



To: City Council  
From: Allison Kennedy-Senior Planner, Staff Liaison Historic Planning Commission  
Date: May 4, 2026  
Re: **2026 HPC Work Plan**

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### **Summary**

The Historic Preservation Commission (HPC) seeks approval from City Council for its 2026 Workplan. The HPC has honed its twelve duties enumerated below, A through L into five main areas of focus for the remaining seven months. These focus areas have been refined through several HPC meetings, responding to immediate needs, routine duties, and future planning for historic properties. HPC has listed the need, duties, and city departments that support each task.

HPC Chair Wendolyn Holland, will present this information and be available for discussion at the May 14th City Council Meeting.

### **I. Ketchum Municipal Code (KMC 4.08.050)**

#### **Historic Preservation Commission – Roles and Responsibilities**

The Ketchum Historic Preservation Commission is advisory to the Ketchum City Council and is charged with the following responsibilities:

- 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. 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;
- J. Review nominations of properties to the National Register of Historic Places for properties within the City's jurisdiction;
- K. Establish and maintain the Historic Building/Site list;
- L. Review and make decisions on Demolition and Alteration applications.

\* The previous item, i. was deleted in April 2026: *Promote and conduct an educational and interpretive program on historic preservation and historic properties in the City.* This duty was moved to the Arts Commission.

## **II. Five Focus Areas; 2026 Work Plan Summary**

The Historic Preservation Commission five proposed focus areas for May through December 2026 include:

- 1. Review applications for alteration and applications for demolition**
- 2. Reviewing existing surveys of historic inventory and conduct new surveys**
- 3. Steward City owned or controlled historic properties**
- 4. Create and implement an outreach and recognition plan for 23 buildings on Historic Structure List**
- 5. Update HPC website**

**\*These five areas of work are also illustrated in the attached table. See Attachment I.**

These five areas of work are further described in the table below:

	<b>Work Priorities 2026</b>	<b>Purpose</b>	<b>Need</b>	<b>Ordinance <u>(KMC 4.08.050)</u> Roles &amp; Responsibilities</b>	<b>Supporting Department</b>
1	Review applications for alteration and applications for demolition	<ul style="list-style-type: none"> <li>• To fulfill a fundamental responsibility.</li> <li>• To serve property owners in a timely fashion.</li> </ul>	Ongoing, as applications are submitted	L.	Planning
2	Review existing surveys of historic inventory and conduct new surveys	<ul style="list-style-type: none"> <li>• To understand better the built environment of historic structures.</li> <li>• To fulfill the \$5,000 award requirements from the State Historic Preservation Office's Community Legacy Grant.</li> </ul>	Among the existing several surveys, some are outdated, while others contain inaccuracies. A review will update the information and enable future planning.	A., E., G., K.	Planning
3	Steward City-owned or -controlled historic properties	<ul style="list-style-type: none"> <li>• To serve as an example to private-sector property owners by sharing methods and procedures for preserving the properties within the City's control.</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure opportunities for preservation are not being overlooked and historic integrity upheld.</li> </ul>	A., C., F., G., K., L.	Public Works, Planning, Communication
4	Create and implement an outreach and recognition plan for 23 buildings on Historic Structures list	<ul style="list-style-type: none"> <li>• To honor building owners and highlight the contribution their stewardship makes to preserving Ketchum character.</li> <li>• To highlight the community benefit in building preservation.</li> </ul>	<ul style="list-style-type: none"> <li>• Building owners have not been thanked for their preservation efforts.</li> <li>• The community lacks knowledge of the structures.</li> </ul>	K.	Planning, Communication
5	Update HPC website	<ul style="list-style-type: none"> <li>• To create a more useful for applicants.</li> <li>• To help interested parties find the listed structures.</li> <li>• To convey better understanding of HPC roles, responsibilities, and relevance.</li> </ul>	Current website impedes easy application download, finding listed structures.	All: A. through L.	Planning, Communication