



City of Ketchum

November 16, 2020

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation To Authorize Mayor to Enter Into Contract 20560 with Logan Simpson

Recommendation and Summary

Staff is recommending the council authorize the Mayor to enter into Contract 20560 with Logan Simpson and adopt the following motion:

I move to authorize the Mayor to enter into Contract 20560 with Logan Simpson

The reasons are as follows:

- A request for proposal was issued for assistance in identifying regulatory options related to preservation of buildings and preparation of design guidelines (Attachment A).
- Logan Simpson submitted a proposal (Attachment B). Staff is recommending the Council approve the contract for their services.

Introduction and History

On October 19, 2020 the City Council adopted a 90-day ordinance pausing the demolition of potentially historic structures in the community core. During this 90-day period, the 2005 and 2006 survey of potentially significant structures will be updated to reflect current conditions. In addition to the survey update, regulatory options will be identified for consideration by the City Council, Planning and Zoning Commission and community.

As identified in the request for proposal, the project will consist of two phases. Phase 1, to be completed within the 90-day ordinance timeframe, consists of community outreach, identification of regulatory options for preservation, and if directed by Council, preparation of an interim ordinance.

Depending on the outcome of Phase 1, Phase 2 would consist of preparation of a permanent ordinance, community outreach and preparation of design guidelines to assist developers in designing buildings that reflected the scale, character and design objectives of the community.

Staff is working on the final contract language with Logan Simpson. In order to maintain the project schedule, staff is recommending the Council authorize the Mayor to approve the final contract language. A draft contract is provided in Attachment C.

Analysis

As identified in the Logan Simpson proposal, they have extensive experience assisting communities in developing ordinances, design guidelines and handbooks. They have worked with communities within Idaho and other mountain resort communities.

Financial Impact

The proposed contract will be structured in two phases. The first phase will cost \$27,000. The second phases scope and cost will be contingent on Council direction after Phase 1 is complete. Funding for Phase 1 is available in the Planning and Building Department budget.

Attachments:

City Request for Proposal

Logan Simpson Proposal for Services

Draft Contract 20560



City of Ketchum

October 26, 2020

Ketchum is experiencing increased development activity that includes the potential loss of historic structures. Currently, the city has no protections in place for historic structures. Ketchum Municipal Code Section 15.16.040 sets forth the process for demolition of a building or structure that is fifty (50) years of age or older or a building or structure that has been documented in the city of Ketchum windshield survey of historic properties dated August 2005, by Walsworth And Associates. A historic structure may be demolished provided a 60-day demolition waiting period occurs.

On October 19, 2020, the City Council adopted a 90 day pause in the demolition of any structure in the Community Core Zoning District that is on the 2005 windshield survey list. During this 90-day pause, the city will be evaluating options for protection and preservation of historic structures and updating the 2005 windshield survey.

The anticipated process during this time will include community input, identification of preservation options, and if directed by City Council, the preparation of an interim ordinance to implement specific measures.

The following outlines the scope of services requested by the City of Ketchum.

Scope of Work: Regulatory Options and Design Guidelines

The final outputs will be determined by the City Council and may include adoption of permanent ordinance amendments (regulatory) and adoption of design guidelines (non-regulatory). The scope of work is broken into two phases. Responses to the proposal should be separated by Phase 1 and Phase 2.

Phase 1: Coincides with 90-day moratorium on demolition of history buildings. Initial Community Outreach, Identification of Preservation Options, and Preparation of Interim Ordinance

Step 1. Initial Community Outreach. Conduct community outreach that includes a community workshop, online surveys and meetings with the Planning and Zoning Commission and City Council to ascertain the community's values related to preservation of historic resources identified in the updated Community Core Survey List. Outreach includes:

- Community Survey
- Community meetings
- Mapping activity to give participants a map of downtown Ketchum to identify areas or buildings that have historic merit and that could be addressed in a preservation program
- Joint Planning and Zoning and City Council Meetings

Step 2. Preservation Options and Additional Community Outreach. Identify the full range of options and regulatory tools tailored for Ketchum to protect historic resources identified in the updated Community Core Survey list. Conduct community outreach to gather input on available options. Outreach includes:

- Community survey
- Joint meeting with Planning and Zoning Commission and City Council

Such options may include:

- Economic incentives to encourage the retention of significant buildings instead of demolition.
- Regulatory incentives, such as providing flexibility with existing non-conforming conditions.
- Height and square footage bonuses in exchange for preservation of all or a part of a building.

Step 3. Interim Ordinance. Assist with the preparation of an interim ordinance to implement all or a part of the preservation options as directed by City Council. Any interim ordinance is not anticipated to be as detailed as a permanent ordinance. The interim ordinance is anticipated to be broader and higher level.

Phase 2: Permanent Ordinance and Design Guidelines. If directed by City Council, develop a permanent ordinance and amendments to the Ketchum Municipal Code to implement preservation options and develop design guidelines for development in the Community Core District of Ketchum. This phase coincides with one-year period during which an interim ordinance is in place.

Step 1. Permanent Ordinance. Based on the community input from Phase 1, develop a regulatory framework for adoption in the Ketchum Municipal Code to implement the historic preservation options identified in Phase 1. Participate in the adoption process with Planning and Zoning Commission and City Council.

Step 2: Design Guidelines. Conduct community outreach to develop design guidelines that reflect the community's objectives related to scale, design, community character pedestrian orientation, and best urban design practices for development in the Community Core District of Ketchum. Identify key features that epitomize Ketchum's mountain town character within the streetscape, building forms and types, materials, and building features, and consider design characteristics appropriate for downtown Ketchum. Outreach includes a community workshop and meetings with the Planning and Zoning Commission and City Council.

Community outreach will help identify what Ketchum small-town character means to the community. What are the characteristics that define Ketchum's authenticity and how should the concept of mountain-town character be interpreted and applied when considering designs in downtown Ketchum.

Step 3: Prepare draft Community Core Design Guidelines for community review and Planning and Zoning Commission and City Council review and approval.

Step 4: Develop a Historic Preservation Handbook. Prepare a handbook to serve as tool to assist property owners, developers, and the community in understanding historic preservation in Ketchum. The document could include the following topics:

- History of Ketchum with a graphic timeline;
- What historic preservation means to the community;
- What it means to own a historic resource;
- What incentives may be available
- The process for making improvements to a historic resource;
- Listing of web-based historic preservation resources that are available to the public that identify best practices in historic preservation.

Timeline for Phase 1 and Phase 2

Phase 1 Timeline

All work in Phase 1 must be completed by December 11th. 90 days expires Sunday January 17, 2021. The following provides the anticipated outreach and meetings to be conducted by City staff with consultant participation.

Step 1 timeline: Oct 30-Nov 13.

Outline of approach available on the City's website—no later than October 29th
 Release community survey--no later than October 29
 Completion of survey— November 11
 Community workshop (share survey results) – November 13
 Presentation of workshop outcome at joint meeting of PZ/CC – November 16
 Information update to community – November 18

Step 2 timeline: Nov 16-Nov 30.

Community workshop – November 20
 Presentation of workshop outcome to PZ/CC – week of December 1
 Information update to community – Week of 12/1, after special meeting

Step 3 timeline: Dec 1-Dec 11.

City Council consideration of interim ordinance, first reading Dec 21 (packet is public Dec 17), second reading Jan 4th, third reading special meeting January 14th.
 Information update to community – December 22
 Information update to community – January 5
 Determine Phase 2 outreach based on Council feedback on interim ordinance
 Information update to community with Phase 2 outreach schedule – January 15

Phase 2 Timeline

Permanent regulations must be completed by November 1, 2021. Assuming interim ordinance is adopted January 14, 2021, permanent regulations must be in effect by January 14, 2022.

Step 1 timeline: February 1, 2021- April 30, 2021. City Council first reading of permanent regulations May 17, 2021, second reading, June 7, 2021, third reading June 21, 2021.

Step 2 timeline: February 1, 2021-April 23, 2021. Joint meeting with P&Z Commission and City Council May 3, 2021 to identify design guideline objectives.

Step 3 timeline: May 4, 2021-July 9, 2021. P&Z Commission meeting to review design guidelines July 13, 2021. City Council meeting to review design guidelines August 2, 2021.

Step 4 timeline: Handbook can be prepared concurrently with design guidelines or separately.

Proposals

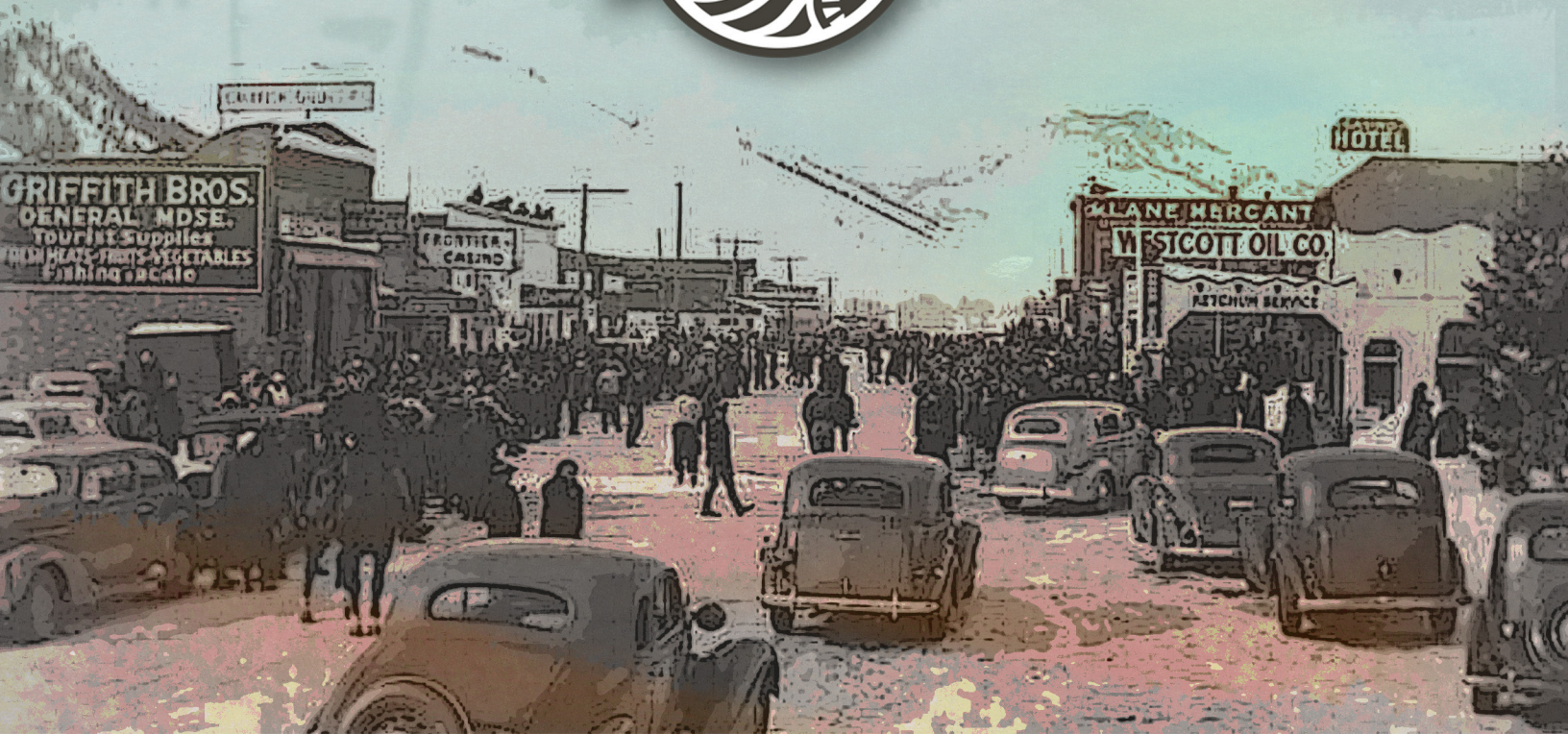
If you are interested in this project, please provide the following information separately for both Phase 1 and Phase 2:

- A. Resume and qualifications of individuals who will be working on the project.
- B. Discussion of how the consultant will approach this project.
- C. Cost Proposal
- D. Project Duration

The successful consultant(s) will have expansive knowledge of and experience in available options for historic preservation, drafting ordinances, community outreach and preparation of design guidelines. Experience working in historic preservation in comparable mountain/gateway communities is desirable.

