



## AGENDA

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1. Join us via Zoom (*please mute your device until called upon*).  
**Join the Webinar:** <https://ketchumidaho-org.zoom.us/j/88153365721>  
Webinar ID: 881 5336 5721
2. Address the Commission in person at City Hall.
3. Submit your comments in writing at [participate@ketchumidaho.org](mailto:participate@ketchumidaho.org) (*by noon the day of the meeting*).

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

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### 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 the October 10, 2023 minutes
2. ACTION ITEM: Recommendation to review and approve the Findings of Fact, Conclusions of Law and Decision for the Walnut Avenue Residence Mountain Overlay Design Review application File No. P23-052.
3. ACTION ITEM: Recommendation to review and approve the Findings of Fact, Conclusions of Law and Decision for the Walnut Avenue Lot Consolidation Preliminary Plat application File No. P23-052A.

**PUBLIC HEARING:**

4. ACTION ITEM: Recommendation to approve applicant's request to move to continue the public hearing for the Warm Springs Ranch Residences Lots 33 to a date certain of November 14, 2023.

**NEW BUSINESS:**

- [5.](#) Discussion and feedback on Plan & Code Update Phase 1 draft documents, including the Comprehensive Plan Audit, Phase 2: Scope of Work, and Public Engagement Plan.

**ADJOURNMENT:**



**CITY OF KETCHUM  
MEETING MINUTES OF THE  
PLANNING & ZONING COMMISSION**  
Tuesday, October 10, 2023

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**CALL TO ORDER:** *(00:00:08 in video)*

Neil Morrow called the meeting of the Ketchum Planning and Zoning Commission to order at 4:30 p.m.

**ROLL CALL:**

Neil Morrow  
Susan Passovoy  
Brenda Moczygemba \*absent  
Tim Carter  
Spencer Cordovano

**ALSO PRESENT:**

Morgan Landers—Director of Planning and Building  
Abby Rivin – Senior Planner  
Paige Nied – Associate Planner  
Heather Nicolai—Planning Technician & Office Administrator

**COMMUNICATIONS FROM COMMISSIONERS:** *(00:00:28 in video)*

None

**CONSENT AGENDA:** *(00:00:33 in video)*

1. ACTION ITEM: Approval of the September 26, 2023 minutes
2. ACTION ITEM: Recommendation to approve the Bigwood Year-Round Restaurant Planned Unit Development Conditional Use Permit application, as conditioned, and adopt the Findings of Fact, Conclusions of Law and Decision

**Motion to approve the entire consent agenda.** Made by Susan Passovoy; seconded by Tim Carter *(00:00:49 in video)*

**MOVER:** Susan Passovoy

**SECONDER:** Tim Carter

**AYES:** Susan Passovoy, Tim Carter, Spencer Cordovano & Neil Morrow

**NAYS:**

**RESULT: UNANIMOUSLY ADOPTED**

**PUBLIC HEARING:** (00:01:00 in video)

3. ACTION ITEM: Recommendation to hold a public hearing to review and take action on the Walnut & Fourth Condominiums Subdivision Preliminary Plat application for the mixed-use development located at 580 4<sup>th</sup> Street E. (00:01:06 in video)

- Applicant requested to move to continue the public hearing for this project to a date certain of November 14, 2023.

**Motion to continue the public hearing for this project to a date certain of November 14, 2023.** Motion made by Susan Passovoy; seconded by Spencer Cordovano. (00:01:30 in video)

**MOVER:** Susan Passovoy

**SECONDER:** Spencer Cordovano

**AYES:** Susan Passovoy, Tim Carter, Spencer Cordovano & Neil Morrow

**NAYS:**

**RESULT: UNANIMOUSLY ADOPTED**

4. ACTION ITEM: Recommendation to review and approve the Warm Springs Ranch Residences Lots 32-34 Design Review applications, as conditioned, and adopt the Lots 32-34 Findings of Fact, Conclusions of Law and Decision (00:01:43 in video)

- Staff Report by Paige Nied, Associate Planner (00:02:00 in video)
- Applicant Presentation – John Shirley, architect (00:009:50 in video)
- Questions/Comments from Commissioners to applicant (00:15:20 in video)

**PUBLIC COMMENT OPENED** (00:15:30 in video)

- Jen Smith (00:15:50 in video)
- Conner Madigan (00:19:00 in video)
- Thia Konig (00:20:40 in video)
  - Commissioners and staff respond to Thia's public comment 00:26:45 in video)
- Perry Boyle (00:29:22 in video)

**PUBLIC COMMENT CLOSED** (00:31:12 in video)

- Applicant response to public comment (00:31:38 in video)
- Staff response to public comment (00:32:38 in video)
- Commission comments and deliberations (00:34:50 in video)
- Staff clarification of what commission would like to see from applicant and commission comments and continued deliberations (00:49:00 in video)

**Motion to approve the Warm Springs Ranch Residences Lots 32 & 34 Design Review applications, as conditioned, and adopt the Lots 32 & 34 Findings of Fact, Conclusions of Law and Decision.** Motion made by Tim Carter; seconded by Susan Passovoy. (00:57:49 in video)

**MOVER:** Tim Carter

**SECONDER:** Susan Passovoy

**AYES:** Susan Passovoy, Tim Carter, Spencer Cordovano & Neil Morrow

**NAYS:**

**RESULT: UNANIMOUSLY ADOPTED**

**Motion to continue the public hearing for Warm Springs Ranch Residences Lots 33 to a date certain of October 24, 2023.** Motion made by Tim Carter; seconded by Susan Passovoy. (00:58:20 in video)

**MOVER:** Tim Carter

**SECONDER:** Susan Passovoy

**AYES:** Susan Passovoy, Tim Carter, Spencer Cordovano & Neil Morrow

**NAYS:**

**RESULT: UNANIMOUSLY ADOPTED**

**NEW BUSINESS:** (00:58:53 in video)

- General announcements and highlights from staff (00:58:56 in video)

**ADJOURNMENT:**

**Motion to adjourn at 5:34 pm** (01:02:15 in video)

**MOVER:** Neil Morrow

**SECONDER:** Spencer Cordovano

**AYES:** Neil Morrow, Susan Passovoy, Tim Carter, Spencer Cordovano

**NAYS:**

**RESULT: ADOPTED UNANIMOUSLY**

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Neil Morrow – P & Z Commissioner

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Morgan Landers – Director of Planning & Building



**City of Ketchum  
Planning & Building**

IN RE: )  
)  
Walnut Ave Residence ) KETCHUM PLANNING AND ZONING COMMISSION  
Mountain Overlay Design Review ) FINDINGS OF FACT, CONCLUSIONS OF LAW, AND  
File Number: P23-052 ) DECISION  
)  
Date: October 24, 2023 )  
)

**PROJECT:** Walnut Ave Residence  
**APPLICATION TYPE:** Mountain Overlay Design Review  
**FILE NUMBER:** P23-052  
**ASSOCIATED APPLICATIONS:** Lot Consolidation Preliminary Plat (File No. P23-052A)  
**PROPERTY OWNER:** Breyman Properties LLC  
**REPRESENTATIVE:** Lucas Winter, Jarvis Group Architects (Architect)  
**LOCATION:** Ketchum Townsite: Block 91, Lot 3 & 4  
**ZONING:** Limited Residential (GR-L) & Mountain Overlay (MO)

**RECORD OF PROCEEDINGS**

The Planning and Zoning Commission considered the Walnut Residence Mountain Overlay Design Review Application File No. P23-052 during their meeting on September 26, 2023. The application was considered concurrently with a Lot Consolidation Preliminary Plat Application File No. P23-052A and the public hearings were combined in accordance with Idaho Code §67-6522.

Public Hearing Notice & Public Comment

A public hearing notice for the project was mailed to all owners of property within 300 feet of the project site and all political subdivisions on September 6, 2023. The public hearing notice was published in the Idaho Mountain Express on September 6, 2023. A notice was posted on the project site and the city’s website on September 11, 2023. The story pole was installed on the project site on upon submitting of the application.

**FINDINGS OF FACT**

The Planning and Zoning Commission having reviewed the entire project record, provided notice, and conducted the required public hearing does hereby make and set forth these Findings of Fact, Conclusions of Law, and Decision as follows:

The applicant is proposing to construct a new 5,805 square foot three-story residence (the “project”), located on Ketchum Townsite Block 91, Lots 3 & 4 (the “subject property”). The subject property is zoned Limited Residential (LR) in the Mountain Overlay District (MOD), and both lots are currently vacant.

Pursuant to Ketchum Municipal Code (KMC) §17.104.050.A, design review is required for the “construction or placement of new buildings or structures, including additions to any such structures or buildings existing at the effective date hereof, upon real property within the Mountain Overlay Zoning District.” The project is subject to all MOD review criteria and standards specified in KMC §17.104.070 as well as all applicable design review standards specified in KMC §17.96.060.

The project also proposes to consolidate Lots 3 & 4, requiring a preliminary plat following procedures outlined in KMC 16.04.030 as per section 5.C of Ordinance 1234. Preliminary plats require a public hearing in front of the Planning & Zoning Commission where the Commission will approve, approve with conditions, or deny the preliminary plat.

The planning and Building Department received the MOD and Preliminary Plat applications for the project on June 5th, 2023. Following receipt of the applications, staff routed the application materials to all city departments for review. The applications were reviewed concurrently and scheduled for hearing on August 18th, 2023, after 3 rounds of department review.

Before granting Design Review approval, the Commission must determine that the application meets two criteria: (1) the project doesn’t jeopardize the health, safety, or welfare of the public, and (2) the project conforms to all Design Review standards and zoning regulations (KMC 17.96.050.A).

### **Criteria 1: Health, Safety, and Welfare of the Public**

The 2014 Comprehensive Plan contains the community’s vision for Ketchum and sets goals and policies to guide future development. The vision is shaped by 10 core values identified by Ketchum residents as important to consider for all future land uses decisions. The community’s core values include protecting the community character of Ketchum and preserving its environmental quality and scenic beauty. Ketchum’s undeveloped hillsides are visual assets that define the character of our community. Protecting and preserving Ketchum’s natural resources is critical to maintaining our economy, quality of life, and community identity. The comprehensive plan states:

Community Character: You know when you have entered Ketchum; this is a place centered on the “town” and identifiable from the “country” by distinct edges. Residents and visitors desire this clear division that has been lost in so many American cities through strip commercial development and sprawling residential subdivisions. Protecting and enhancing the visual

character of our community gateways, the undeveloped hillsides, and night skies is a priority (page 9).

Environmental Quality and Scenic Beauty: Ketchum’s citizens place great value on the exceptional natural setting and resources of the Wood River Valley. The community is surrounded by rugged alpine peaks, forested and sage-covered open spaces, pristine wildlife habitat, and beautiful rivers and riparian areas. Key open spaces create visual buffers between the built and natural environment. Unobstructed views exist in every direction in large part due to Ketchum’s wide streets and lack of hillside development. These environmental features and resources sustain our economy and are why many people choose to live in Ketchum. We will be excellent stewards of these resources in order to preserve them for the future (page 10).

The comprehensive plan sets policies to guide land-use decisions and identifies the following goals regarding hillside development:

- Policy OS-3.2: Establish and maintain open space buffers in important scenic areas to maintain the community’s separate identity from surrounding communities and to protect views and open space.
- Goal CD-2: Protect and enhance views of the surrounding mountains and natural features.
- Policy CD-2.2: Continue to protect hillsides within the City and the Area of City Impact from further development. Enforce and encourage strengthening of the Mountain Overlay standards of the City and County, by using a variety of techniques; such as clustering at lower elevations, creating conservation easements, or purchasing private property on hillsides.
- Policy CD-2.4: Protect and incorporate natural features into newly developing areas. Conserve the natural patterns of streams, ridgelines, topography, riparian areas, and wildlife habitat areas.

The MOD ensures the preservation of Ketchum’s surrounding hillsides and ridgelines and minimizes impacts on natural topography, geology, soils, drainage, wildlife, and native vegetation. The MOD review standards reduce visual impact by directing building sites away from higher elevations and keeping hillsides open and unobstructed. Additionally, Mountain Overlay standards protect public health, safety, and welfare by ensuring the adequate provision of emergency services, fire protection, and utilities.

The comprehensive plan's future land use map identifies the subject property as low-density residential. Desired primary uses within this future land use category include single-family and duplex residences as well as accessory units. The single-family residence falls within the primary uses of the low-density residential land use category.



Protecting the visual character of the hillsides is a vital aspect of the Mountain Overlay. The proposed single family residence will not be seen from public vantage points as shown through the installation of story poles.

The goals and policies of the comprehensive plan related to hillside development are met with the proposed project as single family residences are within the list of primary uses anticipated in the future land use category and due to the location of the structure, the visual character of the hillside is not impacted.

### FINDINGS REGARDING COMPLIANCE WITH ZONING REGULATIONS

Compliance with Zoning and Dimensional Standards				
Compliant			Standards and Findings	
Yes	No	N / A	Ketchum Municipal Code	City Standards and Findings
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.12.030	<b>Minimum Lot Area</b>
			<b>Finding</b>	<b>Required:</b> 8,000 square feet minimum <b>Existing:</b> 16,523 square feet
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.12.030	<b>Building Coverage</b>
			<b>Finding</b>	<b>Permitted:</b> 35% <b>Proposed:</b> 25% (4,188 square feet / 16,523 square feet lot area)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.12.030	<b>Minimum Building Setbacks</b>
			<b>Finding</b>	<b>Minimum Required Setbacks:</b> Front: 15' Side: > of 1' for every 2' in building height, or 10' (18'-11" required) Rear: > of 1' for every 2' in building height, or 20'  <b>Proposed:</b> Front (Walnut Ave): 19' Side (east): 18' – 11" Side (west): 18' – 11" Rear (north): 5' (lots abutting alleys may measure rear setback from centerline of alley, provided no building is located within the right-of-way of the alley)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.12.030	<b>Building Height</b>
			<b>Finding</b>	<b>Maximum Permitted:</b> 35' (properties which step up or down hillsides may extend 5 feet above the maximum height permitted in the zoning district) <b>Proposed:</b> 37' – 10"
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.125.030.H	<b>Curb Cut</b>
			<b>Finding</b>	<b>Permitted:</b>

				A total of 35% of the linear footage of any street frontage can be devoted to access off street parking. <b>Proposed:</b> 14.5% (16-foot-wide driveway/110 feet of frontage along Walnut Ave)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.125.020.A.2 & 17.125.050	<b>Parking Spaces</b>
			<b>Finding</b>	Off-street parking standards of this chapter apply to any new development and to any new established uses. <b>Required:</b> Residential one family dwelling: 2 parking spaces per dwelling unit <b>Proposed:</b> 2

**FINDINGS REGARDING COMPLIANCE WITH MOUNTAIN OVERLAY DESIGN REVIEW STANDARDS**

Mountain Overlay Design Review Standards (KMC §17.104.070.A)				
Compliant			Standards and Findings	
Yes	No	N/A	Ketchum Municipal Code	City Standards and Findings
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.104.070.A.1	There is no building on ridges or knolls which would have a material visual impact on a significant skyline visible from a public vantage point entering the City or within the City. Material, as the term is used herein, shall be construed in light of the magnitude of the negative impact on the objectives of this Ordinance.
			<b>Findings</b>	The project is not sited on a ridge or knoll that would have a material visual impact on a significant skyline visible from a public vantage point entering or within the city. Story poles for the project were not seen from vantage points such as Town Square, bike path at 6 <sup>th</sup> St & 3 <sup>rd</sup> Ave, and intersection of East Ave & E 1 <sup>st</sup> St.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.104.070.A.2	<b>Building, excavating, filling and vegetation disturbance on hillsides which would have a material visual impact visible from a public vantage point entering the City or within the City is minimized. Material, as the term is used herein, shall be construed in light of the magnitude of the negative impact on the objectives of this Ordinance.</b>
			<b>Findings</b>	Staff looked towards to project site from various vantage points including Town Square, bike path at 6 <sup>th</sup> St & 3 <sup>rd</sup> Ave, and intersection of East Ave & E 1 <sup>st</sup> St. From all vantage point listed, staff was not able to view story poles erected for the project.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.104.070.A.3	<b>Driveway standards as well as other applicable standards contained in Street Standards Chapter 12.04 are met.</b>
			<b>Findings</b>	The proposed driveway improvements have been reviewed by the City Engineer, Streets Department, and Fire Department. The driveway

				<p>improvements comply with all applicable standards for private driveway specified in Ketchum Municipal Code §12.03.030.L.</p> <p>If approved, the applicant shall submit final civil drawings prepared by an engineer registered in the State of Idaho that provide specifications for the proposed driveway and right-of-way improvements for final review and approval by the City Engineer and Streets Department prior to issuance of a building permit for the project.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.104.070.A.4	<b>All development shall have access for fire and other emergency vehicles to within one hundred fifty feet (150') of the furthest exterior wall of any building.</b>
			Findings	Sufficient access is provided for fire and other emergency vehicles to reach within 150 feet of the furthest exterior wall of the building. The Fire Department has reviewed the project plans and has found that all access requirements for emergency vehicles have been met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.104.070.A.5	<b>Significant rock outcroppings are not disturbed.</b>
			Findings	There are no significant rock outcroppings within the property boundary of the subject property. Rock outcroppings further up the hillside are not blocked from view by the proposed residence.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.104.070.A.6	<b>International Building Code (IBC) and International Fire Code (IFC) and Ketchum Fire Department requirements shall be met.</b>
			Findings	The project must comply with the 2018 International Residential Code, the 2018 International Fire Code, all local amendments specified in Title 15 of Ketchum Municipal Code, and Ketchum Fire Department requirements. All building code and Fire Department requirements will be verified for compliance by the Building and Fire departments prior to building permit issuance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.104.070.A.7	<b>Public water and sewer service comply with the requirements of the City.</b>
			Findings	As shown on C2.0 of the project plans, the applicant has proposed connecting to the municipal water and sewer systems from existing lines within Walnut Ave. Requirements and specification for the water and sewer connections will be verified, reviewed, and approved by the Utilities Department prior to issuance of a Building Permit for the project.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.104.070.A.8	<b>Drainage is controlled and maintained to not adversely affect other properties.</b>
			Findings	Pursuant to KMC §17.96.060.C.1, all storm water drainage shall be retained on site. Drainage improvements are specified on Sheet C1.0 of the project plans. The drainage improvements include the installation of a trench drain bordering the length of the driveway. A combination of drywells and catch basins will be installed to collect stormwater from the

