



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

There is no recommended motion. Staff will review a brief presentation of key projects from the plan and then stand for questions/direction from the City Council.

Policy Analysis and Background:

- The work plan is a key component (see attachment 1) to ensure alignment with the long-term Comprehensive Plan.
- During the October 7th City Council meeting, staff reviewed the following elements:
 - a. completed projects from last plan
 - b. carryover/on-going projects
 - c. new projects for new annual plan
- Council Members were requested to identify any missing projects as well as their top 3-5 priorities in the work plan.

Sustainability Impact:

Several projects are outlined on the work plan.

Financial Impact:

None OR Adequate funds exist in account:	There is no immediate financial request.
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Attachments:

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| 1. Visual of city planning model |
| 2. 2025 draft plan |



Planning for action: long-term planning framework

PLANNING OVERVIEW

COMPREHENSIVE PLAN

Broad goals and policies
10-20 years



GUIDEBOOK

Strategies and objectives for policies
4 years



WORK PLAN

Tasks by dept.
Annual



COMP PLAN CHAPTER	PROJECT	COMPLETION TARGET	STATUS	NOTES
Arts & Culture (page 45)	1 City-wide Arts & History plan Art/history projects	Spring 2025	New	Build on Main Street plan; get buy in from both HPC & AC, evaluate city-wide application in partnership with The Community Library
	2 Main Street installations (creative crosswalks, building placards)	Spring 2025		Need placard design; 'frame' design
	3 KAC projects	TBD		
	4 Ore Wagon Museum plan refresh	Spring 2025		Improve access (fix doors). Explore additional programming (collaboration with ComLib)
	5 Forest Service Park - Museum & partnership with SVMOA	TBD		Determine scope and timeline of partnership
	6 Survey of historic assets	Spring/Summer 2025		Grant received, executing grant agreement - RFP issuance in Fall/Winter 24/25
Community Design & Future Land Use (page 23 & page 63)	7 Comprehensive Plan & Code update Comprehensive Plan	March 2025		Public Draft (Nov 2024/Jan 2025) Adoption (Feb-Mar 2025)
	Zoning Code (Reorg and Procedures)	March 2025		Public Draft (Dec 2024) Adoption (Jan-Mar 2025)
	Zoning Code (Substantive Updates)	TBD		Code Assessment Memo (Public Draft - Dec 2024) Phase 3 Scope of Work (Jan 2025)
	8 Stakeholder engagement to improve processes	Ongoing		Regular meetings with Technical Advisory Group (TAG) and other stakeholders through the code update process
	9 Community contractor & TAG meetings	Ongoing		Semi-regular meetings with Technical Advisory Group (TAG) and bi-annual Development and Construction Meetings
Community Health & Wellness (page 55)	10 Participate in Hemingway Elementary's Facility Master Plan update	TBD		Draft presented to BCSD board. In communication with facility manager. Research/tabs on future of pump park site.
	Refresh Atkinson Park master plan (in concert)		New	
Housing (page 19)	11 Housing Action Plan Year 3 (to be updated - reference HAP directly)			
	Produce & preserve community housing			
	Develop new construction pipeline	Sept 2024		Council to review HOLST's land use analysis and determine next RFP(s)
	Identify underused, underutilized and naturally occurring affordable housing	March 2025		Biweekly meetings mapping, prioritizing, and strategizing parcels and older multifamily
	Pursue historic preservation of Forest Service Park big house	August 2025		Focusing solely on the big house
	Conversion to locally occupied (Lease to Locals)	Ongoing		Executing year 3 contract early October; 19 homes converted, housing 33 people in FY24
	Pilot Ownership & Preservation Program	January 2025		Year 1 pilot ends 1/2025; 2 sales complete, 3 new restrictions in progress
	Create pilot for ADU incentives	2026		Holding until staff is comfortable with existing programs
	Update policy to promote community housing			
	Audit existing code; identify changes	Fall/Winter 24		Part of the code assessment memo, public draft expected December 2024
	Develop code change workplan	Fall/Winter 24		Part of Phase 2 comprehensive plan update
	Explore priority processing and incentives for community housing	Summer 24		Part of Phase 2 comprehensive plan update
	Monitor progress of Tiny Homes On Wheels in other jurisdictions	Ongoing		Adoption hearings for updated administration and procedures in January 2024
	Update density bonus program	June 2025		
	Identify and advocate for state- and federal-level policy changes	Ongoing		Provided feedback to IHFA Board at breakfast meeting 8/24; Director sits on state coalitions and committees
	Conduct Analysis of Impediments to Fair Housing Choice	March 2025		RFP posted, no responses; HUD is currently changing requirements
	Monitor Lava Hot Springs case	Ongoing		Ketchum & other resort cities filed an 'amicus' brief; scheduled for a hearing with the Idaho Supreme Court in November.
	Expand & leverage resources			
	Leverage state/federal/county funds	Ongoing		Won \$2.5 million from HUD, will continue to pursue additional funding; \$150,000 from County to support BCHA
	Secure additional lodging LOT funds	March 2025		Will revisit with Council in the Spring
	Explore contract for federal fund compliance	June 2025		\$2.5 million grant includes specific compliance requirements & ~\$100k of funding from that grant is designated for compliance assistance
	Inform, engage & collaborate			
	Determine perception of efforts	April 2025		Last survey completed April '24
	Increase staff capacity	December 2024		Finalizing operations manager who will assist in hiring admin assistant. 2 full time program admin as of 8/24
	Quarterly progress reports & monthly council updates	Ongoing		Staff hasn't had enough capacity to do every month, nor have council agendas had space. Monthly and bi-monthly newsletters continue.
	Quarter implementation partner meetings	Ongoing		Next one: TBD
	Enhance BCHA board engagement	May 2025		4 new board members from needed expertise areas
BCHA brand evaluation and guidelines	October 2024		Evaluation complete and first rebrand draft presented to BCHA board in August, 2024	
Rebuild BCHA website	August 2025	New		
Expand & improve services to create stability				
Identify & negotiate master leasing opps for transitional housing	December 2023		BCHA has 5 year master lease on Silvercreek Living, with Ketchum providing letter of credit (guarantee); housing up to 90 people	
Continue to support mediation program	Ongoing		49 people trained in conflict management; 8 landlord-tenant agreements & 17 people with greater housing stability FY24	

