



CITY OF KETCHUM, IDAHO

****SPECIAL MEETING** HISTORIC PRESERVATION COMMISSION**

Wednesday, May 13, 2026, 4:30 PM

191 5th Street West, Ketchum, Idaho 83340

AGENDA

PUBLIC PARTICIPATION INFORMATION

Public information on this meeting is posted outside City Hall.

We welcome you to watch Commission Meetings via live stream.

You will find this option on our website at www.ketchumidaho.org/meetings.

If you would like to comment on a public hearing agenda item, please select the best option for your participation:

[Join](#) us via Zoom (*please mute your device until called upon*)

Join the Webinar: <https://ketchumidaho-org.zoom.us/j/89888182851>

Webinar ID:898 8818 2851

Address the Commission in person at City Hall.

Submit your comments in writing to participate@ketchumidaho.org at (*by noon the day of the meeting*)

This agenda is subject to revisions. All revisions will be underlined.

CALL TO ORDER: By Chair Wendolyn Holland

ROLL CALL:

COMMUNICATIONS FROM COMMISSIONERS:

CONSENT AGENDA:

ALL ACTION ITEMS - The Commission is asked to approve the following listed items by a single vote, except for any items that a commissioner asks to be removed from the Consent Agenda and considered separately.

1. ACTION: Approval of the April 7th Meeting Minutes

NEW BUSINESS:

2. Discussion on Historic Preservation Commission 2026 Work Plan for City Council approval on May 14th at 4:30pm.

3. Community Legacy Grant Awarded and Next Steps

4. Arts Commission Transition Update

5. TAG & Phase Three Code Update
6. Other Topics of Discussion

ADJOURNMENT:



CITY OF KETCHUM
HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
Tuesday, April 07, 2026

CALL TO ORDER:

Wendolyn Holland called to order at 4:31 PM (00:00:19 in video)

ROLL CALL:

Wendolyn Holland – Chairperson

Jakub Galczynski – Vice Chairperson

Melissa Rivelo

Clyde Holt

ALSO PRESENT:

Morgan Landers – Director of Planning and Building

Allison Kennedy – Senior Planner

Trent Donat – City Clerk

Matthew Johnson – City Attorney

Genoa Beiser – Associate Planner

COMMUNICATIONS FROM COMMISSIONERS: (00:00:46 in video)

- Wendolyn Holland:
 - Update on the combining of State Historic Preservation Office and Office of Energy and Mineral Resources.
 - Request for an update from staff on filling the empty seat on the Historic Preservation Commission (HPC) with a member of the Planning and Zoning Commission (PZC)
 - Response from Allison Kennedy
 - Lack of quorum for the May 5th HPC Meeting
 - Discussion on moving the May 5th HPC meeting to *May 12th at the regular time.
 - *Revised later in the meeting to May 13th due to a meeting room scheduling conflict.

CONSENT AGENDA: (00:04:10 in video)

1. Approval of the March 17, 2026 Meeting Minutes.

Motion to approve the consent agenda.

MOVER: Clyde Holt

SECONDER: Jakub Galczynski

AYES: Clyde Holt, Melissa Rivelo, Wendolyn Holland, & Jakub Galczynski

NAYS: None

RESULT: UNANIMOUSLY ADOPTED

NEW BUSINESS: *(00:04:39 in video)*

2. City Attorney & Clerk Presenting on: Open Meeting, Notice, & Communication Legal Refresher
 - Presentation by Matthew Johnson, City Attorney. *(00:04:46 in video)*
 - Questions from Commissioners. *(00:21:37 in video)*
3. 2026 Work Plan Drafting for City Council Adoption *(01:05:30 in video)*
 - Presentation by Allison Kennedy, Senior Planner. *(01:06:48 in video)*
 - Discussion by Commissioners and responses from Staff. *(01:13:53 in video)*
 - Public Comment: Jennifer Montgomery *(01:59:40 in video)*
4. Discussion of Inventory of City Assets
 - Presentation by Allison Kennedy, Senior Planner. *(02:05:34 in video)*
 - Discussion by Commissioners and responses from Staff. *(02:07:39 in video)*

*Allison Kennedy comments regarding rescheduling of May 5th HPC Meeting *(02:26:30 in video)*

- Previously agreed upon date of May 12th revised to May 13th due to a meeting room scheduling conflict.