				<p>rest of the property. The City Engineer has reviewed the proposed drainage plan and believes the trench drain and drywell improvements are sufficient to maintain all storm water drainage on-site.</p> <p>All drainage plans and specifications shall be reviewed and approved by the City Engineer and Streets Department prior to issuance of a Building Permit for the project.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.104.070.A.9	<p><b>Cuts and fills allowed for roadways shall be minimized; lengths of driveways allowed shall be minimized; all cuts and fills shall be concealed with landscaping, revegetation and/or natural stone materials.</b></p> <p><b>Revegetation on hillsides with a clear zone of thirty feet (30') around all structures is recommended. Said clear zone shall include low combustible irrigated vegetation with appropriate species, on file with the Ketchum planning department. Revegetation outside of this clear zone should be harmonious with the surrounding hillsides.</b></p>
			Findings	<p>The driveway accesses the site as high on Walnut Ave as possible to allow a more direct approach onto the site which results in less cut and fill as opposed to having a driveway perpendicular to Walnut Ave and further south on the subject property.</p> <p>The landscape plan proposes a variety of trees, shrubs, and grasses that will conceal any cuts and fills the project has.</p> <p>The Fire Department has reviewed the project plans and has not recommended a 30-foot-clear-zone for the project. Fire Protection Ordinance No. 1217 (KMC §15.08.080) requires that: (1) tree crowns extending within 10 feet of any structure shall be pruned to maintain a minimum horizontal clearance of 10 feet, (2) tree crowns within 30 feet of any structure shall be pruned to remove limbs less than 6 feet above the ground surface adjacent to trees, and (3) non-fire resistive vegetation or growth shall be kept clear of buildings and structures in order to provide a clear area for fire suppression operations. The project complies with the fire protection and defensible space standards specified in KMC §15.08.080.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.104.070.A.10	<p><b>There are not other sites on the parcel more suitable for the proposed development in order to carry out the purposes of this Ordinance.</b></p>
			Findings	<p>The location of the proposed residence allows for the building to be tucked into the hillside and step up with the cross slope, resulting in the project not having a material visual impact.</p>

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.104.070.A.11	<b>Access traversing 25% or greater slopes does not have significant impact on drainage, snow and earth slide potential and erosion as it relates to the subject property and to adjacent properties.</b>
			Findings	A majority of the driveway traverses sections of the property over 25% slope. The City Engineer reviewed the proposed driveway access and determined that the proposal does not have significant impact on drainage, snow and earth slide potential and erosion on the subject property and adjacent properties. The final access plan shall be reviewed and approved by the City Engineer and Streets Department prior to issuance of a Building Permit for the project.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.104.070.A.12	<b>Utilities shall be underground.</b>
			Findings	The utility improvements are indicated on Sheet C1.0 of the project plans. The redevelopment project will utilize sewer, gas, and electrical service from Sage Rd. The Utilities Department reviewed the project plans and the service connections complies with city requirements. Pursuant to condition no. 2, the applicant shall submit final civil drawings prepared by an engineer registered in the State of Idaho that provide specifications for the proposed utility improvements for final review and approval by the Utilities Department prior to issuance of a building permit for the project.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.104.070.A.13	<b>Limits of disturbance shall be established on the plans and protected by fencing on the site for the duration of construction.</b>
			Findings	Sheet L-2.00 shows the proposed limits of disturbance on the subject property for the proposed residence. A construction management plan that addresses all construction activity standards specified in Ketchum Municipal Code §15.06.030 will be required to be submitted with the building permit application. City Departments will conduct a comprehensive review of the proposed construction management plan during plan review for the building permit.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.104.070.A.14	<b>Excavations, fills and vegetation disturbance on hillsides not associated with the building construction shall be minimized.</b>
			Findings	The project minimizes excavation and disturbance on the site not associated with building construction as seen on Sheet L-2.00. The proposed cut and fill quantities are specified on Sheet C4.0. The total volume of the proposed cut is 3053 cubic yards. The proposed fill comes out to 199 cubic yards. Areas disturbed will be revegetated with native plantings upon completion of construction.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.104.070.A.15	<b>Preservation of significant landmarks shall be encouraged and protected, where applicable. A significant landmark is one which gives historical and/or cultural importance to the neighborhood and/or community.</b>

			<b>Findings</b>	No significant landmarks have been identified on-site. The significant landmark uphill of the property will not be negatively impacted by the proposed development.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>17.104.070.A.16</b>	<b>Encroachments of below grade structures into required setbacks are subject to subsection 17.128.020.K of this title and shall not conflict with any applicable easements, existing underground structures, sensitive ecological areas, soil stability, drainage, other sections of this Code or other regulating codes such as adopted International Code Council Codes, or other site features concerning health, safety, and welfare.</b>
			<b>Findings</b>	This standard is not applicable as the project does not propose below-grade structures that encroach into required setbacks.

### FINDINGS REGARDING COMPLIANCE WITH DESIGN REVIEW STANDARDS

<b>17.96.060.A.1 - Streets</b>	<b>Conformance</b>
<i>The applicant shall be responsible for all costs associated with providing a connection from an existing City street to their development.</i>	YES
<b>Finding:</b> As the lot is vacant, the applicant is providing a driveway to connect the residence to Walnut Ave. Applicant is responsible for the costs of the driveway construction.	

<b>17.96.060.A.2 - Streets</b>	<b>Conformance</b>
<i>All street designs shall be approved by the City Engineer.</i>	N/A
<b>Finding:</b> No new streets or changes to the design of Walnut Ave are proposed with this project.	

<b>17.96.060.B.1 - Sidewalks</b>	<b>Conformance</b>
<i>All projects under subsection 17.96.010.A of this chapter that qualify as a "substantial improvement" shall install sidewalks as required by the Public Works Department.</i>	N/A
<b>Finding:</b> Ketchum Municipal Code 17.124.140 outlines the zone districts where sidewalks are required when substantial improvements are made, which include the Community Core, all tourist zone districts, and all light industrial districts. The subject property is located within the LR Zone and sidewalks are not required to be installed for the project. This standard is not applicable.	

17.96.060.B.2 - Sidewalks	Conformance
<i>Sidewalk width shall conform to the City's right-of-way standards, however the City Engineer may reduce or increase the sidewalk width and design standard requirements at their discretion.</i>	N/A
<b>Finding:</b> N/A. The subject property is located within the LR Zone and sidewalks are not required to be installed for this project.	

17.96.060.B.3 - Sidewalks	Conformance
<i>Sidewalks may be waived if one of the following criteria is met:</i>	N/A
<ul style="list-style-type: none"> <li>a) <i>The project comprises an addition of less than 250 square feet of conditioned space.</i></li> <li>b) <i>The City Engineer finds that sidewalks are not necessary because of existing geographic limitations, pedestrian traffic on the street does not warrant a sidewalk, or if a sidewalk would not be beneficial to the general welfare and safety of the public.</i></li> </ul>	
<b>Finding:</b> N/A. The subject property is located within the LR Zone and sidewalks are not required to be installed for this project.	

17.96.060.B.4 - Sidewalks	Conformance
<i>The length of sidewalk improvements constructed shall be equal to the length of the subject property line(s) adjacent to any public street or private street.</i>	N/A
<b>Finding:</b> N/A. The subject property is located within the LR Zone and sidewalks are not required to be installed for this project.	

17.96.060.B.5 – Sidewalks	Conformance
<i>New sidewalks shall be planned to provide pedestrian connections to any existing or future sidewalks adjacent to the site. In addition, sidewalks shall be constructed to provide safe pedestrian access to and around a building.</i>	N/A
<b>Finding:</b> N/A. Ketchum Municipal Code 17.124.140 outlines the zone districts where sidewalks are required when substantial improvements are made, which include the CC, all tourist zone districts, and all light industrial districts. The subject property is located in the LR Zone and sidewalks are not required to be installed for this project.	

17.96.060.B.6 - Sidewalks	Conformance
<i>The City may approve and accept voluntary cash contributions in lieu of the above described improvements, which contributions must be segregated by the City and not used for any purpose other than the provision of these</i>	N/A

<i>improvements. The contribution amount shall be 110 percent of the estimated costs of concrete sidewalk and drainage improvements provided by a qualified contractor, plus associated engineering costs, as approved by the City Engineer. Any approved in lieu contribution shall be paid before the City issues a certificate of occupancy.</i>	
<b>Finding:</b> N/A. The subject property is located within the LR Zone and sidewalks are not required to be installed for this project.	

<b>17.96.060.C.1 - Drainage</b>	<b>Conformance</b>
<i>All stormwater shall be retained on site.</i>	YES
<p><b>Finding:</b> Pursuant to KMC §17.96.060.C.1, all storm water drainage shall be retained on site. Drainage improvements are specified on Sheet C1.0 of the project plans. The drainage improvements include the installation of a trench drain bordering the length of both driveways. Drywells will be installed to collect stormwater from the rest of the property. The City Engineer has reviewed the proposed drainage plan and believes the trench drain and drywell improvements are sufficient to maintain all storm water drainage on-site.</p> <p>All drainage plans and specifications shall be reviewed and approved by the City Engineer and Streets Department prior to issuance of a Building Permit for the project.</p>	

<b>17.96.060.C.2 - Drainage</b>	<b>Conformance</b>
<i>Drainage improvements constructed shall be equal to the length of the subject property lines adjacent to any public street or private street.</i>	YES
<p><b>Finding:</b> Pursuant to KMC §17.96.060.C.1, all storm water drainage shall be retained on site. Drainage improvements are specified on Sheet C1.0 of the project plans. The drainage improvements include the installation of a trench drain bordering the length of both driveways. A combination of drywells and catch basins will be installed to collect stormwater from the rest of the property. The City Engineer has reviewed the proposed drainage plan and believes the trench drain and drywell improvements are sufficient to maintain all storm water drainage on-site.</p> <p>All drainage plans and specifications shall be reviewed and approved by the City Engineer and Streets Department prior to issuance of a Building Permit for the project.</p>	

<b>17.96.060.C.3 - Drainage</b>	<b>Conformance</b>
<i>The City Engineer may require additional drainage improvements as necessary, depending on the unique characteristics of a site.</i>	YES



**Finding:** The City Engineer has reviewed the proposed drainage plan and believes the trench drain and drywell improvements are sufficient to maintain all storm water drainage on-site. The City Engineer may require additional drainage improvements if necessary. If approved, the applicant shall submit final civil drawings for all drainage improvements with the building permit application to be verified, reviewed, and approved by the City Engineer and Streets Department.

17.96.060.C.4 - Drainage	Conformance
<i>Drainage facilities shall be constructed per City standards.</i>	YES

**Finding:** The drainage improvements include the installation of a trench drain bordering the length of the driveway. Drywells will be installed to collect stormwater from the rest of the property. The City Engineer has reviewed the proposed drainage plan and believes the proposed trench drain and drywell improvements meet city standards.

All drainage plans and specifications shall be reviewed and approved by the City Engineer and Streets Department prior to issuance of a Building Permit for the project.

17.96.060.D.1 - Utilities	Conformance
<i>All utilities necessary for the development shall be improved and installed at the sole expense of the applicant.</i>	YES

**Finding:** All project costs associated with the development, including the installation of utilities, are the responsibility of the applicant. The applicant has not made requests for funding to the City for utility improvements. No funds have been provided by the City for the project.

17.96.060.D.2 - Utilities	Conformance
<i>Utilities shall be located underground and utility, power, and communication lines within the development site shall be concealed from public view.</i>	YES

**Finding:** As shown on C2.0 of the project plans, the applicant has proposed connecting to the municipal water and sewer systems from existing lines within Walnut Ave. Requirements and specification for the water and sewer connections will be verified, reviewed, and approved by the Utilities Department prior to issuance of a Building Permit for the project.

17.96.060.D.3 - Utilities	Conformance
<i>When extension of utilities is necessary all developers will be required to pay for and install two-inch SDR11 fiber optical conduit. The placement</i>	N/A

<i>and construction of the fiber optical conduit shall be done in accordance with City of Ketchum standards and at the discretion of the City Engineer.</i>	
<b>Finding:</b> The location of the subject property is already served by fiber optic cable and therefore no conduit is required in this location.	

<b>17.96.060.E.1 – Compatibility of Design</b>	<b>Conformance</b>
<i>The project's materials, colors and signing shall be complementary with the townscape, surrounding neighborhoods and adjoining structures.</i>	YES
<b>Finding:</b> Walnut Ave features residences built at varying timeframes resulting in a diverse range of materials and architectural styles. This has resulted in a mix of architectural styles used with newer residences leaning towards a mountain modern style (flat roofs, high percent of glazing, and less warm materials) and older residences featuring more traditional mountain architecture materials (logs and native stone with a more rustic feel). The proposed residence blends the two architectural styles by utilizing more traditional materials and roof form, while also including larger amounts of glazing on the third floor.	

<b>17.96.060.E.2 – Compatibility of Design</b>	<b>Conformance</b>
<i>Preservation of significant landmarks shall be encouraged and protected, where applicable. A significant landmark is one which gives historical and/or cultural importance to the neighborhood and/or community.</i>	N/A
<b>Finding:</b> The subject property does not contain any significant landmarks.	

<b>17.96.060.E.3 – Compatibility of Design</b>	<b>Conformance</b>
<i>Additions to existing buildings, built prior to 1940, shall be complementary in design and use similar material and finishes of the building being added to.</i>	N/A
<b>Finding:</b> N/A. The project site is vacant.	

<b>17.96.060.F.1 – Architectural</b>	<b>Conformance</b>
<i>Building(s) shall provide unobstructed pedestrian access to the nearest sidewalk and the entryway shall be clearly defined.</i>	N/A
<b>Finding:</b> N/A. Ketchum Municipal Code 17.124.140 outlines the zone districts where sidewalks are required when substantial improvements are made, which include the Community Core, all tourist zone districts, and all light industrial districts. The subject property is located within the LR Zone and sidewalks are not required to be installed for the project. This standard is not applicable.	

<b>17.96.060.F.2 – Architectural</b>	<b>Conformance</b>
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<i>The building character shall be clearly defined by use of architectural features.</i>	YES
<b>Finding:</b> The project includes the use of multiple step backs on two sides of the residence and a pitched roof form to reduce bulk and mass. These features along with the material palette used provide visual interest.	

17.96.060.F.3 – Architectural	Conformance
<i>There shall be continuity of materials, colors and signing within the project.</i>	YES
<b>Finding:</b> The project uses primarily stucco and stone throughout the project. The use of these materials provide enough contrast between the different levels of the floor while still being an aesthetically pleasing combination.	

17.96.060.F.4 – Architectural	Conformance
<i>Accessory structures, fences, walls and landscape features within the project shall match or complement the principal building.</i>	YES
<b>Finding:</b> No accessory structures are proposed. Landscaping within the project provides a variety of shrubs and trees as well as low lying grasses and sagebrush to blend in with the natural hillside.	

17.96.060.F.5 – Architectural	Conformance
<i>Building walls shall provide undulation/relief, thus reducing the appearance of bulk and flatness.</i>	YES
<b>Finding:</b> The proposed residence is three stories in height and each floor of the structure is stepped back into the hillside, providing undulation and relief to reduce the appearance of bulk and flatness.	

17.96.060.F.6 – Architectural	Conformance
<i>Building(s) shall orient toward their primary street frontage.</i>	YES
<b>Finding:</b> The single family residence is proposed to be oriented towards the primary street frontage along Walnut Ave	

17.96.060.F.7 – Architectural	Conformance
<i>Garbage storage areas and satellite receivers shall be screened from public view and located off alleys.</i>	YES
<b>Finding:</b> No satellite receivers are proposed for the project. As shown on Sheet A2.0, the garage contains storage space to accommodate garbage bins. The garbage storage area will be contained with the enclosed garage and fully screened from public view.	

17.96.060.F.8 – Architectural	Conformance
<i>Building design shall include weather protection which prevents water to drip or snow to slide on areas where pedestrians gather and circulate or onto adjacent properties.</i>	YES
<b>Finding:</b> Due to building design, no snow or water will slide or drip onto adjacent properties. Per building code requirements, rooftop snow retention is required and will be verified upon building permit submittal.	

17.96.060.G.1 – Circulation Design	Conformance
<i>Pedestrian, equestrian and bicycle access shall be located to connect with existing and anticipated easements and pathways.</i>	N/A
<b>Finding:</b> N/A. This redevelopment project is located within the Knob Hill area, an existing low-density residential neighborhood. The site is not contiguous to existing pedestrian, equestrian, or bicycle easements or pathways.	

17.96.060.G.2 – Circulation Design	Conformance
<i>Awnings extending over public sidewalks shall extend five feet or more across the public sidewalk but shall not extend within two feet of parking or travel lanes within the right-of-way.</i>	N/A
<b>Finding:</b> N/A. Ketchum Municipal Code 17.124.140 outlines the zone districts where sidewalks are required when substantial improvements are made, which include the CC, all tourist zone districts, and all light industrial districts. The subject property is located in the LR Zone and sidewalks are not required to be installed for this project.	

17.96.060.G.3 – Circulation Design	Conformance
<i>Traffic shall flow safely within the project and onto adjacent streets. Traffic includes vehicle, bicycle, pedestrian and equestrian use. Consideration shall be given to adequate sight distances and proper signage.</i>	N/A
<b>Finding:</b> N/A. The proposal is a residential development along a low traffic area on Walnut Ave. The driveways to both townhomes meet city standards.	

17.96.060.G.4 – Circulation Design	Conformance
<i>Curb cuts and driveway entrances shall be no closer than 20 feet to the nearest intersection of two or more streets, as measured along the property</i>	YES

<i>line adjacent to the right-of-way. Due to site conditions or current/projected traffic levels or speed, the City Engineer may increase the minimum distance requirements.</i>	
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<b>Finding:</b> The proposed driveways are further than 20 feet away from the nearest intersection of Walnut Ave and 6th St.
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17.96.060.G.5 – Circulation Design	Conformance
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<i>Unobstructed access shall be provided for emergency vehicles, snowplows, garbage trucks and similar service vehicles to all necessary locations within the proposed project.</i>	YES
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<b>Finding:</b> Access for emergency vehicles, snowplows and garbage trucks provided along Walnut Ave.
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17.96.060.H.1 – Snow Storage	Conformance
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<i>Snow storage areas shall not be less than 30 percent of the improved parking and pedestrian circulation areas.</i>	YES
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<b>Finding:</b> Sheets L1.0 show the proposed snow storage area to include 660 square feet, greater than the required 30% (1900 * .30 = 570 square feet).
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17.96.060.H.2 – Snow Storage	Conformance
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<i>Snow storage areas shall be provided on site.</i>	YES
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<b>Finding:</b> Sheet L1.0 shows the snow storage areas to be provided are on site.
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17.96.060.H.3 – Snow Storage	Conformance
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<i>A designated snow storage area shall not have any dimension less than five feet and shall be a minimum of 25 square feet.</i>	YES
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<b>Finding:</b> Sheet L-1.00 shows that no snow storage area has dimensions less than five feet.
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17.96.060.H.4 – Snow Storage	Conformance
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<i>In lieu of providing snow storage areas, snowmelt and hauling of snow may be allowed.</i>	N/A
<b>Finding:</b> Applicant is not proposing snowmelt.	

<b>17.96.060.I.1 – Landscaping</b>	<b>Conformance</b>
<i>Landscaping is required for all projects.</i>	YES
<b>Finding:</b> Landscaping has been provided for the project as indicated on Sheet L1 of the project plans.	

<b>17.96.060.I.2 – Landscaping</b>	<b>Conformance</b>
<i>Landscape materials and vegetation types specified shall be readily adaptable to a site's microclimate, soil conditions, orientation and aspect, and shall serve to enhance and complement the neighborhood and townscape.</i>	YES
<b>Finding:</b> Plantings include native evergreens and shrubs around the proposed residence. The proposed vegetation is readily adaptable to the site’s microclimate, soil conditions, orientation, and aspect and will restored disturbed hillside areas on the subject property.	

<b>17.96.060.I.3 – Landscaping</b>	<b>Conformance</b>
<i>All trees, shrubs, grasses and perennials shall be drought tolerant. Native species are recommended but not required.</i>	YES
<b>Finding:</b> The landscape plan proposes drought-tolerant and native materials, including firs, pines, native shrubs, and drought tolerant grasses.	

