



**City of Ketchum  
Planning & Building**

**STAFF REPORT  
KETCHUM HISTORIC PRESERVATION COMMISSION  
REGULAR MEETING OF NOVEMBER 2, 2021**

Recommendation and Summary

Staff recommends the Historic Preservation Commission (the "HPC") review and provide recommendations to the City Council on the following:

- Historic Preservation elements of the draft ordinance that establishes a permanent ordinance for Historic Preservation and revises the Design Review chapter of the Ketchum Municipal Code (KMC).
- Historic Preservation elements of the Draft Community Core Design Guidelines.

See below for an overview of each of these documents. Following adoption of the final ordinance and design guidelines, Logan Simpson and staff will develop the Historic Preservation Handbook. The handbook will include information on the HPC, overview of the process for alterations or expansions of historic buildings, and information on resources and incentives available to current and future property owners of historic buildings. The HPC will be provided the opportunity to review a draft of the Handbook to provide comments and suggestions.

Roles and Process

The Planning and Zoning Commission (the "Commission") and the HPC have specific roles in the review of the documents above. The Commission has prevue over all development within the community core and is a recommending body to the City Council on all land use matters including guidelines and ordinances. The HPC is an advisor to the City Council on matters related to their duties as outlined in KMC 4.08.050. For this project, the HPC is reviewing and providing recommendations for the purposes of historic preservation in the City (KMC 4.08.050.H). Staff requests the HPC provide comments that will be forwarded to the City Council on the historic preservation elements of the draft documents including Chapter 4.08.050 and 17.20 of the ordinance, and the historic preservation chapter of the design guidelines.

A community survey was launched on October 15, 2021, soliciting feedback from the community on the draft documents. A summary of responses is included in Attachment G. Following this HPC meeting and a hearing of the Commission on November 16<sup>th</sup>, staff will present the survey responses and recommendations from both bodies to City Council for consideration at a work session scheduled for November 29, 2021. Following the work session, staff and Logan Simpson will prepare the final draft of the ordinance and design guidelines for review and approval by City Council over three public hearings in December and January.

Background

Following an emergency ordinance adopted on October 19, 2020, placing a stay on the demolition of historic structures, the City Council adopted an interim ordinance on January 15, 2021, that did the following:

- Updated the List of Existing Historic Structures
- Appointed the Historic Preservation Commission

- Updated Demolition Requirements for Older Buildings
- Established Process for Alterations to Existing Historic Structures

The interim ordinance included as Attachment A is valid for one year, expiring on January 15, 2022. Following adoption of the interim ordinance, city staff worked with Logan Simpson, a consultant specializing in historic preservation and design guidelines to do the following:

- Develop permanent ordinance language for historic preservation
- Development design guidelines for the community core – including a specific historic preservation section
- Develop a historic preservation handbook with guidance on and incentives for preservation of historic structures

An executive summary of the project has been provided by Logan Simpson, including an overview of the process, community outreach efforts, and key takeaways. The summary is included as Attachment B to the staff report. The city maintains a project website at [www.tinyurl.com/KetchumCommunityCharacter](http://www.tinyurl.com/KetchumCommunityCharacter) that includes project updates, links to relevant documents, and links to past and future meetings.

### Design Guidelines

The purpose of the Community Core Design Guidelines is to establish an overall vision for development in the Community Core of the City of Ketchum and provide guidance to staff, property owners, and the development community for how to achieve that vision. Currently, design requirements for new construction or redevelopment in the Community Core are contained in KMC 17.96.070. Although descriptive, the current design requirements lack specificity and briefly mention historic buildings. Concerns have been raised that recent development proposals do not meet the intent of the design requirements, resulting in development that is not compatible with the character of Ketchum and does not encourage the preservation of historic buildings. The proposed Design Guidelines seek to:

- Establish what the character of the Community Core is and is not
- Establish what the character of the Community Core should be
- Provide guidance on what features should be utilized to achieve the desired character
  - Includes illustrations to explain certain guidelines
  - Discusses the importance of contextual design considering surrounding buildings and spaces
  - Encourages creativity by identifying elements and characteristics, not specific architectural styles
- Provide guidance on how to approach redevelopment of a property with a Historic Building

The proposed design guidelines are not mandatory standards, they are recommendations for how new development can integrate into the existing fabric of downtown Ketchum. Architects retain creative control over the design and presentation of a project.

### Proposed Ordinance

The proposed ordinance covers three main topics: the Historic Preservation Commission, historic preservation of historic buildings and sites, and design guidelines and design review process. Below is an

overview of proposed changes and references for each of the topics. The full redline of the ordinance can be found in Attachment D of the staff report. Attachment E is a clean version of the ordinance for ease of use.

#### *Historic Preservation Commission (HPC)*

- Found in [Chapter 4.08 of the KMC](#).
- Finalize the composition of the HPC membership - how many members and who can serve
- Finalize list of duties and responsibilities of the HPC - maintenance of the Historic Building/Site List and review of applications for alterations and demolition of historic buildings.
- Update references to the HPC from “Commission” to “HPC” - reduce confusion between the HPC and the Planning and Zoning Commission

#### *Historic Preservation of Historic Buildings and Sites*

- Convert the existing interim ordinance into a permanent ordinance by creating a new Chapter in the Zoning Ordinance, 17.20, specifically related to Historic Preservation.
- Include standards contained in the existing interim ordinance into the new Historic Preservation Chapter of 17.20 of the KMC including:
  - Criteria for listing historic buildings or sites
  - Process and criteria for demolition and alteration of historic buildings
  - Dangerous building conditions
  - Enforcement and maintenance
- Add opportunities and relief from city regulations to incentivize the preservation of historic buildings including:
  - Ability to comply with Building Code requirements through alternative measures
  - Parking exemptions for historic buildings
  - Relief from Nonconforming Building requirements

#### *Design Review Guidelines and Process*

- Found in [Chapter 17.96 of the KMC](#).
- Replace the present design standards in the Community Core with the [Draft Design Guidelines](#).
- Reorganize the existing Improvements and Standards to include some standards from the Community Core including requirements for:
  - Trash disposal areas
  - Surface parking lots
  - Screening of roof and ground mounted equipment
  - Replacement of healthy and mature trees
- Streamline the existing design review process by exempting certain projects from Preapplication Design Review. Projects still subject to Preapplication Design Review include:
  - Projects with 4 stories or more
  - Projects on a lot or lots with an area of 11,000 square feet or greater
- Preapplication Design Review for exempt projects will be optional at the discretion of the applicant.

#### Attachments

- A. Interim Ordinance 1216
- B. Executive Summary – Logan Simpson
- C. Draft Community Core Design Guidelines
- D. Draft Ordinance - Redline
- E. Draft Ordinance – Clean
- F. Final List of Historic Building-Site List – Adopted October 19,2021
- G. October Community Survey Results



**Attachment A:**  
**Interim Ordinance 1216**

## ORDINANCE NUMBER 1216

**AN INTERIM ORDINANCE OF THE CITY OF KETCHUM, IDAHO, APPOINTING MEMBERS OF THE HISTORIC PRESERVATION COMMISSION; ESTABLISHING A LIST OF HISTORIC AND ARCHITECTURALLY SIGNIFICANT STRUCTURES IN THE COMMUNITY CORE DISTRICT (CC); ESTABLISHING REVIEW STANDARDS FOR DEMOLITION OR ALTERATION OF HISTORIC STRUCTURES; ESTABLISHING MINIMUM MAINTENANCE REQUIREMENTS FOR HISTORIC STRUCTURES; PROVIDING REMEDIES FOR DANGEROUS BUILDINGS; PROVIDING ENFORCEMENT STANDARDS; PROVIDING FOR AN EFFECTIVE PERIOD FOR THE INTERIM ORDINANCE; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; PROVIDING A REPEALER CLAUSE; PROVIDING FOR PUBLICATION BY SUMMARY; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the 2014 Comprehensive Plan identifies community character preservation as one of the community's ten core values; and

WHEREAS, Policy CD-1.2 of the Comprehensive Plan states, "Individual buildings and sites of historical, architectural, archaeological, or cultural significance should be identified and considered for protection. The City should encourage the private sector to preserve and rehabilitate buildings and sites through local landmark designations, public improvements, guidelines, and other tools."; and

WHEREAS, on October 15, 2020, the City Council of the City of Ketchum adopted Ordinance No. 1213, as an emergency ordinance to stay the processing of new demolition permit applications in the Community Core from October 15, 2020 through January 17, 2021 for purposes of historic preservation; and

WHEREAS, the City of Ketchum ("City") conducted numerous public focus group meetings and two online questionnaires seeking discussion on potential options for historic preservation in the Community Core; and

WHEREAS, the City has established a Historic Preservation Commission per Chapter 4.08 of the Ketchum Municipal Code; and

WHEREAS, the City has a demolition permit application in place per Chapter 15.16 of the Ketchum Municipal Code, including consideration of historic buildings; and

WHEREAS, the City has updated the 2005 Archaeological and Historic Survey Report and determined 26 structures to be of historic significance in the Community Core, and

WHEREAS, Chapter 46 of Title 67 of Idaho Code broadly provides for a municipality to seek to preserve historical, archaeological, architectural, and cultural heritage through a comprehensive program of historic preservation; see Idaho Code 67-4601; and

WHEREAS, I.C. 67-4612 authorizes the City to provide for historic preservation by ordinance and special restrictions; and

WHEREAS, I.C. 67-6524 provides for the City to adopt an interim ordinance and permit restrictions, effective up to one (1) year, during the pendency of preparation and adoption of a permanent ordinance.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and the City Council of the City of Ketchum, Idaho:

## **Section 1. General Provisions**

- A. Title: This ordinance shall be known and may be cited as the “*Interim Historic Preservation Ordinance*”.
- B. Purpose: The general purpose of this ordinance is to protect the historic character of the City’s Community Core by establishing baseline regulations and a process to review proposed demolition or alteration of the structures listed in the Community Core District Survey Update (Phase 1), heretofore called the Historic Building List, and attached as exhibit A.
- C. Applicability: The regulations and procedures set forth in this ordinance shall apply to each and every structure listed in Table 1 of the Historic Building List. All other buildings over 50 years of age shall follow the process for demolition of buildings per Ketchum Municipal Code Section 15.16.040, except that no demolition permit shall be issued for any structure over 50 years old until a building permit has been issued for a replacement structure on the property.
  - 1. Except as provided in Section 6, Remedying of Dangerous Building Conditions, no person shall make, or otherwise cause to be made, any demolition or alterations to structures on the Historic Building List without approval by the HPC through the Demolition or Alteration application process described in Section 2. The following types of modifications require HPC review:
    - a. Partial or total demolition of any portion of the structure ; or
    - b. Exterior alterations, including windows or siding replacement, or
    - c. Additions to any structure.
- D. Exceptions: This ordinance shall not apply to dangerous building conditions that would imperil the health or safety of the public as determined by the Building Official and the Director of Planning and Building.
- E. Appointment of the Historic Preservation Commission. For purposes of this ordinance, the Historic Preservation Commission shall be five members consisting of a maximum of three (3) and a minimum of one (1) member of the Planning and Zoning Commission and a maximum of four (4) and a minimum of two (2) members of the community appointed by the Mayor with the consent of the City Council. The community members shall have a demonstrated interest, competence or knowledge in history or historic preservation and/or architecture.

## **Section 2. Process to Request Demolition or Alteration of Historic Resources**

- A. Authority: The Ketchum Historic Preservation Commission (HPC) shall be the review authority for applications seeking to demolish or alter a historic structure on the Historic Building List.
  - 1. The HPC will maintain the Historic Building List.
  - 2. The HPC shall have the authority to add or remove structures from the Historic Building List using the following criteria to determine if a structure should be added or removed from the Historic Building List.
    - a. The structure is associated with events that have made a significant contribution to the broad patterns of Ketchum’s history or development; or
    - b. The structure is associated with the lives of significant persons in Idaho or Ketchum’s history; or
    - c. The structure embodies the distinctive characteristics of a type, period, or method of construction, or the structure represents the work of a master, or possess high



- artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction; or
  - d. The structure yielded or may be likely to yield, information important in history or prehistory.
  - e. The structure is of significance in American, Idaho or Ketchum history, architecture, archaeology, or culture and the site or structure possess integrity of location, design, setting, materials, workmanship, feeling, and association.
- 3. The HPC shall have the authority to approve, approve with conditions, or deny applications for demolition or alteration of a historic structure on the Historic Building List.
- B. Demolition or Alteration Request Process:
  - 1. An applicant seeking to demolish or make any alterations to structures on the HPC Building List shall file a Request for Demolition or Alteration application with the Planning and Building Department. The application shall be processed as set forth in Ketchum Municipal Code Chapter 17.96., Design Review Permits. This process may run concurrent with applications for Design Review.
  - 2. Upon receipt of a complete Request for Demolition or Alteration application and fee, as determined by the Zoning Administrator, the application shall be scheduled for a public hearing before the HPC within 60 days of the application being deemed complete. Notice shall be provided in accordance with KMC Section 17.116.040 C, D, and E.
  - 3. Following the public hearing, the HPC may approve, deny, or approve with conditions the Request for Demolition or Alteration. The HPC will review the application using the criteria in Section 3A to determine if the proposed demolition or alteration of the structure may proceed.

### **Section 3. Review Criteria for Request for Demolition or Alteration Application**

- A. The HPC may approve, approve with conditions, or deny a Request for Demolition or Alteration application based on the following criteria:
  - 1. Is the structure of historic or architectural value or significance and does it contribute to the historic significance of the property within the Community Core.
  - 2. Would the loss, alteration of, or addition to, the structure adversely affects the historic integrity of the structure, impact the significance of the structure within the Community Core , impact the architectural or aesthetic relationship to adjacent properties, or conflict with the Comprehensive Plan.
  - 3. Does the structure retain the requisite integrity to convey its historic and/or architectural significance.
  - 4. Does the proposed demolition or alteration adversely affect the historic significance or architectural distinction of the structure or the Community Core.
- B. Appropriate alterations might include but are not limited to:
  - 1. Changes to the building's interior that are not visible from a public street, alley, park, or other public place;
  - 2. Changes to internal building systems that will not adversely affect the external appearance of the building;
  - 3. The erection or removal of temporary improvements.

- 4. Adaptive reuse consistent with the Secretary of the Interior's Standards for Rehabilitation and Idaho Code Title 67-4618.
- C. The HPC shall consider the unique circumstances of each proposed demolition or alteration. Approval of each individual Demolition or Alteration application is unique to that property and does not constitute a precedent for other properties.

#### **Section 4. Appeal of Request for Demolition or Alteration Application Decisions and Placement or Removal of Properties on the Historic Building List**

- A. The decision of the HPC on a Demolition or Alteration application or placement or removal of a property on the Historic Building List, may be appealed to the City Council by the applicant or affected party pursuant to the appeal provisions contained in Ketchum Municipal Code Section 17.144, Appeals of the Planning and Zoning Commission Decisions.

#### **Section 5. Minimum Maintenance Requirements for Designated Resources.**

- A. All structures on the Historic Building List shall be maintained to meet the requirements of the International Property Maintenance Code and/or the International Existing Building Code, as adopted and amended by the City. The owner of such structure(s) shall also keep in good repair all structural elements thereof which, if not so maintained, may cause, or tend to cause the exterior portions of such structure to deteriorate, decay or become damaged or otherwise to fall into a state of disrepair which would have an adverse effect upon such designated structures.

#### **Section 6. Remedying of Dangerous Building Conditions**

- A. If the Building Official finds a historic structure constitutes dangerous building conditions that would imperil the health or safety of the public, it shall first be determined by the Building Official if the structure is capable of being made safe by repairs in which said repairs shall be made by the owner of the structure.
- B. If the Building Official finds the structure is not capable of being made safe by repairs, then the Building Official may order the structure to be demolished.
- C. Nothing contained herein shall be construed as making it unlawful for any person to comply with the Building Official's authority as stated in this section.

#### **Section 7. Enforcement and Maintenance**

- A. If any alteration is made without approval of a Demolition or Alteration application, the City may issue a stop work order for all construction activity, withhold inspections and final approvals, withhold approval of additional City permits, and take any other available action, or any combination of the aforementioned, until the applicant has applied for and received approval for the alteration. If the alteration is not approved, the property owner shall restore the structure to its original condition prior to any alteration occurring.
- B. Except as provided in Section 6, Remedying of Dangerous Building Conditions, no permit shall be issued authorizing any alteration to a structure listed on the Historic Building List until the HPC approves the Request for Demolition or Alteration application. If the approval or denial of the application is administratively appealed, no further development permits shall be



approved for the property until the City Council has made a final decision on the administrative appeal.

