



**Town Council
Monday, January 5, 2026
4:00 PM**

**Regular Meeting
130 Kearns Road
Town Council Chambers
Snowmass Village, CO 81615**

You can watch the meeting live online on our website at tosv.com.

Agenda

1. Call to Order

2. Roll Call

3. Proclamations and Presentations

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. Draft Agendas

5.B. Resolution No. 01, 2026 RE Public Notice Board Location

6. Policy/Legislative Public Hearings

6.A. Ordinance No. 1, 2026 - AN ORDINANCE AMENDING SECTIONS 16A-4-400 AND 16A-4-410 OF THE TOWN OF SNOWMASS VILLAGE MUNICIPAL CODE TO UPDATE THE EMPLOYEE HOUSING MITIGATION RATE BASED ON EMPLOYMENT GENERATION BY DEVELOPMENT AND REDEVELOPMENT WITHIN THE TOWN - First Reading

7. 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.A. Ordinance No. 02, 2026 - AN ORDINANCE APPROVING AN AMENDED AND RESTATED CONSOLIDATED COMPREHENSIVE SIGN PLAN FOR THE SNOWMASS VILLAGE MALL AND GATEWAY BUILDINGS - First Reading

7.B. Ordinance No. 03, 2026 - AN ORDINANCE APPROVING THE AMENDED AND RESTATED COMPREHENSIVE SIGN PLAN FOR THE TIMBERMILL BUILDING AND THE ASPEN SNOWMASS SKIING COMPANY TENANT - First Reading

8. Administrative Reports

8.A. Employee Handbook Update

9. Town Council Reports and Actions

Reports and Updates

10. Executive Session

10.A. Little Red Schoolhouse Lease negotiations & Town Attorney Quarterly Update

11. Adjournment

2026 DRAFT Agenda Overview

- 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.

Topic to incorporate:

- Add spring clean up/annual trash pickup to a future workshop agenda.
- a discussion about how to change the housing mitigation rate for uncovered decks
- Discussion RE electric mowers and leaf blowers
- E-Bikes safety issues
-

Monday Jan 5 Regular Meeting

- Reso RE Public Notice location
- Ord- first reading --Employee mitigation rate to 100%
- Ord- 1st reading - an Ordinance approving an amended and restated consolidated comprehensive sign plan for the Snowmass Village Mall and Gateway buildings.
- Ord- 1st reading - an Ordinance approving an amended and restated consolidated comprehensive sign plan for the Timbermill building
- Update Employee Handbook
- Executive Session- Little Red Lease Update & Town Attorney Update

Monday Jan 12 Work Session

- Discussion regarding the Thrive not just Survive budget line item
- Discussion with EAB on priority list and Update from Core
- Roundabout Art Discussion (history, etc)
-

Tuesday Jan 20 Regular Meeting

- Draw Site Preliminary Plan Review
- 2nd reading - - an Ordinance approving an amended and restated consolidated comprehensive sign plan for the Snowmass Village Mall and Gateway buildings.
- 2nd reading-- ordinance --Employee mitigation rate to 100%
- Wildfire resiliency code introduction of key point; phasing plan

Monday Feb 2 – Regular Meeting (Fridstein out)

- Draw Site Preliminary Public Hearing ?
- Ord—first reading – building code AND Wildfire Resiliency code
-

2026 DRAFT Agenda Overview

Monday February 9 – Work Session

- Mall Transit Station Roundtable

Tuesday Feb 17 – Regular Meeting

- Reso designating High Impact Events & Construction restrictions (before March 1st each year)
-

Monday March 2 – Regular Meeting

- Snowmass Village Community Foundation's Pre-Sketch review of the Daly Lane parcel

Monday March 9 – Work Session

-

Monday March 16 – Regular Meeting

- Reso for CGRB recommendations and distribution of funds
- Adopt Grant Criteria for 2026-27 grant Cycle

Monday April 6 – Regular Meeting

- Summer event overview April?
- Town Attorney Update

Monday April 13 – Work Session

Monday April 20 – Regular Meeting

Monday May 4 – Regular Meeting

Monday May 11 – Work Session

Monday May 18– Regular Meeting

Monday June 1 – Regular Meeting

- Senator & Rep Visit?
- Exec Session – personnel – performance reviews
- November Election discussion

Monday June 8 – Work Session

-

Monday June 15 – Regular Meeting

- Exec Session – personnel – Performance reviews

Monday July 6 – Regular Meeting

- Election Reso Auth to participate & IGA with Pitkin -or July 20 (has to be 100 days before election)
-

2026 DRAFT Agenda Overview

Monday July 13 – Work Session

Monday July 20 – Regular Meeting

Monday Aug 3 – Regular Meeting

- Town Attorney Update
- Election Resolution – Ballot Language or Aug 17th

Monday Aug 10 – Work Session

Monday Aug 17 – Regular Meeting

- EOTC Budget/work plan – Linda DuPriest

Tuesday Sept 8 – Regular Meeting

- Reso in support of – ballot
-

Monday Sept 14 – Work Session

Monday Sept 21 – Regular Meeting (Yom Kipper) Move

Tues Sept 22 – Regular Meeting

-

Monday Oct 5 – Regular Meeting

- Budget
- Town Attorney Update
- B & C application & appointment procedure update
-

Monday Oct 12 – Work Session

- Budget

Monday Oct 19 – Regular Meeting

- Budget – Comments from FAB

Wednesday Nov 4 – Regular Meeting – due to election day

- GID Meeting - Adopting the GID Budget
- Budget Adoption
-

Tuesday Nov 9 – Work Session

Monday Nov 16 – Regular Meeting

- Swear in New TC members and Mayor
- B & C Applications

Monday Dec 7 – Regular Meeting

- Reso RE 2025 Meeting Dates

2026 DRAFT Agenda Overview

- Reso on Delinquent Solid Waste / Trash
- B & C Interviews

Monday Dec 14 – Special Meeting

- **GID Meeting – set Mill Levy**
- B & C Interviews/Discussion

Monday Dec 21 – Regular Meeting

- B & C Resolution appointing new Members

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
 - Tourism – quarterly updates
 - Grants – Recent Awards; Review of Criteria; Purpose, etc.
 - SAAB
 - Planning

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

January 5, 2026

AGENDA ITEM:

RESOLUTION NO. 01, SERIES OF 2026 – CONSIDERATION OF A RESOLUTION DESIGNATING THE LOCATION OF THE OFFICIAL NOTICE BOARD FOR THE TOWN OF SNOWMASS VILLAGE.

PRESENTED BY:

Megan Harris Boucher, Town Clerk

BACKGROUND:

Both the Town Charter and State Law (Section 24-6-401 C.R.S.) respectively declare that that is the policy of the Town of Snowmass Village and the State of Colorado that the formation of public policy is public business and may not be conducted in secret. One primary method to keep the public informed is to ensure the agendas of Town Council meetings and all Boards and Commissions are made available to the public. In addition to open meetings being good public policy, Section 24-6-402(2)(c) C.R.S. requires that any meetings at which the adoption of any proposed policy, position, resolution, rule, regulation or formal action occurs shall be held only after full and timely notice to the public has been provided as required by municipal code, municipal charter and state statutes.

