



AGENDA

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Webinar ID: 873 5978 0221
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:

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.

1. ACTION ITEM: Approval of July 5, 2023 Minutes

PUBLIC HEARING:

NEW BUSINESS:

2. ACTION ITEM: Recommendation to discussion and adopt the final draft of the HPC handbook

ADJOURNMENT:



CITY OF KETCHUM
MEETING MINUTES
OF THE

***SPECIAL MEETING* HISTORIC PRESERVATION
COMMISSION**

Tuesday July 5, 2023

CALL TO ORDER:

Spencer Cordovano called to order at 4:30 p.m. *(00:00:07 in video)*

Roll Call:

Wendolyn Holland
Rick Reynolds (*left early at 5:59 p.m.)
Spencer Cordovano
Tom Curl (*left early at 5:27 p.m.)
Jakub Galczynski

Also Present:

Morgan Landers – Director of Planning and Building
Abby Rivin – Senior Planner
Adam Crutcher – Associate Planner
Heather Nicolai – Planning Technician/Office Administrator

COMMUNICATIONS FROM THE COMMISSIONERS:

None

CONSENT AGENDA:

1. ACTION ITEM: **Approval of May 2, 2023 Minutes** *(00:00:38 in video)*

Motion made by Rick Reynolds to approve the March 7, 2023 Minutes; Seconded by Wendolyn Holland. *(00:00:45 in video)*

MOVER: Wendolyn Holland

SECONDER: Wendolyn Holland

AYES: Wendolyn Holland, Tom Curl, Spencer Cordovano, Rick Reynolds & Jakub Galczynski

NAYS: None

RESULT: UNANIMOUSLY ADOPED

2. ACTION ITEM: **Approval of June 14, 2023 Minutes** *(00:00:58 in video)*

Motion made by Wendolyn Holland to approve the June 14, 2023 Minutes; Seconded by Tom Curl. (00:01:46 in video)

MOVER: Rick Reynolds

SECONDER: Tom Curl

AYES: Wendolyn Holland, Tom Curl, Spencer Cordovano, Rick Reynolds & Jakub Galczynski

NAYS: None

RESULT: UNANIMOUSLY ADOPED

PUBLIC HEARING:

None

NEW BUSINESS:

3. Discussion with the Idaho State Historical Society

- Dan Everhart? & Maria Rachal–discussion with commission & staff (00:02:00 in video)

****Break @ 5:53 p.m.*** (01:22:50 in video)*

****Resume @ 5:59 p.m.*** (01:22:58 in video)*

4. Discussion and review of the draft HPC handbook

- Commission comments, questions for staff and direction for staff (01:23:07 in video)

ADJOURNMENT: (01:39:11 in video)

Motion to adjourn the meeting at 6:16pm

MOVER: Spencer Cordovano

SECONDER: Wendolyn Holland

AYES: Wendolyn Holland, Spencer Cordovano & Jakub Galczynski

RESULT: UNANIMOUSLY ADOPTED

Spencer Cordovano, Chairperson
Historic Preservation Commission

Morgan Landers, Director Planning and Building
City of Ketchum

DRAFT
KETCHUM
HISTORIC PRESERVATION HANDBOOK

Historic Preservation Commission
in coordination with
City of Ketchum Planning Building Department

August 2023

~Introductory Letter from Mayor Bradshaw ~

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SECTION 1: INTRODUCTION

Why does historic preservation matter for Ketchum?

Ketchum has a rich, authentic history that sets it apart from many other mountain resort communities. Preserving Ketchum's history – acknowledging what makes us special – has been an agreed upon value of the community throughout decades of growth. Most recently, the 2014 Ketchum Comprehensive Plan established a strong foundation for balancing preservation of history with sustained growth for Ketchum. In the Plan, three of the community's top ten values directly relate to the importance of preserving and celebrating our history.

