



Town Council
Monday, December 05, 2022
4:15 PM
130 Kearns Road
Town Council Chambers
Snowmass Village, Co 81615
Agenda

1. CALL TO ORDER

2. ROLL CALL

3. PROCLAMATIONS AND PRESENTATIONS

3.A. Proclamation in appreciation of John Dresser

4. PUBLIC COMMENT

- This section is set aside for the Town Council to LISTEN to comments by the public regarding items that do not otherwise appear on this agenda. Generally, the Town Council will not discuss the issue and will not take an official action under this section of the agenda. (Five Minute Time Limit)

5. CONSENT AGENDA

- These are items where all conditions or requirements have been agreed to or met prior to the time they come before the Council for final action. A Single Public Hearing will be opened for all items on the Consent Agenda. These items will be approved by a single motion of the Council. The Mayor will ask if there is anyone present who has objection to such procedure as to certain items. Members of the Council may also ask that an item be removed from the consent section and fully discussed. All items not removed from the consent section will then be approved. A member of the Council may vote no on specific items without asking that they be removed from the consent section for full discussion. Any item that is removed from the consent agenda will be placed on the regular agenda.

- 5.A. 2022 Draft Agenda Overview
[Pages 4 2022 Agenda Overview](#)
- 5.B. Resolution establishing Town Council dates for 2023
[Pages 5-6 Agenda Summary 2023 mtg dates](#)
[Pages 7-8 Resolution No. 28, 2023 Town Council Meeting Dates](#)
[Pages 9 2023-calendar-with-holidays](#)
- 5.C. Resolution adopting the Town Mill Levy
[Pages 10-11 Agenda Summary - Resolution No. 29, 2022-TOSV Mill Levy-2022](#)
[Pages 12-14 Resolution No. 29, Series, of 2022, Adopting the Mill Levy](#)

6. PUBLIC HEARINGS - QUASI-JUDICIAL HEARINGS

- Public Hearings are the formal opportunity for the Town Council to LISTEN to the public regarding the issue at hand. For land use hearings the Council is required to act in a quasi-judicial capacity. When acting as a quasi-judicial body, the Council is acting in much the same capacity as a judge would act in a court of law. Under these circumstances, the judicial or quasi-judicial must limit its consideration to matters which are placed into evidence and are part of the public record. The Council must base their decision on the law and the evidence presented at the hearing.

7. POLICY/LEGISLATIVE PUBLIC HEARINGS

- 7.A. Ordinance RE Marketplace Sales Tax collection change - First Reading
[Pages 15 Agenda Item Summary - Ord 8 of 2022 -1st reading](#)
[Pages 16-17 ORD 8 of 2022 - STR Sales Tax Code Amendments](#)

8. ADMINISTRATIVE REPORTS

- 8.A. Town Council appointments to outside boards & for Mayor Pro Tem
[Pages 18-20 Agenda Summary TC Outside Board Appointments](#)
[Pages 21 2022-2024 outside board appointments](#)
- 8.B. TOSV Boards & Commissions - Discussion on process & review of documents
[Pages 22-24 Agenda Summary Board & Commissions Appointments](#)
[Pages 25 B & C Applications 2023 spreadsheet](#)
[Pages 26-29 CGRB Applications 2023 Redacted](#)
[Pages 30-31 CRGB Municipal Code - highlighted](#)
[Pages 32-35 EAB Applications 2023 Redacted](#)

[Pages 36-37 EAB Municipal Code - highlighted](#)
[Pages 38-47 FAB Applications 2023 Redacted](#)
[Pages 48 FAB Municipal Code - highlighted](#)
[Pages 49-58 Planning Commission Applications 2023 Redacted](#)
[Pages 59-66 Planning Commission Code & By Laws - highlighted](#)
[Pages 67-74 POSTR Applications 2023 Redacted](#)
[Pages 75-76 POSTR Municipal Code - highlighted](#)
[Pages 77-80 PTRAB Applications 2023 Redacted](#)
[Pages 81-82 PTRAB Municipal Code - highlighted](#)
[Pages 83-100 SAAB Applications 2023 Redacted](#)
[Pages 101-105 SAAB Municipal Code & By Laws - highlighted sections](#)

8.C. Town Attorney search - qualifications, process & set interview dates

[Pages 106-107 Agenda Summary Town Attorney Hiring Process](#)

[Pages 108-110 Town Attorney Position Description](#)

[Pages 111-127 Recruiting Guide](#)

8.D. Owners Update on Mall Transit Station

[Pages 128-130 Agenda Summary Owner's Review Mall Transit Station](#)

[Pages 131-164 TOSV Snowmass Mall Transit Center Presentation 120522](#)

9. TOWN COUNCIL REPORTS AND ACTIONS

- Reports and Updates

10. EXECUTIVE SESSION

10.A. Executive Session

[Pages 164-165 Agenda Item Summary - Ex Session](#)

11. ADJOURNMENT

DRAFT 2022 Agenda Items

- Regular Meetings begin at 4:00 p.m. unless otherwise noted
- Work Sessions begin at 4:00 p.m. and aim to end at 6:00 p.m.
- The dates on which agenda items are listed are only a best approximation. Agenda items are added to this list as they arise. Agenda items may well be moved to different meeting dates. Agendas are generally not finalized until the Thursday prior to the meeting.
- In addition to agenda items, this document also lists expected absences of Town Council members. In compliance with section 2-49 of the municipal code, once the consent agenda is approved, the absences noted will be considered to have received the prior approval necessary of the majority of the Council for members to be absent from meetings.

Mon. Nov. 21st – Regular Meeting (Sirkus Out, Shenk Virtual)

- New Members – Oath of Office
- Tom Goode Presentation
- IGA with RE Vital Mental Health Services
- Attorney Hiring Process

Mon. Dec 5th – Meetings

• 4pm-4:15pm GID Board Meeting

Regular TC Meeting

- Boards & Commissions – process & interviews
- Council appointments to outside boards
- Attorney qualifications: review process set interview dates
- Reso to establish TC Dates for 2023
- Ord – Marketplace Sales Tax collection change – first Reading
- Owners Update on Mall Transit Station
- Reso - adopt the Town Mill levy
-

Mon. Dec. 12th – Special Meeting

- Attorney interviews

Mon. Dec. 19th – Regular Meeting

- Boards & Commissions – Interviews
- Owners Update on Mall Transit Station
- Ord – Marketplace Sales Tax collection change – second reading
- Appointing Town Council Mayor Pro Tem, outside board & alt
- Town Park Owners Review

Topics for Work Sessions or Other Meetings Requested by Town Council Members

- Schedule Updates will all of the Town Boards to review priorities and current initiatives
 - EAB
 - FAB
 - PTRAB
 - POSTR
 - Marketing
 - Grants – Recent Awards; Review of Criteria; Purpose, etc.
 - SAAB
 - Planning

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

December 05, 2022

AGENDA ITEM:

RESOLUTION NO. 28, SERIES OF 2022 - A RESOLUTION ESTABLISHING DATES FOR REGULAR MEETINGS OF THE SNOWMASS VILLAGE TOWN COUNCIL FOR THE MONTHS OF JANUARY 2023 THROUGH DECEMBER 2023

PRESENTED BY:

Megan Harris Boucher, Town Clerk

BACKGROUND:

Each year the Town Clerk provides meeting dates for the next full calendar year to help Town Council Members with scheduling vacations and time off. Each of the regular meetings is scheduled to begin at 4:00 p.m.

The provisions of Section 4.1 Regular Meetings of the Home Rule Charter states in part as follows:

The Council shall meet regularly at least twice each month at a day and hour to be fixed by resolution. Notice of all regular meetings shall be posted permanently in at least two locations in the Town ordinarily used for public notices. The agenda of each regular meeting shall be posted in a public place within the Town at least forty-eight (48) hours in advance of such meetings

Ordinance 26, Series 2001 was adopted and codified to amend and restate in part as follows:

2-46 Town Council Meetings. Regular Meetings of the Town Council will occur on the first, second and third Monday of each month. In the event that the date of a regular meeting occurs on a legal holiday as defined in Section 1-21, then the meeting shall occur on the Tuesday immediately following the Monday that is the legal holiday. The Town Council may by Resolution change the date for a regular meeting or designate additional meetings.

The attached resolution sets the three regular meeting dates as the 1st and 3rd Monday of each month, with some Tuesdays due to holidays, as the regular meeting dates of the Town Council and the 2nd Monday of each month as work session dates.

FINANCIAL IMPACT:

N/A

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

N/A

COUNCIL OPTIONS:

1. Approve
2. Modify
3. Deny

STAFF RECOMMENDATION:

It is the recommendation of staff, that the Council
Approve Resolution Number 28, 2022

ATTACHMENTS:

Resolution No. 28, Series of 2022
Holiday's 2023

**TOWN OF SNOWMASS VILLAGE
TOWN COUNCIL**

**RESOLUTION NO. 28
SERIES OF 2022**

**A RESOLUTION ESTABLISHING DATES FOR REGULAR MEETINGS OF THE
SNOWMASS VILLAGE TOWN COUNCIL FOR 2023**

WHEREAS, Section 2-46 of the Municipal Code provides that Regular Meetings of the Town Council will occur the first, second and third Monday of each month; and

WHEREAS, Section 2-46 provides in the event that the date of a regular meeting occurs on a legal holiday as defined in Section 1-21, then the meeting shall occur on the Tuesday immediately following the Monday that is the legal holiday; and

WHEREAS, The Town Council may by resolution change the date for a regular meeting or designate additional meetings; and

WHEREAS, the Snowmass Village Town Council has determined the three monthly meeting dates will consist of two Regular Meeting dates and one Work Session Meeting dates for each month of 2023 is appropriate; and

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Snowmass Village, Colorado:

Section One: Snowmass Village Town Council Regular meeting dates for the year of 2023 are set as follows:

January 3, 2023 - Tuesday
January 17, 2023 - Tuesday
February 6, 2023 - Monday
February 21, 2023 - Tuesday
March 6, 2023 - Monday
March 20, 2023 - Monday
April 3, 2023 - Monday
April 17, 2023 - Monday
May 1, 2023 - Monday
May 15, 2023 - Monday
June 5, 2023 - Monday
June 20, 2023 - Tuesday
July 3, 2023 - Monday
July 17, 2023 - Monday
August 7, 2023 - Monday
August 21, 2023 - Monday

September 5, 2023 - Tuesday
September 18, 2023 - Monday
October 2, 2023 - Monday
October 16, 2023 - Monday
November 6, 2023 - Monday
November 20, 2023 - Monday
December 4, 2023 - Monday
December 18, 2023 – Monday

Section Two: Snowmass Village Town Council Work Session meeting dates for the year of 2023 are set as follows:

January 9, 2023 – Monday
February 13, 2023 – Monday
March 13, 2023 – Monday
April 10, 2023 – Monday
May 8, 2023 – Monday
June 12, 2023 – Monday
July 10, 2023 – Monday
August 14, 2023 – Monday
September 11, 2023 – Monday
October 9, 2023 – Monday
November 13, 2023 – Monday
December 11, 2023 – Monday

INTRODUCED, READ AND ADOPTED as amended, by the Town Council of the Town of Snowmass Village, Colorado on the 5th day of December 2022 upon a motion made by Councilmember _____ seconded by Councilmember _____, and by a vote of ____ in favor and ____ opposed.

TOWN OF SNOWMASS VILLAGE

Bill Madsen, Mayor

ATTEST:

Megan Harris Boucher, Town Clerk

APPROVED AS TO FORM:

John C. Dresser Jr., Town Attorney

January						
S	M	T	W	T	F	S
<u>1</u>	<u>2</u>	3	4	5	6	7
8	9	10	11	12	13	14
15	<u>16</u>	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
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12	13	<u>14</u>	15	16	17	18
19	<u>20</u>	21	22	23	24	25
26	27	28				

March						
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19	20	21	22	23	24	25
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23	24	25	<u>26</u>	27	28	29
30						

May						
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<u>14</u>	15	16	17	18	19	20
21	22	23	24	25	26	27
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June						
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11	12	13	14	15	16	17
<u>18</u>	<u>19</u>	20	21	22	23	24
25	26	27	28	29	30	

July						
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30	31					

August						
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27	28	29	30	31		

September						
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24	25	26	27	28	29	30

October						
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22	23	24	25	26	27	28
29	30	<u>31</u>				

November						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	<u>23</u>	<u>24</u>	25
26	27	28	29	30		

December						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
<u>24</u>	<u>25</u>	26	27	28	29	30
<u>31</u>						

2023 Holidays for United States

Jan 1 New Year's Day
 Jan 2 New Year's Day (substitute day)
 Jan 16 Martin Luther King Jr. Day
 Feb 14 Valentine's Day
 Feb 20 Washington's Birthday
 Mar 17 St. Patrick's Day
 Apr 9 Easter Sunday
 Apr 18 Tax Day

Apr 26 Administrative Professionals Day
 May 14 Mother's Day
 May 29 Memorial Day
 Jun 18 Father's Day
 Jun 19 Juneteenth
 Jul 4 Independence Day
 Sep 4 Labor Day
 Oct 9 Columbus Day

Oct 31 Halloween
 Nov 10 Veterans Day (substitute day)
 Nov 11 Veterans Day
 Nov 23 Thanksgiving Day
 Nov 24 Day after Thanksgiving Day
 Dec 24 Christmas Eve
 Dec 25 Christmas Day
 Dec 31 New Year's Eve

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

December 5, 2022

AGENDA ITEM:

Resolution No. 29, Series of 2022-A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2023 TO HELP DEFRAY THE COST OF GOVERNMENT FOR THE TOWN OF SNOWMASS VILLAGE, COLORADO; AND TO PAY GENERAL OBLIGATION BOND PRINCIPAL, INTEREST AND RELATED COSTS; AND FOR THE TOWN'S ROAD IMPROVEMENT PROGRAM; AND THE ASPEN SCHOOL DISTRICT FOR THE 2023 BUDGET YEAR.

PRESENTED BY:

Marianne Rakowski, Finance Director
Clint Kinney, Town Manager

BACKGROUND:

Resolution No. 29, Series of 2022 establishes the property tax mill levy for the year 2023. The Pitkin County Assessor's Office provided the Town with the estimated assessed valuation in October for use in the budget process.

Taxing districts set the mill levies in December of the prior year for the collection of property taxes in the upcoming year. The County Treasurer's office bills the property taxes from the tax roll certified by the County Assessor and are sent out mid-January of every year. Property tax payments are due in February and June if paying in two equal installments and by April 30th if paying in full. The Town receives the property tax remittances from Pitkin County monthly beginning in February of each year for the previous month's collections.

By December 10th of each year, the County Assessor must recertify the assessed valuation to each entity. By December 15th of each year, the Town must certify the mill levy to Pitkin County. This resolution meets that deadline.

The Aspen School District property tax was approved by the voters in November of 2016 in the amount of \$510,000 (\$500,000 to the School District and \$10,000 to pay the collection fee to Pitkin County). Per the ballot language, 2018 was the first year of the property tax collection and the final year of collection was to be in 2022, however, in 2020, the electorate approved a ballot question to extend the school district property tax with a final year of collection to be 2027.

FINANCIAL IMPACT:

As discussed in the budget process, the Town's assessed value decreased by .81% in 2022 from 2021. The overall Town mill levy decreases from 7.346 in 2022 to 7.311 in 2023. This .48%

decrease in the mill levy is primarily due to a decrease in the amount of refunded/abated taxes from 2022 to 2023. The decrease in the mill levy results in a decrease for residential properties of \$17.12 per \$1M in market value as compared to 2022. For commercial properties, it results in a decrease of \$10.15 per \$1M in market value as compared to 2022.

The attached resolution shows the dollar amount and the mill levy for each of the various property tax levies.

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

N/A

COUNCIL OPTIONS:

1. Adopt, amend or do not approve Resolution No. 29, Series of 2022

STAFF RECOMMENDATION:

Adopt Resolution No. 29, Series of 2022.

ATTACHMENTS:

Resolution No. 29, Series of 2022

**SNOWMASS VILLAGE TOWN COUNCIL
RESOLUTION NO. 29
SERIES OF 2022**

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2023 TO HELP DEFRAY THE COST OF GOVERNMENT FOR THE TOWN OF SNOWMASS VILLAGE, COLORADO; AND TO PAY GENERAL OBLIGATION BOND PRINCIPAL, INTEREST AND RELATED COSTS; AND FOR THE TOWN'S ROAD IMPROVEMENT PROGRAM; AND THE ASPEN SCHOOL DISTRICT FOR THE 2023 BUDGET YEAR.

WHEREAS, the Town Council of the Town of Snowmass Village has adopted the annual budgets in accordance with the Local Government Budget Law on November 9, 2022; and

WHEREAS, the amount of money necessary to balance the 2023 budget for general operating expenses is \$386,892; and

WHEREAS, the amount of money necessary to pay General Obligation Bond principal, interest and related costs for the Recreation Center is \$262,462; and

WHEREAS, the amount of money necessary to fund the Road Mill Levy Fund is \$2,518,830; and

WHEREAS, the amount necessary to fund the Aspen School District is \$510,315; and

WHEREAS, the 2022 valuation for assessment for the Town of Snowmass Village, Colorado, as certified by the County Assessor is \$503,766,090.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Snowmass Village, Colorado:

Section One: Action

1. That for the purposes of meeting all general operating expenses of the Town of Snowmass Village during the 2023 budget year, there is

hereby levied a tax of .768 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2023.

2. That for the purpose of paying General Obligation Bond principal, interest and related costs for the Recreation Center, there is hereby levied a tax of .521 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2023.
3. That for the purpose of funding the Road Mill Levy Fund, there is hereby levied a tax of 5.000 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2023.
4. That for the purpose of funding the Aspen School District, there is hereby levied a tax of 1.013 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2023.
5. That for the purpose of receiving taxes abated and refunded, there is hereby levied a tax of .009 upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2023 to receive \$4,534.
6. That the Finance Director is hereby authorized and directed to immediately certify to the County Commissioners of Pitkin County, Colorado, the mill levies for the Town as hereinabove determined and set.

INTRODUCED, READ AND ADOPTED on the first reading by the Town Council of the Town of Snowmass Village, Colorado on the 5th day of

December, 2022, with a motion by _____ and seconded by _____, the motion was approved by a vote of ____ in favor to ____ opposed.

TOWN OF SNOWMASS VILLAGE

Bill Madsen, Mayor

ATTEST:

Megan Boucher, Town Clerk

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

December 5, 2022

AGENDA ITEM:

FIRST READING - ORDINANCE NO. 8, SERIES OF 2022 – MUNICIPAL CODE AMENDMENT TO SALES TAX CODE FOR SHORT-TERM RENTALS

PRESENTED BY:

Marianne Rakowski, Finance Director
Clint Kinney, Town Manager

BACKGROUND:

Town Council adopted Short-Term Rental Regulations last month that puts the responsibility of sales and lodging tax collection on short term rentals on the owners of the individual units rather than the “Marketplace facilitators” such as VRBO, Airbnb, etc.). This Ordinance codifies the responsibility of Lodging Retailer Owners and Operators to remit Sales Tax on Short-Term Rentals.

FINANCIAL IMPACT:

We do not anticipate a significant increase or decrease in tax remissions due to this clarification.

COUNCIL OPTIONS:

1. Approve the first reading of Ordinance No. 8, Series of 2022, with or without conditions; or
2. Deny the first reading of the Ordinance No. 8, Series of 2022.

STAFF RECOMMENDATION:

Staff recommends that the Town Council, by motion,
Approve the first reading of Ordinance No. 8, Series of 2022, to codify the Sales Tax responsibilities of Lodging Retailer Owners and Operators in the Town Municipal Code.

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**TOWN OF SNOWMASS VILLAGE
TOWN COUNCIL**

**ORDINANCE NO. 8
SERIES OF 2022**

**AN ORDINANCE AMENDING THE TOWN OF SNOWMASS VILLAGE MUNICIPAL
CODE BY AMENDING SECTION 4-75 IN ARTICLE IV OF CHAPTER 4 TO ADDRESS
SALES TAX ADMINISTRATION AND SALES TAX REMITTANCE
RESPONSIBILITIES OF ALL LODGING RETAILER OWNERS AND OPERATORS
RENTING ANY RESIDENTIAL DWELLING UNIT IN THE TOWN OF SNOWMASS
VILLAGE FOR SHORT-TERM RENTALS FOR LESS THAN THIRTY CONSECUTIVE
DAYS**

WHEREAS, Town Council recognizes that the operation of Short-Term Rentals in the Town is the operation of a business; and

WHEREAS, Town Council created a regulatory program to regulate Short-Term Rentals of dwelling units for less than thirty consecutive days in the Town of Snowmass Village ("Town"), and

WHEREAS, Town Council desires to ensure the Town Sales Tax Code is consistent with the Short-Term Rental Regulations adopted by the Town Council on November 9, 2022 in order to address sales tax administration responsibilities for Short-Term Rentals by lodging retailer owners and operators, and

WHEREAS, Town Council finds that the adoption of this Ordinance is necessary for the preservation of the public health, safety and welfare.

NOW, THEREFORE, BE IT ORDAINED, by the Town Council of the Town of Snowmass Village, as follows:

1. That the Town of Snowmass Village Municipal Code is hereby amended by the addition of a new paragraph (a)(6) to read as follows:

Section 4-75. Marketplace Sales

(a) Notwithstanding any other provision of this Article IV or of this Code to the contrary:

(6) A marketplace facilitator shall not be required to collect and remit tax due on sales of any lodging rental that is required to obtain a permit and remit its taxes directly to the Town pursuant to the Town's Short Term Rental Regulations

<https://www.tosv.com/DocumentCenter/View/4678/Draft-2022-Short-Term-Rental-Regulations-PDF?bidId=> . The duty and

obligation to collect and remit all applicable taxes on such lodging transactions shall remain the joint and severable responsibility of the lodging retailer owner and operator.

2. Severability. If any provision of this Ordinance or application hereof to any person or circumstance is held invalid, the invalidity shall not affect any other provision or application of this Ordinance which can be given effect without the invalid provision or application, and, to this end, the provisions of this Ordinance are severable.

READ, APPROVED AND ADOPTED by the Town Council of the Town of Snowmass Village on First Reading on December 5, 2022, upon a motion by Council Member _____, the second of Council Member _____, and upon a vote of _____ in favor and _____ against.

READ, APPROVED AND ADOPTED as amended, by the Town Council of the Town of Snowmass Village on Second Reading on December 19, 2022, upon a motion by Council Member _____, seconded by Council Member _____, and upon a vote of ____ in favor and ____ against.

TOWN OF SNOWMASS VILLAGE

Bill Madsen, Mayor

ATTEST:

Megan Harris Boucher, Town Clerk

APPROVED AS TO FORM:

John C. Dresser, Jr., Town Attorney

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

December 5, 2022 |

AGENDA ITEM:

Appoint a Town Councilmember as Mayor Pro Tem and appoint Councilmembers to Outside Boards Seats and select an Alternate.

PRESENTED BY:

Megan Harris Boucher, Town Clerk |

BACKGROUND:

Following each election, the Town Council selects individual members to serve on regional boards to represent the Town of Snowmass Village. Attached you will find the current Board appointments.

In addition to renewing and appointing Town Council members to these positions, the Town Council will also need to nominate and appoint a Council Member to the Mayor Pro Tem position. The provisions of Section 3.7 of the Home Rule Charter states in part as follows:

The Mayor Pro Tem shall be elected from the Council membership by a majority vote of the entire Council. Said elections shall take place at the organizational meeting following each general municipal election.

The Mayor Pro Tem shall serve until the next organizational meeting unless sooner removed by a majority vote of the entire Council. In the absence or disability of the Mayor, the Mayor Pro Tem shall perform all duties and have all powers of the Mayor. If a vacancy occurs in the office of Mayor Pro Tem, the Council shall elect a successor.

There is a total of 9 outside Boards including the Colorado Municipal League. Clint Kinney, Town Manager is currently the representative to the organization, but should the Council desire, it is perfectly appropriate to have a Council member fill this position rather than the Manager.

1 - Roaring Fork Transit Agency (RFTA) meets the second Thursday of each month at 8:30 am to 11:00 am at the Carbondale Town Hall, location subject to change.

2 - Ruedi Water and Power Authority – RWPA meets quarterly at the River Center in Basalt. It is usually on a Thursday evening from 5:30 to 7:30 pm.

3 - Nordic Council – The meets monthly at a predetermined location.

4 - Elected Officials Transit Committee (EOTC) - meets four times a year on Thursdays from 4:00 to 6:00 pm rotating the meeting location between Pitkin County, Aspen and Snowmass. The entire Council is on this Board.

5 - Community Office Recourse Efficiency (CORE) – this board currently meets the third Thursday of the month via Zoom and on-site at a rotating location in Aspen and Basalt.

6 - Northwest Colorado Council of Governments (NWCCOG) meets every other month, Thursdays 10:00 am to 12:00 pm via Zoom and on-site location TBD.

7 - Sister Cities committee meets the second Thursday of every month at 5:00 pm in the Pearl Pass Conference room of Aspen City Hall.

8 – The Pitkin County Board of Public Health meets quarterly on the 2nd Thursday of each month for the 3rd month of each quarter in the afternoon.

FINANCIAL IMPACT:

N/A

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

Serving and participating in regional initiatives is directly related to the Town Council's goal of Regionalism:

“The Town is committed to being proactive and participating in regional approaches for topics that face the entire Roaring Fork Valley including, but not limited to, transportation, workforce housing, senior housing, recreation, and public health matters.”

COUNCIL OPTIONS:

1. Make a motion to appoint a Mayor Pro Tem.
2. Make a motion to appoint a Councilmember to open seats on listed regional boards and select an alternate member.
3. Direct Staff to draft a resolution appointing above positions.
4. Continue appointments at a later Town Council Meeting to discuss further.

STAFF RECOMMENDATION:

It is staff's recommendation that the Council,

- 1) Vote and appoint a Mayor Pro Tem

And then

- 2) Provide direction to staff to as to which Council members desire to serve on which outside boards so that a resolution with said appointments can be prepared and acted on at the December 19 Council meeting.

Appointments to Town Council outside boards 2022-2024

Board	Appointment's 2020-2022	Alternate 2020-2022
Roaring Fork Transit Agency-RFTA	Alyssa Shenk	Bill Madsen
Ruedi Water and Power Authority-RWPA		Tom Fridstein
Nordic Council	Bill Madsen	
Elected Officials Transit Committee-EOTC	All Members	All Members
Community Office Resource Efficiency-CORE		
Northwest Colorado Council of Governments-NWCCOG	Tom Fridstein	Alyssa Shenk
Colorado Municipal League Committee- CML	Town Manager	N/A
Sister Cities	Alyssa Shenk	N/A
Board of Health	Bill Madsen	Tom Fridstein

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

December 05, 2022

AGENDA ITEM:

Board and Commission Appointments Process

PRESENTED BY:

Megan Harris Boucher, Town Clerk

BACKGROUND:

Section 8.3 of the Home Rule Charter states that members of all boards and commissions shall be appointed by the Town Council. The vacancies have been publicly posted, advertised in the Snowmass Sun and posted on social media through November 15th.

We have received 32 applications, 15 new applications and 17 incumbent applications. Attached is a breakdown of each Board the number of vacant seats, number of total applicants and those that are incumbents and those that are new applicants. In addition, attached is the Municipal Code for each Board and Commission as well as any established By-Laws for any Boards and Commissions that have created additional By-Laws.

Note: Section 8:3 of the Home Rule Charter states as follows:

Each permanent board or commission shall consist of at least five (5) members. No Town officer or elected official shall serve on any permanent board or commission. All members of all boards and commissions except those specifically designated as "advisory" shall be residents and registered voters of the Town.

Boards designated as "advisory" include the Environmental Advisory Board (EAB), the Parks, Open Space, Trails & Recreation Board (POSTR), and the Snowmass Arts Advisory Board (SAAB) and therefore have no resident requirement but other qualifications highlighted in the attachments should be considered.

Citizens Grant Review Board (UP TO 7 seats - 3-year term)

3 Vacant Seats
 1 Incumbents
 1 New Applicant

Environmental Advisory Board (EAB shall have 7 members - 5 At-Large & 2 with specialized expertise - 3-year term)

2 Vacant Seat – At-Large
 1 Incumbent
 1 New Applicants

Financial Advisory Board – Contested Seats (UP TO 7 seats - 2-year terms)

4 Vacant Seats
 4 Incumbents
 1 New Applicants

Parks, Open Space, Trails & Recreation Board (shall be min 7 and max of 15 - all At-Large – 3-year term)

5 Vacant Seats they can have up to 15 members
 3 Incumbents
 1 New Applications

Part Time Residents Advisory Board (shall have 7 members - 3 Condo; 2 Single Fam; 2 At Large -All Diff Complexes – 3-year term)

2 Vacant Seats, 2 At Large
 1 Incumbents
 1 New Applicants

Planning Commission – Contested Seats (shall have 7 members – 3-year terms)

3 Vacant Seats
 3 Incumbents
 2 New Applicants

Snowmass Arts Advisory Board (shall be min 5 members & max 15 members – 2-year term)

7 Vacant Seats
 3 Incumbents
 8 New Applicant

Boards of Appeals and Examiners

2 Vacant Seats
 No Applications received

COUNCIL OPTIONS

- A. Direct staff to arrange interviews of new applicants or interviews of both new and incumbent applicants.

- B. Direct staff to bring forward a Resolution once the Council has determined appointments.

STAFF RECOMMENDATION:

It is staff's recommendation that Council direct staff to set interviews for December 19 for the Boards and Commissions that have more applicants than positions available.

Those Boards and Commissions are:

- 1) SAAB
- 2) Planning Commission
- 3) Finance Advisory Board

Following the interviews, a resolution making appointment to the respective Boards and Commission can then be considered at the January 3rd Council meeting.

