



**CITY OF KETCHUM**  
**MEETING MINUTES OF THE**  
**SPECIAL JOINT SESSION: CITY COUNCIL & PLANNING AND ZONING COMMISSION**  
Tuesday, September 24, 2024

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**CALL TO ORDER:** *(00:02:07 in video)*

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

**ROLL CALL:**

Neil Bradshaw  
Courtney Hamilton  
Amanda Breen  
Tripp Hutchinson  
Spencer Cordovano \*absent  
Neil Morrow  
Susan Passovoy  
Brenda Moczygemba  
Tim Carter  
Matthew McGraw

**ALSO PRESENT:**

Jade Riley – City Administrator  
Brent Davis – Director of Finance, City Treasurer  
Carissa Connelly – Housing Director  
Trent Donat – City Clerk  
Morgan Landers – Director of Planning & Building  
Abby Rivin – Senior Planner  
Adam Crutcher – Associate Planner  
Paige Neid – Associate Planner  
Genoa Beiser – Zoning Technician  
Heather Nicolai – Assistant to Planning & Building Director

**COMMUNICATIONS FROM COMMISSIONERS:**

- None

**CONSENT AGENDA:** *(00:03:10 in video)*

1. ACTION ITEM: Recommendation to Authorize Housing Department to Release Ownership and Preservation Program Funds **(City Council Only)**
2. ACTION ITEM: Recommendation to approve allowing off-cycle payables to be issued utilizing an off-cycle email process **(City Council Only)**

**Motion to approve the items 1 & 2 on consent agenda.** Motion made by Courtney Hamilton, seconded by Tripp Hutchinson (00:04:05 in video)

**MOVER:** Courtney Hamilton

**SECONDER:** Tripp Hutchinson

**AYES:** Courtney Hamilton, Amanda Breen, Tripp Hutchinson

**NAYS:**

**RESULT: UNANIMOUSLY ADOPTED**

3. **ACTION ITEM: Approval of the September 10, 2024 minutes (Planning & Zoning Commission ONLY)**

**Motion to approve the item 3 on consent agenda.** Motion made by Susan Passovoy, seconded by Tim Carter (00:04:30 in video)

**MOVER:** Susan Passovoy

**SECONDER:** Tim Carter

**AYES:** Brenda Moczygemba, Tim Carter, Matthew McGraw, Susan Passovoy & Neil Morrow

**NAYS:**

**RESULT: UNANIMOUSLY ADOPTED**

**PUBLIC HEARING:**

None

**NEW BUSINESS:** (00:04:45 in video)

4. Review and provide direction on key policy choices for the Comprehensive Plan and Code Update
  - Staff Presentation - Overview/Objectives – Morgan Landers, Director of Planning & Building (00:05:25 in video)
  - Presentation – Key Policy Choices Overview/What we've heard - Darcy White, Clarion Associates (00:11:40 in video)
  - Presentation – Recommendations for Discussion- Housing - Matt Prosser, Economic & Planning Systems, Inc. (00:21:45 in video)
  - Housing in Residential Areas Discussion – Council & Commission comments, questions, feedback and direction for Staff and Staff responses and questions. (00:26:30 in video)
  - Light Industrial Area – Topic Introduced by Abby Rivin, Council & Commission comments, questions, feedback and direction for Staff and Staff responses and questions. (00:57:00 in video)
  - Building Height/FAR Incentives (Hotel)/Parking – Topic Introduced by Morgan Landers, Council & Commission comments, questions, feedback and direction for Staff and Staff responses and questions. (01:23:30 in video)
  - Retail Core Boundary – Topic Introduced by Abby Rivin, Council & Commission comments, questions, feedback and direction for Staff and Staff responses and questions. (02:23:35 in video)
  - Next Steps – Morgan Landers & Darcy White (02:36:40 in video)
  - Council & Commission final comments and thank you (02:44:55 in video)

**ADJOURNMENT:**

**Motion to adjourn at 7:16 p.m. (02:47:18 in video)**

**MOVER:** Neil Morrow

**SECONDER:** Matthew McGraw

**AYES:** Courtney Hamilton, Amanda Breen, Tripp Hutchinson, Tim Carter, Brenda Moczygemba, Matthew McGraw, Susan Passovoy, & Neil Morrow

**NAYS:**

**RESULT: UNANIMOUSLY ADOPTED**

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Neil Bradshaw - Mayor

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Neil Morrow – P & Z Commissioner

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Morgan Landers – Director of Planning & Building

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Attest, Trent Donat – City Clerk