Ketchum values:

Community Character ~ *We can continue to strengthen the community's image and identity through preservation of historic buildings and sites.*

Vibrant Downtown ~ *Our downtown core is critical to the economic health and well-being of Ketchum. Enhancements and efforts to support events, the arts, and Ketchum's history and culture will make downtown an even greater community asset.*

Enlivened by the Arts and Culture ~ *Ketchum is a community where arts and culture positively influence our economy and quality of life – they tell our story.*

Older Ketchum buildings and landmark sites are a physical manifestation of our past. While Ketchum's origins in 1879 parallel the beginnings of other frontier mining towns in the West, our buildings and landmarks are unique to this place – initially a mining town carved out of a larger landscape that had been occupied for countless centuries by the Shoshone, Bannock, Paiute, and Nez Perce Tribes. The railroad, which played a big role, enabling a relatively smooth transition of the economic base from mining to sheep ranching, then delivered an industry previously unheard of in the U.S.: the ski resort. Anchoring Sun Valley, the nation's first destination ski resort, Ketchum quickly took on a patina of unpretentious glamor, and in doing so carved out a trajectory different from that of every other mountain town with a similar history in mining and ranching.

Every business in the Wood River Valley – whether directly or indirectly related to our tourism-based economy – gains value from the continued physical presence of our history through legacy buildings and landmarks. Responses from a 2020 survey indicated that Ketchum should prioritize the preservation of buildings and landmarks that:

1. Reflect Ketchum's early development and businesses.
2. Identify with historic people or with important events in local, state, or national history.
3. Exemplify or symbolize elements of the cultural, social, economic, or political history of Ketchum.

The major challenge we face in an effort to realize all of the above is *balancing the desire for historic preservation with the reality of personal property rights*. Due to development pressures common to luxury resort real estate markets, many if not most of our historic buildings and landmarks are in jeopardy. An historic inventory conducted in 2020 identified that in the prior decade, 20% of the city’s historic buildings were demolished, never to be seen other than in photographs in old newspaper clippings and library archives.

The City of Ketchum’s Historic Preservation Commission (HPC) seeks to honor the buildings that remain and to support property owners in their efforts to save Ketchum's early buildings.

Preservation of historic buildings and landmarks can be costly. So, we ask, how can we encourage property owners to join us in preserving the precious history that is so vital to our culture and economy?

This Handbook seeks to answer that question by providing a roadmap for property owners and advocates of historic preservation to help the city implement the community’s desire to preserve Ketchum’s historic buildings and landmarks.

We look forward to partnering with you for a strong future through the lens of our past.

SECTION 2: DESIGNATED HISTORIC BUILDINGS AND LANDMARKS

As mentioned above, one of the primary responsibilities of the HPC is to conduct surveys of local historic properties and to establish and maintain the Historic Building/Site List. In Ketchum, any building 50 years of age or older is considered historic, but not all of those buildings are “designated” as historic. In addition to age, criteria related to physical integrity and historic significance are evaluated to determine what buildings or landmarks should be included in the Historic Building/Site List. “Designation” is important as it opens opportunities for financial and regulatory incentives.

Over the years, the city has conducted multiple surveys of potentially significant buildings or sites within Ketchum and its Area of Impact. One such survey, in 2005, identified sites, buildings, structures, objects, and features that existed within the previous 50 years and were potentially eligible for the National Register of Historic Places (NRHP), or had either local historical significance or interpretive potential. Of the 241 properties that met the age criteria of 50 years or older, 37 were identified as eligible to be listed by the NRHP.

In 2006, the HPC created a list of potential historic buildings and sites within the Community Core (CC) for consideration for listing as historic. However, a formal designation of those properties was never initiated.

In 2020, Ketchum updated the 2005 survey and 2006 list and identified 26 sites within the Community Core that were potentially eligible for listing as historic by Ketchum. A final Historic Building/Site List adopted in October 2021, designated 24 properties within the Ketchum Community Core as historic.

The HPC will continue its work to maintain the Historic Building/Site List by updating surveys of historic buildings and sites in areas of high-growth pressures to ensure the preservation of Ketchum’s history.