ATTACHMENTS:

- Spread Sheet of all Applicants
- Individual Applications by Board and Municipal Code with highlighted qualifications section

Applicant Name	Reapplied or New	Board Name	Type of Seat	
Citizen's Grant Review Board - 3 seats (UP TO 7 seats - 3 yr term)				
Cara Haugan	Re	Citizens Grant Review Board		
Dara Erck	New	Citizens Grant Review Board		
Environmental Advisory Board - 2 At-Large seats (EAB shall have 7 members - 5 At-Large & 2 with specialized expertise - 3 yr term)				
Joseph Goodman	Re	Environmental Advisory Board	At-Large	
Morgan Fixel *	New	Environmental Advisory Board	At-Large	
Financial Advisory Board - 4 seats open (UP TO 7 seats - 2 yr terms)				
Brooks Tanner	New	Financial Advisory Board		
Greg C Smith	Re	Financial Advisory Board		
Jim Shallcross	Re	Financial Advisory Board		
scott winfield hanson	Re	Financial Advisory Board		
SHAWN S GLEASON	Re	Financial Advisory Board		
Parks, Open Space, Trails, & Recreation (POSTR) Board - 5 seats (POSTR shall be min 7 and max of 15 - all At-Large - 3 yr term)				
Bryce Christensen	Re	Parks, Open Space, Trails, & Recreation (POSTR) Board		
Emily Farrell	Re	Parks, Open Space, Trails, & Recreation (POSTR) Board		
James Larson	New	Parks, Open Space, Trails, & Recreation (POSTR) Board		
Matt Donnelly	Re	Parks, Open Space, Trails, & Recreation (POSTR) Board		
Part Time Residents Advisory Board - 2 seats (At-Large) (PTRAB shall have 7 members - 3 Condo; 2 Single Fam; 2 At Large -All Diff Complexes - 3 yr term)				
John S. Orton	New	Part-Time Residents Advisory Board	At-Large	
Norbert C Hansch	Re	Part-Time Residents Advisory Board	At-Large	
Planning Commission - 3 seats (shall have 7 members - 3 yr terms)				
David Seglin	New	Planning Commission		
Doug Faurer	Re	Planning Commission		
James A. Gustafson	Re	Planning Commission		
Matthew Dubé	Re	Planning Commission		
Morgan Fixel *	New	Planning Commission		
Snowmass Arts Advisory Board - max possible 7 open seats (SAAB mim 5 members & Max 15 members - 2 yr term)				
Anne M White	Re	Snowmass Arts Advisory Board		
Elaine LeBuhn	New	Snowmass Arts Advisory Board		
Edmund Foran	New	Snowmass Arts Advisory Board		
Gray Warr	New	Snowmass Arts Advisory Board		
Helen Leeke	New	Snowmass Arts Advisory Board		
Joanne Seongweon Lee	New	Snowmass Arts Advisory Board		
LINDA RENNICK	Re	Snowmass Arts Advisory Board		
Lindsay Fortier	New	Snowmass Arts Advisory Board		
Maja Decker	New	Snowmass Arts Advisory Board		
Melanie Falk	New	Snowmass Arts Advisory Board		
Oshin Diane	Re	Snowmass Arts Advisory Board		
Board of Adjustments - Appeals - 2 seats				
no applications				

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☒ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☐ Snowmass Arts Advisory Board

Full Name *

Cara Haugan

Phone Number

[REDACTED]

Secondary Phone Number

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

USA

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81616

State / Province / Region

CO

Country

USA

Are you a permanent resident?

- ☒ Yes
☐ No

Are you registered to vote in Snowmass Village?

- ☒ Yes
☐ No

Please list your experience and/or education that qualifies you for this position.*

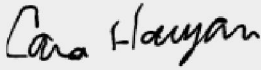
I have served on this Board since January 2020. I have a Bachelor's degree in Business Economics and 25 years experience in banking at Alpine Bank.

Why do you wish to be appointed to this position?*

I wish to serve another term on this board because I have seen the impact this program has on local nonprofit organizations and enjoy being a part of the process.

Signature*

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.



Date

10/12/2022

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☒ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☐ Snowmass Arts Advisory Board

Full Name *

Dara Erck

Phone Number

[REDACTED]

Secondary Phone Number

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

USA

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

[REDACTED]

Address Line 2

[REDACTED]

City

Aspen

Postal / Zip Code

81612

State / Province / Region

CO

Country

USA

Are you a permanent resident?

- ☒ Yes
☐ No

Are you registered to vote in Snowmass Village?

- ☒ Yes
☐ No

Please list your experience and/or education that qualifies you for this position.*

I have worked in nonprofit management for the majority of my career as well as for philanthropic institutions. I have spent much of my career working for the Bill and Melinda Gates Foundation. In this work, I have reviewed many grant applications. I have a Masters in International and Public Affairs from Columbia University.

Why do you wish to be appointed to this position?*

I recently moved from Aspen to Snowmass. I have served in various civic roles including election monitoring, and I am interested in becoming more involved in the Snowmass community. The Citizens Grant Review Board is a unique board that not all towns have access to. I would be honored to serve on the review committee for these grants.

Signature*

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

Dara Erck

Date

10/6/2022

Sec. 2-211. - Establishment.

A permanent Citizens Grant Review Board, hereinafter referred to as CGRB, is hereby created for the Town.

(Ord. 12-2000 §1)

All members of the CGRB shall be [REDACTED] and have some [REDACTED]. The Board shall consist of no more than five (5) regular members and two (2) alternate members. Any voting member missing three (3) meetings over a period of one (1) year, without good cause, shall be removed from the Board.

(Ord. 12-2000 §2)

Sec. 2-213. - Appointment and terms of office.

All members of the CGRB shall be appointed by the Town Council. Initial appointments shall specify the term of office of each individual and be in accordance with Section 8.3 of the Charter.

(Ord. 12-2000 §3)

Sec. 2-214. - Vacancies.

Vacancies on the CGRB shall be filled for the remainder of the unexpired term by appointment of the Town Council following public notice in accordance with Section 8.5 of the Charter.

(Ord. 12-2000 §4)

Sec. 2-215. - Organizational meetings.

The members of the Board shall elect annually, from its membership, a Chairperson and a Vice-Chairperson whose term of office in such capacity shall be for one (1) year with eligibility for re-election. The Board shall adopt rules and regulations for its organization and for the transaction of business. Such business shall not conflict with the ordinances of the Town or the statutes of the State. All meetings shall be open to the public, and the Board shall keep a public record of its proceedings. Board meetings shall be held a minimum of three (3) times a year, or more, if necessary, as determined by the Board.

(Ord. 12-2000 §5)

Sec. 2-216. - Powers and duties.

The Citizens Grant Review Board shall have the following powers and responsibilities:

- (1) Advocate nonprofit, charitable organizations, which enhance the quality of life for the residents, visitors and employees of Snowmass Village.
- (2) Provide a resource of information and expertise on grant issues.
- (3) Function as the primary grant review liaison between the Town Council and the community nonprofit organizations.
- (4) Process, review and make recommendations to the Town Council on all grants and funding requests by:
 - a. Publishing notice of availability of funding for grants by the Town and mailing applications as requested;
 - b. Establishing comprehensive grant funding and review guidelines to properly implement the grant process;
 - c. Receiving and evaluating all incoming applications to determine:
 1. If applications are tax-exempt under the provisions of Section 501(c)(3) of the Internal Revenue Code;
 2. If the applicants are appropriately enhancing the quality of life of the citizens, visitors and employees of Snowmass Village;
 3. If the applicants are outside the realm of consideration, i.e. religious and "for-profit" groups, individuals, organizations clearly servicing an area outside of the Roaring Fork Valley or organizations with political agendas;
 - d. Conducting intensive interview sessions with every applicant for funding, to be held each year during the budget process;
 - e. Holding deliberation meetings to discuss all the applications in order to arrive at a list of recommended grant awards.
- (5) Present a final list of recommended grants to the Town Council and explain the reasoning behind such recommendations.
- (6) To meet on a timely and as-needed basis to review any other proposals that may come before the Board, and to fully carry out the Board's responsibilities and duties.
- (7) To render such other recommendations or advice as Town Council may, from time to time, request.

(Ord. 12-2000 §6)

Secs. 2-217—2-230. - Reserved.

Apply for a Board or Commission

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Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☒ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☐ Snowmass Arts Advisory Board

Please select the seat you wish to fill on the EAB: *

- ☒ At Large
- ☐ Specialty

Full Name *

Joseph Goodman

Phone Number

[REDACTED]

Secondary Phone Number

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

USA

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

USA

Are you a permanent resident?☒ Yes☐ No**Are you registered to vote in Snowmass Village?**☒ Yes☐ No**Please list your experience and/or education that qualifies your for this position. ***

20 years in the energy industry including professional experience at General Electric and the Rocky Mountain Institute (RMI). Professional work includes microgrids, sustainable buildings and cities, and electrified mobility. Currently I work in climate tech investing as a partner in a snowmass based climate tech venture capital fund.

Additionally, in my EAB appointment, I regularly draw on my professional experience working with the National Park System (NPS) to achieve climate mitigation and adaptation goals. Most of my time supporting NPS was at Yellowstone where I supported efforts to electrify buildings, electrify mobility, retrofit buildings, build microgrids and to educate visitors.

Why do you wish to be appointed to this position? *

This will be a follow-on term for me at the EAB board. We have worked extensively to align with town council to establish goals. Now we are in the critical phase of implementing plans to deliver on the commitment to town council. With my professional background and current market exposure I am excited to contribute to the current implementation phase.

Additionally, my family and I are deeply committed to the outdoor and recreational community in Snowmass Village. We want to help preserve the local natural resources and outdoor experience for full time residents, visitors and part-time residents. We believe Snowmass provides one the premier outdoor experiences in the US.

Signature *

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

*joseph goodman***Date**

10/31/2022

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☒ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☐ Snowmass Arts Advisory Board

Please select the seat you wish to fill on the EAB: *

- ☒ At Large
- ☐ Specialty

Full Name *

Morgan Fixel

Phone Number

Secondary Phone Number

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass village

Postal / Zip Code

81615

State / Province / Region

Colorado

Country

USA

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

Address Line 2

City

Snowmass village

Postal / Zip Code

81615

State / Province / Region

Colorado

Country

USA

Are you a permanent resident?☒ Yes☐ No**Are you registered to vote in Snowmass Village?**☐ Yes☐ No**Please list your experience and/or education that qualifies your for this position. ***

- 8 years in sustainability and mobility
 - responsible for deploying charging stations (solar and grid-tied) for 4 years
 - ran all business development for an Alphabet group creating the city of the future.
- Responsible for working with all mobility, tolling, and infrastructure partners
- 7 years of working with government agencies across the world creating solutions for them and finding the right partners

Why do you wish to be appointed to this position? *

As a full-time resident in Snowmass Village, I want to make a difference in my backyard for my family, neighbors, and visitors. Environmental changes have a big impact on our valley - and I want to help make a difference to make our Village as livable, resilient, and beautiful as possible.

Signature *

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

**Date**

10/8/2022

ARTICLE XVI Environmental Advisory Board

Sec. 2-371. Establishment.

An Environmental Advisory Board is hereby established by the Town Council pursuant to Town Charter Section 8.1 to carry out such duties as directed by the Town Council and generally provide a mechanism for communication and education regarding environmental, sustainability and conservation issues between the Board, residents and visitors of Snowmass Village and the Town Council. The Environmental Advisory Board shall be specifically designated as "advisory." (Ord. 4-2011 §1)

Sec. 2-372. Composition and qualifications.

(a) The Environmental Advisory Board shall consist of seven (7) members composed of:

- (1) Five (5) members selected at large.
- (2) Two (2) members selected who possess specialized expertise and experience in environmental policy, environmental science and/or environmental design, one (1) such member preferably representing the Community Office for Resource Efficiency and the other such member preferably representing the Pitkin County Energy Management Program.
- (3) All members of the Environmental Advisory Board shall be persons interested in environmental, sustainability and conservation issues and preference will be given to appointment of members with expertise or experience in environmental, sustainability and conservation issues.
- (4) When appointing members to the Environmental Advisory Board, the Town Council shall primarily strive to balance the composition of the Board to ensure representation of various areas of environmental expertise, experience or interest to create a broad range of ability on the Board.
- (5) When appointing members to the Environmental Advisory Board, the Town Council shall, where possible and secondarily to balancing the areas of expertise and experience, strive to balance the composition of the Board by consideration of balanced representation among Snowmass Village retail, lodging, construction and commercial business and industry.

(b) No member of the Town Council shall serve on the Board.

(Ord. 4-2011 §1)

Sec. 2-373. Meetings.

The Environmental Advisory Board will meet at least quarterly or more as determined by the Environmental Advisory Board or Town Council, and such meetings shall be within the Town.

Sec. 2-374. Terms of office.

The members of the Environmental Advisory Board shall be appointed by the Town Council to serve staggered and overlapping terms that expire at the first regular meeting of the Town Council annually. The initial terms of members of the Board will be as follows:

-
- (1) The first two (2) at-large members and the first specialized member appointed by the Town Council shall serve three-year terms;
 - (2) The second at-large member and the second specialized member appointed by the Town Council shall serve two-year terms; and
 - (3) The final two (2) at-large members appointed by the Town Council shall serve a one-year term.

Following the completion of the initial terms of office, each succeeding term shall be for three (3) years.

Sec. 2-375. Vacancies.

In the event that a vacancy occurs on the Environmental Advisory Board, the Town Council shall appoint a new member to serve the remaining term. The Town Council may only remove members of the Board, as follows:

- (1) For misfeasance or malfeasance of office by approval of a majority of the members of the Town Council; or
- (2) For any reason, by approval of at least three-quarters ($\frac{3}{4}$) of the members of the Town Council.

Sec. 2-376. Powers and duties.

The Environmental Advisory Board shall have the following duties:

- (1) Advise the Town Council at any time regarding any matter relating to the Town's Environmental Sustainability Plan.
- (2) Recommend changes and updates to the Town's Environmental Sustainability Plan.
- (3) The Town Council may choose to direct the Environmental Advisory Board to investigate and answer specific environmental or sustainability questions it may have.
- (4) Provide technical expertise and a broad community perspective in order to develop recommendations to the Town Council concerning projects, programs, policies and operational practices that will benefit the natural environment.
- (5) Encourage community participation in these pursuits, and establish relationships with other environmental groups, in order to access and leverage support for its efforts.
- (6) Recommend programs and policies to accomplish its purpose.
- (7) At least annually, provide the Town Council with a report that includes progress on goals of the Environmental Sustainability Plan.

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☒ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☐ Snowmass Arts Advisory Board

Full Name *

Brooks Tanner

Phone Number

[REDACTED]

Secondary Phone Number

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

Are you a permanent resident?

- ☒ Yes
☐ No

Are you registered to vote in Snowmass Village?

- ☒ Yes
☐ No

Please list your experience and/or education that qualifies you for this position.*

Many years as an investment banker, chief financial officer and non-profit board member.

Why do you wish to be appointed to this position?*

I want to contribute to the community (we moved here from the East Coast two years ago).

Signature*

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

Brooks Tanner

Date

10/20/2022

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☒ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☐ Snowmass Arts Advisory Board

Full Name *

Greg C Smith

Phone Number

970-922-0889

Secondary Phone Number

[REDACTED]

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615-6454

State / Province / Region

Colorado

Country

Pitkin

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615-6454

State / Province / Region

Colorado

Country

Pitkin

Are you a permanent resident?

- ☒ Yes
☐ No

Are you registered to vote in Snowmass Village?

- ☒ Yes
☐ No

Please list your experience and/or education that qualifies you for this position.*

I've served on numerous boards of directors; I've chaired audit committees; and I'm an SEC financial expert. I am retired Vice Chairman of Ford Motor Company. I have an MBA with finance specialty and an engineering degree.

Why do you wish to be appointed to this position?*

I am experienced with the FAB and believe it is a good way to support our local community.

Signature*

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

Greg C Smith

Date

10/12/2022

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



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- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☒ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☐ Snowmass Arts Advisory Board

Full Name *

Jim Shallcross

Phone Number

2028217574

Secondary Phone Number

[REDACTED]

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

USA

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

[REDACTED]

Address Line 2

City

SMV

Postal / Zip Code

81615

State / Province / Region

CO

Country

USA

Are you a permanent resident?

- ☒ Yes
☐ No

Are you registered to vote in Snowmass Village?

- ☒ Yes
☐ No

Please list your experience and/or education that qualifies you for this position.*

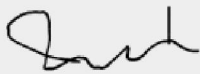
Have served previous term. Extensive experience in business and Finance

Why do you wish to be appointed to this position?*

To continue to be of service to FAB and community

Signature*

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.



Date

10/21/2022

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☒ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☐ Snowmass Arts Advisory Board

Full Name *

scott winfield hanson

Phone Number

[REDACTED]

Secondary Phone Number

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

[REDACTED]

City

SNOWMASS VILLAGE

Postal / Zip Code

81615

State / Province / Region

Colorado

Country

United States

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

[REDACTED]

Address Line 2

City

Aspen

Postal / Zip Code

81612

State / Province / Region

Co

Country

Are you a permanent resident?

- ☒ Yes
☐ No

Are you registered to vote in Snowmass Village?

- ☒ Yes
☐ No

Please list your experience and/or education that qualifies you for this position.*

This is a application for reapportionment to the FAB. Please refer to previous application.

Why do you wish to be appointed to this position?*

Same as above. I have been an active, engaged and productive member of the FAB and would like to continue. I attended all meetings during my current term.

Signature*

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.



Date

10/10/2022

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☒ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☐ Snowmass Arts Advisory Board

Full Name *

SHAWN S GLEASON

Phone Number

[REDACTED]

Secondary Phone Number

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

[REDACTED]

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

Colorado

Country

United States

Is your Mailing Address different than the Address Above? *

- ☐ Yes
- ☒ No

Are you a permanent resident?

- ☒ Yes
- ☐ No

Are you registered to vote in Snowmass Village?

- ☒ Yes
- ☐ No

Please list your experience and/or education that qualifies your for this position. *

GFC of Medium Sized Business and FAB Board member for many years

Why do you wish to be appointed to this position? *

To support the financial goals of the Town of Snowmass Village.

Signature *

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

Shawn Gleason

Date

10/10/2022

ARTICLE X Financial Advisory Board

Sec. 2-231. Establishment.

Pursuant to Section 8.1 of the Charter, there is hereby established a Financial Advisory Board for the Town.

Sec. 2-232. Qualifications.

All members of the Financial Advisory Board shall have education or experience in business or public finance, accounting or budgeting. No member of the Town Council, any employee of the Town, or any Town, County or City of Aspen official shall serve on any Financial Advisory Board.

Sec. 2-233. Vacancies.

Vacancies on the Financial Advisory Board shall be filled for the remainder of the unexpired terms by appointment of the Town Council following public notice of such vacancy.

Sec. 2-234. Composition; appointment; term.

The Financial Advisory Board shall consist of up to seven (7) members who shall be appointed by the Town Council to serve overlapping terms of two (2) years each. All terms of members shall expire on a staggered basis at the first regular meeting of the Town Council in January of each year. All members shall serve at the pleasure of the Town Council and may be removed by a majority vote of the entire Town Council. The Financial Advisory Board shall elect a chairman from the membership annually and shall establish rules and regulations governing its procedure consistent with the provisions of this Article.

Sec. 2-235. Duties and responsibilities.

The Financial Advisory Board shall have the following duties and responsibilities:

- (1) To make recommendations to the Town Council prior to the adoption of the budget and capital program for the Town.
- (2) To render such other recommendations or advice as the Town Council may, from time to time, request.
- (3) To request of the Town Council the ability to undertake a review of any item that the Financial Advisory Board determines significant for review.
- (4) The Financial Advisory Board may discuss any matter that the Board determines necessary.

Secs. 2-236—2-250. Reserved.

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☒ Planning Commission
- ☐ Snowmass Arts Advisory Board

Full Name *

David Seglin

Phone Number

[REDACTED]

Secondary Phone Number

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

[REDACTED]

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

Colorado

Country

United States

Is your Mailing Address different than the Address Above? *

- ☐ Yes
- ☒ No

Are you a permanent resident?

- ☐ Yes
- ☒ No

Are you registered to vote in Snowmass Village?

- ☒ Yes
- ☐ No

Please list your experience and/or education that qualifies you for this position. *

Having retired after 40 years of practicing architecture and now residing in Snowmass Village for much of the year, it is my desire to use my experience to volunteer and contribute to the Snowmass Village community. I have extensive design and management experience in residential and commercial design and planning of projects in numerous states and municipalities that often required plan commission review and approval. I am a Colorado licensed architect and am registered to vote in Colorado/Pitkin County. I graduated from Princeton University's School of Architecture, founded a private practice and taught architectural design part time at the University level.

Why do you wish to be appointed to this position? *

Now that I'm retired, I would like to use my professional experience to give back to the Snowmass community that I have known and loved since the mid-1960's. I am eager to participate in the process that encourages the growth and sustainability, both environmentally and economically, of the Village as it tackles the sensitive issues of expansion, housing and environmental sensibility.

Signature *

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

DAVID A. SEGGIN

Date

9/30/2022

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☒ Planning Commission
- ☐ Snowmass Arts Advisory Board

Full Name *

Doug Faurer

Phone Number

1 [REDACTED]

Secondary Phone Number

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

City

SNOWMASS VILLAGE

Postal / Zip Code

81615

State / Province / Region

CO

Country

United States

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

Are you a permanent resident?

- ☒ Yes
☐ No

Are you registered to vote in Snowmass Village?

- ☒ Yes
☐ No

Please list your experience and/or education that qualifies you for this position.*

20+ years serving on the Planning Commission.

40 year business owner-Alpine Property Management- in Snowmass Village

45 year homeowner in Snowmass Village

Why do you wish to be appointed to this position?*

I enjoy this level of community participation by serving on the Planning Commission. I am a long-time homeowner in Melton Ranch with a rooted interest in our community well-being. My involvement with the PC allows me to represent the various interests of our part-time homeowners as well.

Signature*

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

Doug Feurer

Date

10/19/2022

Apply for a Board or Commission

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Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☒ Planning Commission
- ☐ Snowmass Arts Advisory Board

Full Name *

James A. Gustafson

Phone Number

[REDACTED]

Secondary Phone Number

[REDACTED]

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

Pitkin

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

Pitkin

Are you a permanent resident?

- ☒ Yes
☐ No

Are you registered to vote in Snowmass Village?

- ☒ Yes
☐ No

Please list your experience and/or education that qualifies your for this position.*

TOSV Homeowner/Resident since 1976 & Roaring Fork Valley since 1970
B.A.- Architecture, Univ. of Illinois - 1966, Licensed Architect - 1975, NCARB Certificate
Architectural Practice in Aspen since 1970, U.S. Army Corps of Engineers 1966 - 1969
Many Years of Experience -TOSV Planning Commission, Board of Examiners & Appeals
Other: Snowmass HOA VP Bd. of Dir, Design Committee-1980, Snowmass Rotary-1991

Why do you wish to be appointed to this position?*

I wish to continue serving Snowmass Village to help maintain and evolve a vibrant, healthy
Community & Resort while striving to find & keep an appropriate balance between them.
I feel that my professional training and many years of experience, as well as my familiarity
with local conditions & issues and can contribute to the TOSV planning & review process.

Signature*

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

James A. Gustafson

Date

10/28/2022

Apply for a Board or Commission

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Please select the Board or Commission you are Applying For: *

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- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☒ Planning Commission
- ☐ Snowmass Arts Advisory Board

Full Name *

Matthew Dubé

Phone Number

[REDACTED]

Secondary Phone Number

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

[REDACTED]

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

USA

Is your Mailing Address different than the Address Above? *

- ☐ Yes
- ☒ No

Are you a permanent resident?

- ☒ Yes
- ☐ No

Are you registered to vote in Snowmass Village?

- ☒ Yes
- ☐ No

Please list your experience and/or education that qualifies your for this position.*

I am a current member of the Planning Commission and have served continuously since January 2020. During my tenure, I took part in the update of the Comprehensive Plan, review of parking standards, review of several land use applications and at least one rezoning. My skills consist of thorough review of agenda packets and presenting my thoughts to fellow commissioners in a constructive and respectful manner.

Why do you wish to be appointed to this position?*

I enjoy my work on the Planning Commission and the think that my contribution is helpful to Snowmass Village.

Signature*

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

Matthew Dubé

Date

10/30/2022

Apply for a Board or Commission

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Please select the Board or Commission you are Applying For: *

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- ☐ Citizens Grant Review Board
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- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☒ Planning Commission
- ☐ Snowmass Arts Advisory Board

Full Name *

Morgan Fixel

Phone Number

[REDACTED]

Secondary Phone Number

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass village

Postal / Zip Code

81615

State / Province / Region

Colorado

Country

USA

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass village

Postal / Zip Code

81615

State / Province / Region

Colorado

Country

USA

Are you a permanent resident?

- ☒ Yes
☐ No

Are you registered to vote in Snowmass Village?

- ☒ Yes
☐ No

Please list your experience and/or education that qualifies you for this position.*

While working for Uber and Sidewalk Labs, I worked with many city groups on infrastructure projections ranging from large scale development to the implementation of charging infrastructure for bikes and vehicles.

My most impactful time was at Sidewalk Labs where we planned to build a city from the ground up that would act as the city of the future. I worked with various groups on how to build towards ever changing needs with fixed infrastructure. To that end, I was deeply involved with smart waste programs, composting, resilient grids, sustainable transportation, connected communities and programs, and future health systems. While I don't imagine being an advocate of building from scratch by any stretch of the imagination, I do think that having the mentality of building towards future within the confines of your existing plans is a fun and exciting challenge.

I've worked with developers across the country on various projects and have a good understanding of the needs between cities and private operators and hope to bring some of that knowledge to this board. At Uber, we understood the needs for us to operate and the needs of the city and zoning and constantly tried to work with the city to create policies that worked for future needs within existing builds.

Separately, I do understand the tension between continuing to be a well-regarded and sought after resort town and the influx of more full-time residents. I do believe that plans can be made to attract both parties, or leave them satisfied with the town's plans and offerings.

This Village is an incredibly special and unique place - it is important to maintain its character while still building a sustainable full-time and resort friendly community.

Why do you wish to be appointed to this position?*

It's become clear during my first two years in Snowmass that you cannot be an idle full-time resident. My passion for this Village has grown in a small amount of time and I want to be part of its future while honoring its history.

As part of the planning commission, I hope to bring knowledge of technology and physical build, building resiliency into our core, and how to continue to attract residents that will be active participants in the community.

I am likely a very green applicant in comparison to the people who have lived here a long time but this is where I want to grow a family and raise children - and creating an amazing environment for that to happen is the biggest item on my mind.

Signature*

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.



Date

11/14/2022

ARTICLE XII - Planning Commission

Sec. 2-271. - Establishment of Planning Commission.

Pursuant to Section 8.1 of the Town Charter, there is hereby established a Planning Commission.

(Prior Land Use Code §17.005)

Sec. 2-272. - Vacancies.

Vacancies in the Planning Commission shall be filled for the remainder of the unexpired term by appointment of the Town Council.

(Prior Land Use Code §17.010; Ord. 4-1994 §1)

Sec. 2-273. - Composition, appointment and term.

The Planning Commission shall consist of seven (7) regular members. Regular members shall each be appointed by the Town Council to serve overlapping terms of three (3) years each. Appointments to fill vacancies as a result of the expiration of a term shall be made at the first regular Council meeting in January of each year. Other vacancies shall be filled as provided in the Charter. All members shall serve at the pleasure of the Town Council and may be removed by a majority vote of the entire Town Council. All terms of members shall expire on a staggered basis at the first regular meeting of the Town Council in January of each year. A quorum of three (3) members shall be required at any meeting for the Planning Commission to take any official action.

(Prior Land Use Code §17.020; Ord. 7-1993; Ord. 4-1994 §1; Ord. 1-1997 §2; Ord. 2-2007 §1)

Sec. 2-274. - Duties.

The Planning Commission shall have the following duties:

- (1) To advise the Town Council at any time regarding any matter relating to the Comprehensive Plan.
- (2) To review, pursuant to the applicable provisions of this Code, any submission which involves application for a special review use, subdivision approval, planned unit development approval, specially planned area approval or any application for rezoning significantly affecting the Town; and to make a written report to the Town Council of its findings and recommendations. In making such review, the Planning Commission shall specifically concern itself with whether or not the proposed development or requested action is

consistent with the provisions of the Comprehensive Plan. The Planning Commission shall make a recommendation for approval, against approval or for approval subject to conditions.

- (3) To review the Comprehensive Plan on a continuing basis, taking into consideration changing conditions; and to submit a written report to the Town Council on the status of the Comprehensive Plan, including, if appropriate, recommendations for amendment in accordance with the provisions of Section 16-334 18.020 of this Code.

(Prior Land Use Code §17.025; Ord. 4-1994 §1; Ord. 8-2003 §1)

Sec. 2-275. - Authority.

The Planning Commission shall have the authority:

- (1) To hire consultants and perform studies, upon the prior approval of the Town Council, to carry out its responsibilities.
- (2) To consult with and utilize the services of the Planning Director, Town Attorney and other Town staff, as needed, to carry out its responsibilities.
- (3) To act, in certain instances, as the Board of Adjustment.

(Prior Land Use Code §17.025; Ord. 4-1994 §1; Ord. 10-1997 §12)

Sec. 2-276. - Meetings.

Regular meetings shall be held at least once a month at such time and place as the Planning Commission shall determine. The date, time and location of regular meetings shall be posted permanently in a location in the Town ordinarily used for public notices. The agenda of each regular meeting shall be posted in a public place within the Town at least forty-eight (48) hours' notice to each member of the Planning Commission. A special meeting, however, may be held on a shorter notice if a quorum of the Planning Commission approves.

