



## City of Ketchum

May 17, 2021

Mayor Bradshaw and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

### **Request to Approve Interim Budget Change to Fund Associate Planning Position**

#### Recommendation and Summary

The planning staff currently consists of the Director, two planners and one planning technician. The department workload has significantly increased during this fiscal year which has affected the desired processing times for applications. Therefore, staff has requested one new Associate Planner position.

**"I move to approve the interim budget change to add one new Associate Planner position."**

The reasons for the recommendation are as follows:

- Increased permit activity
- Requirement to staff new Historic Preservation Commission
- Increased monthly frequency of the Planning & Zoning Commission

#### Introduction and History

The department is experiencing significant permit activity in both planning and building permits. To provide context, the following is a summary of permit activity and building permit valuations during calendar year 2019, 2020 and Jan-April 2021.

#### **Planning Permit Volume**

- Jan-April 2021: 45 Permits (22 processed or in process, 23 pending review/assignment)
- 2020: 91 total land use permits processed
- 2019: 101 total land use permits processed

#### **Building Permit Valuation Processed** (this is the measure for complexity and volume of building permits)

- Jan-April 2021: \$48,296,605 in permit valuation
- 2020: \$76,845,792 in permit valuation for the year
- 2019: \$56,684,624 in permit valuation for the year

Due to the extraordinary permit activity, processing times have increased. As identified above, there are presently 23 planning permits that have yet to be reviewed or assigned to staff for processing. Permits requiring Commission review typically take 30-60 days from filing to Commission review. Permits are now taking 90-120 days from filing to Commission review. Building permits typically take 2-3 weeks from submittal to when the first round of department reviews is provided to the applicant. The first review is now taking 4-6 weeks.

#### **Historic Preservation Commission**

In addition to the extraordinary permitting activity, the department is now staffing a new Commission; the Historic Preservation Commission. The Commission will be meeting twice a month for the foreseeable future to refine the list of historic buildings, craft the permanent ordinance for historic preservation and review permits requesting demolition or alteration of a historic structure.

The meetings require staff reports, agendas, packet preparation, public notice, and staff analysis of the agenda items.

#### **Planning and Zoning Commission**

As a result of increased permit activity and several significant projects undergoing review, the Planning and Zoning Commission is now meeting twice a month instead of once a month. This increase in meetings requires additional staff time to process applications, prepare notices, produce packets, and provide support to the Commission.

#### Sustainability Impact

There is no direction impact.

#### Financial Impact

The new Associate Planner position will assist in processing planning and building permits. The cost of this position will be offset by permit revenues.