



AGENDA

PUBLIC PARTICIPATION INFORMATION

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If you would like to comment on a public hearing agenda item, please select the best option for your participation:

1. Join us via Zoom (*please mute your device until called upon*).
Join the Webinar: <https://ketchumidaho-org.zoom.us/j/86057254148>
Webinar ID: 860 5725 4148
2. Address the Commission in person at City Hall.
3. Submit your comments in writing at participate@ketchumidaho.org (*by noon the day of the meeting*).

This agenda is subject to revisions. All revisions will be underlined.

CALL TO ORDER:

ROLL CALL:

COMMUNICATIONS FROM COMMISSIONERS:

1. ACTION ITEM: Elect Chair and Vice Chair of the Planning & Zoning Commission

CONSENT AGENDA:

Note re: ALL ACTION ITEMS - The Commission is asked to approve the following listed items by a single vote, except for any items that a commissioner asks to be removed from the Consent Agenda and considered separately.

2. ACTION ITEM: Approval of the September 27, 2022 Minutes
3. ACTION ITEM: Approval of the December 20, 2022 Minutes

PUBLIC HEARING:

4. ACTION ITEM: Additional information is still being prepared for the Design Review amendment and Development Agreement amendment for the Appellation Sun Valley hotel project at 300 E River St. (P22-059 & P22-059A). Applicant has requested and staff is recommending this public

hearing be continued. The hearing will be continued to the January 24, 2023, Planning and Zoning Commission Meeting.

5. ACTION ITEM: Additional information is still being prepared for the Design Review and Condominium Preliminary Plat applications for the proposed mixed-use development at 200 N Leadville Ave. (P22-035 and P22-035A). Applicant has requested and staff is recommending this public hearing be continued. The hearing will be continued to the February 28, 2023, Planning and Zoning Commission Meeting.

NEW BUSINESS:

- [6.](#) Discussion of Accessory Dwelling Units (ADUs) and potential barriers to construction and occupancy of ADUs within the City of Ketchum
7. Discussion of process for review and approval of FAR Exceedance Agreements
- [8.](#) Review and discussion of the 2023 Planning and Building Department Workplan
9. Discussion of use of travel and training budget for the Planning and Zoning Commission

ADJOURNMENT:



CITY OF KETCHUM
MINUTES OF THE SPECIAL MEETING
PLANNING AND ZONING COMMISSION
Tuesday, September 27, 2022 4:30 PM
191 5th Street West, Ketchum, Idaho 83340

CALL TO ORDER: *(00:00.040 in video)*

Chairman Neil Morrow called the meeting to order at 4:30 p.m. Introduced new P & Z Commissioner Susan Passovoy.

Roll Call:

Tim Carter
Spencer Cordovano
Brenda Moczygemba
Neil Morrow
Susan Passovoy

Also Present:

Morgan Landers
Adam Crutcher
Trip Hutchinson

COMMUNICATIONS FROM COMMISSIONERS: *(00:01.02. in video)*

None

CONSENT CALENDAR: *(00:01.12 in video)*

1. ACTION ITEM: Minutes of August 23, 2022
Spencer Cordovano suggested code change for 17.12.04 setbacks for 4th & 5th floors
Morgan Landers suggested adding that Spencer Cordovano's comments to the minutes for today.

Motion to approve the Minutes of August 23, 2022

Motion made by Brenda Moczygemba ; Seconded by Tim Carter

Ayes: Tim Carter, Spencer Cordovano, Brenda Moczygemba, Neil Morrow

Abstain: Susan Passovoy

PUBLIC HEARING:

2. ACTION ITEM: Recommendation to review and provide direction on Pre-Application Mountain Overlay Design Review for 307 Garnet St. P22-048. *(00:03:36 in video)*

PUBLIC COMMENT *(00.32.30 in video)*

Tyler Chandler *(00.33.12 in video)*

John David Davidson (00.34.42 in video)
Neighbor -Garnett Street (00.35.48 in video)
Marcia Lynn Renforo (00.37.07 in video)
Sean McIntee 111 Garnet (00.39.12 in video)
Randi McIntee (00.40.21 in video)
Jim Smith Mason (00.41.22 in video)

The Commission noted:

They are looking for something that fits to the sight better, less disturbance, less water usage, stating the plan is excessive for the mountain overlay.