If you are interested in assisting Ketchum, please provide a proposal by November 2, 2020 and send the information to:

Suzanne Frick, Director of Planning and Building
sfrick@ketchumidaho.org



CITY OF KETCHUM

HISTORIC PRESERVATION ORDINANCE, DESIGN
GUIDELINES, AND HISTORIC PRESERVATION HANDBOOK



LOGANSIMPSON

NOVEMBER 6, 2020





L O G A N S I M P S O N

November 6, 2020

Brittney Skelton, Senior Planner
City of Ketchum
P.O. Box 2315, 480 East Ave. N.
Ketchum, Idaho 83340
office: 208.726.7801 | direct: 208.727.5085
bskelton@ketchumidaho.org | www.ketchumidaho.org

Re: City of Ketchum Historic Preservation Ordinance, Design Guidelines, and Historic Preservation Handbook

Dear Ms. Skelton and Ms. Frick:

On behalf of Logan Simpson and our teaming partner, White & Smith, we are pleased to submit our proposal and qualifications for the City of Ketchum Historic Preservation Ordinance, Design Guidelines and Historic Preservation Handbook. We are proposing a team well-versed in historic preservation; design guidelines; and land use and development code assessments and rewrites—a team that is also familiar with the unique needs of the City of Ketchum.

Through collaboration with City staff, stakeholders, and the City's Historic Preservation Commission, Logan Simpson will review existing resource surveys as well as Title 14 regulations and recommend optional approaches for both interim and permanent ordinances to update Title 14 language, and deliver design guidelines that will provide a basis for making fair and consistent decisions about adaptive re-use, alterations, and rehabilitation of historic properties located within the City's Community Core Zone District. Additionally, it is our intent that the guidelines serve as a means of providing incentives for investment in historic properties, and as an educational tool for members of the local historic preservation board, city staff, and property owners.

Our Principal in Charge Bruce Meighen and Project Managers Jennifer Levstik and Jennifer Gardner are available to you for any questions you might have; contact information for each is listed below.

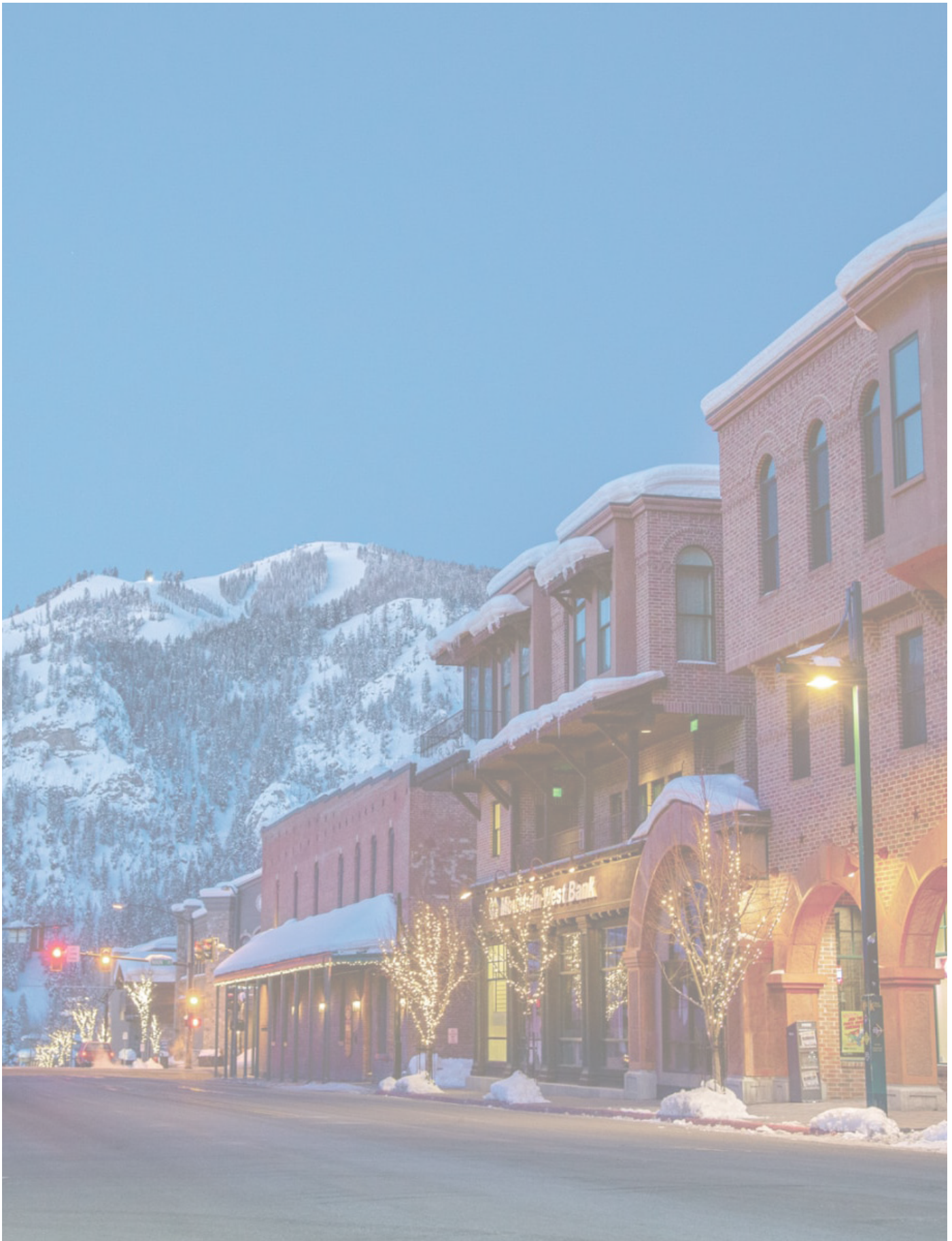
Our team qualifications and overviews are showcased in the remainder of our proposal.

Sincerely,

Bruce Meighen, AICP
Principal in Charge
P. 970.449.4100 ext. 4802
E: bmeighen@logansimpson.com

Jennifer Levstik, M.A.
Assistant Director of Cultural
Resources
E: jlevstik@logansimpson.com

Jennifer Gardner, ASLA
Senior Planner/Landscape
Architect
P. 970.449.4100 ext. 4827
E: jgardner@logansimpson.com



STATEMENT OF QUALIFICATIONS

FIRM INTRODUCTION

Logan Simpson was founded in 1990 and is celebrating 30 years of supporting our motto—**Guiding Responsible Change**—through thoughtful planning, design, and environmental and cultural services. Additionally, we bring on the ground knowledge of how to work within the structure of historic architecture. Logan Simpson’s Fort Collins office is located in one of the most prominent historic buildings in the City of Fort Collins, the historic Linden Hotel. The façade of the building has remained the same or been revitalized to reflect the original architecture for nearly 150 years. Our office sits in a completely remodeled space behind the original façade providing us with a fully functioning, modern interior that fully respects the exterior architecture of the notable building.



Our team of professionals brings a wealth of relevant expertise and qualifications and was chosen for their ability in identifying cultural and historically significant resources, preparing plans to preserve said resources, and updating and modifying codes to reflect the overall vision of the community through thoughtful development regulations. More importantly, we bring experience integrating the context and issues applicable to lifestyle communities such as Ketchum. Logan Simpson and our chosen consultants have experience picking up a project already underway and moving it towards adoption in a manner that respects the work completed to date and tackles remaining challenges through a collaborative process. We have the availability to be flexible in our approach, to dovetail into the process underway, and determine the best approach to the project, including new and inventive public outreach, specifically tailored to the community of Ketchum.



Logan Simpson’s Fort Collins office sits inside the historic Linden Hotel, the oldest building in the Town.

KEY PERSONNEL

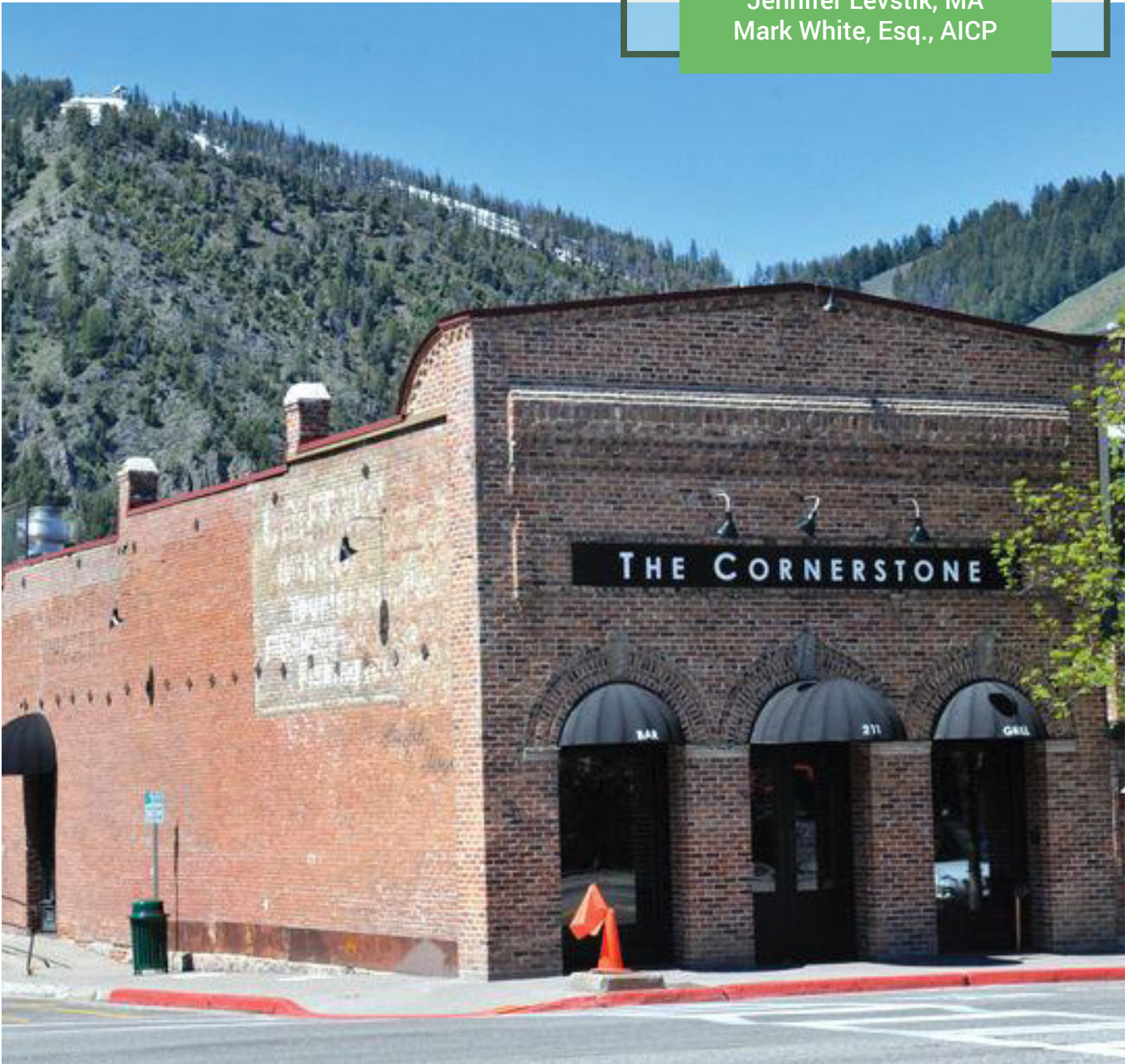
Our key personnel for this project include Principal, Planner, and Public Involvement Specialist Bruce Meighen; Senior Associate Planner and Code Specialist Jennifer Gardner; Historic Preservation Specialist Jennifer Levstik; and Mark White, a recognized expert in zoning and subdivision law who will be guiding the team with his legal expertise. Brief overviews of the team's qualifications are presented below.