Allison Kennedy comments on a grant opportunity that reopened from State Historical Preservation Office *(02:27:16 in video)*

- Commissioners agree to pursue the grant.

ADJOURNMENT: *(02:31:45 in video)*

Motion to adjourn the meeting at 7:02 PM.

MOVER: Melissa Ravelo

SECONDER: Jakub Galczynski

AYES: Clyde Holt, Melissa Ravelo, Wendolyn Holland, & Jakub Galczynski

NAYS: None

RESULT: UNANIMOUSLY ADOPTED

Wendolyn Holland,
Historic Preservation Commission Chairperson

Morgan Landers,
Director Planning and Building, City of Ketchum



CITY OF KETCHUM
HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
Tuesday, April 07, 2026

CALL TO ORDER:

Wendolyn Holland called to order at 4:31 PM (00:00:19 in video)

ROLL CALL:

Wendolyn Holland – Chairperson

Jakub Galczynski – Vice Chairperson

Melissa Rivelo

Clyde Holt

ALSO PRESENT:

Morgan Landers – Director of Planning and Building

Allison Kennedy – Senior Planner

Trent Donat – City Clerk

Matthew Johnson – City Attorney

Genoa Beiser – Associate Planner

COMMUNICATIONS FROM COMMISSIONERS: (00:00:46 in video)

- Wendolyn Holland:
 - Update on the combining of State Historic Preservation Office and Office of Energy and Mineral Resources.
 - Request for an update from staff on filling the empty seat on the Historic Preservation Commission (HPC) with a member of the Planning and Zoning Commission (PZC)
 - Response from Allison Kennedy
 - Lack of quorum for the May 5th HPC Meeting
 - Discussion on moving the May 5th HPC meeting to *May 12th at the regular time.
 - *Revised later in the meeting to May 13th due to a meeting room scheduling conflict.

CONSENT AGENDA: (00:04:10 in video)

1. Approval of the March 17, 2026 Meeting Minutes.

Motion to approve the consent agenda.

MOVER: Clyde Holt

SECONDER: Jakub Galczynski

AYES: Clyde Holt, Melissa Rivelo, Wendolyn Holland, & Jakub Galczynski

NAYS: None

RESULT: UNANIMOUSLY ADOPTED

NEW BUSINESS: *(00:04:39 in video)*

2. City Attorney & Clerk Presenting on: Open Meeting, Notice, & Communication Legal Refresher
 - Presentation by Matthew Johnson, City Attorney. *(00:04:46 in video)*
 - Questions from Commissioners. *(00:21:37 in video)*
3. 2026 Work Plan Drafting for City Council Adoption *(01:05:30 in video)*
 - Presentation by Allison Kennedy, Senior Planner. *(01:06:48 in video)*
 - Discussion by Commissioners and responses from Staff. *(01:13:53 in video)*
 - Public Comment: Jennifer Montgomery *(01:59:40 in video)*
4. Discussion of Inventory of City Assets
 - Presentation by Allison Kennedy, Senior Planner. *(02:05:34 in video)*
 - Discussion by Commissioners and responses from Staff. *(02:07:39 in video)*

*Allison Kennedy comments regarding rescheduling of May 5th HPC Meeting *(02:26:30 in video)*

- Previously agreed upon date of May 12th revised to May 13th due to a meeting room scheduling conflict.

Allison Kennedy comments on a grant opportunity that reopened from State Historical Preservation Office *(02:27:16 in video)*

- Commissioners agree to pursue the grant.

ADJOURNMENT: *(02:31:45 in video)*

Motion to adjourn the meeting at 7:02 PM.

MOVER: Melissa Ravelo

SECONDER: Jakub Galczynski

AYES: Clyde Holt, Melissa Ravelo, Wendolyn Holland, & Jakub Galczynski

NAYS: None

RESULT: UNANIMOUSLY ADOPTED

Wendolyn Holland,
Historic Preservation Commission Chairperson

Morgan Landers,
Director Planning and Building, City of Ketchum



To: City Council
From: Allison Kennedy-Senior Planner, Staff Liaison Historic Planning Commission
Date: May 4, 2026
Re: **2026 HPC Work Plan**

Summary

The Historic Preservation Commission (HPC) seeks approval from City Council for its 2026 Workplan. The HPC has honed its twelve duties enumerated below, A through L into five main areas of focus for the remaining seven months. These focus areas have been refined through several HPC meetings, responding to immediate needs, routine duties, and future planning for historic properties. HPC has listed the need, duties, and city departments that support each task.

