



City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: May 4, 2026 Staff Member/Dept: Morgan Landers, AICP – Director of Planning and Building

Agenda Item: Recommendation to review and provide feedback on initial changes considered for the Phase 3 code update project.

**Recommended Motion:**

No formal action requested, general direction and feedback needed.

**Reasons for Recommendation:**

- City staff, the Technical Advisory Group, and the consultants have been conducting research and analysis since late last year to identify changes to the land use regulations per the comprehensive plan goals and policies and direction received at the January joint meeting between Council and the Planning and Zoning Commission.
- A presentation and listening session were conducted with the community on April 16<sup>th</sup> with 50 members of the public.
- Based on feedback received to date, the project team is nearing completion of the staff draft of code revisions and would like to receive interim feedback on those changes prior to finalizing the next draft of the code.

**Policy Analysis and Background (non-consent items only):**

Attachment A includes a powerpoint slide deck with an overview of the process, draft code changes being recommended, and the process moving forward. The slide deck includes a deep dive of code changes for the two downtown subdistricts (retail core and mixed-use), and parking regulations. There is a high-level review of changes to the mountain overlay and nonconformities, however, staff will return with a deeper dive on these two topics. Additionally, Councilman Cordovano is proposing a potential fast-tracked process for certain code changes for consideration by the PZ Commission and Council. He has developed a full list of priority code changes and identified ten that he would like to fast-track. The full list and the fast-track list are included as Attachment B. The powerpoint slide deck includes the ten fast-tracked changes and five that could be fast-tracked as they do not impact other code items being addressed. A potential timeline for the fast-track items is also included in the powerpoint slide deck.

**Sustainability Impact:**

Implementation of the comprehensive plan supports the implementation of the 5B CAN plan.

**Financial Impact:**

None OR Adequate funds exist in account:	None
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Attachments:

1. Powerpoint Slide Deck
2. Councilman Cordovano's Priority Code Update List



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# **ATTACHMENT A: Powerpoint Slide Deck**



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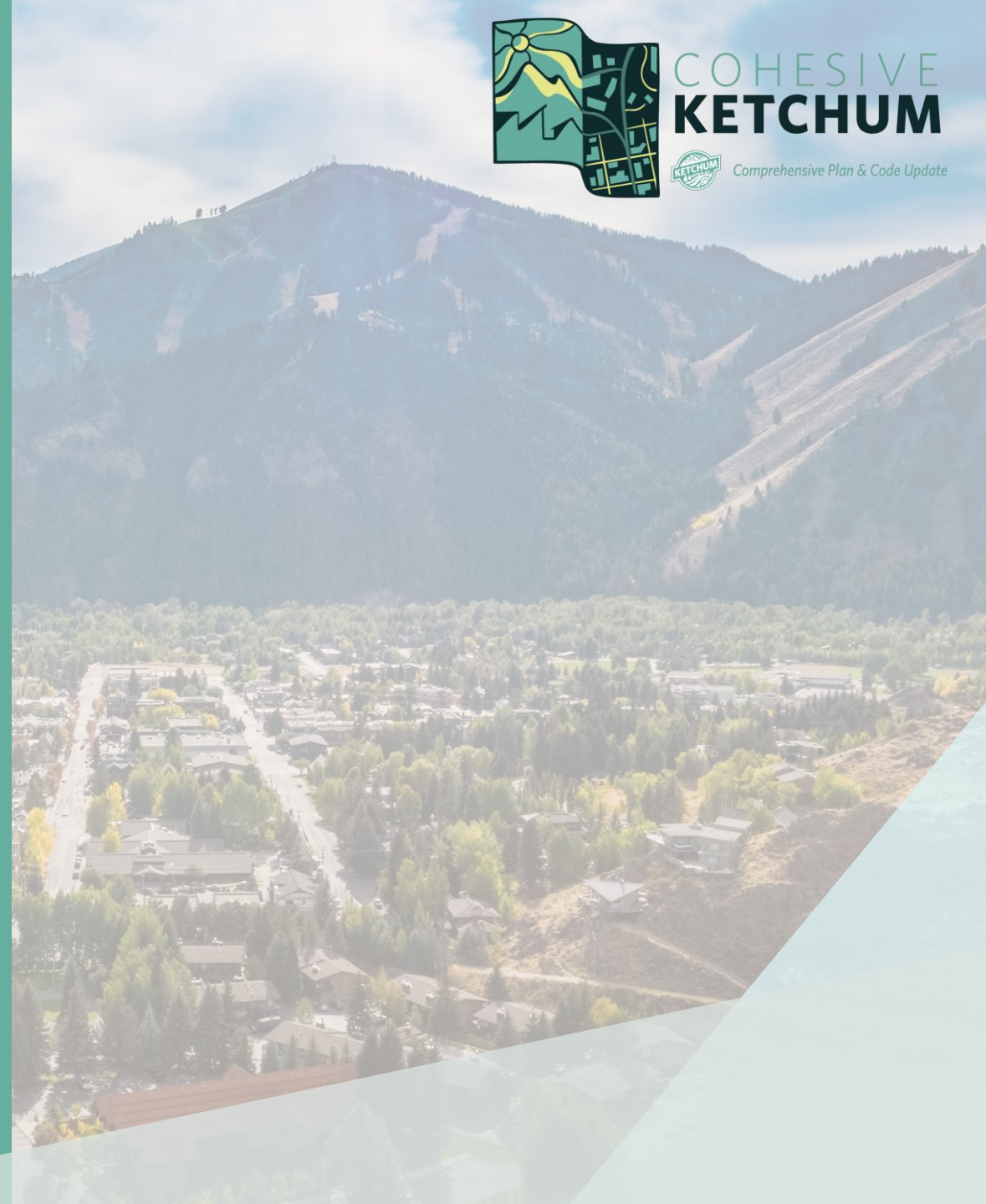
Comprehensive Plan & Code Update

# JOINT WORK SESSION

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City Council and Planning and Zoning Commission

May 4, 2026



# PURPOSE & AGENDA

Ensure future code updates are headed in the right direction (interim check-in).