[INCLUDE LINK TO LIST OR INCLUDE FULL LIST IN HANDBOOK]

SECTION 3: HISTORIC PRESERVATION BENEFITS

Good for Ketchum

Historic buildings and landmarks are integral to Ketchum’s unique character and contribute to the social and economic values of the community, valued by locals and tourists, alike. Without deliberate preservation, historic buildings may be altered beyond recognition over time. There is a direct link between a community’s history and its abiding culture. As noted in the 2014 Comprehensive Plan *“Arts and culture also contribute to the larger ‘creative economy,’ which creates jobs, attracts investments, generates tax revenues, and stimulates the economy through tourism and consumer purchases. A thriving arts and cultural scene attracts visitors and has economic ‘spinoff’ benefits for local restaurants, lodging and retailers.”*

Heritage Tourism

“Heritage Tourism” is found in places where purposeful preservation of historic character is a priority for the community. Studies have shown that heritage tourists have a larger economic impact on a community than those who travel simply for recreation. A study by the Colorado Historical Foundation showed that, in 2008 alone, 11.8 million trips to that state involved heritage tourism activities to a state primarily known for its natural and recreational attractions. When compared to recreational tourists, heritage tourists spent more money – \$447, compared to \$333 - and stayed an average of 5.8 nights, compared to 5.2 for recreational tourists.

In Ketchum, annual events such as Wagon Days and the Trailing of the Sheep Festival, bring the largest number of visitors to Ketchum from around the U.S. and abroad. These heritage tourism events, which celebrate Ketchum’s history of mining and sheep-herding days, are integrated with and bolstered by Ketchum’s historic structures throughout the Community Core.

Attraction of Small-Local Businesses

In addition to heritage tourism, historic buildings attract small local businesses, which support our uniqueness and vibrancy. Recognizing the downtown as a major community asset that attracts tourists, the HPC commits to strengthening that asset through the retention and attraction of small local businesses that fit the character of the downtown. Among Ketchum’s vibrant restaurant and boutique scene, many occupy historic buildings.

In commercial areas prone to redevelopment, historic buildings are perfect incubators for small businesses. Due to high costs of land and construction, many small new or startup businesses find historic commercial spaces attractive because they are often smaller and cost less than modern construction, and because historic areas tend to have more foot traffic.

Residential Neighborhoods

Historic preservation of well-maintained legacy residential structures is also beneficial to the community. Residential areas with well-maintained historic buildings demonstrably increase the property values of non-historic properties. When economic conditions are favorable,

historic properties increase in real estate value at a higher rate than non-historic properties; when conditions take a downturn, historic buildings tend to either maintain their value or decline less than non-historic buildings.

Good for Property Owners

Ketchum's goal is to make it financially feasible to maintain historic properties. If you are the owner or perspective purchaser of a historic property, 50 years of age or older, there are financial and regulatory incentives to support your role in preserving Ketchum's history. Aside from contributing to the community benefits outlined in the previous section, financial benefits such as grants and tax credits for improvements are available to property owners of historic buildings. Ketchum also provides waivers and exceptions to many of the city's zoning and building regulations to better facilitate the maintenance and integrated redevelopment of historic buildings and sites.

Financial Benefits

The following programs are currently available to property owners in the Ketchum:

1) Federal Rehabilitation Tax Credit

- Available through the National Parks Service to buildings on the National Register.
- Possible for properties not on National Register if certified as "contributing" by the community, or state makes determination of eligibility.
- Up to 20% of rehabilitation project costs can be applied as investment tax credits.
- No limit to amount of tax credit.
- Must be an income producing use such as commercial businesses, apartment residential, or hotels.
- Single-family, owner-occupied homes do not qualify.
- The rehabilitation must be substantial (as determined by a formula involving the adjusted basis of the building).
- Other requirements as established by IRS or NPS regulations.

2) Federal Land and Historic Resource Tax Credit

- Owners of historic properties may qualify for a charitable deduction by donating a facade easement (conservation easement) on their historic property to an appropriate recipient such as a unit of government or other non-profit entity.
- Easement donations and donations of fee-simple property interests are eligible for a state tax credit of 40% of the value of the donation on the first \$50,000 of the value of the gift.
- Property owners are advised to engage a licensed real estate appraiser to determine the value of the donation and complete State Tax Form 1801AC to apply for the credit.

3) National Trust for Historic Preservation Grants

- The organization funds studies but does not fund bricks and mortar projects.

- Fund amount is small, generally ranging from \$5,000 - \$10,000.
- Eligible organizations include non-profits and civic organizations. Funds may be awarded to private entities but those awards are infrequent.
- Idaho is designated as a preferred receiver state for funds and has a high likelihood of funding request success.

