Downtown Ketchum
Regulating Code

Presentation for
Rocky Mountain Land Use Institute
Downtown Ketchum: Regional Context

Source: Google Earth
Downtown Ketchum: Regional Context

Source: Google Earth
Downtown Ketchum: Local Context
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Downtown Ketchum: Challenges

• Very little flat land + Resort Destination = Very Expensive Land
• Wealthy “outsiders” buying 2nd homes: few year round residents
• Development Pressure for condos with views
• Seasonal economic activity (shoulder seasons)
• Lack of local employees
• Need for affordable workforce housing
• No common vision for Downtown
• Fear of losing local heritage resources
Community-Based Planning Process

“The people will support that which they help create”
Community-Based Planning Process

- Design Charrette Week
Community-Based Planning Process

- Design Charrette
- Master Plan Framework
Community-Based Planning Process

- Design Charrette
- Master Plan Framework
- Design Fest
Community-Based Planning Process

- Design Charrette
- Master Plan Framework
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- Vision Poster
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- Design Charrette
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- Downtown Master Plan
Community Based Planning Process

• Design Charrette
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• Downtown Master Plan
• Form-Based Regulating Code
Why a Form-Based Code

• Great need for certainty
• Seeking more visual direction for building design
• Implement the Downtown Vision
• Show how affordable housing can be accommodated in attractive buildings
• Public Improvements: Streets and Plazas
Organization of Draft Form-Based Code:

- Section 1: Introduction
- Section 2: Downtown Land Uses
- Section 3: Downtown Regulating Plan and Building Types
- Section 4: Design Regulations and Guidelines
- Section 5: Administration of the Regulating Code
- Section 6: Definitions
Section 1: Introduction:

- Downtown Master Plan
- Intent of the Regulating Code
- User’s Guide

B. INTENT OF THE REGULATING CODE

This Regulating Code is developed as a tool to facilitate the implementation of the community-based vision for Downtown Ketchum. The Regulating Code applies to all properties within Downtown Ketchum (refer to Figure 2: Properties within Downtown Ketchum).

This Regulating Code shall only be preempted by a previously adopted local, state, or federal code or ordinance (such as the Building, Plumbing, Electrical, or Mechanical Codes) when it is absolutely necessary to insure public health, welfare, or safety. Should any conflict arise between the provisions of the Regulating Code and the City of Ketchum Zoning Ordinance (Title 17 of the Ketchum Municipal Code), the provisions of this Regulating Code shall apply unless a provision from the Zoning Ordinance is required to ensure public health, welfare, or safety. Interpretation of the standards in the Regulating Code shall be the responsibility of the City of Ketchum Planning and Zoning Department.

C. USER’S GUIDE

The Regulating Code for Downtown Ketchum introduces a new, innovative approach to downtown development in the City of Ketchum and the Wood River Valley. The following steps will help users understand the development review and approval process.

Step 1: Review the Ketchum Downtown Master Plan (a separate document), including the Vision Poster (refer to Figure 1), to gain an understanding of the overall vision and program for Downtown Ketchum. The Vision plan is intended to demonstrate the desires of Downtown Ketchum, but is for illustrative purposes only. A full-sized version of the Vision Plan is available for review at:

City of Ketchum Planning and Zoning Department
P.O. Box 2315
430 East Avenue
Ketchum, ID 83340

Step 2: Turn to Section 2: Downtown Land Use, in order to determine the types of uses that are permitted, permitted with conditions, and prohibited within the Downtown. If the desired use is prohibited, refer to the City of Ketchum Zoning Ordinance to identify other zones within the City where the use could be established.

Step 3: Turn to Section 3: Downtown Regulating Plan and Building Types, to identify the Regulating Zone of the subject project site (refer to Figure 3: Downtown Regulating Plan). Identify the types of buildings that are permitted within the Regulating Zone of the site.

Step 4: Review the Development Specifications of the building types permitted within the Regulating Zone (refer to Figures 4 through 9). The specifications on these figures deal with site layout, mass and height, façade elements, and location of uses within the building. Based on the specifications, determine which building type is best suited to meet individual project goals and objectives.

