



City of Ketchum

PLANNING AND ZONING COMMISSION MEETING AGENDA MEMO

Meeting Date:	January 20, 2026	Staff Member/Dept:	Morgan Landers, AICP – Director of Planning and Building
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Agenda Item:	Resolution 26-003 setting the 2026 meeting dates for the Planning and Zoning Commission (PZC).
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Recommended Motion:

Motion 1: I move to approve Resolution 26-003 establishing the 2026 meeting dates for the Planning and Zoning Commission.

Reasons for Recommendation:

- City Council has moved their regular meeting dates to the 2nd and 4th Thursdays of every month, barring public holidays. This change in meeting date causes overlap between City Council meetings and publication of the packet for the PZC. It also causes a compressed timeframe between City Council and Commission meetings where deadlines will be difficult for staff to meet.
- Moving the PZC meeting dates to the 1st and 3rd Thursdays of every month will bring public hearings in alignment with the City Council, which provides consistency for Ketchum citizens, applicants, and property owners.
- Moving the PZC meeting dates to the 1st and 3rd Thursdays of every month will provide City of Ketchum staff consistent agenda and packet publication dates. Packets for the PZC meetings will be published by noon on the previous Friday.
- Some conflicts with holidays and Ketchum Arts Commission meetings exist with certain Thursdays. Where those were identified by staff, the Wednesday prior was selected as the regular meeting date.

Policy Analysis and Background (non-consent items only):

Idaho Code (67-6504) authorizes a city council or board of county commission to establish a PZC. Section (c) of this code stipulates that at least one (1) regular PZC meeting shall be held each month for not less than nine (9) months in a year and that a majority of currently appointed voting members of the commission shall constitute a quorum. The section further states that all records should be maintained, and all meetings and records shall be open to the public.

Pursuant to Idaho Code § 67-2343(1), any public agency that holds meetings at regular intervals of at least once per calendar month scheduled in advance over the course of the year may satisfy this meeting notice by giving meeting notices at least once each year of its regular meeting schedule. The attached resolution allows for the notice of the meetings to occur once, rather than monthly.

Attachments:

1. Resolution 26-003 PZC Meeting Dates for 2026

RESOLUTION NO. 26-003

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF KETCHUM, IDAHO, ESTABLISHING THE DATES FOR ALL REGULAR PLANNING AND ZONING COMMISSION MEETINGS FOR 2026.

WHEREAS, regular meetings of the Planning and Zoning Commission shall be held on the first and third Thursday of each month at 4:30 p.m. at Ketchum City Hall unless such date is a holiday, in which case the meeting shall be held on the prior Wednesday; and,

WHEREAS, pursuant to Idaho Code § 67-2343(1), any public agency that holds meetings at regular intervals of at least once per calendar month scheduled in advance over the course of the year may satisfy this meeting notice by giving meeting notices at least once each year of its regular meeting schedule; and,

WHEREAS, the Planning and Zoning Commission has determined that listing all regular meetings of the Planning and Zoning Commission to be held in 2026 would be beneficial to the residents of and visitors to the City of Ketchum.

NOW, THEREFORE, BEIT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KETCHUM, IDAHO that the regular meetings of the Planning and Zoning Commission for 2026 are as follows:

Thursday, February 5, 2026	Thursday, July 16, 2026
Wednesday, February 18, 2026	Thursday, August 6, 2026
Thursday, March 5, 2026	Thursday, August 20, 2026
Wednesday, March 18, 2026	Thursday, September 3, 2026
Thursday, April 2, 2026	Thursday, September 17, 2026
Wednesday, April 15, 2026	Thursday, October 1, 2026
Thursday, May 7, 2026	Thursday, October 15, 2026
Wednesday, May 20, 2026	Thursday, November 5, 2026
Thursday, June 4, 2026	Thursday, November 19, 2026
Wednesday, June 17, 2026	Thursday, December 3, 2026
Wednesday, July 1, 2026	Thursday, December 17, 2026

This Resolution will be in full force and effect upon its adoption this 20th day of January 2026.

CITY OF KETCHUM, IDAHO

Planning and Zoning Commission Chair Tim Carter