Motion to strongly recommend the applicant come back for another pre-application review meeting or move forward with formal design review depending on how they want to proceed with the project.

Motion made by Susan Passovoy; Seconded by Tim Carter

Ayes: Brenda Moczygamba, Tim Carter, Neil Morrow, Susan Passovoy, Spencer Cordovano

Nays: None

3. ACTION ITEM: Recommendation to review and conduct a public hearing on proposed project modifications to previously approved Design Review Permit P20-046 for the project under construction at 580 E 4th St located at Fourth and Walnut. (01:28:15 in video)

PUBLIC COMMENT (01.44.02 in video)

No public comment

The Commission noted: They would like as much light and air to the community housing units as possible. They recommendation to the motion, not necessarily a requirement, making changes to the seating area above the community housing units natural light.

Motion to Approve the project modification to previously approve Design Review Permit P20-046 for the project under construction at 580 E 4th St with the conditions recommended.

Motion made by: Spencer Cordovano; Seconded by Brenda Moczygamba

Ayes: Brenda Moczygamba, Tim Carter, Neil Morrow, Susan Passovoy, Spencer Cordovano

Nays: None

ADDITIONAL COMMUNICATION FROM COMMISSIONERS

Spencer Cordovano inquired about floor area calculations and community housing.

ADJOURNMENT: (02:00:56 in video)

Motion to adjourn at 6:31:26 pm.

Motion made by Spencer Cordovano; seconded by Brenda Moczygamba.

Ayes: Tim Carter, Spencer Cordovano, Brenda Moczygemba, Neil Morrow, Susan Passovoy

Nays: None

Commissioner Neil Morrow

Morgan Landers – Director of Planning & Building



CALL TO ORDER: (00:00:30 in video)

Neil Morrow called to order at 4:31 p.m.

Roll Call:

Neil Morrow

Susan Passovoy

Brenda Moczygemba

Tim Carter (arrived at 01:07:30 in video)

Spencer Cordovano

Also Present:

Matthew Johnson – Legal Counsel or City of Ketchum (via zoom)

Morgan Landers – Director, Planning & Building

Abby Rivin – Senior Planner

Adam Crutcher – Associate Planner

Heather Nicolai – Planning Technician

COMMUNICATIONS FROM THE COMMISSIONERS: (00:01:00 in video)

- Neil Morrow & Spencer Cordovano advised they looked at the story polls for the 200 N Leadville project (00:01:08 in video)
- Susan Passovoy asked how those who are unable to access the video recording of the meeting can they access the information from the commission meetings and staff responded. (00:01:23 in video)

CONSENT AGENDA: (00:02:13 in video)

1. **ACTION ITEM:** Approval of the December 13, 2022 Minutes (00:02:20 in video)

Motion: Motion made by Susan to approve the December 13, 2022 Minutes; Seconded by Brenda Moczygemba. (00:0)

Ayes: Neil Morrow, Susan Passovoy, Brenda Moczygemba, Spencer Cordovano

Nays: None

PUBLIC HEARING: (00:02:30 in video)

2. **ACTION ITEM:** Recommendation to hold a public hearing, review, and provide feedback on the Design Review and Condominium Preliminary Plat applications for the proposed mixed-use development at 200 N Leadville Ave. (P22-035 and P22-035A)
 - Staff Report: Morgan Landers – Director, Planning & Building (00:02:49 in video)
 - Matthew Johnson – Legal Counsel or City of Ketchum gave explanation and answered questions regarding the demand to halt design review for the 208 Condos project and terminate FAR Exceedance Agreement 22811 that the City of Ketchum received. (00:05:00 in video)
 - Commissioners' questions for Matthew Johnson (00:06:16 in video)
 - Applicant presentation: Nicole Ramey, Medici Architects – (00:10:18 in video)
 - Commission questions for applicant: (00:15:15 in video)