Essentially full and timely notice shall be deemed given if notice of the meeting is posted in a designated public place within the Town no less than 24 hours prior to the holding of the meeting. The attached resolution declares the Town of Snowmass Village Website and the Bulletin Board located in the lobby of Town Hall will be designated as the official Public Notice Posting location

The municipal code and Section 24-6-401(2)(c) C.R.S. further require that the posted notice include specific agenda information when possible.

FINANCIAL IMPACT:

N/A

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

The Council has a goal regarding Community Engagement. This notice requirement will help further meet that goal.

COUNCIL OPTIONS:

1. Approve
2. Modify
3. Deny

STAFF RECOMMENDATION:

It is the recommendation of staff, that the Council,
Make a motion to approve Resolution No. 1 Series of 2026

ATTACHMENTS:

Resolution No. 01, Series of 2026

**TOWN OF SNOWMASS VILLAGE
TOWN COUNCIL
RESOLUTION NO. 01
SERIES OF 2026**

**A RESOLUTION DESIGNATING THE LOCATION OF THE
OFFICIAL PUBLIC NOTICE BOARDS FOR THE TOWN OF SNOWMASS VILLAGE**

WHEREAS, Section 24-6-401 C.R.S. declares that it is the policy of the State of Colorado that the formation of public policy is public business and may not be conducted in secret; and

WHEREAS, the Town Council, the Planning Commission, and other boards and commissions of the Town are local public bodies within the meaning of Section 24-6-402(1)(a) C.R.S. and therefore all meetings of such bodies are open to the public; and

WHEREAS, Section 24-6-402(2)(c) C.R.S. requires that any meetings at which the adoption of any proposed policy, position, resolution, rule, regulation or formal action occurs shall be held only after full and timely notice to the public has been provided; and

WHEREAS, Section 24-6-402(2)(c)(III) C.R.S. provides that full and timely notice shall be deemed given, if notice of the meeting is posted on a public website of the local public body no less than 24 hours prior to the holding of the meeting; and

WHEREAS, Section 24-6-402(2)(c) C.R.S. requires that the public place for posting such notice shall be designated annually at the first regular meeting of each calendar year of the Town Council; and

WHEREAS, Section 24-6-402(2)(c) C.R.S. requires that the posted notice include specific agenda information where possible; and

WHEREAS, Section 24-6-402 (2)(c)(III) further provides that a local public body may in its discretion also post a notice by any other means including in a designated public place pursuant to subsection (2)(c)(I) of this section; except that nothing in this section shall be construed to require such other posting; and

WHEREAS, the Town Council desires to insure that all local public body meetings comply with the provisions of the laws of the State of Colorado.

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

1. Designation and Locations:

- a. Town of Snowmass Village website as www.tosv.com.
- b. The notice board located in the lobby of the Town Hall at 130 Kearns Road, near the Town Clerk offices as the public place within its boundaries at which it may post a notice no less than twenty-four hours prior to a meeting if it is unable to post online in exigent or emergency circumstances such as power outage or an interruption in the internet service that prevents the public from accessing the notice online.

2. Board Compliance. Notices of meetings of all boards and commissions of the Town within the meaning of Section 24-6-402(1)(a) shall be timely posted on the Town of Snowmass Village Website at www.tosv.com.

3. Direction to Town Manager. The Town Manager shall cause all notices of public meetings within the meaning of Section 24-6-402(1)(b) to be timely and conspicuously posted on the Town of Snowmass Village Website at www.tosv.com.

INTRODUCED, READ AND ADOPTED, as amended by the Town Council of the Town of Snowmass Village, Colorado on the 5th day of January 2026 with a motion made by Council Member ___, seconded by Council Member ___ by a vote of __ in favor and _ opposed.

TOWN OF SNOWMASS VILLAGE

Alyssa Shenk, Mayor

ATTEST:

Megan Harris Boucher, Town Clerk

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

January 5, 2026

AGENDA ITEM:

Ordinance No. 1 of 2026 Regarding An Amendment to the Town's Housing Mitigation Rate.

PRESENTED BY:

David Shinneman, Community Development Director
Jeff Conklin, Town Attorney

BACKGROUND:

As of 2022, the total employment in the Town equaled 3,519 jobs. According to the Town's Housing Needs Assessment, currently underway, the existing shortage of housing is 300 units, with a 208-unit estimated additional need for housing to satisfy future employment demand, bringing the total shortage to 508 units. The TOSV Housing Program provides housing for an estimated 1,190 workers (34% of the estimated total jobs in the Town). The Town's other employee housing mitigation efforts have resulted in the allocation of 185 employer-owned workforce housing units for an estimated 260 additional employees, bringing the mitigation total to 41%. Pursuant to the Town's Comprehensive Plan and Housing Master Plan, the Town has had a long-standing goal of providing housing for 60% of the full-time, year-round workforce. The Town currently is falling short of its goals of housing the Town's workforce. To close this gap, the Town could increase the Mitigation Rate to 100%. The Town further intends to obtain additional analysis regarding its housing mitigation in support the Mitigation Rate in to the future or to provide for any amendment of such Mitigation Rate.

In 2008, the Town obtained an Employee Housing Mitigation Support Study from RRC Associates (the "Mitigation Study"), which provided a linkage analysis to establish the relationship between new commercial and residential development and the demand for employees resulting from such development (i.e. the job generation rate). The Mitigation Study also provides analysis regarding the housing mitigation rate for such employees generated by development, ultimately recommending developers provide housing for up to 65% of the total employees generated by development (the "Mitigation Rate"). By Ordinance No. 03, Series of 2011 ("Ord. 03-2011"), the Town Council established the Mitigation Rate based on the Mitigation Study at 60%. Ord. 03-2011 and the Mitigation Study contemplated the potential need for the Town to increase the

Mitigation Rate in the future to satisfy housing demand based on changing economic conditions.

I. Municipal Code Provisions:

The proposed amendment would mostly entail modifications to the formulas in **Section 16A-4-410 (f)** of the Land Use Code as amended below:

To calculate the amount of square footage of restricted housing to be provided in accordance with the provisions of this Section, the developer shall utilize the appropriate formula as follows:

(1) New development. (Number of employees generated x ~~60~~ 100% x 448 square feet).

(2) Redevelopment. (Number of post-redevelopment employees generated x 448 square feet x ~~60~~ 100%) minus (Number of existing pre-redevelopment employees generated minus existing FTE employees housed x 448 square feet x 60% x 115%).

II. Comprehensive Plan:

Staff finds the project contributes to the following goals and objectives identified in the 2018 Comprehensive Land Use Plan to “Provide More Employee Housing.”

This project is also intended to meet the 2023 Town Council Goal to: “Identify and Provide More Affordable, Community, Workforce Housing.”

FINANCIAL IMPACT:

Raising the mitigation rate would over time assist the Town in providing additional workforce and affordable housing. The increased rate would increase the costs of development and redevelopment

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

Aligns with the Council’s strategic initiative to continue to support a viable workforce and our commitment to workforce housing by exploring opportunities that best balance the character and resources of the Town. Further approval of this Ordinance would assist the Town in providing more affordable workforce housing

COUNCIL OPTIONS:

The Council may discuss the proposed Ordinance as needed and may then either move to deny, approve, approve with changes, or continue the item to a future meeting.

STAFF RECOMMENDATION:

Staff recommends the Council Open the Public Hearing, allow any testimony, close the Public Hearing then by motion approve Ordinance No 1 on first Reading.