- C. Normal repair and maintenance of structures on the Historic Building List is permitted. Nothing in this Section shall be construed to prohibit the alteration of any structure necessary as a part of normal repair and maintenance when such alteration will not change the exterior appearance or materials or the interior support structure of the building, including the character or appearance of the land itself.

**Section 8. Duration:** This interim ordinance shall be in full force and effect for a period of one (1) year beginning on its effective date and shall terminate and be of no further force nor effect thereafter.

**Section 9. Savings and Severability Clause:** It is hereby declared to be the legislative intent that the provisions and parts of this Ordinance shall be severable. If any paragraph, part, section, subsection, sentence clause or phrase of this Ordinance is for any reason held to be invalid for any reason by a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

**Section 10. Repealer Clause:** All City of Ketchum Ordinances or resolutions or parts thereof which are in conflict herewith are hereby repealed.

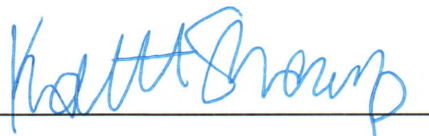
**Section 11. Publication:** This Ordinance, or a summary thereof in compliance with Section 50-901A, Idaho Code, substantially in the form annexed hereto as Exhibit "B," shall be published once in the official new spa per of the City, and shall take effect immediately upon its passage, approval, and publication.

**Section 12. Effective Date:** This Ordinance shall be in full force and effect from and after its passage, approval, and publication according to law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, and approved by the Mayor this 15<sup>th</sup> Day of January 2021.**



Neil Bradshaw, Mayor



Attest: Katrin Sharp, Deputy City Clerk



### List of 26 Properties

<b>Name</b>	<b>Address</b>	<b>Date</b>
Bonning Cabin	531 5 <sup>th</sup> Street East	c.1882
Thornton House	560 East Avenue North	c.1912
E.B Williams House	520 East Avenue North	c.1884
Jack Frost Motel	591 4 <sup>th</sup> Street East	1940
George Castle Cabin	431 ½ Walnut Avenue	1930s
Michel's Christiania Restaurant	303 Walnut Avenue	c. 1960
Brass Ranch House	571 2 <sup>nd</sup> Street	c.1920s
McCoy/Gooding/Miller House	480 East 2 <sup>nd</sup> Street	c.1884
Lon Price/Esther Fairman House	180 Leadville Avenue North	c.1929
St. Mary's Catholic Church	380 Leadville Avenue North	c.1880s
Fagan Property	411 Sun Valley Road	c.1940s
Comstock & Clark Mercantile	300 North Main Street	c.1887
Pioneer Saloon	308 North Main Street	c. 1945
Helm Property	340 North Main Street	c.1940s
Former Post Office	460 North Main Street	1969
Bert Cross Cabin	271 ½ Leadville Avenue North	c.1938
Ketchum Kamp Hotel	220 North Main Street	c. 1925
Lewis Bank	180 North Main Street	c.1930s
First Telephone Co.	340 North 2 <sup>nd</sup> Street	c. 1930s
Dynamite Shed	271 Sun Valley Road	c. 1880
Battis house	431 Washington Avenue	c.1940s
McAtee House	380 1 <sup>st</sup> Avenue	c.1930s
Forest Service Park	Between River and 1 <sup>st</sup> Street	1933
Community Library/Gold Mine Thrift Shop	331 Walnut Avenue	1958
Greenhow & Rumsey Store (NRHP listed)	211 North Main Street	1884
Horace Lewis Home/Elephant's Perch	280 East Avenue North	c. 1880

Attachment B:

Executive Summary – Logan  
Simpson



# KETCHUM COMMUNITY CORE DESIGN GUIDELINES

Executive Summary | October 20, 2021

## Background And Context

The downtown core of the City of Ketchum, referenced herein by the associated zone district of the Community Core, has been ever evolving since its conception in the late 1800's. Initially influenced by mining and later known as a premier resort community, the Community Core's roots are in the people that call Ketchum home. Many of the small one-story bungalows erected by the original settlers still stand, despite current development pressures to maximize property development. These development pressures present the City with the challenge of balancing preservation and development.

In October of 2020, the City of Ketchum took the first large step toward finding that balance by enacting an emergency ordinance to place a ninety-day stay on all demolition of historically significant buildings within the Community Core in order to assess the need for historic preservation regulations. As a result of public outreach to assess the community values with regards to historic structures, it was determined that the highest priority was to preserve buildings associated with significant people or events rather than preserving buildings based on architectural style. During the ninety-day stay, an interim ordinance was developed to establish the foundation of historic preservation in the Community Core. The ordinance included the following four primary components:

- Updated the list of significant historic structures to define the parameters of preservation;
- Appointed the Historic Preservation Commission;
- Updated the demolition requirements for buildings fifty years old and older; and
- Established a process for alterations to and demolition of existing historic structures.

The interim ordinance was adopted with an expiration of one year from the date of adoption and was followed with development of a permanent ordinance and design guidelines to represent an overall vision for the Community Core and guide future development. The following pages outline the outreach efforts that lead to the resulting language included in the permanent ordinance and design guidelines.

## A Community Driven Process

This project has been deeply seated in community feedback from the beginning with opportunities during the interim ordinance phase and the subsequent development of the design guidelines and permanent ordinance. During the interim ordinance phase, the community was provided with the opportunity to weigh in on the priorities for the interim ordinance in the form of community stakeholder interviews and an online survey. The online survey was distributed on Ketchum's Facebook page and the City's website. In addition, planners from multiple communities in the mountain west were engaged as part of case study research to review and analyze historic preservation programs identified by the public, as well as staff and elected officials.

### Select Quotes from the Questionnaire and Stakeholder Interviews

*"Allow for innovative, adaptive reuse of historic buildings, whereby the property may be altered, as long as signature elements and features of the properties historic appearance are preserved."*

*"There should be a tight evaluation system to ensure that age is not the only criteria for saving a building. Unique architectural and/or truly historic features of a building are key conditions to consider."*

*"Seek a balance between preservation of the City's historic gems and also moving forward with development and infill."*

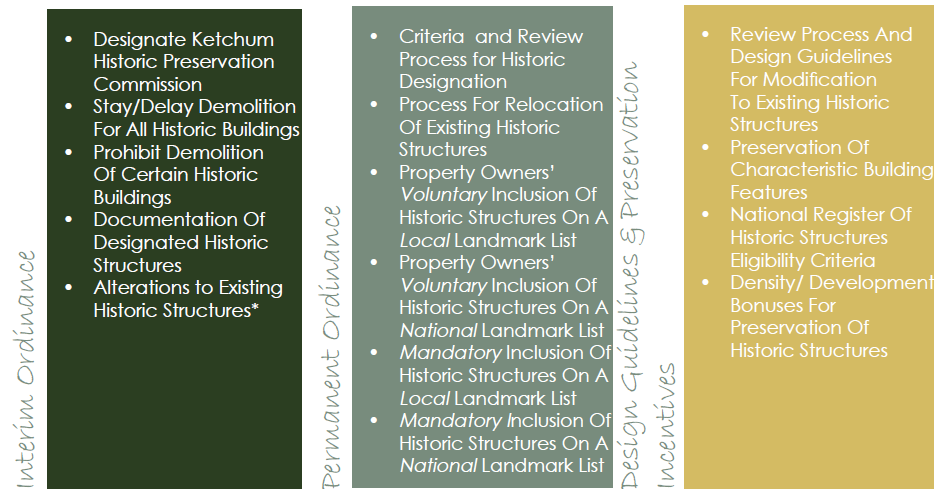
Generally, what we heard from the community is a desire for balance - balancing historic preservation with development and private property rights. The comments from the questionnaire and interviews were similar, but the comments from the interviews showed a stronger preference for limiting the prohibition of demolition to only certain types of historic structures, rather than prohibiting demolition of all historic buildings.

Questionnaire Responses	Stakeholder Interviews
<ul style="list-style-type: none"> <li>• Criteria and review process for historic designation</li> <li>• Designate Ketchum historic preservation commission</li> <li>• Stay/delay demolition for all historic buildings</li> <li>• Prohibit demolition of certain historic buildings</li> <li>• Documentation of designated historic structures</li> </ul>	<ul style="list-style-type: none"> <li>• Balance preservation with growth and development</li> <li>• Tiering criteria for preservation protections</li> <li>• Preserve character defining resources</li> <li>• Educate public on the "why"</li> <li>• Require archaeological process or approval of a development plan prior to demolition</li> </ul>

In the online questionnaire, respondents were asked to rank various tools, incentives, and standards in order of most important to least important for inclusion in Ketchum's Historic Preservation Program. The list below represents a ranked order of what the community feels is most appropriate to least appropriate:

1. Criteria And Review Process for Historic Designation
2. Designate Ketchum Historic Preservation Commission
3. Stay/Delay Demolition for All Historic Buildings
4. Prohibit Demolition of Certain Historic Buildings\*
5. Documentation of Designated Historic Structures
6. Review Process and Design Guidelines for Modification to Existing Historic Structures
7. Preservation of Characteristic Building Features
8. National Register of Historic Structures Eligibility Criteria
9. Density/Development Bonuses for Preservation of Historic Structures
10. Process For Relocation of Existing Historic Structures
11. Property Owners' Voluntary Inclusion of Historic Structures on a Local Landmark List
12. Property Owners' Voluntary Inclusion of Historic Structures on a National Landmark List
13. Mandatory Inclusion of Historic Structures on a Local Landmark List
14. Mandatory Inclusion of Historic Structures on a National Landmark List

These components were then organized into three categories for inclusion in Ketchum's overall historic preservation program: interim ordinance, permanent ordinance, and design guidelines/historic preservation handbook.

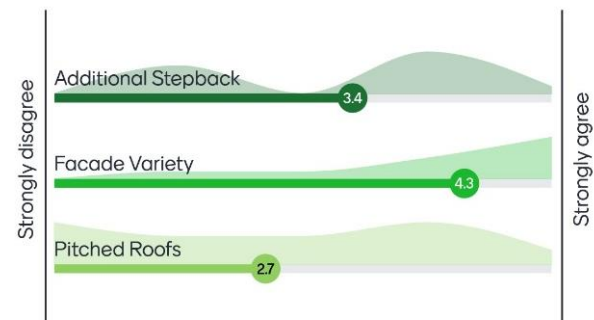


Ample feedback opportunities were also provided during the outset of the design guidelines and permanent ordinance development, which kicked off with a visioning session with the City Council, Planning Commission, and newly appointed Historic Preservation Commission (joint work session). Staff and the consultant team presented a series of images to determine the elements that comprise the desired building forms and character of the Community Core. To discuss basic building forms, the group was presented with the images below which represent from left to right: **Additional Setbacks for Upper Floors, Façade Variety, and Pitched Roofs:**



Using a text polling platform called Menti, the members were asked to vote for their desired option. Per the image to the right, it was determined that the most important element was façade variety. The following summarizes the general statements made during the discussion:

- By breaking up massing, building can be more distinct
- Provides character
- Want to keep authenticity
- Appropriate for larger buildings but don't want to force it
- Don't want it to look fake



Next, a series of images was presented showing the existing buildings and spaces of Ketchum's Community Core, as well as a series of buildings from other communities, to dive deeper into what really defines the character of the area. The same images were later presented to the public in an in person open house and a digital questionnaire through the City's website.

## Community Outreach by The Numbers

During the interim ordinance phase, the feedback received built upon the initial outreach the City conducted in early October. The interim ordinance engaged the community through both community stakeholder interviews and an online questionnaire. To supplement the community feedback, we conducted case studies and interviews with planners from multiple communities in the mountain west to identify strengths and weaknesses of various historic preservation programs that the public mentioned and determine if those programs were appropriate for Ketchum.



During the design guidelines and permanent ordinance development phase, an in person open house was held at the Ore Wagon Museum through several two-hour sessions from August 17-19, 2021. The event resulted in **approximately forty (40) attendees** across the sessions. The primary activity was to choose from a series of images what was applicable to, or not applicable to, development in Ketchum's Community Core. Community members engaged in thoughtful conversation with each other, members of staff, and the consultant team resulting in many of the elements of the "Community Core Character" section of the Design Guidelines. A selection of images from the event have been provided below.

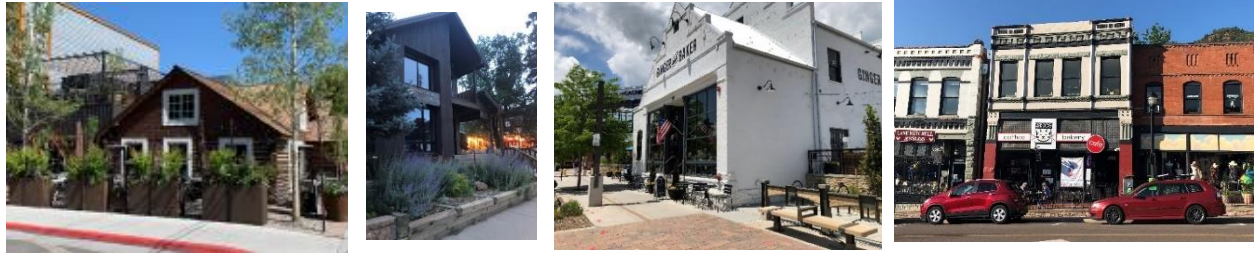


Following the event, a digital questionnaire was made available to the public, which resulted in **two hundred twenty-five (225) responses**. The questionnaire included three questions.

**Question #1** included the same existing imagery that was presented at the joint work session and open house and asked the question "Please select the images you would most like to see again in Ketchum. The top four responses in order included the Warfield, Pioneer Saloon, Cristina's Restaurant, and the Picket Fence.



**Question #2** included the images that were placed on the boards during the open house to continue the four selected images in order were:



**Question #3** included a series of design concepts that arose from the in-person outreach and asked whether the respondent agreed with the concepts. The top five concepts were:

- Build on local town and outdoor vibe
- More green space and landscape
- Keep height at street no more than three stories (incorporate stepped upper floors)
- More bump outs for pedestrian gathering like Maude's
- Incorporate wood building facades representative of the 1<sup>st</sup> 40 years of Ketchum commercial retail development

## The Resulting Design Guidelines

All of the feedback gathered during the design guidelines outreach phase of the project was then compiled into draft design guideline language to discuss with City Council, the Planning Commission, and the Historic Preservation Commission during a subsequent joint work session. All three groups were generally in favor of the draft language, which was then formalized with graphics and imagery into a more complete draft for public review and later adoption.

The basic components of the Design Guidelines include the following:

- **Introduction** which includes the overview and purpose of the document, applicability, and procedure to amend the guidelines over time to continue to reflect the desired character of Ketchum.
- **Community Core Character** which includes a description of what the Community Core IS and IS NOT as well as a summary of what the Community Core SHOULD BE.
- **Community Core Design Guidelines** which include more specific guidance on the desired elements and features of building orientation, building massing and form, building articulation, building materials, roof forms, and pedestrian amenities.
- **Historic Preservation** which includes specific guidance for alteration, addition to, and redevelopment of historic structures.

## The Resulting Permanent Ordinance

The permanent ordinance builds on the interim ordinance adopted in January of 2021 placing the Historic Preservation Commission composition and responsibilities in existing Chapter 4.08, Historic Preservation Commission. The rest of the language was formatted as a new Chapter in the City of Ketchum Municipal Code Titled Historic Preservation. The new chapter includes the following:

- **General Provisions** which describe the purpose of the chapter.
- **Historic Building/Site List** which establishes the list and details criteria to add or remove structures from the list.
- **Demolition or Alteration Request Process** details the process to go about applying for a demolition or alteration permit along with criteria for approval.
- **Remedying of Dangerous Building Conditions** describes that the building official can ask for repairs if they deem that the structure is in a condition that puts the public health and safety at risk.
- **Enforcement and Maintenance** describes how the provisions will be enforced as well as proper standards for maintenance of structures on the Historic Building/Site List.
- **Relief From Regulations** describes incentives that allow for relief from certain standards such as building code, parking, and nonconforming structure requirements to encourage restoration, alteration, and additions to historic structures rather than demolition.