- Public Comment (00:24:30 in video)
 - Samuel Linnet, Alturas Law Group (00:24:34 in video)
 - Dave Hutchinson (00:28:01 in video)
 - Duffy Witmer (00:35:12 in video)
 - John Melin (00:34:28 in video)
 - Dillion Witmer (00:39:01 in video)
 - Pam Colesworthy (00:43:43 in video)
 - Dave Hutchinson (00:46:55 in video)
- Public Comment Closed (00:47:42 in video)
- Staff comments: Matt Johnson and Morgan Landers additional comments and response to questions from Commissioners (00:47:45 in video)
- Applicant Response: Mike Carr, property owner (00:53:36 in video)
- Commission questions, feedback and recommendations (01:02:00 in video)
- Commissioner Tim Carter arrived (01:07:30 in video)
- Continued... Commission questions, feedback and recommendations (01:07:30 in video)

Commission recommended to continue discussion of Design Review and Condominium Preliminary Plat applications for the proposed mixed-use development at 200 N Leadville Ave. on Tuesday, 1/10/23. (01:52:00 in video)

Motion: Motion made by Spencer Cordovano, requesting to continue this hearing until January 10, 2023. Second by Susan Passovoy (01:52:33)

Ayes: Neil Morrow, Tim Carter, Spencer Cordovano, Susan Passovoy

Nays: Brenda Moczygemba

NEW BUSINESS: (01:53:00 in video)

- Staff explained prioritization and scheduling of applications. (01:53:05 in video)
- Staff advised on January and February Planning and Zoning meetings. (01:54:51 in video)
 - Applications in pipeline
 - Explained there will be update on housing action initiatives.
 - There is an open house for the public on February 13, 2023 for the Warm Springs Preserve.
 - The final joint meeting with Planning and Zoning Commission and City Council on the Warm Springs Preserve on February 14, 2023.

ADJOURNMENT:

Motion to adjourn at 6:27pm (01:56:57 in video)

Motion made by Neil Morrow to adjourn the meeting; Seconded by Spencer Cordovano.

Ayes: Neil Morrow, Susan Passovoy, Tim Carter, Spencer Cordovano, Brenda Moczygemba

Nays: None

Commissioner Neil Morrow

Morgan Landers – Director of Planning & Building



City of Ketchum
Planning & Building

STAFF REPORT
KETCHUM PLANNING AND ZONING COMMISSION
REGULAR MEETING OF JANUARY 10, 2023

EXECUTIVE SUMMARY

As part of the implementation of the adopted Housing Action Plan, the Ketchum Housing and Planning & Building Departments are collaborating to identify and address barriers to the construction and occupancy of accessory dwelling units (ADUs) in the city, as one tool to help address local housing needs. This initiative is beginning with a comprehensive review of current barriers to ADU development and occupancy that generally fall into three main buckets: regulatory, financial, and other. Subsequently, solutions and incentives will be analyzed and proposed.

The Planning and Zoning Commission's role is to evaluate, review, and recommend revisions to the city's land use regulations to achieve the goals and objectives outlined in the city's adopted plans such as the comprehensive plan and Housing Action Plan. Therefore, the Commission has a role in identifying and addressing "regulatory" barriers to ADU development and occupancy contained within the city's zoning and subdivision ordinances. The purpose of this discussion is to engage the Planning and Zoning Commission in the initial evaluation of regulatory barriers to ADU construction and occupancy in Ketchum. Based on internal discussions with staff, feedback received during the development of the Housing Action Plan, and a review of industry materials, an initial list of potential regulatory barriers in Ketchum's zoning ordinance are included in the analysis section of this report.

Additionally, staff identified that one of the immediate barriers is public understanding of ADUs. Specifically, what they are and what the current rules are. The Ketchum Housing Department has, with the assistance of Planning and Building Department staff, drafted an ADU FAQ that, once finalized, will be posted on department websites and distributed through newsletters and other channels. A draft of this document is attached to this staff report (Attachment A) for review and feedback by the Commission.