ATTACHMENTS:

- A. Draft Ordinance No. 1 of 2026
- B. Exhibit A to Ord. No. 1 of 2026
- C. PC Resolution No. 11 of 2025

1 **TOWN OF SNOWMASS VILLAGE**
2 **TOWN COUNCIL**

3
4 **ORDINANCE NO. 1**
5 **SERIES OF 2026**
6

7 **AN ORDINANCE AMENDING SECTIONS 16A-4-400 AND 16A-4-410 OF THE TOWN**
8 **OF SNOWMASS VILLAGE MUNICIPAL CODE TO UPDATE THE EMPLOYEE**
9 **HOUSING MITIGATION RATE BASED ON EMPLOYMENT GENERATION BY**
10 **DEVELOPMENT AND REDEVELOPMENT WITHIN THE TOWN**
11

12 WHEREAS, The Town of Snowmass Village (“TOSV” or the “Town”) is a home-
13 rule municipality, duly organized and existing under the TOSV's Charter adopted pursuant
14 to Article XX of the Constitution of the State of Colorado; and
15

16 WHEREAS, Section 3.3 of the TOSV's Charter confers upon Town Council the
17 power to amend the TOSV Municipal Code (the “Code”); and
18

19 WHEREAS, as of 2022, the total employment in the Town equaled 3,519 jobs; and
20

21 WHEREAS, according to the Housing Needs Assessment currently underway, the
22 existing shortage of housing is 300 units, with a 208-unit estimated additional need for
23 housing to satisfy future employment demand, bringing the total shortage to 508 units;
24 and
25

26 WHEREAS, the TOSV Housing Program provides housing for an estimated 1,190
27 workers (34% of the estimated total jobs in the Town); and
28

29 WHEREAS, the Town’s other employee housing mitigation efforts have resulted in
30 the allocation of 185 employer-owned workforce housing units for an estimated 260
31 additional employees, bringing the mitigation total to 41% (“Total Mitigation”); and
32

33 WHEREAS, pursuant to the Town’s Comprehensive Plan and Housing Master
34 Plan, the Town has had a long-standing goal of providing housing for 60% of the full-time,
35 year-round workforce; and
36

37 WHEREAS, Ordinance No. 03, Series of 2011 (“Ord. 03-2011”) established a
38 mitigation rate based on an Employee Housing Mitigation Support Study by RRC
39 Associates, Inc. that required developers to provide housing for 60% of total employees
40 generated by development (the “Mitigation Rate”); and
41

42 WHEREAS, Ord. 03-2011 contemplated the potential need for the Town to
43 increase the Mitigation Rate in the future to satisfy housing demand based on changing
44 economic conditions; and
45

WHEREAS, the TOSV wishes to protect the health, safety, and welfare of residents within the Town by raising the Mitigation Rate to bring the Total Mitigation closer to the Town's 60% workforce housing goal; and

WHEREAS, Town Council finds and determines that it is necessary to update the Code as amended below and that the following amendments to Sections 16A-4-400 and 16A-4-410 of the Code are necessary to protect the public health, safety, and welfare of the citizens of the TOSV; and

WHEREAS, Town Council finds that the adoption of this Ordinance is in the best interest of the TOSV.

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

1. Recitals. The foregoing recitals are incorporated herein as findings of the Town Council.
2. Amendment to Chapter 16A – Land Use and Development Code. **Sections 16A-4-400 and 16A-4-410** of the Code are hereby amended as set forth in **Exhibit A**.
3. 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.
4. Effective Date. This Ordinance shall be effective 15 days after adoption in accordance with the Town of Snowmass Village Home Rule Charter.

READ, APPROVED AND ADOPTED by the Town Council of the Town of Snowmass Village on First Reading on 5th day of January, 2026, 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 _____, 2026, upon a motion by Council Member _____, seconded by Council Member _____, and upon a vote of ____ in favor and ____ against.

TOWN OF SNOWMASS VILLAGE

Alyssa Shenk, Mayor

ATTEST:

Megan Harris Boucher, Town Clerk

APPROVED AS TO FORM:

Jeff Conklin, Town Attorney

EXHIBIT A
AMENDMENT TO TOWN CODE

Sections 16A-4-400 and 16A-4-410 of the Code are hereby amended with **bold,**
underlined additions and ~~striketrough~~ deletions as follows:

DRAFT

Sec. 16A-4-400. Purpose.

To provide adequate housing for persons of low, moderate or middle income, provisions for comfortable and affordable housing in locations approved by the Town Council shall be made to accommodate ~~sixty~~ one-hundred percent (~~60%~~100%) of new employees generated by development and redevelopment within the Town.

Sec. 16A-4-410. Restricted housing requirements.

- (a) Employee Generation Rates. Employee generation rates vary by the type of employment. The employee generation rates found in Table 4-5, Employee Generation Rates Per Type of Use, shall be applied to each type of use in the development at its maximum annual (peak) employment impact on the community. For any use not listed, or special circumstances as determined by the Town Council, the Planning Director shall determine the applicable employee generation rate by consulting recognized professional publications or studies completed for resort communities similar to the Town. At the Town Council's discretion, the developer may be required to prepare, or the developer may provide, a peak season (maximum annual) employee staffing plan to determine whether certain multi-family or other short-term occupancy dwellings should be considered as Multi-Family-1 or Hotel/Lodge for purposes of applying the appropriate employee generation rates.

Table 4-5
Employee Generation Rates Per Type of Use

<i>Type of Use</i>	<i>Number of Employees Generated</i>
Commercial, including general retail, grocery, liquor, convenience	4.93 employees per 1,000 interior square feet
Office: finance, legal, medical and professional services	1.97 employees per 1,000 interior square feet
Office: real estate and property management	4.93 employees per 1,000 interior square feet
Construction	5.16 employees per 1,000 interior square feet
Multi-family-1	0.32 employees per first FSA* within the unit 0.10 employees per each additional FSA* within the unit
Multi-family-2	0.50 employees per unit or 0.60 employees per unit if in-house property management or rental management
Single-family /duplex	$0.0331 \times e^{(.0005) \times (\text{Residence or duplex unit sq. ft.})}$ where $e = 2.71828$
Hotel/lodge	0.38 employees per FSA*
Ski area restaurants - cafeteria style	3.59 employees per 1,000 interior square feet
Restaurants /bars	5.9 employees per 1,000 interior square feet
Ski areas	61.95 employees per 1,000 skiers at 1 time
Conference center	0.97 employees per 1,000 interior square feet
Health club (general)	0.96 employees per 1,000 interior square feet
Health club (spa)	1.97 employees per 1,000 interior square feet

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(Supp. No. 23)

* FSA: Furnished Sleeping Area

- (b) **Square Footage Per Employee.** For that number of employees required to be housed in restricted housing, as determined in Subsection (a) above, the developer shall be responsible for the creation of a total square footage equal to four hundred forty-eight (448) square feet (as measured in Section 16A-3-210(b), Measuring Floor Area) for each employee to be housed. The total square footage for which the developer shall be responsible shall be provided in dwelling units whose size shall be within the range of sizes described in Subsection (c), Size Ranges of Restricted Dwelling Units. The unit mix and methods of providing housing shall be determined as described in Section 16A-4-420, Methods of Complying With Requirements.
- (c) **Size Ranges of Restricted Dwelling Units for Full-time Employees.** Table 4-6, Size Ranges of Restricted Dwelling Units, establishes the minimum and maximum size range of restricted dwelling units, to ensure that the size of dwelling units contributed by a developer is appropriate. All units contributed by a developer shall meet these size limits.