Ultimately, the design guidelines along with the permanent ordinance will work together with existing code sections such as Design Review and the new Historic Preservation standards to guide future development in the Community Core to highlight and preserve the character that is treasured by the community.

Attachment C:

Draft Community Core  
Design Guidelines



CITY OF KETCHUM

# COMMUNITY CORE

## DESIGN GUIDELINES | DRAFT

OCTOBER 2021



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# INTRODUCTION

## **Overview and Purpose**

The guidance within this document was compiled with the primary purpose of establishing an overall vision for development in downtown Ketchum within the Community Core Zoning District. The desired character represented herein was derived from discussions with members of the community by way of in-person open houses, digital questionnaires, and conversations with elected and appointed officials of the City Council, Planning and Zoning Commission, and Historic Preservation Commission. These discussions resulted in over two hundred responses describing qualities that set Ketchum apart from other places and make town unique as well as preferences for design characteristics of new development downtown.

The Community Core Design Guidelines establish an overall vision for the look, feel, and character of downtown Ketchum to guide future development. This document provides direction to developers and design professionals on desired architectural elements and characteristics for new buildings and pedestrian spaces within the Community Core. The guidelines include recommendations regarding building orientation, massing, and form as well as façade articulation, exterior materials, roof form, and pedestrian amenities. The final section provides guidance on how to approach an alteration or redevelopment of buildings on the adopted Historic Building/Site list.



# INTRODUCTION

## **Applicability**

The Community Core Design Guidelines will apply to all new development, infill projects, and redevelopment within the Retail Core (CC-1) and Mixed-Use (CC-2) Subdistricts of the Community Core Zone District depicted by the official zone district map as adopted by the City of Ketchum.

The Community Core Design Guidelines will apply to all new development, infill projects, and redevelopment within the Retail Core (CC-1) and Mixed-Use (CC-2) Subdistricts of the Community Core Zone District depicted by the official zone district map as adopted by the City of Ketchum.

- Maintain town's compact and cohesive center of commerce and culture,
- Create an attractive and safe pedestrian environment, which includes sidewalks, gathering spaces, streetscape amenities, and landscaping,
- Retain Ketchum's unique small-town scale and character and encourage buildings that respect local and historical context while offering design diversity (Ketchum Municipal Code §17.18.130).

## **This document will guide new development to meet the community's vision for Ketchum as identified in the 2014 Comprehensive Plan, including:**

- Protect the visual quality of community and downtown entryways
- Create great public spaces and streetscapes
- Discourage commercial strip development and keep key commercial needs concentrated downtown
- Encourage high-performing building and landscape design that reduces energy and water consumption
- Encourage new development to be designed to fit in with Ketchum's character as a small mountain town
- Protect and support our architectural heritage through appropriate historic preservation standards and guidelines

The Design Guidelines are supplemental to the development standards in Ketchum Municipal Code Title 17– Zoning Regulations.

## **Amendment Procedures**

Ketchum City Council and the Planning and Zoning Commission may review and adopt amendments to these Design Guidelines to ensure that the document continues to address current issues and provides clear and realistic direction for development of the Community Core. A major update to these Design Guidelines should be prepared at least every five years or as directed by the Planning and Zoning Commission and/or City Council to ensure harmonious and coordinated development of Ketchum. All updates shall follow the standard City of Ketchum public hearing process with the Planning and Zoning Commission as the recommending body and City Council as the final adoption body.

# COMMUNITY CORE CHARACTER

## Overview and Purpose

No one architectural style defines downtown. The community has grown organically overtime with an eclectic mix of styles, including simple, mining workers' housing, alpine lodge designs, and a broad range of residential design form the modernism movement in the 1930s to the 1960 to more contemporary trends from 1970s until the present day (2014 Comprehensive Plan). These diverse building types show how Ketchum has been developed incrementally since town was first settled in the 1880s.

Main Street's built environment combines repurposed historic buildings, like the Lane Mercantile built in 1887, with more modern development, like the Argyros Theater, to form a textured urban fabric with western mountain charm. The variation of building types and façade identities create unique urban spatial experiences that visually engage pedestrians and activate the streetscape.

Downtown is a focal point and plays a key role in how our community looks and feels to locals and visitors (2014 Comprehensive Plan). People value the opportunity to come together in the city's well-defined community spaces. Downtown is Ketchum's gathering place connecting locals, second homeowners, and tourists. These connections create community, and our community defines Ketchum's small-town character and sense of place.

## What we heard form the community

When asked what defines the town's character, the community responded that Ketchum is:

not commercialized or overdeveloped  
authentic culture richness in early Idaho history  
friendly resort area with small town vibe  
great mix of people and sense of community  
pedestrian friendly eclectic welcoming sophisticated  
where old and new blend with few tall buildings  
access to outdoor amenities rustic western charm slow paced  
safe unpretentious  
views of the mountains small town feel with historic charm  
ability to live where you work  
balance between individual indulgence and greater good

"A town where I walk down the street and say hello to many I know  
and those I simply see every day. A town where I can see the  
mountains and remind myself how lucky I am."

"Ketchum character means knowing how we started (as a mining town),  
how we survived (as a sheep herding town), and how we became what we  
are today (a ski resort) and appreciating the ruggedness that went into our  
making and that will continue to be a part of our future."

"There's an authenticity to Ketchum that comes from the aesthetic diversity of  
our physical buildings. It is neither an instant mountain modern town or a faux  
Tyrolean Village. We can see our mining and agricultural history dotting the  
landscape and this reminds us that we have evolved over 150 years."



# COMMUNITY CORE CHARACTER

## Process to Establish What the Character Is

In order to establish the right development guidance for the community Core, it was paramount to understand what the community of Ketchum liked and disliked. This was accomplished in two parts. Part one included a series of existing images from around Ketchum's Community Core and the question: "What do you like or dislike about these images?". Part two included an exercise where several images from other communities were presented and the community was asked to choose the ones that best represented the overall vision of the Community Core and those that did not in addition to describing why each image was chosen. The following three pages reflect the results of those outreach efforts.

## The Character of the Community Core Is...

- Wood, brick, and stone
- One to three story building height
- Upper floor step backs
- A mix of flat and pitched roofs

## What We Heard From the Community...

The existing character of Ketchum's Community Core has been described as unique, western, a "hodge-podge" of architectural styles, reflective of its mining town roots. Buildings such as the Pioneer Saloon, Warfield and Picket Fence were chosen time and time again as the top choice for what represented the true character of Ketchum's built environment. Each of these buildings represents more of the historic fabric of the Community Core. The Kneebone Building was identified by many residents as a newer development with high-quality design that respects local context successfully integrating within the surrounding neighborhood. Outdoor dining areas, such as Maude's coffee shop at the corner of Sun Valley Road and 1st Avenue, were mentioned as a good example of using street bump outs to create additional space to gather. Maude's outdoor dining area at the corner of Sun Valley Road and 1st Avenue was mentioned as a key gathering space for community connection that activates the street corner.



# COMMUNITY CORE CHARACTER

## **Process to Establish What the Character is Not**

As stated on the previous page, the information in this section was derived from community outreach which put forward a series of images to help residents communicate their desired character. The images and text below represent the top 5 choices for what the community did NOT want Ketchum to look like.

### *The Character of the Community Core IS NOT...*

- Too much glass
- Cold stark materials and colors
- Lacking in landscape elements
- Too modern and “big city”
- Uniform design and monotonous environment
- Uninterrupted facades and tall blank walls
- Dominating mass

### *What We Heard From the Community...*

General consensus amongst the community members that engaged in the outreach efforts, which included over 250 respondents, was that the Community Core should not be dominated by large, monolithic, glass and steel structures. It was stated over and over that this style just didn't fit into the Ketchum culture. There was some good discussion regarding the need for a certain balance of windows to accommodate passive solar considerations which was taken into account in the design guidelines that follow.





# COMMUNITY CORE CHARACTER

## The Character of the Community Core Should Be:

- Spaces for pedestrian gathering, both at the ground level and on rooftop or upper floor step backs – people contribute to the character of the community
- Wood and brick materials
- Landscaping, especially trees
- Pedestrian-oriented signage that is integrated into the buildings and streetscape
- A balance of glass and other building materials
- Definition at the roof line for flat roofs
- Mining town, Basque culture, sheep-herding, ski heritage and outdoor vibe
- Building height at street no more than three stories
- Creative use of architecture and spaces, authentic design



## **Creativity is Encouraged**

Architecture is such a subjective art and often-times what is considered beautiful to one person can be considered quite the opposite to the next. As we all know, trying to define one specific style for an entire downtown area is unrealistic, therefore the Design Guidelines are meant to guide designers with an overall vision for the Community Core. The Design Guidelines provide a general framework of desired elements and characteristics of buildings and pedestrian spaces, rather than define a specific architectural style. Ultimately, the City of Ketchum is seeking creative solutions to development that embrace and enhance the desired character of the Community Core.

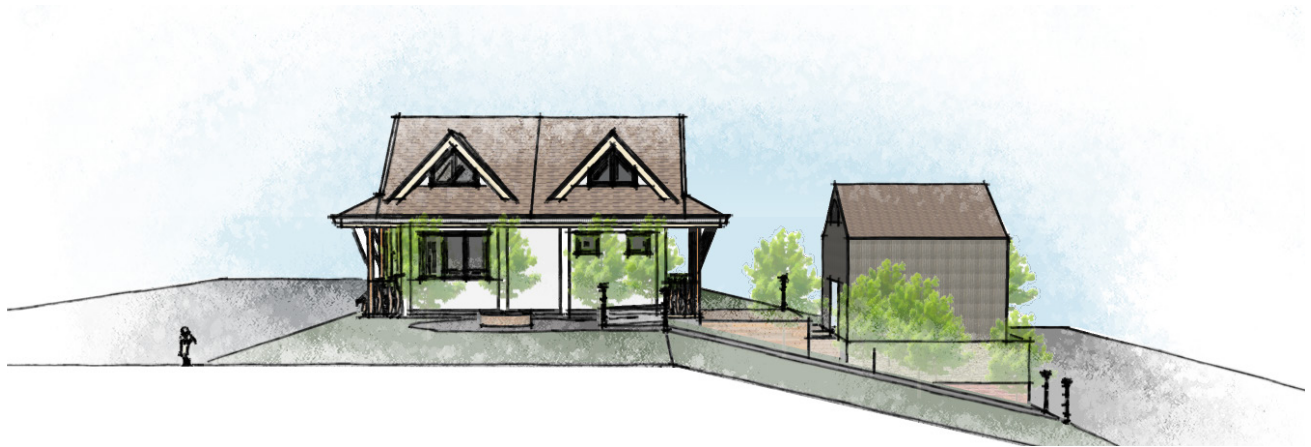
# COMMUNITY CORE DESIGN GUIDELINES

## Overview and Purpose

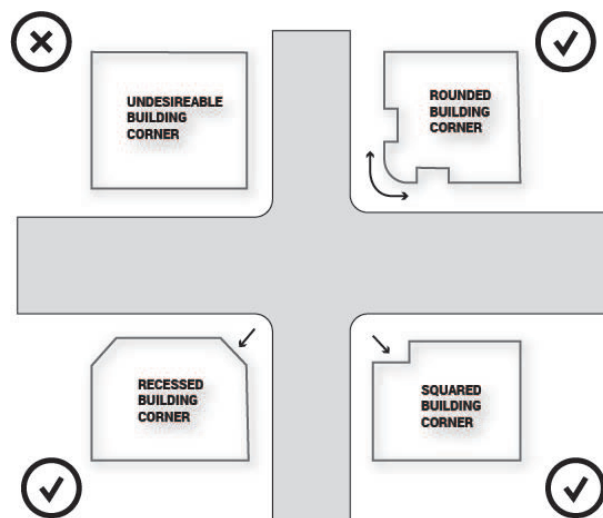
The primary purpose of the information in this section is to describe the overall intent of development in the Community Core, to guide applicants as to the desired features, and guide staff and elected officials in the review of applications to achieve the desired character described in the previous section.

## Building Orientation

- A. Site planning should take into consideration the existing landscape, grades, and slope of the subject site as well as adjacent building elevations and design to create an integrated project with a sense of identifiable and authentic place.



- B. Building facades should provide at least one primary building entrance per building facade that faces a public right-of-way. In the case of corner lots, the building owner may select which street the main entrance faces.
- C. Building corners that face street intersections should be rounded, squared, recessed, or otherwise designed to soften the building edges for visual interest and an overall pleasant pedestrian experience.



- D. Utility meters, garbage disposal areas, surface parking lots, and loading/unloading facilities shall be located to the rear of the building and be fully screened from public view.



# COMMUNITY CORE DESIGN GUIDELINES

## **Building Massing and Form**

- A. Large buildings, over 100' in length, should be sculpted to avoid the “canyon” effect along a street and provide visual interest by providing a variety of building heights along a block face.
- B. Large buildings should be broken into a series of appropriately scaled facades to reflect the original Ketchum townsite plat to maintain a pedestrian scale.



- C. Vary the height of rooflines to reduce the vertical appearance of tall buildings and bring light to the street level.
- D. In order to avoid blank walls, all facades facing a public street or alley, public plaza or pedestrian space, or public parking lot, should include a distinct base, middle, and top.
- E. All new or infill buildings adjacent to a property on the historic building list should include an additional ten-foot (10') step back at the third floor to soften the visual presence of the new building as compared to the historic building.
- F. First floor ceiling heights for commercial uses should be 12 feet to 20 feet.
- G. Infill and redevelopment projects should be contextually appropriate to the neighborhood and surrounding built environment.



# COMMUNITY CORE DESIGN GUIDELINES

## **Building Articulation**

- A. Front building facades which span multiple lots should be designed to appear as multiple buildings by using obvious changes in materials, window design, facade height, cornice treatment, or other architectural details.
- B. Front building facades, as well as all facades that front a plaza, or pedestrian walkway shall be designed with ground floor storefront windows and doors that utilize clear transparent glass in order to provide clear views of storefront displays from the street and/or allow natural surveillance of the street and adjacent outdoor spaces.
- C. Element of traditional “Main Street” storefronts shall be used in the facades. These elements include recessed entry doors, display windows, the kickplate or bulkhead, transom windows, cornice and pediment.
- D. The base or ground floor of all buildings should be representative of a traditional storefront with the majority of the facade, typically more than 50%, containing transparent elements such as windows and doors to break up solid, blank wall surfaces.
- E. The middle of all buildings should contain a balance of solid and transparent elements, with less transparency than the base, typically between 30% and 50%, and include ornamentation or banding around windows to delineate the ground floor from upper floors; and
- F. To add visual interest and diversity as well as incorporate pedestrian scaled features, building facades facing a public right away or pedestrian space (such as public sidewalk, plaza or seating area) should include at least four (4) of the following features:
  - 1. Contrasting material wainscot;
  - 2. Decorative facade features;
  - 3. Roof style changes, such as extended, pitched, or hip roof over an entry;
  - 4. Column or tower accents that extend from the primary facade both horizontally and vertically;
  - 5. Recessed entryways;
  - 6. Extended entryways reminiscent of historic porches;
  - 7. Canopies, awnings and overhangs to define separate storefronts;
  - 8. Bay windows extending from the primary building facade;
  - 9. Balconies or porches;
  - 10. Facade stepbacks on upper floors;
  - 11. Window boxes or rooftop planters with plant material visible from the ground floor;
  - 12. A building cap, such as cornices or eaves, to define the top of the building;
  - 13. A horizontal design element to differentiate between the ground floor and upper floors. Examples include a cornice line, awning, balcony, or change in building material;

# COMMUNITY CORE DESIGN GUIDELINES

## ***Building Articulation (cont.)***

- 14. At least one entry door for each business with ground-floor street frontage;
- 15. Provide 3d expression lines (vertical and horizontal) between the floors of the structure and around storefronts and window openings (ie popout windows to animate façade); or
- 16. Add depth and detail to the cornice or roof parapet, recessing storefronts and windows into the façade to create depth and cast shadow patterns.