<b>17.96.060.I.4 – Landscaping</b>	<b>Conformance</b>
<i>Landscaping shall provide a substantial buffer between land uses, including, but not limited to, structures, streets and parking lots. The development of landscaped public courtyards, including trees and shrubs where appropriate, shall be encouraged.</i>	YES
<b>Finding:</b> The proposal intends to provide landscaping on the side yards allowing for privacy between adjacent properties.	

<b>17.96.060.J.1 – Public Amenities</b>	<b>Conformance</b>
<i>Where sidewalks are required, pedestrian amenities shall be installed. Amenities may include, but are not limited to, benches and other seating, kiosks, bus shelters, trash receptacles, restrooms, fountains, art, etc. All public amenities shall receive approval from the Public Works Department prior to design review approval from the Commission.</i>	N/A

**Finding:** N/A. The subject property is located within the LR Zone and sidewalks are not required to be installed for this project.

17.96.060.K.1 – Underground Encroachments	Conformance
<i>Encroachments of below grade structures into required setbacks are subject to subsection 17.128.020.K of this title and shall not conflict with any applicable easements, existing underground structures, sensitive ecological areas, soil stability, drainage, other sections of this Code or other regulating codes such as adopted International Code Council Codes, or other site features concerning health, safety, and welfare.</i>	N/A
<b>Finding:</b> N/A. No below grade encroachments are proposed.	

17.96.060.K.2 – Underground Encroachments	Conformance
<i>No below grade structure shall be permitted to encroach into the riparian setback.</i>	N/A
<b>Finding:</b> N/A. No below grade encroachments are proposed.	

**CONCLUSIONS OF LAW**

1. The City of Ketchum is a municipal corporation established in accordance with Article XII of the Constitution of the State of Idaho and Title 50 Idaho Code and is required and has exercised its authority pursuant to the Local Land Use Planning Act codified at Chapter 65 of Title 67 Idaho Code and pursuant to Chapters 3, 9 and 13 of Title 50 Idaho Code to enact the ordinances and regulations, which ordinances are codified in the Ketchum Municipal Code (“KMC”) and are identified in the Findings of Fact and which are herein restated as Conclusions of Law by this reference and which City Ordinances govern the applicant’s Mountain Overlay Design Review application for the development and use of the project site.
2. The Commission has authority to hear the applicant’s Mountain Overlay Design Review Application pursuant to Chapters 17.104 and 17.96 of Ketchum Municipal Code Title 17.
3. The City of Ketchum Planning Department provided notice for the review of this application in accordance with Ketchum Municipal Code §17.96.080.
4. The Mountain Overlay Design Review application is governed under Ketchum Municipal Code Chapters 17.96, 17.104, 17.124, 17.08, 17.12, 17.18, and 17.128.
5. The Walnut Ave Residence Mountain Overlay Design Review Application File No. P23-052 meets all applicable standards specified in Title 17 of Ketchum Municipal Code.

## DECISION

**THEREFORE**, the Ketchum Planning and Zoning Commission approves this Mountain Overlay Design Review Application File No. P22-052 this Tuesday, October 24, 2023 subject to the following conditions of approval.

### CONDITIONS OF APPROVAL

1. This Design Review approval is based on the project plans presented at the September 26, 2023, Planning and Zoning Commission meeting. The project plans for all on-site improvements submitted for the building permit must conform to the approved design review plans unless otherwise approved in writing by the Planning and Zoning Commission or Administrator. Any building or site discrepancies which do not conform to the approved plans will be subject to review by the Commission and/or removal.
2. The applicant shall submit final civil drawings prepared by an engineer registered in the State of Idaho which include specifications for right-of-way, circulation design, utilities, and drainage improvements for review and approval by the City Engineer, Streets, and Utilities departments prior to issuance of a building permit for the project.
3. The term of Design Review approval shall be twelve (12) months from the date that the Findings of Fact, Conclusions of Law, and Decision are adopted by the Commission or upon appeal, the date the approval is granted by the Council subject to changes in zoning regulations.
4. In addition to the requirements set forth in this Design Review approval, this project shall comply with all applicable local, state, and federal laws.
5. Prior to issuance of a building permit, project plans shall identify that no landscaping shall exceed the height of the building roof ridge.

Findings of Fact **adopted** this 24<sup>th</sup> day of October 2023.

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Neil Morrow, Chair  
City of Ketchum  
Planning and Zoning Commission





**City of Ketchum  
Planning & Building**

IN RE: )  
)  
Ketchum Townsite: Block 91: Lot 3A Preliminary Plat) KETCHUM PLANNING AND ZONING COMMISSION  
Lot Consolidation Preliminary Plat ) FINDINGS OF FACT, CONCLUSIONS OF LAW, AND  
File Number: P23-052A ) DECISION  
)  
Date: October 24, 2023 )  
)

**PROJECT:** Ketchum Townsite: Block 91: Lot 3A Preliminary Plat

**APPLICATION TYPE:** Lot Consolidation Preliminary Plat

**FILE NUMBER:** P23-052A

**ASSOCIATED APPLICATIONS:** Mountain Overlay Design Review (File No. P23-052)

**PROPERTY OWNER:** Breyman Properties LLC

**REPRESENTATIVE:** Lucas Winter, Jarvis Group Architects (Architect)

**LOCATION:** Ketchum Townsite: Block 91, Lot 3 & 4

**ZONING:** Limited Residential (GR-L) & Mountain Overlay (MO)

**RECORD OF PROCEEDINGS**

The Planning and Zoning Commission considered the Ketchum Townsite: Block 91: Lot 3A Preliminary Plat Application File No. P23-052A during their meeting on September 26, 2023. The application was considered concurrently with a Mountain Overlay Design Review Application File No. P23-052 and the public hearings were combined in accordance with Idaho Code §67-6522.

Public Hearing Notice & Public Comment

A public hearing notice for the project was mailed to all owners of property within 300 feet of the project site and all political subdivisions on September 6, 2023. The public hearing notice was published in the Idaho Mountain Express on September 6, 2023. A notice was posted on the project site and the city’s website on September 11, 2023. The story poles were installed on the project site on upon submitting of the application.

## FINDINGS OF FACT

The Planning and Zoning Commission having reviewed the entire project record, provided notice, and conducted the required public hearing does hereby make and set forth these Findings of Fact, Conclusions of Law, and Decision as follows:

The project proposes to consolidate Lots 3 & 4, requiring a preliminary plat following procedures outlined in KMC 16.04.030 as per section 5.C of Ordinance 1234. Preliminary plats require a public hearing in front of the Planning & Zoning Commission where the Commission will approve, approve with conditions, or deny the preliminary plat.

The planning and Building Department received the MOD and Preliminary Plat applications for the project on June 5th, 2023. Following receipt of the applications, staff routed the application materials to all city departments for review. The applications were reviewed concurrently and scheduled for hearing on August 18th, 2023, after 3 rounds of department review.

Pursuant to KMC 16.04.080.C.2, the applicant submitted this lot consolidation preliminary plat with the Design Review application. If approved by the Commission, the lot consolidation preliminary plat application will be reviewed and acted upon by the City Council. This must occur prior to a building permit submittal for the project.

The Commission reviewed the lot consolidation preliminary plat application for conformance with KMC 16.04.030 – Procedures for subdivision approval, KMC 16.04.040 – Development and Design, as well as three additional criteria and a waiver as required by Interim Ordinance 1234.

Per Interim Ordinance 1234, lot consolidations are now required to undergo a preliminary plat procedure and must meet three additional criteria and submit a waiver. The additional criteria include:

1. The preliminary plat application is in conformance with all applicable building permit and land use development approvals.
2. The preliminary plat application is in conformance with all applicable Zoning Regulations contained within Title 17 – Zoning Regulations.
3. The preliminary plat application is found to be in general conformance with the comprehensive plan in effect at the time the application was deemed complete.

### ***Criteria 3: General conformance with Comprehensive Plan***

The 2014 Comprehensive Plan contains the community's vision for Ketchum and sets goals and policies to guide future development. The vision is shaped by 10 core values identified by Ketchum residents as important to consider for all future land uses decisions. The community's core values include protecting the community character of Ketchum and preserving its environmental quality and scenic beauty. Ketchum's undeveloped hillsides are visual assets that define the character of our community. Protecting and preserving Ketchum's natural resources is critical to maintaining our economy, quality of life, and community identity. The comprehensive plan states:

*Community Character: You know when you have entered Ketchum; this is a place centered on the "town" and identifiable from the "country" by distinct edges. Residents and visitors desire this clear division that has been lost in so many American cities through strip commercial development and sprawling residential subdivisions. Protecting and enhancing the visual*

*character of our community gateways, the undeveloped hillsides, and night skies is a priority (page 9).*

*Environmental Quality and Scenic Beauty: Ketchum's citizens place great value on the exceptional natural setting and resources of the Wood River Valley. The community is surrounded by rugged alpine peaks, forested and sage-covered open spaces, pristine wildlife habitat, and beautiful rivers and riparian areas. Key open spaces create visual buffers between the built and natural environment. Unobstructed views exist in every direction in large part due to Ketchum's wide streets and lack of hillside development. These environmental features and resources sustain our economy and are why many people choose to live in Ketchum. We will be excellent stewards of these resources in order to preserve them for the future (page 10).*

The comprehensive plan sets policies to guide land-use decisions and identifies the following goals regarding hillside development:

- Policy OS-3.2: Establish and maintain open space buffers in important scenic areas to maintain the community's separate identity from surrounding communities and to protect views and open space.
- Goal CD-2: Protect and enhance views of the surrounding mountains and natural features.
- Policy CD-2.2: Continue to protect hillsides within the City and the Area of City Impact from further development. Enforce and encourage strengthening of the Mountain Overlay standards of the City and County, by using a variety of techniques; such as clustering at lower elevations, creating conservation easements, or purchasing private property on hillsides.
- Policy CD-2.4: Protect and incorporate natural features into newly developing areas. Conserve the natural patterns of streams, ridgelines, topography, riparian areas, and wildlife habitat areas.

The MOD ensures the preservation of Ketchum's surrounding hillsides and ridgelines and minimizes impacts on natural topography, geology, soils, drainage, wildlife, and native vegetation. The MOD review standards reduce visual impact by directing building sites away from higher elevations and keeping hillsides open and unobstructed. Additionally, Mountain Overlay standards protect public health, safety, and welfare by ensuring the adequate provision of emergency services, fire protection, and utilities.

The comprehensive plan's future land use map identifies the subject property as low-density residential. Desired primary uses within this future land use category include single-family and duplex residences as well as accessory units. The single-family residence falls within the primary uses of the low-density residential land use category.

### ***Relationship between Comprehensive Plan & Interim Ordinance 1234***

As seen in the policies and goals listed above, the comprehensive plan emphasizes mountain overlay, preserving hillsides, and neighborhood character. As stated above, Interim Ordinance 1234 requires lot consolidation request to now go through a different process and meet additional criteria as compared to lot consolidation requests prior to the effect of the ordinance. The intent behind this change was due to seeing an increase in consolidation of lots occurring over the past few years. In most areas, this resulted in larger lots with larger single-family homes, reducing the ability to construct a larger number of smaller homes, more reflective of the originally platted subdivisions.

Policy CD-2.2 of the 2014 Comprehensive Plan speaks to the Mountain Overlays purpose in protecting and enhancing the surrounding mountains and natural features. The Commission finds the proposed lot consolidation helps to meet this policy as can be seen in the two-lot development diagram as part of the project plans. This diagram helps to compare the estimated amount of disturbance and lot coverage of potential developments on single lots as compared to the proposed residence. The amount of disturbance for two developments would be significantly greater (1,432 sq ft more disturbed area) and the lot coverage would also be greater. With the other Comprehensive Plan policies listed above also speaking on reducing the amount of hillside development, the Commission believes the proposed lot consolidation and residence helps to meet the policies as it reduces the potential disturbance and curb cuts made along Walnut Ave.

The Commission supported the proposed lot consolidation as they believed the preservation of hillsides and maintaining neighborhood character outweighs the opportunity for one additional dwelling unit if the lots remained as is. Speaking to neighborhood character, many of the lots along Walnut Avenue have consolidated two Ketchum townsite lots so the current proposal would not be out of scale or context when discussing lot size. Lot consolidations in the Mountain Overlay District also provide opportunity to better meet the MOD criteria with driveway approaches and tucking of structures into the hillside.

Various public vantage points including Town Square, Bike path from 6th St & 3rd Ave, and the intersection of East Ave & E 1st St were visited by planning staff during review of the project. From all the vantage points listed, planning staff was not able to view the story poles for the project. The proposed residence sits towards the rear of the property line, allowing the residence to be sited within the hillside allowing for minimal visual impact. The residence also follows the cross slope seen on the subject property by stepping up the hillside, again working with the topography of the site. Due to the design of the residence and siting of the building on the hillside the Commission believed that the goals and policies of the comprehensive plan related to hillside development are met.



#### ***Waiver for building envelope sited within 25% slope***

The Commission deliberated regarding criteria described in KMC 16.04.040.F.2 pertaining to building envelope requirements on lots with 25% or greater slopes. This criteria states:

*“Whenever a proposed subdivision contains lot(s), in whole or in part, within the floodplain, or which contains land with a slope in excess of 25 percent, based upon natural contours, or creates corner lots at the intersection of two or more streets, building envelopes shall be shown for the lot(s) so affected on the preliminary and final plats. The building envelopes shall be located in a manner designed to promote harmonious development of structures, minimize congestion of structures, and provide open space and solar access for each lot and structure. Also, building envelopes shall be located to promote access to the lots and maintenance of public utilities, to minimize cut and fill for roads and building foundations, and minimize adverse impact upon environment, watercourses and topographical features. Structures may only be built on buildable lots. Lots shall only be created that meet the definition of "lot, buildable" in section 16.04.020 of this chapter. Building envelopes shall be established outside of hillsides of 25 percent and greater and outside of the floodway. A waiver to this standard may only be considered for the following:*

a. For lot line shifts of parcels that are entirely within slopes of 25 percent or greater to create a reasonable building envelope, and mountain overlay design review standards and all other City requirements are met.

b. For small, isolated pockets of 25 percent or greater that are found to be in compliance with the purposes and standards of the mountain overlay district and this section.”

Almost the entirety of the subject property contains 25% slope or greater, leading the Commission to determine the project meets the waiver criteria pertaining to lots entirely within 25% or greater slope. While the Commission was supportive of this waiver, they were not supportive of the proposed building envelope configuration (see preliminary plat condition of approval #3). In previous subdivision applications associated with Mountain Overlay applications, the Planning Zoning Commission has determined appropriate building envelopes follow the proposed building footprints to protect the remaining hillside on those lots. The applicant is proposing a building envelope which is determined based off minimum setbacks in the Limited Residential Zoning District, leaving space between the proposed building and the building envelope. This leaves future additional development on the subject property to have potentially fewer obstacles to go through which has not been what the Commission has been supportive of. The Commission found that the building envelope does not have to match the exact footprint of the building but does need to closely follow the outline of the proposed residence.

**Waiver required by Interim Ordinance 1234**

Per Interim Ordinance 1234, consolidation of lots are permitted subject to a waiver. As stated in KMC 16.04.130, waivers, “must show that there are special physical characteristics or conditions affecting the property in question where literal enforcement of this chapter would result in undue hardship not the result of actions by the subdivider, and that the waiver would not be detrimental to the public welfare, health and safety, nor injurious to property owners in the immediate area.”

The Commissions review of how the proposed lot consolidation interacts with the public welfare, health and safety has been discussed in the Preliminary Plats general conformance with the comprehensive plan above. As seen in that section, the Commission believed the project would not be detrimental to the public welfare, health and safety.

**FINDINGS REGARDING PRELIMINARY PLAT SUBDIVISION REQUIREMENTS**

Preliminary Plat Requirements				
Compliant			City Code	City Standards
Yes	No	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.C.1	The subdivider shall file with the administrator copies of the completed subdivision application form and preliminary plat data as required by this chapter.
			<i>Commission Findings</i>	The City of Ketchum Planning and Building Department received the subdivision application and all applicable application materials on June 5, 2023.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.I	Contents Of Preliminary Plat: The preliminary plat, together with all application forms, title insurance report, deeds, maps, and other documents reasonably required, shall constitute a complete subdivision application.
			<i>Commission Findings</i>	The subdivision application was deemed complete on August 18, 2023.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.I .1	The preliminary plat shall be drawn to a scale of not less than one inch equals one hundred feet (1" = 100') and shall show the following:  The scale, north point and date.
			<i>Commission Findings</i>	This standard is met as shown on Sheet 1 of the preliminary plat.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.I .2	The name of the proposed subdivision, which shall not be the same or confused with the name of any other subdivision in Blaine County, Idaho.
			<i>Commission Findings</i>	As shown on Sheet 1 of the preliminary plat, the subdivision is named "Ketchum Townsite: Block 91, Lot 3A" which is not the same as any other subdivision in Blaine County, Idaho.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.I .3	The name and address of the owner of record, the subdivider, and the engineer, surveyor, or other person preparing the plat.
			<i>Commission Findings</i>	As shown on Sheet 1, the owner and subdivider is Breyman Properties LLC. The plat was prepared by Robert Breier of Galena Benchmark Engineering.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.I .4	Legal description of the area platted.
			<i>Commission Findings</i>	The legal description of the area platted is shown on the preliminary plat.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.I .5	The names and the intersecting boundary lines of adjoining subdivisions and parcels of property.
			<i>Commission Findings</i>	The preliminary plat indicates the boundary lines of the adjoining lots.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.I .6	A contour map of the subdivision with contour lines and a maximum interval of five feet (5') to show the configuration of the land based upon the United States geodetic survey data, or other data approved by the city engineer.
			<i>Commission Findings</i>	The preliminary plat shows the contour lines for the subject property.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.I 7	The scaled location of existing buildings, water bodies and courses and location of the adjoining or immediately adjacent dedicated streets, roadways and easements, public and private.
			<i>Commission Findings</i>	No existing buildings are present on the subject property. Easements and streets are shown on the plat.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.I .8	Boundary description and the area of the tract.
			<i>Commission Findings</i>	The preliminary plat provides the boundary description of the area and includes square footage and acreage of the lot.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.I .9	Existing zoning of the tract.
			<i>Commission Findings</i>	Plat note #7 of the preliminary plat lists the existing zoning of the subject property.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.I .10	The proposed location of street rights of way, lots, and lot lines, easements, including all approximate dimensions, and including all proposed lot and block numbering and proposed street names.
			<i>Commission Findings</i>	The preliminary plat shows the locations and lot lines for the proposed lot. No new streets or blocks are being proposed with this application.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.030.I .11	The location, approximate size and proposed use of all land intended to be dedicated for public use or for common use of all future property owners within the proposed subdivision.
			<i>Commission Findings</i>	This standard is not applicable as there is no requirement or proposal for land dedicated for public or common use.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.I .12	The location, size and type of sanitary and storm sewers, water mains, culverts and other surface or subsurface structures existing within or immediately