Step 5: Turn to Section 4: Design Regulations and Guidelines, to review additional design regulations and guidelines that are applicable to your project. The regulations within Section 4 supplement the Development Specifications outlined in Section 3. The Design Regulations in Section 4 deal with more specific details related to building and site design, while the Development Specifications in Section 3 deal with general form and function. Design guidelines are also provided in Section 4 to further define the desired image and character of development in Downtown Ketchum.

Step 6: Turn to Section 5: Administration of the Regulating Code, to gain an understanding of how this Regulating Code will be administered. Included in this section is an overview of the review and approval process for Downtown projects.
Organization of Draft Form-Based Code:

Section 2: Downtown Land Uses
• Introduction
• Land Use Table
• Sidewalk Uses

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[Table with permitted land uses within Downtown Ketchum]
Section 3: Regulating Plan and Building Types

- Regulating Plan
- Building Types
- Development Specifications for Building Types
- Civic Buildings
Organization of Draft Form-Based Code:

6 Building Types:
- Traditional Mixed-Use
Organization of Draft Form-Based Code:

6 Building Types:
- Traditional Mixed-Use
- Neighborhood Mixed-Use
Organization of Draft Form-Based Code:

6 Building Types:
- Traditional Mixed-Use
- Neighborhood Mixed-Use
- Multifamily Home
Organization of Draft Form-Based Code:

6 Building Types:
• Traditional Mixed-Use
• Neighborhood Mixed-Use
• Multifamily Home
• Urban Residential
Form-Based Code Example: Ketchum, ID:

6 Building Types:
- Traditional Mixed-Use
- Neighborhood Mixed-Use
- Multifamily Home
- Urban Residential
- Hotel
Organization of Draft Form-Based Code:

6 Building Types:
- Traditional Mixed-Use
- Neighborhood Mixed-Use
- Multifamily Home
- Urban Residential
- Hotel
- Mixed-Use Building with Cellar
Development Specifications:

**Site Specifications:**

- **Interior Lots:**
  - A: Sidewalk
  - B: Building Line (BTL): A building facade shall be built along all property lines (a 0' setback) that are adjacent to a street.
  - C: Minimum building depth of 20' as measured from the BTL.
  - D: Building Zone: 100% of this zone shall be occupied by one (or more) buildings. If an entire block is developed with this building type, the building zone shall extend along all four streets (excluding driveway or alley access points).
  - E: Rear Multi-Functional Zone: 30% of building area may be occupied by building, rear yard, courtyard, plaza, parking lot, and/or loading/unloading zones.
  - F: Setback Zone: A 2' building setback is required from all lots. No other setbacks are permitted.

- **Corner Lots:**
  - G: Alley
  - H: Access to parking and loading/unloading facilities shall be provided by the alley. Driveway access from a street may be permitted with the approval of a Conditional Use Permit. If approved, the maximum width of the driveway shall be 20'.
  - I: Minimum Lot Width: 50'
  - J: Minimum Lot Depth: 100'
  - K: Minimum building depth of 12' as measured from the BTL.
  - L: Building Corner: The BTL at the building corner adjacent to the intersection may be angled, curved, or recessed, but only if a building entrance is created at the corner.

**Facade Specifications:**

- The following specifications apply to all facades that front a street, park, and/or plaza.
  - A: Building Cap or Roof: The top of the building shall be defined by a cornice or a roof overhang.
  - B: Upper Floor Facade
  - C: Ground Floor Facade
  - D: A horizontal design element is required to differentiate between the ground floor and upper floors. Examples include a cornice line, awning, balcony, or change in the building material.
  - E: Upper Floor Window Facilitation: 50% to 70% of each upper floor facade shall be occupied by windows/doors.
  - F: Roof Window Facilitation: 60% to 90% of each roof facade shall be occupied by transparent windows/doors.
  - G: Entry Door: At least one entry door is required for each business with ground floor street frontage.

**Prohibited Facade Elements:**

- A: External chimneys, external staircases, garage doors, window security bars, and security roll-up doors are prohibited on facades that front a street, park, and/or plaza.

