



**PLANNING AND ZONING COMMISSION MEETING**

Tuesday, November 16, 2021, at 4:30 PM  
191 5<sup>th</sup> Street West, Ketchum, Idaho

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**PUBLIC PARTICIPATION INFORMATION**

Public information on this meeting is posted outside City Hall.

**We welcome you to watch Planning and Zoning Commission Meetings via live stream.**

You will find this option on our website at [www.ketchumidaho.org/meetings](http://www.ketchumidaho.org/meetings).

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

1. Join us live via Zoom.

ZOOM URL <https://ketchumidaho-org.zoom.us/j/82711511848>

Webinar ID: 827 1151 1848

2. Join us at City Hall (*masks are required in Council Chambers and seating has been arranged per the required social distance of 6'*).

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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**Agenda**

**CALL TO ORDER:**

**COMMISSION REPORTS AND EX PARTE DISCUSSION DISCLOSURE:**

**CONSENT CALENDAR - ACTION ITEMS:**

1. ACTION - Minutes of November 9, 2021.

**PUBLIC HEARINGS AND COMMUNICATIONS FROM STAFF - ACTION ITEMS:**

2. ACTION – Recommendation to provide comments and direction on proposed Ordinance and design review guidelines for the Community Core.

**STAFF REPORTS & CITY COUNCIL MEETING UPDATE:**

**ADJOURNMENT:**

Any person needing special accommodations to participate in the above noticed meeting should contact the City prior to the meeting at (208) 726-3841.



**Planning and Zoning Commission Special Meeting Minutes**

**Tuesday, November 9, 2021, at 4:30 PM**

**Ketchum City Hall**

**191 5<sup>th</sup> Street West, Ketchum, ID 83340**

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**CALL TO ORDER** (*video 00:27:33*)

The meeting was called to order at 4:31 p.m. by Chairman, Neil Morrow.

**PRESENT**

Chairman, Neil Morrow

Vice-Chairman, Mattie Mead

Commissioner, Brenda Moczygemba

Commissioner, Tim Carter

Commissioner, Jennifer Cosgrove (*absent*)

**OTHER STAFF**

Director, Planning and Building - Suzanne Frick

Senior Planner – Abby Rivin

Senior Planner – Morgan Landers

**Applicants**

Ashley Boand - Ben Young Landscape Architecture

Craig Maxwell - Structural Engineer

Jeff Williams - Williams Partners Architects

Rob King - Landscape Architect

Sean Flynn - Galena Engineering

**COMMISSION REPORTS AND EX PARTE DISCUSSION DISCLOSURE**

Brenda Moczygemba – went by Mosely residence, will recuse herself on Public Hearing item #2.

Mattie Mead – went by Gem Street.

Tim Carter – went by Mosely residence and Gem Street.

**CONSENT CALENDAR — ACTION ITEMS** (*video 00:29:00*)

1. Minutes of October 26, 2021.
2. Gem Street Replat Subdivision Preliminary Plat – Findings of Fact, Conclusions of Law, and Decision.

**Motion to approve the Minutes.**

Motion made by Commissioner, Mattie Mead, Seconded by Commissioner, Brenda Moczygemba.

Voting Yea: Morrow, Mead, Moczygemba, Carter.

**Motion to approve Gem Street Replat Subdivision Preliminary Plat – Findings of Fact, Conclusions of Law, and Decision.**

Motion made by Commissioner, Brenda Moczygemba, Seconded by Commissioner, Mattie Mead. Voting Yea: Morrow, Mead, Moczygemba, Carter.

**PUBLIC HEARINGS AND COMMUNICATIONS FROM STAFF – ACTION ITEMS** *(video 00:30:00)*

3. ACTION - Recommendation to consider the Moseley Pool House Underground Structure Design Review application and provide direction on how setbacks should be applied to permanent structures.

Abby Rivin, Senior Planner provided the Commission a presentation on Zoning Code history and applicants, Ashley Board, from Ben Young Landscape Architecture and, Craig Maxwell, Structural Engineer, provided a presentation on the structural design.

**Public Comment**

None.

The Commission discussed the application, current Codes and debated how setbacks should be applied to permanent structures.

**Motion to approve design review permit to allow the underground encroachment and the above grade wall, and the stairs shall not exceed 30” above grade.**

Motion made by Commissioner, Tim Carter, Seconded by Commissioner, Brenda Moczygemba. Voting Yea: Morrow, Mead, Moczygemba, Carter.

4. ACTION - Recommendation to approve the 380 N 1st Ave Mixed-Use Building Design Review (Application File No. P21-085).

Commissioner, Brenda Moczygemba recused herself.

Abby Rivin, Senior Planner provided the Commission a summary of the application and recommended the Commission approve the project.

Applicant Jeff Williams, Williams Partners Architects, provided the Commission a presentation outlining the project, and Rob King, provided an overview of the landscape plan.

**Public Comment**

None.

Applicant's addressed Commission questions.

**Motion to continue the Public Hearing on December 14.**

Motion made by Commissioner, Mattie Mead, Seconded by Commissioner, Tim Carter. Voting Yea: Morrow, Mead, Carter.

**STAFF REPORTS & CITY COUNCIL MEETING UPDATE**

Director, Planning and Building, Suzanne Frick, reminded the Commission of a P&Z Special Meeting to be held on November 16, 2021.

**ADJOURNMENT**

**Motion to adjourn at 7:59 p.m.**

Motion made by Chairman, Mattie Mead, Seconded by Commissioner, Tim Carter. Voting Yea: Morrow, Mead, Moczygemba, Carter.

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Chairman, Neil Morrow  
Planning and Zoning Commission

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Secretary, Tara Fenwick



City of Ketchum  
Planning & Building

**STAFF REPORT  
KETCHUM PLANNING AND ZONING COMMISSION  
SPECIAL MEETING OF NOVEMBER 16, 2021**

Recommendation and Summary

Staff recommends the Planning and Zoning Commission (the “Commission”) hear public comment on the revised material presented, and make a recommendation to City Council on the following:

- Draft ordinance that establishes a permanent ordinance for Historic Preservation and revises the Design Review chapter of the Ketchum Municipal Code (KMC).
- Draft Community Core Design Guidelines.

The Commission conducted a public hearing on October 26, 2021 and provided direction to staff and Logan Simpson to improve the Draft Design Guidelines. Since that meeting, the Historic Preservation Commission (HPC) reviewed the draft Ordinance and Design Guidelines on November 2, 2021. Staff has worked with Logan Simpson to revise the proposed Design Guidelines based on feedback received. Staff also revised the draft ordinance to address grammatical and formatting errors.

Staff is recommending the Commission review the revised materials and make a recommendation to the Ketchum City Council. A work session with City Council is scheduled for November 29, 2021 to review the draft documents prior to beginning formal public hearing procedures on the ordinance and adoption of the Design Guidelines.

Background

On October 26, 2021, the Planning and Zoning Commission conducted a public hearing and reviewed the first draft of the Community Core Design Guidelines and draft permanent ordinance for Historic Preservation and Design Review. These drafts were developed by the city’s consultant, Logan Simpson, with input from the public, city staff, the Commission, the HPC, and the City Council over the past year. A full overview of the process, relevant documents, and links to previous meetings can be found at the project website: [www.tinyurl.com/KetchumCommunityCharacter](http://www.tinyurl.com/KetchumCommunityCharacter).

The Commission provided feedback to the consultants and staff on the draft Design Guidelines as follows:

- There should be a clear distinction between the guidelines and the requirements of the KMC. Concern was expressed that the guidelines become requirements over time due to the language in the ordinance and the guidelines.
- The guidelines should not read as requirements or prescriptive directions, but as a menu of flexible options to choose from to achieve the city’s goals.
- There should be an intent statement for each element to provide context to users of the guidelines.
- The guidelines should further emphasize the desire for creativity as to not stifle the work of design professionals.
- The prescriptive elements of the guidelines should be re-evaluated to determine if the specificity provides value to the user without limiting creativity. Concerns were expressed that

the prescriptive nature of the guidelines would result in “Disneyfication” of the Community Core.

- Some of the images in the design guidelines do not speak well to the recommendations and some may be too busy or may try to convey too many recommendations in one image, causing confusion. Specifically, the black and white images with an “x” or “y” seem very specific and directive. Images may be more effective.
- Specific comments on each section were provided with the most dialogue focused on building orientation, materials, and pedestrian amenities sections.
- The guidelines for both new development and alterations/expansions of historic structures should emphasize that each project is unique, and the guidelines should be applied appropriately based on context of the project to its surroundings.

Some Commission members commented as to whether Design Guidelines are necessary, expressing reliance on design professionals for their expertise and creativity. The City of Ketchum has prioritized the design quality for new construction and redevelopment since the adoption of the first Design Review Ordinance (No. 290) in 1979. The initial ordinance (Attachment A) included a rating system for design quality and a set of design criteria to be rated. The design review process has been re-evaluated numerous times since that first adoption, considering its purpose, intent, and scope of review. Changes have included revised criteria, additions and deletions to the types of projects that require design review, even the introduction of a form-based zoning code with prescriptive design standards, that were subsequently removed from the code. Design Review is intended to be iterative and responsive to the desired character of the community, but flexible enough to foster creativity of design professionals. Since 1979, Ketchum has had some form of design guidelines, the specificity and application of the guidelines has changed over time.

The need and desire for Design Guidelines were strongly expressed by the community in response to recent development proposals that did not meet the intent of the design requirements in the KMC, resulting in development that is not compatible with the character of Ketchum. Additionally, feedback was received from the development community that the current design requirements in the KMC did not provide enough context and guidance to the desired character of projects, resulting in challenges and frustrations throughout the Design Review process. Design Guidelines are particularly helpful for design professionals and development partners not located in the Wood River Valley, which there has been an increase of in the past two years.

Although staff understands the concerns expressed by the Commission as to the need for Design Guidelines, more descriptive guidelines than what exist today will be of service to the community, design professionals, and developers. The revised Design Guidelines seek to reduce the perception that the guidelines are requirements but provide context to the overall vision of the Community Core and recommendations to consider when designing a project.

The Commission did not recommend specific changes to the ordinance above and beyond the applicability section of the Design Guidelines in KMC 17.96.070. See below for an overview of changes made to the Design Guidelines and draft ordinance to address the comments outlined above.

## Design Guidelines

- Introduction Section
  - remove and soften language implying that the document gives “direction” and that projects “will” adhere to the guidelines. The section seeks to rather emphasize the goals and objectives of the guidelines, and their connection to the design review process. Through the use of terms like “framework” and “guide”, the sections seek to not imply that all recommendations must be utilized for each project.
  - Bring the concept of creativity to the forefront of the document in the Introduction, rather than buried in the body of the document.
- Community Character Section
  - Reemphasize the role of the community conversation in the process to provide further context to what the design guidelines seek to promote. This provides additional context for designers and applicants that may not be as familiar with the community as our more seasoned professionals.
- Design Guidelines Sections
  - Each element includes a design goal, reference to the comprehensive plan, and some appropriate methods to achieve the goal. The introduction of this section has been revised to include more discussion of how to use the document and its intent.
  - Images and renderings of each element have been re-evaluated. Most renderings have been revised to specifically address key concepts and include call-outs or additional narrative to tie the image to the concept.
  - Removal of the terms “shall” “follow” and “will”. Incorporate terms such as “consider” “may” and “should”.
  - Removal of prescriptive elements. Where dimensions are used, the document uses qualifying terms such as “typically” or will include a range of values as a recommendation.
  - The materials section was revised to remove redundancy and provide clarity.
  - The pedestrian amenities section was revised to clarify that improvements within the public right-of-way are not prohibited but evaluated on a case-by-case basis.
- Historic Preservation Section
  - Emphasized the difference between compatibility and mimicking historic structures when considering alterations or expansions.
  - Included design goal language for alterations and expansions.
  - Removed the rendering and added imagery to demonstrate successful examples of alterations or expansions to historic structures.
  - Removal of the timeline based on feedback from the HPC. The timeline will be incorporated into the Historic Preservation Handbook.

## Proposed Ordinance

Staff reviewed the draft ordinance to correct grammatical and formatting errors, however, not substantive changes have been made to the draft. Commissioner asked for an overview of the proposed relief from regulations for historic structures. The full text is included in proposed KMC 17.20.060. The section provides the following:

- Relief from Building Codes – provides a route for the proposal of alternative measures to meet restrictive building code requirements.
- Relief from Parking Requirements – provides a parking exemption for square footage within a historic building, regardless of use. Applies to projects that retain all or a portion of the historic building.
- Relief from Non-conforming Building Requirements – provides the ability to match existing dimensional standards if non-conforming and removes limitations on the expansion or alteration of non-conforming structures.

#### Next Steps

Staff recommends the Commission review the drafts and provide a recommendation to the City Council on the proposed documents. The City Council is scheduled to conduct a work session on the two drafts November 29, 2021. Following the work session, the formal hearing process for the drafts will occur in December and January.

#### Attachments

- A. Ordinance 290 – Design Review
- B. Executive Summary – Logan Simpson
- C. Draft Community Core Design Guidelines – revised November 10, 2021
- D. Draft Ordinance – Redline – revised November 10, 2021
- E. Draft Ordinance – Clean – revised November 10, 2021



**Attachment A:  
Ordinance 290 – Design Review**

ORDINANCE NO. 290

AN ORDINANCE OF THE CITY OF KETCHUM, BLAINE COUNTY, IDAHO, AMENDING ORDINANCE 208, BY DELETING SECTIONS 14.3 THROUGH 14.7 THEREOF AND SUBSTITUTING THEREFOR THE ESTABLISHMENT OF A D-DESIGN REVIEW DISTRICT FOR THE TOURIST, BUSINESS-1 AND LIGHT INDUSTRIAL ZONES WITHIN SAID CITY; EMPOWERING THE ZONING COMMISSION TO REVIEW DESIGN OF PROPOSED CONSTRUCTION; MATERIALS AND INFORMATION TO BE SUPPLIED COMMISSION; ESTABLISHING DESIGN REVIEW CRITERIA AND RATING; PROVIDING FOR APPEAL TO CITY COUNCIL; ESTABLISHING DESIGN REVIEW APPROVAL AS CONDITION TO ISSUANCE OF BUILDING PERMIT; PROVIDING FOR PERFORMANCE BONDS; PROVIDING SEVERABILITY AND SAVING CLAUSE; REPEALING ALL ORDINANCES OR PARTS THEREOF IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Ketchum, Blaine County, Idaho:

SECTION 1: That Section 14.3, 14.4, 14.5, 14.6 and 14.7 of Ordinance 208 are hereby repealed each in its entirety, and that the following subsections shall be added to Section 14 of said Ordinance as set forth herein below.

