



City of Ketchum
City Hall

**SCHEDULING ORDER AND NOTICE OF APPEAL HEARING
BEFORE PLANNING AND ZONING COMMISSION
Administrative Appeal: P23-014 – 121 Badger Lane**

An administrative appeal was filed by Appellant, with respect to the above-referenced application(s) and Director's determination. The administrative appeal was filed on May 28, 2024. The administrative appeal was filed pursuant to Ketchum Municipal Code 17.144.010.

The Planning and Zoning Commission hereby finds and orders that:

1. The Planning and Zoning Director has certified and reported that the procedural requirements have been met. KMC 17.144.010(A).
2. A record of the proceedings, if any, has been prepared and is accepted by the Commission. KMC 17.144.010(A).
3. The City Attorney has held scheduling discussions with the parties, who agreed to the schedule set forth in this Order.
4. Hearing Date: This matter is set for hearing before the Commission at its regular meeting and location on August 13, 2024. KMC 17.144.010(B).
5. Briefing Schedule: Appellant is to submit any brief or memorandum in support of the appeal by 5:00 p.m. on **July 17, 2024**. An Applicant response brief or memorandum, if desired, is to be submitted by 5:00 p.m. on **July 31, 2024**. A reply brief, if desired by Appellant, is to be submitted by 5:00 p.m. on **August 5, 2024**. All briefs/memos are to be sent to the parties to the administrative appeal, Planning Director, and the City Attorney. Electronic delivery of documents will be sufficient.
6. Commission Review Authority: Upon hearing the appeal, the Commission shall consider the record, the order, requirement, decision or determination of the administrator and the notice of appeal, together with oral presentation and written legal arguments by the appellant, [applicant (if different than appellant)], and the administrator. The Commission shall not consider any new facts or evidence at this point. The Commission may affirm, reverse or modify, in whole or in part, the order, requirement, decision or determination of the administrator. KMC 17.144.010(C).
7. Decision: A written decision will be entered within 30 days of conclusion of the appeal hearing. All parties, the Commission, and any affected party of record have a right to request and/or will be provided a copy of the decision. KMC 17.144.010(B)&(D).

Date of Order: July ____, 2024.

Neil Morrow, Chair

ATTEST

Trent Donat, City Clerk