



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:	October 20, 2025	Staff Member/Dept:	Morgan Landers, AICP – Director of Planning and Building
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Agenda Item:	Recommendation to hold a public hearing and conduct the first reading of Ordinance 1260 for the consolidation of the city's land development regulations.
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Recommended Motion:

I move that Ordinance 1260 be read by number and title only and scheduled for the second reading on November 3, 2025.

Reasons for Recommendation:

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| <ul style="list-style-type: none">As part of the Cohesive Ketchum project, parallel with the update to the comprehensive plan, city staff and Clarion Associates have been working since January 2024 to consolidate the city's land use regulations. Intended to improve usability, eliminate redundancies and contradictions, and clarify regulations, the draft consolidates and restructures Title 17, Zoning Regulations; Title 16, Subdivision Regulations; and portions of Title 12. The draft also updates the city's development review procedures. |
| <ul style="list-style-type: none">The draft was informed by Code User Survey conducted in 2024 and the Code Advisory Group (CAG), a small committee of representatives from professions that interact with the city's land use regulations most frequently, including architects, landscape architects, civil engineers, and realtors. |
| <ul style="list-style-type: none">The consolidated regulations provide a more usable foundation for upcoming changes to the land use regulations directed by the comprehensive plan. |
| <ul style="list-style-type: none">The Planning and Zoning Commission (the "Commission") reviewed and discussed the proposed draft over four meetings including two public hearings. The Commission recommended approval of the draft to City Council on July 22, 2025, with some revisions as noted below and attached. |

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

The council has conducted two information session on the consolidated land development code:

- September 15, 2025: [link to packet and recording here](#)
- October 6, 2025: [link to packet and recording here](#)

At the October 6, 2025 meeting, council provided preliminary feedback that the proposed changes in the ordinance were supported with no additional recommendations at the time. However, Councilmember Hutchinson requested further discussion on neighborhood meetings and decision-making authority. As such, staff has scheduled the ordinance for a public hearing and requests the council conduct the first reading of the ordinance. Staff have prepared a redline and clean version of Title 16 – Land Development Code for viewing on the project website here: <https://www.projectketchum.org/cohesive-ketchum/>

Links to the two versions are also included in the Ordinance in Attachment 1.

NOTE: Formatting and grammar errors still exist, and authority language still needs to be updated in sections. Staff will provide a full clean version for the second reading.

NEXT STEPS:

If the first reading is approved, staff will schedule the second reading for November 3rd and the third reading for November 17th. Following publication, the new ordinance would become effective on November 26, 2025.

Sustainability Impact:

Phase 3 of the Cohesive Ketchum updates to the land development code will directly implement sustainability goals outlined in the updated comprehensive plan.

Financial Impact:

None OR Adequate funds exist in account:	None
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Attachments:

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| 1. Ordinance 1260 with publication summary |
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ORDINANCE 1260

AN ORDINANCE OF THE CITY OF KETCHUM, BLAINE COUNTY, IDAHO, AMENDING KETCHUM MUNICIPAL CODE TITLE 12 – STREETS, SIDEWALKS, PUBLIC UTILITY EASEMENTS AND PUBLIC PLACES TO REMOVE CERTAIN DESIGN AND CONSTRUCTION REQUIREMENTS AND USE OF RIGHTS-OF-WAY; AND TO REPEAL AND REPLACE TITLE 16 – SUBDIVISIONS AND TITLE 17 – ZONING REGULATIONS WITH NEW TITLE 16 – LAND DEVELOPMENT CODE; PROVIDING FOR PUBLICATION BY SUMMARY; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; PROVIDING A REPEALER CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the city’s municipal code of ordinances currently contains requirements for the development of land in Titles 12, 16, and 17; and

WHEREAS, due to the location of information in three separate titles, the city has repeatedly received feedback from the community that the land development requirements are not user friendly, contain confusing language, and contain contradicting requirements all resulting in significant issues for the city and applicants late in the development process; and

WHEREAS, the city initiated a process to consolidate the regulations into one location within the municipal code, remove duplications and contradictions, and clearly outline the development processes; and

WHEREAS, the Planning and Zoning Commission held an informational session on April 22, 2025, and two public hearings on June 10 and July 22, 2025, to review Ordinance 1260, as prepared by staff, reflecting feedback from the community; and