City of Ketchum Project Team

Jennifer Gardner, PLA
*Project Manager /
Code Specialist*

Support Team

Bruce Meighen, AICP
Jennifer Levstik, MA
Mark White, Esq., AICP



BRUCE MEIGHEN, PRINCIPAL, AICP

PLANNER AND PUBLIC INVOLVEMENT SPECIALIST

Bruce is a planner with 25 years of experience and more than 50 awards in comprehensive planning, code, and public involvement. His planning experience includes the successful completion of several hundred comprehensive plans, subarea plans, design guidelines, regulations, and public involvement programs associated with quality of life and mountain towns. Bruce has spent his career working with the quality of life communities in the West, particularly those seeking to preserve their character while exercising adaptability and innovation.

His projects include incorporating funding sources and incentivization, and plans have resulted in changes to code and development strategies. Bruce is currently or recently worked on plans for Meridian, McCall, Star, Sandpoint, Twin Falls, Victor, Driggs, and Teton County, Idaho.



EDUCATION

Master of City and Regional Planning, Georgia Institute of Technology, 1994

Bachelor of Arts, Geography Urban Systems, McGill University, Montreal, Quebec, 1992

PROFESSIONAL REGISTRATIONS

American Institute of Certified Planners (AICP)

SELECTED RELEVANT EXPERIENCE

- Teton County Comprehensive Plan and Land Development Code, ID
- Grow with Us Twin Falls Comprehensive Plan Update and Historic Preservation Master Plan, Twin Falls, ID
- McCall in Motion Comprehensive Plan, Transpiration Plan, Housing Plan, and Downtown Plan, Idaho
- Sandpoint Comprehensive Plan and Airport Master Plan and Code (address moratorium), ID
- MyMeridian Comprehensive Plan and Fields Subarea Plan, Town Center and Guidelines, ID
- South of the River Subarea Plan, Town Center, Guidelines and Code, Star, ID
- West Central Mountains Economic Strategy, Valley County and Meadows Valley, ID
- 2012 and 2020 Jackson/Teton Comprehensive Plan, Housing Action Plan, Character Districts and Land Development Regulation, Jackson, WY
- Teton View Regional Plan for Sustainable Development, ID and WY
- 2012 Comprehensive Plan, Character Districts, Workforce Housing Strategy, and Land Development Regulations, Town of Jackson/Teton County, WY
- Natrona County Zoning Resolution Rewrite, WY
- Englewood Comprehensive Plan, Unified Development Code Assessment and Admin. for the Light Rail Next Steps and Walk'n'Wheel Plans, Englewood CO
- Eagle Comprehensive Plan and Land Use Code Update, CO
- Castle Pines Comprehensive Plan Update (2020) and Plan (2015), and Mixed-Use Design Guidelines, CO
- W192 Design Guidelines, Sign Code, and Land Use Code, Osceola County, FL
- Fort Collins City Plan, Redevelopment Code, Sign Code, Fort Collins, CO
- Zoning and Subdivision Code Update, North Ogden, UT
- Salt Lake City Sustainable Code Review, UT
- Bozeman Comprehensive Plan, MT
- Big Sky Vision Plan and CIP, MT
- Create Loveland Comprehensive Plan and Zoning Code, Loveland, CO
- Wellington Comprehensive Plan and Land Use Code, CO
- Arvada Comprehensive Plan, Transportation, and Land Use Code, Arvada, CO
- Westminster Forward Comprehensive Plan, Sustainability Plan, and Code Support, CO
- Mead Comprehensive Plan, Land Use Code, and Transportation Master Plan, CO
- Page Housing Action Plan, Design Guidelines, Land Use Plan and Targeted Industry Analysis, AZ

JENNIFER GARDNER, SENIOR ASSOCIATE PLANNER, ASLA, PLA

PROJECT MANAGER/CODE SPECIALIST

Over the past 20 years, Jennifer has been dedicated to the planning and design of spaces small and large. Her tireless passion for connecting the natural and built environments has led to an extensive resume of planning and design projects spanning both public and private sector. Jennifer is experienced with planning and entitlement, land use code development, design guideline development, and comprehensive plans. Through years of entitlement work, she has gained much insight into the opportunities and challenges that communities face, and is dedicated to building the framework to help each community achieve their ultimate development goals.



EDUCATION

Bachelor of Science, Landscape Architecture, Colorado State University, 2000 (ASLA Student Merit Award)

PROFESSIONAL REGISTRATIONS/ACCREDITATIONS

Registered Landscape Architect, Colorado #714, Wyoming #LA-0136C, Oregon #LA1009

Colorado ASLA North Area Director

CSU Alumni Advisory Board for Landscape Architecture Department

Member American Society of Landscape Architects

SELECTED RELEVANT EXPERIENCE

- Teton County Land Development Code Update, ID
- Ada County Zoning Code Update, ID
- Historic Preservation Master Plan, Twin Falls, ID
- Sandpoint Comprehensive Plan and Airport Master Plan and Code (address moratorium), ID
- MyMeridian Comprehensive Plan and Fields Subarea Plan, Town Center and Guidelines, ID
- Star South of the River Sub-Area Plan, Star, ID
- Unified Development Code Assessment, Englewood CO
- Eagle Comprehensive Plan and Land Use Code Update, CO
- Castle Pines Comprehensive Plan Update (2020) and Mixed Use Design Guidelines, CO
- W192 Streetscape and Building Design Guidelines, Sign Code, and Land Use Code, Osceola County, FL
- Commercial Centers Land Use Evaluation and Code Language, Osceola County, FL
- Osceola County Planning On-Call (2012-ongoing), Osceola County, FL
- Sign Code, Fort Collins, CO
- Zoning and Subdivision Code Update, North Ogden, UT
- Salt Lake City Sustainable Code Review, UT
- Meadowbrook District and Town Center Form Based Codes, Millcreek, UT
- Natrona County Zoning Resolution Rewrite, WY
- Land Use Code Update, Loveland, CO
- Wellington Comprehensive Plan and Land Use Code Update, CO
- Land Use Code Update, Arvada, CO
- Arvada Traffic Standards, Arvada, CO
- Integrating Sustainability Practices into the Land Development Code, Westminster, CO
- Milliken Town Planner, Milliken, CO

JENNIFER LEVSTIK, ASSISTANT DIRECTOR OF CULTURAL RESOURCES, M.A.

HISTORIC PRESERVATION SPECIALIST

Jennifer has over 20 years of experience in cultural resources management and historic preservation. She has worked throughout the Southwest, California, Oregon, Nevada, Wyoming, and Colorado, and has broad experience as an architectural historian, archaeological field director, and planner. She was also the former Lead Planner for the Tucson Historic Preservation Office, and has extensive experience preparing National Register of Historic Places (NRHP) nominations and eligibility reports, Historic American Buildings Survey, Engineering Record, and Landscape-level documentation (HABS/HAER/HALS); Building Condition and Assessment documentation, archival research, editing, and report preparation. Jennifer also serves as an adjunct instructor with the University of Arizona's College of Architecture, Planning, and Landscape Architecture; is the vice-chair of the Tucson-Pima County Historical Commission, and serves on the board of the Southern Arizona Chapter of the American Institute of Architects (AIA). She has authored hundreds of technical reports, national register nominations, academic and public history articles, as well as online publications for the Society of Architectural Historians.



Because of her extensive experience, she is well versed in local, state, and federal regulations regarding the protection and mitigation of cultural resources and the built environment. Jennifer exceeds National Park Service's *Qualifications Standards for Architectural History* and History as identified in the *Secretary of the Interior's Professional Qualification Standards* as published at 36 CFR Part 61.

EDUCATION

M.A., Historic Preservation (Architectural History focus), Savannah College of Art and Design, 2011
B.A., Anthropology (History minor), University of Arizona, 1999

SELECTED PROJECTS

- Historic Preservation Treatment Plan for Old Santa Fe Trail Building and Annex, NM
- Albuquerque Veteran's Administration Medical Center Historic Preservation Master Plan, NM
- City of Montrose Historic Resources Survey Plan, CO
- Benedictine Monastery Historic Landmark Application, AZ
- Architectural Documentation and Design Guidelines for the University of Arizona's Chemistry/Physics Building, AZ
- Rancho de las Golondrinas Cultural Landscape Report (CLR), NM
- Taos Rael Property Cultural Landscape Report (CLR) and National Register Nomination, NM
- Housing and Urban Development (HUD)/Community Development Block Grant (CDBG) Funds for Historic Preservation, AZ
- West University Historic District NRHP Nomination Amendment, Tucson, AZ
- HAER Survey of the Southern Pacific Railroad Route, AZ
- Fourth Avenue Commercial Historic District, AZ
- Paul Laurence Dunbar School NRHP Nomination, AZ
- Camp Naco Historic District, AZ
- Lakeside Officers' Club HABS Documentation, AZ
- Tupper Compound/Guard Station, OR
- Mojave National Preserve Determination of Eligibility Evaluations, CA

S. MARK WHITE, ESQ., AICP

LEGAL EXPERT

S. Mark White is recognized as an expert in zoning and subdivision law, form-based zoning, and sign regulations. He has over 29 years of experience representing clients at every level from city, state, and local governments, as well as major private developers. Mark has completed nearly 70 code updates and 110 similar projects in over 36 states. Mark is widely published, and his articles have appeared in a variety of notable publications, including the American Planning Association's Planning Advisory Service, the American Bar Association's Urban Lawyer, the International Municipal Attorneys Association's Municipal Lawyer, and the United Kingdom's Transport Policy. Mark is a frequent speaker at the national meetings of the American Planning Association, American Center for National and International Law, Congress for the New Urbanism, and various other professional organizations.



Mark is a former President of the board of directors of the nonprofit community development group Westside Housing Organization, a member of the Lee's Summit Land Clearance and Redevelopment Authority, and a member of the American Institute of Certified Planners and North Carolina and Missouri Bars. Mark was a member of the leadership team for the City of Lee's Summit, Missouri's Livable Streets Committee. This resulted in adoption of the Kansas City region's first Complete Streets resolution.

EDUCATION

Juris Doctor University of North Carolina at Chapel Hill
Master of Urban and Regional Planning, University of North Carolina at Chapel Hill
Bachelor of Arts, magna cum laude History/Political Science Bethany College

CERTIFICATIONS AND MEMBERSHIPS

Missouri Bar
North Carolina Bar (inactive)
American Institute of Certified Planners (AICP)
American Planning Association (APA)
International Municipal Lawyer's Association

SELECTED RELEVANT EXPERIENCE

- Ada County, ID*
- Teton County, ID*
- Adams County, CO
- Albuquerque, NM
- Arlington, TX
- Aspen, CO
- Boulder, CO
- Brighton, CO
- Centennial, CO
- Chapel Hill, NC
- Charleston County, SC
- Cole County, MO
- Collier County, FL
- Concord-Cabarrus County, NC
- Davidson, NC
- Eagle, CO*
- Englewood, CO*
- Hillsborough County, FL
- Huntersville, NC
- Irving, TX
- Jackson County, MO
- Jefferson City, MO
- Johnstown, CO*
- Kansas City, MO
- Lee's Summit, MO
- Livingston County, MO
- Los Angeles, CA
- Loudoun County, VI
- Memphis, TN
- Madison, WI
- Natrona County, WY*
- North Augusta, SC
- Olathe, KS
- Prince George's County, MD
- Pulaski County, AR
- Rio Blanco County, CO
- Roanoke, VA
- San Antonio, TX
- St. Petersburg, FL
- Sparks, NV
- Suffolk, VA
- Topeka, KS
- Union County, NC
- Unified Government of Wyandotte County, Kansas City, KS
- Washington, DC
- Wellington, CO
- Westminster, CO*
- Winchester, VA

* denotes projects with or in coordination with Logan Simpson staff

RELATED EXPERIENCE

ENGLEWOOD UNIFIED DEVELOPMENT CODE ASSESSMENT | ENGLEWOOD, CO

Wade Burkholder, Planning Manager, City of Englewood | P: 303.762.2341 | E: wburkholder@englewoodco.gov

Englewood is nearly built out community comprised of well-established post World War II-era neighborhoods, a medical district, a civic center currently undergoing plans for redevelopment, and a historic downtown in need of revitalization. The existing Unified Development Code (UDC) has not been substantially updated since 2004, therefore does not contemplate many of the current trends and forward thinking presented in policy documents such as the 2016 comprehensive plan, an effort also led by Logan Simpson. Logan Simpson is currently working with the City to review of the existing UDC in comparison with policy documents and the community's values to assess what is working and what is not with current regulations.

