



City of Ketchum

May 4, 2021

Historic Preservation Commissioners
City of Ketchum
Ketchum, Idaho

Recommendation To Review and Discuss Phase II Logan Simpson Scope of Work

Recommendation and Summary

The City Council approved the contract and Phase II scope of work for Logan Simpson (Attachment A). The Phase II work consists of refining the list of historic structures, preparation of design guidelines and preparation of a permanent ordinance.

Representatives from Logan Simpson will be joining the May 4, 2021 HPC meeting remotely to discuss the scope of work and address any commissioner questions.

Attachments:

Attachment A: Logan Simpson Phase II Scope of Work

KETCHUM HISTORIC PRESERVATION

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

STEP 1 – REFINE HPC BUILDING LIST

Logan Simpson will work with the Historic Preservation Commission to assess and possibly refine the Historic Preservation Commission Building List adopted with the interim ordinance

STEP 2 - COMMUNITY CORE DISTRICT DESIGN GUIDELINES

Logan Simpson will complete a stand-alone design guidelines document for the Community Core District based on feedback from community outreach, coordination with staff, and input from elected officials. 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 entire District. The guidelines will also include a chapter on Historic Preservation to present the unique historic characteristic of the District that should be protected through the identification of character-defining features of the buildings, streetscape, and landscape. This section will include additional detail for replacement of windows, transoms, doors, facades, external walls, kick plates, and awnings.

A description of the review process will be provided for property owners, as well as processes for demolition, new construction, rehabilitation, renovations, additions, and maintenance. The final design guidelines will also contain sufficient illustrative and supportive maps, figures, and photographs to make it a user friendly guide for development in the Community Core District.

STEP 2 – 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 an update of the demolition permit regulations, to adaptive reuse regulations, to review and revision of the design review process to align with the new historic preservation procedures and design guidelines. Possible incentives will be explored and implemented as appropriate.

STEP 3 – HISTORIC PRESERVATION HANDBOOK

To support the design guidelines and permanent ordinance, our team will work with staff to identify the desired elements of a historic preservation handbook. The handbook will be a glossy pamphlet-style document that will be available digitally and in print for property owners. It will provide an introduction to historic preservation – the why and the how; a preservation toolkit; resources on the economic benefits of historic preservation; a list of preservation partners at the local, state, and national levels; flow charts and graphics to walk a property owner through the process of developing/redeveloping a historic property; and supplemental maps and graphics of designated

resources. The handbook could set the foundation for additional educational resources such as a walking tour of historic resources in the Community Core, and documentation of resources that no longer exist.

COORDINATED TASKS:

Below is a breakdown of anticipated Tasks coordinated between all steps outlined above.

Task 1. HPC Building List Assessment and Refinement

Schedule: April

To kickoff the project, our team will begin work with the Historic Preservation Commission (HPC) to assess and potentially refine the list of 26 buildings included with the interim ordinance. Our team will provide a short architectural description of the 26 properties and describe character defining features that would need to be retained during any future rehabilitation projects. This will result in a bulleted list per building with their architectural features and style, supported by a brief statement about their context (as provided by the Historic Preservation Commission), and their NRHP eligibility or NRHP designated status, to provide substance to the list for further analysis and refinement.

Our team will hold a workshop with the HPC near the beginning of the assessment to discuss their thoughts and the context indicated above. Then hold a second meeting with the HPC following our analysis to finalize any refinements to the list.

Deliverables:

- Two (2) Meetings with Historic Preservation Commission
- Historic analysis and evaluation of the 26 properties on the HPC Building List
- Final refined HPC Building List and supporting information

Task 2. Meetings with City Council, Planning and Zoning Commission, and Historic Preservation Commission Members

Schedule: April

To ensure the community's elected officials are in step with the process, our team will conduct individual meetings with each City Council, Planning and Zoning Commission and Historic Preservation Commission member in April. Each interview will be scheduled for a half hour and be conducted on Teams or Zoom. A packet of information will be sent ahead of the meetings to include: what we heard from Phase 1 development of the Interim Ordinance; what can be expected of the Phase 2 process; and an explanation of the different Phase 2 elements of design guidelines, permanent ordinance, and historic preservation handbook and how they all work together to preserve historic Ketchum. Ultimately, we want to ensure the elected officials and community-at-large understand "the why" and "the how" of the role of the built environment in shaping a community.

Deliverables:

- Introductory informational packet for individual meetings

- Individual meetings with City Council, Planning and Zoning Commission, and Historic Preservation Commission members

Task 3. Preliminary Analysis of Existing Conditions

Schedule: April

Following Task 2 meetings, our team will review all relevant documents to include existing design guidelines, code, and any other guiding documents available. Additionally, we will continue our analysis of on-the-ground conditions via google earth and 3-D modeling. This Task will include a staff debrief from Task 2 meetings, as well as an additional coordination meeting to discuss document review and preliminary outreach preparations.

Deliverables:

- Preliminary document review matrix
- Two (2) staff coordination meetings

Task 4. Public Outreach Series #1

Schedule: Early May

The initial outreach series will serve as an opportunity to listen to the ideas of residents, the development community, AIA members, real estate representatives, owners of properties on the Historic Building List, City Council, Planning and Zoning Commission, and the Historic Preservation Commission. The purpose of this outreach effort is to begin to both educate the community on the purpose of the design guidelines, permanent ordinance, and handbook as well as identify the character defining features of the Community Core District. All outreach will include case studies representative of how design guidelines have helped peer communities address growth and economic development through the lens of historic preservation.