- Recap of Goals/Process to Date
  - Overview of Potential Changes
    - Retail Core
    - Mixed Use
    - Adjacent to Historic Buildings
    - Parking
  - Process Discussion (30 min)
  - Public Comment (30 min)
  - Direction (30 min)
- } 1.5 hrs\*

\*breaks for discussion throughout



# PHASE 3 CODE UPDATES

## #1

- **Downtown**
  - Design Guidelines
  - Height/Setbacks
  - FAR Bonus for Community Housing
  - Affordable Commercial Space
- **Parking**
- **Mountain Overlay**
- **Nonconforming Uses and Buildings**

## #2

- **Residential Standards**
  - Unit Sizes
  - Lot Sizes
  - ADU and Tiny Homes
- **Environmental**
  - Floodplain
  - Riparian
  - Water Conservation
  - Avalanche Areas

## #3

- **Hotels and Base Areas**
- **Light Industrial District**
- **General**
  - Signs
  - Dark Skies
  - Procedures
- **Administrative Manual**



# OUR GOAL



Support a more vibrant, walkable, and economically resilient downtown, while maintaining Ketchum's character and improving the usability of the Code.

- Build from the direction received at the January joint meeting
- Advance key priorities of the comprehensive plan
- Establish clearer, more predictable standards for development in the downtown
- Right size and modernizing parking regulations to better reflect current conditions and best practices



# PROCESS TO DATE

## General Outreach

- Regular updates in "Community Brief" and "Good Foundations"
- Survey questions every two weeks
  - 464 total responses

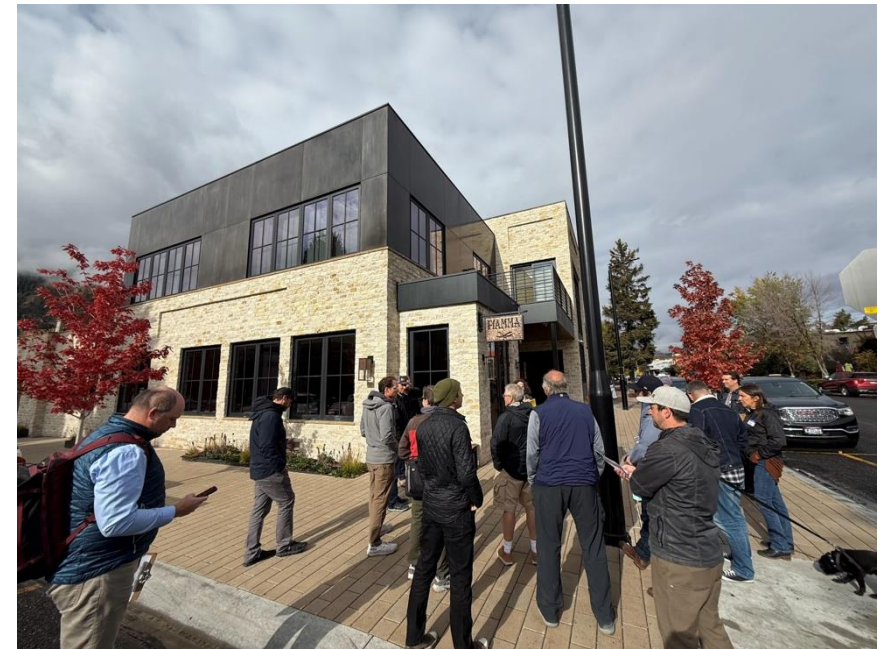
## April Open House

- 50 attendees
- All topics discussed

## Technical Advisory Group

- Kick off and walking tour (Fall 2025)
- Three meetings
- Testing Exercise

**Financial Feasibility** – ongoing modeling to test tipping points for certain regulations



# NEXT STEPS

## REVIEW FEEDBACK AND TEST

- financial and architectural feasibility
- HPC and PZ Workshops

## TAG DRAFT (early June)

- Issue draft of regulations – redline with cover memo
- TAG Meeting to review and gather feedback

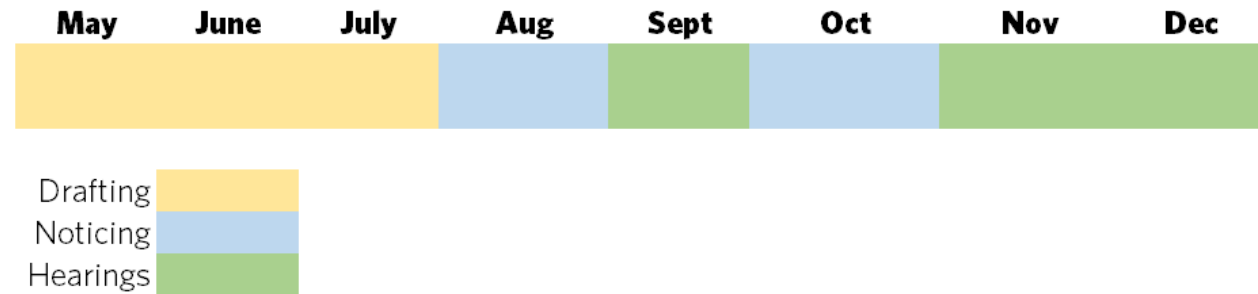
## WORKSHOPS (June)

- Purpose: Review and provide feedback on TAG draft
- Public Outreach
- PZ Commission, HPC, and City Council work sessions

## ADOPTION DRAFT (end of July)

## ADOPTION HEARINGS (August)

### Installment 1



# COUNCIL DIRECTION

- Are we headed in the right direction?
- Are there any items proposed that you do not support? And Why?
- Specific feedback on questions from each section below.
- Do you support a separate fast-tracked process for certain amendments?



