



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:

October 6, 2025

 Staff Member/Dept:

Jade Riley – Administration

Agenda Item:

Closeout of FY2025 annual work plan and preview of 2026 work plan and ‘guidebook.’
--

Recommended Motion:

There is no recommended motion. Staff will review a brief presentation of key projects from the plan, preview the guidebook’s layout and then stand for questions/direction from the City Council.
--

Policy Analysis and Background:

- | |
|--|
| <ul style="list-style-type: none">• This is the second year of a formal annual work plan. Staff is proposing a quick review of each topic area to review<ul style="list-style-type: none">a. completed projectsb. carryover/on-going projectsc. new projects for new annual plan• The layout/titles of the work plan have been updated/reorganized to match the 2025 Comprehensive Plan’s chapters.• Staff will recommend to new elected group to hold strategic planning sessions in January and February to review/adjust policy priorities. |
|--|

Sustainability Impact:

Several projects are outlined in the annual work plan.
--

Financial Impact:

None OR Adequate funds exist in account:	There is no immediate financial request.
--	--

Attachments:

- | |
|---------------------------------------|
| 1. Visual of city planning model |
| 2. 2026-2029 guidebook_layout preview |
| 3. 2026 work plan_start |
| 4. 2025 completed projects |



Planning for action: long-term planning framework

PLANNING OVERVIEW

COMPREHENSIVE PLAN

Broad goals and policies
10-20 years



GUIDEBOOK

*Strategies and
objectives for policies*
4 years



WORK PLAN

*Tasks by
dept.*
Annual



CONNECTED TRANSPORTATION NETWORK



Ketchum is committed to the creation of a balanced, integrated transportation network that serves users of all types through a wide range of transportation modes. The following analysis outlines challenges, opportunities, and implementation actions identified in the Comprehensive Plan to help achieve a healthy transportation network that serves everyone. Also included are annual performance metrics to determine progress.



OPPORTUNITIES

- Idaho Transportation Department (ITD) is anticipated to complete improvements to Highway 75 between Elkhorn Road and River Street in 2026 which would increase traffic capacity and pedestrian connectivity.
- Transportation partner, Mountain Rides, provides free, year-round public transportation in Ketchum with connections to most major nearby towns. These services are also supported by federal funding and contributions from other Wood River Valley municipalities and organizations.
- Projects to better connect vital portions of the downtown core safely for vehicles, cyclists, and pedestrians have recently been completed. These include sidewalk infills where no sidewalks previously existed or the reconstruction of Main Street and its sidewalks and intersections from River Street through 6th Street.
- New technology and facility upgrades, and the addition of more airline providers and direct flights, at nearby Friedman Memorial Airport since 2021 has improved flight options and consistency for Ketchum residents and visitors. The addition of additional transportation services between Ketchum and the airport has also made air travel easier.

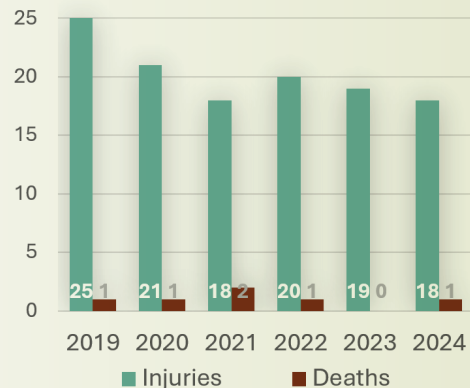
CHALLENGES

- As of 2023, only 9% of the local workforce lives in Ketchum, resulting in an imbalance of commuters and increased traffic congestion in Ketchum and on Highway 75.
- Some current or potential public transportation users may still benefit from a multi-modal transportation hub in Ketchum or additional options to complete the last leg of their commute.
- Some public right of ways in Ketchum are narrow or steep, limiting travel options for some modes of transportation in certain areas and resulting in trade-offs.
- Not enough funding exists to complete all transportation improvements identified in the city's various plans and studies.
- Pedestrians and cyclists still face many sections of unconnected paths and transportation networks throughout town, including in vital downtown areas.
- Severe weather, long winters, and high snow accumulation present safety challenges and creates difficulties in keeping travel lanes clear enough to maintain normal vehicular, cyclist, or pedestrian travel and parking.

