



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: January 11, 2024 Staff Member/Dept: Morgan Landers, AICP – Director of Planning and Building

Agenda Item: Recommendation to Approve Resolutions 24-003 and 24-004 appointing new members to the Planning and Zoning Commission and Historic Preservation Commission respectively.

Recommended Motion:

I move to approve Resolutions 24-003 and 24-004, appointing new members to the Planning and Zoning Commission and Historic Preservation Commission.

Reasons for Recommendation:

- The city held an open call for interested candidates to fill one vacancy on the Planning and Zoning (PZ) Commission and three vacancies on the Historic Preservation Commission (HPC). The person filling the PZ Commission vacancy must also fill one of the three vacancies on HPC per the city’s municipal code.
The city received five applications, of which four candidates were eligible per the city’s municipal code.
The Director of Planning and Building conducted interviews with all four candidates.
The recommendations are based on the overall composition of the commissions in achieving not only a diversity of skillsets and knowledge, but diversity in age and gender. Letters of interest and resumes are included as Attachment 3.
Some candidates expressed initial interest for a specific position, however, the interview process and discussions highlighted attributes that may have been suited to other positions. All candidates are eager and willing to serve the city in the recommended positions.

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

Sustainability Impact:

None OR state impact here: Having fully appointed commissions allows for comprehensive dialogue on how the city can meet the goals and policies of the comprehensive plan, including current and future sustainability goals.

Financial Impact:

None OR Adequate funds exist in account: PZ Commissioners are compensated per meeting attended and the city has budgeted for the commission

	for FY24. Currently, the HPC is a volunteer commission with no compensation.
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Attachments:

1. Resolution 24-003
2. Resolution 24-004
3. Letters of Interest and Resumes

RESOLUTION NUMBER 24-003
A RESOLUTION OF THE CITY OF KETCHUM CITY COUNCIL
APPOINTING MATTHEW MCGRAW TO THE KETCHUM PLANNING AND ZONING COMMISSION
FOR A TERM EXPIRING ON FEBRUARY 3, 2027

WHEREAS, Matthew McGraw has expressed interest in being appointed to the Planning and Zoning Commission; and

WHEREAS, Matthew McGraw has resided in Blaine County for at least three (3) years prior to this appointment to the Planning and Zoning Commission; and

WHEREAS, Mayor Bradshaw recommends Matthew McGraw be confirmed by the City Council to serve on the Planning and Zoning Commission; and

WHEREAS, Matthew McGraw will be completing the term of Spencer Cordovano, who was elected to City Council, and whose term expires on February 3, 2024; and

WHEREAS, Matthew McGraw will be automatically re-appointed for a term expiring on February 3, 2027. He will be eligible for two subsequent reappointments; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Ketchum, that Matthew McGraw is appointed to the Ketchum Planning and Zoning Commission.

This Resolution will be in full force and effect upon its adoption this _____ day of January 2024.

Neil Bradshaw, Mayor

ATTEST:

Trent Donat, City Clerk

RESOLUTION NUMBER 24-004
A RESOLUTION OF THE CITY OF KETCHUM CITY COUNCIL
APPOINTING MATTHEW MCGRAW, CLYDE HOLT, AND MELISSA RIVELLO TO THE KETCHUM
HISTORIC PRESERVATION COMMISSION

WHEREAS, The Historic Preservation Commission consists of five members, with a minimum of one and maximum of three members to be Planning and Zoning Commissioners; and

WHEREAS, Tom Curl and Rick Reynolds were Historic Preservation Commissioner whom resigned and Spencer Cordovano was an Historic Preservation Commission whom was elected to City Council, leaving three vacancies on the Historic Preservation Commission; and

WHEREAS, Matthew McGraw, Clyde Holt, and Melissa Rivello have expressed interest in serving on the Historic Preservation Commission; and

WHEREAS, Matthew McGraw resides and works in Ketchum and has been appointed as a member of the Planning and Zoning Commission. He will be completing the term of Spencer Cordovano whose term expires on September 6, 2025; and

WHEREAS, Melissa Rivello resides in Ketchum and will be completing the term of Tom Curl whose term expires on September 6, 2025; and

WHEREAS, Clyde Holt resides in Ketchum and will be completing the term of Rick Reynolds, whose term expires on March 15, 2024. Upon expiration of this term, she will be automatically reappointed for a term to expire on March 15, 2027; and

WHEREAS, Mayor Bradshaw recommends Matthew McGraw, Clyde Holt, and Melissa Rivello be confirmed by the City Council to serve on the Historic Preservation Commission, and all members are eligible for re-appointment;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Ketchum, that Matthew McGraw, Clyde Holt, and Melissa Rivello are appointed to the Ketchum Historic Preservation Commission.

This Resolution will be in full force and effect upon its adoption this _____ day of January 2024.