# Questions?



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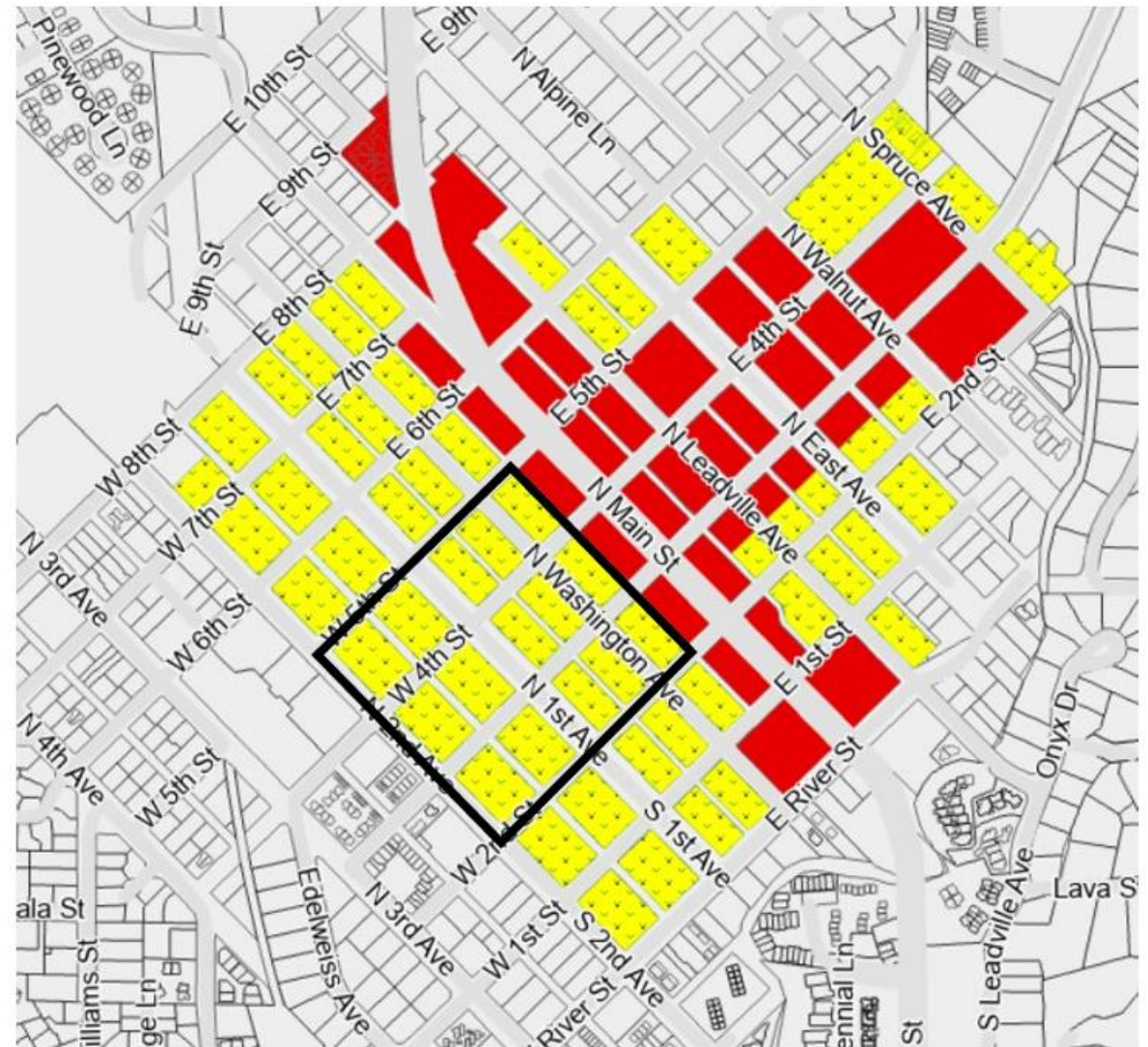
# 2025 COMP PLAN

## Retail Core (red)

- Height: 2 stories (3 w/ design guidelines)
- Lot Consolidations: Only for hardship or public benefit (parking or community housing)
- Parking: development provides for residential, street parking for commercial

## Mixed Use (yellow)

- Height: 3 stories (4 for community housing/public uses)
- Lot Consolidations: two lots ok for community housing or parking, more than two discouraged
- Parking: development provides majority of parking, street parking supplemental