Upon initial assessment, the existing UDC is a sound document: fairly well organized, thorough, clear and concise. There are some redundancies and inconsistencies to be addressed, zone districts could be revised and further clarified and policies from Englewood Forward (comprehensive plan) need to be incorporated for implementation. Nearly half of the project budget is dedicated to public engagement to listen to what the residents have to say about current redevelopment, the potential for neighborhood preservation in certain districts, and to learn what innovations the city values with regards to parking, landscaping, and sustainability. This outreach, paired with a thorough review of the existing UDC, relevant planning documents, and recurring trends in development applications are serving as the primary guidance to the assessment process.

Currently, outreach has included a telephone town hall to kick off the project, neighborhood by neighborhood outreach by way of neighborhood parks respecting pandemic safety protocols, an online questionnaire and over sixty stakeholder interviews with residents, developers, builders, staff and members of boards and commissions. What we are hearing is that there is a fairly even divide between those that support current redevelopment efforts and those that are opposed to it. All feedback is being tracked systematically to ensure we hear from a broad cross section of the community, the results of which will be incorporated into the final assessment report.

2020 Unified Development Code Assessment

HOW DOES THE UDC REGULATE HOME SIZE?

- The UDC defines building height and setback requirements for each zone district
- Also regulated is the percentage of the lot that can be covered by structures, otherwise known as lot coverage
- Bulk Plane regulations limit the allowable volume of space a building can occupy as illustrated to the right

SHOULD THERE BE ANY CHANGES TO THE DIMENSIONAL STANDARDS? IF SO WHAT?

- SETBACKS
- HEIGHT
- LOT COVERAGE
- BULK PLANE

ANSWER BY SCANNING THE QR CODE OR PLACING A STICKER BELOW YOUR CHOICE

2020 Unified Development Code Assessment

WHAT ARE ACCESSORY DWELLING UNITS?

- ADUs are independently habitable, secondary residential dwelling units on the same lot as the principal unit and provide the basic requirements of living, sleeping, cooking, and sanitation
- ADUs are only allowed in the following zones: MU-R-3-B, MU-R-3-A, R-2-B, R-2-A, and R-1-C zone districts

SHOULD THERE BE ANY CHANGES TO THE ADU REGULATIONS? IF SO WHAT?

- SETBACKS
- HEIGHT
- MAX. SIZE
- WHICH ZONE ALLOWED IN

ANSWER BY SCANNING THE QR CODE OR PLACING A STICKER BELOW YOUR CHOICE

2020 Unified Development Code Assessment

Project Information | Public Engagement | Document Library | Contact Information

Upcoming Events

Public Event Series #1 Launch

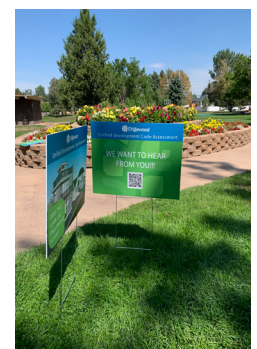
We have launched a public questionnaire in order to gather feedback on the "big picture" strengths and weaknesses of the UDC as well as some general neighborhood character questions. You can access it at the link below.

Questionnaire

In Person Park Events

UDC in Progress Park Events

UDC IN-PERSON PARK EVENTS





MCCALL DOWNTOWN MASTER PLAN UPDATE, COMPREHENSIVE PLAN UPDATE, DEVELOPMENT CODE REVIEW, AND WORKFORCE HOUSING STUDY | MCCALL, ID

Michelle Groenevelt, Community Development Director, City of McCall | P: 208.634.7142 | E: mgroenevelt@mccall.id.us

The City of McCall, Idaho is nestled between the mountains of the Payette National Forest and the waterfront of Payette Lake. As the largest community in Valley County, it serves as a regional economic hub that includes parts of neighboring Adams and Idaho counties. McCall’s Downtown has been identified as the heart of the community and defines the character of McCall.

Logan Simpson worked with a local design and engineering firm to develop the 2013 Downtown Master Plan Update, which builds on previous city planning efforts to create a roadmap for future development and redevelopment of the downtown. It included components of traditional downtown master plans while developing recommendations through economic and cultural influence. The city has changed considerably since the previous Downtown Master Plan completed in 1997—several significant development projects and other public improvements have been built, and numerous city planning and design documents have been developed or updated. Economically, McCall experienced the real estate boom and bust of the 2000s along with the rest of the United States, and its economy is currently showing indications of improvement. This update aligns the Downtown Master Plan with visions and policies of recently adopted planning documents, and refocuses planning efforts and policies to address current issues and future opportunities. It is a tool for assessing current conditions and setting a course for future success.

Following completion of the Downtown Master Plan, the City of McCall retained Logan Simpson to complete a series of related and ongoing plans, including the Comprehensive and Transportation Plan Update, Workforce Housing Study, and Development Code Review. We are currently in the final phase of the



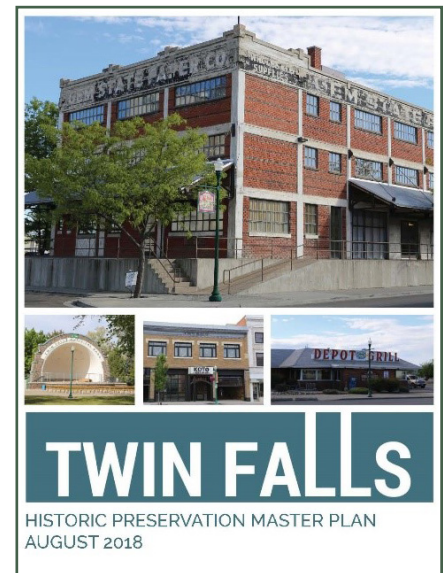
Comprehensive Plan and Transportation Master Plan, collectively known as McCall In Motion. Cherished by generations of year-round residents for its scenic beauty and the unique quality of life, McCall is a prime destination for seasonal residents and visitors—even more so in recent years as vacationers are increasingly priced out of resort communities like Sun Valley and Jackson Hole. As a result, the number of permanently occupied residences in McCall is decreasing in relation to the number of second homes. Though McCall has adequate land to satisfy the high demand for growth, the need to protect neighborhoods, green space, and natural assets constrains the City’s growth potential and requires careful thought about how the community wants to take advantage of each opportunity for change. Through a community-led process, McCall In Motion relies on the guidance from the wider community through stakeholder interviews, public events, and online participation. A major focus of the process is to educate the community about the process, why individuals should participate, how the plan affects them, and how the City will use the plan to guide its future.

As requested by city staff, Logan Simpson provided an updated housing assessment that analyzes existing conditions, data and future projections in detail to know exactly what types of housing the residents of the community need. The Downtown Master Plan, McCall In Motion, Workforce Housing Study, and efforts to review development code are providing the framework to balance McCall’s unique small town mountain character with economic growth in order to maintain a vibrant community.

TWIN FALLS HISTORIC PRESERVATION MASTER PLAN | CITY OF TWIN FALLS, ID

Renee Carraway-Johnson, Zoning and Development Director, City of Twin Falls
| P: 208.735.7267 | E: rcarrawa@tffd.org

Logan Simpson completed a Historic Preservation Master Plan for the City of Twin Falls, Idaho as part of a Certified Local Government grant. The document established goals and policies to guide the City of Twin Falls in the preservation and rehabilitation of historic resources in order to maintain and enhance the City’s history and identity into the future. The three main purposes of the plan were: 1) serve as a policy document that provides direction for the community as it works to preserve the built environment of the community, 2) serve as an example for historic preservation in other small communities, and 3) identify historic preservation opportunities and identify priority action items. The plan was adopted by the City in 2018.



JACKSON COMPREHENSIVE PLAN, LAND DEVELOPMENT REGULATION GROWTH MANAGEMENT STRATEGY | JACKSON/TETON COUNTY, WY

Tyler Sinclair, Community Development Director, Town of Jackson | P: 307.733.4430 | E: tsinclair@jacksonwy.gov

Logan Simpson is working with the Town of Jackson and Teton County on the Growth Management Program (GMP) review, the adaptive management program that was built into the forward-thinking 2012 Comprehensive Plan. The GMP is an in-depth statistical and community based check-in on how the plan has been functioning over the last seven years since adoption, and allows the team to systematically review and revise the plan through the identification of key corrective actions necessary to better implement its vision. The process also includes an overall audit of the plan, using a three-tiered priority rating system that provides for more substantive review of the components of the comprehensive plan.

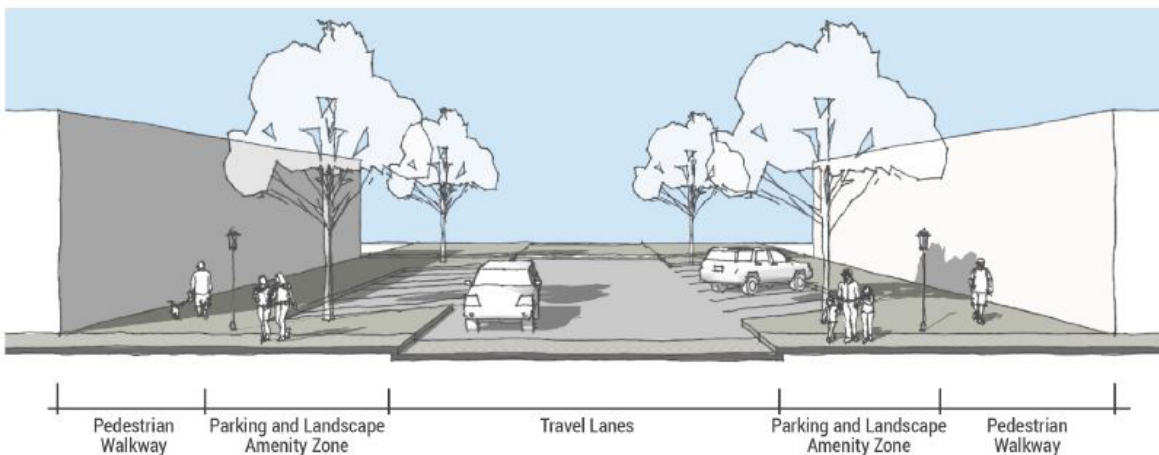
CASTLE PINES DESIGN GUIDELINES | CITY OF CASTLE PINES, CO