Neil Bradshaw, Mayor

ATTEST:

Trent Donat, City Clerk

Matthew S. McGraw

119 Picabo St. Apt. F1 · P.O. Box 2511 · Ketchum, Idaho 83340-2511
matthew@svmcgraw.com · (208) 721-1897 · He | Him

Ketchum Planning and Building
191 5th St. West
Ketchum, ID 83340

Dear Ketchum Planning and Building,

I am writing to be considered for the open seats on Ketchum's Planning and Zoning Commission and Historic Preservation Commission. As someone who has lived in the Wood River Valley for most of my life, I have seen many changes to our built environment: new hotels, visitor centers, post offices, affordable housing, parking lots, and holes. The events of the past 15 years have shown that our small town is not immune to the macro events of the wider world. Not only recession but changes in how people work, commute, and recreate will continue to impact our community. It's up to us to preserve what we have and not become just a resort destination. We are in an exciting time in our local politics; we have new council members coming into office, explicitly focusing on the resiliency of our community and the availability of affordable/workforce housing. I would enjoy the opportunity to work with them on that challenge.

Working on a congressional campaign in Nevada's 3rd, my primary job responsibility was volunteer acquisition. I am proud to be the only team member on the campaign cycle I worked on to create a new connection with a non-profit and the congresswoman. Field organizing is a tough sales job. Many people are skeptical of the political process; it is difficult to convince people to give their time to volunteer. Meanwhile, the opposition attempts to catch you in a mistake and drag the candidate and campaign in the news. While I don't see myself returning to campaign work, the lessons I learned communicating with volunteers, voters, and the opposition are invaluable. I know my countless hours making phone calls with constituents will help me hear the issues of people in Ketchum and share the progress we can make.

I am excited to be a candidate for Ketchum's Planning and Zoning Commission and the Historic Preservation Commission. Living in the valley for most of my life and now working and coaching, I have a deep respect for the experiences and concerns of the community; it is so important to keep an ear to the ground, but through my education, I know the importance of solid research methods and expertise. Should I be appointed, I am especially looking forward to being part of a team working to streamline regulations already on the books and working on and communicating a new city plan. While I have much to learn about planning and zoning, I am determined to study the details. Politics and local government has long been a passion of mine. I plan on staying involved in the long term.

Best,
Matthew

Matthew S. McGraw

119 Picabo St. Apt. F1 · P.O. Box 2511 · Ketchum, Idaho 83340-2511
matthew@svmcgraw.com · (208) 721-1897 · He | Him

Experience:

Sushi on Second, Ketchum, ID

May 2019-Present

- Manage a team of 10 people and ensure effective communication between the front and back of house in a busy customer service environment
- Assisted in the transition to a take-out-focused model at the beginning of the Covid-19 Pandemic
- Created practices to manage order flow between dine-in and take-out during times of unprecedented demand
- Worked to redefine front staff roles as staff shortages impacted the restaurant, including changes to compensation for the front staff and the kitchen staff

Freestyle Progression Head Coach SVSEF, Ketchum, ID

Sept 2021-Present

- Coach ages nine to fifteen in moguls skiing and aeriels
- Teach safety, responsibility, and accountability in dry land training and on skis

Cristina's & Aroma, Ketchum, ID

May 2018-Oct 2022

- Served on a diverse clientele from ski town tourists to Allen and Co. attendees
- Managed a small team as head catering bartender at events such as the Sun Valley Wine Auction and other private events of up to 150 guests
- Currently assisting the new owner of Aroma (replacing Cristina's) as he opens the new restaurant
- Registered Aroma's website and created and manage its Google Maps listing

Field Organizer Nevada Democratic Coordinated Campaign, NV

Sept 2020-Nov 2020

- Made thousands of recruitment calls to establish and maintain hundreds of volunteer relationships
- Recruited and directed first-time volunteers in phone banking, text banking, relational organizing, canvassing, and ballot curing
- Folded into the coordinated campaign to strengthen the GOTV (Get Out the Vote) effort; exceeded all GOTV shift goals
- Led a team in recruiting volunteers for in-person GOTV events to reach underrepresented communities
- Employed data-based A/B testing in phone and texting actions and scripts
- Created automated workflows to keep tabs on volunteers and their shift completion

Field Organizer Rep. Susie Lee for Congress, NV

June 2020-Sept 2020

- Made thousands of recruitment and persuasion calls and texts to recruit volunteers, register voters, and persuade nonpartisans
- Led multiple volunteer trainings per week on phone-banking technology such as Zoom and ThruTalk
- Taught and empowered volunteers to use resources such as the persuasion cycle, their personal stories, and talking points from the campaign
- Built and maintained relationships with partner organizations such as Moms Demand Action, The Human Rights Coalition, and Green Wave