				adjacent to the proposed sanitary or storm sewers, water mains, and storage facilities, street improvements, street lighting, curbs, and gutters and all proposed utilities.
			<i>Commission Findings</i>	Location, size and type of water/sewer service is shown on project plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.030.I .13	The direction of drainage, flow and approximate grade of all streets.
			<i>Commission Findings</i>	This standard does not apply as no new streets are proposed.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.030.I .14	The location of all drainage canals and structures, the proposed method of disposing of runoff water, and the location and size of all drainage easements, whether they are located within or outside of the proposed plat.
			<i>Commission Findings</i>	This standard does not apply as no new drainage canals or structures are proposed.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.030.I .15	All percolation tests and/or exploratory pit excavations required by state health authorities.
			<i>Commission Findings</i>	This standard does not apply as no addition tests are required.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.030.I .16	A copy of the provisions of the articles of incorporation and bylaws of homeowners' association and/or condominium declarations to be filed with the final plat of the subdivision.
			<i>Commission Findings</i>	This standard does not apply as there will not be a homeowner's association for the property.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.I .17	Vicinity map drawn to approximate scale showing the location of the proposed subdivision in reference to existing and/or proposed arterials and collector streets.
			<i>Commission Findings</i>	The project plans includes a vicinity map that satisfies this requirement.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.030.I .18	The boundaries of the floodplain, floodway and avalanche zoning district shall also be clearly delineated and marked on the preliminary plat.
			<i>Commission Findings</i>	The subject property is not within a floodplain, floodway, or avalanche district.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.I .19	Building envelopes shall be shown on each lot, all or part of which is within a floodway, floodplain, or avalanche zone; or any lot that is adjacent to the Big Wood River, Trail Creek, or Warm Springs Creek; or any lot, a portion of which has a slope of twenty five percent (25%) or greater; or upon any lot which will be created adjacent to the intersection of two (2) or more streets.
			<i>Commission Findings</i>	Building envelope is shown on preliminary plat as the lot contains 25% and greater slopes.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.I .20	Lot area of each lot.
			<i>Commission Findings</i>	As shown on Sheet 1 of the preliminary plat, the lot area for Lot #A is 16,523 square feet.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.I .21	Existing mature trees and established shrub masses.
			<i>Commission Findings</i>	As shown on the preliminary plat, there are a variety of trees and shrubs existing on the property.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.I .22	A current title report shall be provided at the time that the preliminary plat is filed with the administrator, together with a copy of the owner's recorded deed to such property.
			<i>Commission Findings</i>	The applicant provided a title commitment issued by Pioneer Title Co. dated June 2, 2022 and a warranty deed recorded at Instrument Number 663129 with the initial application.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.I .23	Three (3) copies of the preliminary plat shall be filed with the administrator.
			<i>Commission Findings</i>	The City of Ketchum received hard and digital copies of the preliminary plat at the time of application.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.040.A	<b>Required Improvements:</b> The improvements set forth in this section shall be shown on the preliminary plat and installed prior to approval of the final plat. Construction design plans shall be submitted and approved by the city engineer. All such improvements shall be in accordance with the comprehensive plan and constructed in compliance with construction standard specifications adopted by the city. Existing natural features which enhance the attractiveness of the subdivision and community, such as mature trees, watercourses, rock outcroppings, established shrub masses and historic areas, shall be preserved through design of the subdivision.
			<i>Commission Findings</i>	All proposed improvements to the public right-of-way are shown in the project plans. The applicant also submitted a set of preliminary construction design plans for review by the City Engineer. Final review and approval of the right-of-way improvements will be conducted during building permit review per the conditions of approval. The subject property does not include any watercourses, rock outcroppings, shrub masses or historic areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.040.B	<b>Improvement Plans:</b> Prior to approval of final plat by the commission, the subdivider shall file two (2) copies with the city engineer, and the city engineer shall approve construction plans for all improvements required in the proposed subdivision. Such plans shall be prepared by a civil engineer licensed in the state.
			<i>Commission Findings</i>	This standard does not apply as this is a preliminary plat application, not a final plat application.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.040.C	Prior to final plat approval, the subdivider shall have previously constructed all required improvements and secured a certificate of completion from the city engineer. However, in cases where the required improvements cannot be constructed due to weather conditions or other factors beyond the control of the subdivider, the city council may accept, in lieu of any or all of the required improvements, a performance bond filed with the city clerk to ensure actual construction of the required improvements as submitted and approved. Such performance bond shall be issued in an amount not less than one hundred fifty percent (150%) of the estimated costs of improvements as determined by the city engineer. In the event the improvements are not constructed within the time allowed by the city council (which shall be one year or less, depending upon the individual circumstances), the council may order the improvements installed at the expense of the subdivider and the surety. In the event the cost of installing the required improvements exceeds the amount of the bond, the subdivider shall be liable to the city for additional costs. The amount that the cost of installing the required improvements exceeds the amount of the performance bond shall automatically become a lien upon any and all property within the subdivision owned by the owner and/or subdivider.
			<i>Commission Findings</i>	This standard does not apply as this is a preliminary plat application, not a final plat application.



<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.040.D	<p>As Built Drawing: Prior to acceptance by the city council of any improvements installed by the subdivider, two (2) sets of as built plans and specifications, certified by the subdivider's engineer, shall be filed with the city engineer. Within ten (10) days after completion of improvements and submission of as built drawings, the city engineer shall certify the completion of the improvements and the acceptance of the improvements, and shall submit a copy of such certification to the administrator and the subdivider. If a performance bond has been filed, the administrator shall forward a copy of the certification to the city clerk. Thereafter, the city clerk shall release the performance bond upon application by the subdivider.</p>
			<i>Commission Findings</i>	This standard does not apply as this is a preliminary plat application, not a final plat application.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.040.E	<p>Monumentation: Following completion of construction of the required improvements and prior to certification of completion by the city engineer, certain land survey monuments shall be reset or verified by the subdivider's engineer or surveyor to still be in place. These monuments shall have the size, shape, and type of material as shown on the subdivision plat. The monuments shall be located as follows:</p> <ol style="list-style-type: none"> <li>1. All angle points in the exterior boundary of the plat.</li> <li>2. All street intersections, points within and adjacent to the final plat.</li> <li>3. All street corner lines ending at boundary line of final plat.</li> <li>4. All angle points and points of curves on all streets.</li> <li>5. The point of beginning of the subdivision plat description.</li> </ol>
			<i>Commission Findings</i>	This standard does not apply as this is a preliminary plat application, not a final plat application.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.040.F	<p>Lot Requirements:</p> <ol style="list-style-type: none"> <li>1. Lot size, width, depth, shape and orientation and minimum building setback lines shall be in compliance with the zoning district in which the property is located and compatible with the location of the subdivision and the type of development, and preserve solar access to adjacent properties and buildings.</li> <li>2. Whenever a proposed subdivision contains lot(s), in whole or in part, within the floodplain, or which contains land with a slope in excess of twenty five percent (25%), based upon natural contours, or creates corner lots at the intersection of two (2) or more streets, building envelopes shall be shown for the lot(s) so affected on the preliminary and final plats. The building envelopes shall be located in a manner designed to promote harmonious development of structures, minimize congestion of structures, and provide open space and solar access for each lot and structure. Also, building envelopes shall be located to promote access to the lots and maintenance of public utilities, to minimize cut and fill for roads and building foundations, and minimize adverse impact upon environment, watercourses and topographical features. Structures may only be built on buildable lots. Lots shall only be created that meet the definition of "lot, buildable" in section 16.04.020 of this chapter. Building envelopes shall be established outside of hillsides of twenty five percent (25%) and greater and outside of the floodway. A waiver to this standard may only be considered for the following: <ol style="list-style-type: none"> <li>a. For lot line shifts of parcels that are entirely within slopes of twenty five percent (25%) or greater to create a reasonable building envelope, and mountain overlay design review standards and all other city requirements are met.</li> </ol> </li> </ol>

				<p>b. For small, isolated pockets of twenty five percent (25%) or greater that are found to be in compliance with the purposes and standards of the mountain overlay district and this section.</p> <p>3. Corner lots shall have a property line curve or corner of a minimum radius of twenty five feet (25') unless a longer radius is required to serve an existing or future use.</p> <p>4. Side lot lines shall be within twenty degrees (20°) to a right angle or radial line to the street line.</p> <p>5. Double frontage lots shall not be created. A planting strip shall be provided along the boundary line of lots adjacent to arterial streets or incompatible zoning districts.</p> <p>6. Every lot in a subdivision shall have a minimum of twenty feet (20') of frontage on a dedicated public street or legal access via an easement of twenty feet (20') or greater in width. Easement shall be recorded in the office of the Blaine County recorder prior to or in conjunction with recordation of the final plat.</p>
			<i>Commission Findings</i>	<ol style="list-style-type: none"> <li>1. The proposed lot consolidation meets all dimensional standards as outlined in the LR zone district. The minimum lot size is 9,000 square feet and the lot is 16,523 square feet. The new single family residence meets minimum setback requirements in the LR district for the front, side, and rear.</li> <li>2. A building envelope is required as the lot contains areas greater than 25%. A waiver has been granted for the building envelope to encroach into the 25% slope area as almost the entirety is at or above that slope. The Commission found the siting of the structure to meet the Mountain Overlay standards and therefor were willing to allow the development to encroach further into the 25% slope.</li> <li>3. The subject property is not a corner lot.</li> <li>4. The parent lot of the townhouse subdivision and the newly created subplot lot line is within 20 degrees to a right angle to the street lot line along Walnut Avenue.</li> <li>5. The subject property is not a double frontage lot.</li> <li>6. The lot has 110 feet of frontage on Walnut Avenue.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.040.G	<p><b>G. Block Requirements: The length, width and shape of blocks within a proposed subdivision shall conform to the following requirements:</b></p> <ol style="list-style-type: none"> <li>1. No block shall be longer than one thousand two hundred feet (1,200'), nor less than four hundred feet (400') between the street intersections, and shall have sufficient depth to provide for two (2) tiers of lots.</li> <li>2. Blocks shall be laid out in such a manner as to comply with the lot requirements.</li> <li>3. The layout of blocks shall take into consideration the natural topography of the land to promote access within the subdivision and minimize cuts and fills for roads and minimize adverse impact on environment, watercourses and topographical features.</li> <li>4. Corner lots shall contain a building envelope outside of a seventy five foot (75') radius from the intersection of the streets.</li> </ol>
			<i>Commission Findings</i>	This standard does not apply as no new blocks are being created.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.040.H	<p><b>Street Improvement Requirements:</b></p> <ol style="list-style-type: none"> <li>1. The arrangement, character, extent, width, grade and location of all streets put in the proposed subdivision shall conform to the comprehensive plan and shall be</li> </ol>

			<p>considered in their relation to existing and planned streets, topography, public convenience and safety, and the proposed uses of the land;</p> <p>2. All streets shall be constructed to meet or exceed the criteria and standards set forth in chapter 12.04 of this code, and all other applicable ordinances, resolutions or regulations of the city or any other governmental entity having jurisdiction, now existing or adopted, amended or codified;</p> <p>3. Where a subdivision abuts or contains an existing or proposed arterial street, railroad or limited access highway right of way, the council may require a frontage street, planting strip, or similar design features;</p> <p>4. Streets may be required to provide access to adjoining lands and provide proper traffic circulation through existing or future neighborhoods;</p> <p>5. Street grades shall not be less than three-tenths percent (0.3%) and not more than seven percent (7%) so as to provide safe movement of traffic and emergency vehicles in all weather and to provide for adequate drainage and snow plowing;</p> <p>6. In general, partial dedications shall not be permitted, however, the council may accept a partial street dedication when such a street forms a boundary of the proposed subdivision and is deemed necessary for the orderly development of the neighborhood, and provided the council finds it practical to require the dedication of the remainder of the right of way when the adjoining property is subdivided. When a partial street exists adjoining the proposed subdivision, the remainder of the right of way shall be dedicated;</p> <p>7. Dead end streets may be permitted only when such street terminates at the boundary of a subdivision and is necessary for the development of the subdivision or the future development of the adjacent property. When such a dead end street serves more than two (2) lots, a temporary turnaround easement shall be provided, which easement shall revert to the adjacent lots when the street is extended;</p> <p>8. A cul-de-sac, court or similar type street shall be permitted only when necessary to the development of the subdivision, and provided, that no such street shall have a maximum length greater than four hundred feet (400') from entrance to center of turnaround, and all cul-de-sacs shall have a minimum turnaround radius of sixty feet (60') at the property line and not less than forty five feet (45') at the curb line;</p> <p>9. Streets shall be planned to intersect as nearly as possible at right angles, but in no event at less than seventy degrees (70°);</p> <p>10. Where any street deflects an angle of ten degrees (10°) or more, a connecting curve shall be required having a minimum centerline radius of three hundred feet (300') for arterial and collector streets, and one hundred twenty five feet (125') for minor streets;</p> <p>11. Streets with centerline offsets of less than one hundred twenty five feet (125') shall be prohibited;</p> <p>12. A tangent of at least one hundred feet (100') long shall be introduced between reverse curves on arterial and collector streets;</p> <p>13. Proposed streets which are a continuation of an existing street shall be given the same names as the existing street. All new street names shall not duplicate or be confused with the names of existing streets within Blaine County, Idaho. The subdivider shall obtain approval of all street names within the proposed subdivision from the commission before submitting same to council for preliminary plat approval;</p>
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				This standard does not apply as no new streets are proposed.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.040.I	<p>Alley Improvement Requirements: Alleys shall be provided in business, commercial and light industrial zoning districts. The width of an alley shall be not less than twenty feet (20'). Alley intersections and sharp changes in alignment shall be avoided, but where necessary, corners shall be provided to permit safe vehicular movement. Dead end alleys shall be prohibited. Improvement of alleys shall be done by the subdivider as required improvement and in conformance with design standards specified in subsection H2 of this section.</p>
			<i>Commission Findings</i>	This standard does not apply as the alley adjacent to the subject property is closed to vehicular travel.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.040.J	<p>Required Easements: Easements, as set forth in this subsection, shall be required for location of utilities and other public services, to provide adequate pedestrian circulation and access to public waterways and lands.</p> <p>1. A public utility easement at least ten feet (10') in width shall be required within the street right of way boundaries of all private streets. A public utility easement at least five feet (5') in width shall be required within property boundaries adjacent to Warm Springs Road and within any other property boundary as determined by the city engineer to be necessary for the provision of adequate public utilities.</p> <p>2. Where a subdivision contains or borders on a watercourse, drainageway, channel or stream, an easement shall be required of sufficient width to contain</p>

			<p>such watercourse and provide access for private maintenance and/or reconstruction of such watercourse.</p> <p>3. All subdivisions which border the Big Wood River, Trail Creek and Warm Springs Creek shall dedicate a ten foot (10') fish and nature study easement along the riverbank. Furthermore, the council shall require, in appropriate areas, an easement providing access through the subdivision to the bank as a sportsman's access. These easement requirements are minimum standards, and in appropriate cases where a subdivision abuts a portion of the river adjacent to an existing pedestrian easement, the council may require an extension of that easement along the portion of the riverbank which runs through the proposed subdivision.</p> <p>4. All subdivisions which border on the Big Wood River, Trail Creek and Warm Springs Creek shall dedicate a twenty five foot (25') scenic easement upon which no permanent structure shall be built in order to protect the natural vegetation and wildlife along the riverbank and to protect structures from damage or loss due to riverbank erosion.</p> <p>5. No ditch, pipe or structure for irrigation water or irrigation wastewater shall be constructed, rerouted or changed in the course of planning for or constructing required improvements within a proposed subdivision unless same has first been approved in writing by the ditch company or property owner holding the water rights. A written copy of such approval shall be filed as part of required improvement construction plans.</p> <p>6. Nonvehicular transportation system easements including pedestrian walkways, bike paths, equestrian paths, and similar easements shall be dedicated by the subdivider to provide an adequate nonvehicular transportation system throughout the city.</p>
		<i>Commission Findings</i>	No new easements are required. However private landscaping & view easements are shown on the subject preliminary plat.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>16.04.040.K Sanitary Sewage Disposal Improvements: Central sanitary sewer systems shall be installed in all subdivisions and connected to the Ketchum sewage treatment system as a required improvement by the subdivider. Construction plans and specifications for central sanitary sewer extension shall be prepared by the subdivider and approved by the city engineer, council and Idaho health department prior to final plat approval. In the event that the sanitary sewage system of a subdivision cannot connect to the existing public sewage system, alternative provisions for sewage disposal in accordance with the requirements of the Idaho department of health and the council may be constructed on a temporary basis until such time as connection to the public sewage system is possible. In considering such alternative provisions, the council may require an increase in the minimum lot size and may impose any other reasonable requirements which it deems necessary to protect public health, safety and welfare.</p>
		<i>Commission Findings</i>	This standard does not apply as this application does not create a new subdivision. The lot will directly connect to the City of Ketchum sewer system main found in Walnut Ave.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>16.04.040.L Water System Improvements: A central domestic water distribution system shall be installed in all subdivisions by the subdivider as a required improvement. The subdivider shall also be required to locate and install an adequate number of fire hydrants within the proposed subdivision according to specifications and requirements of the city under the supervision of the Ketchum fire department and other regulatory agencies having jurisdiction. Furthermore, the central water</p>

				<p>system shall have sufficient flow for domestic use and adequate fire flow. All such water systems installed shall be looped extensions, and no dead end systems shall be permitted. All water systems shall be connected to the municipal water system and shall meet the standards of the following agencies: Idaho department of public health, Idaho survey and rating bureau, district sanitarian, Idaho state public utilities commission, Idaho department of reclamation, and all requirements of the city.</p>
			<i>Commission Findings</i>	<p>This standard does not apply as this application does not create a new subdivision. The lot will directly connect to the City of Ketchum water main found in Walnut Ave.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.040.M	<p><b>Planting Strip Improvements:</b> Planting strips shall be required improvements. When a predominantly residential subdivision is proposed for land adjoining incompatible uses or features such as highways, railroads, commercial or light industrial districts or off street parking areas, the subdivider shall provide planting strips to screen the view of such incompatible features. The subdivider shall submit a landscaping plan for such planting strip with the preliminary plat application, and the landscaping shall be a required improvement.</p>
			<i>Commission Findings</i>	<p>This standard does not apply as this application does not create a new subdivision. There are no incompatible uses adjacent to the proposed townhouse sublots.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.040.N	<p><b>Cuts, Fills, And Grading Improvements:</b> Proposed subdivisions shall be carefully planned to be compatible with natural topography, soil conditions, geology and hydrology of the site, as well as to minimize cuts, fills, alterations of topography, streams, drainage channels, and disruption of soils and vegetation. The design criteria shall include the following:</p> <ol style="list-style-type: none"> <li>1. A preliminary soil report prepared by a qualified engineer may be required by the commission and/or council as part of the preliminary plat application.</li> <li>2. Preliminary grading plan prepared by a civil engineer shall be submitted as part of all preliminary plat applications. Such plan shall contain the following information: <ol style="list-style-type: none"> <li>a. Proposed contours at a maximum of five foot (5') contour intervals.</li> <li>b. Cut and fill banks in pad elevations.</li> <li>c. Drainage patterns.</li> <li>d. Areas where trees and/or natural vegetation will be preserved.</li> <li>e. Location of all street and utility improvements including driveways to building envelopes.</li> <li>f. Any other information which may reasonably be required by the administrator, commission or council to adequately review the affect of the proposed improvements.</li> </ol> </li> <li>3. Grading shall be designed to blend with natural landforms and to minimize the necessity of padding or terracing of building sites, excavation for foundations, and minimize the necessity of cuts and fills for streets and driveways.</li> <li>4. Areas within a subdivision which are not well suited for development because of existing soil conditions, steepness of slope, geology or hydrology shall be allocated for open space for the benefit of future property owners within the subdivision.</li> <li>5. Where existing soils and vegetation are disrupted by subdivision development, provision shall be made by the subdivider for revegetation of disturbed areas with perennial vegetation sufficient to stabilize the soil upon completion of the construction. Until such times as such revegetation has been installed and</li> </ol>