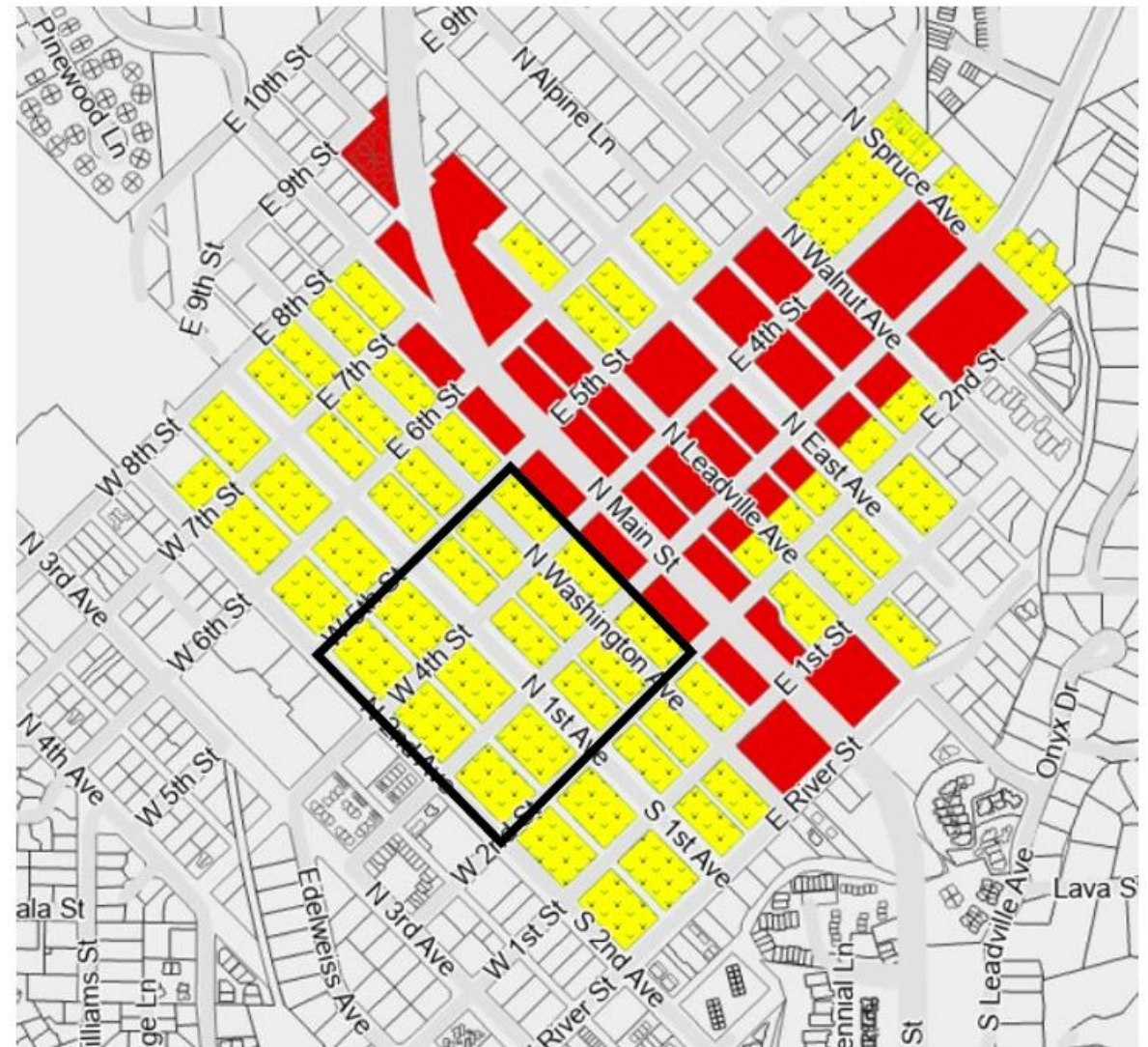


## Community Core Subdistricts



# CONSIDERATIONS

- Topography (benching of downtown)
- Street Widths (60/80/100ft ROW)
- Views (canyoning of streets and views of mountains)
- Bicycle and Pedestrian Experience
- Maximize exposure of local businesses



Community Core Subdistricts



# CONSIDERATIONS

## Standards vs Guidelines

- Bulk and mass of buildings can be influenced by both architectural design and zoning regulations
- Guidelines: “should” statements and will be considered in decision-making but not the sole basis for a denial
- Standards: “shall” statements and may form the basis for project denials where compliance is not achieved.

## Feasibility

Design feasibility – can you build it

Financial feasibility

- High land cost
- High construction cost
- Ability to build luxury residential units allows for other uses (e.g., retail and community housing) to be included in projects
- Market demand has settled from pandemic era increases
- Can't get everything out of every development



# CONSIDERATIONS

## FAR Bonus

- **More clarity**
  - General language clean up
  - Clear minimum standards
  - Discretionary vs. by-right process
- **Options for more housing units and/or in-lieu money**
  - Continued split of both units and funds
  - Increased total contribution requirement (in terms of sf)
- **Options for more diversity (income categories and/or # of bedrooms)**
  - Options to get different types of units (currently mostly Studio + 1 BR Category 4)
  - Additional incentives / tiered bonuses



# ORGANIZATION

- **Current**
  - Table of Dimensional Standards
  - Improvements and Standards (synonymous)
- **Proposed**
  - Table of Dimensional Standards
  - Standards and Guidelines – both in code (supporting illustrations)

Public Realm  
Activation



Building Materials  
and Character



Building Mass and  
Form



# Retail Core (Red)



# GOALS

- **Retail Core should be separate and distinct from Mixed-Use**
- **Role/impact of Design Guidelines**
  - Architecture vs. Dimensional Standards
- **Finite size of the box to achieve city priorities**
  - historic preservation, affordable commercial, community housing, parking, public spaces
  - reduced size of buildings limits amount of community housing
- **Incremental approach to regulatory changes**
  - reduce retail core/maintain Mixed-Use



