



STAFF MEMORANDUM

To: Historic Preservation Commission (HPC)
From: Morgan Landers, AICP – Director of Planning and Building
Date: January 29, 2026
Re: DRAFT 2026 HPC Work Plan

Historic Preservation Commission – Roles and Responsibilities ([KMC 4.08.050](#))

The Ketchum Historic Preservation Commission is advisory to the Ketchum City Council and is charged with the following responsibilities in no particular order:

- A. Conduct a survey of local historic properties;
- B. Recommend the acquisition of fee and lesser interests in historic properties, including adjacent or associated lands, by purchase, bequests or donation;
- C. Recommend methods and procedures necessary to preserve, restore, maintain and operate historic properties under the ownership or control of the City;
- D. Recommend the lease, sale, other transfer or disposition of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property;
- E. Contract, with the approval of the Council, with the state or federal government, or any agency of either, or with any other organization;
- F. Cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation;
- G. Make recommendations in the planning processes undertaken by the county, the City, the state or the federal government and the agencies of these entities;
- H. Recommend ordinances and otherwise provide information for the purposes of historic preservation in the City;
- I. Promote and conduct an educational and interpretive program on historic preservation and historic properties in the City;
- J. HPC members, employees or agents of the HPC may enter private property, buildings or structures in the performance of their official duties only with the express consent of the owner or occupant;
- K. Review nominations of properties to the National Register of Historic Places for properties within the City's jurisdiction;
- L. Establish and maintain the Historic Building/Site list;
- M. Review and make decisions on Demolition and Alteration applications.

Said duties outlined above fall generally into three categories of work; Regulatory/Policy, Education and Outreach, and Stewardship. Two of the items listed above (E and J) are not “responsibilities” per se but grant the Commission powers that may be used in the execution of other responsibilities. Attachment A to this memorandum is a chart of the proposed DRAFT 2026 Work Plan for the HPC. Staff prepared this initial draft by reviewing the citywide work plan, comments received from the HPC members on desired projects, initial goals and objectives prepared by the HPC Chair, and opportunities identified by the city’s Director of Community Engagement presented at your December 2, 2025, meeting. Staff then populated the action items into the corresponding area of responsibility, so the HPC can see how specific programs or actions fit into the HPC role.

The dark blue row is the general category, the light blue rows are responsibilities granted by the municipal code, and the subsequent rows are the various actions items. Additionally, there are columns that outline the

anticipated timeline, lead organization, HPC liaison, community partners, and staff support. Where there are blanks, the item has not been determined as of the date of this document. As shown on the plan, only two of the designated responsibilities outlined in the Ketchum Municipal Code have no identified initiatives for 2026. Those items are #9 and #11 under the stewardship category.

In reviewing the draft work plan, staff would like the following feedback from the HPC:

- Is this work plan formatted and organized in a way that resonates with you and is easy to understand?
- Are there items you would like to accomplish that are not listed? Likewise, are there items listed you feel are not priorities for 2026?
- What are the Commission's top three to five priorities for the 2026 Work Plan?

NEXT STEPS

The work plan presentation to the City Council is tentatively scheduled for the February 26, 2026, City Council meeting. At this time, it is unclear if this will be a joint meeting or a presentation by the HPC Chair to the Council.

