



City of Ketchum
Planning & Building

February 21, 2023

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation To Review and Approve Formation of the Technical Advisory Group and its Members

Recommendation and Summary

Staff is recommending the council review and approve the formation of the Technical Advisory Group and its members.

“I move to approve the formation of a Technical Advisory Group and its members.”

The reasons for the recommendation are as follows:

- The TAG will provide consolidated feedback from a key group of constituents
- The TAG will act as a conduit for disseminating information to a key group of constituents
- The TAG is an advisory group that provides feedback that will be balanced with feedback from other constituent groups for a holistic analysis of benefits and impacts of policy decisions

Introduction and History

As outlined in the City of Ketchum Planning and Building Department’s 2023 workplan, the department is embarking on a variety of internal and external projects focused on improving communication, streamlining processes, and updating policies and regulations. To ensure transparency and collaboration in this process, the city has formed a Technical Advisory Group (TAG). The purpose of the TAG is to provide feedback on:

- Potential process improvements related to the processing of building permits and land use applications
- Key communication materials such as informational packets, forms, and checklists for building permits and land use applications
- Construction management policies and enforcement related to construction within the City of Ketchum
- Policy and regulatory changes to the city’s various development regulations including but not limited to the provisions of Title 12 (streets), Title 15 (building), Title 16 (subdivision), and Title 17 (zoning)

Analysis

What is a TAG?

A TAG is a non-regulatory advisory group to the City Council, Planning and Zoning Commission, and city staff. The group is made up of subject matter experts in development, design, and construction and is appointed by the City Council. The group is charged with providing feedback on various policies, initiatives, and regulatory changes to help calibrate the benefits or impacts to the industry and community as a whole. Feedback from the group will be provided to the Council and Commission as a point of consideration when evaluating policy or regulatory decisions.

Who is on the TAG?

To provide a well-rounded viewpoint from all sectors of development professionals, the TAG will comprise of representatives from real estate development, economic development, brokerage, architecture, landscape architecture, engineering, and construction. A list of members can be found as an attachment to this memo.

How often does the TAG meet?

Initially, the TAG will meet bi-monthly starting in February 2023 through July 2023. Staff will prepare information for the group's review and consideration ahead of each meeting. Once the city begins the process of auditing the comprehensive plan and rewrite of the land use regulations, the schedule will be developed based on the overall project schedule as recommended by the consultant team. The city anticipates the TAG will remain in formulation through the completion of the rewrite of the land use regulations. A Citizen's Advisory Committee will also be formed during the audit of the comprehensive plan and rewrite of the land use regulations.

What does the TAG do?

Members of the TAG will be the conduit between the development community and the city. Members of the TAG will gather feedback from their colleagues and peers on various ideas/questions/concerns and provide that feedback to the city. City staff will develop recommendations to address those ideas/questions/concerns for feedback by the members of the TAG. Finally, the TAG will assist in the dissemination of information back out to the development community when new information is available.

The city staff will:

- Facilitate each meeting and provide an agenda and materials at least 72 hours prior to the meeting.
- Take minutes that document major discussion points and any recommendations/actions for follow-up. These will be provided to the group within one week following the meeting.
- Listen with an open mind and respect all points of view
- Engage in productive dialogue

Members of the TAG will be asked to:

- Come prepared and engage productively in the conversation by asking questions, challenging assumptions, and respectfully provide feedback
- Listen with an open mind and respect all points of view
- Be supportive of the process and provide unbiased information to the community on the TAGs discussions and activities

Next Steps

The first meeting of the TAG is scheduled for February 22, 2023.

Sustainability

When conducting reviews of information with the TAG, staff will incorporate discussions regarding sustainability to garner feedback on tradeoffs between sustainability and other considerations. Any feedback from the TAG will be provided to the Commission or Council for consideration in decision making instances.

Financial Impact

No additional financial resources are required for the facilitation of the TAG.

Attachments

- A. Technical Advisory Group Member List – as of 2/15/23

Attachment A
Technical Advisory Group Members
As of 2/15/2023

Architecture Representatives:

Mike Doty, Michael Doty Associates
Gretchen Wagner, Scape Design Studio
Rachel Aanestad, Draw Architecture + Design
Caleb Spangenberg, Williams Partners Architects

Landscape Architecture Representatives:

Kurt Eggers, Eggers Associates
Ben Young, BYLA

Engineering Representatives:

Matt Smithman, Galena Engineering
Dave Patrie, Benchmark Associates

Contractor Representatives:

Robin Story, KMV Builders
Adam Elias, Elias Construction
Tim Carter, Idaho Mountain Builders

Developer Representatives:

Reid Sanborn, Engel and Volkers
Dave Wilson, Wilson Construction
Dave Hutchinson, VP Companies

Trade Association Representatives:

Harry Griffith, Sun Valley Economic Development (SVED)
Bob Crosby, Sun Valley Board of Realtors