Table 4-6
Size Ranges of Restricted Dwelling Units

<i>Type of Unit</i>	<i>Minimum Size (sq. ft.)</i>	<i>Maximum Size (sq. ft.)</i>
Studio	448	550
One-bedroom	550	750
Two-bedroom	750	1,080
Three-bedroom	1,150	1,350

- (d) **Size Ranges of Restricted Housing Units for Seasonal Employees.** Seasonal employee housing shall be designed to provide efficient, comfortable and affordable accommodations for seasonal employees and may include dormitory style or shared living accommodations configured to provide single-room occupancy for each employee with shared living, restroom and kitchen facilities. To ensure that the size of the housing contributed by a developer for shared living accommodations is appropriate, each building shall provide two hundred twenty-four (224) square feet of private or jointly shared living area for each employee being housed.
- (e) **Redevelopment.**
- (1) **Redeveloped properties.** Except as provided in Subparagraph (3) below, the developer shall receive a credit toward restricted housing requirements of up to one hundred fifteen percent (115%) of the housing mitigation that would be required on the existing square footage and use of the building to be redeveloped as computed in accordance with the provisions of Subsections (a) and (b) above.
 - (2) **Existing employee housing replacement.** If any existing square footage currently utilized as employee housing is to be removed, an equal square footage of restricted housing shall be replaced within the development.
 - (3) **Existing FTE employees housed.** The developer shall provide verifiable information specifying the maximum number of full time equivalent (FTE) employees, including seasonal employees, housed within nonrestricted units at any one (1) time within the development during the year prior to submitting the redevelopment application. This number shall be deducted from the "pre-development employees generated" amount in the redevelopment formula in Paragraph (f)(2) below unless the redevelopment proposal provides the same units occupied by existing employees, or comparable units, as restricted housing within the development.
- (f) **Formula.** To calculate the amount of square footage of restricted housing to be provided in accordance with the provisions of this Section, the developer shall utilize the appropriate formula as follows:

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- (1) New development. (Number of employees generated x ~~60%~~100% x 448 square feet).
- (2) Redevelopment. (Number of post-redevelopment employees generated x 448 square feet x ~~60%~~100%) minus (Number of existing pre-redevelopment employees generated minus existing FTE employees housed x 448 square feet x ~~60%~~100% x 115%).
- (g) Alternative Independent Calculation. An applicant may submit an alternative independent calculation requesting modification to any of the employee generation rates within Table 4-5 above. The alternative independent calculation shall be supported by comparable resort and local data with analysis, surveys and/or other supporting materials that provide competent substantial evidence supporting the proposed modifications. Such an alternative independent calculation shall be received by the Town as an equally acceptable methodology of determining employee generation rates as the rates contained in Table 4-5. The alternative independent calculation shall then be reviewed by the Town Council. If the materials and information supporting the calculation demonstrated by substantial competent evidence that there is a reasonable basis to modify the employee generation rates because of unique circumstances related to the proposed development, the Town Council may, at its sole discretion, make the appropriate modifications.
- (h) Independent Payroll Audit. In the event of an independent calculation, the Town Council may require the applicant to have an independent payroll audit performed two (2) years following the subject building's occupancy to determine if the number of employees in the project corresponds with the applicant's calculation. The Town Council may waive or extend the date of the independent payroll audit. The applicant and the Town shall agree upon a method for mitigating any additional restricted housing that may be required as a result of the audit and said methodology shall be specified within the restricted housing agreement.

(Ord. 4-1998 §1; Ord. 11-1998 §1; Ord. 7-2000 §1; Ord. 1-2002 §1; Ord. 09-2004 §4; Ord. 3-2011 §3)

**TOWN OF SNOWMASS VILLAGE
PLANNING COMMISSION**

**RESOLUTION NO. 11
SERIES OF 2025**

**A RESOLUTION RECOMMENDING CODE TEXT AMENDMENTS TO THE TOWN OF SNOWMASS
VILLAGE MUNICIPAL CODE, AMENDING SECTIONS 16A-4-400 AND 16A-4-410 OF THE TOWN OF
SNOWMASS VILLAGE MUNICIPAL CODE TO UPDATE THE EMPLOYEE HOUSING MITIGATION RATE
BASED ON EMPLOYMENT GENERATION BY DEVELOPMENT AND REDEVELOPMENT WITHIN THE
TOWN**

WHEREAS, The Town of Snowmass Village (“TOSV” or the “Town”) is a home-rule municipality, duly organized and existing under the TOSV’s Charter adopted pursuant to Article XX of the Constitution of the State of Colorado; and

WHEREAS, The Town of Snowmass Village (“TOSV” or the “Town”) is a home-rule municipality, duly organized and existing under the TOSV’s Charter adopted pursuant to Article XX of the Constitution of the State of Colorado; and

WHEREAS, as of 2022, the total employment in the Town equaled 3,519 jobs; and

WHEREAS, according to the Housing Needs Assessment currently underway, the existing shortage of housing is 300 units, with a 208-unit estimated additional need for housing to satisfy future employment demand, bringing the total shortage to 508 units; and

WHEREAS, the TOSV Housing Program provides housing for an estimated 1,190 workers (34% of the estimated total jobs in the Town); and

WHEREAS, the Town’s other employee housing mitigation efforts have resulted in the allocation of 185 employer-owned workforce housing units for an estimated 260 additional employees, bringing the mitigation total to 41% (“Total Mitigation”); and

WHEREAS, pursuant to the Town’s Comprehensive Plan and Housing Master Plan, the Town has had a long-standing goal of providing housing for 60% of the full-time, year-round workforce; and

WHEREAS, Ordinance No. 03, Series of 2011 (“Ord. 03-2011”) established a mitigation rate based on an Employee Housing Mitigation Support Study by RRC Associates, Inc. that required developers to provide housing for 60% of total employees generated by development (the “Mitigation Rate”); and

WHEREAS, Ord. 03-2011 contemplated the potential need for the Town to increase the Mitigation Rate in the future to satisfy housing demand based on changing economic conditions; and

WHEREAS, the TOSV wishes to protect the health, safety, and welfare of

residents within the Town by raising the Mitigation Rate to bring the Total Mitigation closer to the Town's 60% workforce housing goal; and

WHEREAS, Planning Commission finds and determines it is necessary to update the Code as amended below and that the following amendments to Sections 16A-4-400 and 16A-4-410 of the Code are necessary to protect the public health, safety, and welfare of the citizens of the TOSV; and

WHEREAS, Planning Commission finds the adoption of this Resolution is in the best interest of the TOSV.

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

1. Recitals. The foregoing recitals are incorporated herein as findings of the Planning Commission.
2. Findings. The Planning Commission makes the following findings:
 - a. The procedural requirements set forth in Section 16A-5-210 of the Code have been satisfied.
 - b. The proposed amendments comply with the applicable review standards set forth in Section 16A-5-210(e) of the Code.
3. Recommendation to Town Council – Amendment to Chapter 16A – Land Use and Development Code. The Planning Commission hereby recommends Town Council approve the amendments to Sections 16A-4-400 and 16A-4-410 of the Land Use and Development Code as set forth in **Exhibit A**.
4. Severability. If any provision of this Resolution or application hereof to any person or circumstance is held invalid, the invalidity shall not affect any other provision or application of this Resolution which can be given effect without the invalid provision or application, and, to this end, the provisions of this Resolution are severable.