OUTCOME MEASURES

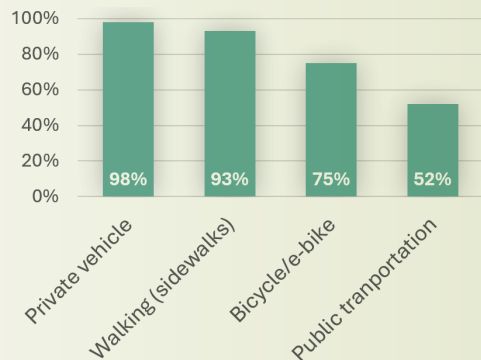
1. Provide Safe Transportation Network by lowering travel related injuries/deaths

5 year historical accident data by type



2. Provide a variety of mobility choices for residents and visitors

Transportation modes used by residents



IMPLEMENTATION ACTIONS

PRIORITIES

SHORT-TERM: S

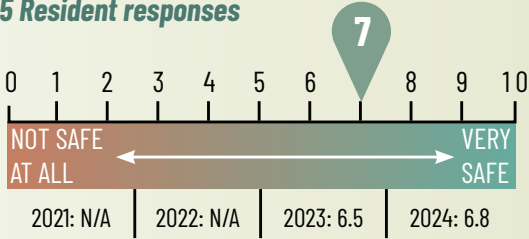
MID-TERM: M

GOAL	ACTION	PRIORITY
T-1: Create and maintain an integrated multimodal transportation system that facilitates safe and efficient travel.	T-1.a. Update the Master Transportation Plan to address deficiencies and align priorities with the Blaine County Community Bicycle and Pedestrian Master Plan.	M
	T-1.b. Adopt a Vision Zero policy to prevent traffic fatalities and severe injuries, and promote safe, healthy, equitable mobility for all modes.	S
	T-1.c. Evaluate the need to regulate the use of e-bikes and e-scooters on city streets, regional trails, and other pedestrian and bicycle facilities.	S
	T-1.d. Prioritize the construction of intersection improvements based on existing and forecast improvements to levels of service, queue lengths, safety, and other considerations.	S (Annually)
	T-1.e. Conduct an annual audit of the snow removal management plan and winter parking plan.	S (Annually)
	T-1.f. Explore, identify, and secure an alternative site for snow storage should the Sun Valley Company develop the River Run Master Plan.	M
T-2: Establish a safe and comprehensive network of pedestrian and bicycle facilities that connect local and regional destinations.	T-2.a. Prioritize the completion of bicycle and pedestrian improvements identified in the Master Transportation Plan and Blaine County Community Bicycle and Pedestrian Master Plan that enhance connections between outlying areas and downtown.	S (Annually)
	T-2.b. Clarify pedestrian, bicycle, and streetscape improvements that developers are required to provide for new construction projects.	S
	T-2.c. Prepare a mini-mobility plan for the Warm Springs Road corridor to address ROW needs and access management priorities, and the potential use of incentives to remove curb cuts along the bike path.	M
	T-3.a. Update and adopt the Downtown Parking Management Plan and support its ongoing implementation.	S (Annually)
T-3: Improve the efficiency of the local and regional transportation system while supporting the reduction of greenhouse gas emissions, single-occupant vehicle use, and vehicle miles traveled.	T-3.b. Provide incentives for shared parking agreements to maximize the use of existing surface lots, where appropriate.	S
	T-3.c. Collaborate with Mountain Rides and the airport to develop a streamlined service to and from Ketchum and the airport.	S
	T-3.d. Promote use of existing airport transportation services.	S
	T-3.e. Collaborate with Mountain Rides to weatherize high volume transit stops in City limits.	M
	T-3.f. Develop and implement a Transportation Management Association or Organization to establish, promote, and administer an incentive program for City employees and local businesses that commute via carpool and active transportation (to reduce single occupancy vehicle trips, free-up more parking spaces in the Community Core zone, and promote public health).	M
	T-3.g. Identify highly trafficked areas within the City for the installation of EV chargers.	S
	T-3.h. Seek out grant opportunities to secure funding for Level 3 EV chargers.	S
	T-3.i. Collaborate with businesses and owners of mixed-use buildings with parking structures to establish reserved parking spaces for EVs.	M
	T-3.j. Evaluate other City vehicles that could shift to EVs and consider retrofitting city buildings to accommodate EV charging.	M

