



## Historical Preservation Commission - Special Meeting MINUTES

Tuesday, April 20, 2021 at 2:00 PM  
Ketchum City Hall  
480 East Avenue North, Ketchum, ID 83340

### CALL TO ORDER

The meeting was called to order at 2:00 PM by Director Suzanne Frick.

1. Roll Call of Commissioners Present

#### ROLL CALL

Mattie Mead  
Jennifer Cosgrove  
Wendolyn Holland  
Rick Reynolds  
Jakub Galczynski

Mayor Bradshaw welcomed and thanked the new commissioners. He asked Commissioners to be themselves and stand-up for what they believed in.

2. ACTION ITEM: Election of Chair and Vice Chair of the Historic Preservation Commission.

Each Commissioner gave a brief bio of themselves.

#### **Motion to appoint Mattie Mead as Chairman and Wendolyn Holland as Vice-Chair.**

*Motion made by Commissioner Rick Reynolds, Seconded by Commissioner Jennifer Cosgrove.*

*Voting Yea: Jakub Galczynski, Rick Reynolds, Wendolyn Holland, Mattie Mead, Jennifer Cosgrove*

### STAFF AND COMMISSION COMMUNICATIONS

3. Presentation and discussion about procedures, legal requirements, and standards for commissioners and commission meetings.

City Attorney Matt Johnson gave an overview of the duties and responsibilities and the processes involved for the Historical Preservation Commission.

1. Conflict of Interest - Recuse yourself if you have a conflict of interest. Disclose any conflicts or contacts.

2. Bribery - Cannot accept any gift in excess of \$50.00 per Idaho State Code.

3. Ex Parte - Disclose any comments outside the meeting environment to put that contact on the record. Minimize any outside conversations.

5. Open Meeting Law – Attorney Johnson outlined the procedures to be followed. All Public Meetings are open and live-streamed. If 3 or more Commissioners meet outside the meeting room, it is a quorum and must be noticed. Only *ACTION ITEMS* can be voted on.

5. Public Records Law - Everything in writing is Public Record and can be requested by the Public. The City of Ketchum uses *Roberts Rules of Order*.

4. **ACTION ITEM:** Discussion and recommendation to adopt Resolution 21-001 setting the regular time and day for future commission meetings.

The Commission discussed the meeting schedule for the year 2021. The frequency of meetings was discussed. Special Joint Meetings with the Planning and Zoning Commission and the City Council will be considered as Special Meetings.

The Commission will:

1. Consider applications for properties on the Preservation List,
2. Refine the Historic Preservation List over the next 90 days,
3. Establish the standards for the permanent Preservation Ordinance.
4. Establish the review standards for Design Review for the Historic Properties.

Consultant Logan-Simpson is currently doing a detailed evaluation of the identified properties for historic relevance.

**Motion to meet the first and third Tuesday of the month at 4:30 PM for the next 6 months, then transition to the first Tuesday of every month at 4:40 PM.**

*Motion made by Chair Mattie Mead, Seconded by Commissioner Jennifer Cosgrove.*

*Voting Yea: Jakub Galczynski, Rick Reynolds, Wendolyn Holland, Mattie Mead, Jennifer Cosgrove*

5. Review of scope of work and schedule for updating the list of historic structures and developing the permanent historic preservation ordinance.

Director Frick indicated the Commission will:

1. Update the Preservation List
2. Define the review items for the permanent ordinance prior to the Interim Ordinance expiration in January 2022.

Site visit logistics was discussed. Director Frick indicated Logan-Simpson was doing extensive research on each property on the Preservation List.

Commissioner Reynolds asked if the interior of a building was considered. Director Frick replied the code would deal with the exterior only to allow for repurposing of the building.

Commissioner Galczynski questioned preserving the exterior only as the floor plan shows how the space was used for living. He felt the interior had a historical significance as well as the exterior.

Frick explained from a Civic perspective, only the exterior is public on a private building, not the interior space. Public buildings may have an interior significance.

Commissioner Cosgrove felt preservation was for the whole building. Commissioner Reynolds used the example of the Pioneer Saloon bar being of historic significance. Director Frick stated that at this time, there were no standards for interiors.

6. Discussion of Commission Logistics

Director Frick asked the Commissioners if they would like a City of Ketchum email address. All Commissioners requested City email addresses.

Commissioner Holland asked Matt Johnson for the relevant State statutes. Johnson cited Title 67 Chapter 46 and pointed out Chapter 46.04 titled *Powers of a Commission*.

**ADJOURNMENT**

**Motion to adjourn at 3:56 PM.**

*Motion made by Vice-Chair Wendolyn Holland, Seconded by Commissioner Rick Reynolds.*

*Voting Yea: Jakub Galczynski, Rick Reynolds, Wendolyn Holland, Mattie Mead, Jennifer Cosgrove*



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Mattie Mead  
Chairman Historic Preservation Commission