



CITY OF KETCHUM  
MEETING MINUTES OF THE  
HISTORIC PRESERVATION COMMISSION  
Wednesday December 4, 2024

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**CALL TO ORDER:**

Clyde Holt called to order at 14:36 p.m. *(00:00:19 in video)*

**Roll Call:**

Wendolyn Holland \*remote  
Melissa Ravelo  
Clyde Holt  
Matthew McGraw

**Also Present:**

Morgan Landers – Director of Planning and Building  
Abby Rivin – Senior Planner

**COMMUNICATIONS FROM THE COMMISSIONERS:**

- None

**CONSENT AGENDA:** *(00:1:00 in video)*

1. ACTION ITEM: Approval of the October 15, 2024 Minutes

**Motion made by Matthew McGraw to approve the October 15, 2024 Minutes; Seconded by Clyde Holt** *(00:01:30 in video)*

**MOVER:** Matthew McGraw

**SECONDER:** Clyde Holt

**AYES:** Clyde Holt, Melissa Ravelo, Wendolyn Holland, & Matthew McGraw

**NAYS:** None

**RESULT: UNANIMOUSLY ADOPTED**

**PUBLIC HEARING:** *(00:1:50 in video)*

- None

**NEW BUSINESS:** *(00:02:00 in video)*

2. Recommendation to review and provide final comments on HPC bylaws. *(00:02:10 in video)*
  - Commission notes potential verbiage issue, Staff makes note of it: Melissa Ravelo, Morgan Landers, Director of Planning and Building *(00:02:27 in video)*
  - Staff Presentation of City Attorney's commentary and recommendations on HPC bylaws: Morgan Landers *(00:02:50 in video)*
  - Staff Presentation, recommendation of City Attorney that Section 4: Residency, be codified by Ketchum Municipal Code, not as HPC bylaws: Morgan Landers *(00:03:50 in video)*
  - Commission questions for Staff and Staff responses *(00:04:50 in video)*
  - Staff Presentation, recommendation of City Attorney that wording be altered in Section 12 A, regarding disclosing ex parte information: Morgan Landers *(00:06:20 in video)*
  - Staff Presentation, recommendation of City Attorney that wording be altered in Section 12 B, as it potentially conflicts with Idaho State Law to create stricter requirements that opened HPC to potential additional liability: Morgan Landers *(00:07:18 in video)*
  - Staff Presentation, recommendation of City Attorney regarding use of Robert's Rules of Order, and recommending against requiring their use, as Section 14 is sufficient: Morgan Landers *(00:08:11 in video)*
  - Staff Presentation, recommendation of City Attorney to delete Sections 14 A to D, due to public comment not being required on all non-agendized items, only for public hearing items, and HPC having the power to elect to allow public comment on a case-by-case basis: Morgan Landers *(00:09:14 in video)*
  - Commission comments on previous suggestions, agreeing that recommendations are acceptable: Clyde Holt, Matthew McGraw *(00:10:16 in video)*
  - Staff Presentation, recommendation of City Attorney to delete Section 16 C, as HPC makes recommendations to a decision-making body, it is required to comply with open meeting laws, including taking minutes: Morgan Landers *(00:11:09 in video)*
  - Staff Presentation, recommendation of City Attorney to alter wording in Section 17 to more closely follow Robert's Rules of Order, and require a Motion to Reconsider to take place in the same meeting as the applicable action: Morgan Landers *(00:11:33 in video)*
  - Staff Presentation, recommendation of City Attorney that wording be altered in Section 18, regarding the Oath, to be consistent with Idaho State Law: Morgan Landers *(00:12:15 in video)*
  - Commission questions for Staff and Staff responses: Matthew McGraw *(00:13:06 in video)*
3. Recommendation to review and provide feedback on the revised Ketchum Municipal Code Section 16.07.060 – Historic Preservation *(00:13:33 in video)*
  - Staff Presentation regarding altering wording for Section 16.07.060 to make language clearer, reduce redundancies, as per HPC requests from previous meeting in October *(00:14:09 in video)*

- Staff Presentation regarding separation of Alteration and Demolition categories into separate sections for easier comprehension: Morgan Landers (00:16:19 in video)
- Commission questions for Staff and Staff responses regarding pre-applications for historic structures: Matthew McGraw, Morgan Landers (00:16:45 in video)
- Commission questions for Staff and Staff responses regarding review criteria, specifically historic properties not being used as they were originally: Melissa Rivelo, Morgan Landers (00:20:46 in video)
- Commission questions for Staff and Staff responses regarding alterations criteria verbiage: Melissa Rivelo, Morgan Landers, Matthew McGraw (00:23:08 in video)
- Commission questions for Staff and Staff responses regarding alterations criteria potentially incentivizing specific economic behavior such as deliberately allowing historic buildings to fall into disrepair: Matthew McGraw, Melissa Rivelo, Morgan Landers (00:27:32 in video)
- Commission questions for Staff and Staff responses regarding lot orientation, building footprint: Matthew McGraw, Morgan Landers (00:35:26 in video)
- Commission questions for Staff and Staff responses regarding moving historic structures, and demonstration of efforts by landlords to maintain historic structures regarding specific issues: Melissa Rivelo, Morgan Landers (00:40:15 in video)

**PUBLIC COMMENT:** (00:46:58 in video)

4. Public comments

- Paul Stevenson of 705 Wood River Drive commented on moving historic existing structures: Paul Stevenson (00:47:25 in video)
- Jack Francis of 1244 Villager Condo Drive questioned Staff regarding local population not desiring to serve in public way, and what she would prefer to see more of: Jack Francis, Morgan Landers (00:48:21 in video)

**ADJOURNMENT:** (0:52:01 in video)

Motion to adjourn the meeting at 5:28 p.m.

**MOVER:** Matthew McGraw

**SECONDER:** Melissa Rivelo,

**AYES:** Clyde Holt, Melissa Rivelo, Wendolyn Holland, & Matthew McGraw

**NAYS:** None

**RESULT: UNANIMOUSLY ADOPTED**

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Clyde Holt,  
Historic Preservation Commission Chairperson

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Morgan Landers,  
Director Planning and Building, City of Ketchum