Finally, housing staff are also undertaking a mapping exercise, reviewing zoning and CC&Rs throughout Ketchum, to identify properties that currently allow ADUs and areas where ADUs may not be permitted for various reasons. This information will help inform the evaluation of future regulatory changes and incentive programs being considered.

BACKGROUND

Goal 1: Produce + Preserve Housing

Act to create and preserve housing affordable for our local workforce and community housing. Maintain a healthy balance of short-term/visitor lodging and resident-occupied housing.

- Ketchum Housing Action Plan, adopted May 9, 2022

The Housing Action Plan identifies increasing the number of occupied accessory dwelling units as a Year 1 Action. This action includes developing education materials, incentives, or policy and regulatory improvements to encourage the development and use of ADUs.

Current Zoning Regulations regarding ADUs:

- **Definition (KMC 17.08.020):** *Dwelling unit, accessory: An attached or detached dwelling which is secondary in nature to a primary residential unit and cannot be sold separately from the primary residence. An accessory dwelling unit provides complete, independent living facilities with a separate dwelling entrance for one or more persons, including permanent facilities for living, sleeping, eating, cooking and sanitation, on the same lot as the primary residence. Accessory dwelling units are provided in conjunction with one-family dwelling units and are not to be constructed as an addition to a multiple-family unit.*
- **Development Standards (KMC 17.124.070), Parking (KMC 17.125), and Design Review (KMC 17.96)**
 - ADUs are only permitted as an accessory use to a one-family dwelling.
 - ADUs may be attached or detached.
 - ADUs must be between 300 and 1,200 square feet of net livable space.
 - ADUs are exempt from design review.
 - Parking for ADUs is not required.

The Commission may also find the following articles to be informative on current industry discussions related to the role of ADUs in housing and barriers that are common in many communities:

- [Unlocking the Potential of Missing Middle Housing](#)
- [ADUs for All: Breaking Down Barriers to Racial and Economic Equity in Accessory Dwelling Unit Construction](#)
- [ADU Construction Financing: Opportunities to Expand Access for Homeowners](#)

ANALYSIS

The following potential regulatory barriers to ADU construction and occupancy exist in the current zoning ordinance:

1. **Limited to Single Family Residential.** Under the current ordinance, ADUs are only permitted on lots accessory to a detached, single-family dwelling. ADUs are not permitted on lots with duplexes or other multi-family units such as townhomes or detached townhomes.
2. **Setbacks.** The addition of a new attached or detached ADU on a lot may be limited by required setbacks, depending on lot size and configuration. For detached units, accessory structure setbacks are currently determined by the height of the primary structure, not the accessory structure, which may make siting a detached ADU on a property more challenging.
3. **Lot Coverage.** The addition of a detached or attached ADU often will increase the lot coverage. This can cause challenges when adding an ADU to property with an existing structure where development is already near or at the lot coverage maximum. The current standards allow for a 5% increase in lot coverage allowance to accommodate an ADU that is being added to an existing home. This allowance does not apply to new development.
4. **Number of Structures.** Currently, the city allows a maximum of two detached structures. If an existing property already has two detached structures, one of the existing structures would need to be added onto or remodeled to accommodate the ADU which may be challenging depending on the type of detached structures that exist.
5. **Recreational Vehicles Prohibited.** Some communities have begun to allow tiny homes on wheels (THOWs) and park model recreational vehicles as accessory dwelling units with certain requirements for utility connections and construction. Recreational vehicles or THOWs are currently prohibited from being used as ADUs in Ketchum.
6. **Guesthouses.** Guesthouses, which are distinct from ADUs because they cannot have kitchen facilities, are not allowed on the same lot as an ADU. Consequently, ADUs and guesthouses may be in competition with each other
 - a. **Guesthouse (KMC 17.08.020):** *A living unit consisting of a minimum of 400 square feet and not exceeding 600 square feet and containing no kitchen facilities that is located on a lot in conjunction with a single-family dwelling.*