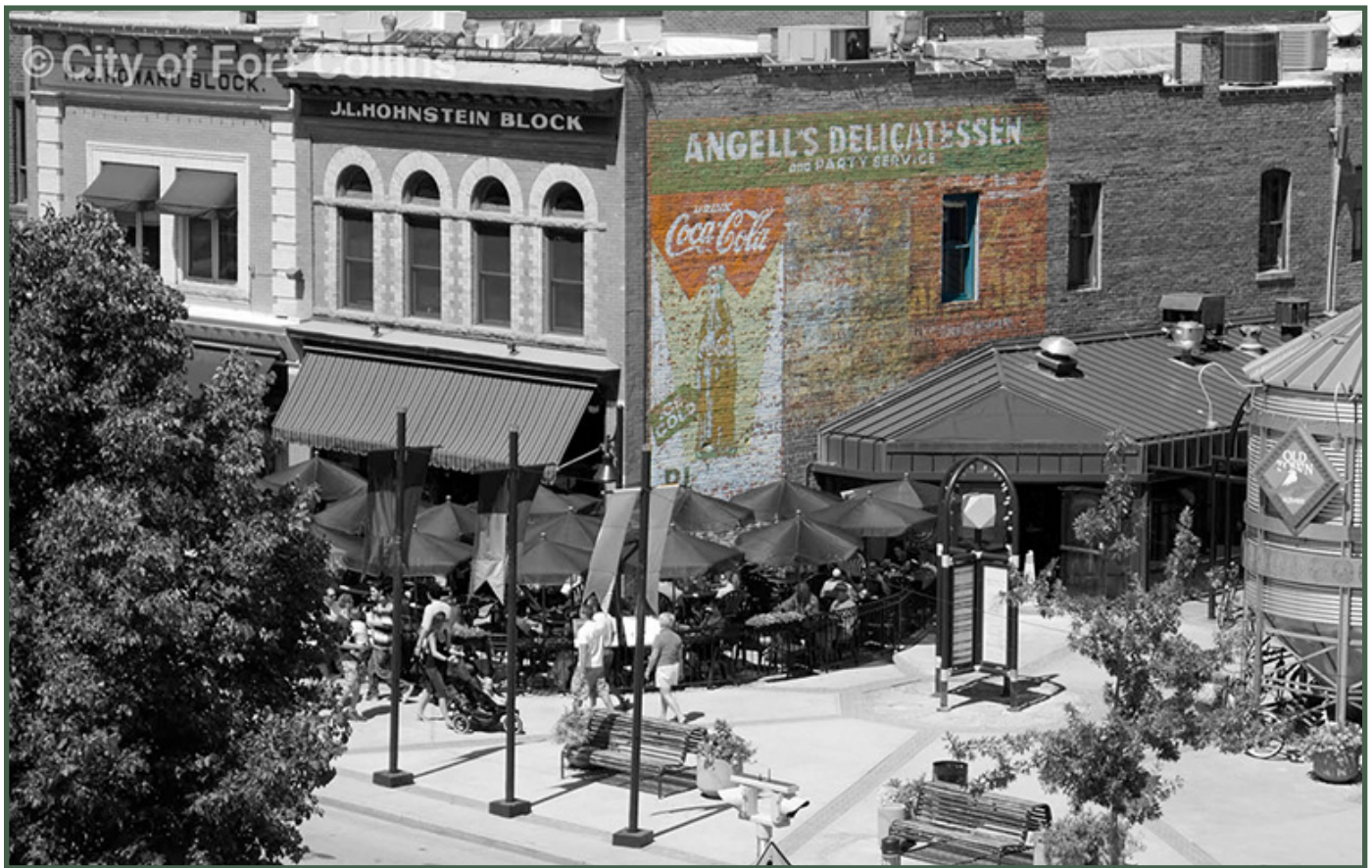
Sam Bishop, Community Development Director, City of Castle Pines | P: 303.705.0225 | E: sam.bishop@castlepinesgov.com

Logan Simpson worked with the City of Castle Pines, the most recently incorporated city in Colorado, to create their first community-based comprehensive plan and subsequent mixed-use design guidelines. Additionally, our team is currently working with the City on the first update of the Comprehensive Plan.

This small, residential community prides itself on its open space and paths that connect a network of stable and well-maintained neighborhoods. Significant new annexations will open the community up to growth and new development. Working closely with the residents, business community, HOAs and special districts, the comprehensive plan emphasizes strategic implementation strategies to balance new growth with preservation of the city's character and values.

A focus of the comprehensive plan was identification of a series "centers" to encourage commercial and mixed-use development. The design guidelines effort expanded upon the policy guidance to define desired architectural form, site planning, and design elements such as lighting, signage, landscaping and public amenities. Heavy focus was placed on the desire to provide spaces for people to gather and linger. The resulting, graphic-heavy, document was adopted unanimously and is being used as a regulatory document for development within the defined mixed-use centers.





FORT COLLINS SIGN CODE UPDATE | FORT COLLINS, CO

Cameron Gloss, Community Development Director, City of Fort Collins | P: 970.416.4311 | E: cgloss@fcgov.com

Logan Simpson is currently facilitating the update to the Fort Collins Sign Code. Working closely with city staff and Todd Messenger from Fairfield & Woods, the process was split into two phases. The first phase focused on an initial critical update to reflect content neutrality and Reed v. Town of Gilbert issues with consistent temporary sign standards regardless of a sign's content. The second phase included a more expansive public engagement component and focused on a wider breadth of sign types, new technology, implementation of the recently adopted downtown plan, and alignment with community goals and aesthetic preferences.

As the last update to the sign code resulted in controversy and heated debate, the project team was sensitive to the community's apprehension for change. It was important to show project transparency on the city website, engage in in-person discussions and presentations, and gather input through online questionnaires.

Based on feedback from a wide segment of the business community, residents, and sign manufacturers, coupled with industry research and case studies, Logan Simpson assembled a set of specific recommended updates. This included the addition of several new sign types, tailored regulations for the Downtown pedestrian district, and enhancements for overall legibility and use. Graphic examples, illustrations, and simplified tables of the sign regulations help support the usability and clarity of the code. The draft ordinance was adopted in 2018.

MONTROSE CITY-WIDE HISTORIC RESOURCES SURVEY PLAN | MONTROSE, CO

Ann Morgenthaler, MPA, Assistant City Manager, City of Montrose | P: 970.901.6059 | E: amorgenthaler@cityofmontrose.org

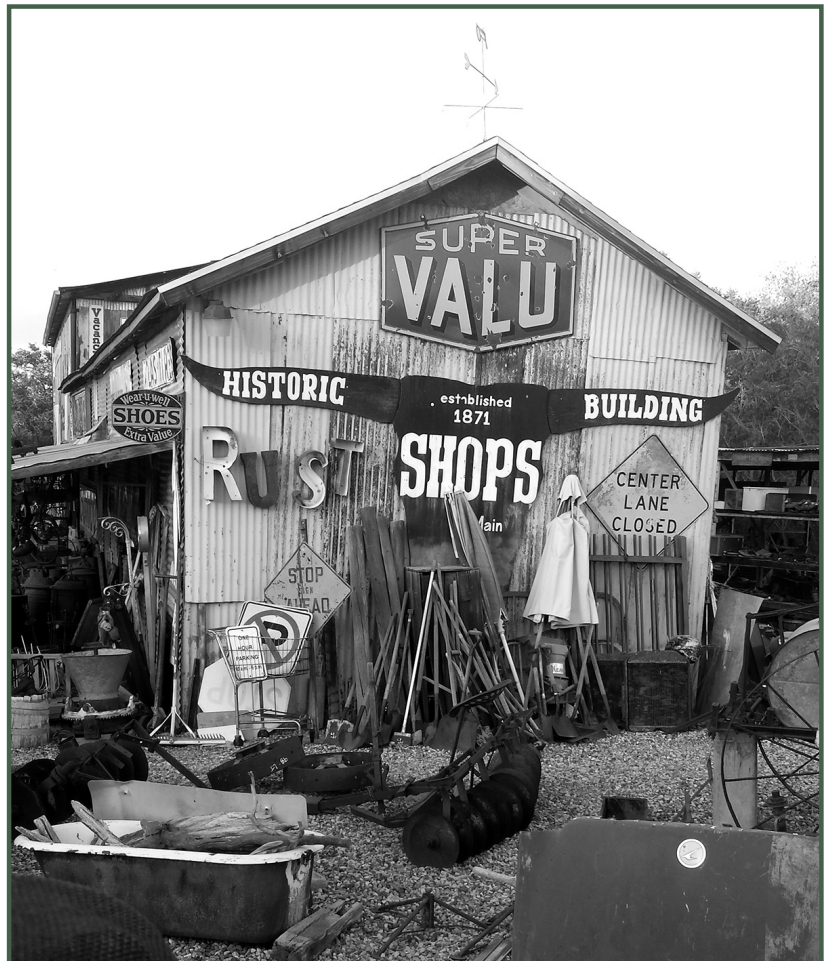
Logan Simpson recently submitted the first draft of a City-wide Historic Resources Survey Plan for the City of Montrose, Colorado. The project was funded by a CLG grant provided by the Colorado State Historic Fund and will establish baseline data and priorities to help guide the wise use of the community's historic resources. The creation of this historic resources survey plan overlaps with Montrose's ongoing efforts to update its 2008 comprehensive plan, which will act as the official guide for the City's strategic planning up to the year 2040. Logan Simpson's survey plan includes evaluation of existing data; historic context development; limited reconnaissance level survey; descriptions of significant resources and property types; and public outreach. Through these efforts, Logan Simpson identified multiple historic resources for individual and district designations, documented the presence of significant landscapes, streetscapes, viewsheds, and historic and vintage signage, and identified over 25 different architectural styles and forms within city limits. The report also includes a discussion of goals, objectives, and a list of historic preservation priorities ranked in order of importance to be implemented over the next 15 years.

CITY OF COTTONWOOD HISTORIC RESOURCES INVENTORY AND PLANNING; COTTONWOOD, ARIZONA

Jim Padgett, Community Development Planner, City of Cottonwood | P 928-634-5505 Ext. 3320 |

E: jpadgett@cottonwoodaz.gov

As a Certified Local Government (CLG), the City of Cottonwood, Arizona contracted Logan Simpson to perform a two-phase historic property inventory and preliminary NRHP-eligibility assessment. Utilizing a CLG grant, Phase I included a historic property survey of residential neighborhoods and districts located within the municipal boundaries of the City in an effort to identify those resources that are potentially eligible for inclusion in the NRHP. Phase I results will be incorporated into the City's municipal planning, land use, and development processes. Phase II was completed in winter of 2019, and included amending the existing Cottonwood NRHP Commercial District boundaries. The NRHP nomination is currently pending review by the Arizona Historic Sites Review Committee.



APPROACH TO DEVELOPING CODE ORDINANCES, DESIGN GUIDELINES, AND HISTORIC PRESERVATION HANDBOOKS

Logan Simpson’s approach to the development of code ordinances, design guidelines, and historic preservation handbooks begins with a thorough analysis and assessment of the existing regulations and resources to identify strengths and challenges. This analysis paired with our large database of known best practices, is paramount and informs the questions and topics that will be posed to the community and stakeholders during the process. The consultant team will work closely with City staff and attorneys throughout the process detailed below to ensure code ordinances, design guidelines, and a historic preservation handbook that are rich in images, tables, charts, maps, and graphics for streamlined and user-friendly documents tailored to the City of Ketchum.

APPROACH TO PUBLIC INVOLVEMENT

Logan Simpson specializes in stakeholder and public outreach. We routinely implement a variety of online surveys, text polling, one-on-one interviews, focus groups, coffee talks, use of co-creators, and mobile meetings to gather input. Feedback is tracked to help identify missing or underrepresented groups, and comments are maintained in a database in order to be able to cross check against the final recommendations.

It is important to note that we have long been incorporating digital engagement processes in our outreach programs, and the recent pandemic has only strengthened our ability to reach a wider range of residents and stakeholders. On the following page are some of the ways in which we Invite and engage with the community, both in person and through technology.



Create fun and inviting interactions: Utilizing booths at community events, virtual idea walls, virtual meeting rooms, and pop-up art create more participation in a fun, inviting way and generates excitement about the plan. This should not feel like a government process; it should ask people to join the discussion.

Connect with the masses: Exciting social media reaches a broad group that may not otherwise be engaged, and acts as a convenient, low-stress introduction to a public involvement process that should include other mediums.

Focus on those who do not self-select: Millennials and Generation Z must know why they should participate; those in their 30s are often too busy, while minorities often do not feel comfortable. Methods must invite them to participate in a method that is comfortable to them. They have unique voices and perspectives integral to a plan.

Engage co-creators: Use our co-creators—positive, everyday citizens and heroes, and ambassadors—to engage the rest of the community.

Create great conversations: Our events also include the ability to sit down one-on-one with the community to discuss topics, or hold practitioner forums, or “TEDTalk” events to discuss topics that affect us in an open and honest way, elevating the planning process.