SECTION 2:

14.3 ESTABLISHMENT OF D-DESIGN REVIEW DISTRICT FOR TOURIST, BUSINESS-1, AND LIGHT INDUSTRIAL ZONES. That a D-Design Review District is hereby established and shall include all of these areas zoned Tourist, Business-1, or Light Industrial District with the City of Ketchum, Idaho.

14.4 REVIEW OF PROPOSED CONSTRUCTION. The Zoning Commission is hereby empowered and shall review all proposals for non-residential construction, including new construction, exterior remodeling and placement of building upon real property, within said D-Design Review District and approve or deny each proposal according to the rating schedule, criteria and procedure set forth in this section.

14.5 MATERIALS AND INFORMATION TO BE SUPPLIED COMMISSION. At least seven (7) days prior to a regularly scheduled meeting of the Zoning Commission any party wishing to apply for design review approval shall file with the Planning Office the following material and information:

- (1) A completed application form to be supplied by the Planning Office.
- (2) Three (3) copies of a Site Utilization Map of the property upon which the proposed construction is to be built in sufficient detail to show existing property lines, easements, ground contours, landscaping and other physical features.
- (3) Three (3) copies of Architectural Drawings of proposed construction in sufficient detail to show the floor plan (no less than 1/8 scale), elevations, cross sectional diagrams, character and color of exterior materials and roofing, location and type of exterior lighting.
- (4) Three (3) copies of Landscaping Plans in sufficient detail to show landscaping of property for which construction is proposed including types and size of

vegetation, landfill or excavation (including resulting slope grades), location of walls or fences (including height), location of parking areas and loading facilities, pedestrian walkways, public easements and rights of way, vehicular and pedestrian circulation patterns.

(5) Three (3) copies of a Vicinity Map sufficient to show location of proposed construction with the City and the relationship thereof to adjacent properties, buildings, streets, and other public easements and rights of way.

(6) A review fee as set by Resolution of the City Council to reimburse the City for administrative costs of the design review process. This fee is nonrefundable unless the proposal is withdrawn prior to its initial review.

**14.6 DESIGN REVIEW CRITERIA AND RATING.** The Zoning Commission shall review all proposals for non-residential structures within the D-Design Review District individually on the basis of the following criteria and point schedule. Each proposal shall be rated according to the following formula:

- 0 -- indicates a totally defective design quality
- 1 -- indicates a major deficiency in the design quality
- 2 -- indicates a minor deficiency in the design quality
- 3 -- indicates an acceptable (but standard) quality
- 4 -- indicates a above-standard design quality
- 5 -- indicates superior design quality and/or the total utilization of the site's potential for contribution to public amenities.

The following design criteria shall be rated:

(1) **Setback Design Quality** of the proposed construction as indicated by building setbacks to enhance the appearance and character of the neighborhood. In considering appropriate building setbacks, particular attention shall be given to the preservation of any existing mature trees. (5 points max.)

(2) **Neighborhood Design Quality** of the proposed construction as indicated by the visual impact of height, area, percentage of lot coverage, type and color of materials of construction in relation to character of neighborhood and existing structures therein. (5 points max.)

(3) **Architectural Design Quality** of the proposed construction as indicated by the layout and orientation of the proposed structure(s) and relationship to existing structures with regard to access (pedestrian and vehicular) utilization of sunlight and solar energy, accessibility for garbage and snow removal as well as emergency vehicles, provision of parking areas, loading facilities, insulating capacity of the exterior walls and roof, avoidance of snow deposition from roof areas on to entrance ways, parking areas, public ways and adjacent properties, efficiency and localization of exterior lighting to property in question. (5 points max.)

(4) **Site Design Quality** of proposed construction as indicated by the amount of character of landscaping and screening, provision of open space, provision of sidewalks, pedestrian foot, bike and equestrian easements and continuity, extension of existing such easements. (5 points max.)

(5) Suitability of Site for Development of proposed construction as indicated by the inherent suitability of the site for development in light of potential flood threat, avalanche hazard, sunlight exposure, steep terrain, and any detrimental effects of the development on the natural features of the site. Favorable consideration may be given when it is shown that the dangerous and damaging aspects of the site and/or the proposal have been considered and steps have been taken to minimize the danger or damage. (5 points max.)

At the close of reviewing a proposal for construction, each member of the Zoning Commission shall identify the number of points assigned by him or her to each proposal individually on each of the criteria outlined in this section and the total number of points awarded by all members voting, divided by the number of members voting, shall constitute the total points awarded to the proposal. Any proposal not receiving a minimum of 60% of the total points available under this section shall be denied.

14.7 APPEAL BEFORE THE CITY COUNCIL. A person whose application for design review has been denied by the Zoning Commission shall file a written notice of appeal with the City Clerk no later than fifteen (15) days from the date of said denial. The appeal shall be heard by the City Council at a regular meeting and shall only concern matters which were previously considered by the Zoning Commission with regard to said application. Should the Council find that an appeal has substantial merit, the Council may by motion approve the application or remand the application to the Zoning Commission for further consideration with regard to specific criteria considerations. Furthermore, in order to better understand the nature of the Zoning Commission's recommendations or to clarify the grounds of an applicant's appeal, the Council may request a joint meeting with the Zoning Commission and delay action on a specific application until a later date.

14.8 DESIGN REVIEW APPROVAL AS CONDITION FOR ISSUANCE OF BUILDING PERMIT. Those applicants having received approval from the Zoning Commission may proceed to apply for any further development approvals required by the zoning, building, <sup>permit</sup> or other building regulations of the City, provided, however, that no applicant shall after final consideration of the Commission amend, modify or change his application except in insubstantial part and for the purpose of clarification or technical correction only. All representations made to the Zoning Commission regarding the nature and extent of the design of the project and the attendant improvements shall constitute a promise on the part of the applicant that these design qualities and improvements will be constructed as represented and in a timely manner. The approval of a proposed development by the Zoning Commission shall constitute an acceptance of this promise, and compliance with this agreement shall be considered a condition precedent and subsequent to the issuance of a building permit for the proposal. Any substantial variance from this agreement or unreasonable delay in compliance shall be deemed a violation of the conditions attached to the issuance of the building permit and shall be subject to the enforcement provisions of this Ordinance and Chapter 2 of the Uniform Building Code, 1976 Edition, as amended and adopted by Ketchum Ordinance #248 which is made a part hereof by reference.

14.9 PERFORMANCE BOND. In appropriate cases, particularly where landscaping and other amenities to be provided form the basis for a project gaining approval, the

Zoning Commission may require that as a condition precedent to issuance of a building permit that the applicant file with the City Clerk a performance bond for one hundred and ten per cent (110%) of the bona fide estimate of costs thereof. Furthermore, in cases where a project is constructed with providing all of the items shown on the Design Reveiw application and plans, the Building Inspector shall not issue an Occupancy Permit for said structure nor shall use of said structure be lawful until a bond in like amount is filed with the City Clerk.

SECTION 3:

SEVERABILITY AND SAVING CLAUSE: It is hereby declared to be the legislative intent that the several provisions of this ordinance shall be severable, in accordance with the provisions set forth below:

(1) If Any Provision is Declared Invalid - If any provision of this ordinance is declared to be invalid by a decision of any court of competent jurisdiction, it is hereby declared to be the legislative intent that

(a) The affect of such decision shall be limited to that provision or provisions which are expressly stated in the decision to be invalid; and

(b) Such decision shall not affect, impair or nullify this ordinance as a whole or any other part thereof, but the rest of this ordinance shall continue in full force and effect.

(2) If the Application of Any Provision is Declared Invalid - If the application of any provision of this ordinance to any lot, building, other structure, or tract of land is declared to be invalid by a decision of any court of competent jurisdiction, it is hereby declared to be the legislative intent that:

(a) The effect of such decision shall be limited to that lot, building, other structure or tract of land immediately involved in the controversy, action or proceedings in which the judgment or decree of invalidity was rendered; and

(b) Such decision shall not affect, impair or nullify the ordinance as a whole or the application of any provision thereof, to any lot, building, other structure or tract of land.

SECTION 4:

REPEALING ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH: All ordinances and parts of ordinances in conflict herewith are hereby repealed.

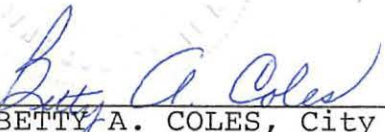
SECTION 5:

DECLARING AN EMERGENCY. An emergency existing therefor, which emergency is hereby declared to exist, this ordinance shall be in full force and effect from and after its passage, approval, and publication.

PASSED BY THE CITY COUNCIL and approved by the  
Mayor this 5th day of February, 1979.



ATTEST:

  
BETTY A. COLES, City Clerk

  
GERALD N. SEIFFERT, Mayor

Attachment B:  
Executive Summary – Logan  
Simpson

# KETCHUM COMMUNITY CORE DESIGN GUIDELINES

Executive Summary | October 20, 2021

## Background And Context

The downtown core of the City of Ketchum, referenced herein by the associated zone district of the Community Core, has been ever evolving since its conception in the late 1800's. Initially influenced by mining and later known as a premier resort community, the Community Core's roots are in the people that call Ketchum home. Many of the small one-story bungalows erected by the original settlers still stand, despite current development pressures to maximize property development. These development pressures present the City with the challenge of balancing preservation and development.

In October of 2020, the City of Ketchum took the first large step toward finding that balance by enacting an emergency ordinance to place a ninety-day stay on all demolition of historically significant buildings within the Community Core in order to assess the need for historic preservation regulations. As a result of public outreach to assess the community values with regards to historic structures, it was determined that the highest priority was to preserve buildings associated with significant people or events rather than preserving buildings based on architectural style. During the ninety-day stay, an interim ordinance was developed to establish the foundation of historic preservation in the Community Core. The ordinance included the following four primary components:

- Updated the list of significant historic structures to define the parameters of preservation;
- Appointed the Historic Preservation Commission;
- Updated the demolition requirements for buildings fifty years old and older; and
- Established a process for alterations to and demolition of existing historic structures.

The interim ordinance was adopted with an expiration of one year from the date of adoption and was followed with development of a permanent ordinance and design guidelines to represent an overall vision for the Community Core and guide future development. The following pages outline the outreach efforts that lead to the resulting language included in the permanent ordinance and design guidelines.

## A Community Driven Process

This project has been deeply seated in community feedback from the beginning with opportunities during the interim ordinance phase and the subsequent development of the design guidelines and permanent ordinance. During the interim ordinance phase, the community was provided with the opportunity to weigh in on the priorities for the interim ordinance in the form of community stakeholder interviews and an online survey. The online survey was distributed on Ketchum's Facebook page and the City's website. In addition, planners from multiple communities in the mountain west were engaged as part of case study research to review and analyze historic preservation programs identified by the public, as well as staff and elected officials.

### Select Quotes from the Questionnaire and Stakeholder Interviews

*"Allow for innovative, adaptive reuse of historic buildings, whereby the property may be altered, as long as signature elements and features of the properties historic appearance are preserved."*

*"There should be a tight evaluation system to ensure that age is not the only criteria for saving a building. Unique architectural and/or truly historic features of a building are key conditions to consider."*

*"Seek a balance between preservation of the City's historic gems and also moving forward with development and in-fill."*



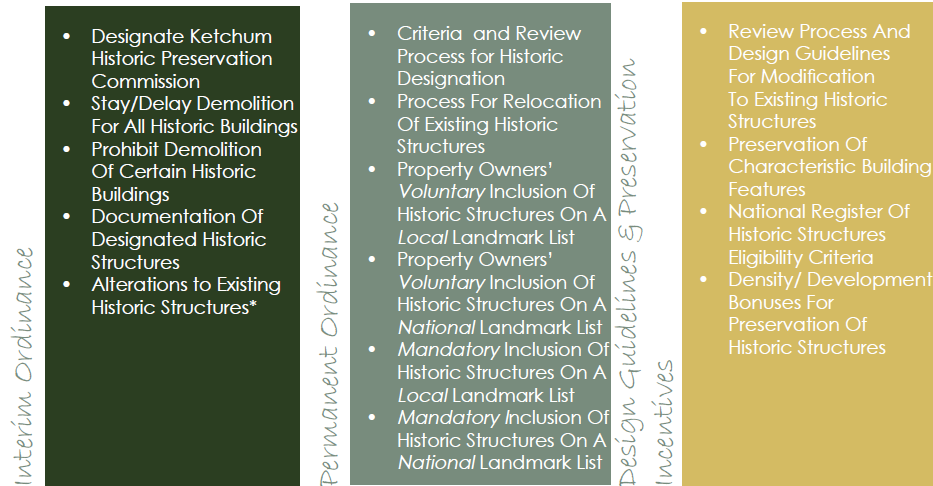
Generally, what we heard from the community is a desire for balance - balancing historic preservation with development and private property rights. The comments from the questionnaire and interviews were similar, but the comments from the interviews showed a stronger preference for limiting the prohibition of demolition to only certain types of historic structures, rather than prohibiting demolition of all historic buildings.

<i>Questionnaire Responses</i>	<i>Stakeholder Interviews</i>
<ul style="list-style-type: none"> <li>• Criteria and review process for historic designation</li> <li>• Designate Ketchum historic preservation commission</li> <li>• Stay/delay demolition for all historic buildings</li> <li>• Prohibit demolition of certain historic buildings</li> <li>• Documentation of designated historic structures</li> </ul>	<ul style="list-style-type: none"> <li>• Balance preservation with growth and development</li> <li>• Tiering criteria for preservation protections</li> <li>• Preserve character defining resources</li> <li>• Educate public on the “why”</li> <li>• Require archaeological process or approval of a development plan prior to demolition</li> </ul>

In the online questionnaire, respondents were asked to rank various tools, incentives, and standards in order of most important to least important for inclusion in Ketchum's Historic Preservation Program. The list below represents a ranked order of what the community feels is most appropriate to least appropriate:

1. Criteria And Review Process for Historic Designation
2. Designate Ketchum Historic Preservation Commission
3. Stay/Delay Demolition for All Historic Buildings
4. Prohibit Demolition of Certain Historic Buildings\*
5. Documentation of Designated Historic Structures
6. Review Process and Design Guidelines for Modification to Existing Historic Structures
7. Preservation of Characteristic Building Features
8. National Register of Historic Structures Eligibility Criteria
9. Density/Development Bonuses for Preservation of Historic Structures
10. Process For Relocation of Existing Historic Structures
11. Property Owners' Voluntary Inclusion of Historic Structures on a Local Landmark List
12. Property Owners' Voluntary Inclusion of Historic Structures on a National Landmark List
13. Mandatory Inclusion of Historic Structures on a Local Landmark List
14. Mandatory Inclusion of Historic Structures on a National Landmark List

These components were then organized into three categories for inclusion in Ketchum's overall historic preservation program: interim ordinance, permanent ordinance, and design guidelines/historic preservation handbook.