(Prior Land Use Code §17.025; Ord. 4-1994 §1)

Secs. 2-277—2-290. - Reserved.

APPENDIX 1: SUGGESTED RULES OF PROCEDURE FOR THE TOWN OF SNOWMASS VILLAGE PLANNING COMMISSION

Article I. General Provisions

Section 1: These rules are to supplement the provisions of the Land Use and Development Code of the Town of Snowmass Village as they relate to procedures of the Town of Snowmass Village Planning Commission, hereinafter referred to as "Commission."

Section 2: Any member of the Commission who has a personal or financial interest in a matter before the Commission shall neither vote thereon nor participate in any meeting or hearing on said matter.

Section 3: Nothing herein shall be construed to give or grant to the Commission the power or authority to alter or change the Land use and Development Code, including the official zoning map, which authority is reserved to the Town Council of Snowmass Village.

Section 4: The Town Attorney or their designee shall be consulted in cases where the powers and duties of the Commission are not clearly defined.

Section 5: The office of the Planning Commission shall be located at the office of the Town of Snowmass Village Community Development Department, 130 Upper Kearns Rd, PO Box 5010, Snowmass Village, Colorado 81615.

Section 6: Unless otherwise specified by these rules, Robert's Rules of Order shall constitute the rules of procedure to conduct any meeting.

Article II. Officers and Duties

Section 1: The officers shall be a Chairperson and a Vice Chairperson.

Section 2: The Commission shall elect annually from its members by a majority vote a Chairperson and Vice Chairperson to serve when the Chairperson is absent. The Chairperson and Vice Chairperson shall be elected at the conclusion of the last regular meeting of the Commission in January and shall hold office for one year, commencing on the 1st day of February or until a successor is designated. The Chairperson and Vice Chairperson may be elected to succeed themselves. The Town of Snowmass Village Community Development Department's Administrative Assistant or other clerk shall be designated as Secretary to the Commission and shall perform the duties outlined in these Rules of Procedure.

Section 3: The Chairperson shall supervise the affairs of the Commission. They shall preside at all meetings of the Commission, shall appoint such committees and subcommittees as may be

necessary to carry out the purposes of the Commission. The Chairperson shall be an ex-officio member of all committees and subcommittees so appointed.

Section 4: The Vice Chairperson, in the absence or disability of the Chairperson, shall perform all the duties and exercise all the powers of the Chairperson.

Section 5: The Secretary shall record and maintain permanent minutes of the Commission's proceedings, showing the vote of each member upon every question, or if absent or failing to vote, indicating that fact; shall keep records of its examinations and other official actions; shall summarize accurately the testimony of those appearing before the Commission or keep a verbatim transcript of all hearings; shall record the names of all persons appearing before the Commission; shall, subject to the Commission and Chairperson, conduct the correspondence of the Commission and have public notices of meetings or hearings posted as required by law; shall file said minutes and records in the public portal, which minutes and records shall be a public record; and shall be the custodian of the file of the Commission and keep all records.

Article III. Members

Section 1: Each member of the Commission shall be a resident of Town of Snowmass Village.

Section 2: If any Commission member is absent for three (3) consecutive regular meetings or any five (5) regular or special meetings in any twelve (12) month period, their position shall be declared vacant by the Chairperson who shall make a request to the Town Council to appoint a new member. Any person appointed to fill such vacancy shall serve the unexpired term of the person whose position has been declared vacant.

Article IV. Meetings

Section 1: Regular meetings shall be held in the Town of Snowmass Village Town Council Chambers (or alternatively through an on-line video conferencing program), 130 Upper Kearns Rd, Snowmass Village, at 4:00 p.m. on the first and third Wednesdays of each month, unless such day shall be a recognized holiday. In that event, the regular meeting shall be held at such other time as the Chairperson may designate.

Section 2: Regular meetings may be cancelled by the Chairperson when there are no cases pending. Notification must be given to members, however, not less than forty-eight (48) hours prior to the time set for such meetings.

Section 3: Special meetings may be called by the Chairperson at their discretion, or upon the request of three (3) or more members, provided 72 hours' notice is given each member.

Section 4: All meetings shall be open to the public.

Section 5: A quorum of the Commission shall consist of three (3) members for any regular or special meeting. A concurring vote of a majority of the members of the Commission present and casting votes on a question shall be required for any decision, determination, or official action by the Commission. In the event that a quorum is not present, all applications, hearings, and other matters scheduled for that meeting pursuant to notice shall be continued and made a matter of record until the next regularly scheduled meeting of the Commission. All such matters so continued by action of the members present shall be placed on the agenda for the next regularly scheduled meeting of the Commission and public notice concerning the same shall be noted and posted along with all new items on the next agenda in accordance with the then current practice of noticing of the Commission's agenda. The action of continuance shall be automatic and no vote of the members present shall be necessary to take the action of continuance.

Section 6: A quorum of the Commission shall be present at all public hearings and for the transaction of any business.

Article V. Order of Business

Section 1: All meetings of the Commission shall proceed as follows:

- (a) Roll call and declaration of quorum.
- (b) Approval of minutes of previous meeting.
- (c) Communications.
- (d) Statement of hearing procedures by Chairperson.
- (e) Call of cases on agenda and hearing of requests for continuance. Continued hearings shall be considered first before new cases are heard.

CONTINUANCES

Continuances may be granted at the discretion of the Commission in any case for good cause shown and to any interested party who has entered their appearance as follows:

- (1) New cases--first time on agenda: continuances may be granted upon request.
- (2) Continued cases: All cases which have previously appeared on the agenda of the Commission constitute continued cases. A request for a further continuance will be considered upon request by the party or their

representative at the time the case is called, and upon showing that they will be unable to proceed with their evidence at the hearing.

FAILURE OF APPLICANT TO APPEAR

- (1) The Chairperson may entertain a motion from the Commission to dismiss the case for want of prosecution. In the absence of a motion by the Commission, the chair shall rule.
- (2) In cases which are dismissed for want of prosecution, the applicant will be furnished written notice by the Secretary of the Commission.
- (3) The applicant shall have seven (7) days from the date of notice of dismissal to apply for reinstatement of the case. In such cases, applicant must file a written request with the Secretary for reinstatement. Reinstatement shall be at the discretion of the Chairperson for good cause shown.
- (4) In all cases reinstated in the above described manner, the case will be docketed and notice given the usual manner prescribed for new cases. All costs incurred by reinstatement shall be borne by the applicant.

(f) New business.

(g) Reports of committees.

(h) Adjournment.

Article VI. Notices for Hearings

Section 1: Notice of public hearing shall be mailed, posted and published in a newspaper of general circulation in the Town per the Land Use and Development code requirements. Notice of such hearing shall be posted on or as near as reasonably possible, to the property for which the application is sought and shall be mailed to the owner of such property and to the owners of real property lying within 300 feet of the exterior boundaries of such property by first class mail, with postage prepaid. The word "owner" as used in this section shall be construed to mean persons who are shown to be the record owners of the property upon the records of the Pitkin County Assessor. The purchaser shall be considered the owner for the purposes hereof. Proof of compliance with this section shall be available from the Town Community Development Director, if requested, including the names and addresses of the persons to whom the notice was mailed and the date of mailing, a statement that the required mailing occurred and a sign was posted upon or near such property, and the publisher's affidavit of publication. Such proof shall become a part of the record of action taken by the Commission.

Article VII. Procedures of Hearings

- Section 1: At the hearing, the applicant may appear in their own behalf or may be represented by their counsel or agent.
- Section 2: All members of the public who wish to speak, shall be heard.
- Section 3: The Town Staff shall present the case to frame the issues for consideration by the Commission. Planning Commissioners may ask clarifying questions of staff.
- Section 4: The applicant or his representative may make an initial statement outlining the nature of his request and introduce evidence regarding their case. Following their presentation, the Planning Commissioners may ask clarifying questions of the applicant.
- Section 5: Members of the public are invited to speak either for or against the case.
- Section 6: The applicant and/or its representative may address matters presented by opposition to the application.
- Section 7: The Commission shall not be bound by the strict rules of evidence, but it may exclude irrelevant, immaterial, incompetent, or unduly repetitious testimony or evidence.

Article VIII. Decisions

- Section 1: Subject to the Land Use and Development Code regulations, final decisions or recommendations shall be made by resolution.
- Section 2: The Commission shall conduct its hearings and vote on all matters in public session at the meeting in which evidence is concluded, unless the Commission considers additional time for deliberation is necessary.
- Section 3: A concurring vote of a majority of the members of the Commission casting votes shall be necessary for any decision or determination or to recommend any application to the Town Council.
- Section 4: The Commission may deliberate or seek legal advice in executive session, however, all hearings and votes cast shall be made at a meeting that is open to the public.
- Section 5: Notice of the decision of the Commission shall be given to the applicant and other interested parties as soon as possible after the decision is reached.
- Section 6: Any action that requires Town Council approval will have the Planning Commission's Resolution included in the packet for Town Council's consideration.

Article IX. Records

Section 1: A file of materials and decisions relating to each case shall be kept by the Community Development Department as part of the records of the Commission.

Section 2: All records of the Commission shall be a public record.

Article X. Amendment of Rules

Section 1: These rules may be amended by an affirmative majority vote of all members of the Commission.

Section 2: The proposed amendment must be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

The foregoing Rules of Procedure for the Town of Snowmass Village Planning Commission were adopted on August 17, 2022.

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☒ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☐ Snowmass Arts Advisory Board

Full Name *

Bryce Christensen

Phone Number

[REDACTED]

Secondary Phone Number

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

United States

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

United States

Are you a permanent resident?

- ☒ Yes
☐ No

Are you registered to vote in Snowmass Village?

- ☒ Yes
☐ No

Please list your experience and/or education that qualifies your for this position.*

I've already spent one full term on the POSTR board and have been the chairperson for the past year.

Why do you wish to be appointed to this position?*

I love living and working in the Village and want to help ensure our outdoor environment is being protected.

Signature*

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

A handwritten signature in black ink, appearing to be "BOA", is written on a light gray rectangular background.

Date

11/2/2022

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☒ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☐ Snowmass Arts Advisory Board

Full Name *

Emily Farrell

Phone Number

[REDACTED]

Secondary Phone Number

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

USA

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

USA

Are you a permanent resident?

- ☒ Yes
☐ No

Are you registered to vote in Snowmass Village?

- ☒ Yes
☐ No

Please list your experience and/or education that qualifies your for this position.*

I have served on this board for the past three years.

Why do you wish to be appointed to this position?*

As a parent of young children, I am interested in more community space, more programming, and more events for families in SV.

Signature*

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

Emily Farrell

Date

11/14/2022

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☒ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☐ Snowmass Arts Advisory Board

Full Name *

James Larson

Phone Number

[REDACTED]

Secondary Phone Number

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

1212

City

Snowmass Village

State / Province / Region

CO

Postal / Zip Code

81615

Country

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

[REDACTED]

Address Line 2

City

Aspen

State / Province / Region

CO

Postal / Zip Code

81612

Country

USA

Are you a permanent resident?

- ☒ Yes
☐ No

Are you registered to vote in Snowmass Village?

- ☒ Yes
☐ No

Please list your experience and/or education that qualifies you for this position. *

I have over 20 years of program management experience, mostly in large federal projects in addition to two master's degrees (MBA and Security Management). I am a certified project management professional (PMP). I have lived in the Aspen/Snowmass area for 3 years, and have extensive outdoor experience.

Why do you wish to be appointed to this position? *

I moved here for the natural beauty and outdoor activities. I would like to volunteer my time to a good purpose, management of our outdoor spaces is near and dear to my heart.

Signature *

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

James W Larson

Date

5/20/2022

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☒ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☐ Snowmass Arts Advisory Board

Full Name *

Matt Donnelly

Phone Number

[REDACTED]

Secondary Phone Number

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

Address Line 2

City

Postal / Zip Code

State / Province / Region

Country

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

USA

Are you a permanent resident?

- ☒ Yes
- ☐ No

Are you registered to vote in Snowmass Village?

- ☒ Yes
☐ No

Please list your experience and/or education that qualifies your for this position. *

Renewing my position

Why do you wish to be appointed to this position? *

Continue the work on town park as needed.

Signature *

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

MATT DONNELLY

Date

10/31/2022

ARTICLE XVII Parks, Open Space, Trails and Recreation (POSTR) Advisory Board

Sec. 2-377. Establishment.

A Parks, Open Space, Trails and Recreation (POSTR) Advisory Board is hereby established by the Town Council pursuant to Town Charter Section 8.1 to carry out such duties as directed by the Town Council and generally provide a mechanism for communication and education regarding Parks, Open Space, Trails and Recreation issues between the Board, residents and visitors of Snowmass Village and the Town Council. The Parks, Open Space, Trails and Recreation (POSTR) Advisory Board shall be specifically designated as "advisory".

Sec. 2-378. Composition and qualifications.

- (a) The Advisory Board shall be composed of no less than seven (7) members and no more than fifteen (15) members:
 - (1) All member will be selected at-large.
 - (2) All members selected for the Board shall have an interest in parks, trails, open space and recreation and be representative of a broad range of the community in terms of a particular interest or expertise in a specific area of POSTR.
 - (b) No member of the Town Council shall serve on the Board.
- (Ord. 01-2017 §1)

Sec. 2-379. Meetings.

The Parks, Open Space, Trails and Recreation (POSTR) Advisory Board will meet at least quarterly or more as determined by the Parks, Open Space, Trails and Recreation (POSTR) Advisory Board to the Town Council and such meetings shall be within the Town.

Sec. 2-380. Terms of office.

The members of the Parks, Open Space, Trails and Recreation (POSTR) Advisory Board shall be appointed by the Town Council to serve staggered and overlapping terms that expire at the first regular meeting of the Town Council annually. The initial terms of members of the Board will be as follows:

- (a) One-third ($\frac{1}{3}$) of the at-large members shall be appointed by the Town Council and shall serve three (3) year terms;
- (b) One-third ($\frac{1}{3}$) of the at-large members shall be appointed by the Town Council and shall serve two (2) year terms; and
- (c) The final at-large members appointed by Town Council and shall serve one (1) year terms.

Following the completion of the initial terms of office, each succeeding term shall be for three (3) years.

Sec. 2-381. Vacancies.

In the event that a vacancy occurs on the Parks, Open Space, Trails and Recreation (POSTR) Advisory Board, the Town Council shall appoint a new member to serve the remaining term. The Town Council may only remove members of the Board, as follows:

- (1) For misfeasance or malfeasance of office by approval of a majority of the members of the Town Council; or
- (2) For any reason, by approval of at least three quarters ($\frac{3}{4}$) of the members of the Town Council.

Sec. 2-382. Powers and duties.

The Parks, Open Space, Trails and Recreation (POSTR) Advisory Board shall have the following duties:

- (1) Advise the Town Council at any time regarding any matter relating to the Town of Snowmass Village POSTR Plan.
- (2) Recommend changes and updates to the Town of Snowmass Village POSTR Plan.
- (3) Investigate and answer specific parks, open space, trails and recreation issues as directed by the Town Council.
- (4) Provide technical expertise and a broad community perspective in order to develop recommendations to the Town Council concerning projects, programs, policies and operational practices that will benefit parks, open space, trails and recreation within the Town.
- (5) Encourage community participation in these pursuits, and establish relationships with other parks, open space, trails and recreation groups, in order to access and leverage support for the POSTR Plan.
- (6) Recommend programs and policies to accomplish its purpose.
- (7) Provide to Town Council at least annually a report that includes progress on goals of the POSTR Plan.

Secs. 2-383—2-390. Reserved.

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☒ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☐ Snowmass Arts Advisory Board

Please select the seat you wish to fill on the PTRAB: *

- ☒ At Large
- ☐ Condo Owner
- ☐ Single Family Homeowner

Full Name *

John S. Orton

Phone Number

[REDACTED]

Secondary Phone Number

[REDACTED]

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

Pitkin

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

Are you a permanent resident?☐ Yes☒ No**Are you registered to vote in Snowmass Village?**☐ Yes☒ No**Please list your experience and/or education that qualifies your for this position. ***

I am a licensed attorney in Texas and Colorado and have been in practice for over 45 years, with most of my years spent working on real estate matters, including representing clients with their second homes. I have served on the boards of multiple homeowner associations and been president of two such associations. I believe my experience allows me to understand the needs and desires of part time homeowners.

Why do you wish to be appointed to this position? *

We have had a home Snowmass Village for over 30 years and are spending more time here each year. Snowmass is a special place for both its full and part time residents. After enjoying this special community for so many years I want to contribute to and support its thriving as a warm and welcoming family community.

Signature *

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

*John Orton***Date**

9/30/2022

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☒ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☐ Snowmass Arts Advisory Board

Please select the seat you wish to fill on the PTRAB: *

- ☐ At Large
- ☐ Condo Owner
- ☒ Single Family Homeowner

Full Name *

Norbert C Hansch

Phone Number

[REDACTED]

Secondary Phone Number

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

[REDACTED]

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

United States

Is your Mailing Address different than the Address Above? *

- ☐ Yes
- ☒ No

Are you a permanent resident?

- ☐ Yes
- ☒ No

Are you registered to vote in Snowmass Village?

- ☐ Yes
☒ No

Please list your experience and/or education that qualifies your for this position. *

My wife Laura and I consider Snowmass Village the most wonderful place on Earth .

My first visit was Jan. 26 1988 – 32 years ago.

My first ski day was blue skies , warm sun. As I rode up the Fanny Hill lift with my jacket wide open , I knew I had arrived .

I am a Canadian Citizen , born in Winnipeg , Manitoba and still have a residence and businesses there.

I am 68 years old and married, with 2 sons.

I am a Professional Engineer with a Bachelor degree in Civil Engineering. I own a number of businesses that are involved in all areas of Heavy Construction, Building and Bridge construction , Aggregates , and Industrial ,commercial , and residential real estate development .

In Snowmass , I am on the Board of the Horse Ranch Homeowners Association.

My wife Laura and I spend an average of 2 weeks per month in Snowmass , year round.

Laura, my wife , was born way up north in Flin Flon Manitoba and is a retired real estate broker .

She is the Past President of the Board at the Snowmass Chapel , after chairing the Stewardship and Fundraising Committee for 4 years.

I believe she knows half of the people in the Village.

We are active members at the Towns Rec Center .

Our first home was a condo at Seasons 4 in 1992 , then a home on Meadow Lane in Melton Ranch in 1995,
and then we built in Horse Ranch in 2008.

Why do you wish to be appointed to this position? *

Snowmass is the finest place on earth and I care .

Signature *

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

Norbert Harsch

Date

10/21/2022

ARTICLE XV Part-Time Residents Advisory Board

Sec. 2-336. Establishment.

An advisory Part-Time Residents Advisory Board is hereby created by the Town Council to carry out such duties as directed by the Town Council and generally to provide a mechanism of communication and education between owners of residential real property in the Town who reside part time in the Town and the Town Council.

Sec. 2-337. Qualifications.

All members of the Part-Time Residents Advisory Board must:

- (1) Be nonresident fee simple owners of residential real property situate in the Town or the designated representative of an entity that is a fee simple owner of real property situate in the Town;
- (2) Not declare the Town their primary residence;
- (3) Not be eligible to vote in the Town; and
- (4) Not be in residence in the Town for more than six (6) months in any calendar year.

(Ord. 09-2005 §1; Ord. 12-2008 §1)

Sec. 2-338. Composition.

The Part-Time Residents Advisory Board shall consist of seven (7) members composed of:

- (1) Three (3) owners of condominiums/ townhomes/multi-family dwellings;
- (2) Two (2) owners of single-family homes; and
- (3) Two (2) at-large owners.

Members may not be from the same complex association; this applies to all of the above categories.

Sec. 2-339. Meetings.

The Part-Time Residents Advisory Board will meet a minimum of twice a year within the Town.

Sec. 2-340. Terms of office.

The Part-Time Residents Advisory Board shall be appointed by the Town Council to serve staggered terms that expire at the first regular meeting of the Town Council annually. The initial terms of members of the Board will be as follows:

<i>Owner Representing</i>	<i>Term in Years</i>
1 - SF, Condo, At Large	1
1 - Condo, At Large	2
1 - Condo, SF	3

Following the completion of the initial terms of office, each succeeding term shall be for three (3) years.

Sec. 2-341. Vacancies.

In the event that a vacancy occurs on the Part-Time Residents Advisory Board, the Town Council shall appoint a new member to serve the remaining term.

Secs. 2-342—2-360. Reserved.

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☒ Snowmass Arts Advisory Board

Full Name *

Anne M White

Phone Number

[REDACTED]

Secondary Phone Number

[REDACTED]

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

United States

Is your Mailing Address different than the Address Above? *

- ☐ Yes
- ☒ No

Are you a permanent resident?

- ☒ Yes
- ☐ No

Are you registered to vote in Snowmass Village?

- ☒ Yes
- ☐ No

Please list your experience and/or education that qualifies your for this position. *

Three years on SAAB and currently a member

Why do you wish to be appointed to this position? *

I believe I am just renewing my position.

Signature *

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

Anne White

Date

10/17/2022

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For:

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☒ Snowmass Arts Advisory Board

Full Name *

Elaine LeBuhn

Phone Number

[REDACTED]

Secondary Phone Number

NA

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

[REDACTED]

City

Snowmass Village

State / Province / Region

CO

Postal / Zip Code

81615

Country

Pitkin

Is your Mailing Address different than the Address Above?

- ☒ Yes
- ☐ No

Mailing Address

Street Address

Address Line 2

P O Box 6287

City

Snowmass Village

State / Province / Region

CO

Postal / Zip Code

81615

Country

Pitkin

Are you a permanent resident?

- ☒ Yes
☐ No

Are you registered to vote in Snowmass Village?

- ☒ Yes
☐ No

Please list your experience and/or education that qualifies you for this position.

Garden/Arts Committee of Previous homeowners association - New Jersey
Lover of art
Lover of Snowmass Village and desire to see it beautified

Why do you wish to be appointed to this position?

Want to become more involved in my community!

Signature

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

Elaine LeBuhn

Apply for a Board or Commission

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- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☒ Snowmass Arts Advisory Board

Full Name *

Edmund

Phone Number

[REDACTED]

Secondary Phone Number

[REDACTED]

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

City

Aspen

Postal / Zip Code

81611

State / Province / Region

CO

Country

United States

Is your Mailing Address different than the Address Above? *

- ☐ Yes
- ☒ No

Are you a permanent resident?

- ☒ Yes
- ☐ No

Are you registered to vote in Snowmass Village?

- ☐ Yes
- ☒ No

Please list your experience and/or education that qualifies your for this position. *

A resident of Aspen since 1993, I previously lived in Alaska for 14 years where he raised and raced sled dogs, participating and finishing in the 1982.1984 Iditarod and the 1986 Yukon Quest as well as several middle distance races in Alaska. I continue to stay abreast of modern dog mushing and kennel practices. I am currently the managing broker of Douglas Elliman Real Estate.in Aspen and Snowmass.

Why do you wish to be appointed to this position? *

I am concerned about the conditions at Krabloonik and feel that my background and expertise makes me uniquely qualified to be on the advisory committee. Krabloonik could be a great asset to the community but needs to undergo significant changes to bring it into the modern era of sled dog care.

Signature *

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

Ed Foran

Date

5/9/2022

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☒ Snowmass Arts Advisory Board

Full Name *

Gray Warr

Phone Number

[REDACTED]

Secondary Phone Number

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

[REDACTED]

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

USA

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

USA

Are you a permanent resident?

☒ Yes

☐ No

Are you registered to vote in Snowmass Village?

☒ Yes

☐ No

Please list your experience and/or education that qualifies you for this position.*

I love art. I used to own a stained glass business www.aspenstainedglass.com. I've got a BS in BA from the University of South Carolina. I am also the founder and executive director of Harvest for Hunger and I run the Snowmass Adult Alpine program at Snowmass Ski School.

Why do you wish to be appointed to this position?*

It just sounds fun. I feel there should be more art in and around Snowmass.

Signature*

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.



Date

11/1/2022

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☒ Snowmass Arts Advisory Board

Full Name *

Helen Leeke

Phone Number

[REDACTED]

Secondary Phone Number

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

[REDACTED]

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

United States

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

[REDACTED]

Address Line 2

City

Houston

Postal / Zip Code

77007

State / Province / Region

TX

Country

United States

Are you a permanent resident?

- ☐ Yes
☒ No

Are you registered to vote in Snowmass Village?

- ☐ Yes
☒ No

Please list your experience and/or education that qualifies you for this position.*

I have held leadership roles in corporations as well as non-profit organizations. These roles provided me with skills in organization (project management skills), customer service (being able to work with many different types of people and collaborate), finance (have an MBA and worked in accounting for many years), and marketing (was VP of marketing for a software company - know how to communicate so that we are heard)

Why do you wish to be appointed to this position?*

I was involved in the 1st annual Plein Air Festival in August, 2022 and was excited to bring this event to Snowmass. I believe that creating events such as the Plein Air will bring more artist to Snowmass and will help Snowmass be recognized as more than a ski resort!

Signature*

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.



Date

11/1/2022

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☒ Snowmass Arts Advisory Board

Full Name *

Joanne Seongweon Lee

Phone Number

[REDACTED]

Secondary Phone Number

Email *

[REDACTED]g

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

[REDACTED]

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

United States

Is your Mailing Address different than the Address Above? *

- ☐ Yes
- ☒ No

Are you a permanent resident?

- ☒ Yes
- ☐ No

Are you registered to vote in Snowmass Village?

- ☐ Yes
- ☒ No

Please list your experience and/or education that qualifies you for this position.*

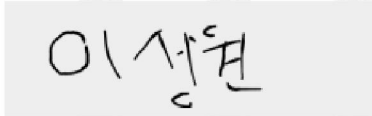
BFA concentrated in Ceramics- New York State College of Ceramics at Alfred University
MFA in Ceramics- Cranbrook Academy of Art
Currently Studio Coordinator for Ceramics at Anderson Ranch Arts Center

Why do you wish to be appointed to this position?*

I want to be established as a member of the art community in Snowmass Village. I am working towards developing roots in Colorado and being part of Anderson Ranch has helped me grow as an artist and a community member. I am passionate about history and culture in various art forms. I am confident that I could bring knowledge and experience to the Arts Advisory Board and be a strong advocate for cultural arts.

Signature*

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

A handwritten signature in black ink, appearing to read "H. J. O'Neil", is written on a light gray rectangular background.

Date

10/31/2022

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☒ Snowmass Arts Advisory Board

Full Name *

LINDA RENNICK

Phone Number

[REDACTED]

Secondary Phone Number

[REDACTED]

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

[REDACTED]

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

USA

Are you a permanent resident?

- ☒ Yes
☐ No

Are you registered to vote in Snowmass Village?

- ☒ Yes
☐ No

Please list your experience and/or education that qualifies your for this position.*

Board member 9 or 10 years

Chair

Why do you wish to be appointed to this position?*

To continue to make SMV an artistic joy to visit and to live in.

Signature*

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

Linda Rennick

Date

10/31/2022

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☒ Snowmass Arts Advisory Board

Full Name *

Lindsay Fortier

Phone Number

[REDACTED]

Secondary Phone Number

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

Colorado

Country

United States

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

United States

Are you a permanent resident?

- ☒ Yes
☐ No

Are you registered to vote in Snowmass Village?

- ☐ Yes
☒ No

Please list your experience and/or education that qualifies you for this position. *

I am currently employed as the Marketing and Communications Director at Anderson Ranch. I am an active member of the leadership team at the Ranch and work closely with Ranch staff to facilitate community collaboration. I have worked with non-profit boards currently and in the past (ACES, Anderson Ranch) and have served for several years on the Aspen Young Professionals Board as the Vice President.

Why do you wish to be appointed to this position? *

I am interested in working with the Snowmass Arts Advisory Board to represent Anderson Ranch as well as support the board in developing ways to collaborate and enhance the artistic offerings in Snowmass Village. I am excited to learn about what the board has been working on and hopes to achieve in the coming months and years. I hope to be a helpful, active, and supportive board member to help spark community involvement in the arts.

Signature *

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.



Date

10/10/2022

Apply for a Board or Commission

Thank you for your interest in one of our Boards or Commissions! Please select which board you are applying for and complete the form below.



Please select the Board or Commission you are Applying For: *

- ☐ Board of Appeals & Examiners
- ☐ Citizens Grant Review Board
- ☐ Environmental Advisory Board
- ☐ Financial Advisory Board
- ☐ Marketing, Group Sales, & Special Events Board
- ☐ Parks, Open Space, Trails, & Recreation (POSTR) Board
- ☐ Part-Time Residents Advisory Board
- ☐ Planning Commission
- ☒ Snowmass Arts Advisory Board

Full Name *

Maja Decker

Phone Number

[REDACTED]

Secondary Phone Number

Email *

[REDACTED]

Confirm Email *

[REDACTED]

Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

816155581

State / Province / Region

PITKIN

Country

Is your Mailing Address different than the Address Above? *

- ☒ Yes
- ☐ No

Mailing Address

Street Address

[REDACTED]

Address Line 2

City

Snowmass Village

Postal / Zip Code

81615

State / Province / Region

CO

Country

Pitkin

Are you a permanent resident?

- ☒ Yes
☐ No

Are you registered to vote in Snowmass Village?

- ☒ Yes
☐ No

Please list your experience and/or education that qualifies you for this position.*

Experience: I am a program coordinator for a local organization called English in Action. I specialize in creating inclusive, equitable and diverse events and I would love to apply this experience to the arts and cultural events here in Snowmass!

I have also studied art history in Spain and come from a family of artists and decorators.

Why do you wish to be appointed to this position?*

I wish to be appointed to this position to help facilitate the implementation of new cultural events here in Snowmass. I truly value the diversity of our community and believe that creating new art installations and events that honor and excite both local and tourists will create a more vibrant and engaging town!