			<p>established, the subdivider shall maintain and protect all disturbed surfaces from erosion.</p> <p>6. Where cuts, fills, or other excavations are necessary, the following development standards shall apply:</p> <ul style="list-style-type: none"> <li>a. Fill areas shall be prepared by removing all organic material detrimental to proper compaction for soil stability.</li> <li>b. Fills shall be compacted to at least ninety five percent (95%) of maximum density as determined by AASHO T99 (American Association of State Highway Officials) and ASTM D698 (American standard testing methods).</li> <li>c. Cut slopes shall be no steeper than two horizontal to one vertical (2:1). Subsurface drainage shall be provided as necessary for stability.</li> <li>d. Fill slopes shall be no steeper than three horizontal to one vertical (3:1). Neither cut nor fill slopes shall be located on natural slopes of three to one (3:1) or steeper, or where fill slope toes out within twelve feet (12') horizontally of the top and existing or planned cut slope.</li> <li>e. Toes of cut and fill slopes shall be set back from property boundaries a distance of three feet (3'), plus one-fifth (1/5) of the height of the cut or the fill, but may not exceed a horizontal distance of ten feet (10'); tops and toes of cut and fill slopes shall be set back from structures at a distance of at least six feet (6'), plus one-fifth (1/5) of the height of the cut or the fill. Additional setback distances shall be provided as necessary to accommodate drainage features and drainage structures.</li> </ul>
			<p><i>Commission Findings</i></p> <p>This standard does not apply as this application is the subdivision of an existing lot. On-site grading for the new single family residence meets all grading requirements and all disturbance will be revegetated per the landscape plan included in the project plans.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>16.04.040.O</p> <p><b>Drainage Improvements:</b> The subdivider shall submit with the preliminary plat application such maps, profiles, and other data prepared by an engineer to indicate the proper drainage of the surface water to natural drainage courses or storm drains, existing or proposed. The location and width of the natural drainage courses shall be shown as an easement common to all owners within the subdivision and the city on the preliminary and final plat. All natural drainage courses shall be left undisturbed or be improved in a manner that will increase the operating efficiency of the channel without overloading its capacity. An adequate storm and surface drainage system shall be a required improvement in all subdivisions and shall be installed by the subdivider. Culverts shall be required where all water or drainage courses intersect with streets, driveways or improved public easements and shall extend across and under the entire improved width including shoulders.</p>
			<p><i>Commission Findings</i></p> <p>The applicant submitted a site grading and drainage plan with the project plans for the proposed lot. No common drainage courses are utilized or disturbed. The grading and drainage plan meets all requirements and each subplot is managing stormwater runoff independently, not impacting adjacent properties.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>16.04.040.P</p> <p><b>Utilities:</b> In addition to the terms mentioned in this section, all utilities including, but not limited to, electricity, natural gas, telephone and cable services shall be installed underground as a required improvement by the subdivider. Adequate provision for expansion of such services within the subdivision or to adjacent lands including installation of conduit pipe across and underneath streets shall be installed by the subdivider prior to construction of street improvements.</p>

			<i>Commission Findings</i>	All utilities are proposed underground per the KMC requirements.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.040.Q	<b>Off Site Improvements: Where the offsite impact of a proposed subdivision is found by the commission or council to create substantial additional traffic, improvements to alleviate that impact may be required of the subdivider prior to final plat approval, including, but not limited to, bridges, intersections, roads, traffic control devices, water mains and facilities, and sewer mains and facilities.</b>
			<i>Commission Findings</i>	The proposed lot consolidation does not create substantial additional traffic, therefore, no improvements are required.

### CONCLUSIONS OF LAW

1. The City of Ketchum is a municipal corporation established in accordance with Article XII of the Constitution of the State of Idaho and Title 50 Idaho Code and is required and has exercised its authority pursuant to the Local Land Use Planning Act codified at Chapter 65 of Title 67 Idaho Code and pursuant to Chapters 3, 9 and 13 of Title 50 Idaho Code to enact the ordinances and regulations, which ordinances are codified in the Ketchum Municipal Code (“KMC”) and are identified in the Findings of Fact and which are herein restated as Conclusions of Law by this reference and which City Ordinances govern the applicant’s Townhouse Preliminary Plat application for the development and use of the project site.
2. The Commission has authority to review and recommend approval of the applicant’s Lot Consolidation Preliminary Plat Application pursuant to Chapter 16.04 of Ketchum Code Title 16.
3. The City of Ketchum Planning Department provided notice for the review of this application in accordance with Ketchum Municipal Code §16.04.030.
4. The Lot Consolidation Subdivision Preliminary Plat application is governed under Chapter 16.04 of Ketchum Municipal Code.
5. The Ketchum Townsite: Block 91: Lot 3A Preliminary Plat application meets all applicable standards specified in Title 16 of Ketchum Municipal Code.

### DECISION

**THEREFORE**, the Commission **recommends approval** of this Lot Consolidation Preliminary Plat Application File No. P22-052A to City Council this Tuesday, October 24, 2023 subject to the following conditions of approval.



### CONDITIONS OF APPROVAL

1. The preliminary plat is subject to all conditions of approval associated with Mountain Overlay Design Review Approval P23-052.
2. Failure to record a Final Plat within two (2) years of Council's approval of a Preliminary Plat shall cause the Preliminary Plat to be null and void.
3. The building envelope shall be revised to closely follow the building footprint prior to staff advancing the preliminary plat application to City Council.

Findings of Fact **adopted** this 24<sup>th</sup> day of October 2023.

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Neil Morrow, Chair  
City of Ketchum  
Planning and Zoning Commission



## STAFF MEMORANDUM

To: Planning and Zoning Commission  
From: Abby Rivin, Senior Planner / Daren Fluke, Project Manager  
Date: October 24, 2023  
Re: Plan & Code Update: Scope of Work, Comprehensive Plan Audit, and Public Engagement Plan

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### Introduction

The City of Ketchum began work on a major effort to update the 2014 Comprehensive Plan (“Plan”) and the land use regulations (“Code”) that implement the goals and policies of the Plan. The Planning Department is leading the Plan and Code Update (“project”) with support from Clarion Associates, a land-use consulting firm with extensive experience in comprehensive planning and land development codes. The project will be executed in three phases. Phase 1 includes development of a scope of work, schedule, budget for Phase 2, a comprehensive plan audit, and a public engagement plan. The purpose of this discussion is to gather Planning & Zoning Commission’s (“Commission”) feedback on these Phase 1 draft documents.

Phase 1 of the project kicked off in August with a visit from Clarion Associates to meet with stakeholders and to gain a deeper understanding of the issues, opportunities, and geographies that are likely to be the focus of the project. The City Council and Commission held a joint workshop with Clarion and the City team on August 30 to discuss their priorities for the Plan and Code Update and to review the preliminary public engagement strategy. In addition, Clarion Associates met with City staff, the Ketchum Sustainability Action Committee, members of the Historic Preservation Commission, the Technical Advisory Group, and regional partners. Input provided during this initial round of stakeholder meetings and the joint work session informed the Comprehensive Plan Audit (Attachment A), the Phase 2 Scope of Work (Attachment B), and the Public Engagement Plan (collectively referred to as “Phase 1 documents”).

### Recommendation

Staff recommends the Commission review the Comprehensive Plan Audit (Attachment A), Phase 2 Scope of Work (Attachment B), and Public Engagement Plan (Attachment C) and provide feedback to staff. The Commission’s input will be presented to the City Council for their consideration as part of their review of the Phase 1 documents scheduled for the November 6, 2023, meeting. The following sections of this memorandum provide a brief overview of each of the Phase 1 documents and questions for the Commission to help guide their review and discussion.

### Phase 1 Draft Documents

The Comprehensive Plan Audit, Phase 2 Scope of Work, and Public Engagement Plan work together to define the project parameters and are intended to be used collectively rather than individually as

standalone documents. The Phase 1 documents serve as the project blueprint defining goals and objectives, setting expectations, establishing parameters to guide the work.

### Comprehensive Plan Audit

The Comprehensive Plan Audit (Attachment A) details the proposed focus areas for the targeted update and establishes clear expectations about the existing Plan sections that will be modified. The approach will be built upon the existing Plan's strengths and will address specific issues or changes that have arisen since the Plan was adopted in 2014. While the entirety of the existing Plan will be refreshed to reflect existing conditions and align with more recent City plans studies, the update will include a more concentrated focus on the goals and objectives related to land use, housing, multimodal transportation, historic preservation, sustainability, and community character.

*Question for the Commission:* Does the scope outlined in the Comprehensive Plan Audit adequately address the goals and policies that need to be updated to inform the substantive Code amendments for Phase 3 of the project?

### Phase 2 Scope of Work

The Phase 2 Scope of Work (Attachment B) establishes the project parameters, lists the tasks required to execute the work, describes the deliverables that will be produced, defines the review process, and sets the schedule. The full project includes three phases of work that are anticipated to take approximately two and half years to complete. During their joint work session, the City Council and Commission emphasized the importance and urgency of the Code Update in addition to a desire for a robust public engagement effort and directed the project team to front-load targeted Code amendments on a parallel track with the Comprehensive Plan Updates to expedite the process.

The Phase 2 Scope of Work is organized into two parts: (1) Targeted Comprehensive Plan Update and (2) Code Update—Initial Tasks. The anticipated timeline for the completion of Phase 2 is 14 months. The tasks for the Plan Update are organized into three sections: (1) review and update Plan foundations, (2) future land use plan and key policy choices, and (3) draft Plan and adoption. The Code Update will reformat and reorganize Ketchum's existing land use regulations and integrate the City's zoning and subdivision codes. The initial Code Update tasks include reorganizing and reformatting the existing ordinance and combining the subdivision ordinance with the zoning ordinance into a unified development code, as well as updating the administrative process and procedures for land use applications. The project team will provide an assessment of remaining substantive edits necessary to the land use regulations to implement the goals and policies of the updated Plan that will be conducted in Phase 3 of the project.

*Questions for the Commission:*

- Do the project milestones, tasks, and deliverables outlined in the Phase 2 Scope of Work align with your expectations and achieve the project goals and objectives?
- Do the initial tasks outlined for the Code Update adequately address your direction provided during the joint work session to front-load targeted amendments?

### Public Engagement Plan

The Public Engagement Plan (Attachment C) is intended to guide community and stakeholder engagement efforts throughout the project. The Public Engagement Plan is organized into three sections that (1) identify the stakeholder and advisory groups that will be engaged throughout the

process, (2) define the communications strategy and describe the multiple engagement methods that will be utilized, and (3) outline the anticipated timing, format, and objectives for the various input opportunities planned through the course of the project. Opportunities for community and stakeholder input are provided throughout Phase 2. These engagement opportunities are scheduled to align with major project milestones. The project will be an iterative process with multiple opportunities for the public to provide feedback on interim work product.

*Questions for the Commission:*

- Are there stakeholder groups or constituents that you believe need to be engaged through the project that are not listed in the Public Engagement Plan?
- Are there other communication methods not listed in the Public Engagement Plan that the project team should utilize to get the word out about various input opportunities?

**Attachments:**

- A. Comprehensive Plan Audit
- B. Phase 2 Scope of Work
- C. Public Engagement Plan

# Attachment A

## Comprehensive Plan Audit



# Comprehensive Plan Audit

Draft: 10.17.23

## Background

The City's current Comprehensive Plan was adopted in 2014. When drafting the plan began in 2011, Ketchum was experiencing the impacts of the Great Recession locally with a decrease in employment, construction activity, property values, and City revenue. While the overarching vision established by the Plan still reflects the prevailing sentiment of the community, Ketchum has undergone significant change over the past decade marked by a substantial increase in its population and considerable development pressures. These trends have escalated issues identified in the 2014 Comprehensive Plan and increased development pressures, the ongoing workforce housing crisis, concerns about long-term downtown vibrancy, and worries surrounding the City's vitality and viability have spurred community discussions about growth and the future vision of Ketchum. In August 2023, the City initiated an update of the Comprehensive Plan and a rewrite of the City's land use regulations. This process includes three phases of work that are anticipated to take approximately two and a half years to complete.

The Comprehensive Plan update will be targeted in scope and not a "start-from-scratch" effort. This Comprehensive Plan Audit is intended to help define the scope of the update and establish clear expectations about the extent to which current sections in the Plan are likely to change (or not) as part of the update. While the entire Comprehensive Plan will be reviewed and updated to some extent to reflect current conditions, improve usability, and address gaps, this update will focus specifically on challenges and opportunities related to land use, housing, multimodal transportation, historic preservation, sustainability, and community character.

This Plan Audit was developed by Clarion Associates in collaboration with City of Ketchum Planning and Building Department staff and Economic and Planning Systems. Recommendations have been informed by an in-depth review of plan policies and implementation progress; an initial round of meetings with City departments, boards and commissions, regional partners, and other stakeholders with a direct or indirect role in helping to implement the 2014 Comprehensive Plan; and the experience of the consultant team with similar projects in Idaho and across the country.

The document is organized into three parts:

1. **Overarching Themes.** Includes a summary of six overarching themes that will guide the Comprehensive Plan update process and help shape the updated plan and the land use regulations that emerge from it.

2. **Recommended Updates.** Includes a section-by-section overview of recommended updates for each section of the Plan; supporting data, analysis, and plans that will help inform those updates; and other opportunities to help improve the clarity and user-friendliness of the plan.
3. **Implementation Progress.** Includes a summary of progress made by the City and its partners on plan implementation since 2014. Planning and Building Department staff have also prepared a detailed tracking sheet to help inform the Comprehensive Plan update.

## Overarching Themes

The following themes will guide the Comprehensive Plan update process and help shape the updated plan and the land use regulations that emerge from it.

### ALIGN THE UPDATED COMPREHENSIVE PLAN WITH RECENT PLANS AND STUDIES

Numerous plans and studies have been completed since 2014—or are currently underway—to support the implementation of Ketchum’s Core Community Values. These include the Housing Action Plan (established in 2022 and being updated annually), 2020 Transportation Master Plan, 2021 Natural Hazard Mitigation Plan, 2020 Ketchum Sustainability Action Plan, 5B Can (Blaine County’s Sustainability & Climate Program ), 2023 Warm Springs Preserve Master Plan, Downtown Parking Study, Main Street Mobility Improvements, and Blaine County Community Bicycle and Pedestrian Master Plan (update in progress), among others. These plans generally provide more detailed policy guidance than the Comprehensive Plan. As a result, the Policy Framework in the Comprehensive Plan will need to be recalibrated to “pull back” on the current level of detail and defer detailed recommendations to functional plans.

### CLARIFY FUTURE LAND USE PLAN (MAP AND LAND USE CATEGORIES) AND ALIGN WITH LAND USE REGULATIONS

The 2014 Comprehensive Plan was developed during a period of slow growth and economic uncertainty in Ketchum. In recent years, development pressure has increased substantially, amplifying concerns about housing affordability, community character, historic preservation, mobility, and the loss of retail and industrial land. While the Future Land Use Plan emphasizes the importance of infill and redevelopment as a core component of the City’s growth strategy, it does not convey the degree to which this strategy will impact different areas of the community, and how those changes relate to neighborhood and community design priorities.

A key focus of the Comprehensive Plan update will be to facilitate a broader community conversation about the Future Land Use Plan, its role in shaping the ultimate buildout of Ketchum, and its relationship to other community priorities. This conversation will include the identification of areas with the potential to support future growth and the exploration of growth parameters for different locations (e.g., density, mix of uses, housing types, and site planning/design characteristics). Input will be incorporated as part of the updated Comprehensive Plan and implemented as part of the Land Use Regulations update to provide greater clarity and predictability regarding future growth in different areas of the community.

### **CLARIFY SUSTAINABILITY AND COMMUNITY RESILIENCE PRIORITIES**

The 2014 Comprehensive Plan is grounded in the three pillars of sustainability—environmental, economic, and social—and one of the Core Community Values is ‘A “Greener” Community.’ Over the past decade, the City has taken steps to advance its sustainability goals, adopting Green Building Standards in 2015 and a Sustainability Action Plan in 2020. However, this progress was eroded by the recent passage of House Bill 287, which stripped the City’s ability to enforce the Green Building Standards. At the same time, wildfires, flooding, avalanches, extreme drought, and other effects of climate change have become increasingly common and impactful, and the 2021 Blaine County All-Hazard Mitigation Plan confirms Ketchum’s vulnerability. The Comprehensive Plan update process provides an opportunity to clarify the City’s sustainability and community resilience priorities and take steps to mitigate risk. Updates to the Comprehensive Plan will build from the City’s ongoing involvement as part of the Blaine County Regional Sustainability and Climate Program (5B Can) with an emphasis on strategies that Ketchum has the ability to advance through its land use regulations and day-to-day operations.

### **EXPAND FOCUS ON HISTORIC PRESERVATION**

Several of the Core Community Values articulated by 2014 Comprehensive Plan emphasize the importance of protecting Ketchum’s history and culture. Yet, as the community continues to grow and evolve, many of the City’s historic resources are being lost. A historic inventory conducted in 2020 found that over the prior decade, 20 percent of the City’s historic buildings were demolished. In response to this trend, the City re-established the Historic Preservation Commission (HPC) in 2021 and the HPC adopted a new Historic Preservation Handbook and Guidelines on September 6, 2023. An updated resource survey is also planned and expected to be completed in early 2024. These tools will help guide the HPC in their review of proposed alterations and demolitions of designated historic buildings and landmarks.

The Comprehensive Plan update provides an opportunity to establish a stronger understanding of how history shapes the character of Ketchum and what historic resources within the City are important to save (and why), as well as to establish stronger policy guidance and priorities for historic preservation. These objectives can be accomplished by establishing a dedicated chapter for historic preservation in the updated Comprehensive Plan—essentially a “plan within the plan.” This approach can help the City meet eligibility requirements for grant funding without having to develop a standalone historic preservation plan. Expanded historic preservation content in the updated Comprehensive Plan will draw from ongoing efforts led by the HPC, as well as from existing background information within the 2014 Comprehensive Plan.

### **STRENGTHEN REGIONAL PARTNERSHIPS**

Local governments, non-profits, and public agencies in the Wood River Valley have a long history of collaborating on regional initiatives, and one of the ten Core Community Values identified in 2014 was ‘Working as a Region.’ While the Policy Framework includes some goals and policies that support this value and the City is leading or participating in conversations on a number of regional initiatives (e.g., the Housing Action Plan), numerous participants expressed concern that over the past decade the region has lost its focus in this area. The Comprehensive Plan update process provides an opportunity to convene regional partners, identify opportunities to collaborate on issues of strategic



importance, and establish achievable actions to focus the City's efforts over the next three to five years.

### **CLARIFY ROLES AND RESPONSIBILITIES**

The 2014 Comprehensive Plan addresses a wide range of topics—ranging from land use, to housing, to mobility, to health and wellness. The City of Ketchum, or individual departments within the City, have the ability to lead implementation efforts in some areas, while they play a supporting or partner role in other areas. In some instances, the roles of the City, individual departments, nonprofit organizations, and partner agencies have also shifted over the past decade. Participants expressed the need to more clearly articulate roles and responsibilities in the updated plan, both within the Policy Framework and in the implementation chapter.

## Recommended Updates

This section provides an overview of recommended updates for each section of the plan; identifies the supporting data, analysis, and plans that will help inform those updates; and highlights other opportunities to help improve the clarity and user-friendliness of the plan. At minimum, each chapter will require a general refresh to ensure the introductory narrative and challenges discussion reflects current conditions and community priorities. The most substantial changes are recommended for the housing, community design and neighborhoods, mobility, economy, and land use chapters.