# PUBLIC REALM ACTIVATION

## Standards:

- Minimum transparency requirements for ground floors
- For consolidated lots, minimum open space

## Stronger Guidelines to Encourage:

- Setbacks, recessed entries, and courtyards on the ground floor
- Awnings, seating areas, and displays on the ground floor



# BUILDING MATERIALS AND CHARACTER

## Stronger Guidelines to Encourage:

- Façade articulation & use of human-scaled materials/proportions
- Changes in façade plane to reduce the perceived scale of the building
- Use of changes in material to add ground-floor interest
- The base of the building to have durable materials that will visually ground the building.
- Limited use of full lit open architectural features (i.e. staircases)



# BUILDING MASS AND FORM

## Guidelines to Encourage:

- Corner lot architectural features
- Private owned public space
- Comprehensive guidelines for new development adjacent to designated historic structures



# QUESTIONS/DISCUSSION

**What other architectural features or building treatments do you think should be addressed through design guidelines?**



# BUILDING MASS AND FORM

## Standards:

- FAR: 1.2 to 2.0
- Remove 4<sup>th</sup> and 5<sup>th</sup> floors
- Remove groundwater exemption
- Maximum Unit Size: 3,000 SF
- No lot consolidations
- Retain Minimum Density requirement
  - Reduction for restaurant, deed restricted retail, and 2 bd CH unit, STR deed restriction
- CH contribution of 20%
  - On-site gets the 15% reduction
- Require architectural features and materials on exposed interior façades



# BUILDING MASS AND FORM

Guidelines – 3<sup>rd</sup> Floor Step Back

## Option 1: 10 ft

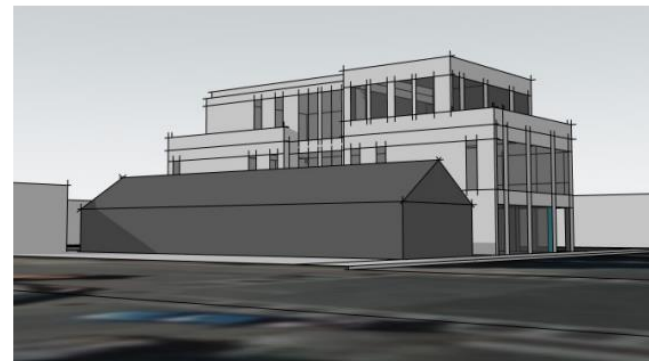
- Keep CH contribution and ability to obtain one additional community benefit

## Option 2: 30 ft

- CH contribution likely in-lieu fee payment with no additional community benefit – minimum residential densities will need to be removed

## Option 3: 20 ft

- CH contribution type will vary, potential opportunity for additional community benefit (needs further testing)



*Credit: Darshan Amrit, TAG member*



# QUESTIONS/DISCUSSION

**Do you generally support the proposed changes to the Retail Core (red)?**

**Knowing the trade-offs, what direction for the third-floor step-back should we explore further?**



# Mixed Use (yellow)

Overview



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# PUBLIC REALM ACTIVATION

## Standards:

- Minimum transparency requirements for ground floors (40%)

## Guidelines to Encourage:

- Active ground floor frontages
- Setbacks, recessed entries, courtyards at the ground floor
- Porches, awnings, seating, display cases at the ground floor



# MATERIALS AND CHARACTER

## Guidelines to Encourage

- Façade articulation & use of human-scaled materials/proportions
- Changes in façade plane to reduce the perceived scale of the building
- Use of changes in material to add ground-floor interest
- The base of the building to have durable materials that will visually ground the building



# BUILDING MASS AND FORM

## Standards:

- FAR: 1.0 to 2.25 (CH requirement)
- 3<sup>rd</sup> floor Step back – 10 Ft
- Remove 5<sup>th</sup> floors
- 4<sup>th</sup> floor
  - Not permitted on flat lots unless 100% community housing
  - Allow on lots that slope away from streets with required step backs on both frontages
- Remove groundwater exemption
- Maximum Unit Size: 3,000 SF



# BUILDING MASS AND FORM

## Standards:

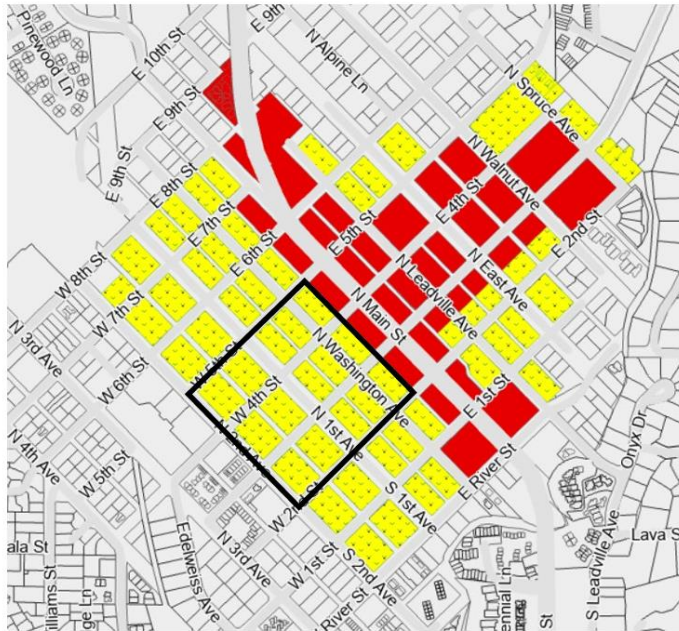
- Retain Minimum Density Requirements
  - Reduce number of tiers from 4 to 2 – above and below 30-35%
  - Reduce number of units for projects less than 1.6 FAR
  - Reduce number of units for restaurant, deed restricted retail, 2 bd CH unit, or STR deed restriction
- CH contribution
  - 30% for consolidated lots
  - 20% for single lots
  - 15% reduction to net livable for on-site units

