



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: July 25, 2024 Staff Member/Dept: Adam Crutcher, Associate Planner
Planning and Building Department

Agenda Item: Recommendation to review and discuss updates to Administration & Procedures of applications as part of the Cohesive Ketchum: Land Use Regulations Update.

Recommended Motion:

Not Applicable – no motion or action requested

Reasons for Recommendation:

- The Land Use Regulations Update calls for an evaluation of current administration & procedures of applications to determine if any need to be revised.
- HPC & PZC work shops Workshops with the Historic Preservation Commission, Planning & Zoning Commission, and local surveyors took place in the first half of July. These workshops were focused on decision making authority for applications. Recommendations on decision making authority made by these groups are listed below in the memo.
- Feedback from City Council and other bodies will provide staff & Clarion with direction as they continue to proceed with work on the draft Land Use Regulations document.

Policy Analysis and Background:

As part of the Land Use Regulations Update, the Planning & Building Department is working on initial tasks which include an update to the procedures section. This updating of procedures will focus on the following areas:

- Clarification of the general procedures applying to most types of procedures
- Standardization of the format for all procedures
- Update of approval criteria
- Reevaluation of public input process for major application types
- Consideration of new application types
- Consideration of decision-making authority (which bodies are appropriate to make which decisions)
- Reevaluation of application requirements
- Reevaluation of which procedural steps should be codified in the code and which should be maintained in separate administrative manuals or user guides

Before beginning to work on a new draft of procedural updates, staff has conducted work sessions with the Planning & Zoning Commission (PZC), Historic Preservation Commission (HPC), and now the Ketchum City

Council (KCC) in order to get feedback on a few key areas including decision making authority. Staff has also held a work shop with local surveyors to specifically discuss subdivision procedures.

The current decision making authority for land use applications is seen in Attachment A with the proposed modifications based on the work sessions shown in the last column. Applications are sorted based on decision making authority with applications requiring City Council approval in the blue coloration, applications requiring HPC or PZC approval in orange, and applications requiring only staff approval in gray.

Historic Preservation Commission Work Shop

The HPC did not have any recommended changes to the procedure for the two applications which they review (Request to Alter/Demolish a Historic Building or Request to List a Historic Building). The HPC agreed with Council's discussion on 7/1 that criteria for alteration/demolition needs to be updated.

Local Surveyors Work Shop

Staff heard three recommendations from local surveyors regarding subdivision procedures. The first recommendation was to change lot line shift applications from having City Council being the final decision maker to instead having staff fill that role due to the simplicity that the application typically presents. Surveyors also proposed that final plats which are in substantial conformance with Preliminary Plats can be approved administratively rather than going to City Council. Another recommendation was to have staff be the final decision maker of subdivisions resulting in the creation of 4 lots (short plat) while the creation of 5 (long plat) or more lots would follow the same process the currently exists with City Council being the final decision maker.

Planning & Zoning Commission Work Shop

The Planning & Zoning Commission was supportive of the following items recommended by the local surveyors:

- Final plat subdivision applications which are in substantial conformance with preliminary plats can be approved administratively by staff rather than going to City Council
- Lot Line Shift applications (Conversions of townhouses to condos or vice versa fall under this category) can be approved by staff rather than going to City Council

The Commission emphasized that with any administrative approval, there needs to be a public notice period before approval by staff. The Commission was as not supportive of having the short plat concept where any subdivision creating less than 5 lots could be approved administratively. Instead, the Commission were more comfortable with staff approving subdivisions of 2 lots or less. Staff is evaluating whether this change would make the process more efficient.

Next Steps

Staff is requesting feedback from the Council on any desired preferences with the proposed changes to procedures:

- Does Council support recommendations from the PZC regarding subdivision applications?
- Are there other applications where decision making authority should be re-evaluated?

Staff and Clarion will take feedback from the City Council and begin working on updates to the Administration & Procedures chapters of the reorganized land use regulations. Staff will have a Code Advisory Group meeting to review the proposed changes in the following months.

Sustainability Impact:

Application processes have no impact on the City's ability to meet the Ketchum Sustainability Action Plan.

Financial Impact:

None	There is no financial request to the City of Ketchum for the application and therefore no budget implications.
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Attachments:

1. Existing & Proposed Applications Approval roles

Roles and Responsibilities for Planning and Zoning Application Decisions

Application	Staff Role	PZ/HP Commission Role	City Council Role	Proposed Change
Zoning/Subdivision Code Text Amendment	Advisory	Recommends Amendment to Council	Final Decision. Adopts ordinance	No Change
Rezone/Zoning Map Amendment	Advisory	Recommends Amendment to Council	Final Decision. Adopts ordinance	No Change
Comprehensive Plan Amendment/Update	Advisory	Recommends Amendment/Update to Council	Final Decision. Adopts Comprehensive Plan via ordinance.	No Change
Development Agreements	Advisory	Recommends to Council	Final Decision. Mayor signs agreement.	No Change
Subdivision – Land, Townhouse, Condominium and Planned Unit Development (PUD)	Advisory	Recommends to Council	Final Decision	Preliminary Plats follow current process. Final plats which are in substantial conformance with preliminary plat reviewed and approved by staff.
Right-of-Way (ROW) Vacation Application	Advisory	Recommends to Council	Final Decision	No Change
Subdivision - Lot Line Adjustment	Advisory	None	Final Decision	Proposed to have staff be final decision maker with City Council as appellate body if an appeal is filed against the staff decision.
Listing a Historic Structure	Advisory	Recommends to Council	Final Decision	No Change
Conditional Use Permit (CUP)	Advisory	Final Decision	Appellate body if an appeal is filed	No Change
Design Review- new Nonresidential, new Multi-Family, new Mixed Use, Mtn. Overlay, additions over 1200 square feet	Advisory	Final Decision* (projects with 4th floors require City Council approval)	Appellate body if an appeal is filed* (except for projects with 4 th floors)	No Change
Variance	Advisory	Final Decision	Appellate body.	No Change
Major Floodplain/Stream Alteration	Advisory	Final Decision	Appellate body if an appeal is filed against the PZ decision	No Change
Request to Alter/Demolish a Historic Building	Advisory	Final Decision	Appellate body if an appeal is filed against the PZ decision	No Change
Design Review- additions less than 1200 square feet and minor modifications	Final Decision	Appellate body if an appeal is filed against the staff decision	Appellate body if an appeal is filed against the PZ decision	No Change

Minor Floodplain/Streambank or Riparian	Final Decision	Appellate body if an appeal is filed against the staff decision	Appellate body if an appeal is filed against the PZ decision	No Change
Fence Permit	Final Decision	Appellate body if an appeal is filed against the staff decision	Appellate body if an appeal is filed against the PZ decision	No Change
Sign Permit	Final Decision	Appellate body if an appeal is filed against the staff decision	Appellate body if an appeal is filed against the PZ decision	No Change
Off-site Vendor Permit	Final Decision	Appellate body if an appeal is filed against the staff decision	Appellate body if an appeal is filed against the PZ decision	No Change