### SECTION-BY-SECTION RECOMMENDATIONS

Plan Section/Recommendations	Supporting Plans, Data, and Analysis
<b>PREAMBLE/INTRODUCTION</b>	
<ul style="list-style-type: none"> <li>• Replace to reflect where Ketchum is today/where you're headed (opportunity for data-based storytelling)</li> <li>• Update to reflect current process</li> <li>• Emphasize role of Comprehensive Plan as umbrella plan (higher level; supported by functional and area-specific plans; informs the City's strategic plan/CIP and annual department work plans)</li> </ul>	<ul style="list-style-type: none"> <li>• Draws from updates to Community Profile and supplemental analysis regarding buildout, residential and non-residential needs, and areas of transition</li> <li>• This information will be developed early in the process to help frame community conversations</li> </ul>
<b>CHAPTER 1: COMMUNITY VISION AND CORE VALUES</b>	
<ul style="list-style-type: none"> <li>• Vet/refine existing language based on results of community survey and community/stakeholder engagement</li> <li>• Consider updates to chapter structure to directly align with Core Community Values; <i>OR</i></li> <li>• Consider shifting chapter titles and organization to be more topic-focused to make the distinction between the values and chapter titles clearer</li> </ul>	<ul style="list-style-type: none"> <li>• Statistically valid community survey with custom questions</li> </ul>
<b>CHAPTER 2: ECONOMY</b>	
<ul style="list-style-type: none"> <li>• Update goals and policies to reflect housing challenges, displacement of local businesses caused by redevelopment, potential changes to light industrial district, and Mountain Rides' role in ground service connections</li> <li>• Potential need for new goals/policies to reflect the results of the land demand vs. supply analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Task 1.1.E: Land Demand vs. Supply Analysis (Residential and Non-Residential)</li> <li>• Airport Master Plan(?)</li> <li>• Regional economic development initiatives (?)</li> <li>• Visit Sun Valley strategic plan(?)</li> </ul>
<b>CHAPTER 3: HOUSING</b>	
<ul style="list-style-type: none"> <li>• Update goals and policies to focus language on increasing supply of "community housing," with an emphasis on affordability for a variety of incomes (including above median income)</li> </ul>	<ul style="list-style-type: none"> <li>• Housing Action Plan and input received as part of associated public engagement efforts</li> <li>• Coordinate with Housing Department re: most recent data from monitoring</li> </ul>

Plan Section/Recommendations	Supporting Plans, Data, and Analysis
<ul style="list-style-type: none"> <li>• Draft Housing Action Plan Year 2 Performance Measures include: at least 60% of housing stock is long-term occupied and 40% of Ketchum’s workforce can live in Ketchum.</li> <li>• Address outdated language and definitions (e.g., characterization of density and remove policies promoting seasonal/part-time home ownership)</li> <li>• Acknowledge creation of the Housing Department and the City’s now active role in the housing landscape</li> <li>• Add sidebar explanations: 1) Role of the Housing Action Plan/ongoing monitoring; 2) Regional Housing Partners</li> <li>• Update Housing profile in Appendix A to focus on bigger picture housing characteristics and trends; refer readers to Housing Action Plan for more detailed data and information</li> </ul>	
<b>CHAPTER 4: COMMUNITY DESIGN AND NEIGHBORHOODS</b>	
<ul style="list-style-type: none"> <li>• Review and update goals and policies in light of recent/ongoing efforts and check in on public sentiment as part of this process</li> <li>• Incorporate a brief explanation of each area’s key characteristics as a companion to the Neighborhoods and Districts map</li> <li>• Establish a goal and brief set of policies for each Neighborhood and District to help inform land use regulations (and/or incorporate site and building design principles as part of the land use categories in Chapter 12)</li> <li>• Strengthen linkages to Future Land Use chapter (or potentially consolidate the two)</li> <li>• Relocate historic preservation policy to new chapter and expand</li> </ul>	<ul style="list-style-type: none"> <li>• Land capacity/areas of transition analysis</li> <li>• Community and Stakeholder Engagement (Round 2 – Key Policy Choices)</li> </ul>
<b>CHAPTER 5: NATURAL RESOURCE STEWARDSHIP</b>	
<ul style="list-style-type: none"> <li>• Review and update goals and policies in light of recent/ongoing efforts, the impacts of House Bill 287, and check in on public sentiment as part of this process</li> <li>• Strengthen discussion of natural systems (carry forward relevant context from Environmental Resource and Hazards profile in Appendix A to support goals and policies)</li> <li>• Build on regional sustainability data and efforts</li> </ul>	<ul style="list-style-type: none"> <li>• 2020 Sustainability Action Plan</li> <li>• Ongoing Blaine County Regional Sustainability &amp; Climate Program efforts</li> </ul>

Plan Section/Recommendations	Supporting Plans, Data, and Analysis
<ul style="list-style-type: none"> <li>• Add policies to support Goals NR5 and NR2 (re: public lands, tourism, and local economy)</li> <li>• Strengthen policies aimed to mitigate impacts of development activity in sensitive environmental areas and protect/preserve hillsides and riparian zone.</li> </ul>	
<b>CHAPTER 6: PARKS, RECREATION, AND OPEN SPACE</b>	
<ul style="list-style-type: none"> <li>• Update Parks, Open Space, and Trails profile in Appendix A to reflect current conditions</li> <li>• Minor refresh to existing goals and policies to reflect current City practices and partnerships</li> <li>• Consider defining and establishing a target level of service for different types of parks</li> <li>• Consider new policy to address evolving needs for larger, higher density development to inform code updates (e.g., common open space requirements)</li> </ul>	<p>Blaine County Recreation District (BCRD) Needs Assessment Survey</p>
<b>CHAPTER 7: MOBILITY</b>	
<ul style="list-style-type: none"> <li>• Remove Mobility profile in Appendix A (replaced by more recent plans and studies)</li> <li>• Update goals and policies to reflect recent plans and studies; stronger focus on regional coordination and transit priorities</li> <li>• Pull back level of detail in policies re: specific improvements (defer list of priorities to implementation section or supporting plans where they can be referenced as part of CIP)</li> <li>• Add sidebar explanations: 1) 2020 Master Transportation Plan; 2) Blaine County Community Bicycle and Pedestrian Master Plan; 3) Downtown Parking Study</li> <li>• Add the City's priorities for the public right-of-way, including providing vehicular, bike, and pedestrian access; public parking; wintertime snow storage; conveyance of utilities; and street trees/streetscape beautification/tree canopy.</li> <li>• Emphasize goals related to improving the City's bike lane network, sidewalk improvements, intersection and pedestrian safety improvements, and bringing nonconforming on-street parking and sidewalks into compliance with ADA.</li> </ul>	<ul style="list-style-type: none"> <li>• 2020 Transportation Plan</li> <li>• Forthcoming Update to Blaine County Community Bicycle and Pedestrian Master Plan</li> <li>• Downtown Parking Study</li> </ul>
<b>CHAPTER 8: ARTS AND CULTURE</b>	
<ul style="list-style-type: none"> <li>• Minor refresh to reflect current City practices and partnerships (city-led)</li> </ul>	

Plan Section/Recommendations	Supporting Plans, Data, and Analysis
<ul style="list-style-type: none"> <li>Consider consolidating with proposed Historic Preservation chapter (could be: History, Arts, and Culture)</li> </ul>	
<b>CHAPTER 9: PUBLIC SAFETY AND UTILITIES</b>	
<ul style="list-style-type: none"> <li>Update goals and policies reflect to current City conditions and stronger focus on resilience</li> <li>Add new goal related to multi-hazard mitigation and expand existing policies to support (e.g., WUI, floodplain, avalanche prone areas, seismic activity)</li> <li>Add sidebar explanation(s) re: 1) Water System 2) Regional HMP and others for context</li> <li>Carry forward and update relevant aspects of Environmental Resource and Hazards profile in Appendix A and relocate as sidebars to support policies in this chapter (same list as for policies)</li> <li>Consider renaming to reflect expanded resilience focus of this chapter</li> </ul>	<ul style="list-style-type: none"> <li>2022 Blaine County Multi-jurisdictional All-Hazard Mitigation Plan</li> <li>Current Water System Modeling (underway- Public Works)</li> </ul>
<b>CHAPTER 10: COMMUNITY HEALTH AND WELLNESS</b>	
<ul style="list-style-type: none"> <li>Update goals and policies to reflect current City practices and partnerships</li> <li>Add sidebar explanations: 1) Health and Human Services Partners 2) Regional Food Security partners</li> <li>Consider relocating some of the existing content from the Community Health and Wellness profile in Appendix A to this chapter as context, either as sidebars or as part of the introductory narrative. To the extent feasible, replace Idaho statistics with regional statistics to make them more relatable (or remove altogether)</li> <li>Strengthen policies to ensure that Ketchum has sufficient schools, early childhood education, and child care to support the community now and in the future.</li> </ul>	<p>Wood River Valley Early Learning Advisory Committee: Community Needs Assessment Report</p>
<b>CHAPTER 11: HIGH PERFORMING COMMUNITY</b>	
<p>Minor refresh to reflect current City practices and partnerships (city-led)</p>	
<b>CHAPTER 12: FUTURE LAND USE</b>	
<ul style="list-style-type: none"> <li>Update and expand land use category descriptions to provide clearer direction regarding mix of uses, density, and site and building design principles</li> <li>Update goals and policies to reflect current community sentiment and inform the Land Use Regulations update</li> </ul>	<ul style="list-style-type: none"> <li>Land capacity/areas of transition analysis</li> <li>Land demand vs. supply analysis</li> <li>Community and Stakeholder Engagement (Round 2 - Key Policy Choices)</li> </ul>

Plan Section/Recommendations	Supporting Plans, Data, and Analysis
<ul style="list-style-type: none"> <li>• Clarify direction for Areas of City Impact</li> <li>• Strengthen linkages to Community Design and Neighborhoods chapter (or potentially consolidate the two)</li> <li>• Incorporate 'zoomed' in version of the Future Land Use Map for different sections of the community to improve legibility (and make available on ArcGIS)</li> </ul>	
<b>NEW CHAPTER: HISTORIC PRESERVATION</b>	
<ul style="list-style-type: none"> <li>• Relocate current policy CD 1.2; establish new goal(s) and policies to address adaptive reuse, relocation of historic properties, education and outreach, prehistoric archaeological sites, economic benefits of historic preservation, and other community priorities.</li> <li>• Relocate and update/expand current explanation and map of historic properties from Community Profile in Appendix A.</li> <li>• Include areas with the potential to become historic districts on the map.</li> <li>• Add sidebar explanation(s) re: 1) Role of the HPC; 2) Periods of Significance</li> <li>• Consider consolidating with existing Arts and Culture Chapter (could be: History, Arts, and Culture)</li> <li>• Add policies and goals to address the relocation of historic buildings and documenting historic buildings prior to demolition for digital record.</li> </ul>	<ul style="list-style-type: none"> <li>• Forthcoming survey of historic assets</li> <li>• Historic Preservation Handbook</li> <li>• Community Library Regional History Museum Resources</li> </ul>
<b>CHAPTER 13: PLAN IMPLEMENTATION AND MONITORING</b>	
<ul style="list-style-type: none"> <li>• New chapter with a new structure</li> <li>• Organize as 'strategic plan' for the city organization with a 3- to 5-year focus and all departments represented</li> <li>• Establish clear linkage to budgeting and CIP processes</li> </ul>	
<b>APPENDIX A: COMMUNITY PROFILE</b>	
<ul style="list-style-type: none"> <li>• Review and update profiles as needed</li> <li>• Shift location of descriptive content to individual chapters (where referenced above) to provide context for goals and policies</li> <li>• Update inventory maps and consider making them available on ArcGIS online for legibility and ease of maintenance (recommend including maps in relevant chapters even if they are available online so</li> </ul>	<p>See discussion relative to individual chapters/topics above</p>

Plan Section/Recommendations	Supporting Plans, Data, and Analysis
that readers have a sense of what information is available)	
<b>APPENDIX B: COMPLIANCE WITH STATE OF IDAHO REQUIREMENTS</b>	
Review/refresh as needed to reflect any recent updates	Idaho Statutes
<b>APPENDIX C: GLOSSARY OF COMPREHENSIVE PLAN TERMS</b>	
Review and update as needed as part of draft plan	

**ADDITIONAL RECOMMENDATIONS TO IMPROVE CLARITY AND USABILITY**

As section-by-section recommendations are carried out, opportunities to improve the clarity and usability of the document should also be considered. These opportunities may include: editorial changes for consistency; minor structural adjustments to improve the alignment of key ideas within the plan; reframing the ‘vision’ and ‘challenges’ section at the beginning of chapters 2 through 11; and removing repetitive or regulatory language in the policies.

**Implementation Progress**

Planning and Building Department staff have assembled a detailed tracking sheet that documents the status of each of the recommendations in the Priority Implementation Plan established as part of the 2014 Comprehensive Plan. Recommendations are categorized as completed, in progress (more than halfway), in progress (halfway), in progress (not halfway), and not started. Some of the key areas of progress include:

- **Targeted code amendments.** These have included updates to light industrial use and development standards to promote clean industry and home-based businesses; the adoption of energy efficiency requirements (through HB 287 has removed authority); and stronger environmental regulations in certain areas (e.g., protection of night skies).
- **Expanded role for the City on housing initiatives.** This has included the creation of the Housing Department, adoption of the Housing Action Plan, adoption of ADU/Affordable Housing Incentives, and a strong leadership role for the City in implementing and monitoring progress on housing priorities.
- **Completion of numerous functional plans and studies.** These plans and studies are discussed in the Overarching Themes section of this document.

As the updated Comprehensive Plan takes shape, priority recommendations from 2014 will be revisited to determine whether they need to be carried forward in some form. Recommendations related to the Land Use Regulations will be reviewed and addressed as part of that update.

# Attachment B

## Phase 2 Scope of Work



# Phase 2: Scope of Work

## Background

In August 2023, the City initiated a targeted update of the Comprehensive Plan and a rewrite of the City’s Land Use Regulations (Code). This process includes three phases of work that are anticipated to take approximately two and a half years to complete. Based on input received during Phase 1, this scope of work is organized into two parts:

- Part 1: Targeted Comprehensive Plan Update
- Part 2: Code Update (Initial Tasks)

Opportunities for community and stakeholder input will be provided throughout Phase 2. Although some key meetings are identified at the task level as part of this scope of work, more general tasks for community and stakeholder engagement are also included to align with major project milestones. Each of these tasks represents a major “round” of community and stakeholder engagement that will include numerous meetings and opportunities for input. The specifics of each of these rounds of engagement and other aspects of the approach are provided in the accompanying Public Engagement Plan.

We anticipate a 14-month timeline for completion of Phase 2, assuming a mid-November contract initiation. Work on both parts of Phase 2 will progress concurrently, as illustrated on the project timeline.

### OVERARCHING THEMES

Six overarching themes emerged from initial stakeholder meetings during Phase 1:

- Align the updated plan with recent plans and studies
- Clarify Future Land Use Plan (map and categories) and align with the Code
- Clarify sustainability and resilience priorities
- Expand focus on historic preservation
- Strengthen regional partnerships
- Clarify roles and responsibilities

A discussion of each theme is provided in the accompanying Comprehensive Plan Audit (Plan Audit).

## Project Milestones

A summary of major dates and deliverables for the Comprehensive Plan update and Code Update (Initial Tasks) is provided below. Additional details are provided in the accompanying Public Engagement Plan.

Phase 2	2023		2024												2025		
	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
<b>Part 1: Targeted Comprehensive Plan Update</b>																	
<b>1.1 REVIEW AND UPDATE PLAN FOUNDATIONS</b>																	
1.1.A. Initial Community Survey			★														
1.1.B - Initial Outreach Campaign																	
1.1.C. Routine Technical Updates/Supplemental Analysis	●		✓	●													
1.1.D. Updates to Community Vision and Core Values			✓														
1.1.E. Community and Stakeholder Engagement (Round 1)				★	★												
<b>1.2 FUTURE LAND USE PLAN/KEY POLICY CHOICES</b>																	
1.2.A. Key Policy Choices (Framing)					✓	●											
1.2.B. Draft: Future Land Use Plan				✓													
1.2.C. Community and Stakeholder Engagement (Round 2)							★	★									
<b>1.3 DRAFT COMPREHENSIVE PLAN AND ADOPTION</b>																	
1.3.A. Staff Draft: Updated Comprehensive Plan									✓								
1.3.B. Public Draft: Updated Comprehensive Plan										●							
1.3.C. Community and Stakeholder Engagement (Round 3)											★	★					
1.3.D. Adoption Draft: Updated Comprehensive Plan													✓				
1.3.E. Adoption Hearings: Updated Comprehensive Plan															★	★	
<b>Part 2: Code Update (Initial Tasks)</b>																	
<b>2.1 USABILITY AND PROCEDURAL UPDATES</b>																	
2.1.A. User Survey (Usability and Procedural Updates)			●														
2.1.B. Consolidated and Reorganized Code: Staff Draft						✓											
2.1.C. Consolidated and Reorganized Code: CAG/TAG Draft							●										
2.1.D. Updated Procedures: Staff Draft									✓								
2.1.E. Updated Procedures: CAG/TAG Draft										●							
2.1.F. Community and Stakeholder Engagement (Usability and Procedural Updates)											★	★					
2.1.G. Adoption Draft: Consolidated and Reorganized Code + Updated Procedures													✓	●			
2.1.H. Adoption Hearings: Consolidated and Reorganized Code + Updated Procedures																★	★
<b>2.2 CODE ASSESSMENT/PHASE 3 SCOPING</b>																	
2.2.A. Staff Draft: Code Assessment Memo									✓								
2.2.B. Public Draft: Code Assessment Memo										●	★	★					
2.2.C. Phase 3 Scoping													✓			★	

<u>Opportunities for Input</u>	
✓	Staff Review
★	Stakeholder Meetings/Community Outreach
●	Citizen Advisory Committee Meeting (CAC)
●	Code Committee Meetings (CAG and TAG)
★	Joint Meeting (City Council/Planning Commission)
★	Adoption Hearings (Separate)

## PART 1. TARGETED COMPREHENSIVE PLAN UPDATE

This Comprehensive Plan update will be targeted in scope and not a “start-from-scratch” effort. As a result, the overall timeline is shorter with fewer, but more in-depth, engagement opportunities. While the entire Comprehensive Plan will be reviewed and updated to some extent to reflect current conditions, improve usability, and address gaps, this update will focus specifically on challenges and opportunities related to land use, housing, multimodal transportation, historic preservation, sustainability, and community character. Tasks are organized into three groups:

- Review and Update Plan Foundations
- Future Land Use Plan and Key Policy Choices
- Draft Plan and Adoption

Part 1 of this scope of work supports the completion of the section-by-section recommendations provided in the accompanying Plan Audit. Many of these tasks will occur on a parallel track.

### 1.1. Review and Update Plan Foundations

#### Objectives

- Conduct initial community outreach/education
- Validate/refine community vision and core values
- Update background data and trends to help inform the plan update

#### 1.1.A. INITIAL COMMUNITY SURVEY

A statistically valid community survey will be used to gauge community sentiment around the overall quality of life and City services provided in Ketchum, as well as seek input on the level of support for the ten core community values that were included in the 2014 Comprehensive Plan. This will be a staff-led effort (using an outside contractor) with support from the project team on the framing of customized questions.