NEXT STEPS

Following feedback from the Commission, staff will provide an overview of the feedback to the City Council along with information about financial and other barriers to ADU construction and occupancy. Based on feedback from the City Council, staff will further the investigation of the identified barriers and make recommendations on next steps. These may include amendments to address regulatory barriers, development of programs and financial incentives, and process enhancements. Regarding regulatory barriers, staff will evaluate potential code changes to determine if changes should be made to the land use regulations now or with the comprehensive rewrite of the land use regulations to begin later this year. Once any changes and the preferred process timeline have been identified, staff will present proposed changes to the Commission for review and recommendation.

STAFF RECOMMENDATION

Staff requests the Commission review and provide feedback on the ADU FAQ sheet provided in Attachment A.

Staff requests initial feedback on the regulatory barriers identified above and seeks the assistance of the Commission in identifying other potential regulatory barriers in the construction and occupancy of ADUs in Ketchum. This introductory meeting is not the time to recommend specific changes to the zoning code, only to identify areas for further investigation.

ATTACHMENTS

- A. Ketchum ADU FAQ Draft

ACCESSORY DWELLING UNITS (ADUs) IN KETCHUM

Frequently Asked Questions



WHAT IS AN ADU?

An ADU, or **ACCESSORY RESIDENTIAL UNIT**, is an attached or detached dwelling which is secondary in nature to a primary single-family residential unit and cannot be sold separately from the primary residence. It provides complete, independent living facilities with a separate dwelling entrance for one or more persons, including permanent facilities for living, sleeping, eating, cooking and sanitation, on the same lot as the primary residence ([KMC 17.08.020](#)).

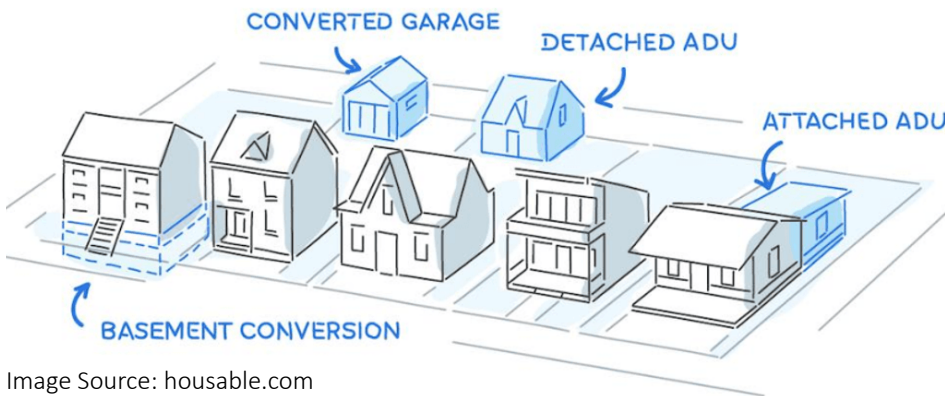


Image Source: housable.com

An ADU may be new construction or converted from existing space. ADUs can be rented for additional income, occupied by a family member, or used intermittently by guests.

In-law suites, granny flats, and basement apartments are all other names for ADUs.

WHAT SIZE CAN AN ADU BE?

In Ketchum, an ADU must have a minimum of 300 square feet of net livable space and cannot have more than 1,200 square feet of net livable space. Garages and mechanical rooms are not considered livable space. Tiny homes on wheels (THOWs) and recreational vehicles are not designed for year-round habitation and are not currently allowed as ADUs in Ketchum. ADUs must be installed on a foundation and built to meet local building code regulations.

ARE THERE ANY INCENTIVES FOR BUILDING AN ADU?