The process will include an online questionnaire or series of questionnaires and an in-person open house. The plan is to hold the open house in a vacant store front in downtown Ketchum and develop a self-guided walking tour to view key buildings and discuss context. All meeting materials, including the self-guided tour information, will be placed on the City's website to allow the opportunity for those who cannot attend in-person to participate. A joint work session with the elected officials will be held in tandem with the outreach series.

Deliverables:

- Questionnaire #1
- Public open house; meeting plan, materials, facilitation, and summary
- Joint work session with City Council, Planning and Zoning Commission, and Historic Preservation Commission members
- One (1) staff coordination meeting

Task 5. Draft Design Guidelines Development

Schedule: May through July

Our team will synthesize what we heard in Task 4 on the character-defining features and begin to organize them into a draft design guidelines document. The document will focus on building forms and characteristics for the entire Community Core District with a separate and coordinated chapter on Historic Preservation. Guidelines will address process improvements applicable to projects on the historic building list. Potential topics for the design guidelines could include site design, access and parking, building articulation, building height, roof forms, streetscape, public spaces, and landscape. The document will be rich in original graphics and imagery to fully convey the desired character of the District.

Once the design guidelines start to take shape, our team will work with staff to determine what needs to be expanded upon and codified as part of the permanent ordinance.

Deliverables:

- Biweekly coordination with staff
- Draft design guidelines text and preliminary graphics
- Outline of items for inclusion in the permanent ordinance

Task 6. Public Outreach Series #2

Schedule: Late July

Public Outreach Series #2 will consist of an in-person open house and digital workshop or virtual meeting room for community members to take a self-guided tour through the preliminary design guideline concepts. The primary purpose of this outreach effort is to present preliminary concepts and ask the community, "Did we get it right?" This outreach effort will include an additional joint work session with elected officials.

Deliverables:

- In-person Open House
- Digital workshop or Virtual Meeting Room
- Questionnaire #2
- Joint work session with City Council, Planning and Zoning Commission, and Historic Preservation Commission members
- One (1) staff coordination meeting

Task 7. Final Draft of Design Guidelines, Preliminary Permanent Ordinance, and Preliminary Handbook

Schedule: August and September

Task 7 will include finalization of the design guidelines and preliminary development of the permanent ordinance and historic preservation handbook. The permanent ordinance will need to be applicable City-wide, given that the historic resource survey work will continue to identify

significant structures throughout the City. Focus will be placed on the design review standards to ensure proper administration of the new design guidelines.

The handbook will result in a glossy, pamphlet-style handout with the purpose of providing the City with a user-friendly guidebook to historic preservation in Ketchum. This document will explain why historic preservation is important, and how to develop within the framework of the new standards and guidelines by way of flow charts and graphics which will detail the application process and potential incentives.

Deliverables:

- Biweekly coordination with staff
- Final draft of design guidelines document in final format
- Initial draft of permanent ordinance
- Initial draft of historic preservation handbook

Task 8. Public Outreach Series #3

Schedule: Early October

The final public outreach series will serve to present the final handbook and primary elements of the design guidelines and permanent ordinance to the public, with the purpose of providing the opportunity for questions or refinement to all of the documents prior to final adoption hearings. It is preferred to have an in-person open house paired with a digital component, similar to Public Outreach Series #1.

Deliverables:

- Questionnaire #3
- Public open house; meeting plan, materials, facilitation, and summary
- Joint work session with City Council, Planning and Zoning Commission, and Historic Preservation Commission Members
- One (1) staff coordination meeting

Task 9. Final Design Guidelines, Final Permanent Ordinance, and Final Handbook

Schedule: October

Our team will finalize all documents based on feedback from the community during the third public outreach series as well as staff, and deliver final electronic drafts to staff for inclusion in Planning and Zoning Commission packets for the first public adoption hearing.

Deliverables:

- Biweekly coordination with staff
- One (1) final coordination meeting with the Historic Preservation Commission
- Final drafts of design guidelines, permanent ordinance, and historic preservation handbook

Task 10. Adoption

Schedule: Late October through January

Our team will support staff with presentation of the documents at one Planning and Zoning Commission hearing and three City Council hearings. Support will include preparation of presentations, memos, and any desired revisions to documents between meetings.

Deliverables:

- Two (2) Planning and Zoning Commission Hearing
- Three (3) City Council Hearings

ANTICIPATED FEE:

Phase 2 – Design Guidelines, Permanent Ordinance, and Historic Preservation Handbook	
Task 1. HPC Building List Assessment	\$4,000
Task 2. Interviews with City Council, Planning & Zoning Commission and HPC	\$2,000
Task 3. Preliminary Analysis of Existing Conditions	\$2,000
Task 4. Public Outreach Series #1	\$6,000
Task 5. Draft Design Guidelines Development	\$12,000
Task 6. Public Outreach Series #2	\$6,000
Task 7. Final Draft of Design Guidelines, Preliminary Permanent Ordinance, and Preliminary Handbook	\$20,000
Task 8. Public Outreach Series #3	\$6,000
Task 9. Final Design Guidelines, Final Permanent Ordinance, and Final Handbook	\$18,000
Task 10. Adoption	\$4,000
	<i>Anticipated Project Total</i> \$80,000

Additional Optional Services	
Additional Graphics	\$10,000
Interactive Toolkit	\$15,000
Workshops	\$5,000
Catalyst Site Options	\$15,000