

TOWN OF SNOWMASS VILLAGE

PLANNING COMMISSION MEETING MINUTES

February 19, 2025

Members Present:

Doug Faurer
Jim Gustafson
Stan Clauson
Matt Dube
Jami McMannes
David Seglin

Staff Present:

Dave Shinneman
Jeff Conklin
Ashleigh Huff
Jim Wahlstrom

Members Absent:

Brain Marshack

Others Present: Tom Fridstein, Britta Gustafson

Call to order: The meeting was called to order at 4:00pm and roll was called. Commissioner Marshack was absent.

Item 1: Approval of Meeting Minutes:

The minutes from the January 22, 2025, meeting were presented for approval. Commissioner Clauson motioned to approve, seconded by Commissioner Seglin. All in favor. None opposed.

Item 2: Planning Commissioner Training:

The Planning Commission convened a comprehensive training session, primarily focusing on roles, responsibilities, and procedures for the Planning Commission. Community Development Director Dave Shinneman facilitated the session, with support from Jeff Conkin, Attorney for the Town of Snowmass Village. The meeting welcomed council members Tom Fridstein and Britta Gustafson, as well as staff planner Jim Walstrom.

Commissioners were introduced to the Planning Commission Handbook, which outlines duties of the Commission, staff roles, and applicable review procedures. Topics covered included the Commission's advisory capacity to Town Council, development review processes, criteria for decision-making, and distinctions between sketch, preliminary, and final plan reviews. Emphasis was placed on legal considerations such as ex parte communication and conflicts of interest. Jeff Conkin, The Town Attorney, provided an overview of quasi-judicial

processes, due process requirements, open meetings law, and potential personal liability.

Discussion also addressed the evolving scope of sketch plan submissions, pre-application procedures, and inter-commission communication. Commissioners were reminded of the importance of basing decisions on established criteria and maintaining transparency and impartiality. The session concluded with an overview of meeting procedures, public comment protocols, and the collaborative role of staff in supporting the Commission's work.

Item 3: Community Development Director Updates:

- SHOP Sketch Plan approved
- Drawsite is coming to preliminary after we receive the application.
- Deerbrook Townhomes final plan is expected soon.
- Elk Camp Restaurant- special review

Motion to adjourn by Commissioner Gustafson, seconded by Commissioner Fauer. All in favor. None opposed.

The meeting was adjourned at 5:50 p.m.