Track what counts: Tracking demographics such as the location, age, and relationship (resident, business owner, second-homeowner, etc.) allows us to understand who is and is not participating. Data can be cross-tabulated to identify common themes across demographics, or key data can be isolated.

Respect all voices: Every individual that participates in the process has an equal and significant voice - one not louder or softer dependent on a role in the community, we ensure all voices are engaged.



We will know who has participate and who has not and will ensure our data represents a cross section

Ensure individual input counts: Showing how input was integrated makes the community feel involved and trusting of the process. This includes full transparency and real-time display of our questionnaire data. Tools include public input summaries.

Dive deeper: In order to develop regulations that are truly strategic, we suggest actively engaging elected officials, stakeholders, and key groups using worksessions, interviews, and charrettes. Tools include committee meetings, Council presentations, interviews, charrettes, forums, and focus groups.

Set the foundation for defensible decisions: Each of the principles above arms decision makers with the knowledge to make informed decisions based on community-wide values and desires. Tools include comparative analyses: we must return to each stage of the process and the input we received to ensure the final recommendations represent the will of the community and elected officials.

We aim to ensure long-term resiliency; promote health, safety, and efficient provision of services; set the stage for economic development through focused growth.

WORK PLAN AND SCHEDULE

PHASE 1 – HISTORIC INVENTORY AND INTERIM ORDINANCE

STEP 1 – INITIAL COMMUNITY OUTREACH

Logan Simpson understand that Ketchum staff is in the process of completing an initial community survey, engaging with P&Z and City Council on November 19, and conducting a community outreach event the first week of December. As an option, Logan Simpson could attend the public outreach in December to assist the City and seamlessly transition our team into the project.

STEP 2 – PRESERVATION OPTIONS AND ADDITIONAL COMMUNITY OUTREACH– 3 TRIPS

During this step our team will tier off the work completed by staff in Step 1 to develop several alternatives to historic preservation in the Community Core Zone District, which will inform the interim ordinance and Phase 2 document development.

Task 1 – Kickoff with Staff

Following notice to proceed, our team will conduct a kickoff meeting with relevant City staff. The primary purpose of the meeting will be to discuss: Step 1; potential stakeholders to engage; and initial ideas on potential options to present to the public.

Task 2 – Develop Preservation Options

Following the kick-off meeting, our team will conduct archival research and literature review of the historic resources in Ketchum as well as a reconnaissance-level pedestrian survey of the buildings and streetscape within the Community Core Zone District to determine the character defining features of the area. The purpose of the reconnaissance survey is to establish the existing conditions within the district and collect critical information needed to develop a vision and tone for the preservation of the district.

Next, our team will pull from local, regional and national case studies of successful programs to preserve historic buildings in the downtown core of peer communities with similar architectural styles, development pressures and demographic composition. From the case studies our team will develop a series of options and regulatory tools relevant to the unique needs of Ketchum. Options could range from architectural design standards to incentive programs, to neighbor preservation overlay districts.



Logan Simpson assisted with the development of the award-winning Utility Administration building which preserved the historic “Butterfly Building”, incorporating it into the overall site design, and repurposing it for a quaint, and very popular, walk up café.

Task 3 – Engage with the Community

Our team proposes to team with Bang the Table, a leader in interactive online platforms, to house all outreach elements, project updates and draft documents. Community stakeholders such as developers, builders, special interest groups and the Historic Preservation Society will be engaged via small focus groups to discuss the options. To engage a variety of residents we will create graphically enticing digital displays using vacant storefronts and yard signs for advertising, paired with fun and interactive digital idea walls/murals and meeting rooms. Our outreach always includes online questionnaires, quick polls and social media posts in addition to digital and in-person meetings.

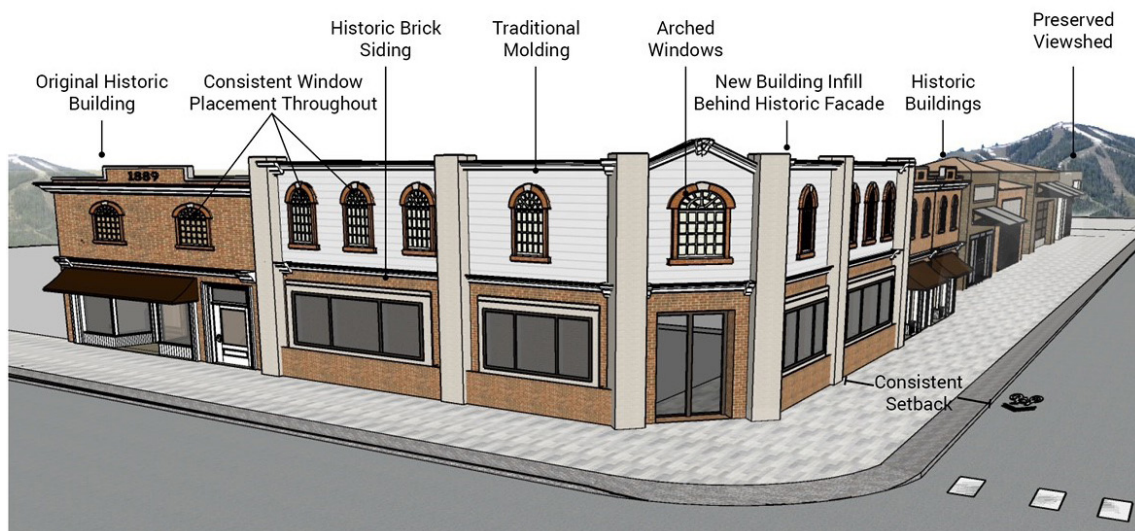
The purpose of this task is to present the preservation options outlined in Task 2 to assess the pros and cons of each. Each option will include two part questions to assess the preferred options and then the appropriate tool to regulate that option. We will utilize custom graphics and visual preference surveys to illustrate the options.

Task 4 – Briefings with Elected Officials

A very important component of the process is ensuring that the Planning and Zoning Commission and City Council are engaged in providing feedback. In the interest of time, we propose to schedule a joint work session with both groups to walk through the same exercise as will be presented to stakeholders and the community at large. Additionally, this meeting will serve to prioritize the immediate needs for the interim ordinance, keeping in mind that we don't have to solve all of the problems right away as the less critical issues will be addressed more thoroughly in Phase 2.

STEP 3 – INTERIM ORDINANCE

This task will include development of the interim ordinance based on the preferred preservation options that are most critical to addressing development pressures in order to lift the moratorium. This ordinance could include some preliminary language to describe a process for evaluation of historic buildings, define a threshold of existing historic buildings that needs to be preserved, and illustrate a small palette of architectural features that need to be incorporated into new buildings.



Logan Simpson will work with the City of Ketchum to assess the character defining features of the existing historic architecture and determine the best path forward for preservation including a menu of tools specifically tailored to Ketchum.

PHASE 2 – FINAL ORDINANCE, DESIGN GUIDELINES AND HISTORIC PRESERVATION HANDBOOK

STEP 1 – PERMANENT ORDINANCE

The permanent ordinance will provide a vehicle to incorporate all of the preservation options and tools explored in Phase 1 that were not included in the interim ordinance as well as expand on the preliminary language prepared as part of that ordinance. This could include a broader spectrum of tools from stricter demolition permit regulations to adaptive reuse regulations as well as incentives such as density or floor area bonuses for preservation of historic resources. If one of the preferred options from Phase 1 includes the development of a historic district or neighborhood preservation overlay, then the boundaries will be defined and mapped and associated standards developed.

This step will include regular coordination with staff throughout the ordinance development as well as briefings with elected officials to ensure the desired priorities are being implemented.

STEP 2 – COMMUNITY OUTREACH FOR COMMUNITY CORE DISTRICT DESIGN GUIDELINES

Concurrent with development of the permanent ordinance, our team will use similar tool as described in Task 3 above to present optional approaches to the design guidelines for the Community Code District as a whole which will include historic preservation in addition to desired building forms and placement and treatment of the public realm.

STEP 3 – COMMUNITY CODE DISTRICT DESIGN GUIDELINES

Logan Simpson will complete stand-alone design guidelines document based on feedback from community outreach outlined above. The guidelines will include illustrative descriptions of desired building forms and orientation; architectural styles and materials; site design; parking; streetscape; and pedestrian amenities for the Community Code District. The guidelines will also present the unique historic characteristic of the District that should be protected through the identification of character-defining features of its buildings, streetscape, and landscape. A description of the review process will be provided for property owners, as well



Logan Simpson created a virtual “meeting room” for the public to review documents and give their feedback safely.

as processes for demolitions, new construction, rehabilitation, renovations, additions, and maintenance. Design guidelines shall include details for windows, transoms, doors, facades, external walls, kick plates, and awnings. The guidelines will also address secondary buildings and street features, such as lighting, signage, and furniture. Logan Simpson's guidelines will also contain sufficient illustrative and supportive maps, figures, and photographs to make the guide user friendly.

STEP 4 – HISTORIC PRESERVATION HANDBOOK

To support all of the documents listed previously, our team will work with staff to identify the desired elements of a historic preservation handbook. The handbook will provide an introduction; the legal basis for preservation activities at the local, state, and national levels; a preservation toolkit that will include how to identify and protect historic properties; and the economic benefits of historic preservation; a list of preservation partners at the local, state, and national levels; how to research historic properties; descriptions of local architectural styles; technical information about preservation best practices; and supplemental maps and graphics of designated resources; links to relevant source material such as National Park Services Preservation Briefs; and a preservation directory. In addition, based on feedback from staff, stakeholders, the community and elected officials, this handbook will include goals and strategies specific to the continued preservation of historic resources in the City of Ketchum.

LOGAN SIMPSON HAS BEEN INVOLVED IN SETTING UP PROGRAMS TO ENABLE MORATORIUMS TO BE LIFTED IN THE FOLLOWING COMMUNITIES.

Osceola County, FL: Issued a moratorium on single family residential development that was lifted after our team assisted staff in identifying new density and intensities aligned with development centers to provide diversity in housing types and accommodate a market that was missing.

Sandpoint, ID: There was a moratorium on development surrounding the airport until our team was able to update the airport element of the comprehensive plan and develop new code regulations to protect the runway safety zones.

Henderson, NV: West Henderson had a moratorium in place for subdivision development until our team was able to put together a cohesive master plan that created market supported and walkable centers and preserved commercial and industrial land related to their executive airport.

Victor, ID: During the course of the comprehensive plan the town issued a moratorium on commercial square footage and floorplate size. Comprehensive plan questionnaires gained feedback on acceptable size and location for future commercial development to enable them to lift the moratorium.

Westminster, CO: A moratorium was placed on development in a specific sewer district until analyses could be completed in tandem with the comprehensive plan to ensure that the future land use map identified scenarios that accommodated existing development, current entitlements, and city desired, future intensities and densities.

Project Fee Estimate

Phase 1 – Historic Inventory and Interim Ordinance

Step 1 – Initial Community Outreach	Completed by Ketchum Staff <i>Option to have LS Staff attend Public Meeting (\$2000)</i>
Step 2 – Preservation Options and Additional Community Outreach	\$20,000
Step 3 – Interim Ordinance	\$5,000

Phase 1 – Historic Inventory and Interim Ordinance

Step 1 – Permanent Ordinance	\$10,000
Step 2 – Community Outreach for Community Core District Design Guidelines	\$10,000
Step 3 – Community Code District Design Guidelines	\$20,000
Step 4 – Historic Preservation Handbook	\$30,000
Project Total \$95,000	

Additional Optional Services

Attend December Kick-off Meeting	\$2,000
Additional Graphics	\$10,000
Interactive Toolkit	\$15,000
Workshops	\$5,000
Catalyst Site Options	\$15,000

SCHEDULE

PHASE 1:

- Step 1 – Being Completed by Staff
- Step 2 – Completed by November 30
- Step 3 – Completed by December 11

PHASE 2:

- Step 1 – February through April
- Step 2 – February through April
- Step 3 – May through July
- Step 4 – May through July

INDEPENDENT CONTRACTOR AGREEMENT 20560

THIS AGREEMENT made and entered into this ___ day of _____, 2020, by and between the CITY OF KETCHUM, IDAHO, a municipal corporation (hereinafter referred to as "Ketchum") and LOGAN SIMPSON (hereinafter referred to as "Contractor").