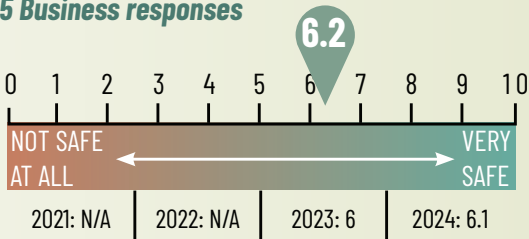
PERCEPTION MEASURES

1. How safe is Ketchum's Transportation Network?

2025 Resident responses

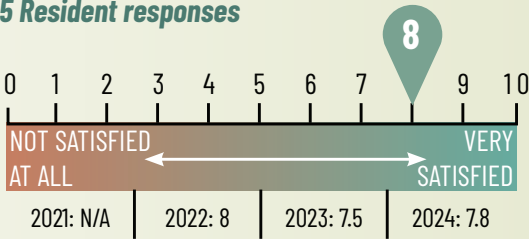


2025 Business responses

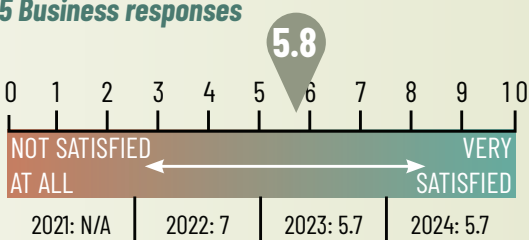


2. How satisfied are you with Ketchum's infrastructure for all modes of transportation, including vehicles, walking (sidewalks), bicycle/e-bikes, and Mountain Rides/public transit?

2025 Resident responses



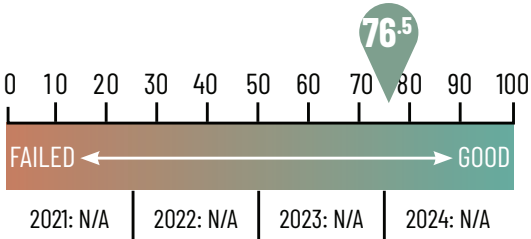
2025 Business responses



SERVICE LEVEL STANDARDS

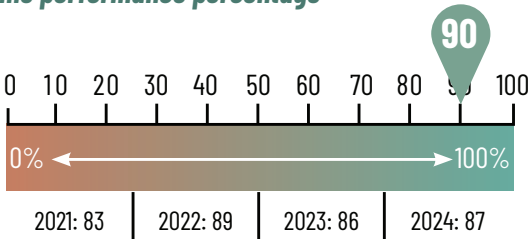
1. Maintain highly reliable transportation infrastructure

Ketchum roadways Pavement Conditions Index (PCI)

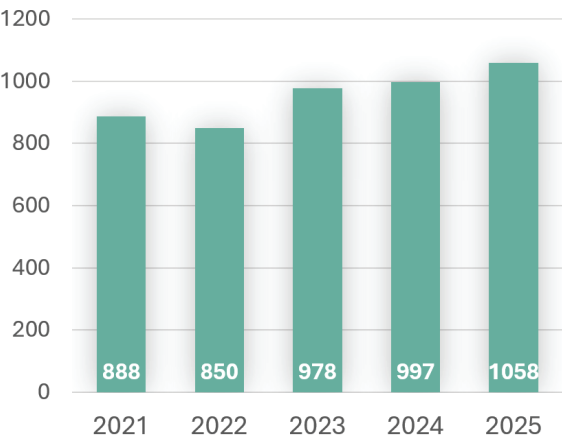


2. Mountain Rides/public transportation

On-time performance percentage

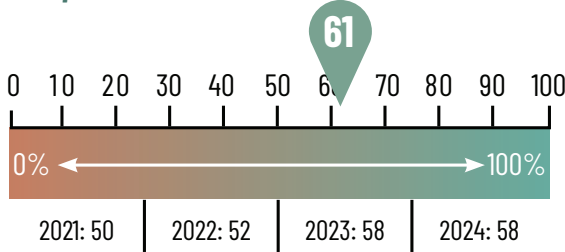


Transit riders per hour



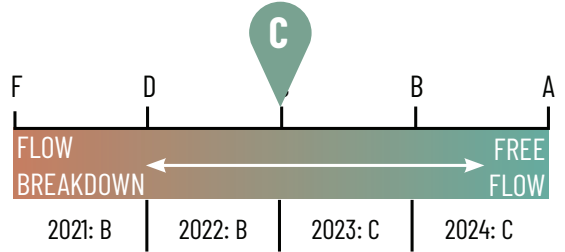
3. ADA sidewalk network

Percent of downtown core sidewalk network that is ADA compliant



4. Peak hour road volume-to-capacity ratios (traffic flow)

Level of Service (LOS) rating (A-F)