INTRODUCED, READ, AND ADOPTED by the Planning Commission of the Town of Snowmass Village, Colorado on the 3rd day of December 2025, with a motion made by Chari Dube and second by Commission member McMannes by a vote of 5 in favor and none opposed.

TOWN OF SNOWMASS VILLAGE PLANNING COMMISSION

Matthew Dubé

Matthew Dubé (Dec 8, 2025 08:49:38 MST)

Matthew Dubé

ATTEST:

Ashleigh Huff
Ashleigh Huff, Planning Commission Secretary

ATTACHMENTS:

EXHIBIT A
AMENDMENT TO TOWN CODE

Sections 16A-4-400 and 16A-4-410 of the Code are hereby amended with **bold, underlined** additions and strikethrough deletions as follows:

2. PC Reso No. 11 2025

Final Audit Report

2025-12-08

Created:	2025-12-08
By:	Ashleigh Huff (ahuff@snowmass.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAATLNsjin9_pdXfWDEISwvJBa9L0uiGvcn

"2. PC Reso No. 11 2025" History

-  Document created by Ashleigh Huff (ahuff@snowmass.gov)
2025-12-08 - 2:59:07 PM GMT
-  Document emailed to dube.innover@gmail.com for signature
2025-12-08 - 2:59:31 PM GMT
-  Email viewed by dube.innover@gmail.com
2025-12-08 - 3:48:18 PM GMT
-  Signer dube.innover@gmail.com entered name at signing as Matthew Dubé
2025-12-08 - 3:49:36 PM GMT
-  Document e-signed by Matthew Dubé (dube.innover@gmail.com)
Signature Date: 2025-12-08 - 3:49:38 PM GMT - Time Source: server
-  Agreement completed.
2025-12-08 - 3:49:38 PM GMT

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING: January 5, 2026

AGENDA ITEM: PUBLIC HEARING AND ORDINANCE NO. 2, SERIES OF 2026:
AN ORDINANCE APPROVING AN AMENDED AND RESTATED
CONSOLIDATED COMPREHENSIVE SIGN PLAN FOR THE
SNOWMASS VILLAGE MALL AND GATEWAY BUILDINGS.

PRESENTED BY:

BACKGROUND:

On April 24, 2025, Connect One Design (“Applicant”), on behalf of Snowmass Mall Investment Group, LLC (“Owner”) and under the management of the Romero Group, LLC, submitted a Consolidated Comprehensive Sign Plan (CSP) Amendment application. The purpose of the submission was to update, revise, and/or replace the existing CSPs for the Snowmass Mall and Gateway Buildings with an 11-page consolidated document.

Following the Town Staff’s completeness review and preliminary evaluation on May 9, 2025, and subsequent communications between the Applicant and Town Staff over the summer 2025, a revised 16-page version of the application and Consolidated CSP was resubmitted on August 4, 2025.

The Town Planning Commission reviewed the application during its continued meeting on September 3, 2025, where members provided general feedback and recommendations to be incorporated into a formal resolution. A continued review was scheduled for October 1, 2025 to consider and act upon a draft resolution. The final signed Planning Commission Resolution No. 8, Series of 2025, was voted upon in the affirmative and is attached for consideration. The Planning Commission recommended the applicant work with the Town Planning Staff for modifications addressing their input in the interim prior to presenting it to the Town Council.

HISTORY:

The prior CSPs approved by the Town include Ordinance 28, 1984 for the Snowmass Village Mall CSP, Ordinance 12, 1985 for the Alpine Bank CSP (no longer a tenant), Ordinance 8, 1989 for the Parcel ‘C’ Gateway Building CSP, and Ordinance 20, 1990 for the CSP involving the 4 Mall Directory and Directional signs.

FINANCIAL IMPACT:

The financial impact of the CSP Amendment may vary depending on economic conditions. However, by allowing greater flexibility in design criteria and increased sign area, the amendment has the potential to enhance visibility and attract more patrons, which could contribute to increased revenue during periods of stable or favorable economic activity.

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

Some of the Strategic Initiatives that may apply regarding the CSP Amendment include:

- Promote environmental and economic sustainability and resiliency.
- Encourage the update and renovation of older buildings Village-wide
- Strengthen local economic opportunities to assure vibrancy.

COUNCIL OPTIONS:

Town Council may, on first reading, approve, approve with conditions, or deny the attached draft Ordinance No. 2, Series of 2026.

STAFF RECOMMENDATION:

Town Staff recommends holding the Public Hearing then by motion approval of the first reading of Ordinance No. 2, Series of 2026.

ATTACHMENTS:

Attachments / Inclusions:

- A. Ordinance No. 2, Series of 2026
- B. Updated Consolidated Comprehensive Sign Plan Amendment modified and submitted November 7, 2025, also via this link: [Consolidated CSP Amdt - S'mass Mall & Gateway Bldg](#)
- C. Summary of CSP standards' changes provided by Applicant dated November 7 2025 (reduced from August 4, 2025 CSP draft reviewed by Planning Commission).
- D. Planning Commission Resolution No. 8, Series of 2025.
- E. *Section 16A-4-560, 'Comprehensive Sign Plan'* TOSV municipal code standards.

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**TOWN OF SNOWMASS VILLAGE
TOWN COUNCIL
ORDINANCE NO. 02, SERIES OF 2026**

**AN ORDINANCE APPROVING AN AMENDED AND RESTATED
CONSOLIDATED COMPREHENSIVE SIGN PLAN FOR THE
SNOWMASS VILLAGE MALL AND GATEWAY BUILDINGS.**

WHEREAS, within the original Ordinance No. 28, Series of 1984 approval for the Snowmass Village Mall Comprehensive Sign Plan, it referenced Ordinance No. 28, Series of 1984, which imposed a moratorium on the installation of commercial signs within Snowmass Village; and

WHEREAS, it was stated in Ordinance No. 28, Series of 1984, that due to unique sign requirements in several areas of the community, a provision for a Comprehensive Sign Plan would allow flexibility in sign regulations may be proposed for consideration if approved and adopted by the Town Council; and

WHEREAS, prior CSPs were also approved by the Town Council Ordinance 12, 1985 for the Alpine Bank CSP, Ordinance 8, 1989 for the Parcel 'C' Gateway Building CSP, and Ordinance 20, 1990 for the CSP involving 4 Mall Directory and Directional signs; and

WHEREAS, the Town Council adopted Ordinance No. 25, Series of 1984, amending the Land Use Code and providing specific regulations for all commercial signs within Snowmass Village and rescinding the 1984 moratorium; and

WHEREAS, Ordinance No. 4, Series of 1998, and Ordinance No. 7, Series of 2000 further amended and updated the Town's Land Use Code regarding Comprehensive Sign Plan procedures and standards; and

WHEREAS, on April 24, 2025, the Connect One Design ('Applicant') on behalf of the Snowmass Mall Investment Group, LLC ('Owner') as managed by the Romero Group, LLC, submitted an application to consolidate, update, rescind and replace the prior Comprehensive Sign Plans for the Snowmass Mall SPA located on Parcels A-D of its Final Plat, and the Gateway Buildings located on Lot C-1 of the Parcel C Subdivision. The Applicant resubmitted an update of the application on August 4, 2025 which was further modified November 7, 2025 after the Planning Commission review per their recommendation; and