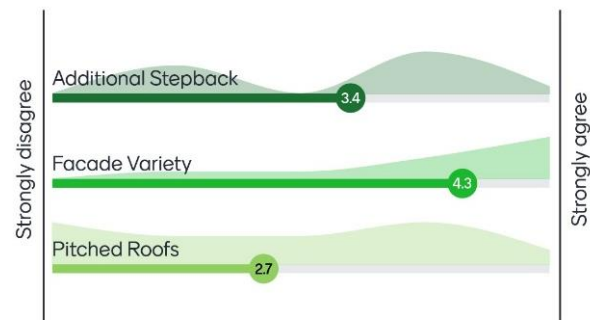


Ample feedback opportunities were also provided during the outset of the design guidelines and permanent ordinance development, which kicked off with a visioning session with the City Council, Planning Commission, and newly appointed Historic Preservation Commission (joint work session). Staff and the consultant team presented a series of images to determine the elements that comprise the desired building forms and character of the Community Core. To discuss basic building forms, the group was presented with the images below which represent from left to right: **Additional Setbacks for Upper Floors, Façade Variety, and Pitched Roofs:**



Using a text polling platform called Menti, the members were asked to vote for their desired option. Per the image to the right, it was determined that the most important element was façade variety. The following summarizes the general statements made during the discussion:

- By breaking up massing, building can be more distinct
- Provides character
- Want to keep authenticity
- Appropriate for larger buildings but don't want to force it
- Don't want it to look fake



Next, a series of images was presented showing the existing buildings and spaces of Ketchum's Community Core, as well as a series of buildings from other communities, to dive deeper into what really defines the character of the area. The same images were later presented to the public in an in person open house and a digital questionnaire through the City's website.

## Community Outreach by The Numbers

During the interim ordinance phase, the feedback received built upon the initial outreach the City conducted in early October. The interim ordinance engaged the community through both community stakeholder interviews and an online questionnaire. To supplement the community feedback, we conducted case studies and interviews with planners from multiple communities in the mountain west to identify strengths and weaknesses of various historic preservation programs that the public mentioned and determine if those programs were appropriate for Ketchum.



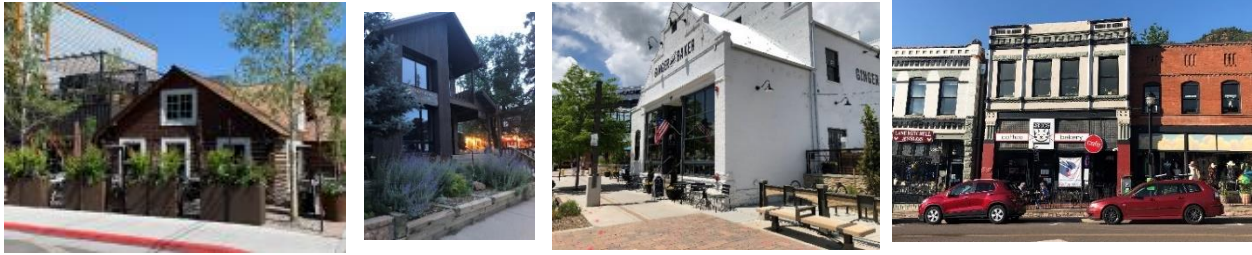
During the design guidelines and permanent ordinance development phase, an in person open house was held at the Ore Wagon Museum through several two-hour sessions from August 17-19, 2021. The event resulted in **approximately forty (40) attendees** across the sessions. The primary activity was to choose from a series of images what was applicable to, or not applicable to, development in Ketchum's Community Core. Community members engaged in thoughtful conversation with each other, members of staff, and the consultant team resulting in many of the elements of the "Community Core Character" section of the Design Guidelines. A selection of images from the event have been provided below.



Following the event, a digital questionnaire was made available to the public, which resulted in **two hundred twenty-five (225) responses**. The questionnaire included three questions.

**Question #1** included the same existing imagery that was presented at the joint work session and open house and asked the question "Please select the images you would most like to see again in Ketchum. The top four responses in order included the Warfield, Pioneer Saloon, Cristina's Restaurant, and the Picket Fence.

**Question #2** included the images that were placed on the boards during the open house to continue the four selected images in order were:



**Question #3** included a series of design concepts that arose from the in-person outreach and asked whether the respondent agreed with the concepts. The top five concepts were:

- Build on local town and outdoor vibe
- More green space and landscape
- Keep height at street no more than three stories (incorporate stepped upper floors)
- More bump outs for pedestrian gathering like Maude's
- Incorporate wood building facades representative of the 1<sup>st</sup> 40 years of Ketchum commercial retail development

## The Resulting Design Guidelines

All of the feedback gathered during the design guidelines outreach phase of the project was then compiled into draft design guideline language to discuss with City Council, the Planning Commission, and the Historic Preservation Commission during a subsequent joint work session. All three groups were generally in favor of the draft language, which was then formalized with graphics and imagery into a more complete draft for public review and later adoption.

The basic components of the Design Guidelines include the following:

- **Introduction** which includes the overview and purpose of the document, applicability, and procedure to amend the guidelines over time to continue to reflect the desired character of Ketchum.
- **Community Core Character** which includes a description of what the Community Core *IS* and *IS NOT* as well as a summary of what the Community Core *SHOULD BE*.
- **Community Core Design Guidelines** which include more specific guidance on the desired elements and features of building orientation, building massing and form, building articulation, building materials, roof forms, and pedestrian amenities.
- **Historic Preservation** which includes specific guidance for alteration, addition to, and redevelopment of historic structures.

## The Resulting Permanent Ordinance

The permanent ordinance builds on the interim ordinance adopted in January of 2021 placing the Historic Preservation Commission composition and responsibilities in existing Chapter 4.08, Historic Preservation Commission. The rest of the language was formatted as a new Chapter in the City of Ketchum Municipal Code Titled Historic Preservation. The new chapter includes the following:

- **General Provisions** which describe the purpose of the chapter.
- **Historic Building/Site List** which establishes the list and details criteria to add or remove structures from the list.
- **Demolition or Alteration Request Process** details the process to go about applying for a demolition or alteration permit along with criteria for approval.
- **Remedying of Dangerous Building Conditions** describes that the building official can ask for repairs if they deem that the structure is in a condition that puts the public health and safety at risk.
- **Enforcement and Maintenance** describes how the provisions will be enforced as well as proper standards for maintenance of structures on the Historic Building/Site List.
- **Relief From Regulations** describes incentives that allow for relief from certain standards such as building code, parking, and nonconforming structure requirements to encourage restoration, alteration, and additions to historic structures rather than demolition.

Ultimately, the design guidelines along with the permanent ordinance will work together with existing code sections such as Design Review and the new Historic Preservation standards to guide future development in the Community Core to highlight and preserve the character that is treasured by the community.

Attachment C:  
Draft Community Core Design  
Guidelines –  
revised November 10, 2021



CITY OF KETCHUM

# COMMUNITY CORE

## DESIGN GUIDELINES | DRAFT

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# INTRODUCTION

## **Overview and Purpose**

The guidance within this document was compiled with the primary purpose of establishing an overall vision for development in downtown Ketchum within the Community Core Zoning District. The desired character represented herein was derived from discussions with members of the community by way of in-person open houses, digital questionnaires, and conversations with elected and appointed officials of the City Council, Planning and Zoning Commission, and Historic Preservation Commission. These discussions resulted in over two hundred responses describing qualities that set Ketchum apart from other places and make the town unique, as well as preferences for design characteristics of new development downtown.

The Community Core Design Guidelines establish an overall vision for the look, feel, and architectural character of downtown Ketchum to guide future development. The Design Guidelines also provide a common language establishing goals and expectations to ensure that new development meets the community's standards for high-quality buildings. Developers that follow the guidance in this document can anticipate fewer plan iterations and shorter approval times.

Overall, this document is intended to provide direction to developers and design professionals on desired architectural elements and characteristics for new buildings and pedestrian spaces within the Community Core. The guidelines include recommendations regarding building orientation, massing, and form as well as façade articulation, exterior materials, roof form, and public gathering spaces. The final section provides guidance on how to approach an alteration or redevelopment of buildings on the adopted Historic Building/Site list.



# INTRODUCTION

## **Applicability**

The Community Core Design Guidelines should be taken into consideration for all new development, infill projects, and redevelopment within the Retail Core (CC-1) and Mixed-Use (CC-2) Subdistricts of the Community Core Zone District depicted by the official zone district map as adopted by the City of Ketchum.

The Design Guidelines are supplemental to the development standards in Ketchum Municipal Code Title 17– Zoning Regulations. In addition to meeting the dimensional standards and requirements of the Zoning Regulations, Design Review is required for building, developing, or substantially altering the exterior of existing buildings in downtown Ketchum. The purpose of Design Review is to:

- Maintain and enhance the appearance, character, beauty, and function of the City,
- To ensure that new development is complementary to the design of existing neighborhoods, and
- To protect and enhance the Ketchum’s economic base (Ketchum Municipal Code §17.96.020)

Ketchum Municipal Code (KMC) §17.96.070 adds that the purpose of Design Review is to ensure the addition of high-quality architecture for new development while maintaining the unique character of existing building stock found downtown. The Design Guidelines herein suggest appropriate methods to meet these Design Review standards.

Additionally, this document will guide new development to meet the community’s vision for Ketchum as identified in the 2014 Comprehensive Plan, including:

- Protect the visual quality of community and downtown entryways;
- Create great public spaces and streetscapes;
- Discourage commercial strip development and keep key commercial needs concentrated downtown;
- Encourage high-performing building and landscape design that reduces energy and water consumption;
- Encourage new development to be designed to fit in with Ketchum’s character as a small mountain town; and
- Protect and support our architectural heritage through appropriate historic preservation standards and guidelines.



# INTRODUCTION

## ***Creativity is Encouraged***

Architecture is a subjective art. Often-times what is considered beautiful to one person can be considered quite the opposite to the next. It is not the intent of this document to define one specific style for the entire downtown area but to provide inspiration for new development within the Community Core that contributes towards an overall vision.

The Design Guidelines provide a general framework of desired elements and characteristics for buildings and pedestrian spaces, rather than define a specific architectural style. Ultimately, the City of Ketchum is seeking contextual infill that is respectful of nearby historic buildings, embracing and enhancing the desired character of the Community Core. Through celebration of its historic elements and use of creative designs that are clearly readable as a product of the early 21st century, the development community can be a partner with the City of Ketchum in creating the vibrant and unique community envisioned.

## ***Amendment Procedures***

Ketchum City Council and the Planning and Zoning Commission may periodically review and adopt amendments to these Design Guidelines to ensure that the document continues to address current trends and provide a clear vision and framework for the development of the Community Core. A major update to these Design Guidelines should be prepared at least every five years or as directed by the Planning and Zoning Commission and/or City Council to ensure harmonious and coordinated development of Ketchum. All updates shall follow the standard City of Ketchum public hearing process with the Planning and Zoning Commission as the recommending body.



# COMMUNITY CORE CHARACTER

## **History and Today**

No one architectural style defines the Community Core. The community has grown organically overtime with a mix of styles, including simple, mining workers' housing, alpine lodge designs, and a broad range of residential design from the modernism movement in the 1930s to the 1960 to more contemporary trends from 1970s until the present day (2014 Comprehensive Plan). These diverse building types show how Ketchum has been developed incrementally since the town was first settled in the 1880s.

Main Street's built environment combines re-purposed historic buildings, like the Lane Mercantile built in 1887, with more modern development, like the Argyros Theater, to form a textured urban fabric with western mountain charm. The variation of building types and façade identities creates unique experiences that visually engage pedestrians and activate the streetscape.

Downtown is a focal point and plays a key role in how our community looks and feels to locals and visitors (2014 Comprehensive Plan). People value the opportunity to come together in the city's well-defined community spaces. Downtown is Ketchum's gathering place connecting locals, second homeowners, and tourists. These connections create community, and our community defines Ketchum's small-town character and sense of place.

When asked what defines the town's character, the community responded that Ketchum is:

*friendly • slow-paced • sophisticated • welcoming • unpretentious  
great mix of people and sense of community • resort area with small-town vibe safe  
pedestrian-friendly • rustic Western charm • authentic  
small-town feel with historic charm • views of the mountains  
access to outdoor amenities • ability to live where you work  
richness in early Idaho history • where old and new blend with a few tall buildings*

*"Ketchum character means knowing how we started (as a mining town), how we survived (as a sheepherding town), and how we became what we are today (a ski resort) and appreciating the ruggedness that went into our making and that will continue to be a part of our future"*

*"A town where I walk down the street and say hello to many I know and those I simply see every day. A town where I can see the mountains and remind myself how lucky I am."*

*"There's an authenticity to Ketchum that comes from the aesthetic diversity of our physical buildings. It is neither an instant mountain modern town or a faux Tyrolean Village. We can see our mining and agricultural history dotting the landscape and this reminds us that we have evolved over 150 years."*

# COMMUNITY CORE CHARACTER

## Process to Establish Community Core Character

In order to establish the right development guidance for the Community Core, it was paramount to understand what the community of Ketchum liked and disliked. This was accomplished in two parts. Part one included a series of existing images from around Ketchum’s Community Core and the question: “What do you like or dislike about these images?”. Part two included an exercise where several images from other communities were presented. Community members were asked to choose which images best represented the overall vision of the Community Core and those that did not along with reasoning for why each one was chosen. From those exercises, the community clearly articulated what the character of the community is and is not as represented in the next few pages.

## The Character of the Community Core Is...

- Wood, brick, and stone
- One to three story building height
- Upper floor step backs
- A mix of flat and pitched roofs

The existing character of Ketchum’s Community Core is described as unique, western, a “hodge-podge” of architectural styles, reflective of its mining town roots. Buildings such as the Pioneer Saloon, Warfield and Picket Fence were repeatedly selected as the top choices for what represented the true character of Ketchum’s built environment. Each of these buildings represents more of the historic fabric of the Community Core. The Kneebone Building was identified by many residents as a recent development with high-quality design that respects local context successfully integrating within the surrounding neighborhood. Outdoor dining areas, such as Maude’s coffee shop at the corner of Sun Valley Road and 1st Avenue, were mentioned as a good example of using street bump outs to create additional space to gather. Maude’s outdoor dining area at the corner of Sun Valley Road and 1st Avenue was mentioned as a key gathering space for community connection that activates the street corner.



# COMMUNITY CORE CHARACTER

General consensus amongst the community members that engaged in the outreach efforts, which included over 250 respondents, was that the Community Core should not be dominated by large, monolithic, glass and steel structures. The images and text below represent the top 5 choices for what the community did NOT want Ketchum to look like.