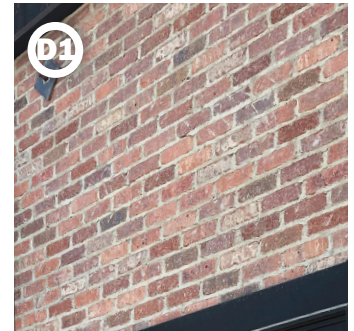
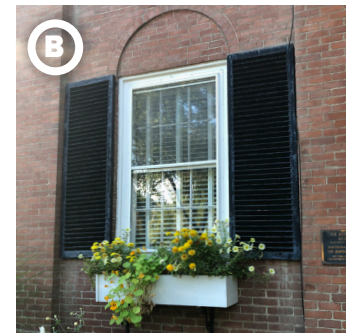




# COMMUNITY CORE DESIGN GUIDELINES

## Building Materials

- A. Acceptable ground floor windows should include a frame (metal, wood or brick are all acceptable) transom windows, and/or kick plates at the base constructed of quality materials complementary of the overall facade architecture.
- B. Highly reflective or darkly tinted glass are inappropriate for ground floor glazing.
- C. Acceptable upper floor windows should include frames and sills of a color or pattern that contrasts the primary materials and window form.
- D. Facades that are visible from a public street, public plaza, or public pedestrian space should be finished with quality materials that reinforce the pedestrian character of the Community Core to include the following:
  - 1. Primary materials to comprise the majority of the facade should be consistent with local vernacular architecture, as well as those that are indigenous to the region are desired such as: brick, painted or stained lap horizontal siding and vertical board and batten wood siding, painted, stained, or natural finish shingles, stained or natural finish wood logs, wrought iron, fiber cement, finished and painted wood trim, wood, aluminum, copper, steel, and vinyl clad wood frames for windows and doors, wood, metal, and glass doors.
  - 2. Secondary materials may consist of natural or synthetic stone, textured concrete, non-reflective metal, wood timbers, or other innovative materials that would complement the primary materials.
- E. Highly reflective materials, mirrored glazing, EIFS (Exterior Insulation and Finish System), tilt-up walls and plain, and smooth concrete are prohibited. Discourage materials: plywood, unfinished lumber, corrugated fiberglass, vinyl or lap aluminum siding, sheet metal or tin siding, textured T11 siding, and reflective materials.
- F. Changes in material should generally occur when there is a change in plane of the building façade.



# COMMUNITY CORE DESIGN GUIDELINES

## Roof Forms

- A. The design of the roof form and its components such as roof material, color, trim, and lighting should be an integral part of the architecture.
- B. Flat roofs should incorporate a parapet wall with a cornice treatment, capstone finish, or similar feature.
- C. Vary the parapet height over the length of the facade.
- D. All vents and roof top mechanical equipment should be painted so as to match the color of the roof or hidden from ground floor view by way of parapet walls.
- E. Rooftop dining is encouraged and should incorporate architectural features, colors and characteristics of the overall building architecture.
- F. Pitched or shed roofs used at building entries should maintain adequate vertical clearance as well as extend beyond the entry to allow snow to shed away from the building entry.
- G. A variety of roof forms and heights are encouraged on a single building to provide visual interest.
- H. The top portion of any building should include roof details such as gables, cornices, or other comparable features that provide definition to the roof line.
- I. Roof forms should not extend over the right-of-way.



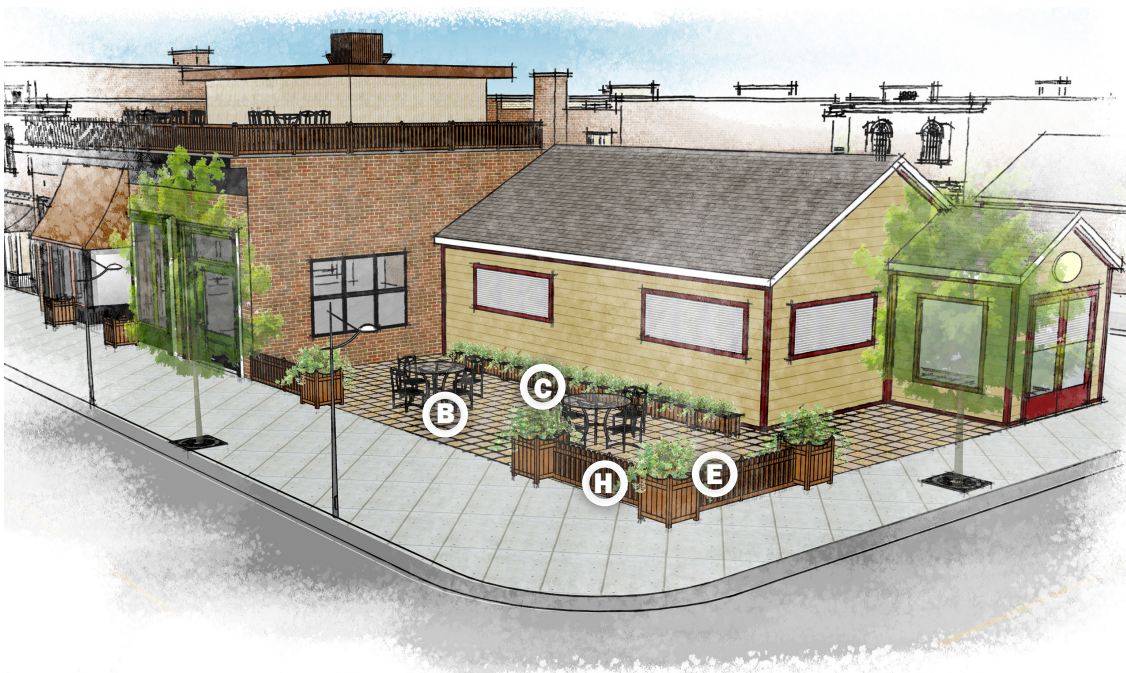


# COMMUNITY CORE DESIGN GUIDELINES

## ***Pedestrian Amenities***

The guidelines below are applicable to public gathering spaces on private property and do not apply to the public realm within the right-of-way.

- A. All facades facing a public street, public plaza, or pedestrian space, should include landscape planters for a portion of the length of the facade on the ground level.
- B. All patios, outdoor seating areas, plazas and walkways between buildings should be comprised of decorative paving (i.e., colored, stamped or exposed aggregate concrete, pervious pavers, or brick) to differentiate from the primary pedestrian sidewalks.
- C. All buildings fronting on Main Street, 4th Street or Sun Valley Road should include additional public space in the way of outdoor seating, outdoor dining, or plaza space with a minimum depth of six (6) feet.
- D. If public art is used, it should be integrated into the overall design of a project.
- E. Fencing used to delineate outdoor seating or extended outdoor space of a building for the express use of that building, should be a maximum of forty-eight inches (48") tall and be comprised of durable materials complementary of the architecture.
- F. Any tree located within a concrete area should include tree grates and tree wells. Root barriers are encouraged to limit future sidewalk damage from tree roots.
- G. Pedestrian lighting is encouraged in all pedestrian areas not illuminated by street and/or site lighting.
- H. Site furnishings are encouraged for all pedestrian gathering areas and/or plaza areas. Furnishings may include flagpoles, benches, seating/tables, planters, bike racks, drinking fountains, waste receptacles and other similar amenities.
- I. The design of the front façade should stimulate street life, including window shopping and outdoor dining.



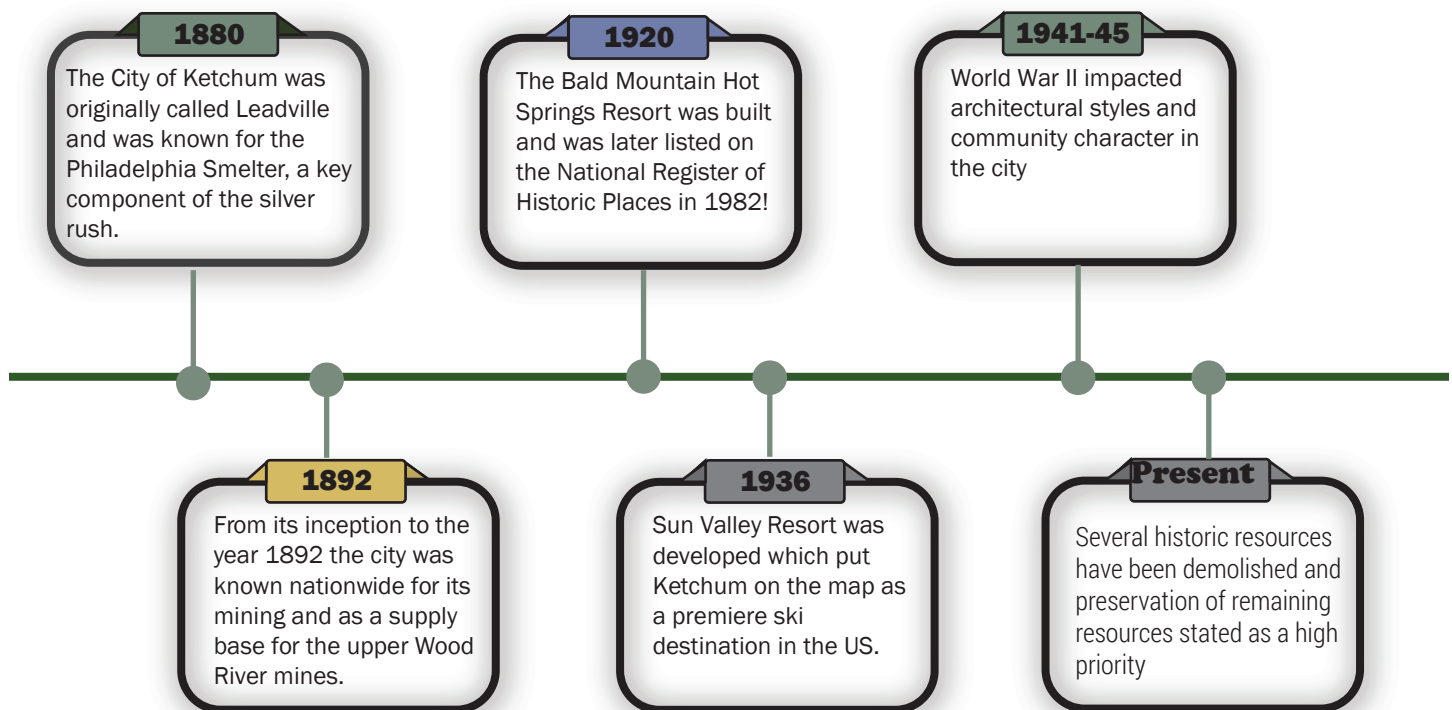
# HISTORIC BUILDING DESIGN GUIDELINES

## Overview and Purpose

This section defines parameters for alteration and redevelopment of historic buildings in the Community Core in order to ensure architectural compatibility with the defining features of the existing buildings. All buildings and sites on the Historic Building/Site list should follow these guidelines as well as the general community core design guidelines in the previous section.

## Historic Building Significance

The buildings on the Historic Building/Site List were all chosen based on the criteria that the buildings have to be 50 years old or older, must retain physical integrity of original heritage or culture, and exemplify certain architectural, social/historic, or geographic criteria. Below is a general timeline that details the major points in history that shaped the historic architecture and social fabric of the cultural heritage.





# HISTORIC BUILDING DESIGN GUIDELINES

## Successful Historic Building Alterations

The City of Ketchum has seen several successful alterations of existing historic buildings over the years. The examples below illustrate three such alterations which capitalized on the character defining features of each building, highlighting them with subtle treatments such as paint colors, awning replacement, and updated or repaired windows, lighting and signage. The Windermere Real Estate office apartment addition is a great example of stepping back height and using different, yet complementary materials to maintain the original facade character.

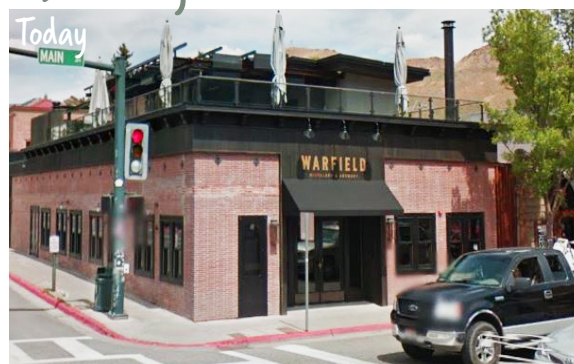
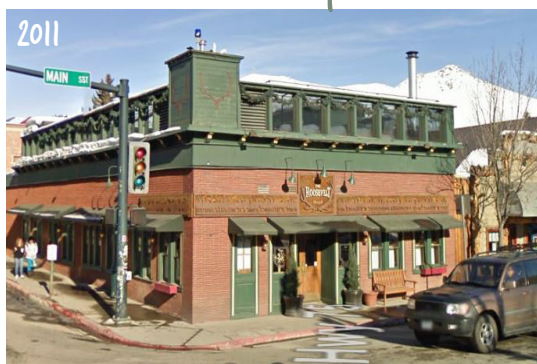
### TNT Taproom



### Windermere Real Estate office



### The Warfield - Historic Building Renovation





# HISTORIC BUILDING DESIGN GUIDELINES

## Identifying Character Defining Features

In order to determine the appropriate design elements for alteration, addition, or redevelopment of a historic building or site, it is important to first identify the character defining features that should be preserved or enhanced. These are elements of the building or site that are representative of the original architectural style which contribute to the overall character of the building or site. Below is a list of possible character defining features that could be found in the City of Ketchum Community Core:

1. Brick work (different brick bond patterns)
2. Log construction
3. False building fronts
4. Wood siding
5. Stucco
6. One to two story building height
7. Steeply pitched roof lines
8. Multiple roof forms on an individual building
9. Picture windows
10. Arched or eyebrow windows
11. Swiss Chalet style ornamentation
12. Storefront or bulk head windows (commercial properties)
13. Detailed cornices and capstone on commercial brick panel buildings



# HISTORIC BUILDING DESIGN GUIDELINES

## ***Design Guidelines for Alteration, Addition, or Redevelopment of Historic Structures***

Having a variety of building styles, forms, and scales contribute to the unique character of the City of Ketchum's Community Core. Many of the buildings on the Historic Building/Site List are one to two stories in height whereas much of the new development is three to four stories in height. Below are guidelines specific to historic buildings.

- A. It is important for the historic buildings to preserve the street facing facade as that is typically where the character defining features are highlighted.
- B. Additions to the rear or side of a building may increase the height by up to two stories.
  - 1. All additions should be set back from the primary facade at least ten feet.
  - 2. All additions should incorporate elements of the existing character defining features.
  - 3. All additions should incorporate a variety of roof lines and wall offsets to avoid continuous wall surfaces.
- C. Additions to the facade such as porches, patios, or enclosed entries may be acceptable if they incorporate character defining features of the building as approved through the Design Review process.
- D. Buildings may be adapted to a new use as allowed in the Community Core Zone District use standards.
- E. Interior improvements are allowed on buildings that are not listed in the National Register of Historic Places.
- F. Existing landscaping, specifically street trees, should be maintained to the extent possible.



**Attachment D:**  
**Draft Ordinance - Redline**

## CHAPTER 4.08 HISTORICAL PRESERVATION COMMISSION

### 4.08.010 Purpose.

The purpose of this Chapter is to define the composition, duties, and responsibilities of the City of Ketchum Historic Preservation Commission.~~The purpose of this chapter is to promote the educational, cultural, economic and general welfare of the public of the City of Ketchum through the identification, evaluation, designation and protection of those buildings, sites, areas, structures and objects which reflect significant elements of the City's, the state's, and the nation's historic, architectural, archaeological and cultural heritage.~~

### 4.08.020 Definitions.

The following words and phrases, when used in this chapter, shall have, unless the context clearly indicates otherwise, the following meanings:

City: The City of Ketchum, Idaho.

Historic Building/Site List: The list of buildings and sites deem to be historically significant as adopted by resolution by the HPC.

~~Commission~~HPC: The Historic Preservation Commission of the City of Ketchum, Idaho.

Historic preservation: The research, documentation, protection, restoration and rehabilitation of buildings, structures, objects, districts, areas and sites significant in the history, architecture, archaeology or culture of this state, its communities or the nation.

Historic property: Any building, structure, area or site that is significant in the history, architecture, archaeology or culture of this community, the state, or the nation.