WHEREAS, The Town's Planning Commission, during meetings scheduled on August 20, 2025 and then continued to September 3 and October 1, 2025, reviewed and evaluated an updated Consolidated CSP dated August 4, 2025 against the prior approved CSPs and for compliance with the municipal code's procedures in Section 16A-4-560, '*Comprehensive sign plan*,' and its review standards relative to proposed revisions of prior CSP approvals following Subsection (6), '*Amendment*,' and made its recommendations to the Town Council via this resolution; and

WHEREAS, Planning Commission Resolution No. 8, Series of 2025, was approved on October 1, 2025 granting the CSP Amendment and directing the Applicant to work with Town Staff to modify the CSP standards pursuant to the Planning Commission's recommendations prior to scheduling with the Town Council; and

WHEREAS, on November 7, 2025, the Applicant resubmitted an updated CSP Amendment reducing the sign parameters that were presented to the Planning Commission; and

WHEREAS, a public hearing was scheduled for a Town Council meeting on January 5, 2026 and a public hearing notice was printed in the Aspen Times on December 17, 2026.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SNOWMASS VILLAGE, COLORADO:

Section One. Findings. The Town Council finds:

1. The proposed changes for the Consolidated Comprehensive Plan for the Snowmass Mall and Gateway Buildings, which amends and restates the prior approved CSPs, is acceptably compliant with Municipal Code *Section 16A-4-560*, '*Comprehensive Sign Plan*,' it's subsection (a), '*Purpose*,' and its subsection (c)(6), '*Amendment*,' and its subsection 'b.', '*Standards*,' relative to the proposed changes, subject to implementing the Recommended Conditions in Section Three of this Ordinance:
 - a) ***Purpose.*** The Snowmass Village Mall and the Gateway Buildings deserve flexibility, as this specific commercial center is historically unique to the small-town character, and the proposed Amended and Restated Consolidated CSP remains flexible in the best interest of the community.
 - b) ***Not adversely affect sign plan.*** The proposed amendment will not adversely affect the development and preservation of the entire sign plan. Appropriate flexible regulations for the diverse types of signs are continuing to be addressed.
 - c) ***Not adversely affect surrounding uses.*** The proposed amendment will not adversely affect surrounding land uses. The Mall and Gateway Building signs are primarily oriented inwardly along a pedestrian mall.
 - d) ***Not conflict with purposes.*** The proposed amendment will not conflict with the purposes of this Division. The amended CSP continues to promote flexibility for the business tenants and encourages redevelopment or renovation potential which would provide a community benefit.
 - e) ***Not confer special benefit.*** The proposed amendment will not be granted solely to confer a special benefit upon any party.

Section Two. Action. The Town Council hereby approves the proposed Amended and Restated Consolidated Comprehensive Sign Plan for the Snowmass Village Mall and Gateway Buildings with the following conditions in Section Three below.

Section Three. Conditions.:

1. **Rescission of Prior CSPs.** The Amended and Restated Consolidated CSP will rescind and replace the following previously adopted CSPs:
 - Ordinance No. 28, Series of 1984 (Snowmass Village Mall CSP)
 - Ordinance No. 8, Series of 1989 (Gateway Building Parcel C CSP)
 - Ordinance No. 12, Series of 1985 (Alpine Bank tenant CSP)
 - Ordinance No. 20, Series of 1990, governing the four Mall Directory and Directional Signs.
2. **Continuation of Building Directory and Way-Finding Signs.** The proposed new directory signage should be updated to include wayfinding floor plans of the pedestrian mall, associated buildings, and tenant spaces. Consideration should also be given to incorporating street-style wayfinding signage throughout the pedestrian mall area.
2. **Artistic and Creative Signage.** The Consolidated CSP is encouraged to promote artistic expression, creativity, and design flexibility, while discouraging uniformity and overly standardized signage.
3. **Material and Design Flexibility.** The CSP should avoid prescribing specific materials, textures, shapes, colors, or hardware. Instead, it should encourage a diverse and interchangeable use of these elements to foster creativity and artistic expression. Signage may incorporate abstract art and reflect the historic character of the 1960s–70s era when the Mall area was originally envisioned and constructed.
4. **Pedestrian-Oriented Sign Sizing.** Sign size limitations should remain adaptable to prioritize visibility for pedestrian traffic rather than vehicular traffic. Long, narrow strip signage should be avoided.
5. **Window Signage Flexibility.** Regulations for window signage should be relaxed to eliminate rigid size restrictions, allowing for greater design creativity and activation of storefronts. While the use of decals adds vibrancy and character, maintaining visibility into tenant spaces is also important for enhancing vitality.
6. **Proportional Design for Awnings and Signs.** Awnings and associated signage should be designed in proportion to the tenant space façade and entryway to ensure visual harmony.

- 133 7. **Lighting Standards.** All lighting should remain indirect and continue to
134 follow energy-efficient practices.
- 135 8. **Temporary Signage Guidelines.** Temporary signage — such as menu
136 boards, banners, and sidewalk signs — should be permitted for ground-
137 level tenants, and for upper-level tenants, to enhance the urban character
138 of the mall. However, their use should be limited to prevent visual clutter.
139 These signs must be removed, especially those within a pedestrian access
140 way, when the associated business is not in operation and should not be
141 used by service-oriented businesses.
- 142 9. **Abatement of Nonconforming Permitted Signs.** The CSP should
143 include reasonable abatement provisions for signs that were previously
144 permitted by the Town but do not conform to the updated regulations.
145 These signs must be brought into compliance with the termination or
146 renewal of the respective business lease.
- 147 10. **Removal of Unpermitted Nonconforming Signs.** Any nonconforming
148 sign installed without a valid Town permit must be removed or replaced
149 with a conforming sign and proper permit within 60 days of the ordinance's
150 effective date.
- 151 11. **Consistency in Standards.** The CSP generally addresses consistency
152 across all sections related to design, construction, and safety standards.
- 153 12. **Coordination Among Property Owners.** Where feasible, the property
154 owner should collaborate with other owners along the pedestrian mall to
155 ensure consistency in signage standards. A unified comprehensive sign
156 plan for the entire pedestrian mall area is encouraged.

157 **INTRODUCED, READ, AND APPROVED** on First Reading by the
158 Town of Snowmass Village Town Council as motioned by Town Council
159 member _____ and seconded by Town Council member
160 _____ on January 5, 2026 by a vote of ____ in favor and ____ opposed.

161 **READ, APPROVED, AND ADOPTED** on Second Reading by the
162 Town of Snowmass Village Town Council as motioned by Town Council
163 member _____ and seconded by Town Council member
164 _____ on February 5, 2026 by a vote of ____ in favor and ____ opposed.

165 TOWN OF SNOWMASS VILLAGE
166 TOWN COUNCIL

167 _____
168 Alyssa Shenk, Mayor

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170 ATTEST:
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Megan Boucher, Town Clerk

APPROVED AS TO FORM:

Jeff Conklin, Town Attorney

Attachment incorporated herein:
Amended and Restated Consolidated Comprehensive Sign Plan for the
Snowmass Mall and the Gateway Buildings dated November 7, 2025.



