



City of Ketchum
Planning & Building

February 21, 2023

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

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Recommendation To Review and Provide Feedback on the Planning and Building Department Workplan and the activities of the Historic Preservation Commission in 2023

Recommendation and Summary

Staff is recommending the council review and provide feedback on the Planning and Building Department's workplan and the proposed activities of the Historic Preservation Commission in 2023.

The reasons for the recommendation are as follows:

- The department workplan will guide the staffing priorities and workload management for the upcoming year.
- The Historic Preservation Commission has a specific set of work that falls under their roles and responsibilities that may require additional financial resources as the workplan progresses including graphic design support for the hand book and funding for additional surveying of historic properties
- City staff will evaluate grant opportunities to support any activities needing additional funding

Introduction and History

The Planning and Building Department has been working with city administration to identify projects that the department will be involved in over the next few years. To focus the efforts of staff and provide transparency to the P&Z Commission, the HPC, the Council, and the public, staff has prepared a department work plan for 2023. Some projects extend into 2024 and 2025 depending on the scope of the work. Below is an overview of the initiatives/projects, and general timeframes of those projects. The focus of the discussion at the February 21, 2023 meeting with Council is the elements of the work plan specific to the Historic Preservation Commission's efforts in the coming year and any general comments the council has. Staff will prepare a separate memo and more detailed discussion on the Comprehensive Plan Audit and Land Use Regulations rewrite for a meeting in March 2023.

Planning and Building Department - Role

The Ketchum Planning & Building (P&B) Department believes in working collaboratively with property owners, design and construction professionals and the public to ensure development is reflective of the community's values. The P&B Department assists with all aspects of development, including zoning inquiries, building permits, design review, floodplain development, sign permits, fence permits, comprehensive long-range planning and code amendments. The Planning and Building Department also provides staff support to the Historic Preservation Commission and the Ketchum Sustainability Advisory Committee.

Analysis - Department Work Plan

The upcoming year's work is grouped into three main buckets:

- Administration and Communication
- Projects and Initiatives where P&B is the lead
- Projects and initiatives where P&B provides support

The work outlined below is in addition to the current planning job functions of the department which includes review of land use applications, building permits, responding to general inquiries from the public, and code enforcement.

The city has formulated a technical advisory group (TAG) of architects, developers, contractors, engineers, landscape architects, and others. This group will be advisory only but will serve as a sounding board for the projects and initiatives outlined in this work plan including but not limited to the review of revised checklists and application materials, process improvements, and draft ordinance language. Staff is currently developing informational material for the group and has begun recruitment of its members as of the date of this memorandum.

Administration and Communication

The following administration and communication activities will be conducted:

- Jan – begin monthly reporting of key data points tracked by the P&B department
- Jan/Feb – Staffing and onboarding
- Jan/Feb - Audit of P&B website for correction of errors and general information cleanup
- March – Launch of an Active Land Use Applications portion of the website
- March – Launch of quarterly P&B newsletter
- March – Outreach to property owners in areas prone to flooding prior to spring runoff
- April – Begin bi-annual development meetings prior to and following summer construction season
- Feb-May – Development of any additional web content and FAQs
- May-Dec – Ongoing monthly and quarterly communications to Commission, Council, and the public

P&B Lead Projects

The following major projects will be led by staff of the P&B department but may include consultants hired to assist in the work. The timeframes outlined below are targets and will be updated as projects progress. Status updates will be provided on a quarterly basis:

- Historic Preservation Commission (HPC) Initiatives
 - Annual Workplan
 - Jan/Feb- Information Gathering and Development of Annual Workplan
 - February- Finalize work plan and present to City Council
 - Update of Application Form for “Alteration or Demolition of an Historic Structure”
 - February – Review revised application form and checklist
 - March/April – Develop application for “Designation of a New Historic Structure or Site”
 - Historic Preservation Handbook
 - March - Conduct comprehensive research of regulatory and financial incentives for historic preservation
 - April/June - Finalize handbook content and present to HPC for preliminary approval
 - June – Transfer handbook content into graphic form (consultant)
 - July – Review and approval of final handbook by the HPC
 - Aug/Sept – Roll out of handbook to the community and property owners of historic structures
 - Survey of Historic Assets
 - June – Review mapping of remaining historic assets and determine scope of additional surveying
 - July/August – Request for Proposals (RFP) to select consultant team for surveying of additional assets
 - Fall/Winter – Surveying, data gathering, and recommendation of properties (length of time depends on number of properties)
 - Winter – Adoption of updated Historic Building/Site List