### 4.08.030 Created; appointments.

- A. There is created a Historic Preservation Commission (HPC) which shall consist of ~~seven-five (5)~~ members comprised of maximum of three (3) and a minimum of one (1) member of the Planning and Zoning Commission and a maximum offour (4) and a minimum of two (2) members of the community who shall be appointed by the Mayor with the advice and consent of the Council.
- B. All members of the ~~Commission~~HPC shall have a demonstrated interest, competence or knowledge in history or historic preservation. The Council shall endeavor to appoint ~~at least two~~community members with professional training or experience in the disciplines of architecture, history, architectural history, urban planning, archaeology, engineering, law, or other historic preservation related disciplines.
- C. Initial appointments to the ~~Commission~~HPC shall be made as follows: ~~two one-year terms~~, two two-year terms, and three three-year terms. All subsequent appointments shall be made for three-year terms. ~~Commission~~HPC members may be reappointed to serve additional terms. Vacancies shall be filled in the same manner as original appointments, and the appointee shall serve for the remainder of the unexpired term.
- D. The members of the ~~Commission~~HPC may be reimbursed by the City for expenses incurred in connection with their duties and for meetings subject to a resolution adopted by the City Council.

### 4.08.040 Organization, officers, rules, meetings.

- A. The Commission shall have the power to make whatever rules are necessary for the execution of its duties as set forth in this chapter. Rules of procedure and bylaws adopted by the Commission shall be available for public inspection.

- B. The Commission shall elect officers from among the Commission members. The chairperson shall preside at meetings of the Commission. The vice chairperson shall, in the absence of the chairperson, perform the duties of the chairperson.
- C. All meetings of the Commission shall be open to the public and follow the requirements of Idaho's open meeting laws. The Commission shall keep minutes and other appropriate written records of its resolutions, proceedings and actions.
- D. The Commission may recommend to the Council, within the limits of its funding, the employment of or the contracting with other parties for the services of technical experts or other persons as it deems necessary to carry on the functions of the Commission.

#### **4.08.050 Powers, duties and responsibilities.**

The Commission shall be advisory to the Council and shall be authorized to:

- 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. Commission members, employees or agents of the Commission 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.

#### **4.08.060 Special restrictions.**

Under the provisions of Idaho Code section 57-4612, the City of Ketchum, Idaho, may provide by ordinances, special conditions or restrictions for the protection, enhancement and preservation of historic properties.

## CHAPTER 17.96 DESIGN REVIEW

### 17.96.010 Applicability.

- A. *Design review.* Design review is required for building, developing, or substantially altering the exterior of the following buildings or projects in all zoning districts:
1. Nonresidential use.
  2. Public or semipublic use.
  3. Multi-family dwellings, including attached and detached townhomes.
  4. Mixed use.
  5. Any structure with an original construction date of 1940 or earlier.
  6. Any encroachment of a below grade structure in a required setback.
- B. *Exemptions.*
1. One-family dwellings, accessory structures, and accessory dwelling units.
  2. Projects not requiring a building permit.
  3. Temporary structures.
  4. Public art.
  5. Non-substantial or minor modifications that comply with all applicable design review standards, zoning district standards, and other Code requirements without requiring a variance or other exception. Minor modifications include, but are not limited to:
    - a. Demolition associated with an approved demolition permit;
    - b. Driveway, walkway, and/or landscaping alterations that do not significantly change existing topography or drainage, including the removal of dead or diseased vegetation as certified by an arborist, provided such work is not located in the special flood hazard area or riparian zone;
    - c. The installation of fences, hedges, or walls compliant with section 17.124.130 of this title;
    - d. Changes to exterior finishes including, but not limited to: 1) siding, paint, and materials; 2) maintenance and repair of exterior facades; 3) the addition of windows or doors; 4) reroofs; or 5) the addition or expansion of decks and patios that are less than 30 inches above grade or if greater than 30 inches above grade comply with applicable lot coverage requirements for the zoning district;
    - e. The installation of exterior lighting compliant with chapter 17.132 of this title; and
    - f. The ground level installation and screening of utilities not greater than five feet in height.
  6. Minor modification exemptions, pursuant to subsection B.5. of this section, must be issued in writing by the administrator prior to issuance of a building permit.
- C. *Preapplication design review.*
1. Preapplication review is required for all new non-residential and multi-family residential developments with four (4) or more stories and all new developments on a lot or lots totaling 11,000 square feet. Applicants of projects exempt from Preapplication Design Review may request a Preapplication Design Review at their discretion. ~~new nonresidential construction and all multi-family developments of five or more units.~~

2. The purpose of preapplication review is to allow the Commission to exchange ideas and give direction to the applicant on the "design concept", keeping in mind the purpose of this chapter and the application of the evaluation standards.
3. Preapplication review materials shall be submitted according to the application requirements of section 17.96.040 of this chapter.
4. The Commission may require a model of the project or computer simulation renderings showing the proposal from one or more key vantage points for presentation at regular design review meetings in order to assist in the understanding of the project. Models and computer renderings must include surrounding properties in sufficient detail for the proposal to be viewed in context.
5. The Administrator may waive the requirement for preapplication review if the project is found to have no significant impact.

### **17.96.060 Improvements and standards.**

Improvements and standards for all projects listed in subsection 17.96.010.A of this chapter:

#### **A. *Streets.***

1. The applicant shall be responsible for all costs associated with providing a connection from an existing City street to their development.
2. All street designs shall be approved by the City Engineer.

#### **B. *Sidewalks.***

1. All projects under subsection 17.96.010.A of this chapter that qualify as a "substantial improvement" shall install sidewalks as required by the Public Works Department.
2. Sidewalk width shall conform to the City's right-of-way standards, however the City Engineer may reduce or increase the sidewalk width and design standard requirements at their discretion.
3. Sidewalks may be waived if one of the following criteria is met:
  - a. The project comprises an addition of less than 250 square feet of conditioned space.
  - b. The City Engineer finds that sidewalks are not necessary because of existing geographic limitations, pedestrian traffic on the street does not warrant a sidewalk, or if a sidewalk would not be beneficial to the general welfare and safety of the public.
4. The length of sidewalk improvements constructed shall be equal to the length of the subject property line(s) adjacent to any public street or private street.
5. New sidewalks shall be planned to provide pedestrian connections to any existing or future sidewalks adjacent to the site. In addition, sidewalks shall be constructed to provide safe pedestrian access to and around a building.
6. The City may approve and accept voluntary cash contributions in lieu of the above described improvements, which contributions must be segregated by the City and not used for any purpose other than the provision of these improvements. The contribution amount shall be 110 percent of the estimated costs of concrete sidewalk and drainage improvements provided by a qualified contractor, plus associated engineering costs, as approved by the City Engineer. Any approved in lieu contribution shall be paid before the City issues a certificate of occupancy.

#### **C. *Drainage.***

1. All stormwater shall be retained on site.



2. Drainage improvements constructed shall be equal to the length of the subject property lines adjacent to any public street or private street.
3. The City Engineer may require additional drainage improvements as necessary, depending on the unique characteristics of a site.
4. Drainage facilities shall be constructed per City standards.

D. *Utilities.*

1. All utilities necessary for the development shall be improved and installed at the sole expense of the applicant.
2. Utilities shall be located underground and utility, power, and communication lines within the development site shall be concealed from public view.
3. When extension of utilities is necessary all developers will be required to pay for and install two-inch SDR11 fiber optical conduit. The placement and construction of the fiber optical conduit shall be done in accordance with City of Ketchum standards and at the discretion of the City Engineer.

4. Roof and ground mounted mechanical and electrical equipment shall be fully screened from public view. Screening shall be compatible with the overall building design.

E. *Compatibility of design.*

1. The project's materials, colors and signing shall be complementary with the townscape, surrounding neighborhoods and adjoining structures.
2. Preservation of significant landmarks shall be encouraged and protected, where applicable. A significant landmark is one which gives historical and/or cultural importance to the neighborhood and/or community.
3. Additions to existing buildings, built prior to 1940, shall be complementary in design and use similar material and finishes of the building being added to.

F. *Architectural.*

1. Building(s) shall provide unobstructed pedestrian access to the nearest sidewalk and the entryway shall be clearly defined.
2. The building character shall be clearly defined by use of architectural features.
3. There shall be continuity of materials, colors and signing within the project.
4. Accessory structures, fences, walls and landscape features within the project shall match or complement the principal building.
5. Building walls shall provide undulation/relief, thus reducing the appearance of bulk and flatness.
6. Building(s) shall orient toward their primary street frontage.
7. ~~Garbage storage areas and satellite receivers shall be screened from public view and located off alleys.~~ Satellite receivers shall be screened from public view.
8. Building design shall include weather protection which prevents water to drip or snow to slide on areas where pedestrians gather and circulate or onto adjacent properties. All pitched roofs shall be designed to sufficiently hold all snow with snow clips, gutters, and downspouts.
9. Trash disposal areas shall be screened from public views and located within parking garages, off alleys, or to the rear of buildings.

10. Shipping and receiving areas shall be located within parking garages or to the rear of buildings.

G. *Circulation design.*

1. Pedestrian, equestrian and bicycle access shall be located to connect with existing and anticipated easements and pathways.
2. Awnings extending over public sidewalks shall extend five feet or more across the public sidewalk but shall not extend within two feet of parking or travel lanes within the right-of-way.
3. Traffic shall flow safely within the project and onto adjacent streets. Traffic includes vehicle, bicycle, pedestrian and equestrian use. Consideration shall be given to adequate sight distances and proper signage.
4. Curb cuts and driveway entrances shall be no closer than 20 feet to the nearest intersection of two or more streets, as measured along the property line adjacent to the right-of-way. Due to site conditions or current/projected traffic levels or speed, the City Engineer may increase the minimum distance requirements.
5. Unobstructed access shall be provided for emergency vehicles, snowplows, garbage trucks and similar service vehicles to all necessary locations within the proposed project.

H. *Snow storage.*

1. Snow storage areas shall not be less than 30 percent of the improved parking and pedestrian circulation areas.
2. Snow storage areas shall be provided on site.
3. A designated snow storage area shall not have any dimension less than five feet and shall be a minimum of 25 square feet.
4. In lieu of providing snow storage areas, snowmelt and hauling of snow may be allowed.

I. *Landscaping.*

1. Landscaping is required for all projects.
2. Landscape materials and vegetation types specified shall be readily adaptable to a site's microclimate, soil conditions, orientation and aspect, and shall serve to enhance and complement the neighborhood and townscape.
3. All trees, shrubs, grasses and perennials shall be drought tolerant. Native species are recommended but not required.
4. Landscaping shall provide a substantial buffer between land uses, including, but not limited to, structures, streets and parking lots. The development of landscaped public courtyards, including trees and shrubs where appropriate, shall be encouraged.

5. When a healthy and mature tree is removed from a site, it shall be replaced with a new tree. Replacement trees may occur on or off site.

6. The City arborist shall approve all parking lot and replacement trees.

J. *Public amenities.*

1. Where sidewalks are required, pedestrian amenities shall be installed. Amenities may include, but are not limited to, benches and other seating, kiosks, bus shelters, trash receptacles, restrooms, fountains, art, etc. All public amenities shall receive approval from the Public Works Department prior to design review approval from the Commission.

K. *Underground encroachments.*

1. Encroachments of below grade structures into required setbacks are subject to subsection 17.128.020.K of this title and shall not conflict with any applicable easements, existing underground structures, sensitive ecological areas, soil stability, drainage, other sections of this Code or other regulating codes such as adopted International Code Council Codes, or other site features concerning health, safety, and welfare.
2. No below grade structure shall be permitted to encroach into the riparian setback.

L. Surface parking lots.

1. Surface parking lots shall be accessed from off the alley and shall be fully screened from the street.
2. Surface parking lots shall incorporate at least one tree and one additional tree per ten on site parking spaces. Trees shall be planted in landscaped planters, tree wells and/or diamond shaped planter boxes located between parking rows. Planter boxes shall be designed so as not to impair vision or site distance of the traveling public.
3. Ground cover, low lying shrubs, and trees shall be planted within the planters and planter boxes. Tree grates or landscaping may be used in tree wells located within pedestrian walkways.

### **17.96.070 Community Core (CC) projects.**

In addition to the requirements of section 17.96.060 of this chapter, unless otherwise specified, ~~the standards of this section apply to projects in the Community Core District~~ all projects in the Community Core District subject to design review shall comply with the Community Core Design Guidelines. The purpose of ~~this Community Core Design Guidelines section~~ is is to ensure the addition of high quality architecture for new development, while maintaining the unique character of existing building stock found in the Community Core.

~~A. Streets.~~

1. ~~Street trees, streetlights, street furnishings, and all other street improvements shall be installed or constructed as determined by the Public Works Department.~~
2. ~~Street trees with a minimum caliper size of three inches, shall be placed in tree grates.~~
3. ~~Due to site constraints, the requirements of this subsection A may be modified by the Public Works Department.~~

~~B. Architectural.~~

1. ~~Facades facing a street or alley or located more than five feet from an interior side property line shall be designed with both solid surfaces and window openings to avoid the creation of blank walls and employ similar architectural elements, materials, and colors as the front facade.~~
2. ~~For nonresidential portions of buildings, front building facades and facades fronting a pedestrian walkway shall be designed with ground floor storefront windows and doors with clear transparent glass. Landscaping planters shall be incorporated into facades fronting pedestrian walkways.~~
3. ~~For nonresidential portions of buildings, front facades shall be designed to not obscure views into windows.~~
4. ~~Roofing forms and materials shall be compatible with the overall style and character of the structure. Reflective materials are prohibited.~~
5. ~~All pitched roofs shall be designed to sufficiently hold all snow with snow clips, gutters, and downspouts.~~

6. ~~Roof overhangs shall not extend more than three feet over a public sidewalk. Roof overhangs that extend over the public sidewalk shall be approved by the Public Works Department.~~

7. ~~Front porches and stoops shall not be enclosed on the ground floor by permanent or temporary walls, windows, window screens, or plastic or fabric materials.~~

~~C. *Service areas and mechanical/electrical equipment.*~~

1. ~~Trash disposal areas and shipping and receiving areas shall be located within parking garages or to the rear of buildings. Trash disposal areas shall not be located within the public right-of-way and shall be screened from public views.~~

2. ~~Roof and ground mounted mechanical and electrical equipment shall be fully screened from public view. Screening shall be compatible with the overall building design.~~

~~D. *Landscaping.*~~

1. ~~When a healthy and mature tree is removed from a site, it shall be replaced with a new tree. Replacement trees may occur on or off site.~~

2. ~~Trees that are placed within a courtyard, plaza, or pedestrian walkway shall be placed within tree wells that are covered by tree grates.~~

3. ~~The City arborist shall approve all parking lot and replacement trees.~~

~~E. *Surface parking lots.*~~

1. ~~Surface parking lots shall be accessed from off the alley and shall be fully screened from the street.~~

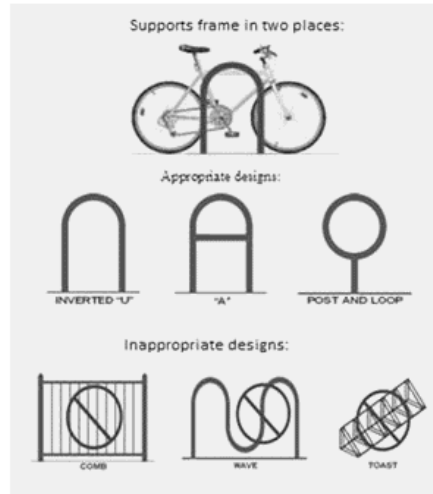
2. ~~Surface parking lots shall incorporate at least one tree and one additional tree per ten on-site parking spaces. Trees shall be planted in landscaped planters, tree wells and/or diamond-shaped planter boxes located between parking rows. Planter boxes shall be designed so as not to impair vision or site distance of the traveling public.~~

3. ~~Ground cover, low lying shrubs, and trees shall be planted within the planters and planter boxes. Tree grates or landscaping may be used in tree wells located within pedestrian walkways.~~

~~F. *Bicycle parking.*~~

1. ~~One bicycle rack, able to accommodate at least two bicycles, shall be provided for every four parking spaces as required by the proposed use. At a minimum, one bicycle rack shall be required per development.~~