WHEREAS, the Planning and Zoning Commission recommended approval of this ordinance at a regular meeting on July 22, 2025; and

WHEREAS, the City Council held two informational sessions on September 15 and October 6, 2025, and a public hearing on October 20, 2025, to review Ordinance 1260, reviewing information from staff, and recommendations from the Planning and Zoning Commission; and

WHEREAS, the City Council held the first reading of Ordinance 1260 on October 20, 2025; and

WHEREAS, The City Council held the second reading of Ordinance 1260 on _____ and the third reading of Ordinance 1260 on _____ resulting in approval of this ordinance; and

WHEREAS, the Planning and Zoning Commission hearings and City Council hearings were duly noticed per the requirements of Idaho Code Section 67-6509; and

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF KETCHUM, IDAHO:

SECTION 1. AMENDMENTS TO TITLE 12 - STREETS, SIDEWALKS, PUBLIC UTILITY EASEMENTS AND PUBLIC PLACES. That Title 12 of the Ketchum Municipal Code be amended to delete Chapter 12.04 – Design, Construction and Repair, Chapter 12.08 – Excavations and Improvements of City Rights-of-Way and Easements, Chapter 12.12 – Temporary Use of Rights-of-Way, and Chapter 12.20 – Streetscape Standards and re-number all remaining Chapters accordingly.

SECTION 2. REPEAL AND REPLACE TITLE 16 – SUBDIVISION REGULATIONS AND TITLE 17 – ZONING REGULATIONS. That Title 16 – Subdivision Regulations and Title 17 – Zoning Regulations be repealed and replaced with Title 16 – Land Development Code as attached and incorporated as “Exhibit A” to this Ordinance.

SECTION 3. 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 4. REPEALER CLAUSE: All City of Ketchum Ordinances or resolutions or parts thereof which are in conflict herewith are hereby repealed.

SECTION 5. 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 newspaper of the City, and shall take effect immediately upon its passage, approval, and publication.

SECTION 6. 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 and APPROVED by the MAYOR OF KETCHUM IDAHO, on this ____ day of _____ 2025.

APPROVED:

Neil Bradshaw, Mayor

ATTEST:

Trent Donat, City Clerk

EXHIBIT A

REDLINE – Consolidated Land Development Code

[Link Here](#)

CLEAN – Consolidated Land Development Code

[Link Here](#)

EXHIBIT B

PUBLICATION SUMMARY

ORDINANCE 1260

AN ORDINANCE OF THE CITY OF KETCHUM, BLAINE COUNTY, IDAHO, AMENDING KETCHUM MUNICIPAL CODE TITLE 12 – STREETS, SIDEWALKS, PUBLIC UTILITY EASEMENTS AND PUBLIC PLACES TO REMOVE CERTAIN DESIGN AND CONSTRUCTION REQUIREMENTS AND USE OF RIGHTS-OF-WAY; AND TO REPEAL AND REPLACE TITLE 16 – SUBDIVISIONS AND TITLE 17 – ZONING REGULATIONS WITH NEW TITLE 16 – LAND DEVELOPMENT CODE; PROVIDING FOR PUBLICATION BY SUMMARY; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; PROVIDING A REPEALER CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

A summary of the principal provisions of Ordinance No. 1260 of the City of Ketchum, Blaine County, Idaho, adopted on _____, 2025, is as follows:

- SECTION 1.** Deletes certain chapters pertaining to design and construction of certain infrastructure and use of rights-of-way.
- SECTION 2.** Repeals and replaces subdivision and zoning regulations with one consolidated title of all land development regulations including chapters deleted from Title 12.
- SECTION 3.** Provides a savings and severability clause.
- SECTION 4.** Provides a repealer clause.
- SECTION 5.** Provides for publication of this Ordinance by summary.
- SECTION 6.** Provides that the Ordinance shall take full force and effect upon its passage, approval, and publication according to law.

The full text of this Ordinance is available at the City Clerk's Office, Ketchum City Hall, 191 5th Street West, Ketchum, Idaho 83340 and will be provided to any citizen upon personal request during normal office hours.

ATTEST:

APPROVED:

Trent Donat, City Clerk

Neil Bradshaw, Mayor