- Interim Ordinance 1234 Revisions
 - Jan-April – evaluation of interim ordinance to identify revisions and identify other priority changes to the land use regulations
 - April-June – draft of permanent ordinance
 - June-Sept – review and adoption of permanent ordinance. Adoption must be complete no later than October 19, 2023.
- Land Use Regulations Rewrite– includes Title 12, Title 15, Title 16, and Title 17 of the Ketchum Municipal Code
 - March - Process and timeline review with Commission and City Council (draft RFP)
 - April-June – RFP publication and selection of consultant team
 - June-Nov – Project scoping exercise and data gathering
 - Oct 2023-Mar 2024 – Comprehensive Plan Audit and identification of amendments or clarifications
 - January 2024 – December 2025 (2 years) – rewrite timeframe
- Review and adoption of new FEMA Floodplain Maps
 - Jan- draft maps released
 - Fall – preliminary Flood Insurance Rate Maps (FIRMs) and Flood Information Study (FIS) released
 - Winter 2023/2024 – Public Meeting/Workshop to review draft maps and information
 - The appeal period and final adoption steps have not been scheduled at this time; however, staff believes the target effective date for the new maps is likely sometime in 2025.

P&B Support Projects

The following projects are not led by P&B staff; however, staff supports these projects in a variety of capacities including land use analysis, mapping, policy development, permitting, regulatory guidance, and more.

- Warm Springs Preserve Master Plan
 - Feb 14th – Joint work session with Commission and City Council
 - March – Adoption of Master Plan
 - Spring/Summer/Fall – completion of construction drawings and permitting
 - Spring 2024 – construction start
 - P&B staff is providing feedback on the draft master plan and will work with the consultants on floodplain development permit requirements and process.
- Adoption of City’s Right-of-Way Standards
 - Jan/Feb – internal review of current right-of-way standards
 - Mar/Apr – review and adoption of standards by City Council
 - P&B staff is preparing a policy document for review by the City Council related to snowmelt requirements/allowances in the right-of-way
- Feasibility Analysis of Development of Community Housing on City Owned Properties
 - Nov 2022-Jan 2023 – RFQ for consulting services
 - Jan/Feb – community engagement
 - Feb/Mar – feasibility analysis and final deliverables
- Housing Action Plan Annual Update – lead by the Housing Department and likely to kick off in Summer 2022
- 5B CAN (Climate Action Now) – regional sustainability plan led by the Sustainability Manager for Blaine County and jointly funded by the City of Ketchum.
- Ketchum Sustainability Advisory Committee – provide staff support for the analysis and annual reporting of the committee’s activities
- Transportation Projects – these projects are ongoing with completion dependent on funding and applicable coordination with the Idaho Transportation Department (ITD)
 - Warm Springs and Lewis Street Roundabout

- Hwy 75/Main Street right-of-way improvements including extension of bike path north to Saddle Rd
- Evaluation of potential protected bike lanes
- Review of the city's bicycle network
- Evaluation of the city's sidewalk infrastructure in the Community Core (downtown)
- Placemaking Projects
 - Downtown Parking Action Plan – began data gathering and initial evaluation in 2022, will continue through spring 2023
 - Wayfinding and Signage Evaluation – initial discussions between staff and arts commission, not formally initiated yet
 - Town Square Master Plan – not initiated yet
- Urban Tree Canopy Study – county wide analysis of the existing tree canopy and development of policies and actions to preserve and grow the canopy. P&B department staff and the City Arborist are primary points of contact for the City of Ketchum

Sustainability

The city's sustainability goals may play a role in a variety of the projects noted above. City staff will review opportunities to address sustainability goals as applicable for each project and present recommendations for consideration by the HPC, Commission, or Council.

Financial Impact

The HPC work plan may require additional funding for activities. The city's FY23 budget already accounts for graphic design support for the handbook. Additional surveying work is not specifically budgeted for FY23, however, some professional service funds budgeted for the department could be used dependent on the scope of work. Prior to execution of that portion of the workplan, staff will identify the full scope of work for the project and identify potential grant opportunities for the work. If additional funds are necessary to complete the work, additional conversations with city administration and city council will be conducted.