Signature*

I acknowledge that I am familiar with the qualifications, duties, and responsibilities of the position for which I am applying and, if appointed, I am ready, willing, and able to take an oath as well as accept the responsibilities and duties.

Maja Decker

Date

10/26/2022

ARTICLE VII Snowmass Village Arts Advisory Board (SAAB)

Sec. 2-171. Establishment.

A permanent Snowmass Village Arts Advisory Board (SAAB), specifically designated as "advisory," is hereby created.

Sec. 2-172. Qualifications.

All members of the Snowmass Village Arts Advisory Board (SAAB) shall have some experience in arts, cultural, educational or community organizations.

Sec. 2-173. Composition, appointment, terms.

The Snowmass Village Arts Advisory Board (SAAB) shall consist of not less than five (5) nor more than fifteen (15) members, who shall serve overlapping terms of two (2) years each. The term of each member shall be designated in the Resolution of Appointment by the Town Council.

Sec. 2-174. Responsibilities.

The Snowmass Village Arts Advisory Board (SAAB) shall have the following responsibilities:

- (1) Provide direction and leadership for future cultural arts initiatives, as they impact the Town's funding.
- (2) Act as a cultural arts advocate and consultant to the Town Council by promoting awareness and education concerning the cultural arts.
- (3) Provide a resource of information and expertise on cultural arts issues.
- (4) Function as the primary cultural arts liaison between the Town Council and the community.
- (5) Process, review and make recommendations to the Town Council on arts- related and cultural-related issues, propositions and funding proposals by:
 - a. Holding a forum a minimum of every four (4) years for all cultural arts organizations.
- (6) Review and evaluate progress of the Snowmass Village Arts Advisory Board (SAAB) Strategic Planning Document.
- (7) Present annual reports to the Town Council outlining the condition of the cultural arts serving the Town and goals for future development.
- (8) Work in cooperation with any organization which purports to represent and develop special cultural events within the Town to keep within the goals and objectives of the cultural arts long-range plan.
- (9) Render such other recommendations or advice as the Town Council may request.

Secs. 2-175—2-190. Reserved.

ADOPTED RULES OF PROCEDURE FOR THE SNOWMASS ARTS ADVISORY BOARD (SAAB)

Adopted: 6/13/19

Amended: 4/5/2022

Article I. General Provisions

- Section 1: These rules are to supplement the provisions of the Municipal Code of the Town of Snowmass Village as they may relate to procedures of the Snowmass Arts Advisory Board, hereinafter referred to as "SAAB". In the event of a conflict between the provisions of these rules and the Municipal Code, the provisions of the Town of Snowmass Village Municipal Code shall prevail.
- Section 2: Any member of the Board who has a personal or financial interest in a matter before the Board must recuse themselves from that portion of the agenda and shall leave the meeting room and shall neither vote thereon nor participate in any meeting on said matter, nor shall discuss the matter with any other SAAB member.
- Section 3: The Town Attorney or his designee shall be consulted in cases where the powers and duties of the Board are not clearly defined.
- Section 4: The office of the Board shall be located at the office of the Town of Snowmass Village Community Development Department, 130 Kearns Road, P. O. Box 5010, Snowmass Village, CO, 81615.

Article II. Officers and Duties

- Section 1: The officers shall be a Chairperson and a Vice-Chairperson.
- Section 2: The Board shall elect annually from its members by a majority vote, a Chairperson and Vice-Chairperson to serve when the Chairperson is absent. The Chairperson and Vice-Chairperson shall be elected at the conclusion of the first regular meeting of the Board in January and shall hold office for one year, commencing on the 1st day of February or until a successor is designated. The Chairperson and Vice-Chairperson may be elected to succeed themselves. The Town of Snowmass Village Director of Community Development or their assign(s) shall be designated as Town Liaison to the Board and shall perform the duties outlined in these Rules of Procedure.
- Section 3: The Chairperson shall supervise the affairs of the Board. He/she shall preside at all meetings of the Board and shall appoint such committees and subcommittees as may be necessary to carry out the purposes of the Board. The Chairperson shall be an ex-officio member of all committees and subcommittees so appointed.
- Section 4: The Vice-Chairperson, in the absence or disability of the Chairperson, shall perform all the duties and exercise all the powers of the Chairperson.

Section 5: The Secretary shall record and maintain permanent minutes of the Board's proceedings, showing the vote of each member upon every question, or if absent or failing to vote, indicating that fact; shall keep records of its examinations and other official actions; shall summarize accurately the testimony of those appearing before the Board; shall record the names of all persons appearing before the Board; shall maintain said minutes and records in the office of the Community Development Dept., which minutes and records shall be a public record; and shall be the custodian of the file of the Board and keep all records.

Article III. Members

Section 1: Each member of the Board shall be a resident of, second homeowner in, or employed within the Town of Snowmass Village. Representation from the Aspen Skiing Company and Anderson Ranch is encouraged.

Section 2: If any Board member is absent for three (3) consecutive regular meetings or any five (5) regular or special meetings in any twelve (12) month period, his/her position may be declared vacant by the Chairperson who may make a request to the Town Council to appoint a new member. Any person appointed to fill such vacancy will serve the unexpired term of the person whose position has been declared vacant. The chair shall be advised of said absences.

Article IV. Meetings

Section 1: Regular meetings shall be held at 3:00 p.m. on the fourth Thursday of each month, unless such day shall be a recognized holiday. In that event, the regular meeting shall be held at such other time as the Chairperson may designate. When necessary, the Board members will be notified of the change in venue at least twenty-four (24) hours prior to the time set for such meetings.

Section 2: Regular meetings may be cancelled by the Chairperson or Community Development Director when there is nothing pending on the agenda. Notification of cancellation must be given to members not less than forty-eight (48) hours prior to the time set for such meetings.

Section 3: Special meetings may be called by the Chairperson or in consultation with the Chairperson, the Town of Snowmass Village Director of Community Development at his/her discretion, or upon the request of three (3) or more members, provided at least twenty-four (24) notice is given each member.

Section 4: All meetings shall be noticed on the Town of Snowmass Village website and will be open to the public.

Section 5: A quorum of the Board shall consist of at least five (5) members for any regular or special meeting. A concurring vote of a majority of the members of the Board present and casting votes on a question will be required for any decision, determination, or official action by the Board.

If any member is unable to attend the meeting in person, they may call/Skype into the conference line in the meeting room and participate in the discussion, as well as cast votes on the matter under discussion, as if present in-person.

If any member is unable to attend the meeting in person or by phone/computer, they will be able to select another Board member to carry their Proxy vote but must inform the secretary in writing/e-mail of this intention prior to the meeting. The attending member who is given the Proxy vote shall vote as specifically directed by the absent member. If no specificity is given, then the Proxy vote holder may vote as they see fit.

Meetings and/or actions of the Board will not be conducted by e-mail.

Article V. Order of Business

Section 1: All meetings of the Board shall proceed as follows:

- (a) Roll call.
- (b) Approval of minutes of previous meeting.
- (h) Unfinished business.
- (i) New business.
- (j) Reports of committees, if any.
- (k) Adjournment.

Article VI. Decisions

Section 1: Subject to Section 2 of this Article, final decisions or recommendations shall be made at the meeting at which the matter is presented, subject to the right of the Board to continue a matter to a date certain for a final decision.

Section 2: The Board shall conduct its meetings and vote on all matters in public session at the meeting in which evidence is concluded, unless the Board determines additional time for deliberation is necessary.

Section 3: A concurring vote of a majority of the members of the Board casting votes shall be necessary for any decision or determination or to recommend any application to the Town Council.

Article IX. Records

Section 1: A file of materials and decisions relating to each action shall be kept by the Secretary as part of the records of the Board.

Section 2: All records of the Board shall be a public record.

Article X. Amendment of Rules

Section 1: These rules may be amended by an affirmative majority vote of members of the Board present at a regular meeting.

Section 2: The proposed amendment must be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

The foregoing Rules of Procedure for the Snowmass Arts Advisory Board were adopted on June 13, 2019 and amended on October 24, 2019.

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

November 21, 2022

AGENDA ITEM:

Further Discussion and a Request for Direction on the Town Attorney Hiring Process

PRESENTED BY:

Clint Kinney, Town Manager

BACKGROUND:

Long-time Town Attorney John Dresser has announced he will be retiring mid-December 2022. Since his announcement the Town has been advertising for the position and has received a number of applications from individuals and firms.

Advertisements have been placed in the following locations:

- Colorado Municipal League
- NeoGov/Government Jobs
- Colorado Hispanic Bar Association
- Asian Pacific Bar Association
- Colorado Women's Bar Association
- Colorado Bar Association
- General posting through The Aspen Times in paper and on-line

Section 7.1 of the Town's Charter dictates the requirements that a Town Attorney must meet.

The Charter states:

Town Attorney

The Council shall appoint a Town Attorney to serve at the pleasure of the Council. The Town Attorney shall be an attorney at law admitted to practice in Colorado. The Town Attorney shall be the legal representative of the Town and shall advise the Council and Town officials in matters relating to their official powers and duties and perform such other duties as the Council may prescribe. The Council shall establish the compensation for the Town Attorney and any assistants or special counsel.

The more detailed position description for Town Attorney, the one used for advertising, is attached.

Previously, for the November 21, 2022 Council meeting, the Town Council had received the applications received to date. For this meeting, under separate cover, the Council received the previous applications, all new applications received and a draft set of interview questions.

The Council had stated an intention to use time at this meeting to further define the position and potentially develop a more detailed profile for the position.

Assuming the Council has candidates from the list of applicants (either firms or individuals) it would like to interview, staff is recommending that interviews be set for afternoon of December 12. We recommend that each candidate be interviewed by two panels; one panel being the Town Council and one panel made up of Department Directors. We anticipate each interview lasting about an hour. Of course, the ultimate hiring decision is the Council's, but feedback from Directors would be useful for the Council.

The Council needs to feel comfortable with the hiring process, and the person/firm being hired for the Town Attorney. As such, the Council will then need to decide how to move forward with the interviews and following the interviews.

FINANCIAL IMPACT:

Costs currently budgeted for the position include:

\$185,000	Salary
50,000	Benefits/ training
30,000	housing allowance
45,000	Outside Counsel
\$310,000	Total currently available for legal services

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

The 2021 Strategic Initiative of Snowmass Village includes:

The Town Council also recognizes that continuing to recruit and retain effective professional staff remains a critical component to the Town's success.

COUNCIL OPTIONS:

This is a process that needs to be driven and led by the Council.

STAFF RECOMMENDATION:

Staff recommends that the Council:

Determine who the Council would like to interview as finalists and direct staff to set interviews for the afternoon of December 12.



POSITION DESCRIPTION

TOWN ATTORNEY

DESCRIPTION OF WORK

Section 7.1 of the Snowmass Village Town Charter states:

The Council shall appoint a Town Attorney to serve at the pleasure of the Council. The Town Attorney shall be an attorney at law admitted to practice in Colorado. The Town Attorney shall be the legal representative of the Town and shall advise the Council and Town officials in matters relating to their official powers and duties and perform such other duties as the Council may prescribe. The Council shall establish the compensation for the Town Attorney and any assistants or special counsel.

Once appointed, the Town Attorney will:

- Receive supervision and policy direction from the Town Council;
- Direct, manage, and coordinate the activities and operations needed of the Town Attorney;
- Serve as the legal advisor to the Town Council, Town Manager, Boards and Commissions, and other staff; and
- Provide the full range of legal services to the Town including preparation of legal opinions, legal advice, representation in legal actions, document preparation and related work.

DUTIES AND RESPONSIBILITIES

The following duty statements are illustrative functions of the job and do not include other non-essential or marginal duties that may be required. The Town of Snowmass Village reserves the right to modify or change the duties or essential functions of this job at any time.

- Provide necessary legal counsel.
- Render legal opinions to the Town Council, as well as Town Boards and Commissions, the Town Manager, and Town Department staff as required.
- Perform complex legal tasks and work necessary to represent the Town before any State of Colorado Court or administrative tribunal.
- Prepare and/ or review drafts and assist in the negotiation of proposed agreements; prepare and/ or review ordinances, resolutions, deeds, pleadings, contracts and other legal documents.
- Prepare and present staff reports, legal analysis and other necessary correspondence.
- Research and evaluate complex legal issues, advising Town personnel on recommended or required courses of action, and issuing legal opinions on behalf of the Town.

- Represent the Town Council and other designated Town government parties in complex litigation, including preparing cases and initiating and defending the Town and its agents in legal disputes.
- Review, evaluate, and draft complex contractual agreements on behalf of the Town.
- Act as the Municipal Prosecutor in the Snowmass Village Municipal Court.
- Attend and participate in professional group meetings, maintain good standing by timely compliance with Colorado Continuing Legal Education requirements, and stay abreast of new trends and innovations in the field of public law.
- Prepare, lead, deliver and/ or assist with a wide variety of legal issues faced by the Town Council and Town staff.
- Exhibit strong interpersonal/human relations skills and the ability to support complex positions or the negotiation of sensitive issues or important presentations.
- Analyze legislation affecting the Town.
- Assume management responsibility for assigned services and activities of the Town Attorney's Office; recommend and administer policies and procedures.
- Perform other duties as assigned, necessary or requested.

QUALIFICATIONS

- Ability to strategically and comprehensively analyze issues that affect the organization as a whole and effectively guide the organization through decision making.
- Ability to provide effective and efficient leadership to the entire organization.
- Ability to simultaneously consider a wide range of issues and competing interests and determine a best course forward.
- Excellent customer service and dispute resolution skills.
- Effective communication skills in oral and written form.
- Ability to maintain confidentiality of sensitive Town issues and records.
- Ability to work effectively and positively with officials, co-workers, and the public.
- Ability to encourage and promote a team-oriented environment; must be a team player.
- Ability to sift through information and condense into prioritized, relevant issues.
- Ability to produce and present high quality written reports.
- Ability to perform work accurately and with attention to detail.
- Ability to work under pressure and meet multiple deadlines.

EXPERIENCE AND TRAINING

- Operational characteristics, services and activities of a public legal office.
- Principles of civil, constitutional and administrative law.
- Judicial procedures and rules of evidence.

- Principles, materials and methods of legal research.
- Legal precedents and court decisions impacting municipal government.
- Statutes and codes applicable to civil proceedings.
- Duties, powers, limitations and authorities of a town attorney.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

ABILITY TO

- Research, analyze and apply legal principles, facts, evidence and precedents to legal problems.
- Give sound legal advice and counsel.
- Draft legal documents such as ordinances, resolutions, and contracts.
- Prepare, present and conduct trials and legal appeals.
- Present statements of fact, law and argument clearly and logically in both written and oral form.
- Use a wide variety of legal research methods.
- Effectively represent Town policies with citizens, organizations and other government agencies.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EQUIPMENT USED

Computer; telephone; standard office equipment (copier, scanner, etc.).

SPECIAL REQUIREMENTS

Shall be an attorney at law admitted to practice, and in good standing in Colorado.

PHYSICAL REQUIREMENTS

- Ability to conduct activities involving moderate standing and walking and substantial sitting and typing.
- Ability to participate in interpersonal conversation on a moderate basis.
- Ability to hear and respond to phone calls and conversations.
- Ability to occasionally stoop, kneel, crouch, and balance while filing or operating office equipment.

ENVIRONMENTAL CONDITIONS

The majority of this position duty is performed within an indoor environment.



A GUIDE TO RECRUITING A CITY ATTORNEY

JULY 2017



Table of Contents

Introduction.....	3
Acknowledgement	4
Disclaimer	4
Steps in the Selection Process of a Contract City Attorney	6
Steps in the Selection Process of an In-House City Attorney	12
Conclusion	17
 Appendices	
Appendix A: Model Ordinance Establishing City Attorney Position.....	18
Appendix B-1: Resolution For Legal Services As Personal Services – City Manager.....	20
Appendix B-2: Resolution For Legal Services As Personal Services – City Council	26
Appendix C: Solicitation For City Attorney Services.....	31
Appendix D-1: Selection Process Checklist – Contract City Attorney (for council use)	39
Appendix D-2: Selection Process Checklist – In-House City Attorney (for council use)	40
Appendix E-1: Format for City Attorney Profile.....	41
Appendix E-2: Checklist for City Attorney Profile (for council use)	42
Appendix E-3: Sample City Attorney Profile	43
Appendix F: Sample Applicant Acknowledgement Letter	48
Appendix G: Interview Guidelines	49
Appendix H-1: Suggested Interviewing Techniques	50
Appendix H-2: Sample Interview Questions	52
Appendix I: Sample Oral Interview Rating Form.....	54
Appendix J: Sample Press Release	56

Introduction

“Law provides the immediate framework within which public administration operates: defining its tasks, establishing its major structures, providing it with funds, and setting forth rules or procedures ... Legality therefore becomes a primary consideration of administrators, and legal advisers acquire an importance, which far outweighs their strictly administrative contribution.”¹

Leonard White
Historian of Public Administration

Leonard White wrote those words in 1926. The truth of his assertion is just as applicable, if not more so, in today’s modern world of local governance. If government fails to follow the law it will fail to maintain the consent of those governed. Because city attorneys play an important role in helping councilors achieve the goals of their respective communities while ensuring adherence to the rule of law, selecting a qualified city attorney the council trusts and respects is critical.

Oregon cities have a strong history of acknowledging the importance of legal counsel. The League’s records indicate that 84 cities reference the appointment of a city attorney in their home rule charters. According to research conducted by the League, an additional 13 cities have codified the position of city attorney in their municipal codes. Some cities choose to retain private attorneys or private law firms to act as their city attorney, commonly known as a “contract attorney” or “outside counsel.” Other cities hire city attorneys as employees of the municipality, creating an “in-house” counsel position. Sometimes, a city will use a combination of the two, hiring an in-house counsel for general counsel responsibilities, and hiring outside counsel on an as-needed basis whenever the city has a need for an attorney with a particular specialty (such as labor negotiations).

As each city in Oregon is unique, so too is each city’s need for legal counsel – the decision to hire a contract attorney versus an in-house attorney, or use a combination of the two, is one that each city needs to decide for itself. The purpose of this guide is to aid a city council in making such a decision, and then going forward in the recruitment and selection of a city attorney.

As cities may not have a lot of experience in recruiting a city attorney, they can be uncertain about how best to proceed. This guide can help your council review recruitment technique alternatives, understand each of the required steps, devise a recruitment plan that meets your community’s needs, recruit a city attorney and execute a retainer/employment agreement. The options below will be discussed in greater detail, and tools will be provided to help the governing body carry out specific steps.

¹ Leonard D. White and the Study of Public Administration. Public Administration Review 25:38–51, H. J. Storing 1965, citing Leonard White’s 2nd ed. of Introduction to the Study of Public Administration 11, 32 New York, NY: Macmillan.

Acknowledgement

The League wishes to recognize and thank Eugene Assistant City Attorney Lauren Sommers for her thoughtful and invaluable contributions to this guide. Ms. Sommers' municipal legal expertise is beyond reproach and her experience as both an in-house and contract municipal attorney proved invaluable in the development of this resource.

Disclaimer

The "Guide to Recruiting a City Attorney" is not a substitute for legal advice. It is meant to serve as a starting point for discussions about how the recruitment and selection process for a city attorney should be handled by each individual local unit of government.

Recruitment Techniques

Contracted City Attorney:

Generally, a city that is seeking a contract city attorney will prepare and issue a request for proposals. Please ensure that any request for proposals complies with either your locally-adopted public contracting rules or the Oregon Attorney General's Model Public Contracting Rules.

In-House City Attorney:

There are two basic alternatives available to a city that is seeking an in-house city attorney:

1. Hire a private recruiting firm to do all or some of the following:
 - a. Search for appropriate candidates;
 - b. Screen the candidates based upon city requirements;
 - c. Set up interview schedules and assist the council with interviews and selection; or
2. Perform all the steps with the aid of city staff (such as the human resources department).

Pros and Cons of the Two Techniques:

TECHNIQUE	PROS	CONS
1 Private Executive Recruiting Firm	Full service, relieves staff and council from recruiting/screening chores. Level of service depends on community's specifications.	Can be expensive, depending on level of services purchased.
	Actively solicits candidates.	
	May be able to dedicate more time to the project than the city is able.	
	Knows current availability of city attorneys, often throughout the United States, who are seeking a new community.	
	Have experience, can verify success record.	
	Acquainted with many city attorneys on regional or national basis.	
2 Self-Administered Recruitment Process	Least expensive.	Unfamiliar with process which may result in serious or costly mistakes.
	Provides council with greatest involvement in process.	Of these alternatives, requires most time from council members.
	Works best when city has professional human resources staff.	Council does not normally solicit or know of potential candidates.

Steps in the Selection Process of a Contract City Attorney

The following explains the steps in a selection process that are applicable to the selection of a contract city attorney that will report to either the city manager or the city council. The city charter will oftentimes state whether the city attorney is to be selected by the city manager or city council. If the charter is silent, the council may create the position of city attorney by ordinance, and indicate within that ordinance whether the city attorney reports to the council or city manager. A model ordinance establishing the position of city attorney can be found in Appendix A. Also, in some cities it may be possible for either the council or the city manager to hire a city attorney in the same manner they would any other employee or any other independent contractor.

Rough estimates of the time that each step may take are indicated. After reading this section, it may be useful for the city to use Appendix A-1 to develop a recruiting plan, complete with estimated time frames, for your community. Please keep in mind that at each step, the council or a subcommittee of council, must conduct its business in a meeting open to the public, unless the council has satisfied the requirements in Oregon Revised Statutes (ORS) § 192.660(2)(a) to conduct interviews or deliberate about candidates in executive session. City councils should also keep in mind that executive sessions are limited to deliberations, and councils may not make a final decision or take a final action in executive session.

Step 1. Define Position, Develop Profile and Establish Schedule

Time Required: up to two weeks.

- Councils should begin by reviewing any charter provisions or ordinances creating the city attorney position. Although the council cannot make changes to the city charter, it might desire to update any ordinance provision setting out the roles and responsibilities of the city attorney. Also, if the city attorney position is not set out in the city charter and/or reports to the city manager, the council will need to defer to the city manager in the method and process by which the city attorney is selected. The steps below should be followed by the city manager or the city council, depending on to whom the city attorney will report.
- Review and update the job description to ensure they continue to accurately reflect the city's expectations and job requirements.
- Prepare a profile of the skills, training and qualities of the "ideal" candidate. This is discussed more in Appendices B-1 and B-3. This step is critical to subsequent steps in the recruiting and screening process, particularly if the council desires to conduct any part of the recruitment in executive session.
- Establish a list of the types of services the city attorney is expected to provide.
- Review past expenditures for legal services, including retainers and hourly rates paid to prior legal counsel, to establish a baseline understanding of what rates and fees the

council should reasonably expect to pay.

- Because the city will be soliciting proposals, the city should review its own contracting rules to ensure the process complies with those rules. City attorney services are generally considered personal services other than architectural, engineering, land surveying or related services (so called “non-A&E personal services”). Cities that have not adopted purchasing policies and therefore rely upon the attorney general’s model rules should be aware that the model rules do not provide a process for procurement of non-A&E personal services. Therefore, cities that rely upon the attorney general’s model rules must (1) designate the procurement of legal services as “personal services” and (2) establish a method for screening and awarding the contract for those services. In doing so, councils can designate the “goods and services” procurement process set out in the model rules as that method, or in the alternative, develop a separate process for screening and awarding the contract for those services. Because of the unique nature of legal services, the League recommends the city do the latter, and Appendices B-1 and B-2 provide sample resolutions for the council to use. (One sample is to be used when the city attorney reports to a city manager; the other sample is to be used when the city attorney reports to the city council.)
- Review recruiting steps and adopt a schedule.
- Determine the extent to which the recruitment process will be public.

Step 2. Determine the Procurement Process and Prepare the Solicitation Documents

Time Required: can be completed within time identified for Step 1.

- If the council designates the procurement of legal services as personal services, the city can decide between several methods of selecting legal services: request for qualifications, direct negotiation, informal selection, or formal request for proposals (see Appendix C). Regardless of the selection process used, the city will want to seek some form of solicitation from interested attorneys.
- Draft a request for proposal, request for qualifications, or informal selection document.
- At a minimum, the request for solicitation documents should include these items:
 - Name of the local government;
 - Population of the local government;
 - Number of full-time employees;
 - Website of the local government;
 - Required and desirable experiences and qualifications;

- Scope of services being sought:
 - Routine legal services; and
 - Non-routine legal services;
- Types of proposals to be considered:
 - Retainer;
 - Hourly; and
 - Both retainer and hourly;
- Form and content of proposal;
- Evaluation and selection process; and
- Deadline for submission.
- Appendix C contains a sample document that can be used to develop a request for qualifications and informal or formal requests for proposals.

Step 3. Decide Where to Publish the Solicitation

Time Required: four to six weeks.

- The most common publication in which Oregon cities advertise RFPs for city attorneys is the *Oregon State Bar Bulletin*. That publication will generally reach the vast majority of interested applicants who work for local units of government in Oregon.
- Some jurisdictions choose to include major regional newspapers, although they are more costly.
- The Oregon and Washington Leagues' websites are another effective resource for posting these RFPs.
- Cities can also forward their RFP to the League's general counsel, who can post the RFP on the Oregon City Attorneys Association listserv.
- Many cities publish the RFP on the city's website as well.

Step 4. Review the Proposals

Time Required: two weeks.

- Reviewing the proposals can begin following the closing date. Whether the city manager, a selection committee or the full council (or a subcommittee), the review should be conducted in accordance with the evaluation and selection process outlined in the RFP.
- If enough proposals are submitted, it is suggested that a minimum of three to five proposals are pulled for further review and consideration.
- Confidentiality is an important consideration in any recruitment. The confidentiality of resumes should be maintained and should be consistent with applicable state law.
- Regret letters explaining that the attorney is no longer being considered should be mailed at each step throughout the process.

Step 5. Reference Checks

Time Required: three to four weeks, depending on the number of candidates and who performs the checks.

- Reference checks are conducted with work-related contacts. Although some jurisdictions seek written references, phone calls are quicker and often more candid. Reference checking is a tedious, expensive and time-consuming process if done well. However, time and money spent during this step will save in the long run by avoiding travel costs for interviewing unqualified finalists. A minimum of three weeks is normally necessary to complete reference checks.
- The city may wish to contract for additional information from a reliable source on items such as degree verification, credit history, bar status and criminal history.
- Note: It is perfectly acceptable to conduct reference checks for only the finalist(s) the city is considering retaining.

Step 6. Interviews

Time required: three weeks; allow two weeks' notice to fit interviews into applicants' schedules.

- Prior to the interviews, the city manager/council may wish to send the proposer additional information about the city, such as the budget, audits, comprehensive plan, charter, municipal code, etc.
- Some city managers/councils choose to conduct telephone interviews to narrow the list of finalists prior to the in-person interviews.

- The city manager/entire council should interview the finalists. When it's the council making the selection, consensus is important in selecting a city attorney. Consensus is not likely to be achieved if only one or two people conduct the interviews and inform the rest of the council of the selected candidate.
- Interviews should be scheduled as close together as possible—preferably the same day—in order to assure equal treatment of all candidates. Job-related questions should be prepared in advance and asked of all candidates. The scope of services outlined in the RFP is useful in deciding which questions to ask and in evaluating the applicants' responses. See Appendices D through F for interviewing techniques, sample questions and an interview rating form.
- If the city manager/council is not able to select a new city attorney following the first set of interviews, a second interview with the top finalists may be necessary.

Step 7. Deliberations, Selection and Negotiation

- When the city selects its preferred candidate, there are still several decisions to be made. The city manager/council should also be prepared to discuss a retainer with the new city attorney, or appoint one of its members to represent the council in those discussions and negotiations.
- Other finalists should not be rejected until the city has reached a final agreement with the successful candidate. Negotiations between the city and its top candidate occasionally break down, requiring the city to turn to another choice. Occasionally, there will only be one finalist who meets the city's needs. If that person refuses the appointment, the city must either turn to the next qualified bidder or begin the recruitment process again. Remember, this is an extremely important selection. A decision based on expediency may turn sour later. The council should not shy away from re-soliciting if they are not satisfied with applicants the first time around.
- The International Municipal Lawyers Association has created and published a Model City/County Attorney Retainer Agreement. Cities are encouraged to contact the association to request a copy of this model, and to use the model as a starting point in drafting their own retainer agreement.

Step 10. The New City Attorney Begins

- It is desirable to have an initial work session with the new city attorney to discuss and clarify initial expectations for both the council and new city attorney, to review goals and objectives, and to discuss ongoing legal issues the new city attorney has

inherited.² Even though some of these issues may have been raised during the interview process, communication from the outset can help ensure a smooth working relationship.

- Any information and introductions that the council can provide to the new city attorney will be most welcome and helpful for a smooth transition to the city.

² Cities are reminded to be cognizant of Oregon's public meetings law and review it before holding an internal work session.

Steps in the Selection Process of an In-House City Attorney

The following explains the steps in a selection process that are applicable to the recruitment and selection of an in-house city attorney that will report to the city council. These steps may be taken with or without the assistance of a professional recruiter. In-house city attorneys that report to the city manager should be selected using the city's existing internal hiring procedures and processes, although the appendixes to this publication might prove useful to a city manager conducting a city attorney recruitment.

Each step includes a rough estimate of the time required. After reading this section, it may be useful for the city to use Appendix A-2 to develop a recruiting plan, complete with estimated time frames, for your community. Please keep in mind that at each step, the council or a subcommittee of council must conduct its business in a meeting open to the public, unless the council has satisfied the requirements in ORS § 192.660(2)(a) to conduct that step in executive session. City councils should also keep in mind that executive sessions are limited to deliberations, and councils may not make a final decision or take a final action in executive session.