## Guidelines:

- Massing/Form changes to address townsite lot pattern for consolidated lots



# FAR DENSITY BONUS



Community Core Subdistricts

- 1-Retail Core
- 2-Mixed Use
- Ground Floor Residential with Street Frontage not permitted

## Existing Red and Yellow

Base: 1.0

Top: 2.25

CH: 20% w/ 15% reduction for livable

No Groundwater Exemption

## Proposed Red

Base: 1.2

Top: 2.0

CH: 20%  
15% reduction for livable only for on-site units

No Groundwater Exemption

## Proposed Yellow

Base: 1.0

Top: 2.25

CH: 20%/30%  
15% reduction for livable only for on-site units

No Groundwater Exemption



# QUESTIONS/DISCUSSION

**Knowing the trade-offs, what direction for the third-floor step-back should we explore further?**

**Do you generally support the maximum unit size in downtown?**



# Historic Structures



# ADJACENT TO HISTORIC STRUCTURES (both districts)

## Standards:

- Require new development to maintain a scale that is compatible with adjacent historic structures at the ground floor and lower building levels.
- Require upper-story step-backs where building height exceeds that of the adjacent historic resource.
- In larger buildings, ensure that building height and mass are reduced at the point of adjacency.
- Ensure that new development does not visually dominate or overwhelm adjacent historic buildings.
- Avoid building configurations that visually absorb or obscure historic buildings within larger developments.
- Require materials on portions of buildings adjacent to historic resources to be compatible in scale and texture;
- Avoid highly reflective or visually dominant materials directly adjacent to historic buildings.



# Break



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# Parking – City Wide

Overview



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# CURRENT REGULATIONS

- Parking requirements by zone district and use
- Challenging to calculate with buildings that contain multiple uses – changing of tenants
- Doesn't include guest parking considerations
- Confusing framework for reductions

**Table 16-13: Minimum Off-Street Parking and Loading Requirements**

Zoning Districts	Use Category	Parking Spaces Required	Loading Spaces Required
CC, T, T-3000, T-4000	Residential (one-family dwelling)	2 parking spaces per one-family dwelling	See §16.04.050.B.2
	Residential multiple-family dwelling		
	Units 750 sf or less	0 parking spaces	
	Units 751 sf to 2,000 sf	1 space	
	Units 2,001 sf and above	2 parking spaces	
	<b>Nonresidential</b>	1 parking space per 1,000 gross sf <sup>(1)</sup>	
LI-1, LI-2, LI-3	Residential (including multiple-family dwelling)	1 parking space per bedroom	1 loading space for new construction or additions involving an increase in gross floor area in excess of 2,000 sf <sup>(1)(2)</sup>
	Office, professional service, business support service, retail trade, convenience store, food service, commercial studio, laundromats and dry cleaners, instructional service, health and fitness facility, daycare	1 space per 250 gross sf	
	Motor vehicle fueling station, motor vehicle service	Where applicable: 1 space per 500 gross sf and 2 short term holding spaces per fuel pump and 3 spaces per service bay	
	Wholesale, manufacturing, industrial laundry, hybrid production facility, and all other permitted uses	1 space per 1,000 gross sf	
All Other Districts	Residential (one-family dwelling)	2 parking spaces per one-family dwelling	See §16.04.050.B.2
	Residential multiple-family dwelling		
	Units 0 to 2,000 sf	1 parking space	
	Units 2,001 sf and above	2 parking spaces	
	<b>Nonresidential</b>	1 parking space per 1,000 gross sf <sup>(3)</sup>	



# GOALS



Simplify and standardize minimum parking requirements across use types;



Transition toward a more consistent method of calculation, with greater reliance on gross floor area;



Consolidate and streamline use categories to reduce complexity and improve predictability;



Reevaluate parking requirements for community housing and smaller residential units to better reflect actual demand.



# ORGANIZATION

- Change Framework
  - Parking by use, not by district, with district specific exemptions
  - Consistent metric – square feet
    - Example: LI parking would be based on SF not bedrooms
- Clearer Structure for Reductions
  - Admin (minor - 25%) vs. Conditional Use (major - 50%)
  - Change shared parking reductions from CUP to Admin



# RESIDENTIAL

- Single Family and Multi-family tiers based on floor area
- Retail Core (red)
  - Minimum of 1 space per residential unit
- Mixed Use (yellow)
  - Some reduction in parking requirement for community housing and small units
- Guest parking for multi-family



# EXEMPTIONS HISTORY

Residential Development	# of Exempt Spaces	Type of Exemption
Bohica	1	All CH
120 W 8 <sup>th</sup> St	3	1 CH and 2 <750 sf
5 <sup>th</sup> and Main	5	All CH
Maudes	2	All CH
Mindbender	2	All CH and 1 <750 sf
Lofts @ 660	2	All CH and 1 <750 sf
Ketch 1	20	All < 750 sf
Ketch 2	17	All < 750 sf
4 <sup>th</sup> and Walnut	2	All CH
Mtn Land	1	All CH
1 <sup>st</sup> and 4 <sup>th</sup>	15	All CH
200 N Main	6	2 CH and 4 <750 sf

