



## STAFF MEMORANDUM

To: Planning and Zoning Commission  
From: Abby Rivin, Senior Planner / Daren Fluke, Project Manager  
Date: October 24, 2023  
Re: Plan & Code Update: Scope of Work, Comprehensive Plan Audit, and Public Engagement Plan

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### Introduction

The City of Ketchum began work on a major effort to update the 2014 Comprehensive Plan (“Plan”) and the land use regulations (“Code”) that implement the goals and policies of the Plan. The Planning Department is leading the Plan and Code Update (“project”) with support from Clarion Associates, a land-use consulting firm with extensive experience in comprehensive planning and land development codes. The project will be executed in three phases. Phase 1 includes development of a scope of work, schedule, budget for Phase 2, a comprehensive plan audit, and a public engagement plan. The purpose of this discussion is to gather Planning & Zoning Commission’s (“Commission”) feedback on these Phase 1 draft documents.

Phase 1 of the project kicked off in August with a visit from Clarion Associates to meet with stakeholders and to gain a deeper understanding of the issues, opportunities, and geographies that are likely to be the focus of the project. The City Council and Commission held a joint workshop with Clarion and the City team on August 30 to discuss their priorities for the Plan and Code Update and to review the preliminary public engagement strategy. In addition, Clarion Associates met with City staff, the Ketchum Sustainability Action Committee, members of the Historic Preservation Commission, the Technical Advisory Group, and regional partners. Input provided during this initial round of stakeholder meetings and the joint work session informed the Comprehensive Plan Audit (Attachment A), the Phase 2 Scope of Work (Attachment B), and the Public Engagement Plan (collectively referred to as “Phase 1 documents”).

### Recommendation

Staff recommends the Commission review the Comprehensive Plan Audit (Attachment A), Phase 2 Scope of Work (Attachment B), and Public Engagement Plan (Attachment C) and provide feedback to staff. The Commission’s input will be presented to the City Council for their consideration as part of their review of the Phase 1 documents scheduled for the November 6, 2023, meeting. The following sections of this memorandum provide a brief overview of each of the Phase 1 documents and questions for the Commission to help guide their review and discussion.

### Phase 1 Draft Documents

The Comprehensive Plan Audit, Phase 2 Scope of Work, and Public Engagement Plan work together to define the project parameters and are intended to be used collectively rather than individually as

standalone documents. The Phase 1 documents serve as the project blueprint defining goals and objectives, setting expectations, establishing parameters to guide the work.

### Comprehensive Plan Audit

The Comprehensive Plan Audit (Attachment A) details the proposed focus areas for the targeted update and establishes clear expectations about the existing Plan sections that will be modified. The approach will be built upon the existing Plan's strengths and will address specific issues or changes that have arisen since the Plan was adopted in 2014. While the entirety of the existing Plan will be refreshed to reflect existing conditions and align with more recent City plans studies, the update will include a more concentrated focus on the goals and objectives related to land use, housing, multimodal transportation, historic preservation, sustainability, and community character.

*Question for the Commission:* Does the scope outlined in the Comprehensive Plan Audit adequately address the goals and policies that need to be updated to inform the substantive Code amendments for Phase 3 of the project?

### Phase 2 Scope of Work

The Phase 2 Scope of Work (Attachment B) establishes the project parameters, lists the tasks required to execute the work, describes the deliverables that will be produced, defines the review process, and sets the schedule. The full project includes three phases of work that are anticipated to take approximately two and half years to complete. During their joint work session, the City Council and Commission emphasized the importance and urgency of the Code Update in addition to a desire for a robust public engagement effort and directed the project team to front-load targeted Code amendments on a parallel track with the Comprehensive Plan Updates to expedite the process.

The Phase 2 Scope of Work is organized into two parts: (1) Targeted Comprehensive Plan Update and (2) Code Update—Initial Tasks. The anticipated timeline for the completion of Phase 2 is 14 months. The tasks for the Plan Update are organized into three sections: (1) review and update Plan foundations, (2) future land use plan and key policy choices, and (3) draft Plan and adoption. The Code Update will reformat and reorganize Ketchum's existing land use regulations and integrate the City's zoning and subdivision codes. The initial Code Update tasks include reorganizing and reformatting the existing ordinance and combining the subdivision ordinance with the zoning ordinance into a unified development code, as well as updating the administrative process and procedures for land use applications. The project team will provide an assessment of remaining substantive edits necessary to the land use regulations to implement the goals and policies of the updated Plan that will be conducted in Phase 3 of the project.

*Questions for the Commission:*

- Do the project milestones, tasks, and deliverables outlined in the Phase 2 Scope of Work align with your expectations and achieve the project goals and objectives?
- Do the initial tasks outlined for the Code Update adequately address your direction provided during the joint work session to front-load targeted amendments?

### Public Engagement Plan

The Public Engagement Plan (Attachment C) is intended to guide community and stakeholder engagement efforts throughout the project. The Public Engagement Plan is organized into three sections that (1) identify the stakeholder and advisory groups that will be engaged throughout the

process, (2) define the communications strategy and describe the multiple engagement methods that will be utilized, and (3) outline the anticipated timing, format, and objectives for the various input opportunities planned through the course of the project. Opportunities for community and stakeholder input are provided throughout Phase 2. These engagement opportunities are scheduled to align with major project milestones. The project will be an iterative process with multiple opportunities for the public to provide feedback on interim work product.

*Questions for the Commission:*

- Are there stakeholder groups or constituents that you believe need to be engaged through the project that are not listed in the Public Engagement Plan?
- Are there other communication methods not listed in the Public Engagement Plan that the project team should utilize to get the word out about various input opportunities?

**Attachments:**

- A. Comprehensive Plan Audit
- B. Phase 2 Scope of Work
- C. Public Engagement Plan