Step 1. Define Position, Develop Profile and Establish Schedule

Time Required: up to two weeks.

- Review any charter provisions or ordinances creating the city attorney position and the job description to ensure they continue to accurately reflect the city's expectations and job requirements.
- Prepare a profile of the skills, training and qualities of the "ideal" candidate. This is discussed more in Appendices B-1 and B-3. This step is critical to subsequent steps in the recruiting and screening process.
- Establish a listing of the types of services the city attorney is expected to provide.
- Review the budgeted cost for the city attorney position to determine if the salary is still appropriate and competitive.
- Review recruiting steps and adopt a schedule.
- Determine the extent to which the recruitment process will be public, in conformance with public meetings law.

Step 2. Prepare Advertisement

Time Required: can be completed within time identified for Step 1.

- Draft a complete job announcement. A closing date should be specified and should be set a minimum of four weeks after publication of the first announcement.
- Remember, many national publications require four to six weeks' notice for publication.
- At a minimum, the advertisement should include these items:
 - Title of the vacant position;
 - Population of the local government;
 - Amounts of the operating and capital budgets;
 - Number of full-time employees;
 - Type of services provided;
 - Statement of starting salary or that the salary is open and commensurate with background and experience. A local government with a formal salary policy should openly declare it on the announcement;
 - A statement that qualifying veterans and disabled veterans will receive veteran's preference with instructions on how applicants should claim the preference if desired;
 - Filing deadline, including any special items of information desired such as salary history, writing sample and work-related references;
 - Brief description of key areas of expertise, and required and desirable experiences and qualifications;
 - Where and to whom to send resumes;
 - Website address of the local government; and
 - Contact person who can answer questions about the recruitment.

Step 3. Decide Where to Publish Job Announcement

Time Required: four to six weeks.

- The most common publication in which Oregon cities advertise job announcements for city attorneys is the Oregon State Bar Bulletin. That publication will generally

reach the vast majority of interested applicants who work for units of government in Oregon.

- Some jurisdictions choose to include major regional newspapers, although they are more costly.
- The Oregon and Washington Leagues' websites are another effective resource for posting job announcements.
- Cities can also forward their job announcement to the League's general counsel, who can post the announcement on the Oregon City Attorneys Association listserv.
- Many cities publish the job announcement on the city's website as well.
- Additional online resources, in order to advertise nationally, include the following websites: www.governmentjobs.com; www.glassdoor.com; and www.lawcrossing.com.

Step 4. Send Acknowledgment Letters

- A letter thanking each candidate for his or her interest should be sent as soon as an application is received. This is a good opportunity to tell the candidate a little more about the city and the geographic area. Many cities insert a brochure describing the community.
- It is suggested that a minimum of three to five applicants be considered for further review.
- Details of the selection process should also be provided to avoid numerous phone calls and personal inquiries later.
- A sample letter is provided as Appendix C.

Step 5. Screen the Applicants

Time Required: two weeks.

- Screening can begin following the closing date. Whether the full council (or a subcommittee) or a private firm conducts the screening, the primary document used in the screening should be the profile developed earlier in the process by the council.
- Occasionally, a city prefers to further narrow applicants by asking for submissions of a writing sample or response to essay questions relative to the position. The council can use the response to evaluate applicant opinions, breadth of experience, and expertise. The written response is useful to evaluate timeliness, thoroughness, use of the English language, etc. If the city chooses to add this step, the written exercises should be sent to those who make the first cut after screening, and responses should

be limited to five pages or less. From these responses, a smaller number are selected for background checks or interviews. If the quality of a writing sample or response to essay questions could result in disqualification of an applicant, veteran's preference points must be applied to the writing samples or essays submitted by qualifying veterans. *Note: If this option is taken, generally allow three to four weeks' additional time.*

- Confidentiality is an important consideration in any recruitment. The confidentiality of resumes should be maintained and should be consistent with applicable state law.
- Regret letters explaining that the candidate is no longer being considered should be mailed at each step throughout the process.

Step 6. Application of Veteran's Preference and other Employment Laws

Public employers seeking to hire an in-house city attorney are required to provide qualifying veterans and disabled veterans with preference in employment in accordance with ORS §§ 408.225, 408.230 and 408.235. Local ordinances or policies might also require the council to give preference to other candidates. The veteran's preference laws and the interplay of those laws with other local preferences has been the subject of litigation and legislation. Consequently, the law in this area is constantly evolving and cities should be careful to ensure the city is complying with these laws.

Step 7. Reference Checks

Time Required: three to four weeks, depending on the number of candidates and who performs the checks.

- Reference checks are conducted with work-related contacts. Although some jurisdictions seek written references, phone calls are quicker and often more candid. Reference checking is a tedious, expensive and time-consuming process if done well. However, time and money spent during this step will save in the long run by avoiding travel costs for interviewing unqualified finalists. A minimum of three weeks is normally necessary to complete reference checks. The city may wish to contract for additional information from a reliable source on items such as degree verification, credit history, bar status and criminal history.
- Note: It is perfectly acceptable to conduct reference checks for only the finalist(s) the city is actually considering appointing. Many applicants do not want to alarm their current employer with a possible resignation unless the appointing community is seriously considering a job offer.

Step 8. Interviews

Time required: three weeks; allow two weeks' notice to fit interviews into applicants' schedules.

- Prior to the interviews, the council may wish to send the applicant additional information about the city, such as the budget, audits, comprehensive plan, charter, municipal code, etc. Occasionally applicants will request information about housing costs, spousal employment opportunities, schools, etc. The local chamber of commerce can provide helpful information to respond to these requests.
- Some councils choose to conduct telephone interviews to narrow the list of finalists prior to the in-person interviews. If the council adds this step, only appropriate questions may be asked. Prior to interviewing applicants, the council needs to decide whether to pay travel expenses, whether to pay for spouses' expenses, and whether to arrange tours, etc. It is common for a city to pay transportation costs, meals and lodging for interviewees. Many cities arrange tours of the community and facilities for candidates prior to the interview.
- The entire council should interview the finalists. Consensus is important in selecting a city attorney. Consensus is not likely to be achieved if only one or two people conduct the interviews and inform the rest of the council of the selected candidate.
- Interviews should be scheduled as close together as possible—preferably the same day—in order to assure equal treatment of all candidates. Job-related questions should be prepared in advance and asked of all candidates. The city attorney profile is useful in deciding which questions to ask and in evaluating the applicants' responses. See Appendices D through F for interviewing techniques, sample questions and an interview rating form.
- If the council is not able to select a new city attorney following the first set of interviews, a second interview with the top finalists may be necessary. At this stage, the city may want to pay expenses for the candidates' spouses to accompany them.

Step 9. Deliberations, Selection and Negotiation

- When the city selects its preferred candidate, there are still several decisions to be made. Additional details also need to be discussed and finalized, including salary, moving expenses, fringe benefits, etc.
- Other finalists should not be rejected until the city has reached a final agreement with the successful candidate. Negotiations between the city and its top candidate occasionally break down, requiring the city to turn to another choice. Occasionally, there will only be one finalist who meets the city's needs. If that person refuses the job, the city must either turn to the next qualified candidate or begin the recruitment process again. Remember, this is an extremely important selection. A decision based

on expediency may turn sour later. The council should not shy away from re-advertising if they are not satisfied with applicants the first time around.

- Understand that most people will require a minimum of 30 days to give notice to current employers and relocate to a new community. Notice of 30 days is considered professional and should be honored. As soon as the new city attorney has advised his/her former community that he/she has accepted a new position with your community, it is appropriate to issue a press release or public announcement. A sample announcement can be found in Appendix H.

Step 10. The New City Attorney Begins

- It is desirable to have an initial work session with the new city attorney to discuss and clarify initial expectations on both sides, review goals and objectives, and discuss ongoing legal issues the new city attorney is inheriting. Even though some of these issues may have been raised during the interview process, communication from the outset can help ensure a smooth working relationship.
- Any information and introductions that the council can provide to the new city attorney will be most welcome and helpful for a transition to the city.

Conclusion

Hiring a city attorney is making an investment in your community. Approach the task methodically, one step at a time. The time you spend now is likely to be reflected in the quality of the city attorney you eventually hire. Like anything else, you can reduce the risk of making a poor decision by doing a thorough job.

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

December 5, 2022

AGENDA ITEM:

Owner's Review for the Mall Transit Center

PRESENTED BY:

Sam Guarino, Transportation Director

Alex Jauch, SHE

Clint Kinney, Town Manager

BACKGROUND:

This is an Owner's review of the latest design work and the latest cost projection based on revised the latest renderings and for the Mall Transit Center. We are referring to this as the "Owner's Review" trying to make this review process distinct from the future land use review. As opposed to the upcoming legalistic land use review expected to occur in January, this owner's review is intended to give the Council the opportunity to provide thorough feedback on the project from the Owner's perspective.

Per the direction of Council at the last owner's review, the project has gone forward with an updated design, meant continue to improve function, and work to reduce visual and spatial impact, while also lowering overall project cost.

Staff has continued to work with architect SEH and Construction Management General Contractor (CMGC) RA Nelson to develop a design that would be less expensive and less visually impactful, without sacrificing the program or functionality of the Mall Transit Center. Previously, the Council reviewed the revised plan that

1. reduced the platform size by 30 feet from the north (10,000 square feet overall) and
2. reduced the previously proposed two story welcome center on the platform to two one story buildings.

Renderings showing the revised design have been created and are attached.

The Special Use Application for this project is currently before the Planning Commission for their recommendation.

The project has reached 75% construction documents (CDs), with the current schedule for the Town to have 95% construction documents in January and a Guaranteed Maximum Price (GMP) set in late March.

FINANCIAL IMPACT:

The current budget includes \$32.2 million in funding from the following sources:

FUNDING SOURCES

EOTC	\$6 million
STATE	\$5.5 million
RFTA	\$1.5 million
FEDERAL	\$16.2 million
TOSV	\$3 million

TOTAL	\$32.2 million available for construction.
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With current funding sources this project has \$32.2 million in funding. The Town has committed to a total of \$3 million dollars for this project. For every one dollar the Town directly contributes, there is essentially a \$10 match from other sources.

At this point in the design phase, we do not expect the overall concept to change significantly. Acknowledging that the price of this project has continued to increase substantially throughout the design, staff will continue to identify and seek other potential funding sources as well as value engineering opportunities.

This project is budget and approved in the budget. The Town Council will continue to review this project as an owner.

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

This project is an important element in the sustainability goals of Council and the preservation of the rural character and quality of life in the long run and is specifically called for in the Council 2021 Goal Statement under the Safety, Connectivity and Transit portion of the goals:

“Knowing that the effective integration of the Village Shuttle is integral to multi-modal solutions, the Council is committed developing a high-quality Transit Station at the Mall.”

Additionally, this project has become a priority transportation project on both a state and national level. It is identified on regional and statewide transportation plans, and both the state and federal governments are contributing significant dollar amounts.

COUNCIL OPTIONS:

This is a discussion item only. Staff is seeking feedback from Council on the current state of the project to assist with and be prepared for a Spring 2023 groundbreaking.

STAFF RECOMMENDATION:

This is a discussion item only, however staff believes that the design meets direction provided by Town Council and achieves the design functionality of the project. Continued Council feedback is appreciated.

ATTACHMENTS:

1. TOSV Snowmass Mall Transit Center Presentation

TOWN OF SNOWMASS VILLAGE

SNOWMASS MALL TRANSIT CENTER

RE-ZONING APPLICATION PACKAGE



NOVEMBER 23, 2022



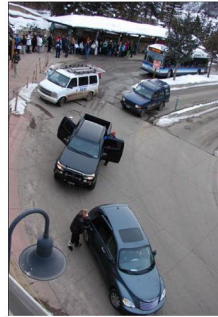
Background and Planning

- First combined transit facility feasibility drawings done in 1985
- Additional feasibility studies conducted in 1998, 2006, and 2018
- Elected Officials Transportation Committee (EOTC) has supported the project both in concept and financially.
- Current project has been through NEPA, Equity Analysis, Public Outreach
- Project in the 2021 Town Council Goals
- Design firm and Contractor on board in 2021, groundbreaking planned in 2023
- Letters of support from Romero Group and Aspen/Snowmass SkiCo



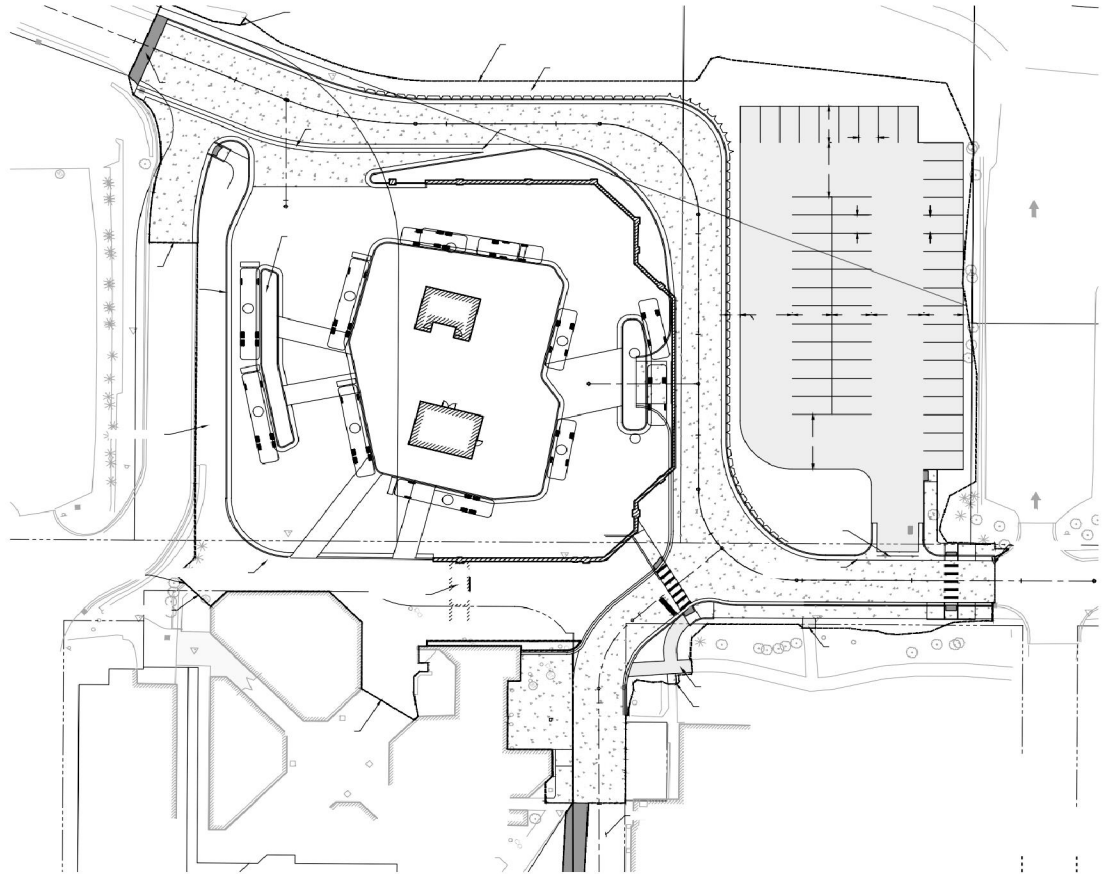
Project Need

- World class communities require world class transit service
- 40 year commitment to Transit
- The Village Shuttle and RFTA combine for approximately 1 million rides a year to and from the Snowmass Mall
- Capacities of both facilities have been reached at peak times
- Lack of visual and at-grade connection between depots
- Current pedestrian access to mall difficult and unsafe



Project Benefits

- Snowmass Village and RFTA consolidated to one Transit Center
- Seven bays will be able to operate independently
- At grade access to Snowmass Mall
- Improved ADA access to the core
- Relocation of Lot 6 improves pedestrian safety
- Pedestrian way-finding improvements
- Restrooms and Guest Services located on platform
- Enhanced transit service and environmentally responsibly designed facility promotes sustainability
- Creates a sense of welcome/arrival

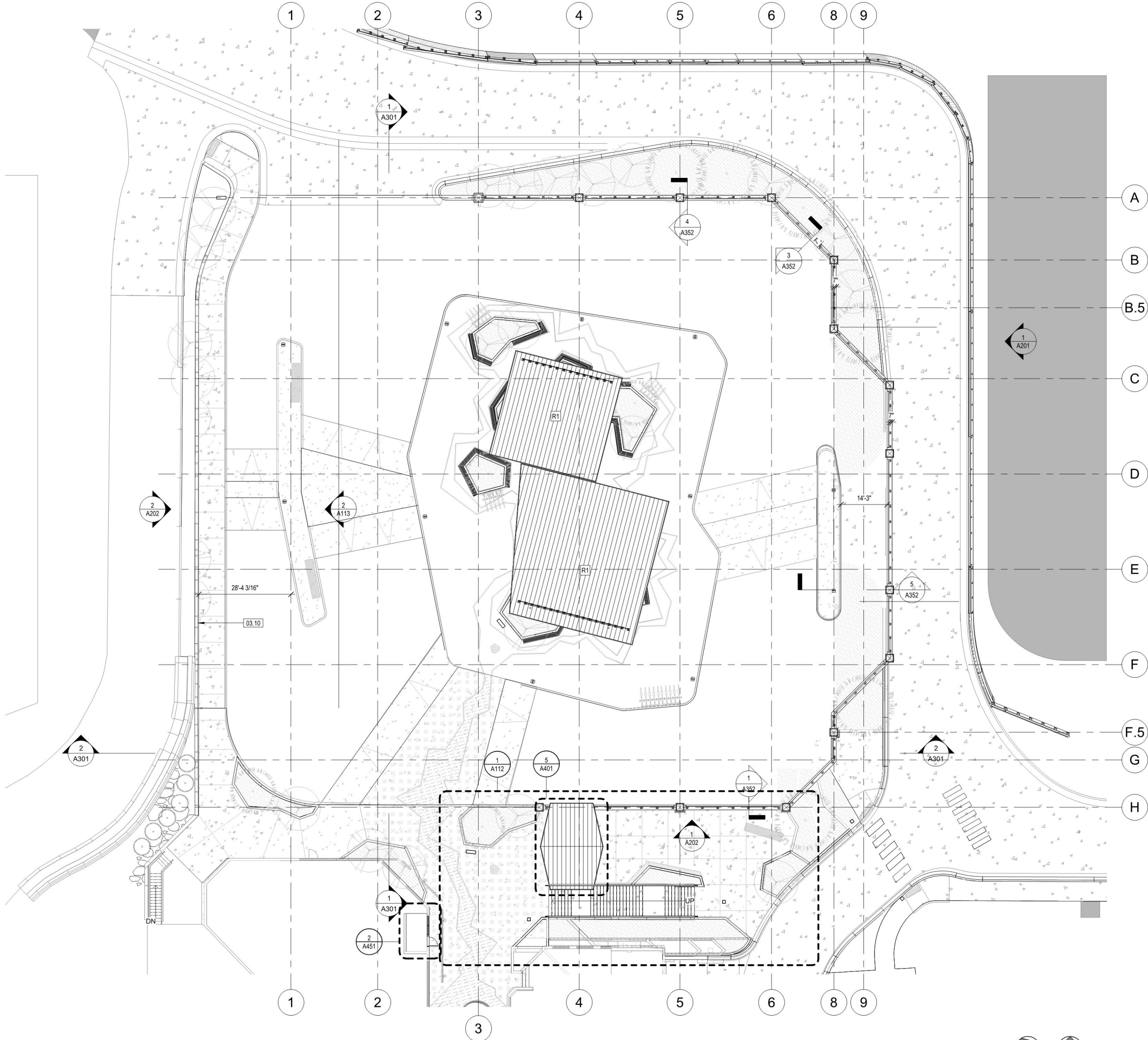


Project Budget

FUNDING SOURCES

EOTC	\$6 million
STATE	\$6.5 million
RFTA	\$1.5 million
FEDERAL	\$16.2 million
TOSV	\$3 million

TOTAL= \$32.2 million available for construction.



GENERAL NOTES

1. FIELD VERIFY ALL DIMENSIONS. NOTIFY ARCHITECT IF DIMENSIONS VARY SIGNIFICANTLY.
2. ALL DIMENSIONS TO FACE OF STEEL STUD OR EXISTING FINISH UNLESS NOTED OTHERWISE.

KEYNOTE LEGEND

03.10 STAINED CONCRETE RETAINING WALL W/ TOOLED ASHLER PATERN RE: SITE DETAILS



NOT FOR CONSTRUCTION

PROJECT OWNER
TOWN OF SNOWMASS VILLAGE
130 KEARNS ROAD
SNOWMASS VILLAGE, CO. 81615
970.923.3777

ARCHITECT
SHORT ELLIOTT HENDRICKSON INC.
2000 SOUTH COLORADO BLVD.
TOWER ONE, SUITE 6000
DENVER, CO. 80222
720.540.6800

CIVIL / MECH / ELEC / PLUMB
SHORT ELLIOTT HENDRICKSON INC.
2000 SOUTH COLORADO BLVD.
TOWER ONE, SUITE 6000
DENVER, CO. 80222
720.540.6800

STRUCTURAL
MARTIN/MARTIN
77 METCALF ROAD, SUITE 301
AVON, CO 81620
970.926.6007

ACOUSTICAL / LOW VOLTAGE
K2 ACOUSTICAL
5777 CENTRAL AVE., SUITE 225
BOULDER, CO. 80301
303.865.5500

LANDSCAPE
DHM DESIGN CORPORATION
311 MAIN STREET #102
CARBONDALE, CO. 81623
970.963.6520

TOWN OF SNOWMASS VILLAGE
**SNOWMASS MALL
TRANSIT CENTER**
53A ELBERT LANE,
SNOWMASS VILLAGE, CO. 81615

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SEH Project
Checked By
Drawn By

159090
A.JAUCH
A.COUNCIL

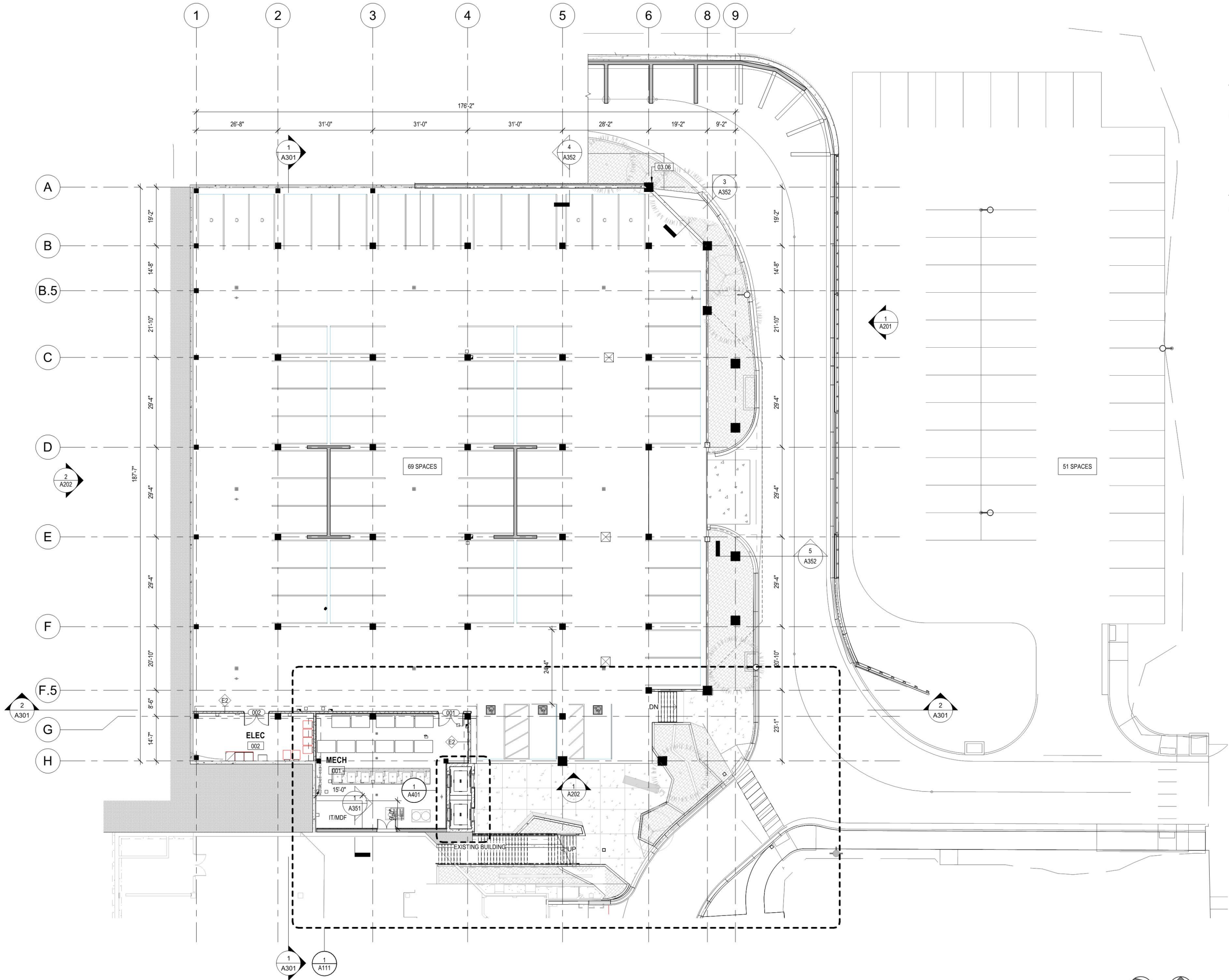
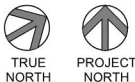
Project Status
50% CONSTRUCTION
DOCUMENTS

Issue Date
11.23.22

REVISION SCHEDULE
REV. # DESCRIPTION DATE

OVERALL PLAN - LEVEL 1

A102



GENERAL NOTES

1. FIELD VERIFY ALL DIMENSIONS. NOTIFY ARCHITECT IF DIMENSIONS VARY SIGNIFICANTLY.
2. ALL DIMENSIONS TO FACE OF STEEL STUD OR EXISTING FINISH UNLESS NOTED OTHERWISE.