## The Character of the Community Core IS NOT...

- Too much glass
- Cold stark materials and colors
- Lacking in landscape elements
- Too modern and “big city”
- Uniform design and monotonous environment
- Uninterrupted facades and tall blank walls
- Dominating mass

It was stated over and over that this style didn't fit into the Ketchum culture. Although transparency on the first floor of buildings was welcome because it provides a storefront look, the opposition remained mostly around replacing building facades with walls of windows. The community acknowledges a need for a balance of windows that accommodates passive solar considerations. These acknowledgments were taken into account in the Design Guidelines that follow.



# COMMUNITY CORE CHARACTER

## The Character of the Community Core Should Have:

The following characteristics were determined by the Ketchum community to be desirable attributes of development in the future. These attributes fit with what the Community Core character currently is, and also include elements they would like to see in the future.

- Spaces for pedestrian gathering, both at the ground level and on rooftop or upper floor step backs – people contribute to the character of the community
- Wood and brick materials
- Landscaping, especially trees
- Pedestrian-oriented signage that is integrated into the buildings and streetscape
- A balance of glass and other building materials
- Definition at the roof line for flat roofs
- Mining town, Basque culture, sheep-herding, ski heritage and outdoor vibe
- Building height at street no more than three stories
- Creative use of architecture and spaces, authentic design



Images above are representative of the desired characteristics of the Community Core

# COMMUNITY CORE DESIGN GUIDELINES

## **Overview and Purpose**

The primary purpose of this section is to describe the overall vision for development in the Community Core, to guide applications as to the desired design elements, and guide staff and elected officials in the review of applications to achieve the desired Community Core character described in the previous section.

The following pages each describe a category of Design Guidelines that relate back to the overall vision of the community. The topics explored in this section are as follows:

- Building Orientation
- Building Massing and Form
- Building Articulation
- Building Materials
- Roof Forms
- Public Gathering Spaces

Each of these topics will be explored through the lens of an overarching design goal that relates to the vision determined by the Ketchum community for the downtown area. Each section will then show which Comprehensive Plan Policy these topics relate to and methods that can be used to achieve them.

## **How to Interpret the Design Guidelines**

The methods and goals mentioned in this section are intended to guide designers towards community determined best practices of design within the built environment. The appropriate methods listed in each section are not required actions but act as a list of options for developers to use when designing new development. These are suggested methods of design so that future development serves the highest good for Ketchum and achieves its long term goals for the downtown area.





# COMMUNITY CORE DESIGN GUIDELINES

## **Building Orientation**

### *Design Goal:*

New buildings should fit in with the adjacent context of the built environment and respond to existing patterns of development, as a way of enhancing the urban fabric of downtown Ketchum.

### *2014 Comprehensive Plan Policy CD-1.4:*

New development should convey a positive image for the community—particularly through high quality design of residential and commercial building and resort accommodations. Each new project should be well-designed and attractive and should complement surrounding land uses and existing neighborhood character.

### *Appropriate Methods to Achieve Design Goal Include:*

- A. Consider context to the existing site features such as landscape, streetscape, grade, and adjacent building elevations for an integrated project with a sense of identifiable and authentic place.
- B. Orient buildings such that at least one primary building entrance per building faces a public right-of-way.
- C. Orient buildings such that utility meters, garbage disposal areas, surface parking lots, and loading/unloading facilities are located to the rear of the building and screened from public view.
- D. For buildings located on a corner lot, consider including features such as rounding or angling the building on the ground floor, or incorporating public spaces to soften the building edges for visual interest and an overall pleasant pedestrian experience.
- E. Ground floor uses should be active to add vibrancy at the street frontage.
- F. Parking and vehicle areas should be located and designed to minimize impacts to bicycle and pedestrian circulation and enhance the pedestrian streetscape.
- G. Site design should enhance the use of renewable energy resources, water conservation, and green infrastructure.



*Examples of appropriate corner lot building orientation and treatment (left to right): pulled back and angled to allow for outdoor seating, angled with primary entrance, rounded*

# COMMUNITY CORE DESIGN GUIDELINES

## **Building Massing and Form**

### *Design Goal:*

Infill and redevelopment projects should consider the context of the existing neighborhood and surrounding built environment.

### *2014 Comprehensive Plan Policy (D-1.3):*

Infill and redevelopment projects should be contextually appropriate to the neighborhood and development in which they will occur. Context refers to the natural and man made features adjoining a development site; it does not imply a certain style.

### *Appropriate Methods to Achieve Design Goal Include:*

- A. Sculpt large buildings (over 100' in length) by varying the height of roof lines along a block face to reduce the vertical appearance of tall buildings, bring light to the street level, and avoid the “canyon” effect along a street.
- B. Consider providing variety in both vertical and horizontal features of long facades (over 100' in length) to reflect the original Ketchum town site plat dimensions in order to maintain a pedestrian scale.
- C. Include a distinct base, middle, and top on all facades fronting a public street or alley, public plaza or pedestrian space, or public parking lot.
- D. Incorporate additional roof step backs on front and side facades of all new or infill buildings adjacent to a property on the Historic Building/Site List to soften the visual presence of the new building as compared to the historic building.
- E. Incorporate first floor ceiling heights for commercial uses, of twelve to twenty feet (12'-20'), as a way to enhance its prominence compared to the second and third floors.
- F. Visually distinguish different uses within the building's interior program and interior circulation areas externally through different façade elements and architectural features.



*Illustrative graphic to show general concepts*

# COMMUNITY CORE DESIGN GUIDELINES

## **Building Articulation**

### *Design Goal:*

Architectural features should create unique urban spatial experiences that visually engage pedestrians and activate the streetscape.

### *2014 Comprehensive Policy CD-1.1:*

Each neighborhood or district should include a mix of design elements that will reinforce its unique design quality.

### *Appropriate Methods to Achieve Design Goal Include:*

- A. Design building facades using obvious changes in planes, materials, window design, height, cornice treatment, or other architectural details to provide light, shadow, and texture for a pleasant pedestrian experience along the street frontage.
- B. Incorporate ground floor elements of traditional “Main Street” storefronts such as recessed entry doors, display windows, kick plates or bulkhead, transom windows, and pediments in order to provide clear views of storefront displays from the street and/or allow natural surveillance of the street and adjacent outdoor spaces.
- C. The majority of the ground floor should be transparent, typically more than 50% glass, to break up solid, blank wall surfaces.
- D. The middle of all buildings should contain a balance of solid and transparent elements, with less transparency than the base, typically between 30% and 50%, and include ornamentation or banding around windows to delineate the ground floor from upper floors; and
- E. Exterior materials should include detailing, depth, and patterns should provide visual interest and animate the façade.



*Illustrative graphic to show general concepts*

# COMMUNITY CORE DESIGN GUIDELINES

## Building Articulation (continued)

F. To add visual interest and diversity as well as incorporate pedestrian scaled features, building facades on a public right away or pedestrian space (such as public sidewalk, plaza or seating area) should include some of the following features:

1. Contrasting material wainscot;
2. Decorative facade features;
3. Roof style changes, such as extended, pitched, or hip roof over an entry;
4. Column or tower accents that extend from the primary facade both horizontally and vertically;
5. Bump out or recess entire building sections to create depth and cast shadow patterns
6. Recessed entryways;
7. Extended entryways reminiscent of historic porches;
8. Canopies, awnings and overhangs to define separate storefronts;
9. Bay windows extending from the primary building facade;
10. Balconies or porches that do not extend into the public right-of-way;
11. Facade step backs on upper floors beyond Code requirements;
12. Window boxes or rooftop planters with plant material visible from the ground floor;
13. Building cap, such as cornices or eaves, to define the top of the building;
14. Design elements to differentiate between the ground floor and upper floors such as a cornice line, awning, balcony, change in plane, or change in building material;
15. Provide three dimensional expression lines (both vertical and horizontal) such as pop-out windows to animate façade; or
16. Add depth and detail to the cornice or roof parapet.



*Illustrative graphic to show general concepts*

# COMMUNITY CORE DESIGN GUIDELINES

## Building Materials

### Design Goal:

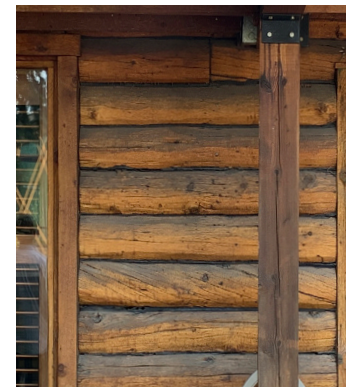
The composition, proportion, texture, and pattern of exterior materials should provide visual interest to building facades.

### Appropriate Methods to Achieve Design Goal Include:

- A. Include wood, metal, or brick frames around windows as well as sills or shutters of contrasting color or pattern around windows complementary of the overall facade architecture.
- B. Consider quality materials with a focus on longevity, and sustainability.
- C. Use materials consistent with local vernacular architecture, as well as those that are indigenous to the region such as: brick; painted or stained lap horizontal siding; vertical board on batten wood siding; painted, stained, or natural finish shingles; stained or natural finish wood logs; wrought iron; textured fiber cement; finished and painted wood trim; wood, aluminum, copper, steel, and vinyl clad wood frames for windows and doors; wood, metal, and glass doors.
- D. Use synthetic stone, non-reflective metal, wood timbers, or other innovative materials as accent that complement the primary materials.
- E. Changes in material should generally occur when there is a change in plane of the building façade.

### Methods to Avoid:

- A. Avoid use of highly reflective, darkly tinted, or mirrored glass for ground floor glazing.
- B. Avoid use of plywood, unfinished lumber, corrugated fiberglass, corrugated or standing seam metal, vinyl or lap aluminum siding, sheet metal or tin siding, textured T11 siding, and reflective materials for siding and roof materials.
- C. Avoid use of tilt-up walls and plain, smooth concrete on building facades.



These images are representative of desired building materials

# COMMUNITY CORE DESIGN GUIDELINES

## Roof Forms

### Design Goal:

Roof forms should align with the building's form and design. Vary roof heights to break up the building's bulk and mass.

### Appropriate Methods to Achieve Design Goal Include:

- A. Integrate the design of the roof form and its components, such as material, color, trim, and lighting, into the overall architecture.
- B. Incorporate parapet walls with varying heights, cornice treatments, capstone finishes, or similar features into flat roofs.
- C. Ensure that all roof top mechanical equipment is painted to match the color of the roof and/or hidden from ground floor view by way of parapet walls.
- D. Incorporate rooftop dining where appropriate that is integrated into other architectural features, colors and characteristics of the overall building architecture.
- E. Ensure that roof overhangs, balconies or awnings extend beyond the entry to allow snow to shed away from the building entry or primary pedestrian walkways.
- F. Provide a variety of roof forms and heights on a single building to provide visual interest.



*Illustrative graphic to show general concepts*

# COMMUNITY CORE DESIGN GUIDELINES

## Public Gathering Spaces

### Design Goal:

New developments should create an activated, pedestrian-friendly streetscape that will enliven Ketchum's dynamic downtown by facilitating the social connections that build community.

### 2014 Comprehensive Plan Policy CD-1.6:

Future buildings should be designed to include public amenities, particularly public gathering spaces.

### Appropriate Methods to Achieve Design Goal Include:

The guidelines below are applicable to public gathering spaces on private property and do not apply to the public realm within the right-of-way. Improvements to the public right-of-way are evaluated on a case by case basis and subject to review and approval by the City of Ketchum

- A. Incorporate landscape planters for a portion of the length of the facade on the ground level.
- B. Incorporate decorative paving such as colored, stamped or exposed aggregate concrete, pervious pavers, or brick to differentiate from the primary pedestrian sidewalks.
- C. Main Street, 4th Street and Sun Valley Road have been identified as priority pedestrian corridors and as such should incorporate additional pedestrian amenities where possible such as opportunities for outdoor seating/benches, outdoor dining, or plaza space.



Images of existing successful public gathering spaces in Ketchum

# COMMUNITY CORE DESIGN GUIDELINES

## **Public Gathering Spaces (continued)**

- D. If public art is used, it should be integrated into the overall design of a project.
- E. Fencing used to delineate outdoor seating or extended outdoor space of a building for the express use of that building, should be a maximum of forty-eight inches (48") tall and be comprised of durable materials complementary of the architecture.
- F. Incorporate street trees parallel to building facades. Street trees should have a minimum caliper size of three inches (3") and be installed in tree grates or tree wells, rather than planter beds. Root barriers are encouraged to limit future sidewalk damage from tree roots.
- G. Pedestrian lighting is encouraged in all pedestrian areas not illuminated by street and/or site lighting.
- H. Site furnishings are encouraged for all pedestrian gathering areas and/or plaza areas. Furnishings may include flagpoles, benches, seating/tables, planters, bike racks, drinking fountains, waste receptacles and other similar amenities.

PUBLIC AND  
PRIVATE SPACE  
BECOMES ONE



CREATION OF  
PUBLIC SPACE  
ENCOURAGES  
GATHERING

*Illustrative graphic to show general concepts*



# HISTORIC BUILDING DESIGN GUIDELINES

## Overview and Purpose

This section defines a framework for alterations, expansions and redevelopment of historic buildings in the Community Core to ensure architectural compatibility with the defining features of the existing buildings. All alterations or expansions to buildings and sites on the Historic Building/Site list should consider these guidelines as well as the general Community Core Design Guidelines in the previous section.

## Historic Building Significance

Buildings within Ketchum on the Historic Building/Site List were all chosen based on the criteria that the buildings have to be 50 years old or older, must retain physical integrity of original heritage or culture, and exemplify certain architectural, social/historic, or geographic criteria. These buildings have a significant economic and social contribution to the Community Core, and these Design Guidelines aim to preserve and enhance those contributions.

## Successful Historic Building Alterations

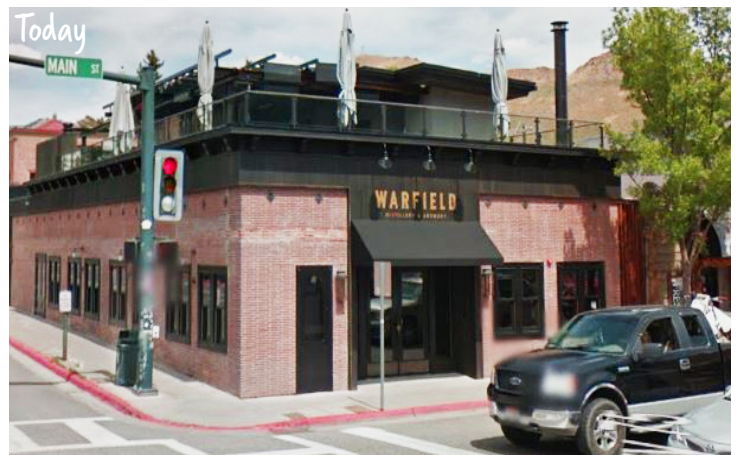
The City of Ketchum has seen several successful alterations of existing historic buildings over the years. The examples below illustrate three such alterations which capitalized on the character defining features of each building. The alterations highlighted these features with subtle treatments such as paint colors, awning replacement, and updated or repaired windows, lighting and signage. Successful alterations are respectful of the proportions and elements of historic context while refraining from exact replication of building styles from historic time periods.

