



**CITY OF KETCHUM**  
**MEETING MINUTES OF THE**  
**PLANNING & ZONING COMMISSION**  
Tuesday, June 25, 2024

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**CALL TO ORDER:** (00:00:010 in video)

Neil Morrow called the meeting of the Ketchum Planning and Zoning Commission to order at 4:30 p.m.

**ROLL CALL:**

Neil Morrow  
Susan Passovoy  
Brenda Moczygemba  
Tim Carter  
Matthew McGraw

**ALSO PRESENT:**

Morgan Landers – Director of Planning & Building  
Abby Rivin – Senior Planner  
Paige Nied – Associate Planner  
Heather Nicolai - Office Administrator

**COMMUNICATIONS FROM COMMISSIONERS:** (00:00:30 in video)

- Susan apologized for missing the last meeting

**CONSENT AGENDA:** (00:00:59 in video)

1. ACTION ITEM: Approval of the June 11, 2024 minutes

**Motion to approve consent agenda.** Motion made by Susan Passovoy seconded by Tim Carter (00:01:05 in video)

**MOVER:** Susan Passovoy

**SECONDER:** Tim Carter

**AYES:** Brenda Moczygemba, Matthew McGraw, Tim Carter, Susan Passovoy & Neil Morrow

**NAYS:**

**RESULT: UNANIMOUSLY ADOPTED**

**PUBLIC HEARING:** (00:01:14 in video)

2. ACTION ITEM: Recommendation to review and approve the Bigwood Clubhouse Design Review Application.
  - Staff Report-Morgan Landers, Director of Planning & Building (00:01:34 in video)

- Commission questions staff and staff responses (00:05:09 in video)
- Commission questions applicant, Scott Prentice, Architect, and Scott Prentice responses (00:05:43 in video)

**PUBLIC COMMENT OPENED:** (00:09:35 in video)

None

**PUBLIC COMMENT CLOSED:** (00:09:46 in video)

- Commission deliberations (00:09:50 in video)

**Motion to approve the Bigwood Clubhouse Design Review Application, subject to conditions 1, 2 & 4. Striking condition 3 with the understanding as discussed in the meeting today and direct staff to return with findings of fact.** Motion made by Brenda Moczygemba seconded by Tim Carter *(00:13:27 in video)*

**MOVER:** Brenda Moczygemba

**SECONDER:** Tim Carter

**AYES:** Brenda Moczygemba, Matthew McGraw, Tim Carter, Susan Passovoy & Neil Morrow

**NAYS:**

**RESULT: UNANIMOUSLY ADOPTED**

3. **ACTION ITEM:** Recommendation to review and provide feedback on a Design Review Amendment for Papillon Condos located at 131 N Washington Ave.
  - Staff Report-Morgan Landers, Director of Planning & Building (00:14:15 in video)
  - Commission questions staff and staff responses (00:18:00 in video)
  - Applicant Presentation-Mike Brunelle, Architect (00:22:57 in video)
  - Commission questions applicant and applicant responses (00:26:55 in video)

**PUBLIC COMMENT OPENED:** (00:28:50 in video)

None

**PUBLIC COMMENT CLOSED:** (00:29:03 in video) 459

- Commission questions applicant and staff, and applicant and staff responses (00:29:11 in video)
- Commission deliberations (00:32:01 in video)

**Motion to approve the Design Review Amendment as outlined in the staff packet with conditions of approval 1-4.** Motion made by Brenda Moczygemba seconded by Susan Passovoy *(00:35:06 in video)* 505

**MOVER:** Brenda Moczygemba

**SECONDER:** Susan Passovoy

**AYES:** Brenda Moczygemba, Matthew McGraw, Tim Carter, Susan Passovoy & Neil Morrow

**NAYS:**

**RESULT: UNANIMOUSLY ADOPTED**

**NEW BUSINESS:** *(00:36:07 in video)*

- None

**ADJOURNMENT:**

**Motion to adjourn at 5:06p.m.** *(00:36:20 in video)*

**MOVER:** Neil Morrow

**SECONDER:** Brenda Moczygemba

**AYES:** Brenda Moczygemba, Matthew McGraw, Tim Carter, Susan Passovoy & Neil Morrow

**NAYS:**

**RESULT: UNANIMOUSLY ADOPTED**

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Neil Morrow – P & Z Commissioner

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Morgan Landers – Director of Planning & Building