Wheels for Humanity, Los Angeles, CA

May 2016-Sept 2016

- Worked with a distribution hub to transport wheelchairs from China to developing countries
- Communicated persistently and regularly with customs officials, staff, and volunteers
- Acted as a cultural liaison and guide for Ukrainian healthcare providers
- Tracked discrepancies in shipping data helping to track down embezzlement

Education:

Pitzer College, Claremont, CA | BA | Economics & Political Studies

May 2019

- **Student Senate, Curriculum Committee, Pitzer College, Claremont, CA** **2017-2019**
 - Approved independent studies, special majors, and new course proposals from professors and students
 - Fielded questions from students, professors, and local media on current and changing college bylaws
 - Authored new educational standards, passed majority vote by professors, staff, and students

November 5, 2023

Mayor and Council Members

City of Ketchum

PO Box 2315

Ketchum, Idaho 83340

Re: Interest in Appointment to City Commission or Board: *original sent by first class mail, a copy to “participate@KetchumIdaho.org”*

Mayor Bradshaw and Council Members:

I am Clyde Holt, residing at 148 A Bird Drive, with a mailing address of PO Box 7168, Ketchum, 83340. I contact you to express my interest in the recently announced openings on the City Planning and Zoning, and Historic Preservation Commissions.

Personal: My wife Lise and I have owned our Ketchum home for 15 years: we have been permanent Ketchum residents since 2020. Lise and I are members of St. Thomas Episcopal Church; I am honored to serve on the St. Thomas Vestry. I also serve as President of the Summit Ridge Townhome Owner’s Association.

Education: B.A., Northwestern University, Evanston, Illinois

J.D., University of North Carolina, Chapel Hill, NC

Related Experience: Licensed Attorney in North Carolina, concentrating in Land Use, Zoning and Municipal Law. Former Associate City Attorney for Raleigh, N. C.; former Town Attorney for Rolesville, and Knightdale, N.C.; Contract Planning and Zoning Attorney for Pinehurst, N.C., City of Lumberton, N.C., Town of Zebulon, N.C.

City County Commissions and Boards: Member, City of Raleigh Planning Commission; Chairman of Wake County Library Commission; Chairman of City of Raleigh Civil Service Commission; Member, Committee Planning For the Future of Wake County; Director, Raleigh Merchant’s Association; Director, Wake County SPCA; Member, Wake County Sports Commission; Director, Wake County Technical Community College; Director, Elizabeth City State University Foundation Board.

Commitment To Public Service: While my private law practice representing state and local government agencies, and those regulated by them, is winding down, I remain committed to public service. I believe that to whom much is given, much is expected, especially by way of service to others. I have dealt with the planning challenges faced by cities of a million plus, as

well as the challenges faced by towns of four or five thousand. I have practiced in resort communities such as Pinehurst and Kitty Hawk, North Carolina, I drafted the first Historic District Ordinance in the State of North Carolina while in the Raleigh City Attorney's office.

I would appreciate your support of my candidacy for appointment.

Very Truly Yours,

Clyde Holt

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From: [Melissa Ravelo](#)
To: [Participate](#); [Neil Bradshaw](#); [Courtney Hamilton](#); [Amanda Breen](#); [Michael David](#); slanetz@ketchumidaho.org
Cc: [Morgan Landers](#); [Jade Riley](#)
Subject: P&Z Commission opening
Date: Monday, November 20, 2023 1:58:10 PM

Dear members of the Ketchum City Council and Mayor Bradshaw,

I am writing to submit my name for consideration for the upcoming position on the Planning and Zoning Commission. As a full-time Ketchum resident since October 2020, and parttime resident, home owner and lover of Sun Valley for over 35 years, I am keenly interested in the growth and development of our beautiful community. Since moving here fulltime, I have participated in or followed the various meetings and focus groups addressing the Interim Ordinance, parking concerns, and the Main Street Rehabilitation Project.

I am a small business owner and an award-winning interior designer. For more than 35 years my career has offered me endless opportunities to work collaboratively with developers, builders, architects, homeowners, and **City** planning and building departments. I believe my knowledge of construction processes, being skillful in reading architectural drawings, and the ability to interpret building codes, uniquely qualifies me for the role on the P&Z Commission. I am also accustomed to working collaboratively with teams of experts in the construction field. Finally, I have a desire to serve my community and these skills would be put to good use on behalf of our city.

As the Mayor said in his congratulatory note to Spencer's and Tripp's nomination to the Ketchum City Council in "Word on the Street," having new energy and new ideas are important to a rigorous municipal process. I am passionate about the Sun Valley area and see the opportunities for well managed growth while maintaining its unique beauty and charm. I'm prepared to serve the **City of Ketchum** collaboratively and enthusiastically and look forward to your response.

Please keep me informed on the selection process and please let me know if you need any further information.

Thank you for your consideration,

Melissa K Ravelo

Melissa Klebanoff
Principal

Melissa Klebanoff Interior Design, LLC
206.909.8544
melissakinteriordesign.com