**Use Specifications:**

- A: Upper Floor with Street Frontage: All uses as permitted by Table 1 are allowed. Parking is prohibited.
- B: Ground Floor with Street Frontage: All Retail Service uses as permitted by Table 1 are allowed. Parking is prohibited.
- C: Floors without Street Frontage: All uses as permitted by Table 1 are allowed. Structural parking is prohibited.
- D: Basement: Parking and storage for off-site uses are allowed. Additional space for a permitted ground floor use is also allowed.
- E: Sidewalk: Outdoor uses as permitted by a Sidewalk Use Permit.
- F: Minimum Depth of Street Frontage Uses: 20' as measured from the front facade. On a corner building, the depth shall be 12' from the side facade adjacent to the street.
- G: Outdoor Residential Open Space: If the building has residential uses, then outdoor residential open space is required. These spaces may occur on any level of the building, including the roof. The total area of open space shall equal 25% of the lot's total area. The minimum size of any one space shall be at least 450 square feet with no dimension less than 20'. These spaces shall be open to all of the residents within the building (i.e., they are not private outdoor spaces).
- H: Roof Gardens (private and public) are allowed.
- I: Utility meters, garbage disposal areas, surface parking lots, and loading and unloading facilities shall be located to the rear of the building and shall be screened from public view.
- J: Utility meters are allowed in the setback zone if they are enclosed within a utility box.
Organization of Draft Form-Based Code:

Section 4: Design Regulations and Guidelines:

Downtown Regulating Code

Design Guidelines

A. All Building Facades

Design Regulations

DG.B.5: The ground floor of buildings’ facades should be divided into structural bays for storefront openings. The width of the structural bay or the storefront should not exceed its height.

DG.B.6: Elements of traditional “Main Street” storefronts are encouraged. These elements include the recessed entry door(s), display windows, the kickplate or bulkhead, and transom windows.

DG.B.7: Storefronts should be recessed into the wall plane by at least 6 inches and should be framed by building piers or columns and a cornice or horizontal expression line.
Organization of Draft Form-Based Code:

Section 4: Design Regulations and Guidelines:

**DG-U-10:** Main Street will be designed to balance the movement of north-south through traffic with an enhanced pedestrian environment. Main Street is not a recommended bicycle route. Main street will be reduced to two travel lanes (one in each direction) and a center left turn lane.

**DG-U-11:** Sun Valley Road will function as a major vehicular route that provides primary access to Downtown Ketchum from Sun Valley. Sun Valley Road is not a recommended bicycle route.

**Sun Valley Road**
- Right-of-Way Width: 60 Feet
- Design Speed: 25 MPH
- Travel Lanes: One Lane (one in each direction with continuous center turn lane)
- Lane Width: 11 feet travel, 13 feet turn lane
- Curb Type: Eased
- Typical Sidewalk Width: 13.5 Feet
- Parking Layout: None
- Bicycle Facilities: None
- Bus Stop Turnouts: Between East Avenue and Wolcott Avenue
- Street Tree Spacing: 30' intervals

**Downtown Regulating Code**

**DG-U-13**
- All sidewalks, stormwater features, and features shall be consistent with a City approved list of approved features.
- DG-U-14: Sidewalks shall have a parapet of maximum height 4 feet in height.
- DG-U-15: Sidewalks shall be equipped with bollards in areas where pedestrians may be exposed to traffic.
- DG-U-16: Sidewalks shall be connected to the street system.

**DG-U-17:** All utilities shall be constructed of concrete pipe. Special-grooped features may be allowed on the sidewalks of major streets. General utility features, such as fire hydrants and storm inlets.

**DG-U-18:** Stormwater features shall be designed to reduce water runoff, and to provide a safe environment for the pedestrian and vehicle traffic.