### The Warfield - Historic Building Renovation

The Warfield renovation was successful in that it kept the original brick structure but updated the windows, doors, awnings, signage, lighting and upper deck with more contemporary materials and colors. Stepping back the upper floor building portion and providing a lighter, more transparent railing for the outdoor dining space further emphasized the original facade features that were preserved.



Before



After

# HISTORIC BUILDING DESIGN GUIDELINES

## Successful Historic Building Alterations (continued)

### TNT Taproom – Historic Building Renovation

The TNT Taproom renovation elements are subtle including replacement of the middle door with a contemporary window, removal of the shutters, new paint and windows on the upper floor, and a new roof, all of which maintain the original building form and primary materials.



Before



After

### Windermere Real Estate Office – Historic Building Renovation

The Windermere Real Estate Office, attached to the Chapter One Bookstore has seen many alterations over time with the latest being the addition of apartments on the second floor. The apartment addition was completed in a different architectural style from the original building and is stepped back from both the front and side facades so as to not detract from the primary building facade.



Before apartments added



After apartments added

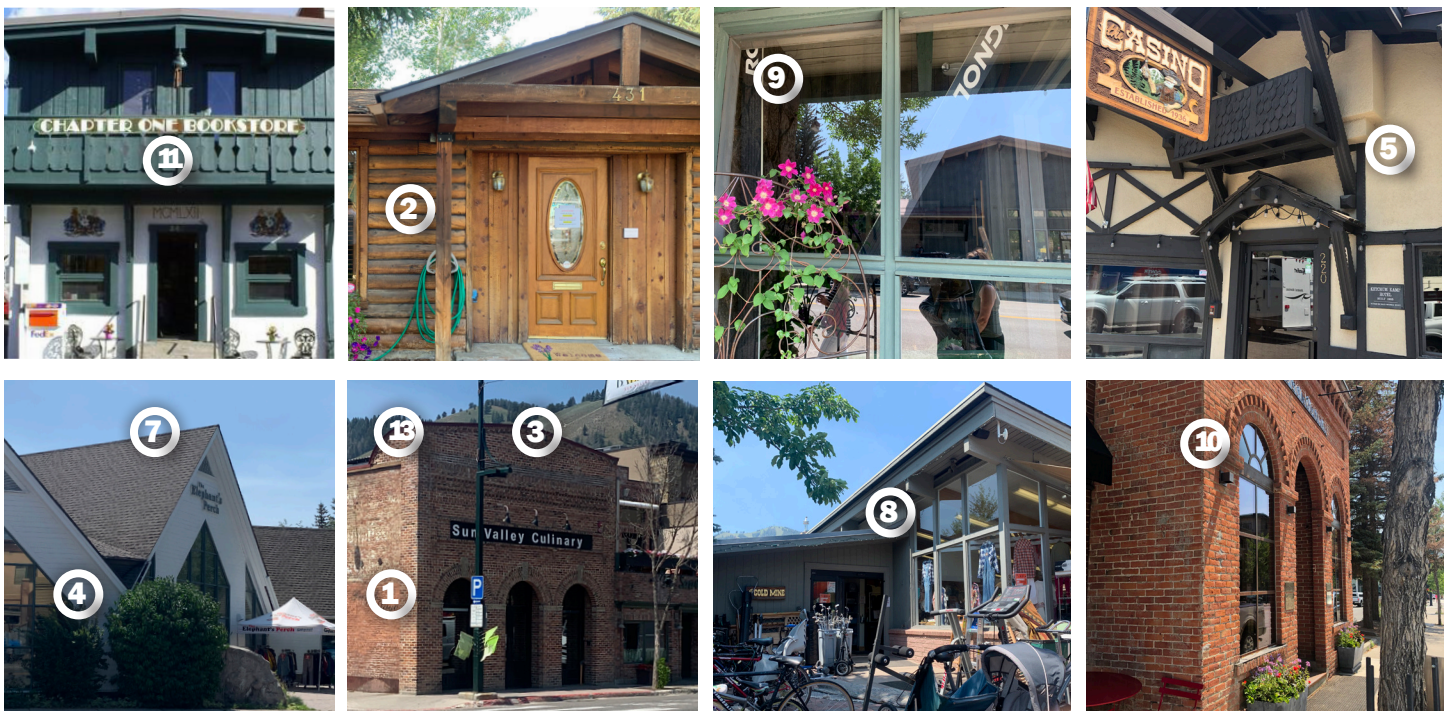
# HISTORIC BUILDING DESIGN GUIDELINES

## Identifying Character Defining Features

To determine the appropriate design elements for alteration, addition, or redevelopment of a historic building or site, it is important to first understand the primary features that define the character of the existing building and determine which features should be preserved or enhanced. These are elements of the building or site that are representative of the original architectural style which contribute to the overall character of the building or site. Below is a list of possible character defining features that could be found in the City of Ketchum Community Core:

1. Brick work (different brick bond patterns)
2. Log construction
3. False building fronts
4. Wood siding
5. Stucco
6. One to two story building height
7. Steeply pitched roof lines
8. Multiple roof forms on an individual building
9. Picture windows
10. Arched or eyebrow windows
11. Swiss Chalet style ornamentation
12. Storefront or bulk head windows (commercial properties)
13. Detailed cornices and capstone on commercial brick panel buildings

Once the primary historic elements of the building have been determined, it will be clear where the proposed addition can add architectural features that respect the historic character while fulfilling the new needs of the building.



Images of buildings from Ketchum that highlight some of the features listed above

# HISTORIC BUILDING DESIGN GUIDELINES

## **Design Guidelines for Alteration, Addition, or Redevelopment of Historic Structures**

### *Design Goal:*

Having a variety of building styles, forms, and scales contribute to the unique character of the City of Ketchum's Community Core. Additions, alterations, and redevelopment of buildings on the Historic Building/Site List should emphasize and be harmonious with the existing historic structure.

### *Appropriate Methods to Achieve Design Goal Include:*

- A. Preserve the primary building facade and the primary character defining features of the building that make it eligible for local and national landmark designation.
- B. Incorporate new building components to be harmonious with the portions of the building being preserved and further highlight the historic features. For example, use complementary forms and materials rather than trying to match materials and forms.
- C. Preserve existing landscaping, specifically street trees to the maximum extent possible.
- D. Ensure that porches, patios and additional enclosures further complement the existing portions of the historic building.
- E. Buildings may be adapted to a new use as allowed in the Community Core Zone District use standards.
- F. Ensure interior alterations meet local and national historic preservation standards to preserve the ability for the property to receive funding for future improvements.



*Examples of successful additions to historic structures*

**Attachment D:  
Draft Ordinance - Redline –  
revised November 10, 2021**

## CHAPTER 4.08 HISTORICAL PRESERVATION COMMISSION

### 4.08.010 Purpose.

~~The purpose of this Chapter is to define the composition, duties, and responsibilities of the City of Ketchum Historic Preservation Commission. The purpose of this chapter is to promote the educational, cultural, economic and general welfare of the public of the City of Ketchum through the identification, evaluation, designation and protection of those buildings, sites, areas, structures and objects which reflect significant elements of the City's, the state's, and the nation's historic, architectural, archaeological and cultural heritage.~~

### 4.08.020 Definitions.

The following words and phrases, when used in this chapter, shall have, unless the context clearly indicates otherwise, the following meanings:

City: The City of Ketchum, Idaho.

~~Historic Building/Site List: The list of buildings and sites deemed to be historically significant as adopted by resolution by the HPC.~~

~~Commission/HPC: The Historic Preservation Commission of the City of Ketchum, Idaho.~~

Historic preservation: The research, documentation, protection, restoration and rehabilitation of buildings, structures, objects, districts, areas and sites significant in the history, architecture, archaeology or culture of this state, its communities or the nation.

Historic property: Any building, structure, area or site that is significant in the history, architecture, archaeology or culture of this community, the state, or the nation.

HPC: The Historic Preservation Commission of the City of Ketchum, Idaho.

### 4.08.030 Created; appointments.

- A. There is created an ~~Historic Preservation Commission (HPC)~~ which shall consist of ~~seven~~ five (5) members ~~comprised of a maximum of three (3) and a minimum of one (1) member of the Planning and Zoning Commission and a maximum of four (4) and a minimum of two (2) members of the community~~ who shall be appointed by the Mayor with the advice and consent of the Council.
- B. All members of the ~~Commission/HPC~~ shall have a demonstrated interest, competence or knowledge in history or historic preservation. The Council shall endeavor to appoint ~~at least two~~ community members with professional training or experience in the disciplines of architecture, history, architectural history, urban planning, archaeology, engineering, law, or other historic preservation related disciplines.
- C. Initial appointments to the ~~Commission/HPC~~ shall be made as follows: ~~two one-year terms~~, two two-year terms, and three three-year terms. All subsequent appointments shall be made for three-year terms. ~~Commission/HPC~~ members may be reappointed to serve additional terms. Vacancies shall be filled in the same manner as original appointments, and the appointee shall serve for the remainder of the unexpired term.
- D. The members of the ~~Commission/HPC~~ may be reimbursed by the City for expenses incurred in connection with their duties ~~and for meetings, subject to a resolution adopted by the City Council.~~

#### 4.08.040 Organization, officers, rules, meetings.

- A. The Commission-HPC shall have the power to make whatever rules are necessary for the execution of its duties as set forth in this chapter. Rules of procedure and bylaws adopted by the Commission-HPC shall be available for public inspection.
- B. The Commission-HPC shall elect officers from among the Commission-HPC members. The chairperson shall preside at meetings of the Commission-HPC. The vice chairperson shall, in the absence of the chairperson, perform the duties of the chairperson.
- C. All meetings of the Commission-HPC shall be open to the public and follow the requirements of Idaho's open meeting laws. The Commission-HPC shall keep minutes and other appropriate written records of its resolutions, proceedings and actions.
- D. The Commission-HPC may recommend to the Council, within the limits of its funding, the employment of or the contracting with other parties for the services of technical experts or other persons as it deems necessary to carry on the functions of the Commission-HPC.

#### 4.08.050 Powers, duties and responsibilities.

The Commission-HPC shall be advisory to the Council and shall be authorized to:

- A. Conduct a survey of local historic properties;
- B. Recommend the acquisition of fee and lesser interests in historic properties, including adjacent or associated lands, by purchase, bequests or donation;
- C. Recommend methods and procedures necessary to preserve, restore, maintain and operate historic properties under the ownership or control of the City;
- D. Recommend the lease, sale, other transfer or disposition of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property;
- E. Contract, with the approval of the Council, with the state or federal government, or any agency of either, or with any other organization;
- F. Cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation;
- G. Make recommendations in the planning processes undertaken by the county, the City, the state or the federal government and the agencies of these entities;
- H. Recommend ordinances and otherwise provide information for the purposes of historic preservation in the City;
- I. Promote and conduct an educational and interpretive program on historic preservation and historic properties in the City;
- J. Commission-HPC members, employees or agents of the Commission-HPC may enter private property, buildings or structures in the performance of their official duties only with the express consent of the owner or occupant;
- K. Review nominations of properties to the National Register of Historic Places for properties within the City's jurisdiction;
- L. Establish and maintain the Historic Building/Site list;
- M. Review and make decisions on Demolition and Alteration applications.

#### **4.08.060 Special restrictions.**

Under the provisions of Idaho Code section 57-4612, the City of Ketchum, Idaho, may provide by ordinances, special conditions or restrictions for the protection, enhancement and preservation of historic properties.

## **CHAPTER 17.96 DESIGN REVIEW**

### **17.96.010 Applicability.**

- A. *Design review.* Design review is required for building, developing, or substantially altering the exterior of the following buildings or projects in all zoning districts:
  - 1. Nonresidential use.
  - 2. Public or semipublic use.
  - 3. Multi-family dwellings, including attached and detached townhomes.
  - 4. Mixed use.
  - 5. Any structure with an original construction date of 1940 or earlier.
  - 6. Any encroachment of a below grade structure in a required setback.
- B. Exemptions.
  - 1. One-family dwellings, accessory structures, and accessory dwelling units.
  - 2. Projects not requiring a building permit.
  - 3. Temporary structures.
  - 4. Public art.
  - 5. Non-substantial or minor modifications that comply with all applicable design review standards, zoning district standards, and other Code requirements without requiring a variance or other exception. Minor modifications include, but are not limited to:
    - a. Demolition associated with an approved demolition permit;
    - b. Driveway, walkway, and/or landscaping alterations that do not significantly change existing topography or drainage, including the removal of dead or diseased vegetation as certified by an arborist, provided such work is not located in the special flood hazard area or riparian zone;
    - c. The installation of fences, hedges, or walls compliant with section 17.124.130 of this title;
    - d. Changes to exterior finishes including, but not limited to: 1) siding, paint, and materials; 2) maintenance and repair of exterior facades; 3) the addition of windows or doors; 4) reroofs; or 5) the addition or expansion of decks and patios that are less than 30 inches above grade or if greater than 30 inches above grade comply with applicable lot coverage requirements for the zoning district;
    - e. The installation of exterior lighting compliant with chapter 17.132 of this title; and
    - f. The ground level installation and screening of utilities not greater than five feet in height.
  - 6. Minor modification exemptions, pursuant to subsection B.5. of this section, must be issued in writing by the administrator prior to issuance of a building permit.
- C. *Preapplication design review.*



1. Preapplication review is required for all new non-residential and multi-family residential developments with four (4) or more stories and all new developments on a lot or lots totaling 11,000 square feet. Applicants of projects exempt from Preapplication Design Review may request a Preapplication Design Review at their discretion. ~~new nonresidential construction and all multi-family developments of five or more units.~~
2. The purpose of preapplication review is to allow the ~~Commission-HPC~~ to exchange ideas and give direction to the applicant on the "design concept", keeping in mind the purpose of this chapter and the application of the evaluation standards.
3. Preapplication review materials shall be submitted according to the application requirements of section 17.96.040 of this chapter.
4. The ~~Commission-HPC~~ may require a model of the project or computer simulation renderings showing the proposal from one or more key vantage points for presentation at regular design review meetings in order to assist in the understanding of the project. Models and computer renderings must include surrounding properties in sufficient detail for the proposal to be viewed in context.
5. The Administrator may waive the requirement for preapplication review if the project is found to have no significant impact.