\*Majority of developments use minimal amount of public on-street parking

\*Residential tenants generally use public on-street parking during non-peak times



# EXEMPTIONS

## EXISTING

- 100% community housing
- Residential units less than 750 SF
- Food Service
- Retail/Office/Assembly less than 5,500 SF
- Accessory Dwelling Units (ADUs)

## PROPOSED

- % of 100% community housing
- % of Residential units less than 500 SF
- All commercial space downtown
- Commercial spaces less than 5,500 Sf everywhere else
- Accessory Dwelling Units (ADUs)



# QUESTIONS/DISCUSSION

**Do you support keeping some level of exemption for community housing units and small units in the mixed-use area (yellow) of downtown?**

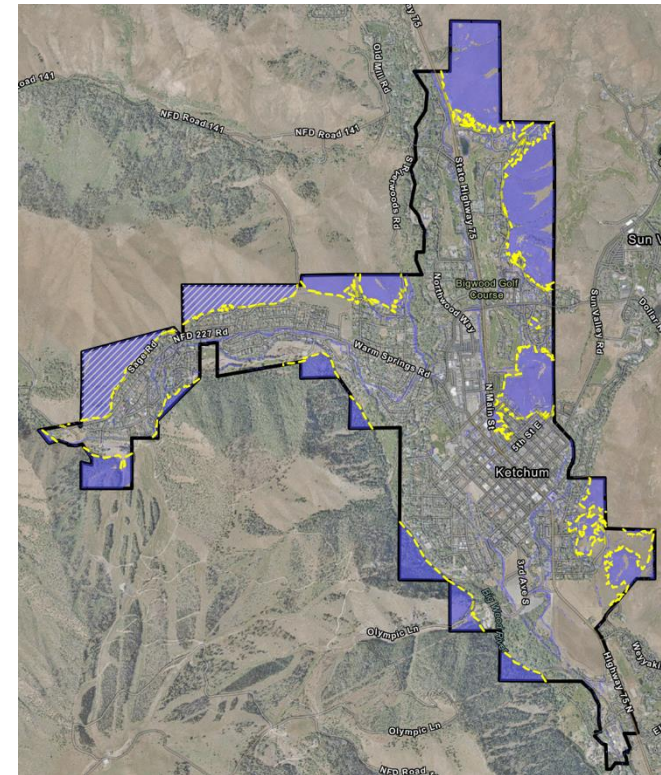
**Is the 5,500 SF threshold for commercial exemptions outside of downtown appropriate?**



# Mountain Overlay

Goal: Strengthen development restrictions in Mountain Overlay District.

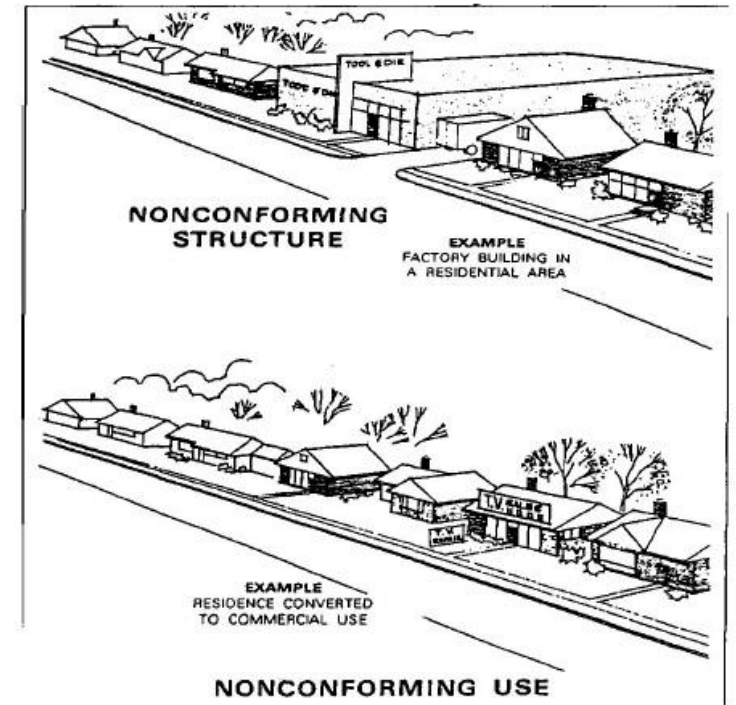
- Revised District Boundaries
- Restrict development to below 25% line
- Exceptions for sites that only have 25% slopes
- Reduction in building height: 27 ft
- Reduction in lot coverage allowance
- Maximum unit size



# Nonconformities

Goal: support adaptive reuse and a distinctive built environment.

- Adding purpose and introduction statements
- Clarifying abandonment and expansion of nonconforming uses
- Clarifying restoration of buildings
  - Creating exceptions where removal and replacement is allowed, ex. decks
- Adding protections for riparian zones



## **COUNCIL DIRECTION**

**Are you supportive of the height reduction in the Mountain Overlay?**

**What do you see as reasonable development on sites with only 25% slope?**

**Should decks or other structures damaged by fire or other calamity be able to be rebuilt in the riparian area?**



# CURRENT PROCESS



## REVIEW FEEDBACK AND TEST

- financial and architectural feasibility
- HPC and PZ Workshops

## TAG DRAFT (early June)

- Issue draft of regulations – redline with cover memo
- TAG Meeting to review and gather feedback

## WORKSHOPS (June)

- Purpose: Review and provide feedback on TAG draft
- Public Outreach
- PZ Commission, HPC, and City Council work sessions

## ADOPTION DRAFT (end of July)

## ADOPTION HEARINGS (begin August)

# Code Drafting Process



## Request to Fast Track Certain Regulations

Why: Make an impact now, rather than wait for a potentially long adoption process

What:

Councilman Cordovano – Various Items in Downtown and Residential Areas

# Cordovano Priority List

See Attachment A of packet for full detailed list of priority code changes identified by Councilman Cordovano.