COMP PLAN CHAPTER	PROJECT	COMPLETION TARGET	STATUS	NOTES
Mobility (page 39)	Master Transportation Plan projects_planning			
	12 Lewis Street & Warm Springs Road roundabout	TBD		Researching state & federal grants. Submissions slated for early 2025.
	13 Serenade & 2nd Avenue intersection	TBD		Scope/design dependent on Lift Tower Lodge/Trail Creek housing redevelopment projects.
	14 Sidewalk inventory & 10-year plan	Winter 2025		Present initial findings, public engagement, get alignment on strategy with Council
	15 Street conditions survey & 10 year plan	Winter 2025		Present initial findings, public engagement, get alignment on strategy with Council
	16 Downtown stop sign/traffic calming study	Summer 2025	New	Scope of work to come.
	17 Bike/ped plan	Winter 2025	New	Dedicated east/west connections
	18 Update right-of-way standards	Spring 2025		Will be evaluated during Comp Plan process - will initiate project planning meetings in Winter 24/25 (CH priority: trees)
	Main Street/HWY75 reconstruction			
	19 4th to 10th roadway & sidewalk rebuild	Fall 2025		4th to 6th - Spring; 6th to 10th - Fall
	20 10th to Saddle separated multi-use path	TBD		Progress design
	21 Saddle Road pedestrian underpass	TBD	New	Initiate concept design
	22 Downtown Parking Plan	Winter 2025		Draft completed & presented on April 15, 2024. Will be evaluated during Comp Plan process.
23 West Ketchum Traffic Calming	Spring 2025		2024 summer installation complete. Revisit in the spring.	
Natural Resources (page 29)	24 Warm Springs Preserve Master Plan			
	Completion of local & state permitting	Fall 2025		
	General contractor bid	Fall 2025		Bid documents in the works.
	Access: connector trail, Norwegian Woods, Broadway, West Ketchum bridge	Fall 2025		
	Implement sustainability projects			
25 Green waste	TBD	New		
26 KFD solar panels	Spring 2025		Scope finalizing in Sept 2024, bids expected early winter, construction slated for spring	
Parks, Rec, Open Space	27 Complete facility audit of recreation building	Spring 2025	New	
	28 Forest Service Park maintenance upgrades	TBD		Painting & residing in spring; conversations continue with potential future tenants
	29 Town Square & Visitor Center revamp planning	TBD		Public survey in process; return to council for final plan approval (November); implement Phase I of plan
	30 Complete negotiations with tenant and/or begin RFP process	February 2025		
Public Safety & Utilities (page 51)	31 Potential Fire Department consolidation w/WR Fire & Rescue	January 2025		Fire district ballot approved by council for November vote.
	32 Implement Water CIP			
	Relocation of water lines from HWY75 to Reinheimer Ranch/Weyyakin	TBD	New	
	33 Implement WasteWater CIP			
	Sewer Collection System Facility Plan	Spring 2025		Received \$50k DEQ grant; Engineer is preparing
	Treatment Facility Ugrades			
	WRF Aeration upgrades	August 2025		Blowers delivered, VFD's due Nov/Dec; construction underway and on schedule
	WRF Solids Handling Improvements	Fall 2027		Detailed design completion 11/2024
	34 Avalanche study			Project kickoff: May 2024
	Power line undergrounding			
	35 Master Plan		New	create master plan for future years' priorities
36 HWY75 - Weyyakin to Gem Street	Spring/Summer 2025		Married to east side of ITD work	
37 Main Street - 9th & 10th Streets	Spring 2025		Completed in early spring during the Main Street 6th to 10th section	
38 5th/Spruce Street		New	Majority of project to be funded by private land owners; remaining funds pending council approval	
39 Wildlife proof trash cans	Spring 2025	New	Testing another cart option	
Strong & Diverse Economy (page 15)	40 Address Post Office service delivery challenges	TBD		Work with congressional delegates & Post Master; legal appeal letter sent (denied)
	41 City's Economic Development framework	TBD	New	In concert with Comp Plan feedback

