that the funds also be included in the Planning and Building professional services budget due to uncertainty of federal grant funding currently.
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Attachments:

1. Code Revision Worksheet
2.
3.

ATTACHMENT A: CODE REVISIONS WORKSHEET

Design Guidelines/Standards	CC Priority		Level of Effort
Mixed Use (downtown)			High
Multi-family			High
Light Industrial			Medium
Community Housing			
Downtown (FAR density bonus)			High
Base Areas (FAR and Uses)			High
Residential Areas			High
Streamlined review process for Community Housing developments			Low
Downtown (Non-housing related)			
Re-evaluate encroachments above building height/rooftop decks and amenities			Low
Basement Invisible Plane/Underground Parking/FAR conflicts			Low
Reduce the scale of development in Retail Core (height/FAR)			High
Downtown Parking Exemptions (re-evaluate exemptions for residential uses)			Medium
Local Business Support			
Affordable Commercial Space (program and regulations)			High
Expand permitted uses in Light Industrial District (i.e. food trucks, retail, restaurants)			Low
Local Business Priority			Medium
Clarification of Sign Regulations			Low
Hotels and Base Areas			
Update of the Warm Springs Base Overlay			High
Revise the approach and parameters for hotels			Low

Light Industrial District

Consolidation of districts and height overlays			Medium
Live/Work - where residential portion permitted, size, occupancy type			Low
Hwy 75 Setback			Medium
Parking Requirements for Commercial and Residential			Medium

All Zone Districts

Align zone districts with adopted FLUM and adoption of an updated zoning map			High
Establish minimum/maximum unit sizes			Medium
Clarification of Nonconformities			Low
Clarification of Nonconformities			Low

Residential Areas

Adjust dimensional limitations to align with existing characteristics and Land Use Categories in plan (i.e. setbacks for detached townhomes)			High
Review and revise use of detached townhomes (traditional TH development vs recent developments)			Medium
Residential Densities and Community housing (in-lieu payment for SF, or incentive increases for MF)			High
Adjust permitted uses in each district and expand definitions of different housing types based on Land Use Categories			Low
Adjust minimum/maximum lot sizes			Medium
Adjust building coverage and setback requirements based on revised lot sizes			Medium
ADUs - number permitted, accessory to duplexes and townhouses, height allowances for additions to existing structures			Low
Evaluate the allowance of Tiny Homes on Wheels			Low
Incentives/Standards for conversion of SF to MF (zoning and building code)			Medium
Condo/TH conversions (zoning and building code)			Low

Environmental

Mountain Overlay development criteria (amount of disturbance, size of units, light trespass, wildlife interface)			Low
General development standards (pools, impervious surface, fencing, etc)			Low
Floodplain development (including riparian and wetlands)			Medium
Green Building incentives			Medium
Water Conservation/Efficiency (landscape/irrigation standards)			Medium
Avalanche Overlay clarifications			Low
Clarification of Dark Sky regulations (re. light trespass from interior lights)			Low

Additional Procedures (Phase 2 carryover)

Clarification of Appeal Procedures			Low
Clarification of Enforcement Procedures			Low
Update and clarify definitions			Medium
Develop Administrative Manual (i.e. application requirements, engineering standards, how-to guides, process details)			Medium