### **17.96.060 Improvements and standards.**

Improvements and standards for all projects listed in subsection 17.96.010.A of this chapter:

#### **A. Streets.**

1. The applicant shall be responsible for all costs associated with providing a connection from an existing City street to their development.
2. All street designs shall be approved by the City Engineer.

#### **B. Sidewalks.**

1. 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.
2. 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.
3. Sidewalks may be waived if one of the following criteria is met:
  - a. The project comprises an addition of less than 250 square feet of conditioned space.
  - b. 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.
4. 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.
5. 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.
6. 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 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.

C. *Drainage.*

1. All stormwater shall be retained on site.
2. Drainage improvements constructed shall be equal to the length of the subject property lines adjacent to any public street or private street.
3. The City Engineer may require additional drainage improvements as necessary, depending on the unique characteristics of a site.
4. Drainage facilities shall be constructed per City standards.

D. *Utilities.*

1. All utilities necessary for the development shall be improved and installed at the sole expense of the applicant.
2. Utilities shall be located underground and utility, power, and communication lines within the development site shall be concealed from public view.
3. When extension of utilities is necessary all developers will be required to pay for and install two-inch SDR11 fiber optical conduit. The placement 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.

4. Roof and ground mounted mechanical and electrical equipment shall be fully screened from public view. Screening shall be compatible with the overall building design.

E. *Compatibility of design.*

1. The project's materials, colors and signing shall be complementary with the townscape, surrounding neighborhoods and adjoining structures.
2. 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.
3. 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.

F. *Architectural.*

1. Building(s) shall provide unobstructed pedestrian access to the nearest sidewalk and the entryway shall be clearly defined.
2. The building character shall be clearly defined by use of architectural features.
3. There shall be continuity of materials, colors and signing within the project.
4. Accessory structures, fences, walls and landscape features within the project shall match or complement the principal building.
5. Building walls shall provide undulation/relief, thus reducing the appearance of bulk and flatness.
6. Building(s) shall orient toward their primary street frontage.

7. ~~Garbage storage areas and satellite receivers shall be screened from public view and located off alleys. Satellite receivers shall be screened from public view.~~
8. 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. All pitched roofs shall be designed to sufficiently hold all snow with snow clips, gutters, and downspouts.
9. Trash disposal areas shall be screened from public views and located within parking garages, off alleys, or to the rear of buildings.
10. Shipping and receiving areas shall be located within parking garages or to the rear of buildings.

G. *Circulation design.*

1. Pedestrian, equestrian and bicycle access shall be located to connect with existing and anticipated easements and pathways.
2. 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.
3. 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.
4. 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 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.
5. Unobstructed access shall be provided for emergency vehicles, snowplows, garbage trucks and similar service vehicles to all necessary locations within the proposed project.

H. *Snow storage.*

1. Snow storage areas shall not be less than 30 percent of the improved parking and pedestrian circulation areas.
2. Snow storage areas shall be provided on site.
3. A designated snow storage area shall not have any dimension less than five feet and shall be a minimum of 25 square feet.
4. In lieu of providing snow storage areas, snowmelt and hauling of snow may be allowed.

I. *Landscaping.*

1. Landscaping is required for all projects.
2. 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.
3. All trees, shrubs, grasses and perennials shall be drought tolerant. Native species are recommended but not required.
4. 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.
5. When a healthy and mature tree is removed from a site, it shall be replaced with a new tree. Replacement trees may occur on or off site.

6. The City arborist shall approve all parking lot and replacement trees.

J. *Public amenities.*

1. 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.

K. *Underground encroachments.*

1. 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.
2. No below grade structure shall be permitted to encroach into the riparian setback.

L. Surface parking lots.

1. Surface parking lots shall be accessed from off the alley and shall be fully screened from the street.
2. Surface parking lots shall incorporate at least one tree and one additional tree per 10 on-site parking spaces. Trees shall be planted in landscaped planters, tree wells and/or diamond shaped planter boxes located between parking rows. Planter boxes shall be designed so as not to impair vision or site distance of the traveling public.
3. Ground cover, low lying shrubs, and trees shall be planted within the planters and planter boxes. Tree grates or landscaping may be used in tree wells located within pedestrian walkways.

### **17.96.070 Community Core (CC) projects.**

In addition to the requirements of section 17.96.060 of this chapter, unless otherwise specified, ~~the standards of this section apply to projects in the Community Core District~~ all projects in the Community Core District subject to design review should consider and incorporate the goals and recommendations of all comply with the Community Core Design Guidelines. The purpose of ~~theis Community Core Design Guidelinessection is~~ to ensure the addition of ~~high quality~~ high-quality architecture for new development, while maintaining the unique character of existing building stock found in the Community Core.

~~A. — Streets.~~

- ~~1. — Street trees, streetlights, street furnishings, and all other street improvements shall be installed or constructed as determined by the Public Works Department.~~
- ~~2. — Street trees with a minimum caliper size of three inches, shall be placed in tree grates.~~
- ~~3. — Due to site constraints, the requirements of this subsection A may be modified by the Public Works Department.~~

~~B. — Architectural.~~

- ~~1. — Facades facing a street or alley or located more than five feet from an interior side property line shall be designed with both solid surfaces and window openings to avoid the creation of blank walls and employ similar architectural elements, materials, and colors as the front facade.~~

- ~~2. For nonresidential portions of buildings, front building facades and facades fronting a pedestrian walkway shall be designed with ground floor storefront windows and doors with clear transparent glass. Landscaping planters shall be incorporated into facades fronting pedestrian walkways.~~
- ~~3. For nonresidential portions of buildings, front facades shall be designed to not obscure views into windows.~~
- ~~4. Roofing forms and materials shall be compatible with the overall style and character of the structure. Reflective materials are prohibited.~~
- ~~5. All pitched roofs shall be designed to sufficiently hold all snow with snow clips, gutters, and downspouts.~~
- ~~6. Roof overhangs shall not extend more than three feet over a public sidewalk. Roof overhangs that extend over the public sidewalk shall be approved by the Public Works Department.~~
- ~~7. Front porches and stoops shall not be enclosed on the ground floor by permanent or temporary walls, windows, window screens, or plastic or fabric materials.~~

~~C. Service areas and mechanical/electrical equipment.~~

- ~~1. Trash disposal areas and shipping and receiving areas shall be located within parking garages or to the rear of buildings. Trash disposal areas shall not be located within the public right-of-way and shall be screened from public views.~~
- ~~2. Roof and ground mounted mechanical and electrical equipment shall be fully screened from public view. Screening shall be compatible with the overall building design.~~

~~D. Landscaping.~~

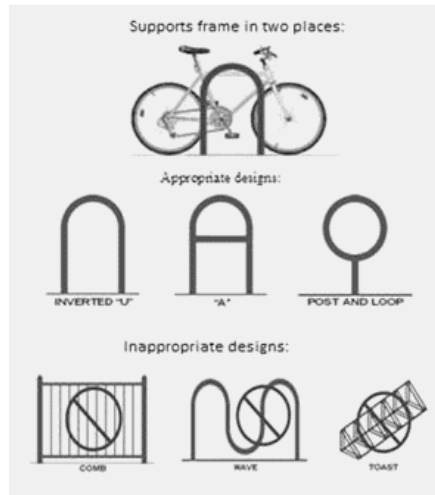
- ~~1. When a healthy and mature tree is removed from a site, it shall be replaced with a new tree. Replacement trees may occur on or off site.~~
- ~~2. Trees that are placed within a courtyard, plaza, or pedestrian walkway shall be placed within tree wells that are covered by tree grates.~~
- ~~3. The City arborist shall approve all parking lot and replacement trees.~~

~~E. Surface parking lots.~~

- ~~1. Surface parking lots shall be accessed from off the alley and shall be fully screened from the street.~~
- ~~2. Surface parking lots shall incorporate at least one tree and one additional tree per ten on-site parking spaces. Trees shall be planted in landscaped planters, tree wells and/or diamond-shaped planter boxes located between parking rows. Planter boxes shall be designed so as not to impair vision or site distance of the traveling public.~~
- ~~3. Ground cover, low lying shrubs, and trees shall be planted within the planters and planter boxes. Tree grates or landscaping may be used in tree wells located within pedestrian walkways.~~

~~F. Bicycle parking.~~

- ~~1. One bicycle rack, able to accommodate at least two bicycles, shall be provided for every four parking spaces as required by the proposed use. At a minimum, one bicycle rack shall be required per development.~~



- ~~2. When the calculation of the required number of bicycle racks called for in this section results in a fractional number, a fraction equal to or greater than one-half shall be adjusted to the next higher.~~
- ~~3. Bicycle racks shall be clearly visible from the building entrance they serve and not mounted less than 50 feet from said entrance or as close as the nearest non-ADA parking space, whichever is closest. Bicycle racks shall be located to achieve unobstructed access from the public right of way and not in areas requiring access via stairways or other major obstacles.~~

## Chapter 17.20 HISTORIC PRESERVATION

### Section 17.20.010, - General Provisions

- A. The purpose of this chapter is to promote the educational, cultural, economic and general welfare of the public of the City of Ketchum through the identification, evaluation, designation and protection of those buildings, sites, areas, structures and objects which reflect significant elements of the City's, the state's, and the nation's historic, architectural, archaeological and cultural heritage.
- ~~A. Purpose: The general purpose of this ordinance is to protect the historic character of the City's Community Core by establishing baseline regulations and a process to review proposed demolition or alteration of the structures listed in the Community Core District Survey Update (Phase 1), heretofore called the Historic Building List, and attached as exhibit A.~~
- B. Applicability: The regulations and procedures set forth in this ordinance shall apply to each and every structure listed on the adopted Historic Building/Site List in Table 1 of the Historic Building List. All other buildings over 50 years of age shall follow the process for demolition of buildings per Ketchum Municipal Code Section 15.16.040, except that no demolition permit shall be issued for any structure over 50 years old in the Community Core until a building permit has been issued for a replacement structure on the property.
  1. Except as provided in Section ~~6~~17.20.040, Remedying of Dangerous Building Conditions, no person shall make, or otherwise cause to be made, any demolition or alterations to structures on the Historic Building/Site List without approval by the Historic Preservation Commission (HPC) through the Demolition or Alteration application process described in Section ~~2~~17.20.030. The following types of modifications require HPC review:
    - a. Partial or total demolition of any portion of the structure; or

- b. Exterior alterations, including windows or siding replacement, or
  - c. Additions to any structure.
- C. Exceptions: This ordinance shall not apply to dangerous building conditions that would imperil the health or safety of the public as determined by the Building Official and the Director of Planning and Building.

~~D. Appointment of the Historic Preservation Commission. For purposes of this ordinance, the Historic Preservation Commission shall be five members consisting of a maximum of three (3) and a minimum of one (1) member of the Planning and Zoning Commission and a maximum of four (4) and a minimum of two (2) members of the community appointed by the Mayor with the consent of the City Council. The community members shall have a demonstrated interest, competence or knowledge in history or historic preservation and/or architecture.~~

**Section 2-17.20.020 - Historic Building/Site List**

- A. The Historic Building/Site List shall established and maintained by the HPC
- B. The HPC shall have the authority to add or remove structures from the Historic Building/Site List using the following criteria below to determine if a structure should be added or removed from the Historic Building/Site List.
- C. Buildings or sites shall meet Criteria 1 and 2 and shall meet one or more of the Criteria listed in 3.
  - 1. Historic buildings must be at least fifty (50) years old. A historic building may be exempt from the age standard if it is found to be exceptionally important in other significant criteria.
  - 2. All buildings and sites must retain their physical integrity as determined by the following criteria. However, a site need not meet all of the following criteria:
    - a. Shows character, interest, or value as part of the development, heritage or cultural characteristics of Ketchum, the region, state, or nation;
    - b. Retains a significant amount of the original design features, materials, character or feeling of the past;
    - c. Is in the original location or same historic context after having been moved;
    - d. Has been accurately reconstructed or restored based on documentation.
  - 3. Historic buildings or sites shall meet one or more of the following criteria:
    - a. Architectural criteria.
      - i. Exemplifies specific elements of a recognized architectural style or period or a style particularly associated with Ketchum neighborhoods;
      - ii. Example of the work of an architect or builder who is recognized for expertise nationally, state-wide, regionally, or locally;
      - iii. Demonstrates superior craftsmanship or high artistic value;
      - iv. Represents an innovation in construction, materials or design;
      - v. Pattern or grouping of elements that enhance the identity of the community;
      - vi. Significant historic remodel contributing to Ketchum’s identity.
    - b. Social/historic criteria.
      - i. Site of historic event;

- ii. Exemplifies cultural, political, ethnic, economic, or social heritage of the community through the built environment or with people associated with an era of history;
- iii. Associated with a notable person or the work of a notable person;
- iv. Is valued by the Ketchum community as an established or familiar visual or cultural feature due to its architectural history, siting, massing, scale, cultural characteristics, or heritage such that its removal would be irreparable loss to the setting.

c. *Geographic/Natural Features.*

- i. Enhances sense of identity of the community;
- ii. Is an established and familiar natural setting or visual feature of the community.

**Process to Request Demolition or Alteration of Historic Resources**

**Authority: ~~The Ketchum Historic Preservation Commission (HPC) shall be the review authority for applications seeking to demolish or alter a historic structure on the Historic Building List.~~**

- ~~1. The HPC will maintain the Historic Building List.~~
- ~~2.1. The HPC shall have the authority to add or remove structures from the Historic Building List using the following criteria to determine if a structure should be added or removed from the Historic Building List.~~
  - ~~a. The structure is associated with events that have made a significant contribution to the broad patterns of Ketchum's history or development; or~~
  - ~~b. The structure is associated with the lives of significant persons in Idaho or Ketchum's history; or~~
  - ~~c. The structure embodies the distinctive characteristics of a type, period, or method of construction, or the structure represents the work of a master, or possess high-artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction; or~~
  - ~~d. The structure yielded or may be likely to yield, information important in history or prehistory.~~
  - ~~e. The structure is of significance in American, Idaho or Ketchum history, architecture, archaeology, or culture and the site or structure possess integrity of location, design, setting, materials, workmanship, feeling, and association.~~

D. All structures on the Historic Building/Site List shall be maintained to meet the requirements of the International Property Maintenance Code and/or the International Existing Building Code, as adopted and amended by the City. The owner of such structure(s) shall also keep in good repair all structural elements thereof which, if not so maintained, may cause, or tend to cause the exterior portions of such structure to deteriorate, decay or become damaged or otherwise to fall into a state of disrepair which would have an adverse effect upon such designated structures.