FINDINGS

1. Ketchum is a municipal corporation duly organized and existing under the laws of the State of Idaho.
2. Contractor will provide services to the City of Ketchum consistent with the services identified in Attachment A.
3. Pursuant to Idaho Code §§ 50-301 and 50-302, Ketchum is empowered to enter into contracts and take such steps as are reasonably necessary to maintain the peace, good government and welfare of the City.
4. Contractor desires to enter into an Agreement with Ketchum to provide such services all as hereinafter provided.

NOW, THEREFORE, the parties hereto covenant and agree as follows:

1. **SERVICES RECEIVED.** Contractor agrees to provide those services described in Attachment A for Phase 1, Steps 1, 2, and 3, including the public outreach option, as an independent contractor. Phase 2, Steps 1, 2, 3, and 4 work, and additional optional services, will be determined based on the outcome of Phase 1 City Council direction. Contractor shall be responsible for all associated taxes, workers compensation and other related expenses.
3. **TERM.** The term of this Agreement shall commence on the date the Agreement is signed and shall terminate January 15, 2022.
5. **CONSIDERATION.** In consideration for providing the services as herein provided, Ketchum agrees to pay to Contractor the total sum of \$27,000 for Phase 1 services. Phase 2 services will be agreed upon between the Contractor and Ketchum prior to any work being performed.

All invoices shall be paid by the City within sixty (60) days of receipt of proper invoice. Uncontested invoices paid after sixty days may be subject to a 1.5% per month late charge applied to the outstanding balance, including late charges.

7. **INDEPENDENT CONTRACTOR RELATIONSHIP:** Contractor is not an employee, servant, agent, partner, or joint venture of the City. The City shall determine the work to be done by Contractor, but Contractor shall determine the legal means by which it accomplishes the work specified by the City. This Agreement shall not be construed to create any employer-employee relationship between the City and Contractor.

8. **RECORDS ACCESS AND AUDITS:** Contractor shall maintain complete and accurate records with respect to costs incurred and hours expended under this Agreement. All such records shall be maintained according to generally accepted accounting principles, shall be clearly identified, and shall be readily accessible. Such records shall be available for review by the City representatives for three (3) years after final payment. Copies shall be made available to the City upon request.
9. **FEDERAL, STATE, AND LOCAL PAYROLL TAXES:** Neither federal, state, or local income taxes nor payroll taxes of any kind shall be withheld and paid by the City on behalf of Contractor or the employees of Contractor. Contractor shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes. Contractor understands that Contractor is solely responsible to pay, according to law, Contractor's income tax. Contractor further understands that Contractor may be liable for self-employment (Social Security) tax to be paid by Contractor according to law.
10. **LICENSES AND LAW:** Contractor represents that it possesses the requisite skill, knowledge, and experience necessary, as well as all licenses required, if any, to perform the services under this Agreement. Contractor further agrees to comply with all applicable laws, ordinances, and codes of federal, state, and local governments in the performance of the services hereunder.
11. **FRINGE BENEFITS:** Because Contractor is engaged in its own independently established business, Contractor is not eligible for and shall not participate in any employee pension, health, or other fringe benefit plans of the City.
12. **WORKER'S COMPENSATION:** Contractor shall maintain in full force and effect worker's compensation and employer's liability insurance for Contractor and any agents, employees, and staff that Contractor may employ, and provide proof to the City of such coverage or that such worker's compensation insurance is not required under the circumstances.
13. **EQUIPMENT, TOOLS, MATERIALS, OR SUPPLIES:** Contractor shall supply, at its sole expense, all equipment, tools, materials, and/or supplies to accomplish the services to be provided herein.
14. **PROPRIETARY RIGHTS:** All data, materials, reports, maps, graphics, tables, memoranda, and other documents or products developed under this Agreement whether finished or not shall become the property of the City, shall be forwarded to the City at its request, and may be used by the City for any business or municipal purpose. The City agrees that if it uses products prepared by Contractor for purposes other than those intended in this Agreement, it does so at its sole risk.
15. **CONFIDENTIALITY:** Contractor agrees to maintain confidentiality of all work product produced under this Agreement, including both interim and draft, materials, reports, maps, graphics, tables, memoranda, and other documents unless and until the City signifies its written approval that such work product may be published as final work product subject to the public records laws of the state of Idaho. The City reserves the right to distribute the final work product as it sees fit provided that Contractor may use final reports as approved and adopted by the Ketchum City Council in the marketing of its firm.

16. **GENERAL ADMINISTRATION AND MANAGEMENT:** The Director of Planning and Building or his/her designee shall be the City's representative and shall oversee and approve all services to be performed, coordinate all communications, review and approve all invoices, and carry out any and all tasks as may be required under this Agreement.

17. **CHANGES:** The City reserves the right to makes changes from time to time in the scope of services to be performed hereunder. Such changes, including any increase or decrease in Contractor's compensation, which are mutually agreed upon by and between the City and Contractor, shall be incorporated in written amendments to this Agreement.

18. **AMENDMENTS:** This Agreement may be amended only in writing upon mutual agreement of both the City and Contractor.

19. **NOTICES.** All notices to be served pursuant to this Agreement or which are served with regard to this Agreement shall be sent by general mail to the parties at the following addresses:

Director of Planning and Building
City of Ketchum
Post Office Box 2315
Ketchum, ID 83340

Bruce Meighen, AICP
Logan Simpson
213 Linden Street
Suite 300
Fort Collins Colorado, 80524

20. **DISCRIMINATION PROHIBITED:** In performing the services required herein, Contractor agrees not to discriminate against any person on the basis of race, color, religion, sex, national origin or ancestry, age, or handicap. Violation of this section shall constitute a material breach of this Agreement and deemed grounds for cancellation, termination, or suspension of the Agreement by the City, in whole or in part, and may result in ineligibility for further work for the City.

21. **TERMINATION.** Notwithstanding any contrary provision of this Agreement, either party may terminate this Agreement effective upon thirty (30) days written notice to the other for any reason or no reason. In addition, the parties agree that in the event Contractor refuses or is unable to provide the services set forth hereinabove, the same shall constitute a default under the terms of this Agreement, and that Ketchum shall have the power to terminate this Agreement upon two (2) days' written notice to Contractor. Furthermore, this Agreement shall be terminable by Ketchum upon five (5) days' written notice if Contractor is adjudicated bankrupt, or subject to the appointment of a receiver, or has any of its property attached, or becomes insolvent, or is unable to pay its debts as the same become due. No refund of funds paid shall occur if the Agreement is terminated.

22. **NONASSIGNMENT.** This Agreement, in whole or in part, shall not be assigned or transferred by Contractor to any other party except upon the prior written consent of Ketchum and approved by the Ketchum City Council.

23. **INSURANCE:** Contractor agrees to obtain and keep in force during its acts under this Agreement a professional liability insurance policy with coverage limits over \$1,000,000.00 per occurrence. Certificate of proof of insurance will be provided to the City. Contractor shall provide proof of coverage as set forth above to the City before commencing its performance as herein provided and shall require insurer to notify the City ten (10) days

prior to cancellation of said policy. Deliver certificates of insurance and endorsements required by this Article to:

City of Ketchum
Attn: City Administrator
PO Box 2315
Ketchum, ID 83340

24. **NONWAIVER:** Failure of either party to exercise any of the rights under this Agreement or breach thereof shall not be deemed to be a waiver of such right or a waiver of any subsequent breach.
25. **APPLICABLE LAW:** Any dispute under this Agreement or related to this Agreement shall be decided in accordance with the laws of the state of Idaho.
26. **SEVERABILITY:** If any part of this Agreement is held unenforceable, the remaining portions of the Agreement will nevertheless remain in full force and effect.
27. **ATTORNEY FEES:** Should any litigation be commenced between the parties hereto concerning this Agreement, the prevailing party shall be entitled, in addition to any other relief as may be granted, to costs and reasonable attorney fees as determined by a court of competent jurisdiction. This provision shall be deemed to be a separate contract between the parties and shall survive any default, termination, or forfeiture of this Agreement.
28. **EFFECTIVE DATE:** The effective date of this Agreement shall be the day this Agreement is signed by the City.
29. **SUCCESSORS IN INTEREST:** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereby and their respective successors and assigns.
30. **CONFLICT OF INTEREST:** Contractor shall disclose any conflict of interest to the City that may arise or exists with any of Contractors current or former employers, clients, contractors or the like of or regarding any work, information, data, that may relate to the subject matter whether it is within the Contractor's scope of work or not. In the event a conflict of interest is identified, Contractor shall immediately disclose the conflict and the City may, in its sole discretion determine that this Agreement will terminate, or agree to measures to address the conflict and limit Contractor's scope of work to avoid the conflict. Failure to promptly disclose a conflict of interest constitutes Contractor's breach of this Agreement.
31. **HOLD HARMLESS AGREEMENT.** Any contractual obligation entered into or assumed by Contractor or any liability incurred by reason of personal injury and/or property damage in connection with or arising out of Contractor's obligations pursuant to this Agreement shall be the sole responsibility of Contractor, and Contractor covenants and agrees to indemnify and hold Ketchum harmless from any and all claims or causes of action arising out of Contractor's activities and obligations as set forth hereinabove, including, but not limited to, personal injury, property damage and employee complaints.

32. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement between the parties hereto and shall not be modified or changed in any manner, except by prior written agreement executed by the parties hereto. If any term or provision of this Agreement or application thereof shall be declared invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and years first written above.

LOGAN SIMPSON

CITY OF KETCHUM

By

By

Bruce Meighen, AICP

Neil Bradshaw
Mayor

ATTEST:

By

Grant Gager, City Clerk

APPROACH TO DEVELOPING CODE ORDINANCES, DESIGN GUIDELINES, AND HISTORIC PRESERVATION HANDBOOKS

Logan Simpson’s approach to the development of code ordinances, design guidelines, and historic preservation handbooks begins with a thorough analysis and assessment of the existing regulations and resources to identify strengths and challenges. This analysis paired with our large database of known best practices, is paramount and informs the questions and topics that will be posed to the community and stakeholders during the process. The consultant team will work closely with City staff and attorneys throughout the process detailed below to ensure code ordinances, design guidelines, and a historic preservation handbook that are rich in images, tables, charts, maps, and graphics for streamlined and user-friendly documents tailored to the City of Ketchum.

APPROACH TO PUBLIC INVOLVEMENT

Logan Simpson specializes in stakeholder and public outreach. We routinely implement a variety of online surveys, text polling, one-on-one interviews, focus groups, coffee talks, use of co-creators, and mobile meetings to gather input. Feedback is tracked to help identify missing or underrepresented groups, and comments are maintained in a database in order to be able to cross check against the final recommendations.

It is important to note that we have long been incorporating digital engagement processes in our outreach programs, and the recent pandemic has only strengthened our ability to reach a wider range of residents and stakeholders. On the following page are some of the ways in which we Invite and engage with the community, both in person and through technology.



Create fun and inviting interactions: Utilizing booths at community events, virtual idea walls, virtual meeting rooms, and pop-up art create more participation in a fun, inviting way and generates excitement about the plan. This should not feel like a government process; it should ask people to join the discussion.

Connect with the masses: Exciting social media reaches a broad group that may not otherwise be engaged, and acts as a convenient, low-stress introduction to a public involvement process that should include other mediums.

Focus on those who do not self-select: Millennials and Generation Z must know why they should participate; those in their 30s are often too busy, while minorities often do not feel comfortable. Methods must invite them to participate in a method that is comfortable to them. They have unique voices and perspectives integral to a plan.

Engage co-creators: Use our co-creators—positive, everyday citizens and heroes, and ambassadors—to engage the rest of the community.

Create great conversations: Our events also include the ability to sit down one-on-one with the community to discuss topics, or hold practitioner forums, or “TEDTalk” events to discuss topics that affect us in an open and honest way, elevating the planning process.