#### 1.1.B. INITIAL OUTREACH CAMPAIGN

City staff will conduct an initial outreach campaign while the initial community survey is underway. The campaign will function as an opportunity to educate the public, regional partners, and other stakeholders about the Comprehensive Plan update and Code update process, why the process is important to Ketchum and the region, and the types of opportunities for public engagement that will be used throughout the project. The project team will provide support on presentation materials and other marketing collateral.

#### 1.1.C. ROUTINE TECHNICAL UPDATES/SUPPLEMENTAL ANALYSIS

The project team will work with City staff to complete routine technical updates and supplemental analysis necessary to inform the Comprehensive Plan update process. This task will include three components:

- **Review, update, and reorganize the Community Profile and Chapters 2-11.** Existing data, maps, and narrative will be updated to align the updated Comprehensive Plan with recent plans and studies, and incorporate the best available data. Opportunities to relocate key information (e.g.,

descriptions of related plans and studies and associated goals) to Chapters 2-11 will also be considered to make it more visible and accessible, to provide context for goals and policies, and to generally make the updated Comprehensive Plan more user-friendly. Updates will be guided by the section-by-section recommendations included in the Plan Audit that was prepared as part of Phase 1. The most substantial updates are anticipated to clarify current policy direction or address gaps within the 2014 Comprehensive Plan related to housing, community character (density/design), historic preservation, and sustainability/resilience. A working draft of the updated Community Profile and element chapters will continue to be refined in the background as the process progresses and will ultimately be incorporated as part of the updated Comprehensive Plan for review as part of Task 1.3.A. Staff will complete updates to inventory maps.

- **Land Capacity/Areas of Transition Analysis.** A parcel-based analysis of vacant and underutilized land within Ketchum will be conducted to provide a baseline understanding of what the ultimate buildout of the City and Areas of City Impact could be under current zoning regulations (such as density or floor area ratio requirements) and based on the City’s infrastructure capacity. The analysis will be conducted in an Excel workbook that City staff can maintain over time. The land capacity analysis will be accompanied by an ‘Areas of Transition’ map (prepared by the project team) that highlights properties that are anticipated to change (or those that will potentially be under pressure to change) based on current policies and regulations. This map will function as a visual tool to explore growth-related questions:
  - Whether the community is supportive of the level of change that’s anticipated in different areas; and
  - If not, what policies and regulations could be considered to help guide change?
- **Land Demand vs. Supply Analysis (Residential and Non-residential).** Building on the land capacity analysis in Task 1.1.D, the land demand versus supply analysis will help quantify future demand for different types of the types of development in Ketchum, based on recent trends and market conditions. This analysis will build upon the work EPS is currently wrapping up to document demand for residential and non-residential development (e.g., by type of housing and category of non-residential development). This analysis will also help contextualize Housing Action Plan recommendations.

Technical updates and supplemental analysis completed as part of this task will be used to set the stage for updates to the Future Land Use Plan (map and land use categories), help frame key policy choices for discussion, and ultimately inform the Code update. Summary slides with high level findings for all three components will be prepared to inform outreach conducted as part of Task 1.1.E. An initial draft will be shared with staff and the Citizen Advisory Committee. Based on input received on this initial draft, materials will be revised and shared as part of meetings and outreach conducted as part of Task 1.1.E.

#### 1.1.D. UPDATES TO COMMUNITY VISION AND CORE VALUES

The project team will prepare proposed revisions to Chapter 1: Community Vision and Core Values based on survey results and input from staff. This task will include:

- A redlined version of Chapter 1;
- Proposed updates to the organizational structure of plan chapters that better align with core community values and current priorities; and
- Presentation slides and a brief handout that summarizes proposed changes to Chapter 1.

An initial draft will be shared with staff and the Citizen Advisory Committee. Based on input received on this initial draft, a summary of proposed changes will be prepared and shared as part of meetings and outreach conducted as part of Task 1.1.E. Input received will be incorporated as part of the draft plan in Task 1.3.A.

### 1.1.E. COMMUNITY AND STAKEHOLDER ENGAGEMENT (ROUND 1)

The primary intent the first round of community and stakeholder engagement will be to:

- Provide a high-level overview of where Ketchum updated trends information (where we are and where we are headed)
- Share the results of the community survey and how the plan framework is proposed to evolve based on this input.
- Begin to tease out some of the larger questions that will need to be answered as a result of the work that has been done up to this point.

These community and stakeholder meetings will be conducted in person over the course of two or three days and may include community open houses, joint meetings with elected and appointed officials, and regional roundtables. An online engagement opportunity will also be provided following the meetings that may be open for public comment for several weeks.

#### Deliverables

- Working draft of the updated Community Profile, element chapters, and Community Vision and Core Values
- Land Capacity/Areas of Transition Analysis (Map with supporting narrative and Excel workbook)
- Land Demand vs. Supply Analysis
- Presentation materials, survey questions, and other marketing collateral to support outreach efforts

## 1.2. Future Land Use Plan/Key Policy Choices

#### Objectives

- Evaluate key choices and trade-offs associated with land use scenarios for areas of transition
- Define and document preferred growth parameters (e.g. potential changes in density or allowed uses) for the Future Land Use Plan and to help inform the Code update

### 1.2.A. KEY POLICY CHOICES (FRAMING)

Using the data and information assembled as part of 1.1 tasks, the project team will work with City staff to frame potential trade-offs associated with different policy directions as they relate to the community's vision and goals (e.g., housing, historic preservation, sustainability/resiliency). The policy options provided will include considerations for the City of Ketchum as a whole, as well as for individual districts and neighborhoods or ACIs (e.g., Warm Springs ski base area, Downtown, light industrial area) and will evaluate how different policy choices address residential and non-residential needs and impact future growth capacity and long-term buildout. The suggested policy choices will also explore possible changes to underlying zone districts and new or updated development standards that could be implemented to achieve outcomes that better align with the community's vision and goals. Additional support materials (such as maps, massing models, and infographics) will be used to frame key policy choices for consideration. To the extent feasible, this task will draw from related planning efforts and

Ketchum, ID

lessons learned as part of ongoing discussions on growth-related topics in recent years. Based on input received from City staff and the Citizen Advisory Group, materials will be refined for broader discussion as part of Task 1.2.C.

#### 1.2.B. FUTURE LAND USE PLAN (MAP AND LAND USE CATEGORIES)

In conjunction with Task 1.2.A., the Future Land Use Plan (map and categories) in the 2014 Comprehensive Plan will be restructured and expanded to move away from language that generally documents current conditions and move toward language and imagery that communicates Ketchum’s vision for the future. Land use category updates will focus on providing clarity regarding: desired land use mix, housing types, and density ranges. Defining neighborhood and district characteristics and site planning/design criteria may also be incorporated, based on recommendations for Chapters 4 and 12, as outlined in the Plan Audit. Based on input received from City staff and the Citizen Advisory Group, materials will be refined for broader discussion as part of Task 1.2.C.

Following the second round of community and stakeholder engagement, further updates to the Future Land Use Plan (map and land use categories) will be incorporated to reflect the community’s preferred direction for the City and ACI. Map updates will be completed by City staff in collaboration with the project team.

#### 1.2.C. COMMUNITY AND STAKEHOLDER ENGAGEMENT (ROUND 2)

The focus of the second round of community and stakeholder engagement will be to identify preferred policy directions related to each of the key policy choices posed to the community. This round of engagement will include:

- In-person focus groups, organized around specific topics- or geographies-of-interest, at different locations throughout Ketchum;
- A Regional Roundtable discussion about key policy choices of regional interest (e.g., ACIs, housing); and
- An online input opportunity that mirrors questions asked as part of in-person meetings will also be provided.

At the conclusion of this task, Ketchum staff (with virtual assistance from the project team) will host a joint workshop with elected and appointed officials to present community preferences on key policy choices and seek guidance on any outstanding questions. This update will be used to confirm the overall direction for the draft plan as well as gather input on a preliminary list of near-term priorities for the implementation plan. If necessary, a second workshop will be held.

#### Deliverables

- Updated Future Land Use Plan (map and categories)
- Slides or display materials to help succinctly frame key policy choices for broader discussion as part of Task 1.2.C.
- Summary of input received as part of Task 1.2.C

### 1.3. Draft Comprehensive Plan and Adoption

#### Objectives

- Assemble a complete draft of the updated Comprehensive Plan for public review

- Finalize updated Comprehensive Plan for adoption

#### 1.3.A. STAFF DRAFT: UPDATED COMPREHENSIVE PLAN

Building on tasks and deliverables associated with 1.1. and 1.2, the project team will assemble a staff draft of the updated Comprehensive Plan for review. This draft will include:

- Targeted updates to reflect recommendations contained in the Plan Audit;
- New/updated sections and preferred policy directions that emerged from the analysis and community engagement process;
- An updated Future Land Use Plan; and
- A new action plan to support the implementation of the updated Comprehensive Plan.

The document will be packaged in InDesign and include images, design elements, and features that will make the updated Comprehensive Plan engaging to read and easy to understand.

#### 1.3.B. PUBLIC DRAFT: UPDATED COMPREHENSIVE PLAN

Based on input received from City staff and the Citizen Advisory Group, a public draft of the updated Comprehensive Plan will be prepared for broader review.

#### 1.3.C. COMMUNITY AND STAKEHOLDER ENGAGEMENT (ROUND 3)

The focus of the third round of community and stakeholder engagement will be to introduce and seek input on the draft Comprehensive Plan. A particular emphasis will be placed on preferred policy directions that emerged from the second round of community and stakeholder engagement as well as seeking input on near-term priorities identified as part of the implementation chapter. This round of engagement is anticipated to include:

- A community open house; and
- An online input opportunity.

At the conclusion of this task, Ketchum staff (with virtual assistance from the project team) will host a joint workshop with elected and appointed officials to seek guidance on any outstanding questions or concerns to be addressed for the adoption draft. If necessary, a second workshop will be held.

#### 1.3.D. ADOPTION DRAFT: UPDATED COMPREHENSIVE PLAN

The project team will assemble an adoption draft of the updated Comprehensive Plan that reflects input received as part of the final round of outreach.

#### 1.3.E. ADOPTION HEARINGS

The project team will provide support to City staff in the form of materials, responses to questions and comments, and presentation assistance, during the adoption process for the updated Comprehensive Plan. Key team members will be available to participate (via Zoom) in up to four public workshops and/or hearings on the updated Comprehensive Plan before the Planning Commission and City Council.

#### Deliverables

- Staff draft, public draft, and adoption drafts of the updated Comprehensive Plan
- Slides or display materials to help support community and stakeholder engagement and adoption hearings
- Summary of input received as part of Task 1.3.C

- Transfer of final documents (in native and PDF format)



## PART 2. CODE UPDATE (INITIAL TASKS)

The scope of work for Part 2 is intended to allow the code update to begin and proceed alongside the plan update as a related, but separate, project. This reflects stakeholder feedback emphasizing the importance of the code update and urging that it begin immediately, rather than waiting for completion of the plan.

The initial code update tasks will result in development of a completely reformatted and reorganized set of land use regulations that integrate several separate Ketchum ordinances, primarily zoning and subdivision. These initial tasks also will result in a major update of the administrative procedures portion of the regulations, which deal with processing and decisions on land use applications. This initial set of substantive amendments during Phase 2 will provide a strong foundation for additional targeted amendments that will occur in a later phase and that will involve additional edits to implement the updated plan.

This proposed approach will allow significant initial work on the Code update to proceed generally in the background while the plan process is underway. Based on our experience, we think this approach will allow us to get a strong start on the code process without overwhelming staff, decision-makers, and the public with multiple rounds of piece-meal amendments. Tasks are organized into two groups:

- Usability and Procedural Updates
- Code Assessment/Phase 3 Scoping

### 2.1. Usability and Procedural Updates

#### Objectives

- Improve the usability and functionality of the Code (including procedures) while the Comprehensive Plan update is underway.
- Shorten the overall timeline for rewriting the Code.

#### 2.1.A. USER SURVEY (USABILITY AND PROCEDURAL UPDATES)

To jumpstart the Code update, a brief online survey will be used to gather feedback on the procedures and overall usability of the existing code. The survey will be distributed to heavy code users, such as the TAG, planning staff, and other City departments.

#### 2.1.B. STAFF DRAFT: CONSOLIDATED AND REFORMATTED CODE

The feedback from the user survey will help inform Clarion’s approach to consolidating and reformatting the City’s land use regulations. As part of this process, Clarion will provide a memo illustrating different options for reorganizing and restructuring Title 17—Zoning Regulations and Title 16—Subdivision Regulations (and portions of related Titles 12 and 15) to improve usability and eliminate redundancy, where appropriate. Following staff comments on this memo and selection of an organizational approach, Clarion will prepare a staff draft of a consolidated and reformatted code for staff review. This staff draft will include:

- Reorganization and restructuring of Title 17—Zoning Regulations and Title 16—Subdivision Regulations (and portions of related Titles 12 and 15) to improve usability and eliminate redundancy, where appropriate.
- Current code graphics will be revised for clarity as needed, and new graphics added, to improve overall user-friendliness.

#### 2.1.C. CAG/TAG DRAFT: CONSOLIDATED AND REFORMATTED CODE

Following one round of consolidated staff comments on the staff draft of the new code, Clarion will prepare a revised document, the “CAG draft,” to be discussed with the Code Advisory Group and Technical Advisory Group.

#### 2.1.D. STAFF DRAFT: UPDATED PROCEDURES

Based on comments from the survey, discussions with staff, and the Code Advisory Group, Clarion will undertake a substantive update of the procedures section of the new code, using the public version of the reorganized/reformatted code developed in Task 2.1.C as a base. Expected areas of focus include:

- 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; and
- Reevaluation of which procedural steps should be codified in the code and which should be maintained in separate administrative manuals or user guides.,

As with the reorganized/reformatted code, the first step of the drafting will include development of a staff version of the updated procedures.

#### 2.1.E. CAG/TAG DRAFT: UPDATED PROCEDURES

Following one round of consolidated staff comments on the staff draft of the new procedures, Clarion will prepare a revised public draft to be discussed with the Code Advisory Group.

#### 2.1.F. COMMUNITY AND STAKEHOLDER ENGAGEMENT (USABILITY AND PROCEDURAL UPDATES)

The primary focus of the community and stakeholder engagement conducted as part of Phase 2 of the Code update is to gather feedback on the proposed updates to procedures and the options for consolidating and reformatting the code. Opportunities for input may include:

- Joint elected and appointed officials update (conducted by staff at interim milestones to offer progress reports and seek input on options; conducted by Clarion as part of presentation of overall reorganized code and procedures update);
- Technical Advisory Group meeting (conducted virtually by Clarion team and staff);
- Community open house(s) (conducted via website and also by Clarion team and staff to introduce new reorganized code and procedures update);
- Focus groups with code users (conducted as part of initial onsite and virtual meetings); and
- Online comment opportunity

Information gathered during this round of engagement will also be used to inform the Code Assessment Memo and Phase 3 scope.

#### 2.1.G. ADOPTION DRAFT: CONSOLIDATED AND REFORMATTED CODE + UPDATED PROCEDURES

Using the feedback provided by staff and gathered from community and stakeholder meetings, Clarion will prepare an adoption draft with consolidated and reformatted code recommendations and updated procedures.

#### 2.1.H. ADOPTION HEARINGS: CONSOLIDATED AND REFORMATTED CODE + UPDATED PROCEDURES

Adoption of the consolidated and reformatted code, including the updated procedures section, will happen concurrently with or shortly after the adoption of the updated Comprehensive Plan. This will be a staff-led effort (with virtual support from the project team) involving presentations to the Planning Commission and City Council.

#### Deliverables

- User survey
- Staff memo: Organization options
- Consolidated/reorganized code: Staff Draft
- Consolidated/reorganized code: CAG/TAG Draft
- Updated procedures: Staff Draft
- Updated procedures: CAG/TAG Draft
- Consolidated and reformatted code with updated procedures: Adoption draft
- Adoption support materials (e.g., PPT) for staff-led presentations at adoption hearings

## 2.2. Code Assessment/Phase 3 Scoping

#### Objectives

- To provide an assessment of remaining substantive edits necessary to the land use regulations to implement the updated Comprehensive Plan as well as achieve other City goals.

#### 2.2.A. STAFF DRAFT: CODE ASSESSMENT MEMO

Building on the internal staff code audit and input from the TAG and other code users, the project team will prepare a code assessment memo that highlights opportunities to align land use regulation updates with the recommendations made in the updated Future Land Use Plan. The code assessment memo will be drafted roughly concurrently with the updated comprehensive plan draft. Recommendations made in the code assessment memo will be broad enough to allow flexibility for Phase 3.

This memo would need to be informed by a round of stakeholder engagement conducted following adoption of the plan that is focused solely on the regulations.]

#### 2.2.B. PUBLIC DRAFT: CODE ASSESSMENT MEMO

Following one round of consolidated staff comments on the staff draft of the assessment memo, Clarion will prepare a revised public draft to be discussed with the Code Advisory Group.

### 2.2.C. PHASE 3 SCOPING

A scope, schedule, and budget defining the final round of tasks to complete the Code Update will be provided. Clarion anticipates the Phase 3 scope will include:

- Updates to districts and uses
- Updates to development standards
- Refinements to procedures (as needed, based on updates to the above)

#### Deliverables

- Code Assessment memo: Staff Draft
- Code Assessment memo: CAG/TAG Draft
- Phase 3 scope, schedule, and budget

# Attachment C

## Public Engagement Plan

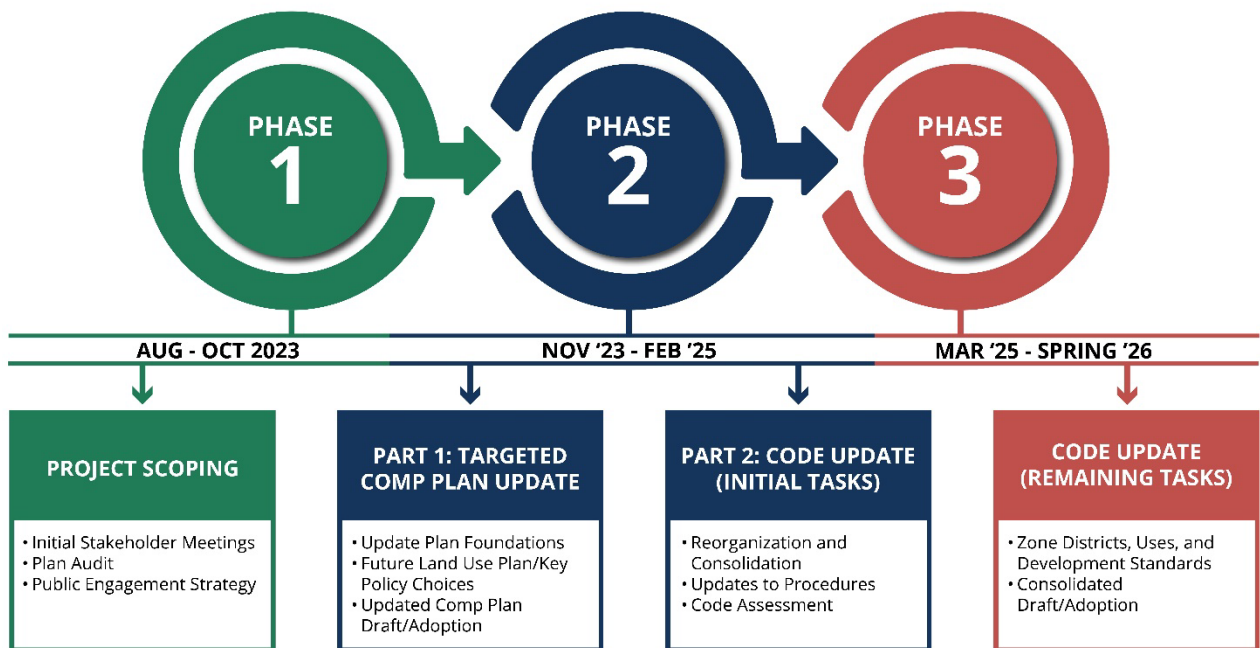
# Public Engagement Plan

Staff Draft: 10.02.23

## 1. INTRODUCTION

### About the Project

In August 2023, the City of Ketchum initiated the first of three phases in an effort to update its Comprehensive Plan (Plan) and Land Use Regulations (Code). The Plan and Code update process will be led by Planning and Building Department staff with support from Clarion Associates and Economic and Planning Systems (EPS). An overview of the Plan and Code update process and the expected timelines for each project phase are provided below. The overall process is anticipated to take approximately two and a half years.