COST, EFFICIENCY, WORK LOAD MEASURES

1. TBD

COMP PLAN CHAPTER	PROJECT	DEPARTMENT(s)	CC PRIORITY	COMPLETION TARGET	NOTES
Connected Transportation Network (page 21)	Master Transportation Plan projects_planning	Public Works			
	Lewis Street & Warm Springs Road roundabout			Fall 2025	Application submitted for a Safe Streets for All grant.
	Complete Saddle Road anaylsis regarding future safety improvements and potential additional public parking			Winter 2026	
	Downtown stop sign/traffic calming study			Spring 2026	In progress.
	Bike/ped plan			Summer 2026	Complete analysis this fall. Public engagement over the winter. Guidance from Council by early spring.
	Update right-of-way standards	Public Works/Planning		Fall 2025	Targeting council draft availble by end of October.
	Main Street/HWY75 reconstruction				
	6th to Saddle separated multi-use path	Public Works		TBD	Discussions ongoing with ITD to determine construction window (2027 v 2028)
	Saddle Road pedestrian underpass	Public Works		TBD	Initiate concept design and apply for state/federal grant by January
	Roadway maintenance				
	1st Street	Streets			Mill/inlay Between SV Road and 5th
	10 Street (west side)	Streets			Chip seal
	9th Street (west side)	Streets			Full depth reconstruction - Washington to Warm Springs Road
	Pedestrian realm				
	6th Street & Leadville	Streets			Hotel Ketchum parking lot corner
	SV Road and Leadville	Streets			Huck & Paddle corner
	5th Street	Streets			between Leadville & 511 alley
	2nd Street	Streets			between WA and lot alley (south)
	6th Street & Washington	Streets			southwest corner
	1st Avenue & 5th Street	Streets			southeast corner
	Lewis to 10th Street	Streets			in front of Albertsons' property
Distinctive Built and Natural Environment (page 27)	Zoning Code update				
	Reorg and Procedures	Planning		Fall/winter 2025	PZ Recommended Approval with changes in July 2025, adoption December 2025
	Substantive Updates	Planning		Ongoing	Phase 3 kick-off Fall 2025, research/analysis/drafting Winter & Spring 2026
	Stakeholder engagement to improve processes	Planning		Ongoing	Next TAG Meeting October 14th
	Community contractor & TAG meetings	Planning		Ongoing	Next Meeting October 8th - survey out for improvements to building permit process
	Ore Wagon Museum plan refresh	Public Works		Ongoing	Phased scoping due to bandwidth. Complete new doors this fall. New programming to be deferred to 2026.
	Bonning Cabin Stabalization	Public Works/Planning		Fall 2025	Emergency stabalization
	Survey of historic assets	Planning (HPC)		Spring/Summer 2025	Grant received, executing grant agreement
Diverse Community Housing Options (page 36)	Housing Action Plan Year 3				
	Produce & preserve community housing				
	Identify parcels for acquisition	Housing		Ongoing	Renovations underway at 291 N 2nd Avenue. Additionally Council approved the purchase of Evergreen Apartments, 141 Bird Drive (11 units)
	Identify buildings and strategy for preservation			Ongoing	Biweekly meetings mapping, prioritizing, and strategizing parcels and older multifamily. Council approved purchase of 291 N 2nd Ave
	Rental Preservation Program				Preserved 15 properties housing 30 people, including 6 children, with one additional property in the pipeline.
	Ownership & Preservation program (include bargain sale)			Ongoing	6 OPP transactions completed, including completion of bargain sale. One more scheduled to close in the next couple weeks. 36 total applications.
	Hyperborean			Early winter 2026	remodel underway
	Bird Drive			Fall 2025	safety improvements