- ~~3. The HPC shall have the authority to approve, approve with conditions, or deny applications for demolition or alteration of a historic structure on the Historic Building List.~~

**17.20.030 - Demolition or Alteration Request Process:**

- A. An applicant seeking to demolish or make any alterations to structures on the HPC-Historic Building/Site List shall file a Request for Demolition or Alteration application with the Planning



and Building Department. The application shall be processed as set forth in ~~Ketchum Municipal Code~~**KMC** Chapter 17.96., Design Review Permits. This process may run concurrent with applications for Design Review.

- B. Upon receipt of a complete Request for Demolition or Alteration application and fee, as determined by the Zoning Administrator, the application shall be scheduled for a public hearing before the HPC within 60 days of the application being deemed complete. Notice shall be provided in accordance with KMC Section 17.116.040 C, D, and E.
- C. Following the public hearing, the HPC may approve, deny, or approve with conditions the Request for Demolition or Alteration. The HPC will review the application using the criteria below in ~~Section 3A~~ to determine if the proposed demolition or alteration of the structure may proceed.

### ~~Section 3. Review Criteria for Request for Demolition or Alteration Application~~

~~A. The HPC may approve, approve with conditions, or deny a Request for Demolition or Alteration application based on the following criteria:~~

- 1. Is the structure of historic or architectural value or significance and does it contribute to the historic significance of the property within the Community Core.
  - 2. Would the loss, alteration of, or addition to, the structure adversely affects the historic integrity of the structure, impact the significance of the structure within the Community Core, impact the architectural or aesthetic relationship to adjacent properties, or conflict with the Comprehensive Plan.
  - 3. Does the structure retain the requisite integrity to convey its historic and/or architectural significance.
  - 4. Does the proposed demolition or alteration adversely affect the historic significance or architectural distinction of the structure or the Community Core.
- B. Appropriate alterations might include but are not limited to:
- 1. Changes to the building's interior that are not visible from a public street, alley, park, or other public place;
  - 2. Changes to internal building systems that will not adversely affect the external appearance of the building;
  - 3. The erection or removal of temporary improvements.
  - 4. Adaptive reuse consistent with the Secretary of the Interior's Standards for Rehabilitation and Idaho Code Title 67-4618.
- C. The HPC shall consider the unique circumstances of each proposed demolition or alteration. Approval of each individual Demolition or Alteration application is unique to that property and does not constitute a precedent for other properties.

~~D. Section 4. Appeal of Request for Demolition or Alteration Application Decisions and Placement or Removal of Properties on the Historic Building List~~

~~E.D. A.~~ The decision of the HPC on a Demolition or Alteration application ~~or placement or removal of a property on the Historic Building List~~, may be appealed to the City Council by the applicant or affected party pursuant to the appeal provisions contained in Ketchum Municipal Code Section 17.144, Appeals of the Planning and Zoning Commission Decisions.

### ~~Section 5. Minimum Maintenance Requirements for Designated Resources.~~

~~A. All structures on the Historic Building List shall be maintained to meet the requirements of the International Property Maintenance Code and/or the International Existing Building Code, as adopted and amended by the City. The owner of such structure(s) shall also keep in good repair all structural elements thereof which, if not so maintained, may cause, or tend to cause the exterior portions of such structure to deteriorate, decay or become damaged or otherwise to fall into a state of disrepair which would have an adverse effect upon such designated structures.~~

**17.20.040 - Section 6 - Remediating of Dangerous Building Conditions**

- A. If the Building Official finds a historic structure constitutes dangerous building conditions that would imperil the health or safety of the public, it shall first be determined by the Building Official if the structure is capable of being made safe by repairs in which said repairs shall be made by the owner of the structure.
- B. If the Building Official finds the structure is not capable of being made safe by repairs, then the Building Official may order the structure to be demolished.
- C. Nothing contained herein shall be construed as making it unlawful for any person to comply with the Building Official's authority as stated in this section.

**17.20.050 - Section 7 - Enforcement and Maintenance**

- A. If any alteration is made without approval of a Demolition or Alteration application, the City may issue a stop work order for all construction activity, withhold inspections and final approvals, withhold approval of additional City permits, and take any other available action, or any combination of the aforementioned, until the applicant has applied for and received approval for the alteration. If the alteration is not approved, the property owner shall restore the structure to its original condition prior to any alteration occurring.
- B. Except as provided in Section 6, Remediating of Dangerous Building Conditions, no permit shall be issued authorizing any alteration to a structure listed on the Historic Building/Site List until the HPC approves the Request for Demolition or Alteration application. If the approval or denial of the application is administratively appealed, no further development permits shall be approved for the property until the City Council has made a final decision on the administrative appeal. Normal repair and maintenance of structures on the Historic Building/Site List is permitted. Nothing in this Section shall be construed to prohibit the alteration of any structure necessary as a part of normal repair and maintenance when such alteration will not change the exterior appearance or materials or the interior support structure of the building, including the character or appearance of the land itself.

**17.20.060 – Relief from Regulations**

- A. The relief from regulations within the City of Ketchum Code of Ordinances is applicable to properties on the Historic Building/Site List to ease the burden of preserving buildings.
- B. Relief from Building Code requirements of Title 15 of the City of Ketchum Code of Ordinances.
  - 1. The Building Official has the authority to consider alternative options for historic buildings to comply with building code so long as they do not compromise health and safety.
- C. Relief from Off Street Parking and Loading requirements of Chapter 17.125 of the City of Ketchum Code of Ordinances.
  - 1. Where additions or alterations to an historic building are proposed, the square footage of the existing historic building shall not be counted toward the minimum parking requirement

for the proposed project regardless of use.

2. No additional parking relief is provided for projects that include full demolition of historic buildings.

3. When projects include partial demolition of historic buildings, the square footage of the historic building that remains shall not be counted toward the minimum parking requirement for the proposed project regardless of use.

D. Relief from Nonconforming Building Requirements of Chapter 17.136 of the City of Ketchum Code of Ordinances.

1. Properties are allowed to increase existing nonconformities on expansions by matching existing setbacks, height, and other dimensional standards.

2. Properties are exempted from the limitation on and expanding nonconforming buildings.

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**Snip of Historic Building/Site List**

	Common Name:	Street Address:	GIS Address	RPK #
	Greenhow & Rumsey Store, NRHP listed (Culinary Institute)	211 North Main Street	211 N Main St	RPK0000018004B
	Forest Service Park, NRHP listed	Between River and 1 <sup>st</sup> Street	131 E River St	RPK0000040001A
	Comstock & Clark Mercantile (Enoteca Restaurant)	300 North Main Street	300 N Main St	RPK00000040010
	Lewis Bank (Rocky Mountain Hardware)	180 North Main Street	180 N Main St	RPK084100000D0
	Dynamite Shed (TNT Taproom)	271 Sun Valley Road	271 E Sun Valley Rd	RPK0000017004A
	Bert Cross Cabin (Vintage Restaurant)	271 ½ Leadville Avenue North	271 N Leadville Ave	RPK0000003007A
	Horace Lewis Home (Elephant's Perch)	280 East Avenue North	280 N East Ave	RPK0000043003A
	Ketchum Kamp Hotel (Casino)	220 North Main Street	220 N Main St	RPK000000302AA
	Pioneer Saloon	308 North Main Street	320 N Main St	RPK0000004002A
	First Telephone Co. (Chapter One Bookstore)	340 North 2 <sup>nd</sup> Street	340 E 2nd St	RPK0000002004B
	Fagan Property (Country Cousin Store)	411 Sun Valley Road	411 E Sun Valley Rd	RPK00000240010
	Bonning Cabin	531 5 <sup>th</sup> Street East	500 N East Ave	RPK00000460010
	McCoy/Gooding/Miller House (Residence)	111 N east Ave	111 N East Ave	RPK0000022005B
	Former Post Office (Former Formula Sports)	460 North Main Street	460 N Main St	RPK0000005003A
	Michel's Christiania Restaurant	303 Walnut Avenue	303 N Walnut Ave	RPK00000440050
	E. B Williams House (Ketchum Grill)	520 East Avenue North	520 N East Ave	RPK00000460020
	Alonzo Price/Esther Fairman House	180 Leadville Avenue North	180 N Leadville Ave	RPK00000220040
	Thornton House (Picket Fence)	560 East Avenue North	560 N East Ave	RPK0000046004A
	McAtee House (Former Taste of Thai)	380 1 <sup>st</sup> Avenue	380 N 1st Ave	RPK00000370050
	George Castle Cabin	431 ½ Walnut Avenue (in the alley)	431 N Walnut Ave	RPK00000450060
	Community Library/Gold Mine Thrift Store	331 Walnut Avenue	331 N Walnut Ave	RPK00000440060
	Jack Frost Motel (Gold Mine Consign Building)	591 4 <sup>th</sup> Street East	571 E 4th St	RPK00000450050
	St. Mary's Catholic Church (Mesh Gallery)	380 Leadville Avenue North	420 E 4th St	RPK00000240040
	Christina's Restaurant	520 E 2nd Street	520 E 2nd Street	RPK0000042004B
	Wille Helmings House and Fix-it Shop (Residence)	140 E 5th Street	140 E 5th Street	RPK0000036005A
	Louies/The Church (Picket Fence)	560 N East Ave	560 N East Ave	RPK0000046004A
	Kneadery Restaurant	260 N Leadville	260 N Leadville Ave	RPK00000230030
	<b>Buildings Proposed to be Removed from List</b>			
	Sun Club (Siegle House)	571 Second Street	571 Second Street	RPK0000043005A
	Helm Property (Sturtevant's)	340 North Main Street	340 North Main Street	RPK0000004002B
	Formally Referred to as Batis House (vacant)	431 Washington Ave	431 Washington Ave	RPK00000360030

**Attachment E:  
Draft Ordinance - Clean –  
revised November 10, 2021**

## **CHAPTER 4.08 HISTORIC PRESERVATION COMMISSION**

### **4.08.010 Purpose.**

The purpose of this Chapter is to define the composition, duties, and responsibilities of the City of Ketchum Historic Preservation Commission.4.08.020 Definitions.

The following words and phrases, when used in this chapter, shall have, unless the context clearly indicates otherwise, the following meanings:

City: The City of Ketchum, Idaho.

Historic Building/Site List: The list of buildings and sites deem to be historically significant as adopted by resolution by the HPC.

Historic preservation: The research, documentation, protection, restoration and rehabilitation of buildings, structures, objects, districts, areas and sites significant in the history, architecture, archaeology or culture of this state, its communities or the nation.

Historic property: Any building, structure, area or site that is significant in the history, architecture, archaeology or culture of this community, the state, or the nation.

HPC: The Historic Preservation Commission of the City of Ketchum, Idaho.

### **4.08.030 Created; appointments.**

- A. There is created an HPC which shall consist of five (5) members comprised of a maximum of three (3) and a minimum of one (1) member of the Planning and Zoning Commission and a maximum of four (4) and a minimum of two (2) members of the community who shall be appointed by the Mayor with the advice and consent of the Council.
- B. All members of the HPC shall have a demonstrated interest, competence or knowledge in history or historic preservation. The Council shall endeavor to appoint community members with professional training or experience in the disciplines of architecture, history, architectural history, urban planning, archaeology, engineering, law, or other historic preservation related disciplines.
- C. Initial appointments to the HPC shall be made as follows: two two-year terms, and three three-year terms. All subsequent appointments shall be made for three-year terms. HPC members may be reappointed to serve additional terms. Vacancies shall be filled in the same manner as original appointments, and the appointee shall serve for the remainder of the unexpired term.
- D. The members of the HPC may be reimbursed by the City for expenses incurred in connection with their duties and for meetings, subject to a resolution adopted by the City Council.

### **4.08.040 Organization, officers, rules, meetings.**

- A. The HPC shall have the power to make whatever rules are necessary for the execution of its duties as set forth in this chapter. Rules of procedure and bylaws adopted by the HPC shall be available for public inspection.
- B. The HPC shall elect officers from among the HPC members. The chairperson shall preside at meetings of the HPC. The vice chairperson shall, in the absence of the chairperson, perform the duties of the chairperson.
- C. All meetings of the HPC shall be open to the public and follow the requirements of Idaho's open meeting laws. The HPC shall keep minutes and other appropriate written records of its resolutions, proceedings and actions.

- D. The HPC may recommend to the Council, within the limits of its funding, the employment of or the contracting with other parties for the services of technical experts or other persons as it deems necessary to carry on the functions of the HPC.

#### **4.08.050 Powers, duties and responsibilities.**

The HPC shall be advisory to the Council and shall be authorized to:

- A. Conduct a survey of local historic properties;
- B. Recommend the acquisition of fee and lesser interests in historic properties, including adjacent or associated lands, by purchase, bequests or donation;
- C. Recommend methods and procedures necessary to preserve, restore, maintain and operate historic properties under the ownership or control of the City;
- D. Recommend the lease, sale, other transfer or disposition of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property;
- E. Contract, with the approval of the Council, with the state or federal government, or any agency of either, or with any other organization;
- F. Cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation;
- G. Make recommendations in the planning processes undertaken by the county, the City, the state or the federal government and the agencies of these entities;
- H. Recommend ordinances and otherwise provide information for the purposes of historic preservation in the City;
- I. Promote and conduct an educational and interpretive program on historic preservation and historic properties in the City;
- J. HPC members, employees or agents of the HPC may enter private property, buildings or structures in the performance of their official duties only with the express consent of the owner or occupant;
- K. Review nominations of properties to the National Register of Historic Places for properties within the City's jurisdiction;
- L. Establish and maintain the Historic Building/Site list;
- M. Review and make decisions on Demolition and Alteration applications.

#### **4.08.060 Special restrictions.**

Under the provisions of Idaho Code section 57-4612, the City of Ketchum, Idaho, may provide by ordinances, special conditions or restrictions for the protection, enhancement and preservation of historic properties.

## **CHAPTER 17.96 DESIGN REVIEW**

### **17.96.010 Applicability.**

- A. *Design review.* Design review is required for building, developing, or substantially altering the exterior of the following buildings or projects in all zoning districts:
  - 1. Nonresidential use.

2. Public or semipublic use.
3. Multi-family dwellings, including attached and detached townhomes.
4. Mixed use.
5. Any structure with an original construction date of 1940 or earlier.
6. Any encroachment of a below grade structure in a required setback.

B. Exemptions.

1. One-family dwellings, accessory structures, and accessory dwelling units.
2. Projects not requiring a building permit.
3. Temporary structures.
4. Public art.
5. Non-substantial or minor modifications that comply with all applicable design review standards, zoning district standards, and other Code requirements without requiring a variance or other exception. Minor modifications include, but are not limited to:
  - a. Demolition associated with an approved demolition permit;
  - b. Driveway, walkway, and/or landscaping alterations that do not significantly change existing topography or drainage, including the removal of dead or diseased vegetation as certified by an arborist, provided such work is not located in the special flood hazard area or riparian zone;
  - c. The installation of fences, hedges, or walls compliant with section 17.124.130 of this title;
  - d. Changes to exterior finishes including, but not limited to: 1) siding, paint, and materials; 2) maintenance and repair of exterior facades; 3) the addition of windows or doors; 4) reroofs; or 5) the addition or expansion of decks and patios that are less than 30 inches above grade or if greater than 30 inches above grade comply with applicable lot coverage requirements for the zoning district;
  - e. The installation of exterior lighting compliant with chapter 17.132 of this title; and
  - f. The ground level installation and screening of utilities not greater than five feet in height.
6. Minor modification exemptions, pursuant to subsection B.5. of this section, must be issued in writing by the administrator prior to issuance of a building permit.