KEYNOTE LEGEND

03.06 CONCRETE COLUMN W/ TAPPED STONE VENEER FINISH, RE: STRUCTURAL



NOT FOR
CONSTRUCTION

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TOWN OF SNOWMASS VILLAGE
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53A ELBERT LANE,
SNOWMASS VILLAGE, CO. 81615

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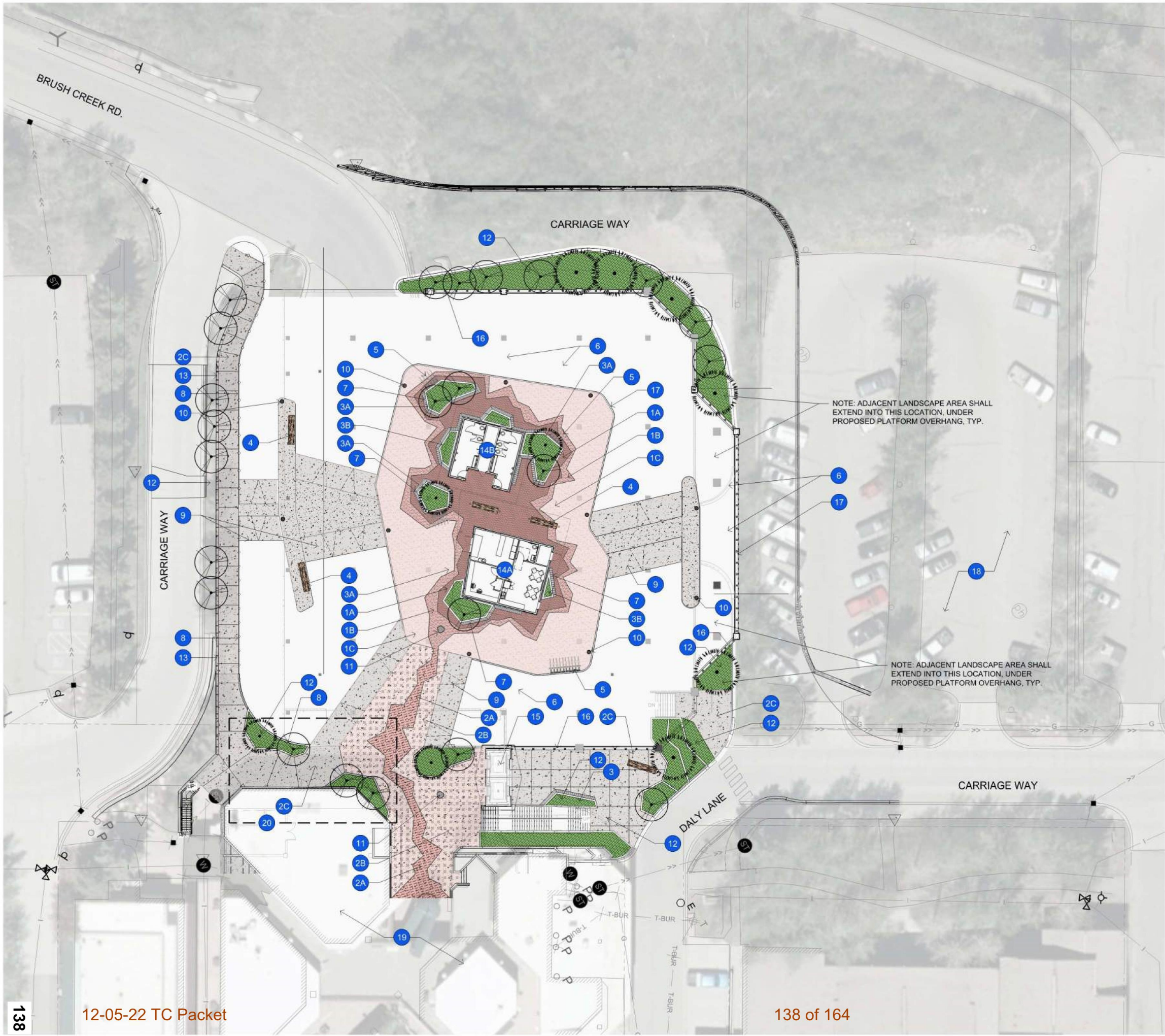
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A.JAUCH
A.COUNCIL

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50% CONSTRUCTION
DOCUMENTS

Issue Date
11.23.22

REV. #	DESCRIPTION	DATE
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OVERALL PLAN - PARKING



CONCEPTUAL LEGEND

- 1A ENHANCED, 'DARK RED GRADIENT' PAVER HARDSCAPE (VARIETY, FINAL COLOR AND FINAL LAYOUT TO BE DETERMINED)
- 1B ENHANCED, 'RED GRADIENT' PAVER HARDSCAPE (VARIETY, FINAL COLOR AND FINAL LAYOUT TO BE DETERMINED)
- 1C ENHANCED, 'LIGHT RED GRADIENT' PAVER HARDSCAPE (VARIETY, FINAL COLOR AND FINAL LAYOUT TO BE DETERMINED)
- 2A INTEGRAL 'RED' COLOR CONCRETE WITH SAND FINISH (COLOR TO MATCH EXISTING RED CONCRETE @ MALL ENTRANCE)
- 2B INTEGRAL 'LIGHT RED' COLOR CONCRETE WITH SAND FINISH (COLOR TO MATCH PROPOSED ADJACENT PAVER @ PLATFORM)
- 2C INTEGRAL COLOR CONCRETE WITH SAND FINISH (COLOR TO BE 'WARM GRAY' OR SIMILAR COLOR)
- 3A 36" HT. POURED IN PLACE INTEGRAL COLOR CONCRETE PLANTER WITH CAST IN PLACE SURFACE TEXTURE AND INSET ACCENT LIGHTING (COLOR AND SURFACE TEXTURE TO BE DETERMINED)
- 3B 24" HT. POURED IN PLACE INTEGRAL COLOR CONCRETE PLANTER WITH CAST IN PLACE SURFACE TEXTURE AND INSET ACCENT LIGHTING (COLOR AND SURFACE TEXTURE TO BE DETERMINED)
- 4 LAMINATED BEAM TIMBER BENCHES WITH PERIMETER LED LIGHTING AT BOTTOM PERIMETER (BENCH TO BE METAL POST MOUNTED 4" ABOVE CONCRETE PLAZA SURFACE)
- 5 SEASONAL BIKE, SKI AND SNOWBOARD STORAGE RACK
- 6 BUS QUEUING AREA, TYPICAL
- 7 PLANTER WALL ATTACHED WOOD BENCH SEATING
- 8 42" HT. PERIMETER GUARDRAIL - TYPE TO BE DETERMINED
- 9 RAISED PEDESTRIAN WALKWAY WITH INSET / FLUSH MOUNTED FLASHING CAUTION LIGHTS AT BUS APPROACH
- 10 BUS PLATFORM SIGNAGE (SEE ALSO WAYFINDING SHEETS L-2.1 THROUGH L-2.4)
- 11 PRIMARY INFORMATIONAL KIOSK (SEE ALSO WAYFINDING SHEETS L-2.1 THROUGH L-2.4)
- 12 PROPOSED LANDSCAPE AREA (PLANT MATERIAL TO BE DETERMINED)
- 13 RETAINING WALL WITH ENHANCED SURFACE AND UP-LIGHTING (SEE ALSO SHEET L-1.4 FOR CONCEPTUAL SAMPLE IMAGERY)
- 14A TRANSIT CENTER ADMIN. BUILDING (SEE ARCHITECTURE DRAWINGS)
- 14B TRANSIT CENTER RESTROOMS (SEE ARCHITECTURE DRAWINGS)
- 15 PROPOSED ELEVATOR LOCATION (SEE ARCHITECTURE DRAWINGS)
- 16 UPPER LEVEL PERIMETER GUARDRAIL (SEE ARCHITECTURE DRAWINGS)
- 17 LOWER LEVEL PARKING ENTRANCE / EXIT
- 18 ADJACENT EXISTING PARKING AREA (LOT #5)
- 19 EXISTING MALL FACILITIES
- 20 OPPORTUNITIES FOR ADDITIONAL STUDY TO IMPROVE DIFFERENTIATION BETWEEN CIRCULATION AND GATHERING SPACES, DIRECT PEDESTRIAN FLOW AND SOFTENING/ PROVIDING SCALE TO THE BUILDING AND SURROUNDING PAVING RELATIONSHIPS

CONCEPTUAL NOTES

- ALL FINISHES, COLORS AND FURNISHINGS ARE FOR REFERENCE ONLY. IDENTIFIED CONDITIONS ARE SUBJECT TO CHANGE AND FINAL SELECTIONS ARE TO BE DETERMINED.
- SPECIFIC PLANT MATERIAL, TREES, AND GROUNDCOVER TO BE DETERMINED.
- SEE ALSO SHEET L-1.1 FOR CONCEPTUAL SITE IMAGERY.
- SEE ALSO SHEET L-2.1 THROUGH L-2.2 FOR TRANSIT CENTER WAYFINDING DESIGN PRECEDENTS.



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TOWN OF SNOWMASS VILLAGE
INTERMODAL TRANSIT
CENTER
53A ELBERT LANE,
SNOWMASS VILLAGE, CO. 81615

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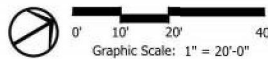
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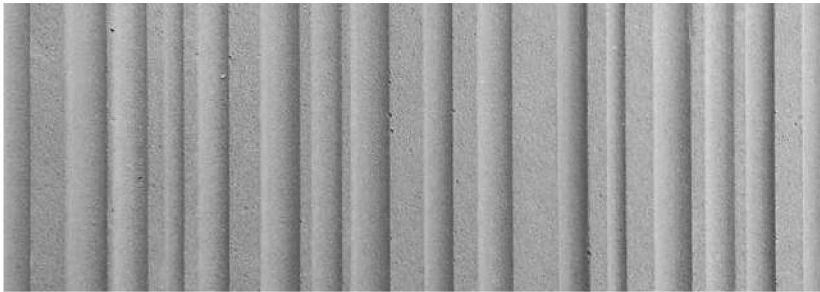
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CONCEPTUAL SITE PLAN



DHM DESIGN

L-1.0



POURED IN PLACE INTEGRAL COLOR CONCRETE PLANTER WITH FLUTED SURFACE TEXTURE



ATTACHED WOOD BENCH SEATING @ RAISED PLANTER



COLOR ACCENT MOUNTAIN NATIVE PLANT PALETTE WITHIN RAISED PLANTERS



SEATING ADJACENT PLANTING AREAS



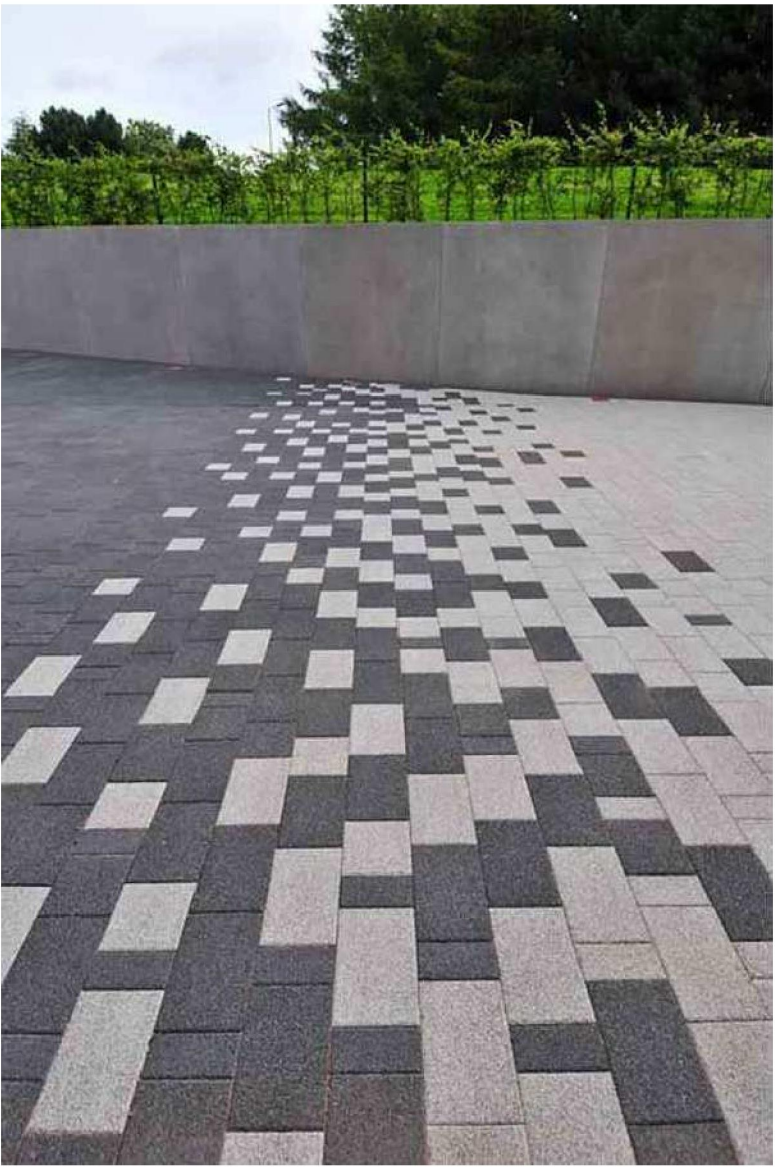
INTEGRAL COLOR CONCRETE PAVING WITH SAND FINISH



STANDALONE LAMINATED BEAM TIMBER BENCH



NATURALISTIC LANDSCAPE AREAS WITH OVERHEAD SHADE TREES AND TEXTURAL UNDERSTORY



RECTANGULAR CONCRETE PAVERS IN GRADIENT PATTERN



ASPEN CLUMPS WITHIN RAISED LANDSCAPE PLANTER



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TOWN OF SNOWMASS VILLAGE
INTERMODAL TRANSIT
CENTER
53A ELBERT LANE,
SNOWMASS VILLAGE, CO. 81615

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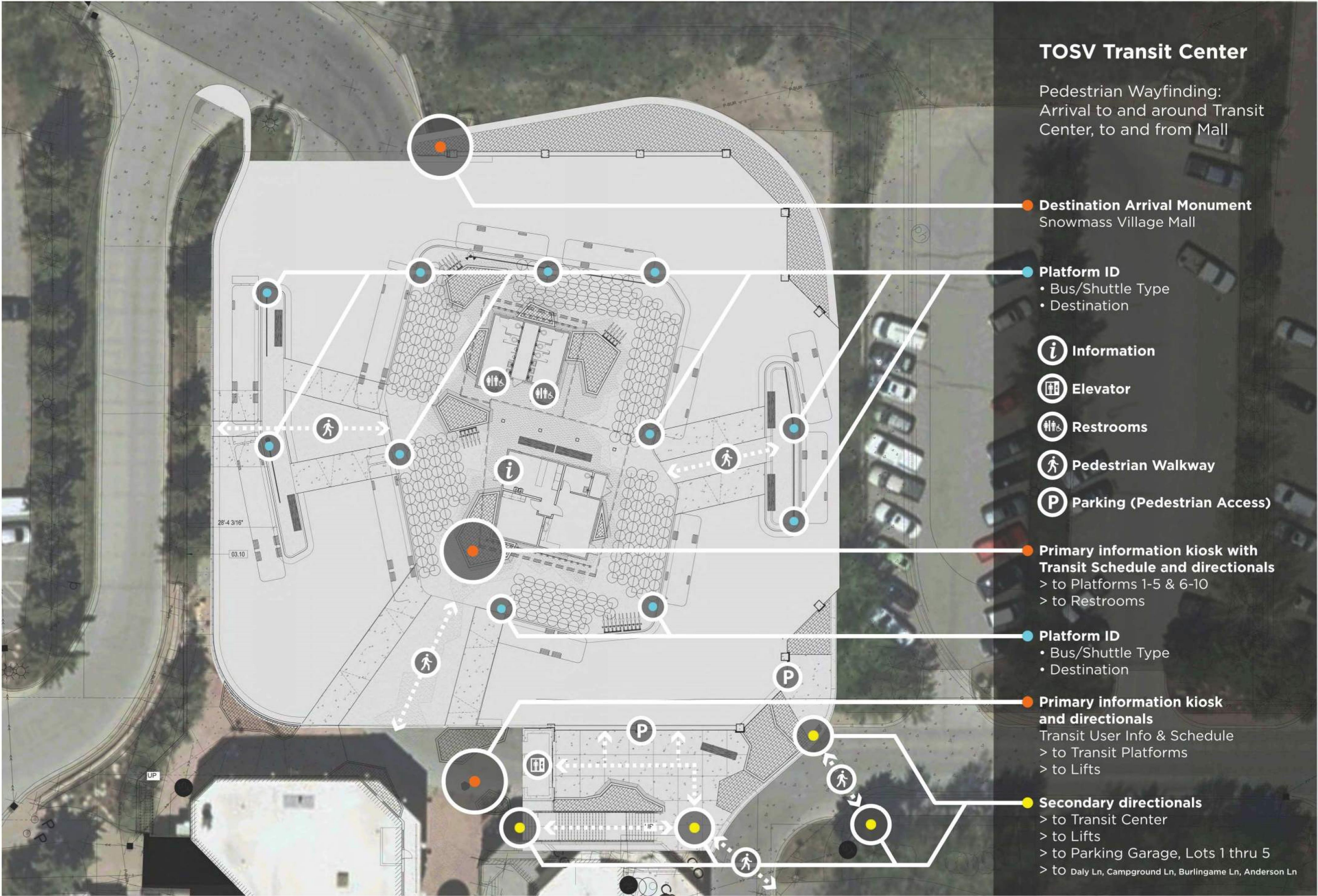
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CONCEPTUAL
SITE IMAGERY

DHM DESIGN

L-1.1



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TOSV TRANSIT CENTER
PEDESTRIAN WAYFINDING

L-2.1

TOSV Transit Center Wayfinding Design Types, Materials and Scale

Primary Transit Kiosks

LED Schedules, Transit Maps
and Directionals

- metal cabinet with access panels
- matte powder coating finish
- architectural stone or concrete base
- electronic, programmable LED controls
- laser cut surface graphics
- imprinted surface graphics
- polycarbonate printed map insert panel

Primary Information/Directionals Information and Wayfinding

- metal cabinet
- matte powder coating finish
- post mounted
- architectural stone or concrete base
- laser cut surface graphics
- imprinted surface graphics

Secondary Directionals Information and Wayfinding

- metal face
- matte powder coating finish
- post mounted
- architectural stone or concrete base
- laser cut surface graphics
- imprinted surface graphics

Location Identification Platforms and Amenities

- metal face and branding elements
- matte powder coating finish
- post mounted
- architectural stone or concrete base
- laser cut surface graphics
- imprinted surface graphics
- cut and formed metal 'art'
- concrete deboss/etch

NOT FINAL DESIGN - REPRESENTATION OF APPROXIMATE WAYFINDING TYPE, CONTENT AND SCALE ONLY

PLATFORM VIEW FROM MAIN CROSSING





APPROACH FROM
**GENE
TAYLOR
SPORTS**



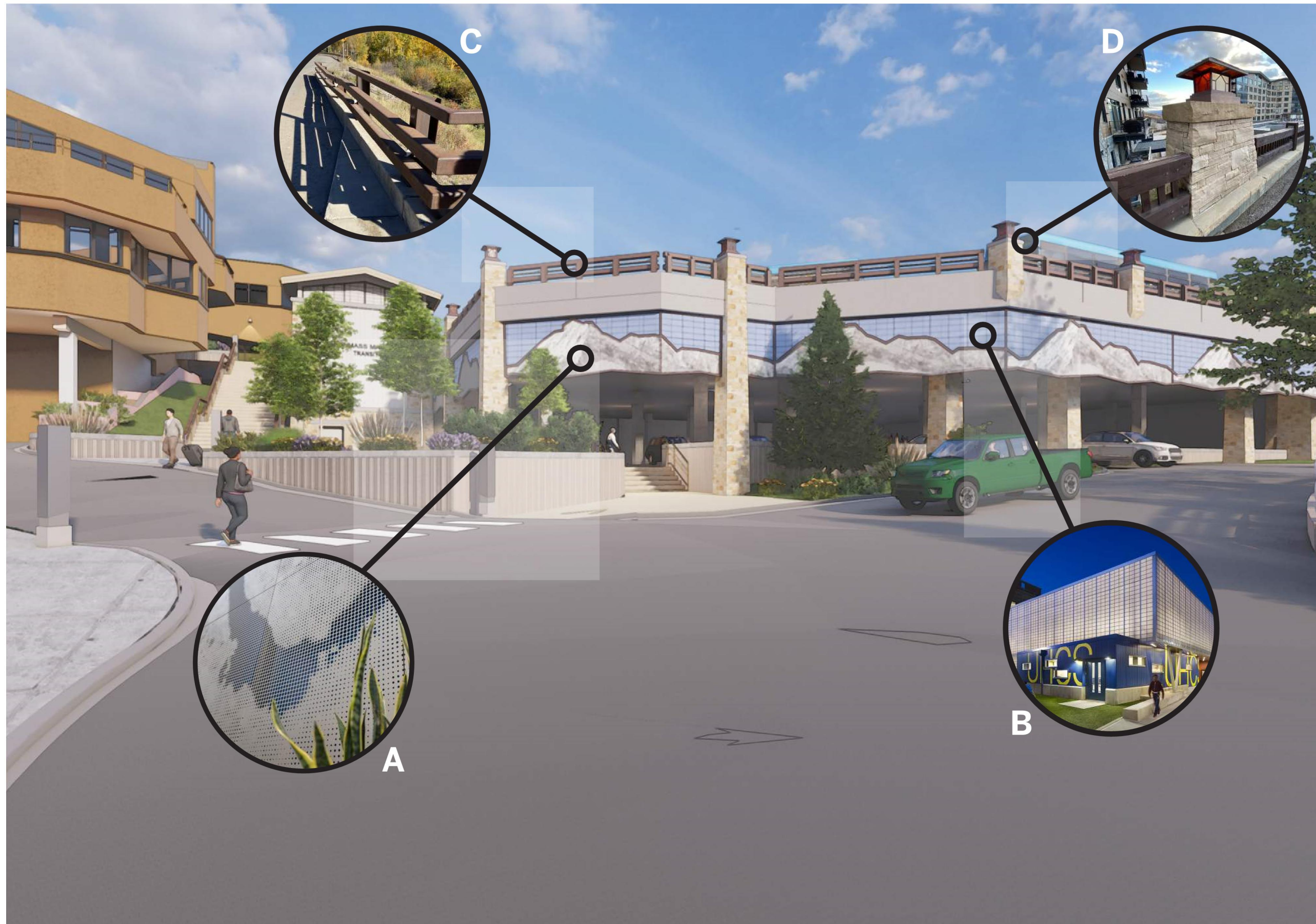
PLATFORM VIEW FROM
**MALL
STAIRWAY**



PLATFORM VIEW FROM
**LITTLE
MAMMOTH
BALCONY**

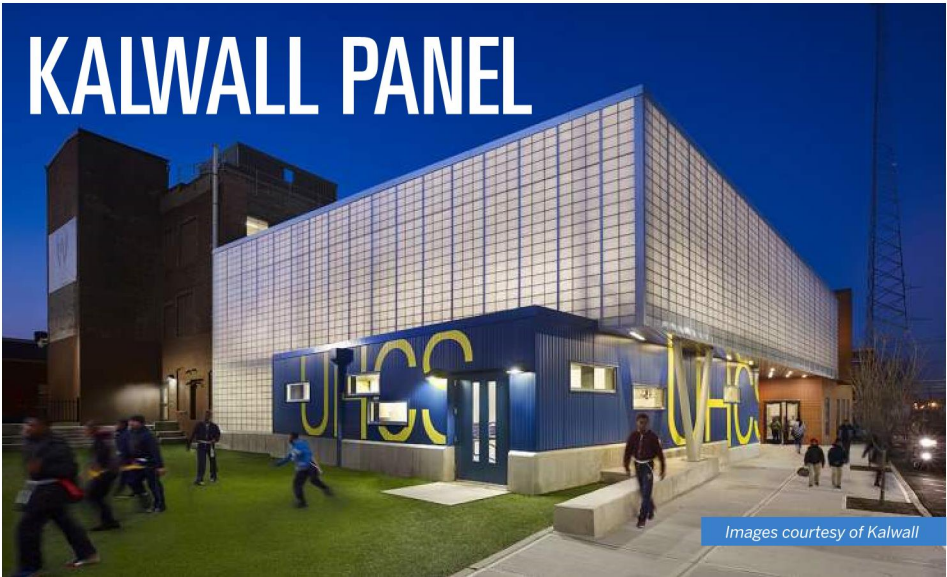


VIEW FROM
**LOWER
CARRIAGE
WAY**



VIEW FROM LOWER CARRIAGE WAY

- A. Perforated metal panel with variety of TOSV mountain profiles.
- B. Translucent Kalwall sandwich panel
- C. CDOT standard 3-rail guardrail similar to Wood Road Downhill bus stop
- D. Stone veneer & cap with lighting fixture similar to Wood Road Bridge and Base Village



Final panel design will include a variety of profiles of Mount Daly, Capitol Peak and Snowmass Mountain.

GENERAL NOTES

1. FIELD VERIFY ALL DIMENSIONS. NOTIFY ARCHITECT IF DIMENSIONS VARY SIGNIFICANTLY.
2. ALL DIMENSIONS TO FACE OF STEEL STUD OR EXISTING FINISH UNLESS NOTED OTHERWISE.

KEYNOTE LEGEND

- 02.01 EXISTING BUILDING
03.08 STAINED CONCRETE RETAINING WALL W/ FORMLINER SMOOTH VERTICAL FLUTES ON EXTERIOR FACE AND FORMED TOP. RE: EXTERIOR DETAILS

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TOWN OF SNOWMASS VILLAGE
**SNOWMASS MALL
TRANSIT CENTER**
53A ELBERT LANE
SNOWMASS VILLAGE, CO. 81615

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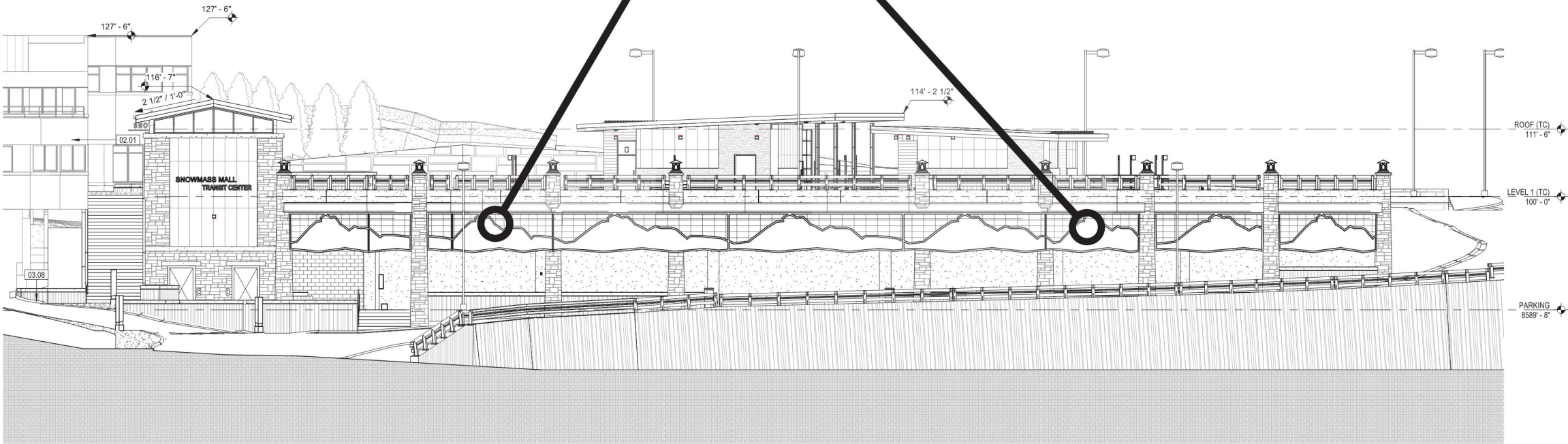
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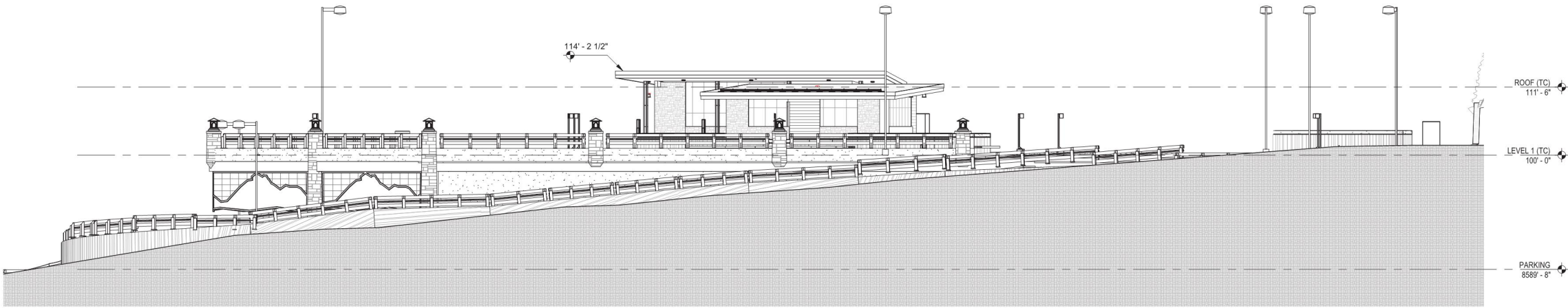
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EXTERIOR ELEVATIONS

A201



1 EXTERIOR ELEVATION - EAST
3/32" = 1'-0"



2 EXTERIOR ELEVATION - NORTH
3/32" = 1'-0"

SCALE: 3/32" = 1'-0"
0' 4' 12' 24' 42'-8"



VIEW FROM
DALY LANE



MALL VIEW FROM
**MAIN
CROSSING**



MALL VIEW FROM
ELEVATOR



MALL VIEW FROM
**MAIN
CROSSING**

CODE INFORMATION

APPLICABLE CODES: TOWN OF SNOWMASS VILLAGE, COLORADO
2015 INTERNATIONAL BUILDING CODE (IBC)
2015 INTERNATIONAL PLUMBING CODE (IPC)
2015 INTERNATIONAL FIRE CODE (IFC)
2015 INTERNATIONAL EXISTING BUILDING CODE (IEBC)
2015 INTERNATIONAL ENERGY CONSERVATION CODE (IECC)
2014 NATIONAL ELECTRICAL CODE (NEC)
2012 INTERNATIONAL GREEN CONSTRUCTION CODE (IGCC)
2015 INTERNATIONAL MECHANICAL CODE (IMC)
2015 INTERNATIONAL FUEL GAS CODE (IFGC)
RENEWABLE ENERGY OFFSET PROGRAM (REOP)
ASME A17.1, 2019 SAFETY CODE FOR ELEVATORS AND ESCALATORS

TOWN OF SNOWMASS VILLAGE AMENDMENTS PUBLISHED IN THE TOWN MUNICIPAL CODE:

- 1808.1.1 SNOW LOAD: 75 PSF MINIMUM
- 1805.2.1 FROST LINE: 42 INCHES BELOW FINISHED GRADE MEASURED FROM BOTTOM OF FOOTING.
- OTHER PROVISIONS AS LISTED IN THE TOWN MUNICIPAL CODE.

SUMMARY: SEPARATE BLDGS PER 510.2
BUILDING 1A: ONE STORY WOOD FRAME TRANSIT CENTER
OCCUPANCY GROUP B, TYPE V-B CONSTRUCTION
NON-SPRINKLERED
TOTAL- 977 GSF

BUILDING 1B: ONE STORY WOOD FRAME RESTROOM/JANITOR
BLDG. OCCUPANCY GROUP B, TYPE V-B CONSTRUCTION
NON-SPRINKLERED
TOTAL- 624 GSF

PODIUM SLAB (CONCRETE): THREE HOUR FIRE SEPARATION
BUILDING 2: OPEN PARKING GARAGE
OCCUPANCY GROUP S-2, TYPE I-A CONSTRUCTION
FULLY SPRINKLERED
32,642 GSF

INTERNATIONAL BUILDING CODE (IBC) PROVISIONS

CHAPTER 3: USE AND OCCUPANCY CLASSIFICATION

303.1.2: SMALL ASSEMBLY SPACES

- ASSEMBLY SPACE WITH OCCUPANT LOAD < 50 PERSONS AND ACCESSORY TO ANOTHER OCCUPANCY SHALL BE CLASSIFIED AS **GROUP B OCCUPANCY** OR PART OF THAT OCCUPANCY.
- ASSEMBLY SPACE LESS THAN 750 SF IN AREA AND ACCESSORY TO ANOTHER OCCUPANCY SHALL BE CLASSIFIED AS **GROUP B OCCUPANCY** OR PART OF THAT OCCUPANCY.

304.1 BUSINESS GROUP B: INCLUDES USE FOR OFFICE, INCLUDING STORAGE OF RECORDS AND ACCOUNTS.

311.3 LOW HAZARD STORAGE GROUP S-2: INCLUDES PARKING GARAGES, OPEN OR ENCLOSED.

CHAPTER 4: SPECIAL DETAILED REQUIREMENTS BASED ON USE AND OCCUPANCY.