**DG-U-19:** All utilities shall be connected to the stormwater system, and to provide a safe environment for the pedestrian and vehicle traffic.
• Section 5: Administration

Figure 10: Application Review and Approval Process

- Preliminary Meeting (Applicant meets with city staff, Planning and Zoning Department lead the meeting)
- Applicant submits development application to Planning and Zoning Department staff, which reviews the application for completeness
- Application is deemed incomplete; Application returned to applicant
- Applicant submits additional materials/revises the application as necessary
- Project Review: Project distributed to City Departments, City Engineer, and others for review and comments. Planning and Zoning Department staff coordinates review and comments.
- Planning and Zoning Department staff prepare a staff report that recommends approval, approval with conditions, or denial of the application.
- Depending on the type of application, the project will be considered for approval by one of three government bodies: Planning and Zoning Department, Planning and Zoning Commission, and/or City Council (See Table 2)
- Planning and Zoning Commission approves, approves with conditions, or denies the application (Public Hearing is required)
- Planning and Zoning Commission recommends approval, approval with conditions, or denial of the application (Public Hearing is required)
- City Council approves, approves with conditions, or denies the application (Public Hearing is required)
Organization of Draft Form-Based Code:

• Section 6: Definitions:

SECTION 6: DEFINITION
Section 17.08 (Definitions) of the City of Ketchum Zoning Ordinance shall apply to this Regulating Code. In addition to the definitions in Section 17.08 of the Zoning Ordinance, the following definitions are provided for additional words and terms used in this Regulating Code. If a word or phrase is not defined, then the word or phrase shall be defined as set forth in any recognized treatise or authority on zoning, planning, or architecture. A dictionary shall be used to define common words and phrases.

A
Alley: A public roadway (generally not more than 20 to 30 feet wide) that is not intended for general traffic circulation, but rather provides vehicle access to the rear or side of a parcel that has front and or side access to another street.

Artist Studios: A large, usually unpartitioned space that is used for residential living and or home businesses. Painters, sculptors, architects, interior designers, and other creative professionals often live and work in lofts and studios.

Awning: A covered architectural projection that extends from the exterior wall of a building for the purpose of providing shade or shelter.

Assisted Living Facility: A living facility that provides care for the elderly, physically disabled, or mentally disabled.

B
Balcony: An outdoor living space located on an upper floor of a building that is partially enclosed by a railing or other safety barrier.

Bay Window: A window and related structure that extends outward from an exterior building wall and thereby forms an alcove in the adjoining interior space.

Block: A parcel or group of adjacent parcels generally surrounded by public streets, not including alleys.

Building Depth: The distance between the front facade of the building and the rear facade of the building.

Building Frontage: The side of the building that faces the front of the parcel.

Building Height: The maximum allowed distance between the average grade of the sidewalk in front of the property to the highest point on the building.

Building Width: The distance from one side of the building’s frontage to the other side of the building frontage.

Building Zone: The portion of the building that is required to be occupied by a building.

Build-to-Line (BTL): A line that is parallel to the property line, along which the façade of the building shall be built.

Bulb-out: An extension of the sidewalk into the parking lane at intersection and mid-block crosswalks. Bulb-outs reduce the length of pedestrian crossings and help to slow vehicle traffic.

C
Cloister: A covered, open-air walkway that is attached to a building and has an overhead structure (roof, balcony, or enclosed habitable space) that is supported by columns or arches.

Corona: A horizontal molded projection that crowns or completes a building facade. The corona is the uppermost section of moldings along the top of a wall or just below a roof.

D
Design Regulation: A minimum or baseline design standard for the design of development projects within Downtown Ketchum. In general, development projects must comply with all applicable design regulations. However, an Exception to a design regulation may be granted in certain situations to allow an effective and attractive design solution.
### Example of How it Works:

**Table 1: Permitted Land Uses within Downtown Ketchum**

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Example of How it Works:

Downtown Regulating Code

Section 3: Downtown Regulating Plan and Building Types

Figure 4: Development Specifications for Traditional Mixed-Use Building

Example Photographs:

Use Specifications:

A: Upper Floor with Street Frontage: All uses as permitted by Table 1 are allowed. Parking is prohibited.
B: Ground Floor with Street Frontage: All Retail/Service uses as permitted by Table 1 are allowed. Parking is prohibited.
C: Floors without Street Frontage: All uses as permitted by Table 1 are allowed. Structured parking is permitted.
D: Basement: Parking and storage on one-site uses are allowed. Additional space for a permitted ground floor use is also allowed.
E: Sidewalk: Outdoor uses as permitted by a Sidewalk Use Permit.
F: Minimum Depth of Street Frontage Uses: 20' as measured from the front facade. On a corner building, the depth shall be 12' from the sidewalk adjacent to the corner.
G: Outdoor Residential Open Space: If the building has residential uses, then outdoor residential open space is required. These spaces may occur on any level of the building, including the roof. The total area of required open space shall equal 25% of the lot's total area. The minimum size of any one space shall be at least 450 square feet with no dimensions less than 20'. These spaces shall be open to all of the residents within the building (i.e., they are not private outdoor spaces).
H: Roof Gardens (private and public) are allowed.
I: Utility motors, garages disposal areas, surface parking lots, and loading and unloading facilities shall be located to the rear of the building and shall be screened from public view. Utility meters are allowed in the setback zone if they are enclosed within a utility box.

City of Ketchum

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Example of How it Works:

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Site Specifications:

A: Main Street
B: Sidewalk
C: Build-to-Line (BTL): The facade shall be built anywhere within the building zone and within 30' of the front property line. Storefronts, building entrances, and upper floor balconies may be recessed into the facade.
D: Building Zone: 60% to 100% of the zone shall be occupied by one or more buildings. Spaces that are not occupied by a building shall be occupied by courtyards, landscaping, hotel entries, a porte cochere, or another public space. The minimum depth of this zone shall be 50' as measured from the front property line.
E: All ground floor uses that are intended to serve both hotel guests and the general public (such as a restaurant or retail store) shall have a pedestrian entrance directly from the street.

F: Vehicle Access Points: Vehicle access, including driveways to a porte cochere, parking facilities, and access to loading and unloading zones, are only allowed off of River Street, First Street, 8th Avenue, and Leadville Avenue. The width of the driveway shall not exceed 20'. The center line of all driveways shall be at least 30' from an intersection.
G: Multifunctional Zone: Zone may be occupied by buildings, usable open space, porte cochere, loading and unloading zone, valet parking service area, and access to parking facilities. Garbage disposal facilities shall be located in the Multifunctional Zone. All garbage disposal areas shall be screened from public view by buildings, walls, or trash enclosures. Surface parking shall be screened from public view by a fence or landscaping.
H: Pedestrian Entrance to Hotel: Pedestrian entrances to the Hotel shall be required from Main Street, Washington Avenue and Leadville Avenue.

Mass/Height Specifications:

A: First Floor Ceiling Height: 12' to 20'.
B: Upper Floor Ceiling Height: 8' minimum and up to 80% of the height of first floor ceiling.
C: Minimum Number of Floors: 2
D: Maximum number of Floors: 3. A 4th floor is permitted if the building is using transfer of development rights. The 4th floor shall step back from streets and alleys by at least 10'.
E: Maximum Building Height: 48' for a 3-story hotel and 58' for a four-story hotel. All buildings greater than 48' shall require final approval from the City Council. A staircase/entrance serving access to a roof garden may exceed the maximum height by up to 10' as long as it has a stepback of at least 20' from a street or alley.

Facade Specifications:

The following specifications apply to facades that front a street, park, and/or plaza:

A: Building Cap or Roof: The top of the building shall be defined by a cap, such as a cornice or a roof overhang.
B: Upper Floor Facade
C: Ground Floor Facade
D: Upper Floor Window Facetation: 30% to 70% of each upper floor facade shall be occupied by windows./doors.
E: First Floor Window Facetation: 60% to 90% of each first floor facade shall be occupied by transparent windows/doors. This specification does not apply to ground floor facades within the Multifunctional Zone.
F: Entry Door: At least one entry door is required for each business with ground floor street frontage.

Prohibited Facade Elements:

A: External chimneys, external staircases, garage doors, window security bars, and security roll-up doors are prohibited on facades that front a street, park, and/or plaza.