C. *Preapplication design review.*

1. Preapplication review is required for all new non-residential and multi-family residential developments with four (4) or more stories and all new developments on a lot or lots totaling 11,000 square feet. Applicants of projects exempt from Preapplication Design Review may request a Preapplication Design Review at their discretion.
2. The purpose of preapplication review is to allow the HPC to exchange ideas and give direction to the applicant on the "design concept", keeping in mind the purpose of this chapter and the application of the evaluation standards.
3. Preapplication review materials shall be submitted according to the application requirements of section 17.96.040 of this chapter.
4. The HPC may require a model of the project or computer simulation renderings showing the proposal from one or more key vantage points for presentation at regular design review meetings in order to assist in the understanding of the project. Models and computer renderings must include surrounding properties in sufficient detail for the proposal to be viewed in context.



5. The Administrator may waive the requirement for preapplication review if the project is found to have no significant impact.

### **17.96.060 Improvements and standards.**

Improvements and standards for all projects listed in subsection 17.96.010.A of this chapter:

A. *Streets.*

1. The applicant shall be responsible for all costs associated with providing a connection from an existing City street to their development.
2. All street designs shall be approved by the City Engineer.

B. *Sidewalks.*

1. 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.
2. 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.
3. Sidewalks may be waived if one of the following criteria is met:
  - a. The project comprises an addition of less than 250 square feet of conditioned space.
  - b. 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.
4. 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.
5. 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.
6. 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 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.

C. *Drainage.*

1. All stormwater shall be retained on site.
2. Drainage improvements constructed shall be equal to the length of the subject property lines adjacent to any public street or private street.
3. The City Engineer may require additional drainage improvements as necessary, depending on the unique characteristics of a site.
4. Drainage facilities shall be constructed per City standards.

D. *Utilities.*

1. All utilities necessary for the development shall be improved and installed at the sole expense of the applicant.
2. Utilities shall be located underground and utility, power, and communication lines within the development site shall be concealed from public view.
3. When extension of utilities is necessary all developers will be required to pay for and install two-inch SDR11 fiber optical conduit. The placement 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.
4. Roof and ground mounted mechanical and electrical equipment shall be fully screened from public view. Screening shall be compatible with the overall building design.

E. *Compatibility of design.*

1. The project's materials, colors and signing shall be complementary with the townscape, surrounding neighborhoods and adjoining structures.
2. 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.
3. 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.

F. *Architectural.*

1. Building(s) shall provide unobstructed pedestrian access to the nearest sidewalk and the entryway shall be clearly defined.
2. The building character shall be clearly defined by use of architectural features.
3. There shall be continuity of materials, colors and signing within the project.
4. Accessory structures, fences, walls and landscape features within the project shall match or complement the principal building.
5. Building walls shall provide undulation/relief, thus reducing the appearance of bulk and flatness.
6. Building(s) shall orient toward their primary street frontage.
7. Satellite receivers shall be screened from public view.
8. 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. All pitched roofs shall be designed to sufficiently hold all snow with snow clips, gutters, and downspouts.
9. Trash disposal areas shall be screened from public views and located within parking garages, off alleys, or to the rear of buildings.
10. Shipping and receiving areas shall be located within parking garages or to the rear of buildings.

G. *Circulation design.*

1. Pedestrian, equestrian and bicycle access shall be located to connect with existing and anticipated easements and pathways.
2. 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.

3. 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.
  4. 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 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.
  5. Unobstructed access shall be provided for emergency vehicles, snowplows, garbage trucks and similar service vehicles to all necessary locations within the proposed project.
- H. *Snow storage.*
1. Snow storage areas shall not be less than 30 percent of the improved parking and pedestrian circulation areas.
  2. Snow storage areas shall be provided on site.
  3. A designated snow storage area shall not have any dimension less than five feet and shall be a minimum of 25 square feet.
  4. In lieu of providing snow storage areas, snowmelt and hauling of snow may be allowed.
- I. *Landscaping.*
1. Landscaping is required for all projects.
  2. 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.
  3. All trees, shrubs, grasses and perennials shall be drought tolerant. Native species are recommended but not required.
  4. 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.
  5. When a healthy and mature tree is removed from a site, it shall be replaced with a new tree. Replacement trees may occur on or off site.
  6. The City arborist shall approve all parking lot and replacement trees.
- J. *Public amenities.*
1. 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.
- K. *Underground encroachments.*
1. 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.
  2. No below grade structure shall be permitted to encroach into the riparian setback.
- L. *Surface parking lots.*

1. Surface parking lots shall be accessed from off the alley and shall be fully screened from the street.
2. Surface parking lots shall incorporate at least one tree and one additional tree per 10 on-site parking spaces. Trees shall be planted in landscaped planters, tree wells and/or diamond shaped planter boxes located between parking rows. Planter boxes shall be designed so as not to impair vision or sight distance of the traveling public.
3. Ground cover, low lying shrubs, and trees shall be planted within the planters and planter boxes. Tree grates or landscaping may be used in tree wells located within pedestrian walkways.

**17.96.070 Community Core (CC) projects.**

In addition to the requirements of section 17.96.060 of this chapter, unless otherwise specified, all projects in the Community Core District subject to design review should consider and incorporate the goals and recommendations of the Community Core Design Guidelines. The purpose of the Community Core Design Guidelines is to ensure the addition of high-quality architecture for new development, while maintaining the unique character of existing building stock found in the Community Core.

**Chapter 17.20 HISTORIC PRESERVATION**

**17.20.010 - General Provisions**

- A. The purpose of this chapter is to promote the educational, cultural, economic and general welfare of the public of the City of Ketchum through the identification, evaluation, designation and protection of buildings, sites, areas, structures and objects which reflect significant elements of the City's, the state's, and the nation's historic, architectural, archaeological and cultural heritage.
- B. Applicability: The regulations and procedures set forth in this ordinance shall apply to each and every structure listed on the adopted Historic Building/Site List. All other buildings over 50 years of age shall follow the process for demolition of buildings per Ketchum Municipal Code Section 15.16.040, except that no demolition permit shall be issued for any structure over 50 years old until a building permit has been issued for a replacement structure on the property.
  1. Except as provided in Section 17.20.040, Remedying of Dangerous Building Conditions, no person shall make, or otherwise cause to be made, any demolition or alterations to structures on the Historic Building/Site List without approval by the Historic Preservation Commission (HPC) through the Demolition or Alteration application process described in Section 17.20.030. The following types of modifications require HPC review:
    - a. Partial or total demolition of any portion of the structure; or
    - b. Exterior alterations, including windows or siding replacement, or
    - c. Additions to any structure.
- C. Exceptions: This ordinance shall not apply to dangerous building conditions that would imperil the health or safety of the public as determined by the Building Official and the Director of Planning and Building.

**17.20.020 - Historic Building/Site List**

- A. The Historic Building/Site List shall established and maintained by the HPC
- B. The HPC shall have the authority to add or remove structures from the Historic Building/Site List using the criteria below to determine if a structure should be added or removed from the Historic

Building/Site List.

- C. Buildings or sites shall meet Criteria 1 and 2 and shall meet one or more of the Criteria listed in 3.
1. Historic buildings must be at least fifty (50) years old. A historic building may be exempt from the age standard if it is found to be exceptionally important in other significant criteria.
  2. All buildings and sites must retain their physical integrity as determined by the following criteria. However, a site need not meet all of the following criteria:
    - a. Shows character, interest, or value as part of the development, heritage or cultural characteristics of Ketchum, the region, state, or nation;
    - b. Retains a significant amount of the original design features, materials, character or feeling of the past;
    - c. Is in the original location or same historic context after having been moved;
    - d. Has been accurately reconstructed or restored based on documentation.
  3. Historic buildings or sites shall meet one or more of the following criteria:
    - a. *Architectural criteria.*
      - i. Exemplifies specific elements of a recognized architectural style or period or a style particularly associated with Ketchum neighborhoods;
      - ii. Example of the work of an architect or builder who is recognized for expertise nationally, state-wide, regionally, or locally;
      - iii. Demonstrates superior craftsmanship or high artistic value;
      - iv. Represents an innovation in construction, materials or design;
      - v. Pattern or grouping of elements that enhance the identity of the community;
      - vi. Significant historic remodel contributing to Ketchum's identity.
    - b. *Social/historic criteria.*
      - i. Site of historic event;
      - ii. Exemplifies cultural, political, ethnic, economic, or social heritage of the community through the built environment or with people associated with an era of history;
      - iii. Associated with a notable person or the work of a notable person;
      - iv. Is valued by the Ketchum community as an established or familiar visual or cultural feature due to its architectural history, siting, massing, scale, cultural characteristics, or heritage such that its removal would be irreparable loss to the setting.
    - c. *Geographic/Natural Features.*
      - i. Enhances sense of identity of the community;
      - ii. Is an established and familiar natural setting or visual feature of the community.
- D. All structures on the Historic Building/Site List shall be maintained to meet the requirements of the International Property Maintenance Code and/or the International Existing Building Code, as adopted and amended by the City. The owner of such structure(s) shall also keep in good repair all structural elements thereof which, if not so maintained, may cause, or tend to cause the exterior portions of such structure to deteriorate, decay or become damaged or otherwise to fall

into a state of disrepair which would have an adverse effect upon such designated structures.

**17.20.030 - Demolition or Alteration Request Process:**

- A. An applicant seeking to demolish or make any alterations to structures on the Historic Building/Site List shall file a Request for Demolition or Alteration application with the Planning and Building Department. The application shall be processed as set forth in KMC Chapter 17.96., Design Review Permits. This process may run concurrent with applications for Design Review.
- B. Upon receipt of a complete Request for Demolition or Alteration application and fee, as determined by the Zoning Administrator, the application shall be scheduled for a public hearing before the HPC within 60 days of the application being deemed complete. Notice shall be provided in accordance with KMC Section 17.116.040 C, D, and E.
- C. Following the public hearing, the HPC may approve, deny, or approve with conditions the Request for Demolition or Alteration. The HPC will review the application using the criteria below to determine if the proposed demolition or alteration of the structure may proceed.
  - 1. Is the structure of historic or architectural value or significance and does it contribute to the historic significance of the property within the Community Core.
  - 2. Would the loss, alteration of, or addition to, the structure adversely affect the historic integrity of the structure, impact the significance of the structure within the Community Core, impact the architectural or aesthetic relationship to adjacent properties, or conflict with the Comprehensive Plan.
  - 3. Does the structure retain the requisite integrity to convey its historic and/or architectural significance.
  - 4. Does the proposed demolition or alteration adversely affect the historic significance or architectural distinction of the structure or the Community Core.
- B. Appropriate alterations might include but are not limited to:
  - 1. Changes to the building's interior that are not visible from a public street, alley, park, or other public place;
  - 2. Changes to internal building systems that will not adversely affect the external appearance of the building;
  - 3. The erection or removal of temporary improvements.
  - 4. Adaptive reuse consistent with the Secretary of the Interior's Standards for Rehabilitation and Idaho Code Title 67-4618.
- C. The HPC shall consider the unique circumstances of each proposed demolition or alteration. Approval of each individual Demolition or Alteration application is unique to that property and does not constitute a precedent for other properties.
- D. The decision of the HPC on a Demolition or Alteration application may be appealed to the City Council by the applicant or affected party pursuant to the appeal provisions contained in Ketchum Municipal Code Section 17.144, Appeals of the Planning and Zoning Commission Decisions.

**17.20.040 - Remedying of Dangerous Building Conditions**

- A. If the Building Official finds a historic structure constitutes dangerous building conditions that would imperil the health or safety of the public, it shall first be determined by the Building Official if the structure is capable of being made safe by repairs in which said repairs shall be

made by the owner of the structure.

- B. If the Building Official finds the structure is not capable of being made safe by repairs, then the Building Official may order the structure to be demolished.
- C. Nothing contained herein shall be construed as making it unlawful for any person to comply with the Building Official's authority as stated in this section.

**17.20.050 - Enforcement and Maintenance**

- A. If any alteration is made without approval of a Demolition or Alteration application, the City may issue a stop work order for all construction activity, withhold inspections and final approvals, withhold approval of additional City permits, and take any other available action, or any combination of the aforementioned, until the applicant has applied for and received approval for the alteration. If the alteration is not approved, the property owner shall restore the structure to its original condition prior to any alteration occurring.
- B. Except as provided in Section 6, Remedying of Dangerous Building Conditions, no permit shall be issued authorizing any alteration to a structure listed on the Historic Building/Site List until the HPC approves the Request for Demolition or Alteration application. If the approval or denial of the application is administratively appealed, no further development permits shall be approved for the property until the City Council has made a final decision on the administrative appeal.

Normal repair and maintenance of structures on the Historic Building/Site List is permitted. Nothing in this Section shall be construed to prohibit the alteration of any structure necessary as a part of normal repair and maintenance when such alteration will not change the exterior appearance or materials or the interior support structure of the building, including the character or appearance of the land itself.

**17.20.060 – Relief from Regulations**

- A. The relief from regulations within the City of Ketchum Code of Ordinances is applicable to properties on the Historic Building/Site List to ease the burden of preserving buildings.
- B. Relief from Building Code requirements of Title 15 of the City of Ketchum Code of Ordinances.
  - 1. The Building Official has the authority to consider alternative options for historic buildings to comply with building code so long as they do not compromise health and safety.
- C. Relief from Off Street Parking and Loading requirements of Chapter 17.125 of the City of Ketchum Code of Ordinances.
  - 1. Where additions or alterations to an historic building are proposed, the square footage of the existing historic building shall not be counted toward the minimum parking requirement for the proposed project regardless of use.
  - 2. No additional parking relief is provided for projects that include full demolition of historic buildings.
  - 3. When projects include partial demolition of historic buildings, the square footage of the historic building that remains shall not be counted toward the minimum parking requirement for the proposed project regardless of use.
- D. Relief from Nonconforming Building Requirements of Chapter 17.136 of the City of Ketchum Code

of Ordinances.

1. Properties are allowed to increase existing nonconformities on expansions by matching existing setbacks, height, and other dimensional standards.
2. Properties are exempted from the limitation on and expanding nonconforming buildings.