Yes, ADUs in Ketchum do not require additional parking spaces and are exempt from the city's design review process. Fire, parks, police, and street impact fees are waived for ADUs. Water and wastewater connection fees may be waived depending on the size of the ADU and the water/wastewater connection proposed for the project. Depending on the specifics of your property, you may also be allowed a 5% building coverage bonus to accommodate your ADU. Additionally, building an ADU increases the value of your property and provides an optional source of income if rented.

WHERE ARE ADUS ALLOWED?

ADUs are allowed on parcels with a single family dwelling in most zoning districts. ADUs are not allowed on multi-family or commercial parcels. To see the zoning on your property, visit the interactive [City of Ketchum GIS](#), or contact the Planning & Building Dept. Additionally, some Homeowners Associations (HOAs) may prohibit or have additional restrictions for ADUs in their CC&Rs. Contact your HOA to see if ADUs are allowed on your property and if there is a process for design review.

ZONES THAT ALLOW ADUS
Limited Residential (LR, LR-1, LR-2)
General Residential (GR-L, GR-H)
Short Term Occupancy (STO-.4, STO-1, STO-H)
Tourist (T, T-3000, T-4000)
Agriculture and Forestry (AF)
ZONES THAT PROHIBIT ADUS
Light Industrial (LI-1, LI-2, LI-3)
Recreational Use (RU)

HOW MUCH DOES AN ADU COST?

ADU costs vary and depend on what you are looking to build. A basement or garage apartment conversion is usually cheaper than building a new, detached structure. New construction, prefabricated or built on site, can cost between \$100,000 and \$300,000+ depending on design and features. This does not always include costs for site work, surveying, and utility connections. Prefabricated units can be less expensive and can have more predictable costs. Fees will be assessed for building permit review and approval through the Planning and Building Department. Building permit and plan check fees are based on project valuations. The Planning and Building Department can provide more information based on the specifics of your project.

ARE THERE PREFAB ADU OPTIONS?

Yes, many companies offer modular or manufactured ADU designs, and some will assist with permitting, site surveying, and installation. Others will provide a kit for do-it-yourself installation. Note that modular and manufactured ADUs require foundations and utility connections. Typically, a local contractor will be needed to prepare your site for installation. The companies below are just some examples and their inclusion is not an endorsement and does not guarantee approval of any permit.

COMPANY	SERVICES OFFERED	SITE WORK AND INSTALLATION	WEBSITE
Modal	Choose from three designs, with options for upgrades and customization. Full process handled by Modal: surveying, permitting, sitework, installation.	Local contractor. Modal can help to identify and coordinate.	livemodal.com
Studio Shed	Range of customizable sizes and designs. Permitting assistance and coordination.	Choose from contractor to DIY assembly.	studio-shed.com
Steelblox	Choose from existing designs and select finishes and fixtures. Surveying, permitting assistance, and coordination.	Local contractor. Steelblox can help to identify and coordinate.	steelblox.com
ZipKit Homes	Choose from three "pod" designs. Unit delivered assembled. No permitting assistance or coordination.	Local contractor, chosen by customer.	zipkithomes.com
Ideabox	Choose from existing designs and customize finishes, fixtures and layouts. Option for more customization. No permitting assistance.	Local contractor, chosen by customer. Support for installation and finish work.	ideabox.us

HOW DO I APPLY?

In most cases, the only required permit is a building permit. Additional permitting may be required if your property is in a floodplain, the avalanche overlay district, or in certain Planned Unit Developments (PUDs). Contact the Planning and Building Department (see below) for additional information on your property.

HOW LONG DOES THE APPROVAL PROCESS TAKE?

Building permit review time varies, but Planning staff will provide initial comments within 21 business days of submittal. Feedback for any additional rounds of review will be provided within 10 business days. If all requirements have been met, the permit will then be issued.

CONTACT

For questions about property, zoning, and development standards:
(208) 726-7801 or planningandzoning@ketchumidaho.org

For questions about building permits or building requirements:
(208) 720-4648 or building@ketchumidaho.org

[Building Permit applications are available online.](#)

From: [Participate](#)
To: [Heather Nicolai](#)
Cc: [Morgan Landers](#)
Subject: FW: For Public Comment P&Z Meeting 1/10/23 on ADUs
Date: Friday, January 6, 2023 3:24:41 PM

Public comment.