Track what counts: Tracking demographics such as the location, age, and relationship (resident, business owner, second-homeowner, etc.) allows us to understand who is and is not participating. Data can be cross-tabulated to identify common themes across demographics, or key data can be isolated.

Respect all voices: Every individual that participates in the process has an equal and significant voice - one not louder or softer dependent on a role in the community, we ensure all voices are engaged.



We will know who has participate and who has not and will ensure our data represents a cross section

Ensure individual input counts: Showing how input was integrated makes the community feel involved and trusting of the process. This includes full transparency and real-time display of our questionnaire data. Tools include public input summaries.

Dive deeper: In order to develop regulations that are truly strategic, we suggest actively engaging elected officials, stakeholders, and key groups using worksessions, interviews, and charrettes. Tools include committee meetings, Council presentations, interviews, charrettes, forums, and focus groups.

Set the foundation for defensible decisions: Each of the principles above arms decision makers with the knowledge to make informed decisions based on community-wide values and desires. Tools include comparative analyses: we must return to each stage of the process and the input we received to ensure the final recommendations represent the will of the community and elected officials.

We aim to ensure long-term resiliency; promote health, safety, and efficient provision of services; set the stage for economic development through focused growth.

WORK PLAN AND SCHEDULE

PHASE 1 – HISTORIC INVENTORY AND INTERIM ORDINANCE

STEP 1 – INITIAL COMMUNITY OUTREACH

Logan Simpson understand that Ketchum staff is in the process of completing an initial community survey, engaging with P&Z and City Council on November 19, and conducting a community outreach event the first week of December. As an option, Logan Simpson could attend the public outreach in December to assist the City and seamlessly transition our team into the project.

STEP 2 – PRESERVATION OPTIONS AND ADDITIONAL COMMUNITY OUTREACH– 3 TRIPS

During this step our team will tier off the work completed by staff in Step 1 to develop several alternatives to historic preservation in the Community Core Zone District, which will inform the interim ordinance and Phase 2 document development.

Task 1 – Kickoff with Staff

Following notice to proceed, our team will conduct a kickoff meeting with relevant City staff. The primary purpose of the meeting will be to discuss: Step 1; potential stakeholders to engage; and initial ideas on potential options to present to the public.

Task 2 – Develop Preservation Options

Following the kick-off meeting, our team will conduct archival research and literature review of the historic resources in Ketchum as well as a reconnaissance-level pedestrian survey of the buildings and streetscape within the Community Core Zone District to determine the character defining features of the area. The purpose of the reconnaissance survey is to establish the existing conditions within the district and collect critical information needed to develop a vision and tone for the preservation of the district.

Next, our team will pull from local, regional and national case studies of successful programs to preserve historic buildings in the downtown core of peer communities with similar architectural styles, development pressures and demographic composition. From the case studies our team will develop a series of options and regulatory tools relevant to the unique needs of Ketchum. Options could range from architectural design standards to incentive programs, to neighbor preservation overlay districts.



Logan Simpson assisted with the development of the award-winning Utility Administration building which preserved the historic “Butterfly Building”, incorporating it into the overall site design, and repurposing it for a quaint, and very popular, walk up café.

Task 3 – Engage with the Community

Our team proposes to team with Bang the Table, a leader in interactive online platforms, to house all outreach elements, project updates and draft documents. Community stakeholders such as developers, builders, special interest groups and the Historic Preservation Society will be engaged via small focus groups to discuss the options. To engage a variety of residents we will create graphically enticing digital displays using vacant storefronts and yard signs for advertising, paired with fun and interactive digital idea walls/murals and meeting rooms. Our outreach always includes online questionnaires, quick polls and social media posts in addition to digital and in-person meetings.

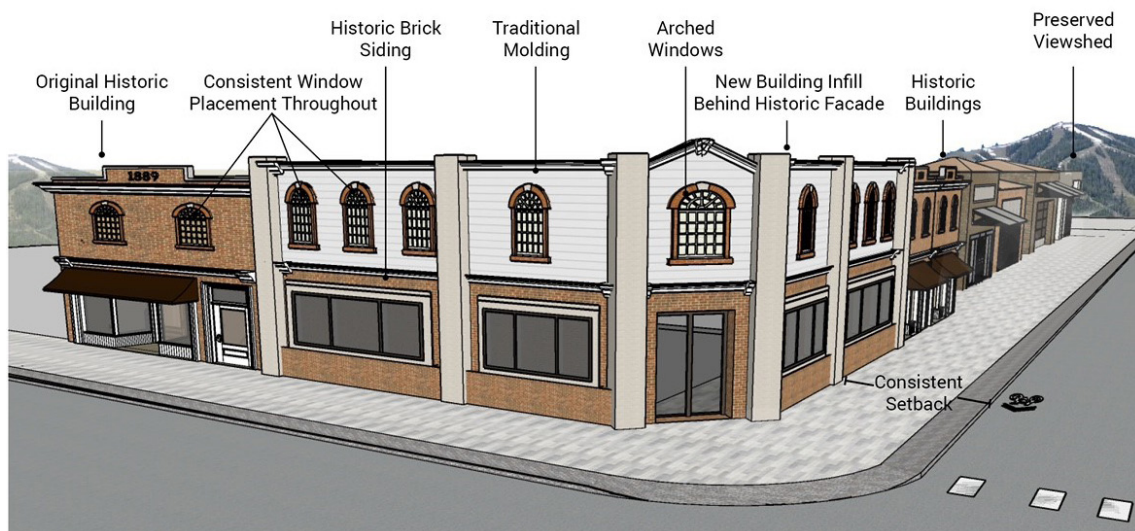
The purpose of this task is to present the preservation options outlined in Task 2 to assess the pros and cons of each. Each option will include two part questions to assess the preferred options and then the appropriate tool to regulate that option. We will utilize custom graphics and visual preference surveys to illustrate the options.

Task 4 – Briefings with Elected Officials

A very important component of the process is ensuring that the Planning and Zoning Commission and City Council are engaged in providing feedback. In the interest of time, we propose to schedule a joint work session with both groups to walk through the same exercise as will be presented to stakeholders and the community at large. Additionally, this meeting will serve to prioritize the immediate needs for the interim ordinance, keeping in mind that we don't have to solve all of the problems right away as the less critical issues will be addressed more thoroughly in Phase 2.

STEP 3 – INTERIM ORDINANCE

This task will include development of the interim ordinance based on the preferred preservation options that are most critical to addressing development pressures in order to lift the moratorium. This ordinance could include some preliminary language to describe a process for evaluation of historic buildings, define a threshold of existing historic buildings that needs to be preserved, and illustrate a small palette of architectural features that need to be incorporated into new buildings.



Logan Simpson will work with the City of Ketchum to assess the character defining features of the existing historic architecture and determine the best path forward for preservation including a menu of tools specifically tailored to Ketchum.

PHASE 2 – FINAL ORDINANCE, DESIGN GUIDELINES AND HISTORIC PRESERVATION HANDBOOK

STEP 1 – PERMANENT ORDINANCE

The permanent ordinance will provide a vehicle to incorporate all of the preservation options and tools explored in Phase 1 that were not included in the interim ordinance as well as expand on the preliminary language prepared as part of that ordinance. This could include a broader spectrum of tools from stricter demolition permit regulations to adaptive reuse regulations as well as incentives such as density or floor area bonuses for preservation of historic resources. If one of the preferred options from Phase 1 includes the development of a historic district or neighborhood preservation overlay, then the boundaries will be defined and mapped and associated standards developed.

This step will include regular coordination with staff throughout the ordinance development as well as briefings with elected officials to ensure the desired priorities are being implemented.

STEP 2 – COMMUNITY OUTREACH FOR COMMUNITY CORE DISTRICT DESIGN GUIDELINES

Concurrent with development of the permanent ordinance, our team will use similar tool as described in Task 3 above to present optional approaches to the design guidelines for the Community Code District as a whole which will include historic preservation in addition to desired building forms and placement and treatment of the public realm.

STEP 3 – COMMUNITY CODE DISTRICT DESIGN GUIDELINES

Logan Simpson will complete stand-alone design guidelines document based on feedback from community outreach outlined above. The guidelines will include illustrative descriptions of desired building forms and orientation; architectural styles and materials; site design; parking; streetscape; and pedestrian amenities for the Community Code District. The guidelines will also present the unique historic characteristic of the District that should be protected through the identification of character-defining features of its buildings, streetscape, and landscape. A description of the review process will be provided for property owners, as well



Logan Simpson created a virtual “meeting room” for the public to review documents and give their feedback safely.

as processes for demolitions, new construction, rehabilitation, renovations, additions, and maintenance. Design guidelines shall include details for windows, transoms, doors, facades, external walls, kick plates, and awnings. The guidelines will also address secondary buildings and street features, such as lighting, signage, and furniture. Logan Simpson’s guidelines will also contain sufficient illustrative and supportive maps, figures, and photographs to make the guide user friendly.

STEP 4 – HISTORIC PRESERVATION HANDBOOK

To support all of the documents listed previously, our team will work with staff to identify the desired elements of a historic preservation handbook. The handbook will provide an introduction; the legal basis for preservation activities at the local, state, and national levels; a preservation toolkit that will include how to identify and protect historic properties; and the economic benefits of historic preservation; a list of preservation partners at the local, state, and national levels; how to research historic properties; descriptions of local architectural styles; technical information about preservation best practices; and supplemental maps and graphics of designated resources; links to relevant source material such as National Park Services Preservation Briefs; and a preservation directory. In addition, based on feedback from staff, stakeholders, the community and elected officials, this handbook will include goals and strategies specific to the continued preservation of historic resources in the City of Ketchum.

LOGAN SIMPSON HAS BEEN INVOLVED IN SETTING UP PROGRAMS TO ENABLE MORATORIUMS TO BE LIFTED IN THE FOLLOWING COMMUNITIES.

Osceola County, FL: Issued a moratorium on single family residential development that was lifted after our team assisted staff in identifying new density and intensities aligned with development centers to provide diversity in housing types and accommodate a market that was missing.

Sandpoint, ID: There was a moratorium on development surrounding the airport until our team was able to update the airport element of the comprehensive plan and develop new code regulations to protect the runway safety zones.

Henderson, NV: West Henderson had a moratorium in place for subdivision development until our team was able to put together a cohesive master plan that created market supported and walkable centers and preserved commercial and industrial land related to their executive airport.

Victor, ID: During the course of the comprehensive plan the town issued a moratorium on commercial square footage and floorplate size. Comprehensive plan questionnaires gained feedback on acceptable size and location for future commercial development to enable them to lift the moratorium.

Westminster, CO: A moratorium was placed on development in a specific sewer district until analyses could be completed in tandem with the comprehensive plan to ensure that the future land use map identified scenarios that accommodated existing development, current entitlements, and city desired, future intensities and densities.

Project Fee Estimate

Phase 1 – Historic Inventory and Interim Ordinance

Step 1 – Initial Community Outreach	Completed by Ketchum Staff <i>Option to have LS Staff attend Public Meeting (\$2000)</i>
Step 2 – Preservation Options and Additional Community Outreach	\$20,000
Step 3 – Interim Ordinance	\$5,000

Phase 1 – Historic Inventory and Interim Ordinance

Step 1 – Permanent Ordinance	\$10,000
Step 2 – Community Outreach for Community Core District Design Guidelines	\$10,000
Step 3 – Community Code District Design Guidelines	\$20,000
Step 4 – Historic Preservation Handbook	\$30,000
Project Total \$95,000	

Additional Optional Services

Attend December Kick-off Meeting	\$2,000
Additional Graphics	\$10,000
Interactive Toolkit	\$15,000
Workshops	\$5,000
Catalyst Site Options	\$15,000

SCHEDULE

PHASE 1:

- Step 1 – Being Completed by Staff
- Step 2 – Completed by November 30
- Step 3 – Completed by December 11

PHASE 2:

- Step 1 – February through April
- Step 2 – February through April
- Step 3 – May through July
- Step 4 – May through July