CONSOLIDATED COMPREHENSIVE SIGN PLAN

SNOWMASS VILLAGE MALL & GATEWAY BUILDING (PARCEL C)

NOVEMBER 7, 2025



Figure 1. Snowmass Mall Tenant Directory as of November 2025

CONSOLIDATED COMPREHENSIVE SIGN PLAN

SNOWMASS VILLAGE MALL & GATEWAY BUILDING (PARCEL C)

PREAMBLE

PURPOSE AND AUTHORITY OF COMPREHENSIVE SIGN PLANS

This Consolidated Comprehensive Sign Plan (“CSP”) is a regulatory document authorized under Section 16A-4-560 of the Town of Snowmass Village Municipal Code. Comprehensive Sign Plans serve as specialized zoning overlays that may supersede portions of the Town’s general Sign Code when circumstances warrant flexibility in the best interest of the community.

Unlike the Town’s general Sign Code, which establishes uniform standards for all properties, this CSP recognizes that the Snowmass Village Mall area has special circumstances that deserved tailored regulations while still meeting the overall purposes of the Town’s sign regulations. This plan operates in addition to, not in replacement of, the Town Sign Code-modifying only those specific provisions explicitly addressed herein.

RELATIONSHIP TO TOWN CODE

- Town Sign Code remains in effect for all matters not specifically addressed in this CSP
- Town permits are still required for all signage under Section 16A-4-550(a)
- This CSP provides the framework within which Town Permits are evaluated for this district
- Only the provisions specifically contained within this CSP supersede general Town sign regulations

CONSOLIDATION OF PRIOR APPROVALS

This Consolidated CSP rescinds and replaces the following CSP’s to create unified regulation under one comprehensive framework:

- Ordinance No. 28, Series of 1984 - Snowmass Village Mall CSP
- Ordinance No. 8, Series of 1989 - Gateway Building Parcel C CSP
- Ordinance No. 12, Series of 1985 - Alpine Bank CSP
- Ordinance No. 20, Series of 1990 - 4 Mall Directory & Directional Signs CSP

All prior CSPs listed above are hereby rescinded in their entirety and replaced by this Consolidated CSP to eliminate potential conflicts and provide unified regulatory framework

COMMUNITY BENEFIT JUSTIFICATION

The Snowmass Village Mall stands as the original commercial heart of Snowmass Village – the authentic “Old Town” where shopping, dining, and entertainment all began. As newer developments have emerged, including Base Village which has added hundreds of residential units and over 60,000 square feet of new commercial space, the Mall faces increased competition for visitor attention and foot traffic. The Town-owned activities and events center in Base Village further draws and keeps visitors anchored in that area throughout both winter and summer seasons.



Figure 2. Signs are constructed of appropriate, durable materials.

Simultaneously, businesses at the Mall face numerous economic challenges, including:

- Housing scarcity for the working class throughout Snowmass Village and the Roaring Fork Valley
- Rising labor costs
- Increased costs of goods sold
- Higher occupancy costs
- Increased regulations and taxes

In this environment, the Mall’s distinctive identity as the original, authentic heart of Snowmass Village becomes its greatest competitive advantage. The Mall uniquely stands as Snowmass Village’s birthplace, representing the “Old Guard” with authentic character and local spirit absent in newer, homogenized North American ski villages. As an international destination, the Mall welcomes visitors from around the world, many of whom may have limited English proficiency, creating both challenges and opportunities for effective communication through signage.

This signage plan therefore deliberately moves away from standardization, conformity, and sterilization. Instead, it celebrates creativity, personality, and the unique heritage of the Mall. The storefronts and their signage contribute significantly to creating an environment that is more innovative, interesting, stylized, and enjoyable for both guests and locals alike. This approach honors the Mall’s position as not only the first commercial center in Snowmass Village but also as the most authentic place to be

This flexibility benefits the community by:

- 1. Preserving Economic Vitality:** Supporting the Mall’s unique businesses in an increasingly challenging economic environment helps maintain the diverse commercial ecosystem that serves both residents and the international visitors who seek authentic mountain town experiences.
- 2. Maintaining Community Character:** The CSP’s creative flexibility prevents the sterilization and standardization that would diminish the Mall’s role as Snowmass Village’s distinctive birthplace and authentic gathering place.
- 3. Supporting Tourism:** Enhanced signage communication (including multilingual elements) better serves our international visitor base, supporting the broader tourism economy that benefits the entire community.
- 4. Economic Resilience:** Allowing businesses to effectively communicate their identity and offerings helps ensure the long-term viability of the Mall as a commercial center, preventing potential vacancy and economic decline in our historic core.

With this context in mind, this CSP aims to provide guidelines that ensure quality while encouraging the creative expression that makes the Snowmass Village Mall a memorable destination.



Figure 3. All signs shall be constructed with quality materials and design, while still expressing individuality and creativity.



Figure 4. The predominant text on the sign shall be the business name or logo, and any additional text should enhance the communication of the business identity and offerings.

SECTION 1: DEFINITIONS

Acrylic: A type of plastic material known for its clarity, weather resistance, and durability when used for signage. Often used for illuminated signs, dimensional letters, or panels.

Awning: A roof-like cover extending over or in front of a doorway or window as a shelter or decorative element, typically made of canvas or similar material on a frame.

Banner: A temporary sign made of flexible material (such as vinyl, fabric, or canvas) with no enclosing framework, typically used for special promotions, events, or announcements.

Bracket: A structural support designed to hold a projecting or hanging sign securely to a building wall, column, or other structural element.

Building Directories: Large-format informational displays that provide comprehensive tenant listings and wayfinding maps for the entire mall complex. These are typically installed at key locations like shuttle stops, stairways, and main entrances.

Building Identification Sign: Large-scale signage that identifies major buildings or anchors within the mall complex, typically featuring the building or mall name prominently displayed on the structure's facade.

Composite Materials: Engineered materials made from two or more constituent materials with significantly different physical or chemical properties. When combined, they create a material with characteristics different from the individual components. Examples include aluminum composite panels or fiber-reinforced composites.

CSP: Comprehensive Sign Plan - This document, which establishes signage guidelines for the Snowmass Village Mall and Gateway Building.

Gateway Building: The property known as Parcel "C" Gateway Building in Snowmass Village Mall, as referenced in Ordinance No. 8, Series of 1989.

Hardware: The collection of physical components used to mount, attach, or support a sign, including brackets, bolts, screws, hinges, and other fasteners.

High Density Urethane (HDU): A closed-cell rigid foam material commonly used in the sign industry as an alternative to wood. It offers excellent durability, weather resistance, and can be routed, carved, and painted for dimensional signage.

Incandescent Light: A traditional form of lighting that produces light through a heated filament, typically enclosed in a glass bulb. These lights emit a warm glow but are less energy-efficient than newer lighting technologies.

Landlord: The owner of the Snowmass Village Mall and/ or the Gateway Building properties, responsible for administering and enforcing this Comprehensive Sign Plan.

LED Light: Light Emitting Diode lighting, a highly energy-efficient lighting technology that uses semiconductor devices to convert electricity into light. LED "neon-look" technology is specifically permitted and not considered prohibited "neon"

Mall: The Snowmass Village Mall property, as referenced in Ordinance No. 28, Series of 1984.

Menu Boards: Professional display cases mounted outside restaurants that showcase current menus, daily specials, or featured items.

Neon Light: Traditional gas-filled glass tube lighting technology, which is prohibited. Modern LED technology that mimics neon appearance is permitted.