### Guiding Principles for Public Engagement

The following principles should guide all community and stakeholder engagement efforts to ensure participants feel heard and understand how their input will be used in the Plan and Code update process:

1. **Engage varied perspectives** in the process
2. **Bridge differences between diverse groups** by promoting civil/civic conversations and seeking common ground on contentious issues

3. **Promote civic engagement** using participatory approaches that encourage a greater sense of responsibility and increased participation in political decision-making
4. **Focus on key issues and opportunities** identified by the community and City leadership
5. **Provide multiple and meaningful ways for the community to engage** in the process—creating an environment that promotes collaboration and cooperation
6. **Strengthen community understanding** of the Comprehensive and Code, the role they play in day-to-day decision-making, and the community’s role in helping to shape the future of Ketchum
7. **Be transparent** throughout all phases of the process

## Purpose of the Public Engagement Plan

This Public Engagement Plan (PEP) will be used to guide community and stakeholder engagement efforts throughout the Plan and Code update process. The PEP includes three sections:

- **Groups in the Process.** This section identifies stakeholder and advisory groups that will be engaged in the Plan and Code update in various ways.
- **Communications Strategy.** This section describes the various methods that will be used to get the word out about meetings, events, and other input opportunities during the process.
- **Opportunities for Input.** This section defines the anticipated timing, format, and objectives for the various input opportunities planned as part of the Plan and Code update process.

The PEP will be made available on the project webpage and will be updated from time to time.

## 2. GROUPS IN THE PROCESS

The entire community will be invited to participate in the Plan and Code update at key points during the process, as outlined in Section 4. This section identifies stakeholder and advisory groups that will be engaged in the Plan and Code update in various ways.

### Stakeholder Groups

This list identifies stakeholder groups that play a direct or indirect role in helping to implement the City's adopted policies and regulations—it is not intended to be all encompassing. Stakeholder groups will be engaged strategically during the Plan and Code update to solicit input on policies, regulations, or recommendations that pertain to each group's area of interest or expertise. Some groups will play a larger role in the Plan update versus the Code update and vice versa.

#### BOARDS AND COMMISSIONS

- Arts Commission
- Historic Preservation Commission
- Sustainability Advisory Committee
- Ketchum Urban Renewal Agency

#### COMMUNITY DESIGN AND DEVELOPMENT

- Architects/landscape architects
- Contractors
- Developers/land planners
- Home builders
- Technical Advisory Group (TAG)
- Major property owners
- Neighborhoods

#### COMMUNITY HEALTH AND WELLNESS

- Sun Valley Community School
- The Community Library
- St. Luke's Health System
- The Hunger Coalition
- Wood River YMCA

#### ECONOMIC DEVELOPMENT AND TOURISM

- Sun Valley Air Service Board
- Sun Valley Economic Development
- Sun Valley Tourism Alliance
- Business owners/organizations
- Major employers

#### ENVIRONMENT AND CONSERVATION

- Environmental Resource Center (ERC)
- Flood Control District No. 9
- U.S. Forest Service (USFS)

- Wood River Land Trust

#### HOUSING

- City of Ketchum Housing Department
- Blaine County Housing Authority
- ARCH Community Housing Trust
- Housing Action Plan Task Force and Other Contributing Partners

#### MUNICIPALITIES

- Blaine County
- City of Hailey
- City of Sun Valley

#### PARKS AND RECREATION

- City of Ketchum Recreation Department
- Wood River Trails Coalition
- Recreation user groups

#### PUBLIC SAFETY

- City of Ketchum Fire and Police

#### TRANSPORTATION, INFRASTRUCTURE, AND UTILITIES

- City of Ketchum Streets and Facilities Department
- Mountain Rides
- Blaine County Regional Transportation Committee

#### OTHER

- Hispanic/Latino community
- Youth



## Advisory Groups

The project team will be supported by three advisory groups, as described below.

### **CITIZENS ADVISORY COMMITTEE (CAC)**

A 10- to 12-member Citizens Advisory Group (CAG) will be established to review and provide input on interim documents associated with the Plan update. The CAG will be comprised of subject matter experts related to the individual elements of the Comprehensive Plan. The CAG is expected to meet as a group four times during Phase 2. Focus groups may also be convened from time to time to solicit input on individual elements or subject matter content for the updated Comprehensive Plan.

### **CODE ADVISORY GROUP (CAG)**

A 10- to 12-member Code Advisory Group (CAG) will be established to review and provide input on interim documents associated with the Code update. The CAG will include representatives from the Planning and Zoning Commission, City departments, and outside stakeholders that have a technical background and knowledge of the City's land use and subdivision regulations. The CAG is expected to meet four times during Phase 2 of the Code update. Additional meetings will be defined during Phase 3 scoping. While there may be some overlap in membership between the TAG and the CAG, the TAG will serve a more strategic role.

### **TECHNICAL ADVISORY GROUP (TAG)**

A 16-member Technical Advisory Group (TAG) was established by the City of Ketchum in 2023 to provide input and guidance on a range of development related issues. The TAG includes local architects, landscape architects, engineers, contractors, developers, and trade association representatives. TAG meetings are convened on an as-needed basis. The TAG will be engaged to provide strategic input on community design and development issues related to both the Plan and Code process. TAG meetings will generally correlate to the review of interim drafts and major project milestones.

## Elected and Appointed Officials

City staff will provide regular updates to the Ketchum City Council and Planning and Zoning Commission to keep both groups informed about overall progress. Joint work sessions will be scheduled at key points in the process to share input received from the public and allow time for more in-depth discussion and input on potential policy directions for the Plan and Code update process.

### 3. COMMUNICATIONS STRATEGY

#### Objectives

Establishing and maintaining open lines of communication about the Plan and Code update is a central component of this PEP. Generally, project updates will be provided each time a major deliverable is made available for public review, and/or approximately two weeks in advance of public meetings, events, or input opportunities. Project communications will be led by the City of Ketchum with support from the project team. Primary methods of communication are outlined in the table that follows.

#### Primary Communication Channels

TOOL	OBJECTIVES	RESPONSIBILITY	TIMING
<b>Web</b>			
<ul style="list-style-type: none"> <li>Dedicated page on Project Ketchum <a href="#">site</a></li> </ul>	<ul style="list-style-type: none"> <li>Provide general project information</li> <li>Advertise upcoming meetings and events</li> <li>Provide access to online input opportunities</li> <li>Provide access to interim work products and other project-related materials</li> </ul>	<ul style="list-style-type: none"> <li>Clarion will draft content for staff review</li> <li>City staff will be responsible for managing materials and information posted to the project webpage</li> </ul>	<ul style="list-style-type: none"> <li>Launch project webpage in October 2023 and update as needed throughout the process</li> <li>Major updates will generally coincide with the completion of a project phase or publication of a major deliverable (e.g., each interim draft)</li> </ul>
<b>Social Media</b>			
<ul style="list-style-type: none"> <li>Facebook</li> <li>Twitter</li> <li>Instagram</li> <li>NextDoor???</li> </ul>	<ul style="list-style-type: none"> <li>Expand awareness of public meetings and events</li> <li>Direct community to online engagement activities</li> <li>Highlight participation in community events and activities</li> </ul>	<ul style="list-style-type: none"> <li>City communications will prepare and distribute posts about the process based on website/e-blast content, as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Post periodically throughout the process</li> <li>Begin advertising for community meetings and events two weeks in advance</li> <li>Periodic updates to announce and drive participation to online input opportunities</li> </ul>
<b>E-mail Blasts</b>			
<ul style="list-style-type: none"> <li>Multiple listservs</li> </ul>	<ul style="list-style-type: none"> <li>Provide brief updates on the project</li> <li>Advertise upcoming meetings and engagement activities</li> </ul>	<ul style="list-style-type: none"> <li>Clarion will draft content for staff review</li> <li>City communications will send email blast from City listserv and</li> </ul>	<ul style="list-style-type: none"> <li>Approximately two weeks prior to each community meeting, or to announce the release of interim drafts for review</li> </ul>

TOOL	OBJECTIVES	RESPONSIBILITY	TIMING
		distribute through other existing listservs as appropriate	
<b>Print/Online Media</b>			
<ul style="list-style-type: none"> <li>• <i>Idaho Mountain Express</i></li> <li>• Sun Valley Online</li> <li>• The Weekly Sun</li> </ul>	<ul style="list-style-type: none"> <li>• Build awareness of Plan and Code update process</li> <li>• Expand reach of advertising for community meetings and online input opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• City communications will prepare press releases and distribute to news outlets as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Press releases will be issued at least one week prior to a community meetings and public adoption hearings</li> </ul>
<b>Radio</b>			
<ul style="list-style-type: none"> <li>• K-SKI (103.7) Online</li> <li>• KECH (95.3 FM) Website</li> <li>• KDPI Drop-in Radio</li> </ul>	<ul style="list-style-type: none"> <li>• Expand reach of advertising for community meetings and online input opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• City communications will distribute press releases to radio outlets as appropriate</li> <li>• City staff will participate in radio shows at key</li> </ul>	<ul style="list-style-type: none"> <li>• Press releases will be issued at least one week prior to a community meetings and public adoption hearings</li> </ul>
<b>Flyers</b>			
<ul style="list-style-type: none"> <li>• Community message boards</li> <li>• City buildings, as well as schools, libraries, community centers, and other buildings with message boards</li> </ul>	<ul style="list-style-type: none"> <li>• Build awareness of Plan and Code update, community meetings, and online input opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Clarion will develop flyers in English and Spanish for distribution</li> <li>• City staff will print and distribute flyers as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Approximately two weeks prior to community meetings and public adoption hearings</li> </ul>

## 4. OPPORTUNITIES FOR INPUT

### Overview

This section outlines opportunities for public input during Phase 2 of the Plan and Code update process. Input opportunities generally correspond to major project milestones and vary for Plan vs. Code portions of the process. Details for each round of engagement will be refined based on discussions with staff, elected and appointed officials, and other stakeholders as the process moves forward.

### TARGETED COMPREHENSIVE PLAN UPDATE

DATE	OPPORTUNITIES FOR INPUT	ENGAGEMENT OBJECTIVES
<b>Review and Update Plan Foundations (Nov 2023. – Mar. 2024)</b>		
Nov. 2023- Jan. 2024	<ul style="list-style-type: none"> <li>Initial Community Survey (statistically valid)</li> <li>Via mail</li> </ul>	<ul style="list-style-type: none"> <li>Gauge community sentiment around overall quality of life and City services provided in Ketchum</li> <li>Check in on Vision and Core Community Values</li> </ul>
Late Nov. 2023	<ul style="list-style-type: none"> <li>CAC Kick-off Meeting (Virtual)</li> </ul>	<ul style="list-style-type: none"> <li>Introduce project timeline and objectives</li> <li>Confirm CAC roles and responsibilities</li> <li>Check in on Vision and Core Community Values</li> </ul>
Nov. 2023- Feb. 2024	<ul style="list-style-type: none"> <li>Initial outreach campaign</li> <li>Staff led “road show” updates to regional partners/community groups as part of regularly scheduled meetings</li> <li>Tabling at community events (as appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>Introduce project timeline and objectives</li> <li>Highlight upcoming opportunities for collaboration and input</li> <li>Sign-up individuals interested in receiving e-mail updates about the process</li> </ul>
Early Feb. 2024	<ul style="list-style-type: none"> <li>CAC Meeting #2</li> </ul>	<ul style="list-style-type: none"> <li>Present initial community survey results and proposed updates to Vision and Core Community Values</li> <li>Review and seek input on draft materials for first round of community and stakeholder engagement (e.g., major trends influencing Ketchum, results of the Land Capacity/Areas of Transition Analysis, and Land Demand vs. Supply Analysis)</li> </ul>
Mid-Feb./Mid- Mar. 2024	<ul style="list-style-type: none"> <li>Community and Stakeholder Engagement: Round 1 (In-person meetings and online input opportunity)</li> <li>Community Open House</li> <li>Focus groups (topical)</li> </ul>	<ul style="list-style-type: none"> <li>Provide a summary of trends/existing conditions and potential implications for future</li> <li>Seek input on proposed updates to Vision and Core Community Values</li> </ul>

DATE	OPPORTUNITIES FOR INPUT	ENGAGEMENT OBJECTIVES
Late Mar. 2024	<ul style="list-style-type: none"> <li>Regional Roundtable</li> <li>Joint City Council/Planning and Zoning Commission Workshop</li> </ul>	<ul style="list-style-type: none"> <li>Share preliminary results of first round of community and stakeholder engagement</li> <li>Seek input on preliminary framing of key policy choices</li> </ul>
<b>Key Policy Choices (Feb. – June 2024)</b>		
April 2024	<ul style="list-style-type: none"> <li>CAC Meeting #3 (Virtual)</li> </ul>	<ul style="list-style-type: none"> <li>Seek input on framing of key policy choices and preliminary directions for Future Land Use Plan (map and categories) in preparation for second round of community and stakeholder engagement</li> </ul>
May 2024	<ul style="list-style-type: none"> <li>Community and Stakeholder Engagement: Round 2 (In-person meetings and online input opportunity)</li> <li>Focus groups, organized around specific topics- or geographies-of-interest, at different locations throughout Ketchum</li> <li>Regional Roundtable discussion about key policy choices of regional interest (e.g., ACIs, housing)</li> </ul>	<ul style="list-style-type: none"> <li>Introduce preliminary directions for Future Land Use Plan (map and categories)</li> <li>Identify preferred policy directions related to each of the key choices posed to the community (e.g., land use scenarios for key areas, density considerations, mix of uses)</li> </ul>
Jun. 2024	<ul style="list-style-type: none"> <li>Joint City Council/Planning and Zoning Commission Workshop</li> </ul>	<ul style="list-style-type: none"> <li>Share preliminary results of second round of community and stakeholder engagement</li> <li>Seek input on preliminary preferred directions related to key policy choices and the Future Land Use Plan (map and categories)</li> <li>Seek input on a preliminary list of near-term priorities for the implementation plan</li> </ul>
<b>Draft Comprehensive Plan and Adoption (April 2024 – Feb. 2025)</b>		
Aug. 2024	<ul style="list-style-type: none"> <li>CAC Meeting #4 (Virtual)</li> </ul>	<ul style="list-style-type: none"> <li>Seek input on the consolidated draft of the updated Comprehensive Plan and near-term priorities for the implementation plan</li> </ul>

DATE	OPPORTUNITIES FOR INPUT	ENGAGEMENT OBJECTIVES
Sept. 2024	<ul style="list-style-type: none"> <li>Community and Stakeholder Engagement: Round 3 (In-person meetings and online input opportunity)</li> <li>Community Open House</li> <li>Online Input Opportunity</li> </ul>	<ul style="list-style-type: none"> <li>Seek input on the consolidated draft of the updated Comprehensive Plan</li> <li>Communicate preferred policy directions that emerged from the second round of community and stakeholder engagement (and how they've been addressed in the draft plan)</li> <li>Seek input on near-term priorities identified as part of the implementation chapter and Code Assessment Memo</li> </ul>
Oct. 2024	<ul style="list-style-type: none"> <li>Joint City Council/Planning and Zoning Commission Workshop</li> </ul>	<ul style="list-style-type: none"> <li>Share results of third round of community and stakeholder engagement</li> <li>Seek input on any outstanding questions or concerns to be addressed for the adoption draft</li> </ul>
Jan. – Feb. 2025	<ul style="list-style-type: none"> <li>Planning and Zoning Commission and City Council hearings with opportunities for public testimony</li> </ul>	<ul style="list-style-type: none"> <li>Adoption of the updated Comprehensive Plan</li> </ul>

**CODE UPDATE (INITIAL TASKS)**

DATE	OPPORTUNITIES FOR INPUT	ENGAGEMENT OBJECTIVES
<b>Usability and Procedural Updates (Feb. – Apr. 2023)</b>		
Nov. 23-Jan. 2024	Online User survey (Usability and Procedural Updates)	<ul style="list-style-type: none"> <li>Identify strengths and weaknesses of the format, structure, and organization of the current codes, as well as issues related to the implementation of Comprehensive Plan</li> </ul>
Jan. 2024	CAG/TAG Meetings (virtual)	<ul style="list-style-type: none"> <li>Review role of CAG/TAG in Code update</li> <li>Seek input on usability and procedural updates</li> </ul>
Jan. 2024	Planning & Zoning Commission Update (Staff)	<ul style="list-style-type: none"> <li>Update results of initial survey and input received as part of CAG and TAG meetings</li> </ul>
May. 2024	CAG/TAG Meetings (virtual)	<ul style="list-style-type: none"> <li>Introduce and seek input on an initial draft of the consolidated and reorganized Code and procedures</li> </ul>

DATE	OPPORTUNITIES FOR INPUT	ENGAGEMENT OBJECTIVES
May. 2024	Planning & Zoning Commission Update (Staff)	<ul style="list-style-type: none"> <li>Update on initial draft of the consolidated and reorganized Code and input received as part of CAG and TAG meetings</li> </ul>
Aug. 2024	CAG/TAG Meetings (virtual)	<ul style="list-style-type: none"> <li>Introduce and seek input on draft of updated procedures</li> </ul>
Aug. 2024	Planning & Zoning Commission Update (Staff)	<ul style="list-style-type: none"> <li>Update on reorganization and procedures and input received as part of CAG and TAG meetings</li> </ul>
Oct. 2024	Community and Stakeholder Engagement (Consolidated and Reorganized Code + Updated Procedures): Community Open House	<ul style="list-style-type: none"> <li>Update the general public on progress related to the Code process</li> <li>Seek input on Consolidated and Reorganized Code + Updated Procedures</li> </ul>
Dec. 2024	CAG/TAG Meetings (virtual)	<ul style="list-style-type: none"> <li>Share results of public input and confirm updates for adoption draft</li> </ul>
Jan. – Feb. 2025	Planning and Zoning Commission and City Council hearings with opportunities for public testimony	<ul style="list-style-type: none"> <li>Adoption of the Consolidated and Reorganized Code + Updated Procedures</li> </ul>
<b>Code Assessment/Phase 3 Scoping (Apr. – Jul. 2023)</b>		
Aug. 2024	CAG/TAG Meetings (virtual)	<ul style="list-style-type: none"> <li>Present and confirm Code Assessment Memo recommendations</li> </ul>
Jun. 2023	Community and Stakeholder Engagement (Code Assessment Memo): Community Open House	<ul style="list-style-type: none"> <li>Present and confirm Code Assessment Memo recommendations in conjunction with review of the draft Comprehensive Plan</li> </ul>