4) Idaho Heritage Trust Grants

- Funds small brick and mortar projects including but not limited to roofs, windows and doors, and siding materials.
- Grants are small and range from \$5,000 - \$10,000.
- Applications are reviewed annually with a submittal deadline in September.
- Eligible organizations include non-profits and civic organizations.

5) State Community Enhancement Grants

- Small grant amounts, generally \$2,500 or less.
- Requires dollar-for-dollar match of grant funds (cash or in-kind).
- Can provide funds for educational programming, public access, interpretive enhancements, exhibits, non-structural enhancements to buildings, and heritage tourism.

Relief from Regulations

Ketchum provides owners of historic properties relief from many of the zoning and building requirements normally applicable to redevelopment of properties. For redevelopment of historic properties that retains some or all of the historic building, Ketchum offers the following:

- Relief from building code requirements – alternative solutions to building code requirements will be accepted provided life and safety concerns are met.
- Relief from parking standards – the square footage of the historic building is exempt from parking requirements.
- Relief from setback and height requirements – expansions of historic buildings can match setback and height characteristics of the historic building even if the setbacks and height do not comply with current requirements.
- Allowance of Expansions – If a historic building is non-conforming, there are no limitations to the size or type of expansion of the building provided it is approved by the HPC.

Ketchum is committed to the preservation of our history and is working to develop new programs to support property owners in these efforts. Please reach out to the City Planning and Building Department for a full list of all incentives and programs.

SECTION 4: DESIGNATION OF NEW HISTORIC BUILDINGS AND LANDMARKS

The HPC maintains the Historic Building/Site List. However, any member of the community or property owner can request to add a building or site to the list. Nominations for buildings or landmarks to be designated historic can be submitted to the Planning and Building Department. We request that the nominating party fill out an application and compile as much historic documentation as is readily available.

To be designated, a building or landmark must:

- 1) Be at least 50 years old.
- 2) Retain its physical integrity by being sited in its original location, and/or have original architectural and design features.
- 3) Have demonstrated architectural, social/cultural, or natural/geographic significance locally, regionally, or nationally.

[Create Flowchart/graphic]

1. I have a building that I would like to consider adding to the Historic Building/Site List
 - a. Submit application.
 - b. Staff reviews and conducts additional research a necessary.
 - c. Public hearing with Historic Preservation Commission – HPC makes recommendation to City Council on whether or not property should be added to the list.
 - d. Staff prepares an ordinance to update the list.
 - e. City Council Hearings (3 readings, which can be combined at the discretion of the City Council).
 - f. Summary of decision published in the newspaper with property owners identified.

SECTION 5: ALTERATION OR DEMOLITION OF DESIGNATED BUILDINGS AND LANDMARKS

Many people believe that once a property is designated as historic, nothing can be done to the building. This is an unfortunate myth. Ketchum promotes the continued maintenance of historic buildings and landmarks and provides a path for property owners who wish to alter or add on to those assets. One of the most effective ways of preserving historic buildings is through the redevelopment of property that expands commercial and residential space and showcases the historic building or landmark. Most alterations, and all demolitions, require review and approval of the HPC prior to the commencement of work. Below is an overview of the types of alterations and demolitions that can occur and some helpful tips to keep in mind.

Types of Projects

Interior Remodels – Interior remodels that do not adversely affect the external appearance of the building do not require approval by the HPC. A building permit may be required depending on the scope of the work anticipated. [\[insert QR code for when a building permit is required\]](#) Most people gravitate towards the exterior of the building when looking for nods toward our history, however, the interiors of buildings can also illuminate the stories of the users and residents of historic buildings and structures. Ketchum encourages property owners to be mindful of interior features such as fireplaces, ornate woodwork including floors and doors, plumbing and lighting fixtures, and original materials when considering interior remodels. The United States Secretary of the Interior's Standards for the Treatment of Historic Properties can provide insight on how to preserve and maintain those features during the remodel process. [\[insert QR code for resource\]](#)