2. ~~When the calculation of the required number of bicycle racks called for in this section results in a fractional number, a fraction equal to or greater than one-half shall be adjusted to the next highest whole number.~~
3. ~~Bicycle racks shall be clearly visible from the building entrance they serve and not mounted less than 50 feet from said entrance or as close as the nearest non-ADA parking space, whichever is closest. Bicycle racks shall be located to achieve unobstructed access from the public right-of-way and not in areas requiring access via stairways or other major obstacles.~~

## **Chapter 17.20 HISTORIC PRESERVATION**

### **Section 17.20.010. - General Provisions**

- A. ~~The purpose of this chapter is to promote the educational, cultural, economic and general welfare of the public of the City of Ketchum through the identification, evaluation, designation and protection of those buildings, sites, areas, structures and objects which reflect significant elements of the City's, the state's, and the nation's historic, architectural, archaeological and cultural heritage.~~
- A. ~~Purpose: The general purpose of this ordinance is to protect the historic character of the City's Community Core by establishing baseline regulations and a process to review proposed demolition or alteration of the structures listed in the Community Core District Survey Update (Phase 1), heretofore called the Historic Building List, and attached as exhibit A.~~
- B. Applicability: The regulations and procedures set forth in this ordinance shall apply to each and every structure listed ~~on the adopted Historic Building/Site List in Table 1 of the Historic Building List.~~ All other buildings over 50 years of age shall follow the process for demolition of buildings per Ketchum Municipal Code Section 15.16.040, except that no demolition permit shall be issued for any structure over 50 years old ~~in the Community Core~~ until a building permit has been issued for a replacement structure on the property.
  1. Except as provided in Section ~~617.20.040~~, Remedying of Dangerous Building Conditions, no person shall make, or otherwise cause to be made, any demolition or alterations to structures on the Historic Building/~~Site~~ List without approval by the Historic Preservation Commission (HPC) through the Demolition or Alteration application process described in Section ~~217.20.030~~. The following types of modifications require HPC review:
    - a. Partial or total demolition of any portion of the structure; or

- b. Exterior alterations, including windows or siding replacement, or
  - c. Additions to any structure.
- C. Exceptions: This ordinance shall not apply to dangerous building conditions that would imperil the health or safety of the public as determined by the Building Official and the Director of Planning and Building.
- ~~D. Appointment of the Historic Preservation Commission. For purposes of this ordinance, the Historic Preservation Commission shall be five members consisting of a maximum of three (3) and a minimum of one (1) member of the Planning and Zoning Commission and a maximum of four (4) and a minimum of two (2) members of the community appointed by the Mayor with the consent of the City Council. The community members shall have a demonstrated interest, competence or knowledge in history or historic preservation and/or architecture.~~

**Section 2-17.20.020 -Historic Building/Site List**

- A. The Historic Building/Site List shall established and maintained by the HPC
- B. The HPC shall have the authority to add or remove structures from the Historic Building List using the following criteria below to determine if a structure should be added or removed from the Historic Building/Site List.
- C. Buildings or sites shall meet Criteria 1 and 2 and shall meet one or more of the Criteria listed in 3.
  - 1. Historic buildings must be at least fifty (50) years old. A historic building may be exempt from the age standard if it is found to be exceptionally important in other significant criteria.
  - 2. All buildings and sites must retain their physical integrity as determined by the following criteria. However, a site need not meet all of the following criteria:
    - a. Shows character, interest, or value as part of the development, heritage or cultural characteristics of Ketchum, the region, state, or nation;
    - b. Retains a significant amount of the original design features, materials, character or feeling of the past;
    - c. Is in the original location or same historic context after having been moved;
    - d. Has been accurately reconstructed or restored based on documentation.
  - 3. Historic buildings or sites shall meet one or more of the following criteria:
    - a. Architectural criteria.
      - i. Exemplifies specific elements of a recognized architectural style or period or a style particularly associated with Ketchum neighborhoods;
      - ii. Example of the work of an architect or builder who is recognized for expertise nationally, state-wide, regionally, or locally;
      - iii. Demonstrates superior craftsmanship or high artistic value;
      - iv. Represents an innovation in construction, materials or design;
      - v. Pattern or grouping of elements that enhance the identity of the community;
      - vi. Significant historic remodel contributing to Ketchum's identity.
    - b. Social/historic criteria.
      - i. Site of historic event;

- ii. Exemplifies cultural, political, ethnic, economic, or social heritage of the community through the built environment or with people associated with an era of history;
- iii. Associated with a notable person or the work of a notable person;
- iv. Is valued by the Ketchum community as an established or familiar visual or cultural feature due to its architectural history, siting, massing, scale, cultural characteristics, or heritage such that its removal would be irreparable loss to the setting.

c. *Geographic/Natural Features.*

- i. Enhances sense of identity of the community;
- ii. Is an established and familiar natural setting or visual feature of the community.

**Process to Request Demolition or Alteration of Historic Resources**

**Authority: ~~The Ketchum Historic Preservation Commission (HPC) shall be the review authority for applications seeking to demolish or alter a historic structure on the Historic Building List.~~**

~~1. The HPC will maintain the Historic Building List.~~

~~2.1. The HPC shall have the authority to add or remove structures from the Historic Building List using the following criteria to determine if a structure should be added or removed from the Historic Building List:~~

- ~~a. The structure is associated with events that have made a significant contribution to the broad patterns of Ketchum's history or development; or~~
- ~~b. The structure is associated with the lives of significant persons in Idaho or Ketchum's history; or~~
- ~~c. The structure embodies the distinctive characteristics of a type, period, or method of construction, or the structure represents the work of a master, or possess high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction; or~~
- ~~d. The structure yielded or may be likely to yield, information important in history or prehistory.~~
- ~~e. The structure is of significance in American, Idaho or Ketchum history, architecture, archaeology, or culture and the site or structure possess integrity of location, design, setting, materials, workmanship, feeling, and association.~~

D. All structures on the Historic Building List shall be maintained to meet the requirements of the International Property Maintenance Code and/or the International Existing Building Code, as adopted and amended by the City. The owner of such structure(s) shall also keep in good repair all structural elements thereof which, if not so maintained, may cause, or tend to cause the exterior portions of such structure to deteriorate, decay or become damaged or otherwise to fall into a state of disrepair which would have an adverse effect upon such designated structures.

~~3. The HPC shall have the authority to approve, approve with conditions, or deny applications for demolition or alteration of a historic structure on the Historic Building List.~~

**17.20.030 - Demolition or Alteration Request Process:**

- A. An applicant seeking to demolish or make any alterations to structures on the HPC-Historic Building/Site List shall file a Request for Demolition or Alteration application with the Planning



and Building Department. The application shall be processed as set forth in Ketchum Municipal Code Chapter 17.96., Design Review Permits. This process may run concurrent with applications for Design Review.

- B. Upon receipt of a complete Request for Demolition or Alteration application and fee, as determined by the Zoning Administrator, the application shall be scheduled for a public hearing before the HPC within 60 days of the application being deemed complete. Notice shall be provided in accordance with KMC Section 17.116.040 C, D, and E.
- C. Following the public hearing, the HPC may approve, deny, or approve with conditions the Request for Demolition or Alteration. The HPC will review the application using the criteria below in ~~Section 3A~~ to determine if the proposed demolition or alteration of the structure may proceed.

### **~~Section 3. Review Criteria for Request for Demolition or Alteration Application~~**

~~A. The HPC may approve, approve with conditions, or deny a Request for Demolition or Alteration application based on the following criteria:~~

- ~~1. Is the structure of historic or architectural value or significance and does it contribute to the historic significance of the property within the Community Core.~~
- ~~2. Would the loss, alteration of, or addition to, the structure adversely affects the historic integrity of the structure, impact the significance of the structure within the Community Core, impact the architectural or aesthetic relationship to adjacent properties, or conflict with the Comprehensive Plan.~~
- ~~3. Does the structure retain the requisite integrity to convey its historic and/or architectural significance.~~
- ~~4. Does the proposed demolition or alteration adversely affect the historic significance or architectural distinction of the structure or the Community Core.~~
- B. Appropriate alterations might include but are not limited to:
  - 1. Changes to the building's interior that are not visible from a public street, alley, park, or other public place;
  - 2. Changes to internal building systems that will not adversely affect the external appearance of the building;
  - 3. The erection or removal of temporary improvements.
  - 4. Adaptive reuse consistent with the Secretary of the Interior's Standards for Rehabilitation and Idaho Code Title 67-4618.
- C. The HPC shall consider the unique circumstances of each proposed demolition or alteration. Approval of each individual Demolition or Alteration application is unique to that property and does not constitute a precedent for other properties.
- ~~D. Section 4. Appeal of Request for Demolition or Alteration Application Decisions and Placement or Removal of Properties on the Historic Building List~~
- ~~E.D. A. The decision of the HPC on a Demolition or Alteration application or placement or removal of a property on the Historic Building List, may be appealed to the City Council by the applicant or affected party pursuant to the appeal provisions contained in Ketchum Municipal Code Section 17.144, Appeals of the Planning and Zoning Commission Decisions.~~

### **~~Section 5. Minimum Maintenance Requirements for Designated Resources.~~**

- A. ~~All structures on the Historic Building List shall be maintained to meet the requirements of the International Property Maintenance Code and/or the International Existing Building Code, as adopted and amended by the City. The owner of such structure(s) shall also keep in good repair all structural elements thereof which, if not so maintained, may cause, or tend to cause the exterior portions of such structure to deteriorate, decay or become damaged or otherwise to fall into a state of disrepair which would have an adverse effect upon such designated structures.~~

#### **17.20.040 - Section 6-Remedying of Dangerous Building Conditions**

- A. If the Building Official finds a historic structure constitutes dangerous building conditions that would imperil the health or safety of the public, it shall first be determined by the Building Official if the structure is capable of being made safe by repairs in which said repairs shall be made by the owner of the structure.
- B. If the Building Official finds the structure is not capable of being made safe by repairs, then the Building Official may order the structure to be demolished.
- C. Nothing contained herein shall be construed as making it unlawful for any person to comply with the Building Official's authority as stated in this section.

#### **17.20.050 - Section 7-Enforcement and Maintenance**

- A. If any alteration is made without approval of a Demolition or Alteration application, the City may issue a stop work order for all construction activity, withhold inspections and final approvals, withhold approval of additional City permits, and take any other available action, or any combination of the aforementioned, until the applicant has applied for and received approval for the alteration. If the alteration is not approved, the property owner shall restore the structure to its original condition prior to any alteration occurring.
- B. Except as provided in Section 6, Remedying of Dangerous Building Conditions, no permit shall be issued authorizing any alteration to a structure listed on the Historic Building List until the HPC approves the Request for Demolition or Alteration application. If the approval or denial of the application is administratively appealed, no further development permits shall be approved for the property until the City Council has made a final decision on the administrative appeal.
- C. Normal repair and maintenance of structures on the Historic Building List is permitted. Nothing in this Section shall be construed to prohibit the alteration of any structure necessary as a part of normal repair and maintenance when such alteration will not change the exterior appearance or materials or the interior support structure of the building, including the character or appearance of the land itself.

#### **17.20.060 – Relief from Regulations**

- A. The relief from regulations within the City of Ketchum Code of Ordinances is applicable to properties on the Historic Building/Site List to ease the burden of preserving buildings.
- B. Relief from Building Code requirements of Title 15 of the City of Ketchum Code of Ordinances.
1. The Building Official has the authority to consider alternative options for historic buildings to comply with building code so long as they do not compromise health and safety.
- A-C. Relief from Off Street Parking and Loading requirements of Chapter 17.125 of the City of Ketchum Code of Ordinances.
1. Where additions or alterations to an historic building are proposed, the square footage of the existing historic building shall not be counted toward the minimum parking requirement

for the proposed project regardless of use.

2. No additional parking relief is provided for projects that include full demolition of historic buildings.

3. When projects include partial demolition of historic buildings, the square footage of the historic building that remains shall not be counted toward the minimum parking requirement for the proposed project regardless of use.

D. Relief from Nonconforming Building Requirements of Chapter 17.136 of the City of Ketchum Code of Ordinances.

1. Properties are allowed to increase existing nonconformities on expansions by matching existing setbacks, height, and other dimensional standards.

2. Properties are exempted from the limitation on and expanding nonconforming buildings.



**Attachment E:**  
**Draft Ordinance - Clean**

## **CHAPTER 4.08 HISTORIC PRESERVATION COMMISSION**

### **4.08.010 Purpose.**

**The purpose of this Chapter is to define the composition, duties, and responsibilities of the City of Ketchum Historic Preservation Commission.**

The following words and phrases, when used in this chapter, shall have, unless the context clearly indicates otherwise, the following meanings:

City: The City of Ketchum, Idaho.

Historic Building/Site List: The list of buildings and sites deemed to be historically significant as adopted by resolution by the HPC.

HPC: The Historic Preservation Commission of the City of Ketchum, Idaho.

Historic preservation: The research, documentation, protection, restoration and rehabilitation of buildings, structures, objects, districts, areas, and sites significant in the history, architecture, archaeology, or culture of this state, its communities, or the nation.

Historic property: Any building, structure, area, or site that is significant in the history, architecture, archaeology or culture of this community, the state, or the nation.

### **4.08.030 Created; appointments.**

- A. There is created a Historic Preservation Commission (HPC) which shall consist of five (5) members comprised of maximum of three (3) and a minimum of one (1) member of the Planning and Zoning Commission and a maximum of four (4) and a minimum of two (2) members of the community who shall be appointed by the Mayor with the advice and consent of the Council.
- B. All members of the HPC shall have a demonstrated interest, competence or knowledge in history or historic preservation. The Council shall endeavor to appoint community members with professional training or experience in the disciplines of architecture, history, architectural history, urban planning, archaeology, engineering, law, or other historic preservation related disciplines.
- C. Initial appointments to the HPC shall be made as follows: two two-year terms, and three three-year terms. All subsequent appointments shall be made for three-year terms. HPC members may be reappointed to serve additional terms. Vacancies shall be filled in the same manner as original appointments, and the appointee shall serve for the remainder of the unexpired term.
- D. The members of the HPC may be reimbursed by the City for expenses incurred in connection with their duties and for meetings subject to a resolution adopted by the City Council.

### **4.08.040 Organization, officers, rules, meetings.**

- A. The Commission shall have the power to make whatever rules are necessary for the execution of its duties as set forth in this chapter. Rules of procedure and bylaws adopted by the Commission shall be available for public inspection.
- B. The Commission shall elect officers from among the Commission members. The chairperson shall preside at meetings of the Commission. The vice chairperson shall, in the absence of the chairperson, perform the duties of the chairperson.

- C. All meetings of the Commission shall be open to the public and follow the requirements of Idaho's open meeting laws. The Commission shall keep minutes and other appropriate written records of its resolutions, proceedings and actions.
- D. The Commission may recommend to the Council, within the limits of its funding, the employment of or the contracting with other parties for the services of technical experts or other persons as it deems necessary to carry on the functions of the Commission.

#### **4.08.050 Powers, duties, and responsibilities.**

The Commission shall be advisory to the Council and shall be authorized to:

- 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. Commission members, employees or agents of the Commission 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.

#### **4.08.060 Special restrictions.**

Under the provisions of Idaho Code section 57-4612, the City of Ketchum, Idaho, may provide by ordinances, special conditions, or restrictions for the protection, enhancement, and preservation of historic properties.

## CHAPTER 17.96 DESIGN REVIEW

### 17.96.010 Applicability.

- A. *Design review.* Design review is required for building, developing, or substantially altering the exterior of the following buildings or projects in all zoning districts:
  - 1. Nonresidential use.
  - 2. Public or semipublic use.
  - 3. Multi-family dwellings, including attached and detached townhomes.
  - 4. Mixed use.
  - 5. Any structure with an original construction date of 1940 or earlier.
  - 6. Any encroachment of a below grade structure in a required setback.
- B. *Exemptions.*
  - 1. One-family dwellings, accessory structures, and accessory dwelling units.
  - 2. Projects not requiring a building permit.
  - 3. Temporary structures.
  - 4. Public art.
  - 5. Non-substantial or minor modifications that comply with all applicable design review standards, zoning district standards, and other Code requirements without requiring a variance or other exception. Minor modifications include, but are not limited to:
    - a. Demolition associated with an approved demolition permit;
    - b. Driveway, walkway, and/or landscaping alterations that do not significantly change existing topography or drainage, including the removal of dead or diseased vegetation as certified by an arborist, provided such work is not located in the special flood hazard area or riparian zone;
    - c. The installation of fences, hedges, or walls compliant with section 17.124.130 of this title;
    - d. Changes to exterior finishes including, but not limited to: 1) siding, paint, and materials; 2) maintenance and repair of exterior facades; 3) the addition of windows or doors; 4) reroofs; or 5) the addition or expansion of decks and patios that are less than 30 inches above grade or if greater than 30 inches above grade comply with applicable lot coverage requirements for the zoning district;
    - e. The installation of exterior lighting compliant with chapter 17.132 of this title; and
    - f. The ground level installation and screening of utilities not greater than five feet in height.
  - 6. Minor modification exemptions, pursuant to subsection B.5. of this section, must be issued in writing by the administrator prior to issuance of a building permit.
- C. *Preapplication design review.*
  - 1. Preapplication review is required for all new non-residential and multi-family residential developments with four (4) or more stories and all new developments on a lot or lots totaling 11,000 square feet. Applicants of projects exempt from Preapplication Design Review may request a Preapplication Design Review at their discretion.