INTERNAL CHAPTERS	PROJECT	COMPLETION TARGET	STATUS	NOTES
High Performing Community & City (page 59)	Improve City planning framework			
	Comprehensive Plan	March 2025		(see above)
	42 Guide Book	Fall 2024		Design build pending (for Clarion to tie-in as implementation chapter of comp plan)
	43 Annual Plan	Ongoing		Quarterly check-ins with Council
	County-wide collaboration			
	Housing	Ongoing		(see above)
	Public Safety			
	Fire Station consolidation	Ongoing		(see above)
44 Future Highway 75 improvements			County forming small work group to begin discussions with district engineer to explore options such as dedicated transit lane	
45 Blaine County Public Employee Health Trust	TBD	New	Feasibility analysis	
46 Resort Cities Coalition	Ongoing		Passage of liquor bill 1381a & defeat of (anti-city) STR bill; 9.16.24 Summit w/ITD; Upcoming: meeting w/IHFA	
People & Culture	47 People Strategy Build	Fall 2024/Winter 2025		Vision & Values; Leadership Learning series; city-wide People Strategy
Financial	48 Develop holistic funding strategy for short - & long-term (Housing LOT, renewal of Original LOT, CIP, etc.)	Ongoing		Update 5yr forecast for all funds; Impact fees updating
	49 Capital Improvement Plan	Ongoing		REVER workflow being tested
	50 Accounts Payable process	Winter 2025		
Technology/Business System	Strategic Road Map/IT plan			
	51 IT Education and Support	October 2024		Design phase
	52 Code Matrix/System of Record	December 2024		In production
	53 Conduct data clean-up	December 2024		
	54 Evaluation & inventory of all GIS data city-wide	Winter 2025		
55 KetchumIdaho.org revamp planning	2025 launch			Work with departments on needs and request bids from contractors