	Lift Tower Lodge			January 2026	Complete financial analysis to determine local match needed for mid-income redevelopment project
	Update policy to promote community housing				
	Explore priority processing and incentives for projects that serve the HAP	Housing + Planning		Winter 2025/2026	Part of the first installment of code changes in Phase 3 code update work
	Update density bonus program	Housing + Planning		Fall/winter 2025	Part of the first installment of code changes in Phase 3 code update work
	Expand & improve services to create stability				
	Financially support master leasing opportunities			Ongoing	Ketchum provides a financial guarantee to Silvercreek Living, in the event BCHA is unable to cover monthly rental payments to owner.
	Convert, acquire, or construct new transitional housing			Not started	Exploring financing options for purchasing 1 or both buildings of Silvercreek Living to reduce operating costs.
	Expand & leverage resources				
	Secure additional lodging LOT funds for preservation			May 2026	Council instructed staff to conduct more engagement and will consider putting it on the May ballot.
	Inform, engage & collaborate				
	Clarify, document, and improve processes			Ongoing	New Ops Manager will make updates to - and develop - policies, procedures, and forms to ensure effectiveness
Exceptional Recreational Opportunities (page 41)	Complete facility audit of recreation building	Public Works/Recreation		Spring 2026	Work with BCRD & BCSD
	Forest Service Park upgrades	Admin, Facilities		Fall 2025	Staff has completed interviews with community groups (senior citizens, ERC, mental health community, teen space) interested in utilization of the three buildings. Staff has initiated small task order with local architect to create prelim design for Big House in order to make habitable for two living units.
	Atkinson Park irrigation				
	Irrigation improvements	Facilities, Recreation			
	Pation/sun shade installation for pickleball courts	Facilities, Recreation		Spring 2026	
	Upper softball field revamp	Facilities, Recreation		Summer 2026	
	Participate in Hemingway Elementary's Facility Master Plan update	Admin, Recreation		Ongoing	Draft presented to BCSD board. In communication with facility manager. Research/tabs on future of pump park site.
	Refresh Atkinson Park master plan (in concert)			Ongoing	
	Warm Springs Preserve Master Plan				
	Building permit under review	Admin, Facilities, P&B		Fall 2025	
	Restoration, irrigation & utilities	Admin, Facilities, P&B		Fall 2025	80% complete, 20% left for spring time work
	Plantings & paving			Spring 2026	
	Access: connector trail, Norwegian Woods, Broadway, West Ketchum bridge	Admin, Facilities, P&B		Fall 2025	Connector trail proposal submitted to BLM
Lively Arts & Culture Scene (page 45)	City-wide Arts & History plan	Admin, Facilities, P&B		Fall/winter 2025	Build on Main Street plan; get buy in from both HPC & AC, evaluate city-wide application in partnership with The Community Library
	Art/history projects				
	Main Street installations (creative crosswalks, building placards)	Arts Commission		Spring 2026	Complete installation of building plaques and viewfinders
	KAC projects			TBD	Gondola 'wrapping'
	Evaluate new projects in concert with YMCA expansion (rail/stock yard interpretive)			Spring 2026	
Responsible Stewardship of Natural Resources (page 49)	Implement sustainability projects				
	Green waste	Admin, KSAC		Early winter 2026	Working with Clear Creek - researching communal business use in downtown core
	KFD solar panels	Admin & Facilities		Early winter 2026	Installation pending.