2. The purpose of preapplication review is to allow the Commission to exchange ideas and give direction to the applicant on the "design concept", keeping in mind the purpose of this chapter and the application of the evaluation standards.
3. Preapplication review materials shall be submitted according to the application requirements of section 17.96.040 of this chapter.
4. The Commission may require a model of the project or computer simulation renderings showing the proposal from one or more key vantage points for presentation at regular design review meetings in order to assist in the understanding of the project. Models and computer renderings must include surrounding properties in sufficient detail for the proposal to be viewed in context.
5. The Administrator may waive the requirement for preapplication review if the project is found to have no significant impact.

### **17.96.060 Improvements and standards.**

Improvements and standards for all projects listed in subsection 17.96.010.A of this chapter:

#### **A. Streets.**

1. The applicant shall be responsible for all costs associated with providing a connection from an existing City street to their development.
2. All street designs shall be approved by the City Engineer.

#### **B. Sidewalks.**

1. All projects under subsection 17.96.010.A of this chapter that qualify as a "substantial improvement" shall install sidewalks as required by the Public Works Department.
2. Sidewalk width shall conform to the City's right-of-way standards, however the City Engineer may reduce or increase the sidewalk width and design standard requirements at their discretion.
3. Sidewalks may be waived if one of the following criteria is met:
  - a. The project comprises an addition of less than 250 square feet of conditioned space.
  - b. The City Engineer finds that sidewalks are not necessary because of existing geographic limitations, pedestrian traffic on the street does not warrant a sidewalk, or if a sidewalk would not be beneficial to the general welfare and safety of the public.
4. The length of sidewalk improvements constructed shall be equal to the length of the subject property line(s) adjacent to any public street or private street.
5. New sidewalks shall be planned to provide pedestrian connections to any existing or future sidewalks adjacent to the site. In addition, sidewalks shall be constructed to provide safe pedestrian access to and around a building.
6. The City may approve and accept voluntary cash contributions in lieu of the above described improvements, which contributions must be segregated by the City and not used for any purpose other than the provision of these improvements. The contribution amount shall be 110 percent of the estimated costs of concrete sidewalk and drainage improvements provided by a qualified contractor, plus associated engineering costs, as approved by the City Engineer. Any approved in lieu contribution shall be paid before the City issues a certificate of occupancy.

#### **C. Drainage.**

1. All stormwater shall be retained on site.

2. Drainage improvements constructed shall be equal to the length of the subject property lines adjacent to any public street or private street.
3. The City Engineer may require additional drainage improvements as necessary, depending on the unique characteristics of a site.
4. Drainage facilities shall be constructed per City standards.

D. *Utilities.*

1. All utilities necessary for the development shall be improved and installed at the sole expense of the applicant.
2. Utilities shall be located underground and utility, power, and communication lines within the development site shall be concealed from public view.
3. When extension of utilities is necessary all developers will be required to pay for and install two-inch SDR11 fiber optical conduit. The placement and construction of the fiber optical conduit shall be done in accordance with City of Ketchum standards and at the discretion of the City Engineer.
4. Roof and ground mounted mechanical and electrical equipment shall be fully screened from public view. Screening shall be compatible with the overall building design.

E. *Compatibility of design.*

1. The project's materials, colors and signing shall be complementary with the townscape, surrounding neighborhoods and adjoining structures.
2. Preservation of significant landmarks shall be encouraged and protected, where applicable. A significant landmark is one which gives historical and/or cultural importance to the neighborhood and/or community.
3. Additions to existing buildings, built prior to 1940, shall be complementary in design and use similar material and finishes of the building being added to.

F. *Architectural.*

1. Building(s) shall provide unobstructed pedestrian access to the nearest sidewalk and the entryway shall be clearly defined.
2. The building character shall be clearly defined by use of architectural features.
3. There shall be continuity of materials, colors and signing within the project.
4. Accessory structures, fences, walls, and landscape features within the project shall match or complement the principal building.
5. Building walls shall provide undulation/relief, thus reducing the appearance of bulk and flatness.
6. Building(s) shall orient toward their primary street frontage.
7. Satellite receivers shall be screened from public view.
8. Building design shall include weather protection which prevents water to drip or snow to slide on areas where pedestrians gather and circulate or onto adjacent properties. All pitched roofs shall be designed to sufficiently hold all snow with snow clips, gutters, and downspouts.
9. Trash disposal areas shall be screened from public views and located within parking garages, off alleys, or to the rear of buildings.
10. Shipping and receiving areas shall be located within parking garages or to the rear of buildings.

G. *Circulation design.*

1. Pedestrian, equestrian and bicycle access shall be located to connect with existing and anticipated easements and pathways.
2. Awnings extending over public sidewalks shall extend five feet or more across the public sidewalk but shall not extend within two feet of parking or travel lanes within the right-of-way.
3. Traffic shall flow safely within the project and onto adjacent streets. Traffic includes vehicle, bicycle, pedestrian, and equestrian use. Consideration shall be given to adequate sight distances and proper signage.
4. Curb cuts and driveway entrances shall be no closer than 20 feet to the nearest intersection of two or more streets, as measured along the property line adjacent to the right-of-way. Due to site conditions or current/projected traffic levels or speed, the City Engineer may increase the minimum distance requirements.
5. Unobstructed access shall be provided for emergency vehicles, snowplows, garbage trucks and similar service vehicles to all necessary locations within the proposed project.

H. *Snow storage.*

1. Snow storage areas shall not be less than 30 percent of the improved parking and pedestrian circulation areas.
2. Snow storage areas shall be provided on site.
3. A designated snow storage area shall not have any dimension less than five feet and shall be a minimum of 25 square feet.
4. In lieu of providing snow storage areas, snowmelt and hauling of snow may be allowed.

I. *Landscaping.*

1. Landscaping is required for all projects.
2. Landscape materials and vegetation types specified shall be readily adaptable to a site's microclimate, soil conditions, orientation, and aspect, and shall serve to enhance and complement the neighborhood and townscape.
3. All trees, shrubs, grasses, and perennials shall be drought tolerant. Native species are recommended but not required.
4. Landscaping shall provide a substantial buffer between land uses, including, but not limited to, structures, streets, and parking lots. The development of landscaped public courtyards, including trees and shrubs where appropriate, shall be encouraged.
5. When a healthy and mature tree is removed from a site, it shall be replaced with a new tree. Replacement trees may occur on or off site.
6. The City arborist shall approve all parking lot and replacement trees.

J. *Public amenities.*

1. Where sidewalks are required, pedestrian amenities shall be installed. Amenities may include, but are not limited to, benches and other seating, kiosks, bus shelters, trash receptacles, restrooms, fountains, art, etc. All public amenities shall receive approval from the Public Works Department prior to design review approval from the Commission.

K. *Underground encroachments.*

1. Encroachments of below grade structures into required setbacks are subject to subsection 17.128.020.K of this title and shall not conflict with any applicable easements, existing underground structures, sensitive ecological areas, soil stability, drainage, other sections of this Code or other regulating codes such as adopted International Code Council Codes, or other site features concerning health, safety, and welfare.
  2. No below grade structure shall be permitted to encroach into the riparian setback.
- L. *Surface parking lots.*
1. Surface parking lots shall be accessed from off the alley and shall be fully screened from the street.
  2. Surface parking lots shall incorporate at least one tree and one additional tree per ten on-site parking spaces. Trees shall be planted in landscaped planters, tree wells and/or diamond shaped planter boxes located between parking rows. Planter boxes shall be designed so as not to impair vision or site distance of the traveling public.
  3. Ground cover, low lying shrubs, and trees shall be planted within the planters and planter boxes. Tree grates or landscaping may be used in tree wells located within pedestrian walkways.

### **17.96.070 Community Core (CC) projects.**

In addition to the requirements of section 17.96.060 of this chapter, unless otherwise specified, all projects in the Community Core District subject to design review shall comply with the Community Core Design Guidelines. The purpose of the Community Core Design Guidelines is to ensure the addition of high-quality architecture for new development, while maintaining the unique character of existing building stock found in the Community Core.

## **Chapter 17.20 HISTORIC PRESERVATION**

### **17.20.010 - General Provisions**

- A. The purpose of this chapter is to promote the educational, cultural, economic, and general welfare of the public of the City of Ketchum through the identification, evaluation, designation, and protection of buildings, sites, areas, structures, and objects which reflect significant elements of the City's, the state's, and the nation's historic, architectural, archaeological and cultural heritage.
- B. Applicability: The regulations and procedures set forth in this ordinance shall apply to each and every structure listed on the adopted Historic Building/Site List. All other buildings over 50 years of age shall follow the process for demolition of buildings per Ketchum Municipal Code Section 15.16.040, except that no demolition permit shall be issued for any structure over 50 years old until a building permit has been issued for a replacement structure on the property.
  1. Except as provided in Section 17.20.040, Remedying of Dangerous Building Conditions, no person shall make, or otherwise cause to be made, any demolition or alterations to structures on the Historic Building/Site List without approval by the Historic Preservation Commission (HPC) through the Demolition or Alteration application process described in Section 17.20.030. The following types of modifications require HPC review:
    - a. Partial or total demolition of any portion of the structure; or
    - b. Exterior alterations, including windows or siding replacement that alter the historic integrity of the building, or
    - c. Additions to any structure.



- C. Exceptions: This ordinance shall not apply to dangerous building conditions that would imperil the health or safety of the public as determined by the Building Official and the Director of Planning and Building.

#### **17.20.020 -Historic Building/Site List**

- A. The Historic Building/Site List shall be adopted by resolution by the HPC.
- B. The HPC shall have the authority to add or remove structures from the Historic Building List using the criteria below to determine if a structure should be added or removed from the Historic Building/Site List.
- C. Buildings or sites shall meet Criteria 1 and 2 and shall meet one or more of the Criteria listed in 3.
  - 1. Historic buildings must be at least fifty (50) years old. A historic building may be exempt from the age standard if it is found to be exceptionally important in other significant criteria.
  - 2. All buildings and sites must retain their physical integrity as determined by the following criteria. However, a site need not meet all of the following criteria:
    - a. Shows character, interest, or value as part of the development, heritage or cultural characteristics of Ketchum, the region, state, or nation;
    - b. Retains a significant amount of the original design features, materials, character or feeling of the past;
    - c. Is in the original location or same historic context after having been moved;
    - d. Has been accurately reconstructed or restored based on documentation.
  - 3. Historic buildings or sites shall meet one or more of the following criteria:
    - a. *Architectural criteria.*
      - i. Exemplifies specific elements of a recognized architectural style or period or a style particularly associated with Ketchum neighborhoods;
      - ii. Example of the work of an architect or builder who is recognized for expertise nationally, state-wide, regionally, or locally;
      - iii. Demonstrates superior craftsmanship or high artistic value;
      - iv. Represents an innovation in construction, materials, or design;
      - v. Pattern or grouping of elements that enhance the identity of the community;
      - vi. Significant historic remodel contributing to Ketchum's identity.
    - b. *Social/historic criteria.*
      - i. Site of historic event;
      - ii. Exemplifies cultural, political, ethnic, economic, or social heritage of the community through the built environment or with people associated with an era of history;
      - iii. Associated with a notable person or the work of a notable person;
      - iv. Is valued by the Ketchum community as an established or familiar visual or cultural feature due to its architectural history, siting, massing, scale, cultural characteristics, or heritage such that its removal would be irreparable loss to the setting.

c. *Geographic/Natural Features.*

- i. Enhances sense of identity of the community;
  - ii. Is an established and familiar natural setting or visual feature of the community.
- D. All structures on the Historic Building List shall be maintained to meet the requirements of the International Property Maintenance Code and/or the International Existing Building Code, as adopted and amended by the City. The owner of such structure(s) shall also keep in good repair all structural elements thereof which, if not so maintained, may cause, or tend to cause the exterior portions of such structure to deteriorate, decay or become damaged or otherwise to fall into a state of disrepair which would have an adverse effect upon such designated structures.
- E. A property owner may request their property be added or removed from the Historic Building/Site List by filing an application with the Planning and Building Department. A request shall be reviewed by the HPC to determine if the building/site does or does not meet the criteria of 17.20.020 C.
- F. The decision of the HPC to add or remove a property from the Historic Building/Site List may be appealed to the City Council in conformance with the KMC 17.144.020.

**17.20.030 - Demolition or Alteration Request Process:**

- A. An applicant seeking to demolish or make any alterations to structures on the Historic Building/Site List shall file a Request for Demolition or Alteration application with the Planning and Building Department. The application shall be processed as set forth in Ketchum Municipal Code Chapter 17.96., Design Review Permits. This process may run concurrent with applications for Design Review.
- B. Upon receipt of a complete Request for Demolition or Alteration application and fee, as determined by the Zoning Administrator, the application shall be scheduled for a public hearing before the HPC within 60 days of the application being deemed complete. Notice shall be provided in accordance with KMC Section 17.116.040 C, D, and E.
- C. Following the public hearing, the HPC may approve, deny, or approve with conditions the Request for Demolition or Alteration. The HPC will review the application using the criteria below to determine if the proposed demolition or alteration of the structure may proceed.
  - 1. Is the structure of historic or architectural value or significance and does it contribute to the historic significance of the property within the Community Core.
  - 2. Would the loss, alteration of, or addition to, the structure adversely affects the historic integrity of the structure, impact the significance of the structure within the Community Core, impact the architectural or aesthetic relationship to adjacent properties, or conflict with the Comprehensive Plan.
  - 3. Does the structure retain the requisite integrity to convey its historic and/or architectural significance.
  - 4. Does the proposed demolition or alteration adversely affect the historic significance or architectural distinction of the structure or the Community Core.
- B. Appropriate alterations might include but are not limited to:
  - 1. Changes to the building's interior that are not visible from a public street, alley, park, or other public place;
  - 2. Changes to internal building systems that will not adversely affect the external appearance of the building;

3. The erection or removal of temporary improvements.
  4. Adaptive reuse consistent with the Secretary of the Interior's Standards for Rehabilitation and Idaho Code Title 67-4618.
- C. The HPC shall consider the unique circumstances of each proposed demolition or alteration. Approval of each individual Demolition or Alteration application is unique to that property and does not constitute a precedent for other properties.
  - D. The decision of the HPC on a Demolition or Alteration application may be appealed to the City Council by the applicant or affected party pursuant to the appeal provisions contained in Ketchum Municipal Code Section 17.144, Appeals of the Planning and Zoning Commission Decisions.
- A.

#### **17.20.040 - Remediying of Dangerous Building Conditions**

- A. If the Building Official finds a historic structure constitutes dangerous building conditions that would imperil the health or safety of the public, it shall first be determined by the Building Official if the structure is capable of being made safe by repairs in which said repairs shall be made by the owner of the structure.
- B. If the Building Official finds the structure is not capable of being made safe by repairs, then the Building Official may order the structure to be demolished.
- C. Nothing contained herein shall be construed as making it unlawful for any person to comply with the Building Official's authority as stated in this section.