DRAFT 2026 HPC WORK PLAN: 1/29/25

REGULATORY/POLICY	2026 ACTIONS	TIMELINE	LEAD (CITY/PARTNER)	HPC LIAISON	COMMUNITY PARTNERS	STAFF SUPPORT
1. Conduct a survey of local historic properties;						
	Post World War II Reconnaissance Survey Completion		City		SHPO	Planning
	Grant submittal for Additional Survey Work		City	Wendolyn H	SHPO	Planning
	Review previous surveys for accuracy and completeness of information.		City		SHPO/Community Library	Planning
2. Make recommendations in the planning processes undertaken by the county, the City, the state or the federal government and the agencies of these entities;						
	Participate on the city's Technical Advisory Group (TAG) to provide guidance on design regulations for development in the downtown. Includes design guidelines/standards for new development/additions overall and specifically for new development/additions adjacent to historic structures.	Jan-Sept 2026	City	Jakub G		Planning
3. Recommend ordinances and otherwise provide information for the purposes of historic preservation in the City;						
	Conduct work sessions to evaluate and make recommendations on design guidelines/standards for alterations/demolitions of historic structures.	Feb-May 2026	City	Jakub G		Planning
4. Establish and maintain the Historic Building/Site list;						
	Identify undesignated Building/Sites as candidates for listing on Ketchum's Building Site List.		City		SHPO	Planning
	Direct outreach campaign to property owners of existing and potential historic buildings to encourage participation.		City		KBAC/Community Library	Planning/Communications
	Review demolition applications for buildings 50 years of age for eligibility to be listed on the city Building/Site List	Ongoing - As needed	City			Planning
5. Review nominations of properties to the National Register of Historic Places for properties within the City's jurisdiction;						
	Review nominations of properties for NRHP submitted for properties within the city's jurisdiction	Ongoing - As needed	City		SHPO	Planning
	Review demolition applications for buildings 50 years of age for eligibility to be listed on the NRHP	Ongoing - As needed	City		SHPO	Planning
	Review survey documents to identify any properties eligible for listing on the NRHP		City		SHPO	Planning
	Review city owned properties for eligibility for listing on the NRHP		City		SHPO	Planning
6. Review and make decisions on Demolition and Alteration applications.						
	Conduct a complete and transparent review process of these applications.	Ongoing - As needed	City	ALL		Planning
EDUCATION/OUTREACH	2026 ACTIONS	TIMELINE	LEAD (CITY/PARTNER)	HPC LIAISON	COMMUNITY PARTNERS	STAFF SUPPORT
7. Promote and conduct an educational and interpretive program on historic preservation and historic properties in the City;						
	Create and implement a "plaquing" plan for all buildings on the Building/Site List		City		Community Library Property Owners	Planning/Communications/Admin
	Create and implement an historic building property owner recognition program.		City		KBAC Community Library	Planning/Communications
	Update the city's website with better/more comprehensive information regarding Historic Preservation in Ketchum.		City		Community Library	Communications
	Update maps of buildings on the Historic Building/Site List (Digital and Physical) - separate from walking tour maps	Feb-26	City			Planning/GIS
	Conduct a minimum of one joint program with the Community Library.				Community Library SHPO	Planning/Communications
	Coordinate with the Ketchum Arts Commission (KAC) on art installations throughout the city that may have an historic theme or content component (Main Street, Lewis Street/Warm Springs Rd)	Ongoing	City		KAC	Planning/Communications

Review and provide recommendations for any content or installations with history related content (not Arts Commission related) such as Warm Springs Preserve, Visitor's Center, Ore Wagon Museum, and Lift Tower Lodge.	Ongoing	City		Site dependant	Planning/Communications
Participate on the subcommittee for the citywide Arts and History Plan		City	Jakub and Wendolyn?	KAC	Planning/Communications
Provide feedback on updates to the Downtown Historic Walking Tour		Community Library		Community Library Property Owners	Planning/Communications

8. Cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation;

Provide quarterly updates, including one strategic planning session, to the City Council on HPC activities and work plan progress.		City	Chair		Planning
Conduct a minimum of one joint work session with the PZ Commission each year to discuss overlapping initiatives.		City	All		Planning
Faciliate one annual presentation by the Idaho SHPO office to city officials.		City		SHPO/Community Library	Planning
Promote any historic preservation opportunities as requested by state and local entities and non-profits through the city's communication channels		City		Community Library SHPO	Planning/Communications

STEWARDSHIP

2026 ACTIONS

TIMELINE

LEAD (CITY/PARTNER)

HPC LIAISON

COMMUNITY PARTNERS

STAFF SUPPORT

9. Recommend the acquisition of fee and lesser interests in historic properties, including adjacent or associated lands, by purchase, bequests or donation;

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10. Recommend methods and procedures necessary to preserve, restore, maintain and operate historic properties under the ownership or control of the City;

Develop/Finalize a property activation and improvement plan for city owned historic properties.	Spring 2026	City			Planning/Public Works
Participate in the review and recommendation of future improvements to the Bonning Cabin and Ore Wagon museum.	Spring/Summer 2026	City		Community Library	Planning/Public Works
Review and provide recommendations for future improvements and utilization of the "Big House" on Forest Service Park.	Spring 2026	City			Planning/Public Works/Housing

11. Recommend the lease, sale, other transfer or disposition of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property;

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