Comp Plan Chapter	Project	Department(s)	CC Priority	Completion Target	Notes
Community (page 57)	Implement Water CIP	Water			
	Relocation of water lines from HWY75 to Reinheimer Ranch/Weyyakin			Fall 2025	Reinheimer West Mainline-90% completed; Reinheimer East Mainline-5%; Weyyakin Mainline extension-90%; Neils Way to Glade Court-90%
	Trail Creek bridge HWY 75 Mainline Relocation and re-connect				
	OPS Building addition design				
	Northwood Well Roof addition for Generator				
	Implement WasteWater CIP	Wastewater			
	Treatment Facility Upgrades - WRF Solids Handling Improvements			Fall 2027	Building is underway, pouring the concrete basement before snow flys 2025, then no construction until spring 2026
	Avalanche study	Fire		Ongoing	Determine if Phase II of study
	Power line undergrounding	Admin & Facilities			
	Complete master plan for underground priorities	Public Works		Spring 2026	
	HWY75 - Weyyakin to Gem Street			Spring 2026	Southern portion complete but section from Serenade to Gem is tied to spring ITD work.
	Main Street - 9th & 10th Streets BACKWOODS TO SADDLE			Summer 2028	Deferred due to ITD Main Street funding. Staff is working with ITD to advance to 2027
	Wildlife proof trash cans	Admin		Fall 2025	City-wide use approved by council; carts on order for Oct/Nov delivery
	E-bike safety regulations	Admin		Spring 2026	Reckless' ordinance approved by council. Education campaign coordination underway. New signage/speed readers would need to be installed next spring
Strong & Diverse Economy (page 65)	City's Economic Development framework	Admin, Planning		Fall 2026	Starting efforts with Legacy Business Program and Deed Restricted Commercial Program as part of Phase 3 code updates, continued collaboration with KBAC
		Admin			Initiate strategic discussions with KBAC, SVED, Visit SV and Regional Economic group to strengthen city's overall economic development strategy
Transparent Collaborative Governance (page 70)	High Performing Community & City				
	Improve City planning framework				
	Public Works/Capital Improvement Plan Booklet	Admin		Early 2026	Incorporated master plan reference for streets, sidewalks, undergrounding, etc.
	Guidebook/Implementation Plan	Admin		Early 2026	Reference book/bridge between annual plan and comprehensive plan
	Annual Plan	Department-wide		Ongoing	Monthly check-ins with Council
	County-wide collaboration				
	Housing	Housing		Ongoing	(see above)
	Future Highway 75 improvements	Admin		Ongoing	County forming small work group to begin discussions with district engineer to explore options such as dedicated transit lane
	Blaine County Public Employee Health Trust	Admin		Winter 2026	Feasibility analysis; initial meeting held with BCSD
	Resort Cities Coalition	Admin		Ongoing	Passage of liquor bill 1381a & defeat of (anti-city) STR bill
	People and Culture	Department-wide		Ongoing	Vision & Values; Leadership Learning series; city-wide People Strategy
	Financial processes				
	Strategic planning for both short- & long-term needs	Admin, Finance, P&B		May 2026	Renewal of Original LOT and new funding for CIP and/or Housing
	Business tax & business licensing			Fall 2025	Working with Legal to outline notices and establish SOP
	Update City Code (non land-use sections) and associated policy documents (employee handbook)	Admin		Winter 2026	
	Technology/Business Systems				
	Records Retention Policy	Clerk		Winter 2026	reorganization/filing/governance
	Evaluation & inventory of all GIS data city-wide	Planning & Building		Spring 2026	deferred to 2026
	IT_new software including Microsoft Planner/To-Do/Teams	Clerk		TBD	
	Rebuilding all city-related websites	Community Engagement		Summer 2026	Contractor has been selected; work is underway
	Launch new public communications software (email and SMS/Text and emergency notifications)	Community Engagement		Summer 2026	Software has been selected; work to configure the platform is underway
	Launch new constituency management and public request software/app	Community Engagement		Winter 2025	Software has been selected; work to configure the platform is underway
Vibrant Downtown (page 75)	Downtown Parking Plan	Admin - Clerk/Business Manager			
	Implement new parking sensor pilot program			Fall 2025	
	ADA improvements			Spring 2026	ADA focus groups pending. In tandem with Sidewalk Master Plan
	Data collection/reporting			Fall 2025	Pending installation of sensors.
	Communication campaign			Fall 2025	Owner/worker parking info campaign
	Town Square & Visitor Center revamp	Admin, Facilities, P&B		Spring 2026	Phase I of Town Square improvements (grass area & restrooms). Reroof of building and spot paver replacements in early winter 2025.
	491 tenant/lease	Admin		Winter 2026	Negotiations underway with current tenant(s).

World Cup event planning & coordination
Comprehensive Plan adoption
Develop code change workplan (in concert with Housing)
Lease to Locals program wrap-up
Mobility
Sidewalk inventory & 10-year plan
Street conditions survey & 10 year plan
4th to Backwoods roadway & sidewalk rebuild
Chip seal (downtown)
Seal coating of Warm Springs and Saddle bike paths
5th Street Sidewalk Infill
2nd St Culinary Sidewalk
West Ketchum Traffic Calming
Fire Department consolidation w/WR Fire & Rescue
Utilities
Water mainline relocations
Sewer Collection System Facility Plan
WRF Aeration upgrades
Powerline undergrounding
HWY75 - Weyyakin to Gem Street
5th/Spruce Street
Wildlife proof trash cans
Address Post Office service delivery challenges (free boxes)
Strategic planning for both short- & long-term needs (Finance)
Develop a suite of options to address city-wide financial needs (Housing LOT, renewal of Original LOT, C
Cognisant Agency Financial Planning (ASB, KURA)
Process Improvements
Bulk fueling
Move financial system to hosted environment (Caselle)
Continued reporting improvements
Accounts payable
Business tax & business licensing
Short-term rentals
Code Matrix/System of Record