406.4 PUBLIC PARKING GARAGES: CLASSIFIED AS EITHER OPEN OR ENCLOSED.

406.4.1 CLEAR HEIGHT: OF EA FLOOR LEVEL IN VEHICLE AND PEDESTRIAN AREAS SHALL NOT BE LESS THAN 7 FEET.

406.4.3 VEHICLE BARRIERS: MIN 2'-9" HIGH WHERE VERTICAL DISTANCE BETWEEN FLOOR OR DRIVE LANE AND SURFACE BELOW > 1 FT.

406.4.4 RAMPS: VEHICLE RAMPS USED FOR VERTICAL CIRCULATION AS WELL AS FOR PARKING SHALL NOT EXCEED SLOPE OF 1:15.

406.4.6 MIXED OCCUPANCY SEPARATION: PARKING GARAGES SHALL BE SEPARATED FROM OTHER OCCUPANCIES PER 508.1.

406.4.7 SPECIAL HAZARDS: CONNECTION OF A PARKING GARAGE WITH ANY ROOM CONTAINING A FUEL-FIRED APPLIANCE SHALL BE SEPARATED BY MEANS OF A VESTIBULE WITH 2-DOOR SEPARATION.
EXCEPTION: SINGLE DOOR ALLOWED PROVIDED SOURCE OF IGNITION IN APPLIANCE IS NOT LESS THAN 18 INCHES ABOVE THE FLOOR.

INTERNATIONAL ENERGY CONSERVATION CODE

CLIMATE ZONE: 7 PITKIN COUNTY

OPAQUE THERMAL ENVELOPE ASSEMBLY REQUIREMENTS (TABLE 402.1.2 & 402.1.3)

ROOFS		
INULATION ENTIRELY ABOVE DECK	R-35ci	U - 0.028
ATTIC AND OTHER	R-49	U - 0.021
WALLS, ABOVE GRADE		
MASS	R-15.2ci	U - 0.071
WOOD FRAMING AND OTHER	R-13 + R-7.5ci or R-20 + R-3.8ci	U - 0.051
WALLS, BELOW GRADE		
BELOW GRADE WALL	R-10ci	
FLOORS		
MASS	R-15ci	U - 0.055
SLAB ON GRADE WALLS		
UNHEATED SLABS	R-15 for 24" below	
OPAQUE DOORS		
SWINGING DOOR		U - 0.37

406.5 OPEN PARKING GARAGES:

- SHALL BE TYPE I, II, OR IV CONSTRUCTION
- FOR NATURAL VENTILATION, UNIFORMLY DISTRIBUTED OPENINGS ON 2 OR MORE SIDES.
- AREA OF OPENINGS IN EXTERIOR WALLS >= 20% OF TOTAL PERIMETER WALL AREA.
- AGGREGATE LENGTH OF OPENINGS >= 40% OF TOTAL PERIMETER.
- EXCEPTION:** OPENINGS NOT REQ'D OVER 40% OF BUILDING PERIMETER WHERE REQ'D OPENINGS ARE UNIFORMLY DISTRIBUTED OVER 2 OPPOSITE SIDES OF THE BUILDING.

TABLE 406.5.4: OPEN PARKING GARAGES AREA AND HEIGHT:					
CONST	AREA (SF)	HEIGHT (IN TIERS)			
TYPE	PER TIER	RAMPS	SPRINK NO	SPRINK YES	
IB	UL	12	12	18	
IIA	50,000	10	10	15	
IIB	50,000	8	8	12	

406.6.1 HEIGHTS AND AREAS: LIMITED PER 504, 506 AND 507.

406.6.2 VENTILATION: MECHANICAL VENTILATION SYSTEM PER INTERNATIONAL MECHANICAL CODE REQUIRED.

406.6.3 AUTOMATIC SPRINKLER SYSTEM: REQUIRED IN ACCORDANCE WITH 903.2.10.

CHAPTER 5: GENERAL BUILDING HEIGHTS AND AREAS

503.1 FOR PURPOSES OF DETERMINING AREA, HEIGHT, AND TYPE OF CONSTRUCTION, EACH PORTION OF THE BUILDING SEPARATED BY FIRE WALLS PER 706 SHALL BE CONSIDERED A SEPARATE BUILDING.

BUILDING ONE-A: TRANSIT CENTER
STORIES: ONE
AREA: 977 SF
OCCUPANCY GROUP: B
CONSTRUCTION TYPE: V-B

BUILDING ONE-B: RESTROOM/JANITOR
STORIES: ONE
AREA: 624 SF
OCCUPANCY GROUP: B
CONSTRUCTION TYPE: V-B

BUILDING TWO: OPEN PARKING GARAGE
STORIES: ONE
AREA: 32,642 SF
OCCUPANCY GROUP: S-2
CONSTRUCTION TYPE: I-A

TABLE 504.3 ALLOWABLE BUILDING HEIGHT IN FEET ABOVE GRADE PLANE:

FOR GROUP B, TYPE V-B, NON SPRINKLERED:
ALLOWABLE = 40 FEET, ACTUAL = TRANSIT CENTER 14'-2 1/2", RESTROOM/JANITOR 12'-0 1/2" (TOTAL 33'-6" PER 510.7)

FOR GROUP S-2, TYPE I-A, SPRINKLERED
ALLOWABLE = UL, ACTUAL = 19'-4" (TOTAL 33'-6" PER 510.7)

TABLE 504.4 ALLOWABLE STORIES ABOVE GRADE PLANE:

FOR GROUP B, TYPE V-B, NON SPRINKLERED:
ALLOWABLE = 2, ACTUAL = 2 (PER 510.7)

SECTION 506 BUILDING AREA

TABLE 506.2 ALLOWABLE AREA (FLOOR LEVELS ABOVE GRADE)
FOR GROUP B, TYPE V-B, NON SPRINKLERED:
ALLOWABLE = 9,000 SF
ACTUAL = TRANSIT CENTER 977 SF, RESTROOM/JAN 624 SF.

FOR GROUP S-2, SPRINKLERED SM, TYPE I-A,
ALLOWABLE = UL, ACTUAL = 32,642 GSF.

510.2 HORIZONTAL BUILDING SEPARATION ALLOWANCE:
A BUILDING SHALL BE CONSIDERED AS SEPARATE AND DISTINCT BUILDINGS FOR AREA LIMITATIONS, FIRE WALL CONTINUITY, NUMBER OF STORIES, AND TYPE OF CONSTRUCTION WHERE ALL THESE CONDITIONS ARE MET:

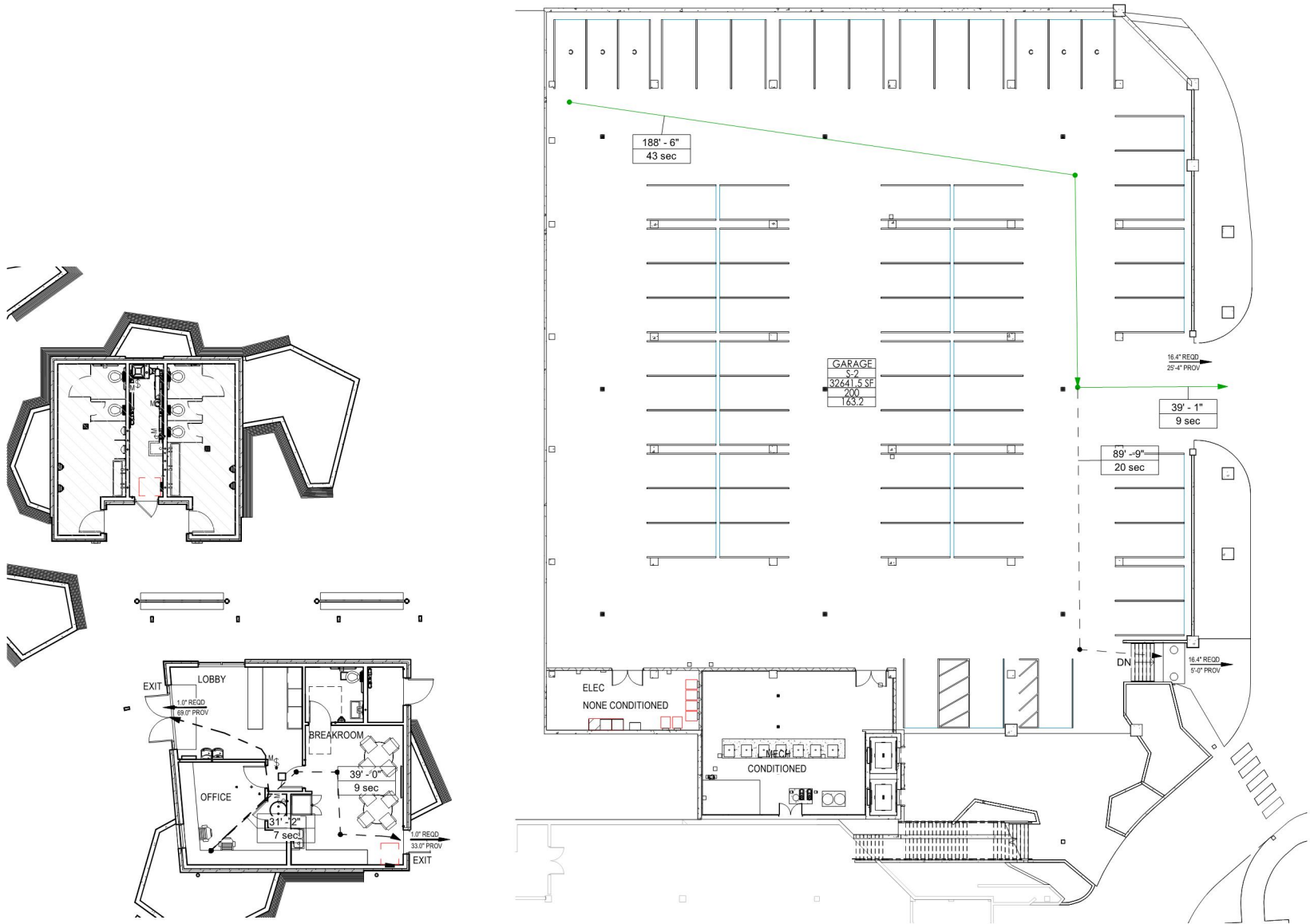
- BUILDINGS SEPARATED WITH HORIZONTAL ASSEMBLY WITH FIRE RATING NOT LESS THAN 3-HR.
- BUILDING BELOW THE HORIZ ASSY IS TYPE I-A CONST.
- SHAFT, STAIR, RAMP ENCLOSURES >= 2-HR RATING.
- BLDG BELOW HORIZ ASSY SHALL BE SPRINKLERED PER 903.3.1.1.
- BLDG HEIGHT ABOVE GRADE PLANE SHALL NOT EXCEED LIMITS PER 504.3.

FENESTRATION THERMAL ENVELOPE ASSEMBLY REQUIREMENTS (TABLE 402.4)

VERTICAL FENESTRATION	
FIXED	U - 0.29
OPERABLE FENESTRATION	U - 0.37
ENTRANCE DOORS	U - 0.77

CODE LEGEND

- GROUP B OCCUPANCY
- GROUP S-2 OCCUPANCY
- EXIT ACCESS
- EGRESS PATH
- PORTABLE FIRE EXTINGUISHER IN CABINET
- PORTABLE BRACKET MOUNTED FIRE EXTINGUISHER



CODE PLAN - TRANSIT CENTER

3/32" = 1'-0"

CODE PLAN - PARKING GARAGE

1" = 20'-0"

Copy and Paste Code Summary Notes in this View

NOT FOR
CONSTRUCTION

PRELIMINARY PLAN CHART

PROPOSED LAND USES	2.17 ACRES ¹
PROPOSED SQUARE FOOTAGE	36,573 SF ²
PROPOSED HEIGHT OF BUILDINGS	33' - 6" ³
DWELLING UNITS	0
SIZE OF COMMERCIAL SPACE	1,601 SF
PROPOSED MAXIMUM ALLOWABLE FLOOR AREA	1,601 SF
PROPOSED NUMBER OF PARKING SPACES	120 ⁴
PROPOSED AMOUNT OF OPEN SPACE	9,016 SF ⁵

1. Area of impacted area of parcel by new construction.
2. Building footprint of parking garage / bus platform.
3. Height from Parking Level to heighest roof peak.
4. Refer to civil plans for revised parkig in lot 4 & 5.
5. Includes new planters and landscape areas between new buildings and roads.

PROJECT OWNER
TOWN OF SNOWMASS VILLAGE
130 KEARNS ROAD
SNOWMASS VILLAGE, CO. 81615
970.923.3777

ARCHITECT
SHORT ELLIOTT HENDRICKSON INC.
2000 SOUTH COLORADO BLVD.
TOWER ONE, SUITE 6000
DENVER, CO. 80222
720.540.6800

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77 METCALF ROAD, SUITE 301
AVON, CO 81620
970.926.6007

ACOUSTICAL / LOW VOLTAGE
K2 ACOUSTICAL
5777 CENTRAL AVE., SUITE 225
BOULDER, CO. 80301
303.865.5500

LANDSCAPE
DHM DESIGN CORPORATION
311 MAIN STREET #102
CARBONDALE, CO. 81623
970.963.6520

TOWN OF SNOWMASS VILLAGE
SNOWMASS MALL
TRANSIT CENTER
53A ELBERT LANE,
SNOWMASS VILLAGE, CO. 81615

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159090
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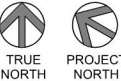
Project Status
50% CONSTRUCTION
DOCUMENTS

Issue Date
11.23.22

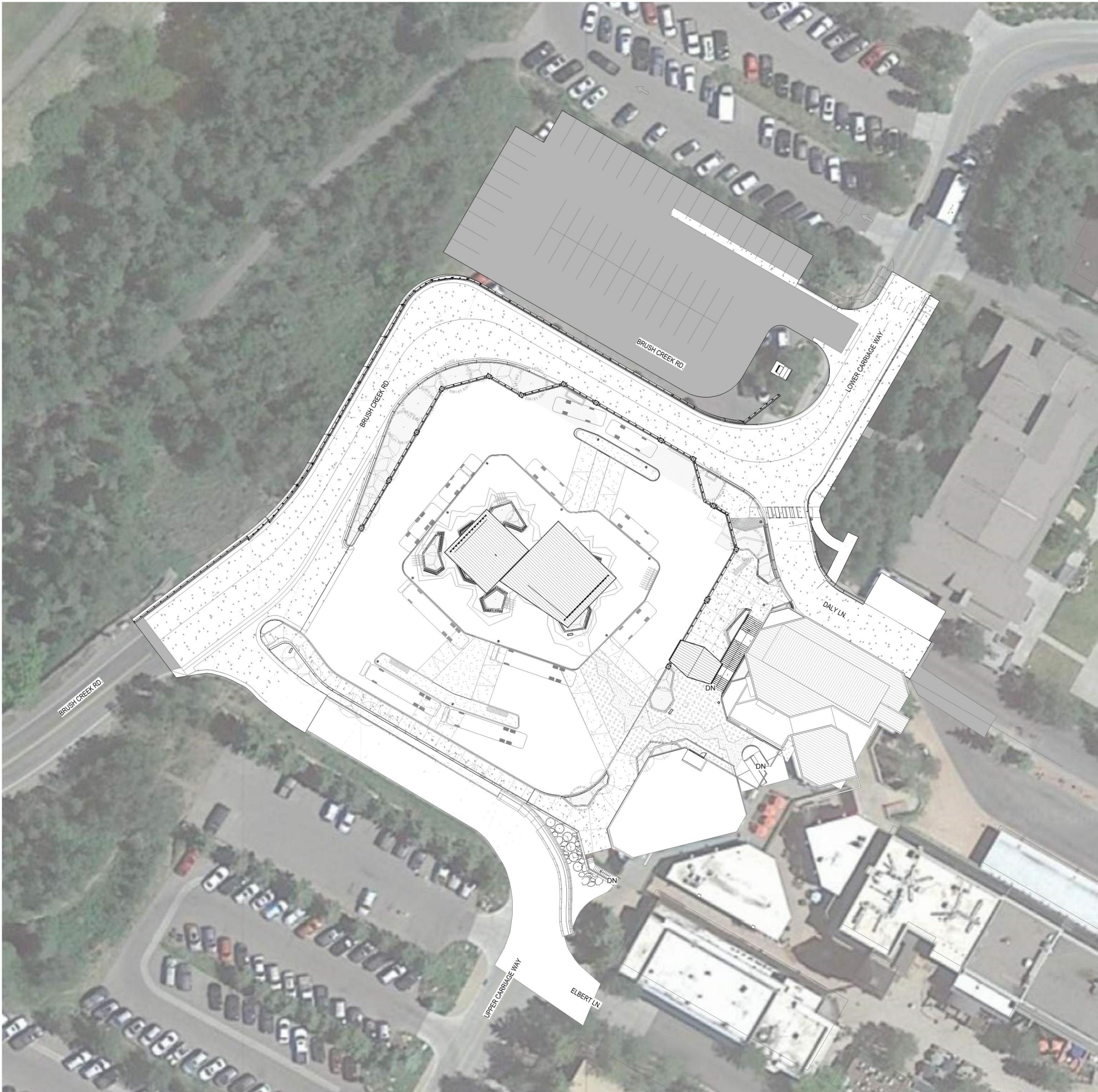
REVISION SCHEDULE		
REV. #	DESCRIPTION	DATE

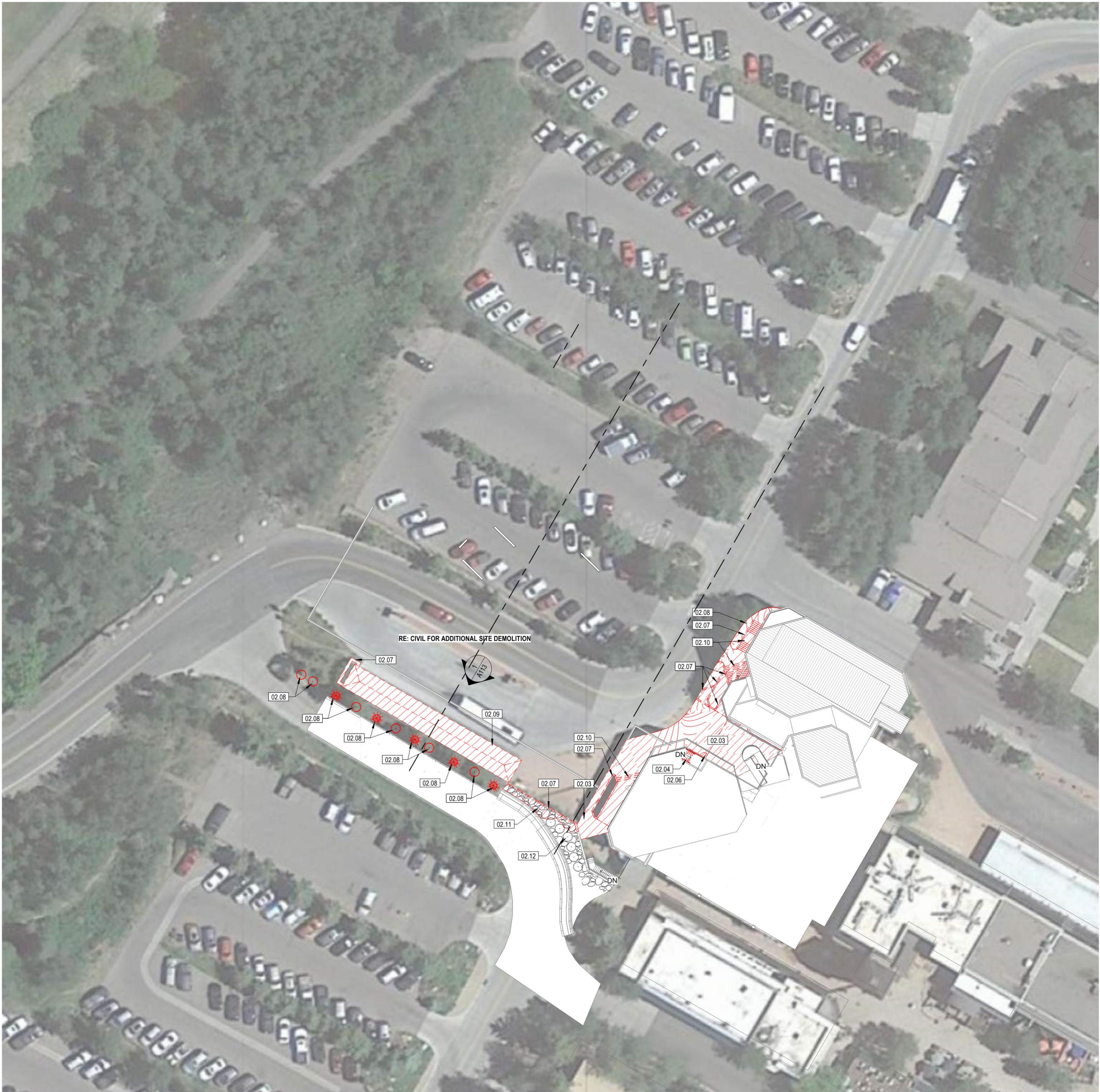
ARCHITECTURAL SITE PLAN

1 ARCHITECTURAL SITE PLAN
A113 1" = 30'-0"



A051





KEYNOTE LEGEND	
02.03	REMOVE EXISTING CONCRETE, RE: CIVIL
02.04	REMOVE EXISTING INTERIOR STAIR & RAILINGS
02.06	REMOVE DOOR, FRAME & HARDWARE
02.07	REMOVE WALL
02.08	REMOVE VEGETATION
02.09	REMOVE BUS STOP PAVILLION
02.10	REMOVE EXISTING EXTERIOR STAIR & RAILINGS
02.11	REMOVE STACKED STONE WALL AS NEEDED
02.12	TREES TO REMAIN WHERE POSSIBLE

1
A113

DEMO - ARCH SITE PLAN
1" = 30'-0"

TRUE
NORTH

PROJECT
NORTH

NOT FOR CONSTRUCTION

PROJECT OWNER
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970.923.3777

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TOWN OF SNOWMASS VILLAGE
SNOWMASS MALL
TRANSIT CENTER
53A ELBERT LANE,
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DEMOLITION SITE PLAN

A071

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CONSTRUCTION

GENERAL NOTES

1. FIELD VERIFY ALL DIMENSIONS. NOTIFY ARCHITECT IF DIMENSIONS VARY SIGNIFICANTLY.
2. ALL DIMENSIONS TO FACE OF STEEL STUD OR EXISTING FINISH UNLESS NOTED OTHERWISE.

KEYNOTE LEGEND

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TOWN OF SNOWMASS VILLAGE
130 KEARNS ROAD
SNOWMASS VILLAGE, CO. 81615
970.923.3777

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**SNOWMASS MALL
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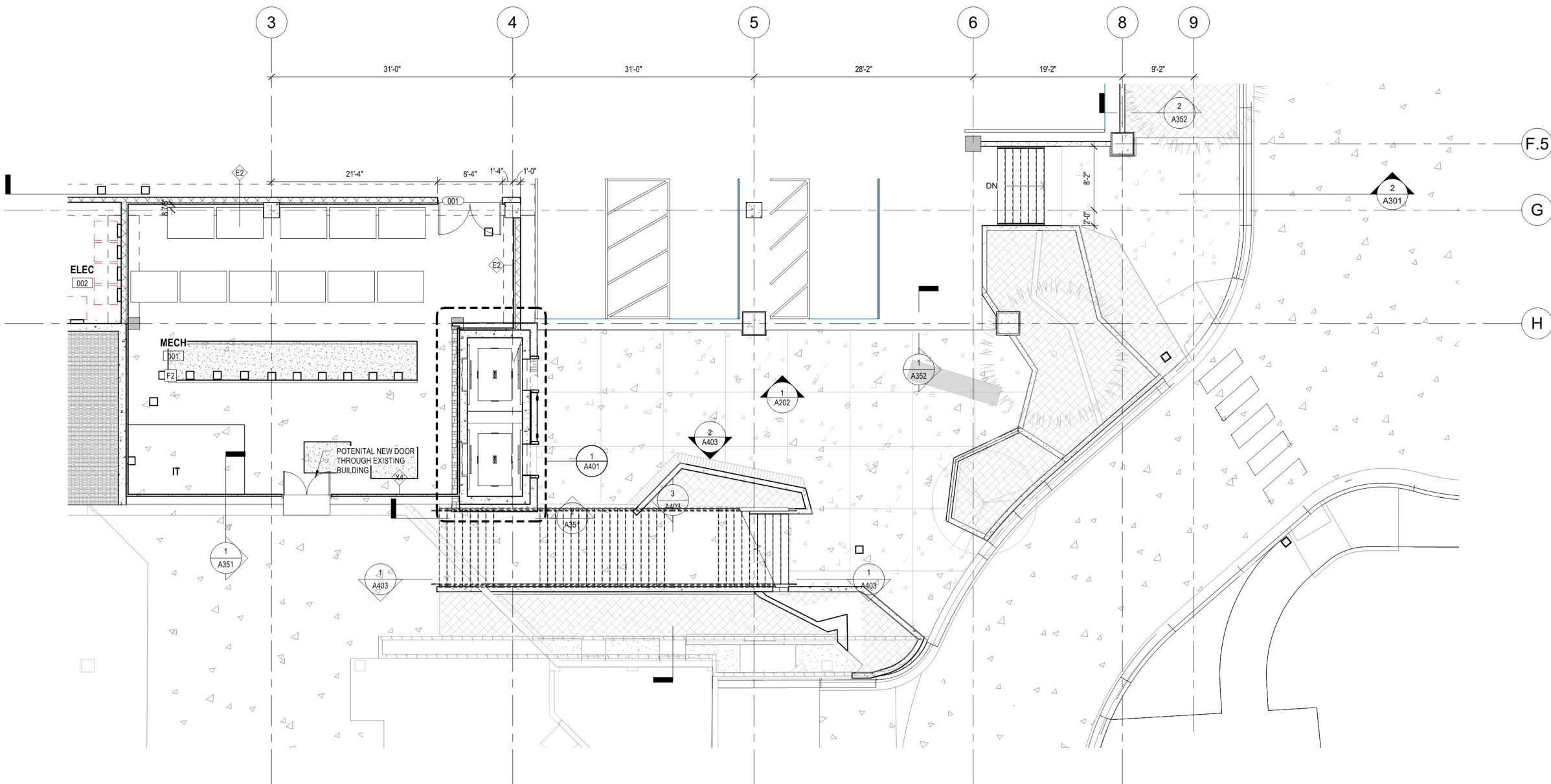
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ENLARGED SITE PLANS &
DETAILS

A111



1 GRAND STAIR / ELEVATOR - PARKING LEVEL
1/8" = 1'-0"

NOT FOR
CONSTRUCTION

GENERAL NOTES

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KEYNOTE LEGEND

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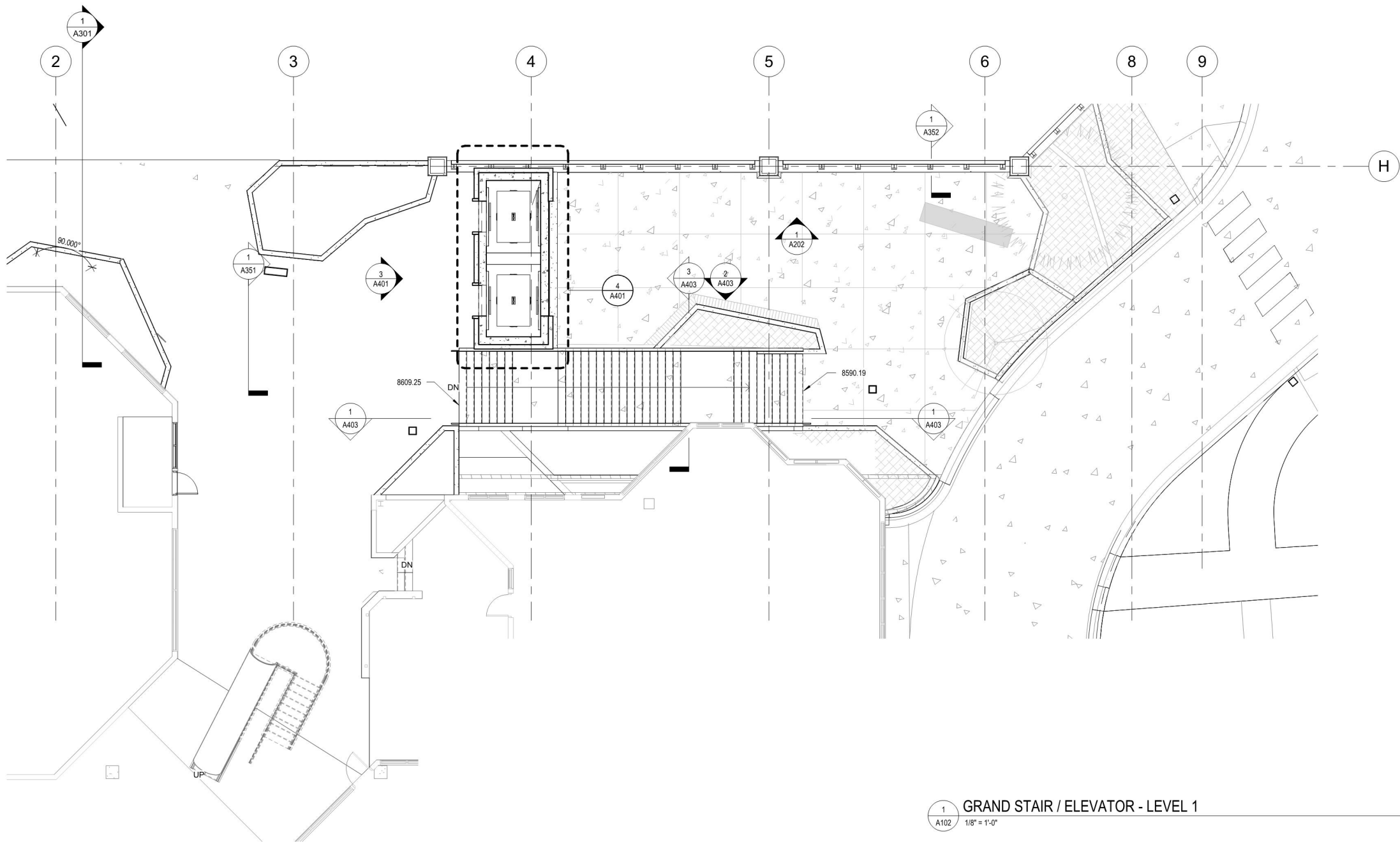
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Drawn By A.COUNCIL