LISA ENOURATO | CITY OF KETCHUM
Public Affairs & Administrative Services Manager
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-----Original Message-----

From: HP Boyle <boylehp@yahoo.com>
Sent: Friday, January 6, 2023 10:11 AM
To: Participate <participate@ketchumidaho.org>; Carissa Connelly <CConnelly@ketchumidaho.org>
Cc: Andrew Guckes <aguckes@mtexpress.com>
Subject: For Public Comment P&Z Meeting 1/10/23 on ADUs

It seems like the City is playing right into the hands of AirBNB. Why?

ADUs, if not restricted to long-term rental, are ideal short-term rentals. They are literally perfect STRs. We already have close to a thousand short-term rentals available in Ketchum. Indeed, they have displaced nearly all long-term rentals.

It is the City's consistent position that it cannot regulate STRs. If that is true, then promoting ADUs will make everything in this city worse. Why would the City want to be promoting more STRs? Why would the City want to provide financial incentives for STRs? How is this good for the people who live and work in Ketchum?

Please do not proceed with this unless you can lock ADUs into a LTR market. Otherwise you just contribute the to destruction of the community.

Perry Boyle
Ketchum



STAFF MEMORANDUM

To: Planning and Zoning Commission
From: Morgan Landers, AICP – Director of Planning and Building
Date: January 5, 2023
Re: 2023 Department Work Plan

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. Many of the projects will require various levels of involvement by the Planning and Zoning Commission (the Commission) including the review and comment on information to full decision-making authority. To focus the efforts of staff and provide transparency to the Commission, 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 and projects and general timeframes of those projects.

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.

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 is working to formulate a technical advisory group 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 will begin recruitment of its members mid to late January.

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
- 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 and/or 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 to the Commission on a quarterly basis:

- Historic Preservation Commission (HPC) Initiatives
 - Winter - Development of annual workplan
 - Winter/Spring – Completion of the Historic Preservation Handbook
 - Summer/Fall – Data gathering and potential surveying of additional historic buildings/sites within Ketchum
- Interim Ordinance Revisions
 - Jan-April – evaluation of interim ordinance to identify potential revisions
 - 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
 - March - Process and timeline review with Commission and City Council
 - April-July – RFP publication and selection of consultant team
 - July-Nov – Project scoping exercise and data gathering
 - Oct 2022-Mar 2023 – Comprehensive Plan Audit and identification of amendments or clarifications
 - January 2023 – December 2024 (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 and 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
- 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

P&B staff welcomes questions and comments on the department work plan from the Commission. We thank the Commission for their dedication and look forward to a busy few years moving these critical projects forward.

From: [Participate](#)
To: [Heather Nicolai](#)
Cc: [Morgan Landers](#)
Subject: FW: For P&Z Commissioners...
Date: Friday, January 6, 2023 3:24:51 PM

Public comment.

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-----Original Message-----

From: HP Boyle <boylehp@yahoo.com>
Sent: Friday, January 6, 2023 10:24 AM
To: Participate <participate@ketchumidaho.org>
Subject: For P&Z Commissioners...

It seems odd that the work plan leads with the HPC, but does not address the defining issue for the HPC. Can it prevent demolition? Former Planner Frick said in multiple public meetings that the HPC cannot prevent demolition. But that question is on the HPC's own agenda. It seems like it should be on your agenda, as well. Indeed, the very need for an HPC seems odd, as it could easily be covered by your commission, and, indeed, two of you are on the HPC. Just seems like more bureaucracy than actual contribution to quality of place for residents.

Also, the Planning Dept work plan for 2023 does not include the word "zoning" at all. Instead, they use "land use planning," like they are trying to hide what they are doing. This seems against the spirit of open and transparent government, and the cat is already out of the bag (IME article on Ms Landers), so why not call the spade the spade?

Thank you,

Perry Boyle
Ketchum