



**Planning and Zoning Commission Special Meeting Minutes**  
Tuesday, November 16, 2021, at 4:30 PM  
Ketchum City Hall  
191 5<sup>th</sup> Street West, Ketchum, ID 83340

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**CALL TO ORDER**

The meeting was called to order at 4:42 p.m. by Chairman, Neil Morrow.

**PRESENT**

Chairman, Neil Morrow  
Vice-Chairman, Mattie Mead (*absent*)  
Commissioner, Brenda Moczygemba  
Commissioner, Tim Carter  
Commissioner, Jennifer Cosgrove

**OTHER STAFF**

Director, Planning and Building - Suzanne Frick  
Senior Planner – Abby Rivin  
Senior Planner – Morgan Landers  
Planner - Adam Crutcher

**Partners - Logan Simpson**

Jennifer Gardner  
Melissa Ruth  
Jen Levstik

**COMMISSION REPORTS AND EX PARTE DISCUSSION DISCLOSURE**

None.

**CONSENT CALENDAR — ACTION ITEMS**

1. Minutes of November 9, 2021.

**Motion to approve the Minutes.**

Motion made by Commissioner, Tim Carter, Seconded by Commissioner, Brenda Moczygemba.  
Voting Yea: Morrow, Moczygemba, Carter, Cosgrove.

**PUBLIC HEARINGS AND COMMUNICATIONS FROM STAFF – ACTION ITEMS**

2. ACTION – Recommendation to provide comments and direction on proposed Ordinance and design review guidelines for the Community Core.

Jennifer Gardner, Logan Simpson shared a Design Review presentation with the Commission.

Chairman, Neil Morrow invited public comment.

**Public Comment**

Various representatives from the architect and developer community provided the Commission with feedback on Design Guidelines.

Chairman, Neil Morrow invited public comment.

**Commissioners discussed:**

- Approval of recommended changes to **Chapter 4 - 17.96.01.C, 17-20**
- Exempt projects over 11,000 Sq. Ft. from Design Review guideline requirements
- Make no other changes to the Design Review Code
- Recommending additional outreach to engage the larger community in reviewing the need for Design Guideline and Code changes

**Motion to recommend to City Council approval to amend Chapter 4 - 17.96.01.C, and 17-20 as recommended. Additionally, recommend to City Council further engagement of public involvement on Design Guidelines.**

Motion made by Commissioner, Tim Carter, Seconded by Commissioner, Brenda Moczygemba.

Voting Yea: Morrow, Moczygemba, Carter, Cosgrove.

**STAFF REPORTS & CITY COUNCIL MEETING UPDATE**

Director, Planning and Building, Suzanne Frick, reminded the Commission of a P&Z Special Meeting to be held on November 30, 2021.

**ADJOURNMENT**

**Motion to adjourn at 7:59 p.m.**

Motion made by Chairman, Neil Morrow, Seconded by Commissioner, Tim Carter.

Voting Yea: Morrow, Mead, Moczygemba, Carter.

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Chairman, Neil Morrow  
Planning and Zoning Commission

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Secretary, Tara Fenwick