



STAFF MEMORANDUM

To: Planning and Zoning Commission
From: Morgan Landers, AICP – Director of Planning and Building
Date: January 5, 2023
Re: 2023 Department Work Plan

The Planning and Building Department has been working with city administration to identify projects that the department will be involved in over the next few years. Many of the projects will require various levels of involvement by the Planning and Zoning Commission (the Commission) including the review and comment on information to full decision-making authority. To focus the efforts of staff and provide transparency to the Commission, the Council, and the public, staff has prepared a department work plan for 2023. Some projects extend into 2024 and 2025 depending on the scope of the work. Below is an overview of the initiatives and projects and general timeframes of those projects.

Planning and Building Department - Role

The Ketchum Planning & Building (P&B) Department believes in working collaboratively with property owners, design and construction professionals and the public to ensure development is reflective of the community's values. The P&B Department assists with all aspects of development, including zoning inquiries, building permits, design review, floodplain development, sign permits, fence permits, comprehensive long-range planning and code amendments.

Department Work Plan

The upcoming year's work is grouped into three main buckets:

- Administration and Communication
- Projects and Initiatives where P&B is the lead
- Projects and initiatives where P&B provides support

The work outlined below is in addition to the current planning job functions of the department which includes review of land use applications, building permits, responding to general inquiries from the public, and code enforcement.

The city is working to formulate a technical advisory group of architects, developers, contractors, engineers, landscape architects, and others. This group will be advisory only but will serve as a sounding board for the projects and initiatives outlined in this work plan including but not limited to the review of revised checklists and application materials, process improvements, and draft ordinance language. Staff is currently developing informational material for the group and will begin recruitment of its members mid to late January.

Administration and Communication

The following administration and communication activities will be conducted:

- Jan – begin monthly reporting of key data points tracked by the P&B department
- Jan/Feb – Staffing and onboarding
- Jan/Feb - Audit of P&B website for correction of errors and general information cleanup
- March – Launch of an Active Land Use Applications portion of the website
- March – Launch of quarterly P&B newsletter
- March – Outreach to property owners in areas prone to flooding prior to spring runoff
- April – Begin bi-annual development meetings prior to and following summer construction season
- Feb-May – Development of any additional web content
- May-Dec – Ongoing monthly and quarterly communications to Commission, Council, and the public

P&B Lead Projects

The following major projects will be led by staff of the P&B department and/or consultants hired to assist in the work. The timeframes outlined below are targets and will be updated as projects progress. Status updates will be provided to the Commission on a quarterly basis:

- Historic Preservation Commission (HPC) Initiatives
 - Winter - Development of annual workplan
 - Winter/Spring – Completion of the Historic Preservation Handbook
 - Summer/Fall – Data gathering and potential surveying of additional historic buildings/sites within Ketchum
- Interim Ordinance Revisions
 - Jan-April – evaluation of interim ordinance to identify potential revisions
 - April-June – draft of permanent ordinance
 - June-Sept – review and adoption of permanent ordinance. Adoption must be complete no later than October 19, 2023.
- Land Use Regulations Rewrite
 - March - Process and timeline review with Commission and City Council
 - April-July – RFP publication and selection of consultant team
 - July-Nov – Project scoping exercise and data gathering
 - Oct 2022-Mar 2023 – Comprehensive Plan Audit and identification of amendments or clarifications
 - January 2023 – December 2024 (2 years) – rewrite timeframe
- Review and adoption of new FEMA Floodplain Maps
 - Jan- draft maps released
 - Fall – preliminary Flood Insurance Rate Maps (FIRMs) and Flood Information Study (FIS) released
 - Winter 2023/2024 – Public Meeting/Workshop to review draft maps and information
 - The appeal period and final adoption steps have not been scheduled at this time; however, staff believes the target effective date for the new maps is likely sometime in 2025.

P&B Support Projects

The following projects are not led by P&B staff, however, staff supports these projects in a variety of capacities including land use analysis, mapping, policy development, permitting and regulatory guidance and more.

- Warm Springs Preserve Master Plan
 - Feb 14th – Joint work session with Commission and City Council
 - March – Adoption of Master Plan
 - Spring/Summer/Fall – completion of construction drawings and permitting
 - Spring 2024 – construction start
 - P&B staff is providing feedback on the draft master plan and will work with the consultants on floodplain development permit requirements and process.
- Adoption of City's Right-of-Way Standards
 - Jan/Feb – internal review of current right-of-way standards
 - Mar/Apr – review and adoption of standards by City Council
 - P&B staff is preparing a policy document for review by the City Council related to snowmelt requirements/allowances in the right-of-way
- Feasibility Analysis of Development of Community Housing on City Owned Properties
 - Nov 2022-Jan 2023 – RFQ for consulting services
 - Jan/Feb – community engagement
 - Feb/Mar – feasibility analysis and final deliverables
- Transportation Projects – these projects are ongoing with completion dependent on funding and applicable coordination with the Idaho Transportation Department (ITD)
 - Warm Springs and Lewis Street Roundabout
 - Hwy 75/Main Street right-of-way improvements including extension of bike path north to Saddle Rd
 - Evaluation of potential protected bike lanes
 - Review of the city's bicycle network
 - Evaluation of the city's sidewalk infrastructure in the Community Core (downtown)
- Placemaking Projects
 - Downtown Parking Action Plan – began data gathering and initial evaluation in 2022, will continue through spring 2023
 - Wayfinding and Signage Evaluation – initial discussions between staff and arts commission, not formally initiated yet
 - Town Square Master Plan – not initiated yet

P&B staff welcomes questions and comments on the department work plan from the Commission. We thank the Commission for their dedication and look forward to a busy few years moving these critical projects forward.