



City of Ketchum
City Hall

**SCHEDULING ORDER AND NOTICE OF APPEAL HEARING
BEFORE CITY COUNCIL
Administrative Appeal: Sawtooth Serenade Design Review**

An administrative appeal was filed by Appellant, with respect to the above-referenced application(s) and Planning and Zoning Commission determination. The administrative appeal was filed pursuant to Ketchum Municipal Code.

The City hereby finds and orders that:

1. The Planning and Zoning Director has certified and reported that the procedural requirements have been met.
2. A record of proceedings, if applicable, has been prepared and is accepted by the Council.
3. The City Attorney has held scheduling discussions with the parties, who are agreeable and remain agreeable to the schedule set forth in this Order.
4. Hearing Date: This matter is set for hearing before the Council at its regular meeting and location on June 25, 2026.
5. Briefing Schedule: Appellant/Applicant is to submit a brief or memorandum in support of the appeal by 5:00 p.m. on May 22, 2026. City Planning is to submit a response brief or memorandum, if any, by 5:00 p.m. on June 8, 2026. Appellant is to submit a reply brief, if any, by 5:00 p.m. on June 17, 2026. All briefs/memos are to be sent to the parties to the administrative appeal and the City Attorney. All have agreed that electronic delivery of the documents is sufficient.
6. Council Review Authority: Upon hearing the appeal, the Council shall consider the applicable 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 Council shall not consider new facts or evidence at this hearing. The Council may affirm, reverse or modify, in whole or in part, the order, requirement, decision or determination of the Commission.
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.

Date of Order: April 22, 2026.

A handwritten signature in black ink, appearing to read "Matthew Johnson", with a long horizontal flourish extending to the right.

Matthew Johnson, City Attorney