HPC Chair Wendolyn Holland, will present this information and be available for discussion at the May 14th City Council Meeting.

I. Ketchum Municipal Code (KMC 4.08.050)

Historic Preservation Commission – Roles and Responsibilities

The Ketchum Historic Preservation Commission is advisory to the Ketchum City Council and is charged with the following responsibilities:

- A. Conduct a survey of local historic properties;
- B. Recommend the acquisition of fee and lesser interests in historic properties, including adjacent or associated lands, by purchase, bequests or donation;
- C. Recommend methods and procedures necessary to preserve, restore, maintain and operate historic properties under the ownership or control of the City;
- D. Recommend the lease, sale, other transfer or disposition of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property;
- E. Contract, with the approval of the Council, with the state or federal government, or any agency of either, or with any other organization;
- F. Cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation;
- G. Make recommendations in the planning processes undertaken by the county, the City, the state or the federal government and the agencies of these entities;
- H. Recommend ordinances and otherwise provide information for the purposes of historic preservation in the City;
- I. HPC members, employees or agents of the HPC may enter private property, buildings or structures in the performance of their official duties only with the express consent of the owner or occupant;
- J. Review nominations of properties to the National Register of Historic Places for properties within the City's jurisdiction;
- K. Establish and maintain the Historic Building/Site list;
- L. Review and make decisions on Demolition and Alteration applications.

* The previous item, i. was deleted in April 2026: *Promote and conduct an educational and interpretive program on historic preservation and historic properties in the City.* This duty was moved to the Arts Commission.

II. Five Focus Areas; 2026 Work Plan Summary

The Historic Preservation Commission five proposed focus areas for May through December 2026 include:

- 1. Review applications for alteration and applications for demolition**
- 2. Reviewing existing surveys of historic inventory and conduct new surveys**
- 3. Steward City owned or controlled historic properties**
- 4. Create and implement an outreach and recognition plan for 23 buildings on Historic Structure List**
- 5. Update HPC website**

***These five areas of work are also illustrated in the attached table. See Attachment I.**

These five areas of work are further described in the table below:

	Work Priorities 2026	Purpose	Need	Ordinance (KMC 4.08.050) Roles & Responsibilities	Supporting Department
1	Review applications for alteration and applications for demolition	<ul style="list-style-type: none"> • To fulfill a fundamental responsibility. • To serve property owners in a timely fashion. 	Ongoing, as applications are submitted	L.	Planning
2	Review existing surveys of historic inventory and conduct new surveys	<ul style="list-style-type: none"> • To understand better the built environment of historic structures. • To fulfill the \$5,000 award requirements from the State Historic Preservation Office's Community Legacy Grant. 	Among the existing several surveys, some are outdated, while others contain inaccuracies. A review will update the information and enable future planning.	A., E., G., K.	Planning
3	Steward City-owned or -controlled historic properties	<ul style="list-style-type: none"> • To serve as an example to private-sector property owners by sharing methods and procedures for preserving the properties within the City's control. 	<ul style="list-style-type: none"> • To ensure opportunities for preservation are not being overlooked and historic integrity upheld. 	A., C., F., G., K., L.	Public Works, Planning, Communication
4	Create and implement an outreach and recognition plan for 23 buildings on Historic Structures list	<ul style="list-style-type: none"> • To honor building owners and highlight the contribution their stewardship makes to preserving Ketchum character. • To highlight the community benefit in building preservation. 	<ul style="list-style-type: none"> • Building owners have not been thanked for their preservation efforts. • The community lacks knowledge of the structures. 	K.	Planning, Communication
5	Update HPC website	<ul style="list-style-type: none"> • To create a more useful for applicants. • To help interested parties find the listed structures. • To convey better understanding of HPC roles, responsibilities, and relevance. 	Current website impedes easy application download, finding listed structures.	All: A. through L.	Planning, Communication