Topic Areas:

- FP - Floodplain (6)
- MOD - Mountain Overlay (4)
- RES - Residential Areas (7)
- DTN - Downtown (13)
- HPC - Historic Preservation (4)
- GEN/BP - General (2)

**10 items identified as priority for fast-track process.**

**5 out of 10 items can be fast-tracked without major impact to other code revisions in process.**

# Fast Track Items

ITEM	METHOD	STATUS
FP - Increase Fines for cutting down trees, rip rap w/out a permit	Budget	FY2027
MOD - Limit height based on geography	Code	In Process
HPC - Council criteria to look at replacement project, have global perspective (procedure discussion)	Code	Not Planned
RES - Height limits per district, Maximum stories (all residential districts)	Code	2027
PRD - Lot Consolidations to council early (voluntary)	Code	Complete
BP - revise permit application timeframe to limit number and amount of extensions	Code	Not Started
DTN - height reduction (removal of 4th and 5th floors)	Code	In Process
DTN - FAR – percent and income category increase community housing percent and increase category and require % ownership	Code	In Process
DTN – Parking – (Mayor) one space per unit (Cordovano) Units under 750 sq ft parking % of units not all no parking	Code	In Process
DTN - Setback based on height not 4 floors (30 ft) – goal is more undulation less boxes	Code	In Process

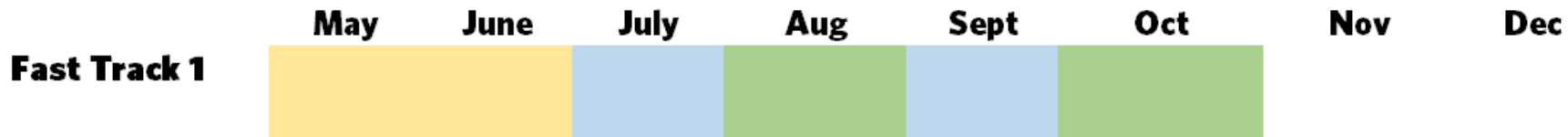


# Fast Track Timeline



*Assumptions:*

- Community outreach in June
- 3 hearings with the PZ Commission
- 3 readings by City Council



*Assumptions:*

- No community outreach outside of hearings
- 1 hearing with the PZ Commission
- 3 readings by City Council
- Limited ability to make revisions due to schedule



City of Ketchum

# **ATTACHMENT B:**

## **Councilman Cordovano's Priority and Fast-Track List**

# Cordovano Priority List

ITEM	TYPE	STATUS
FP - 35% lot area dictating size of build - min/max lot coverage	Code	2027
FP - Outlaw combining of lots	Code	Not Planned
FP - Increase setback distance from river/ creek (environmental, all residential districts)	Code	2027
GEN - Over turn fire codes requiring 2 egress when building is on monitored system and sprinkler	Code	Not Planned
MOD - Strengthen criteria to not just be entrances to town and town square, add top of knob hill and other corridors, like bike path or something	Code	In Process
FP - Disqualify lot area of parcel containing river bed/creek/wetlands/ certain flood plain contributing to build size	Code	2027
FP - Outlaw Flood plain replacing, build around it or limit development size	Code	2027
FP - Sportman's wildlife Access easements, global overview	Program	Not Planned
MOD - Mtn Overlay "minimize disturbance" – intent was to build a crawl space, not ground source heat pump and basement	Code	In Process
MOD - Buy parcels	Program	Not Planned

# Cordovano Priority List

ITEM	TYPE	STATUS
HPC - HPC just building and criteria of qualifying	Code	Not Planned
HPC - HPC involvement on adjoining properties (procedure discussion)	Code	Not Planned
HPC - Cement inlays for historic properties (program)	Program	Not Planned
RES - Increase Set back distance (all residential districts)	Code	2027
RES - Lower minimum lot size to regulate max size of structure (all residential areas)	Code	2027
RES - ROW encroachments (snowmelt) – city plows	Code	Complete
RES - Landscaping in PZ commission jurisdiction not civil engineer	Code	Not Planned
RES - Audit Compliance with codes making cost of build more expensive	Code	In Process
RES - Planning waives fees for new laws and totally headache fines	Policy	Not Planned
DTN - Deed restricted commercial (local business support) Define and require	Code	In Process
DTN - Dark sky stairwell lighting versus fire code	Code	In Process
DTN - Sidewalk codes per ROW	ROW Standards	Complete
DTN - Limit Mechanical over runs	Code	In Process
DTN - No roof top deck coverings	Code	In Process
DTN - % No net loss of commercial	Code	In Process
DTN - 75% community housing with height bonus	Code	Not Planned
DTN - Examine need for Traffic study per building	Code	Not Planned
DTN - Set back green space not filled with sidewalk	Code	In Process

# Fast Track Items (Both)

ITEM	METHOD	STATUS
FP - Increase Fines for cutting down trees, rip rap w/out a permit	Budget	FY2027
MOD - Limit height based on geography	Code	In Process
HPC - Council criteria to look at replacement project, have global perspective (procedure discussion)	Code	Not Planned
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