Use Specifications:

A: Upper Floor with Street Frontage: Lodging, retail/service uses as permitted by Table 1. Parking is prohibited.
B: Ground Floor with Street Frontage: Active uses shall occur on the street frontage of ground floors within the Building Zone (refer to Site Specification D). Active uses include, but are not limited to, library, space, gymnasium, restaurant, offices, business center, workroom facilities, conference facilities, office space, and retail stores. This specification does not apply to ground floor uses within Multifunctional Zone (refer to Site Specification D).
C: Floors without Street Frontage: Lodging, retail/service, and residential uses as permitted by Table 1. Structured parking is permitted.
D: Basement: Parking and/or storage for upper floor uses. Sidewalk Use Permit.
E: Sidewalk Use: Sidewalk: Outdoor uses as permitted by a Sidewalk Use Permit.
F: 20' Minimum depth for street frontage.
G: Rooftop gardens (private and public) are allowed. These spaces may occur on any level of the building, including the roof. The total area of required open space shall equal 25% of the lot's total area. The minimum size of any one space shall be at least 450 square feet with no dimension less than 20'. These spaces shall be open to all hotel guests (i.e., they are not private spaces for individual guests of the hotel).
H: Roof Gardens (private and public) are allowed. Utility meters, garbage disposal areas, surface parking lots, and loading and unloading facilities shall be located to the rear of the building and shall be screened from public view. Utility meters are allowed in the setback zone if they are enclosed within a utility box.

City of Ketchum

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Example of How it Works:

A. All Building Facades

Design Regulations:

DR. A-1: Facades shall be designed with both solid surfaces and window openings to avoid the creation of blank walls and glass curtain walls. Blank walls on all facades that front a park, street, alley, plaza, or other public spaces are prohibited.

DR. A-2: On all facades, a clean visual connection between each floor shall be provided.

DR. A-3: stairways shall have a design that is compatible with overall structure. Stairs shall not have a tacked-on appearance or look like their design was an afterthought.

DR. A-4: All sides of the facade shall be designed with similar architectural elements, materials, and colors to the front facade. However, the design of side and rear facades may be simpler, more casual, and more unknown in nature.

Window openings and solid surfaces are balanced on the facade, which avoids the creation of blank walls and glass curtain walls.

B. Blank walls and facades that do not clearly delineate each floor of the building are prohibited.

Appropriate relationship between front facade (above) and rear facade (below). The rear facade has similar materials and treatments, but the design is more utilitarian and less formal.
Example of How it Works:

**Figure 10: Application Review and Approval Process**

- **Preliminary Meetings:** Applicant meets with City Staff, Planning and Zoning Department lead the meeting.
- **Applicant submits development application:** Application is submitted to Planning and Zoning Department staff, which reviews the application for completeness.
- **Application is deemed incomplete:** Application returned to applicant.
- **Applicant submits additional materials/revises the application as necessary.**
- **Application is deemed complete.**
- **Project Review:** Project distributed to City Departments, City Engineer, and others for review and comments. Planning and Zoning Department staff coordinates review and comments.
- **Planning and Zoning Department staff prepare a staff report that recommends approval, approval with conditions, or denial of the application.**
- **Depending on the type of application, the project will be considered for approval by one of three government bodies:** Planning and Zoning Commission, Planning and Zoning Commission, and/or City Council (See Table 2).
- **Planning and Zoning Commission approves, approves with conditions, or denies the application (Public Hearing is required).**
- **Planning and Zoning Commission recommends approval, approval with conditions, or denial of the application (Public Hearing is required).**
- **City Council approves, approves with conditions, or denies the application (Public Hearing is required).**
Adopted Zoning Ordinance:

- City revised document to fit into there zoning ordinance
- No longer a separate document
- Added FAR restrictions
- Less user friendly
Final Product

• City revised document to fit into their zoning ordinance
• Added FAR restrictions
• TDR Program was added
• Administration section was removed
First Development Application:
Lessons Learned

- Involve community and stakeholders throughout the process
- Involve City staff to train and enhance their capacity, and to improve Code
- Understand the required legal format as early as possible
- Allow enough time and budget to test the code from a design perspective
- Conduct independent feasibility analysis