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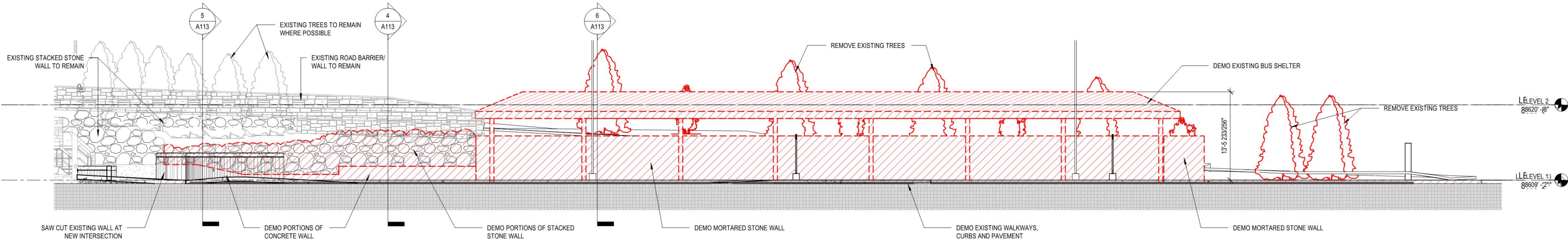
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REV. #	DESCRIPTION	DATE

ENLARGED SITE PLANS &
DETAILS

A112

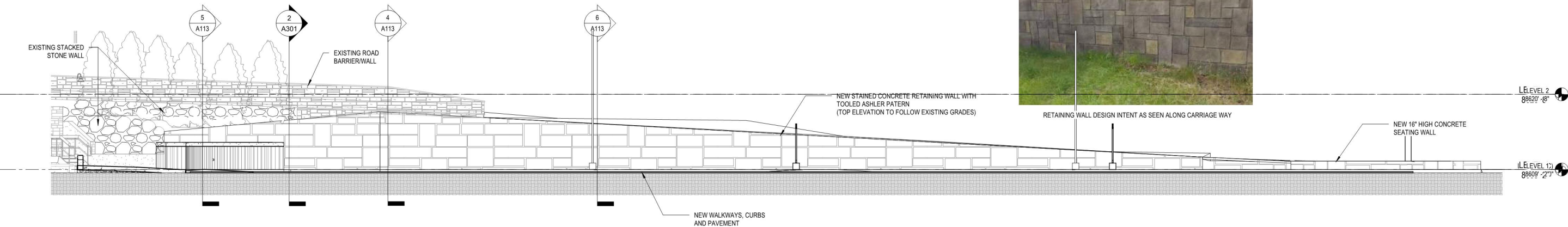


1 GRAND STAIR / ELEVATOR - LEVEL 1
A102 1/8" = 1'-0"



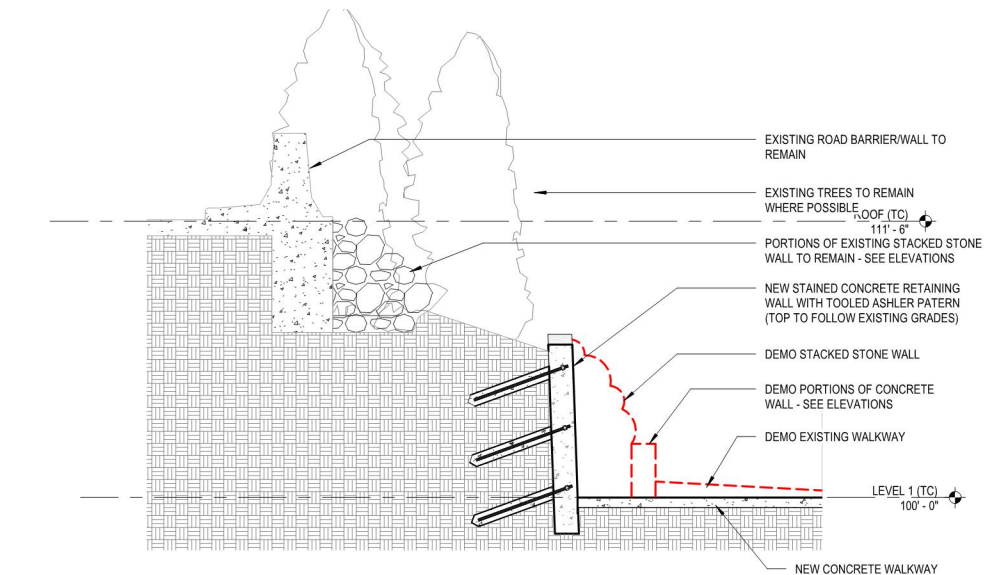
1
A071
1/8" = 1'-0"

WEST RETAINING WALL - DEMOLITION



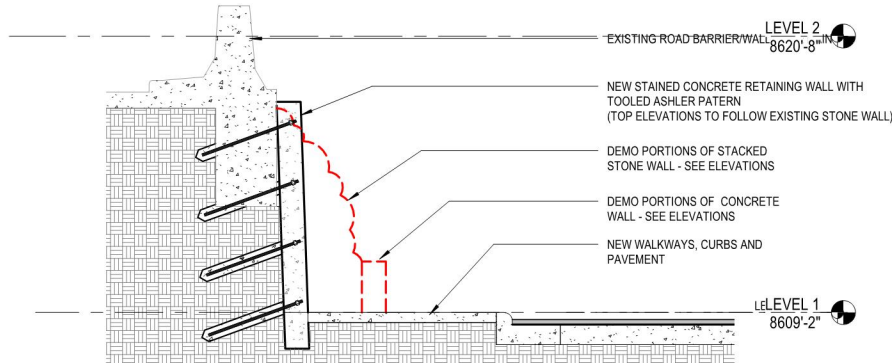
2
A102
1/8" = 1'-0"

NEW WEST RETAINING WALL



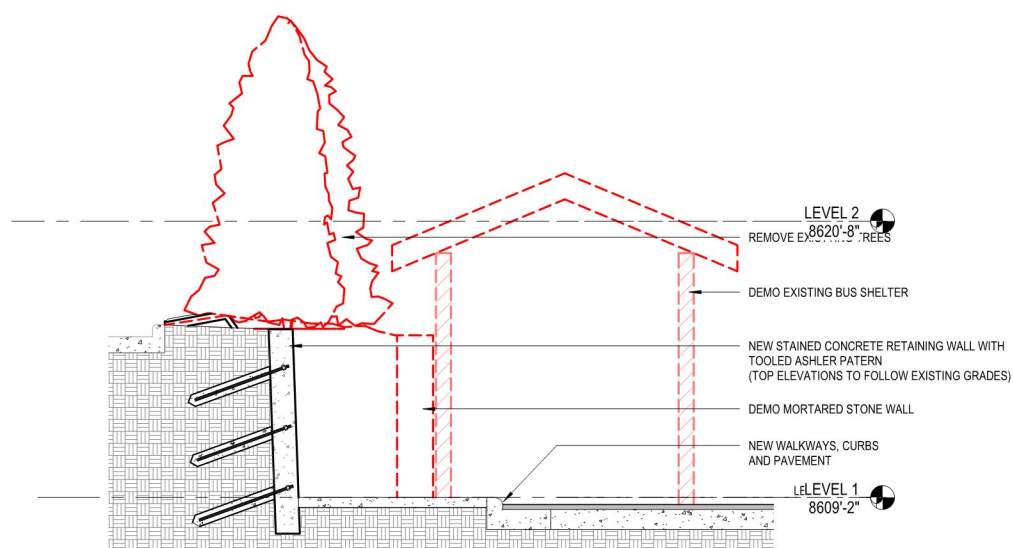
5
A113
1/4" = 1'-0"

RETAINING WALL SECTION



4
A113
1/4" = 1'-0"

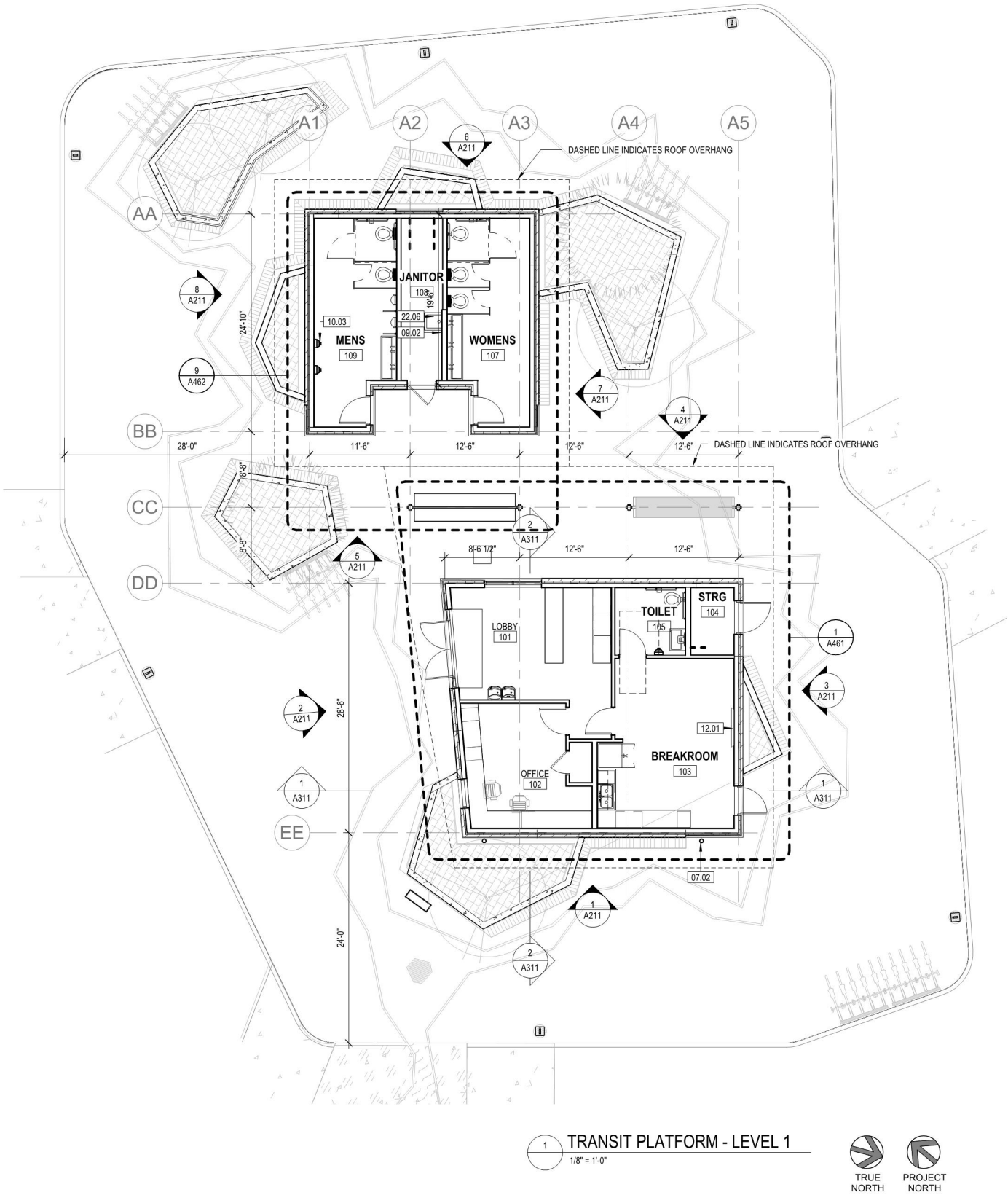
RETAINING WALL SECTION



6
A113
1/4" = 1'-0"

RETAINING WALL SECTION

REVISION SCHEDULE		
REV. #	DESCRIPTION	DATE



GENERAL NOTES

1. FIELD VERIFY ALL DIMENSIONS. NOTIFY ARCHITECT IF DIMENSIONS VARY SIGNIFICANTLY.
2. ALL DIMENSIONS TO FACE OF STEEL STUD OR EXISTING FINISH UNLESS NOTED OTHERWISE.

KEYNOTE LEGEND

- | | |
|-------|---|
| 07.02 | 5" DIAMETER DOWNSPOUT |
| 09.02 | PROVIDE FRP BEHIND MOP SINK UP TO 4' O.F.F. |
| 10.03 | WALL MOUNTED AUTOMATIC HAND DRYER |
| 12.01 | TV BY OWNER |
| 22.06 | MOP SINK, RE: PLUMBING |

NOT FOR
CONSTRUCTION

PROJECT OWNER
TOWN OF SNOWMASS VILLAGE
130 KEARNS ROAD
SNOWMASS VILLAGE, CO. 81615
970.923.3777

ARCHITECT
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77 METCALF ROAD, SUITE 301
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970.926.6007

ACOUSTICAL / LOW VOLTAGE
K2 ACOUSTICAL
5777 CENTRAL AVE., SUITE 225
BOULDER, CO. 80301
303.865.5500

LANDSCAPE
DHM DESIGN CORPORATION
311 MAIN STREET #102
CARBONDALE, CO. 81623
970.963.6520

TOWN OF SNOWMASS VILLAGE
**SNOWMASS MALL
TRANSIT CENTER**
53A ELBERT LANE,
SNOWMASS VILLAGE, CO. 81615

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Drawn By	A.COUNCIL

Project Status	Issue Date
50% CONSTRUCTION DOCUMENTS	11.23.22

REVISION SCHEDULE		
REV. #	DESCRIPTION	DATE

TRANSIT CENTER - LEVEL 1

A121



1. FIELD VERIFY ALL DIMENSIONS. NOTIFY ARCHITECT IF DIMENSIONS VARY SIGNIFICANTLY.
2. ALL DIMENSIONS TO FACE OF STEEL STUD OR EXISTING FINISH UNLESS NOTED OTHERWISE.

05.02 METAL SNOW GUARD, MECHANICALLY FASTENED TO STRUCTURE
07.02 5" DIAMETER DOWNSPOUT

PROJECT OWNER
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130 KEARNS ROAD
SNOWMASS VILLAGE, CO. 81615
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STRUCTURAL
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ACOUSTICAL / LOW VOLTAGE
K2 ACOUSTICAL
5777 CENTRAL AVE., SUITE 225
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303.865.5500

LANDSCAPE
DHM DESIGN CORPORATION
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SNOWMASS MALL
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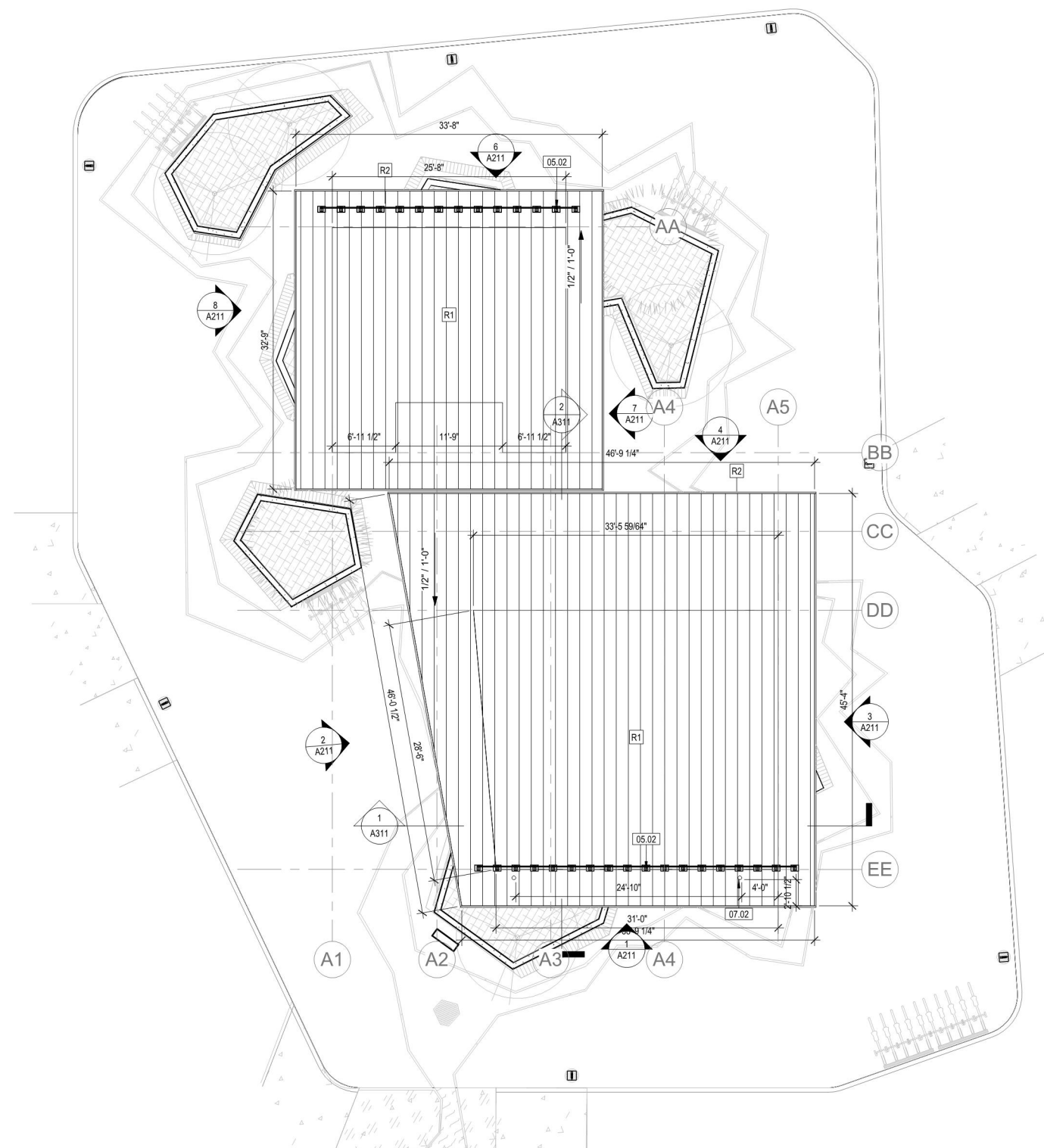
SEH Project	15909
Checked By	A.JAUCH
Drawn By	A.COUNCIL

Project Status	Issue Date
50% CONSTRUCTION	11.23.20
DOCUMENTS	

REVISION SCHEDULE		
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TRANSIT PLATFORM - ROOF
PLAN

A122



1 TRANSIT PLATFORM - ROOF PLAN
A113 1/8" = 1'-0"



GENERAL NOTES

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2. ALL DIMENSIONS TO FACE OF STEEL STUD OR EXISTING FINISH UNLESS NOTED OTHERWISE.

KEYNOTE LEGEND

- | | |
|-------|---|
| 02.01 | EXISTING BUILDING |
| 03.08 | STAINED CONCRETE RETAINING WALL W/ FORMLINER SMOOTH VERTICAL FLUTES ON EXTERIOR FACE AND FORMED TOP. RE: EXTERIOR DETAILS |

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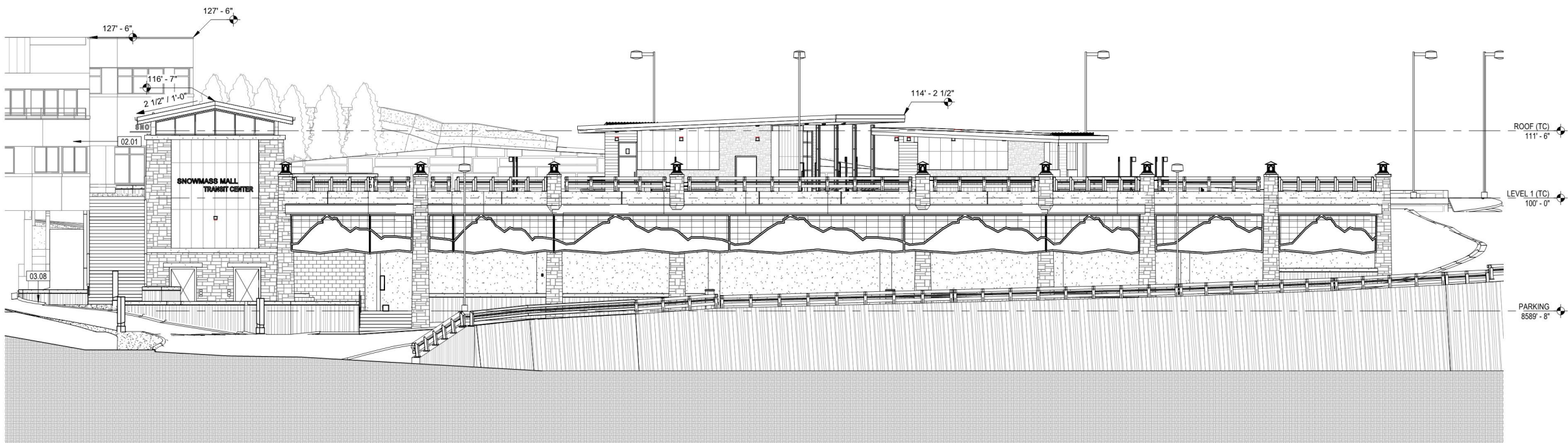
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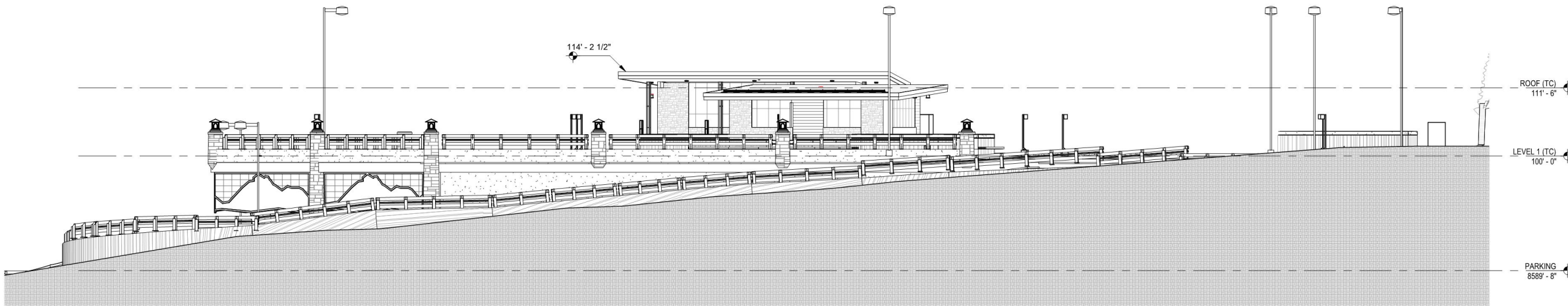
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EXTERIOR ELEVATIONS



1 EXTERIOR ELEVATION - EAST
3/32" = 1'-0"



2 EXTERIOR ELEVATION - NORTH
3/32" = 1'-0"

GENERAL NOTES

1. FIELD VERIFY ALL DIMENSIONS. NOTIFY ARCHITECT IF DIMENSIONS VARY SIGNIFICANTLY.
2. ALL DIMENSIONS TO FACE OF STEEL STUD OR EXISTING FINISH UNLESS NOTED OTHERWISE.

KEYNOTE LEGEND

- 03.06 CONCRETE COLUMN W/ TAPPED STONE VENEER FINISH, RE: STRUCTURAL
04.02 SEMI-RANDOM ASHLAR STONE VENEER
34.01 W-BEAM STEEL HIGHWAY GUARDRAIL SYSTEM, DARK BRONZE FINISH COLOR, RE: STRUCTURAL

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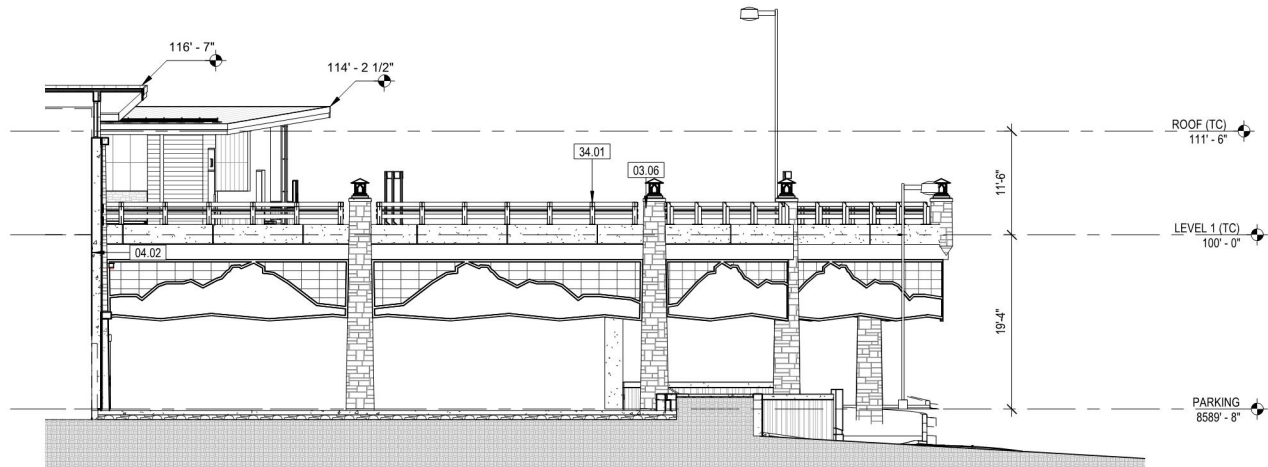
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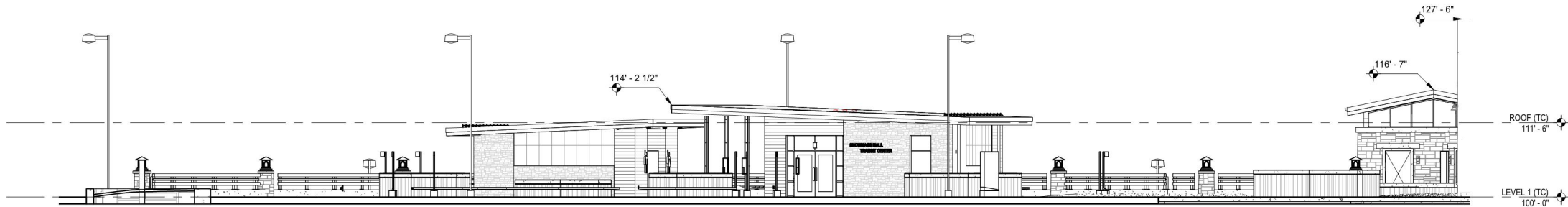
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Issue Date 11.23.22

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EXTERIOR ELEVATIONS



1 EXTERIOR ELEVATION - SOUTH
3/32" = 1'-0"



2 EXTERIOR ELEVATION - WEST
3/32" = 1'-0"



GENERAL NOTES

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2. ALL DIMENSIONS TO FACE OF STEEL STUD OR EXISTING FINISH UNLESS NOTED OTHERWISE.

KEYNOTE LEGEND

- | | |
|-------|---|
| 04.02 | SEMI-RANDOM ASHLAR STONE VENEER |
| 05.02 | METAL SNOW GUARD, MECHANICALLY FASTENED TO STRUCTURE |
| 06.10 | LINEAR EXTRUDED POLYMER SOFFIT - RULON ENDURE DIRECT ATTACH (BASIS OF DESIGN) |
| 07.01 | CEMENTITIOUS BOARD AND BATTEN SIDING |
| 08.01 | ALUMINUM FRAMED STOREFRONT GLAZING SYSTEM |

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159090
A.JAUCH
A.COUNCIL

Project Status
50% CONSTRUCTION
DOCUMENTS

Issue Date
11.23.22

REVISION SCHEDULE		
REV. #	DESCRIPTION	DATE

EXTERIOR ELEVATIONS.
TRANSIT PLATFORM

A211

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

December 5, 2022

AGENDA ITEM:

Executive Session

PRESENTED BY:

Megan Boucher, Town Clerk

BACKGROUND:

The Town Council has reason to convene in executive Session. To convene in executive session, state law requires that the specific motion written in staff recommendations section requesting the executive session be passed with 2/3 of the governing body voting in the affirmative for said motion.

FINANCIAL IMPACT:

N/A

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

N/A

COUNCIL OPTIONS:

- Convene in Executive Session
- Choose not to convene in Executive Session

STAFF RECOMMENDATION:

Town Council will now meet in Executive Session pursuant to C.R.S. 24-6-402(4) and Snowmass Village Municipal Code Section 2-45(c), to specifically discuss one item:

- a) Personnel matters, except if the employee who is the subject of the session has requested an open meeting, or if the personnel matter involves more than one employee, all of the employees have requested an open meeting, pursuant to C.R.S. 24-6-402(4)(f)(I) and Snowmass Village Municipal Code Section 2-45(c)(6); (Attorney and Manager Performance reviews)

Provided, there is an affirmative vote of two-thirds of the quorum present at this meeting to hold an Executive Session and for the sole purpose of considering items (a) above. Provided further, that no adoption of any proposed policy, position, resolution, regulation, or formal action shall occur at this Executive Session.

ATTACHMENTS:

N/A