



City of Ketchum

May 2, 2022

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Discussion Regarding Process Improvements for Planning/Zoning Initiatives

Recommendation & Summary

Staff will be prepared to walk through some potential process improvements for current and future planning/zoning initiatives. Recently, the Council expressed process concerns related to the proposed new downtown development standards. The goal of this brainstorming session is to establish a protocol between the Council and staff to ensure process is not a concern moving forward.

Introduction and History

The proposed downtown development standards is the fourth planning initiative (historic preservation, housing in-lieu fee update, downtown design review standards) in which similar process concerns were expressed from the Council.

Proposed Discussion Points:

1. These initiatives are considered “legislative” matters under Idaho Code versus quasi-judicial. Why is this important? It means the Council is not constrained about how communication is handled versus a matter on appeal from P&Z. Council Members understand that at any point they are free and empowered to express process concerns to city staff.
2. We could start to institute a “chartering process” on each initiative where staff presents to Council a one-pager that outlines scope, options and public engagement plan before things start at the P&Z level. Do we establish that any significant initiative holds at least one community workshop? Is there a specific format or use of a facilitator?
3. We could start to do regular check-ins during Council meetings about how the initiative is progressing at the P&Z level to make sure there are not any concerns.

Sustainability

Past proposed planning/zoning initiatives directly supported city sustainability goals (e.g. additional downtown housing, preservation of historic structures).

Financial Impact

No current fiscal impact.

Attachments:
None