



## AGENDA

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Webinar ID: 861 1258 3187

Address the Council in person at City Hall.

- Submit your comments in writing at (*by noon the day of the meeting*)  
*This agenda is subject to revisions. All revisions will be underlined.*

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**CALL TO ORDER:** By Clyde Holt.

**ROLL CALL:** Pursuant to Idaho Code 74-204(4), all agenda items are action items, and a vote may be taken on these items.

**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. Approval of the February 4, 2025 minutes from the Historic Preservation Commission

**NEW BUSINESS:**

2. Election of Chair.
3. Discuss the RFQ/RFP for the CLG Grant.
4. Discussion with State Historical Preservation Office representatives.

**ADJOURNMENT:**



CITY OF KETCHUM  
MEETING MINUTES OF THE  
HISTORIC PRESERVATION COMMISSION  
Wednesday February 4, 2025

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**CALL TO ORDER:**

Clyde Holt called to order at 14:31 p.m. *(00:00:19 in video)*

**Roll Call:**

Wendolyn Holland (via video)

Melissa Rivelo

Clyde Holt

Matthew McGraw

Jakub Galczynski

**Also Present:**

Morgan Landers – Director of Planning & Building

Abby Rivin – Senior Planner

**CONSENT AGENDA:** *(00:0:50 in video)*

1. ACTION ITEM: Approval of the January 8, 2025 Minutes

**Motion to approve the January 8 minutes.**

**MOVER:** Melissa Rivelo

**SECONDER:** Matthew McGraw

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

**NAYS:** None

**RESULT: UNANIMOUSLY ADOPTED**

**NEW BUSINESS:** *(00:01:40 in video)*

2. Discussion of 2025 Work Plan. *(00:02:15 in video)*
  - Commission questions and Staff responses regarding 2025 Work Plan, HPC's relation to draft Comp Plan, historic structure protection, surveys of historic properties, potential proactive listing of historic structures; Jakub Galczynski; Melissa Rivelo, Morgan Landers, Wendolyn Holland, Matthew McGraw *(00:02:20 in video)*
  - Commission questions and Staff responses and questions regarding listing buildings for historic preservation, ideal methods or timeframes for listing, potential city-initiated survey or potential 'rolling' list; Matthew McGraw, Morgan Landers *(00:16:10 in video)*
  - Commission questions and Staff responses regarding potential action items for Staff,

potential distribution of work from Staff onto the Commission. Potential action item one is to review the pre-existing surveys before doing new grant work. Potential action item two is to have a potential joint meeting with P&Z Commission or with City Council regarding historic preservation in light of new density and comp plans. Further discussion of potentially creating a form letter for notifications to aid property owners, notifying them of historic status to prevent miscommunications regarding the historic demo noticing process; Wendolyn Holland, Melissa Ravelo, Morgan Landers (00:24:10 in video)

- Commission questions and Staff responses regarding historic handbook, potential marketing campaign to advertise and educate community on historic property list, discussion of attendance at HPC meeting; Jakub Galczynski, Morgan Landers, Melissa Ravelo, Matthew McGraw (00:31:10 in video)

**ADJOURNMENT:** (00:51:20 in video)

Motion to adjourn the meeting at 5:22 p.m.

**MOVER:** Matthew McGraw

**SECONDER:** Jakub Galczynski

**AYES:** Matthew McGraw, Melissa Ravelo, Wendolyn Holland, & Jakub Galczynski

**NAYS:** None

**RESULT: UNANIMOUSLY ADOPTED**

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Clyde Holt,  
Historic Preservation Commission Chairperson

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Morgan Landers,  
Director Planning and Building, City of Ketchum