



STAFF MEMORANDUM

To: Planning & Zoning Commission
From: Adam Crutcher – Associate Planner
Date: July 9, 2024
Re: Land Use Regulations Update – Administration & Procedures

As part of the Land Use Regulations Update, the Planning & Building Department is working on initial tasks which include an update to the procedures section. This updating of procedures will focus on the following areas:

- Clarification of the general procedures applying to most types of procedures
- Standardization of the format for all procedures
- Update of approval criteria
- Reevaluation of public input process for major application types
- Consideration of new application types
- Consideration of decision-making authority (which bodies are appropriate to make which decisions)
- Reevaluation of application requirements
- Reevaluation of which procedural steps should be codified in the code and which should be maintained in separate administrative manuals or user guides

Before beginning to work on a new draft of procedural updates, staff is setting up work sessions with the Planning & Zoning Commission (PZC), Historic Preservation Commission (HPC), and Ketchum City Council (KCC) in order to get feedback on a few key areas including decision making authority, making the development review process clear, and identifying any major pain points in procedures that should be addressed. Specific to the PZC, staff is requesting feedback on the following items:

- Should the decision making authority of certain applications change?
- Are the required materials for pre application design review enough information for the Commission to provide feedback?
- Have you heard from constituents of any application procedures which need be to be updated or made clearer?

Attachment A contains the current roles and responsibilities for Planning and Zoning application decisions. Staff is requesting the Commission provide feedback as to whether the current roles and responsibilities are preferred or if the Commission would like to see changes to certain application types. Speaking specifically on subdivision applications, staff had a work session with surveyors in the Wood River Valley on 7/1/24 to gain feedback on whether certain processes needed to improve as well as their thoughts on decision making authority. Key takeaways from the conversation revolved around decision making authority of certain types of subdivision applications. Their following recommendations align with subdivision standards in Idaho State Code.

Recommendations included:

- Subdivision applications resulting in the creation of 4 new lots can be reviewed and approved by staff.
- Subdivision applications resulting in the creation of 5 new lots would follow the current process.
- Lot line shift applications can be reviewed and approved by staff.

Staff requests the Commission provide feedback on the above mentioned recommendations from local surveyors.

Staff will guide the conversation of this discussion in the meeting and will request feedback on the items mentioned above in this memo.

ATTACHMENTS:

- A. Roles & Responsibilities of Planning and Zoning Application Decisions

Roles and Responsibilities for Planning and Zoning Application Decisions

Application	Staff Role	PZ Commission Role	City Council Role
Zoning/Subdivision Code Text Amendment	Advisory	Recommends Amendment to Council	Final Decision. Adopts ordinance
Rezone/Zoning Map Amendment	Advisory	Recommends Amendment to Council	Final Decision. Adopts ordinance
Comprehensive Plan Amendment/Update	Advisory	Recommends Amendment/Update to Council	Final Decision. Adopts Comprehensive Plan via ordinance.
Development Agreements	Advisory	Recommends to Council	Final Decision. Mayor signs agreement.
Subdivision – Land, Townhouse, Condominium and Planned Unit Development (PUD)	Advisory	Recommends to Council	Final Decision
Right-of-Way (ROW) Vacation Application	Advisory	Recommends to Council	Final Decision
Conditional Use Permit (CUP)	Advisory	Final Decision	Appellate body if an appeal is filed
Design Review- new Nonresidential, new Multi-Family, new Mixed Use, Mtn. Overlay, additions over 1200 square feet	Advisory	Final Decision	Appellate body if an appeal is filed
Variance	Advisory	Final Decision	Appellate body.
Design Review- additions less than 1200 square feet and minor modifications	Final Decision	Appellate body if an appeal is filed against the staff decision	Appellate body if an appeal is filed against the PZ decision
Minor Floodplain/Streambank or Riparian	Final Decision	Appellate body if an appeal is filed against the staff decision	Appellate body if an appeal is filed against the PZ decision
Major Floodplain/Stream Alteration	Advisory	Final Decision	Appellate body if an appeal is filed against the PZ decision
Fence Permit	Final Decision	Appellate body if an appeal is filed against the staff decision	Appellate body if an appeal is filed against the PZ decision
Subdivision - Lot Line Adjustment	Advisory	None	Final Decision
Sign Permit	Final Decision	Appellate body if an appeal is filed against the staff decision	Appellate body if an appeal is filed against the PZ decision
Off-site Vendor Permit	Final Decision	Appellate body if an appeal is filed against the staff decision	Appellate body if an appeal is filed against the PZ decision
Building Permit – Avalanche Zone	* Building Permits that are in the Avalanche Zone but do not require any other type of review (such as Mountain Overlay or Subdivision) are reviewed and approved like any other building permit. The only difference is that the building must be engineered to withstand avalanche forces; engineered plans are required.		