Exterior Alterations or Additions – The scope and scale of these projects can be very broad. From an upgrade of windows and doors or a reroof to an expansion of the building. Alterations and additions to historic buildings is an up-front investment but can generate additional revenue to support the long-term maintenance and preservation of a historic building. All exterior alterations and additions require review and approval by the HPC prior to the commencement of work. In general, alterations and additions are seen as welcomed investments provided the changes seek to maintain the historic or architectural value or significance of the building. [\[insert example images\]](#)

Demolition - Partial or total demolition of an historic building also requires review of the HPC. Partial demolitions necessary to facilitate an alteration or addition are considered as part of the review noted above. Full demolition of an historic building can be requested; however, it is highly discouraged and only permitted under certain circumstances. Ketchum's goal is to maintain and highlight our historic assets for future generations. Once those assets are gone, their legacy is harder to maintain and the value to the community diminishes. Exceptions exist for the demolition of dangerous building conditions at the discretion of the city's Building Official.

Relocation – Many of Ketchum's historic buildings and structures are not in their original locations. Preservation in place is the top priority, however, if relocation of the building

achieves the goals of historic preservation by increasing visibility and value of the building or structure for the community, relocation can be achieved following approval by the HPC.

How the HPC approval process works:

[Create Flowchart/graphic]

I own a historic building on the Historic Building/Site List and want to alter or demolish it

1. Submit an application.
2. Staff review of application.
3. Public notice of application.
4. Public hearing with HPC.
5. If Design Review is required, application will either be reviewed administratively or be scheduled for public hearing with the Planning and Zoning Commission (depends on size of project).
6. Once planning permits are approved, the applicant can apply for either a demolition permit or a building permit for the construction of the proposed project.

SECTION 6: MAINTAINING DESIGNATED BUILDINGS AND LANDMARKS

With a lifetime of at least 50 years, Ketchum’s historic buildings and structures have stood the test of time and battled the elements of hot summers and cold snowy winters. Advancements in construction materials technologies and building construction practices have extended the life of new buildings far beyond what the buildings of the early 1900s could achieve. For this reason, ongoing maintenance and upkeep of historic buildings is even more critical to preserving their value to the property owner and the community.

Normal repair and maintenance of buildings and structures on the historic building/site list is permitted without HPC approval when such alteration will not change the exterior appearance or materials or the interior support structure of the building, including the character or appearance of the land itself. Building permits may be required depending on the scope of the improvements.

Ketchum requires that all structures on the historic building/site list are maintained to meet the requirements of the International Property Maintenance Code and/or the International Existing Building Code, as adopted and amended by Ketchum. The Planning and Building Department can provide the currently adopted codes and provide guidance on when building permits are required.

SECTION 7: HISTORIC PRESERVATION COMMISSION (HPC)

Although the HPC has a long history dating back to the 1990s, historic preservation efforts in Ketchum ramped up and down depending on City leadership and breadth of volunteerism. In January of 2021, the City revamped the HPC by appointing new Commissioners and creating new regulations for historic preservation.

Each of the five Commissioners appointed by the Ketchum City Council must have a demonstrated interest, competence, and/or knowledge in history or historic preservation such as architects, historians, or contractors. Of the five members, a minimum of one must also be a member of Ketchum’s Planning and Zoning Commission. At the highest level, the HPC forwards the goals and policies of the Ketchum Comprehensive Plan, related to historic preservation, through the authority granted by the Ketchum Municipal Code. The HPC is a registered certified local government with the Idaho State Historic Preservation Office and works closely with the state on historic preservation efforts.

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[2014 Comprehensive Plan excerpt: “Individual buildings and sites of historical, architectural, archaeological, or cultural significance should be identified and considered for protection. The City should encourage the private sector to preserve and rehabilitate buildings and sites through local landmark designation, public improvements, guidelines, and other tools.”]

The majority of work conducted by the HPC includes:

- Maintaining the Historic Building/Site List, including the surveying of local historic properties
- Reviewing and making decisions on demolition and alteration applications

Additional responsibilities include spearheading the creation of historic preservation incentive programs, advising the city on ways to maintain and operate historic properties owned by the city, providing recommendations on land-use regulations that may impact historic properties, developing programs to continue to enhance historic preservation citywide, and conducting educational programs.

All HPC meetings are open to the public, and all community members are encouraged to attend and engage in discussions with the HPC.