#### **17.20.050 - Enforcement and Maintenance**

- A. If any alteration is made without approval of a Demolition or Alteration application, the City may issue a stop work order for all construction activity, withhold inspections and final approvals, withhold approval of additional City permits, and take any other available action, or any combination of the aforementioned, until the applicant has applied for and received approval for the alteration. If the alteration is not approved, the property owner shall restore the structure to its original condition prior to any alteration occurring.
- B. Except as provided in Section 6, Remediying of Dangerous Building Conditions, no permit shall be issued authorizing any alteration to a structure listed on the Historic Building List until the HPC approves the Request for Demolition or Alteration application. If the approval or denial of the application is administratively appealed, no further development permits shall be approved for the property until the City Council has made a final decision on the administrative appeal.
- C. Normal repair and maintenance of structures on the Historic Building List is permitted. Nothing in this Section shall be construed to prohibit the alteration of any structure necessary as a part of normal repair and maintenance when such alteration will not change the exterior appearance or materials or the interior support structure of the building, including the character or appearance of the land itself.

#### **17.20.060 – Relief from Regulations**

- A. The relief from regulations within the City of Ketchum Code of Ordinances is applicable to properties on the Historic Building/Site List to ease the burden of preserving buildings.
- B. Relief from Building Code requirements of Title 15 of the City of Ketchum Code of Ordinances.

1. The Building Official has the authority to consider alternative options for historic buildings to comply with building code so long as they do not compromise health and safety.
- C. Relief from Off Street Parking and Loading requirements of Chapter 17.125 of the City of Ketchum Code of Ordinances.
1. Where additions or alterations to an historic building are proposed, the square footage of the existing historic building shall not be counted toward the minimum parking requirement for the proposed project regardless of use.
  2. No additional parking relief is provided for projects that include full demolition of historic buildings.
  3. When projects include partial demolition of historic buildings, the square footage of the historic building that remains shall not be counted toward the minimum parking requirement for the proposed project regardless of use.
- D. Relief from Nonconforming Building Requirements of Chapter 17.136 of the City of Ketchum Code of Ordinances.
1. Properties are allowed to increase existing nonconformities on expansions by matching existing setbacks, height, and other dimensional standards.
  2. Properties are exempted from the limitation on and expanding nonconforming buildings.



Attachment F:  
Final List of Historic  
Building/Site List – Adopted  
October 19, 2021

# CITY OF KETCHUM - HISTORIC PRESERVATION COMMISSION PROPOSED HISTORIC BUILDING/SITE LIST

	Common Name:	Street Address:	GIS Address	RPK #
	Greenhow & Rumsey Store, NRHP listed (Culinary Institute)	211 North Main Street	211 N Main St	RPK0000018004B
	Forest Service Park, NRHP listed	Between River and 1 <sup>st</sup> Street	131 E River St	RPK0000040001A
	Comstock & Clark Mercantile (Enoteca Restaurant)	300 North Main Street	300 N Main St	RPK0000040010
	Lewis Bank (Rocky Mountain Hardware)	180 North Main Street	180 N Main St	RPK084100000D0
	Dynamite Shed (TNT Taproom)	271 Sun Valley Road	271 E Sun Valley Rd	RPK0000017004A
	Bert Cross Cabin (Vintage Restaurant)	271 ½ Leadville Avenue North	271 N Leadville Ave	RPK000003007A
	Horace Lewis Home (Elephant's Perch)	280 East Avenue North	280 N East Ave	RPK0000043003A
	Ketchum Kamp Hotel (Casino)	220 North Main Street	220 N Main St	RPK00000302AA
	Pioneer Saloon	308 North Main Street	320 N Main St	RPK000004002A
	First Telephone Co. (Chapter One Bookstore)	340 North 2 <sup>nd</sup> Street	340 E 2nd St	RPK000002004B
	Fagan Property (Country Cousin Store)	411 Sun Valley Road	411 E Sun Valley Rd	RPK00000240010
	Bonning Cabin	531 5 <sup>th</sup> Street East	500 N East Ave	RPK00000460010
	McCoy/Gooding/Miller House (Residence)	111 N east Ave	111 N East Ave	RPK0000022005B
	Former Post Office (Former Formula Sports)	460 North Main Street	460 N Main St	RPK000005003A
	Michel's Christiania Restaurant	303 Walnut Avenue	303 N Walnut Ave	RPK00000440050
	E.B Williams House (Ketchum Grill)	520 East Avenue North	520 N East Ave	RPK00000460020
	Alonzo Price/Esther Fairman House	180 Leadville Avenue North	180 N Leadville Ave	RPK00000220040
	Thornton House (Picket Fence)	560 East Avenue North	560 N East Ave	RPK0000046004A
	McAtee House (Former Taste of Thai)	380 1 <sup>st</sup> Avenue	380 N 1st Ave	RPK00000370050
	George Castle Cabin	431 ½ Walnut Avenue (in the alley)	431 N Walnut Ave	RPK00000450060
	Community Library/Gold Mine Thrift Store	331 Walnut Avenue	331 N Walnut Ave	RPK00000440060
	Jack Frost Motel (Gold Mine Consign Building)	591 4 <sup>th</sup> Street East	571 E 4th St	RPK00000450050
	St. Mary's Catholic Church (Mesh Gallery)	380 Leadville Avenue North	420 E 4th St	RPK00000240040
	Louies/The Church (Picket Fence)	560 N East Ave	560 N East Ave	RPK0000046004A

Adopted by HPC October 19, 2021

Attachment G:

October Community Survey  
Results

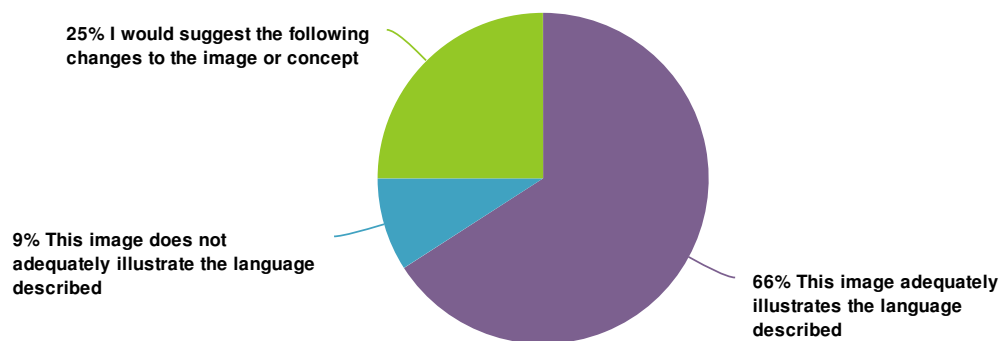
# Report for Ketchum Community Core Design Guidelines

## Response Counts

Completion Rate:	100%	<div></div>	
	Complete	<div></div>	47
			Totals: 47



1. In describing the desired elements of building massing and form, the Design Guidelines describe that development should include varied roof heights as well as recessed entries and public spaces to provide rhythm and movement along a street. Does the graphic below adequately describe this characteristic?

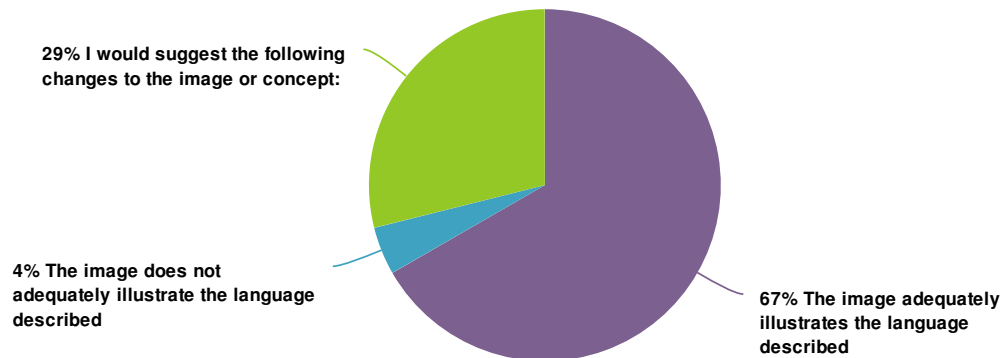





Value		Percent	Responses
This image adequately illustrates the language described	<div><div></div></div>	65.9%	29
This image does not adequately illustrate the language described	<div><div></div></div>	9.1%	4
I would suggest the following changes to the image or concept	<div><div></div></div>	25.0%	11

Totals: 44

I would suggest the following changes to the image or concept	Count
Building on left way to industrial and blocky for downtown	1
Increase the height of the right side rendering. Neither drawing reflects the code as desired	1
More height example to max height while varied	1
The addition of trees would vastly improve the feeling of place.	1
These all have flat roofs. There's needs to be more architectural diversity and stand alone houses.	1
While I believe we don't want "box buildings," I do think we can have three/four stories if they are set back and interesting architectural features.	1
introduce streetscape planting and 3rd floor setback greenery	1
put a mountain, preferably ours, in the background to show you know out town	1
right side ok, left side unacceptable	1
the one of the left is pushed forward in the depiction. It's hard to make out what it is.	1
very poor example. both sides of the street should show buildings of the same height. this image introduces bias based on mass	1
Totals	11

2. In describing the desired elements of building articulation, the Design Guidelines list a number of desired elements such as: contrasting material wainscot; columns and tower accents; upper floor stepbacks; and balconies or porches. Does the graphic below adequately describe these characteristics?



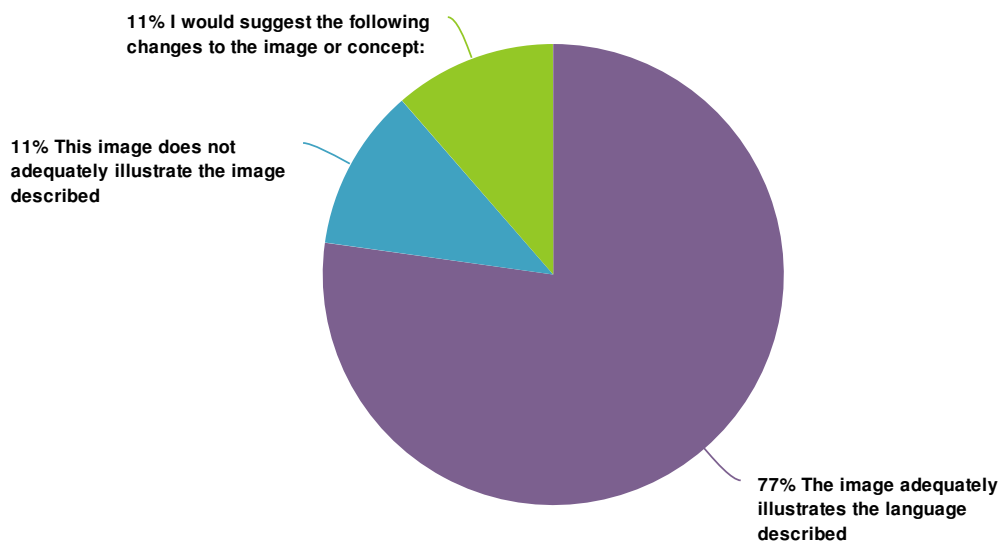
Value		Percent	Responses
The image adequately illustrates the language described		66.7%	30
The image does not adequately illustrate the language described		4.4%	2
I would suggest the following changes to the image or concept:		28.9%	13




Totals: 45

I would suggest the following changes to the image or concept:	Count
Include tower accent and column example	1
Less stories. This picture looks too tall	1
Maybe a little less busy	1
More contrasting materials including wainscoting, and more highlighting of column and tower elements.	1
Not be so tall	1
Replace with unique architecture that reflects the community's history not just debris for the sake of profits. Where will people park also? Why can't the history be truly protected?	1
Step backs should start at the first level Flat faces at the edge of the sidewalk with no overhang is too abrupt.	1
The image is four stories, but the language in the draft references a maximum height of three. The image should be updated to reflect how these design aspects would appear on a three-story building	1
The picture shouldn't include 4 story buildings	1
There is no mention of parking access nor parking requirements. Seems that element of any expansion to property use should be included in stated requirements.	1
This looks like a city. Are we addressing character of place? Where's the feeling of being in Ketchum Idaho?	1
Too tall to retain any kind of feel of a small town community...ie ketchum	1
we are going to have balconies that come over the sidewalks? Makes no sense in a place with snow. They should be set back. Also, what is this perspective? who would ever see the building from this vantage point? Should be a street view.	1
Totals	13



3. With regards to alterations of historic buildings, design guidelines have been developed to describe how to identify the character defining features of a building as well as what acceptable alterations or additions might look like. Below is an image illustrating acceptable forms for alterations and those that are not acceptable. Please indicate whether the graphic adequately illustrates this concept.



Value		Percent	Responses
The image adequately illustrates the language described		77.3%	34
This image does not adequately illustrate the image described		11.4%	5
I would suggest the following changes to the image or concept:		11.4%	5

Totals: 44

I would suggest the following changes to the image or concept:	Count
Lower profile building!	1
Neither drawing shows adequate density. We have a housing ccrisis! We need more density within which to construct homes!	1
buildings have 4 sides often visible from more then one direction. Can some recognition of this be added?	1
its hard to interpet this graphic. Are these the same building from different aspects on each line? or are we mut looking at the middle one? The binary good or bad is simplistic. Both seem bad to me. Im struggling to understand what you are getting at.	1
this graphic is too basic and doesn't convey much of anything. to me, all it says it that you cannot put a flat roof addition to a gable structure. I'd argue that you could still mesh styles and defining features whether the roof form is flat or gabled.	1
Totals	5

4. Please let us know if you have any additional feedback to the share on the questions above or the full design guidelines document.



ResponseID	Response
2	Please let's limit growth so we don't live in a city. These regulations seem to be a blueprint for developers to get approval for huge buildings.
3	In this modern age you can do a much better job with the graphics and examples to provide guidelines and illustrations for design.
4	This whole process is confusing. The link to CCGDR above seems very dated. What is the process to get to what outcome? What are the milestones? Who decides what, and when? The whole thing feels like its being done so you can say you got community input, but you are limiting what kind of input in a confusing process. Why not reach out to the owners of these properties and have focus groups with them? Do the same with local architects. Local developers. An HPC process that just says you can't demolish with no compensation does not seem very Idaho like. The HPC meeting on Formula Sports was a hot mess. No consistency of process/criteria. The developer tried to walk all over them with a lot of gobbeldygook on future use of the site--how does that have anything to do with whether the structure is historic or not? When that didnt work, they claimed maintenance cost of the building as justification to demolish. You can justify a demo of any building on that basis, and what has that to do with whether a building is historic or not?
6	Parking is a major issue for any city core to function and to proceed with future development. For a city to be vibrant with visitors and shoppers, each building that serves customers needs to serve their parking needs.
7	No more big hotels!!!!
8	These guidelines are not appropriate--would the Louvre Pyramid ever have been built; what about the East Wing of the National Gallery. Legislating for all time now is not a fruitful venture
10	heading in the right direction. thanks!

## ResponseID Response

11	The design guidelines should clearly address solar and promote integration of solar into buildings, as well as address orientation to optimize solar.
16	I think the language would be more successful without example imagery, which will be taken out of context. Whereas simply including the language allows a broader interpretation and more design leeway.
17	I don't agree that acceptable alterations need to be limited to those which share the existing design elements of the historic building. I think contrast can be appealing.
21	We have allowed too many hotels and too many large projects on our Main Street. None of us want to become Vail, and we are close. Be mindful of what and why we are building.
27	We see a lot of crayola colors popping up in Hailey's downtown core, which are not attractive. Appropriate color palettes need to be discussed and represented, such as earth tones and landscape hues which can still be interesting with mixed use of materials and Textures, while adding maybe door and window accent colors for a pop of "Color".
29	To be truly historic, there would be more pedestrian friendly walk spaces and car free areas.
30	I honestly do not care about this aesthetic project. I care about the fact that I will have to move out of sun valley because I can't afford to live here. I am just one amongst many. These are the changes that should be discussed daily. Thank you.
31	Good job. Ketchum's architecture is a hodge-podge, but that's what makes it Ketchum
34	We should really be looking to the Colorado mountain towns for inspiration as they have done a wonderful job preserving and adding to historic buildings to meet the future.
37	Lower profile structures. The views and history should be protected. Tall bld means ice rinks for streets and only the top residents see the views. Don't make Ketchum look like Park City!
38	While I've answered that I think the drawings overall do a good job of the appropriate representation, I do think it's important to keep scale in mind.
41	Rather than the two designated pay for parking lots, we could utilize the same system as Vail and create a pedestrian friendly village.
42	Thanks for getting our input!