Operational Signage: Permanent sign fixtures designed to display changeable business information such as menus, hours, prices, or daily specials. Distinguished from temporary signage by the fixture's permanence and from standard permanent signage by the designed capability for routine content updates without requiring new permits.

Pennants: Small, often triangular flags, typically connected in a series on a string or line and used as a decorative element or attention-getting device.

Pictogram: A symbol or simple picture that represents an object, place, or concept and communicates meaning across language barriers.

Pole-Mounted Banner: A sign made of flexible material (vinyl, fabric, or mesh) attached to a light pole, utility pole, or dedicated banner pole using permanent bracket systems, designed to enhance district identity, provide wayfinding, or promote seasonal events throughout the Mall property.

Primary Locations: Areas designated as most suitable for particular sign types, typically offering optimal visibility, accessibility, or alignment with the intended function of the sign.

Projecting Sign: A sign attached to and projecting from a building wall or column and not parallel to the wall or column.

Sandwich Board: A portable, self-supporting, A-frame sign with two sign faces, typically placed on a sidewalk or exterior area adjacent to a business entrance to advertise daily specials or attract foot traffic.

Secondary Locations: Areas that are acceptable but not optimal for particular sign types, often with limitations or additional requirements to ensure appropriate integration.

Shop Drawings: Detailed technical drawings created by a sign manufacturer or fabricator that show exact dimensions, materials, construction methods, mounting details, and other specifications needed to fabricate and install a sign accurately.

Tenant: Any business or entity leasing space within the Snowmass Village Mall or Gateway Building properties.

Wall Mounted Sign: A sign attached parallel to the wall of a building or structure.

Wayfinding Signs: Directional signage that guides visitors through the property, typically mounted on posts or walls at decision points. These signs feature arrows pointing toward specific destinations, businesses, or amenities.

Wildcard Variance: An approved exception to the standard requirements of this Comprehensive Sign Plan, granted by the Landlord based on criteria outlined in the Wildcard/Variation Provisions section.

Window Cling: A vinyl or similar material applied directly to glass surfaces, typically printed with graphics, text or designs. May be perforated or solid.

Window Sign: Any sign, symbol, or display installed on, affixed to, painted on, or visible through a window.



Figure 5. The store signage and graphics promote unique character and spirit of the Mall, while maintaining quality.

SECTION 2: GENERAL OBJECTIVES

In order to achieve high quality and consistency throughout the Snowmass Village Mall and Gateway Building (Parcel C), The Landlord has developed the following set of signage and graphics guidelines to be applied to these properties. The intent is to set forth guidelines that will ensure a baseline of construction quality, while strongly encouraging individuality and creativity from sign to sign. This policy is written expressly to promote the unique character, heritage, and spirited approach that distinguishes the Mall from newer, more standardized developments.

The CSP establishes clear standards for:

- Construction quality and safety requirements
- Professional design and installation standards
- Landlord review and approval processes
- Specific dimensional and placement guidelines
- Material durability and appropriateness requirements

The following guidelines apply to all businesses located within the Snowmass Village Mall and Gateway Subdivisions.

SECTION 3: APPROVALS & PERMITS

Landlord Review Authority

All sign designs shall be reviewed and approved by the Landlord prior to installation. Landlord approval establishes compliance with this CSP but does not eliminate the requirement for Town sign permits.

Town Permit Requirements

All signs require Town permits pursuant to Section 16A-4-550(a) of the Sign Code, including signs approved under this CSP. The CSP approval establishes the framework within which individual permits shall be evaluated

Permit Process

- Obtain Landlord approval under this CSP
- Submit Town permit application with Landlord authorization
- Town permit approval based on CSP compliance

Submission Requirements

The following information must be included in all submissions to the Landlord in order to secure approval for manufacturing or installation of a sign:

1. **Detailed shop drawing or mockup** of the proposed sign showing dimensions, materials, colors, and attachment methods
2. **Mall/Gateway Building map** keying the location of the proposed sign or signs
3. **Name of intended sign manufacturer** to be used
4. **Material specifications** demonstrating compliance with durability and aesthetic requirements
5. **Electrical plans** if illumination is proposed, showing wiring methods and light sources



Figure 6. Additional signage may be included with the approval of the landlord.



Figure 7. Branding helps reinforce the Mall's distinctive identity and character.

Non-Conforming Signs

Any sign which does not conform to this consolidated CSP will be permitted to remain in place, provided it received prior Town permits or approval under previously adopted CSPs, meets current safety standards, and does not adversely affect the aesthetic quality of the Mall or Gateway Building. Non-conforming signs may be replaced or substantially altered only in conformance with this CSP or alternatively may apply for a formal Town variance as described in Section 16A-4-580.

Tenant Education and Compliance

All existing and new tenants shall be provided with a copy of this Comprehensive Sign Plan upon lease signing or renewal. Landlord will ensure that tenants acknowledge receipt and understanding of these guidelines as part of their lease agreement. This process ensures consistent application and understanding of CSP requirements throughout the Mall and Gateway Building properties.

SECTION 4: DIMENSIONAL STANDARDS

WALL MOUNTED SIGNS

Size standards by storefront width

- Small Storefronts (≤ 25 linear feet): Maximum 10 square feet
- Medium Storefronts (26-40 linear feet): Maximum 18 square feet
- Large Storefronts (41-60 linear feet): Maximum 25 square feet

Dimensional Limits

- Maximum Height: 36 inches
- Maximum Width: 144 inches
- Projection from Wall: 8 inches maximum
- Minimum Ground Clearance: 8 feet when over pedestrian areas

BUILDING IDENTIFICATION SIGNS

Large format building identification signs may exceed standard limitations with Landlord approval, maximum 30 square feet.

PROJECTING SIGNS (HANGING/BRACKET-MOUNTED)

Size Standards

- Circular Signs: Maximum 8 square feet total area
- Rectangular Signs: Maximum 10 square feet total area
- Custom Shapes: Maximum 10 square feet total area

Installation Requirements

- Minimum Ground Clearance: 8 feet over pedestrian walkways, 6 feet over planted areas
- Maximum Projection: 48 inches from building face
- Hardware: Professional-grade brackets colored to complement building



Figure 8. This is an example of a 'Wall Mounted Sign', as found in the definitions section of this document.



Figure 9. This is an example of a 'Building Identification Sign', as found in the definitions section of this document.



Figure 10. This is an example of a 'Projecting Sign', as found in the definitions section of this document.

WINDOW SIGNS

Permitted Types

- Hand painting, decals, window clings (excluding commercial advertising content)
- Silk-screening on glass, gold leaf, etching
- LED “neon-look” technology on no more than 10% of the window
- No solid or structural backing permitted

WINDOW CLINGS

Window clings shall be approved by the Landlord prior to installation and adhere to the following guidelines:

Primary Locations:

- Window clings may be used in service areas where privacy is desired
- Window clings may be used to mask storage or back-of-house areas
- Window clings with compelling graphics or design elements may be used as part of an overall storefront design

Secondary Locations:

Storefront windows where visibility into the store is important for customer engagement areas where window clings would create a “blocked off” appearance that diminishes the vibrancy of the Mall

Design Quality:

- Window clings shall be of professional design and print quality
- Graphics shall contribute positively to the aesthetic of the Mall
- Excessively busy or cluttered designs may be denied approval

Content:

- Window clings may include business branding, artistic elements, and product information
- Window clings shall not be used primarily for posting sale information or temporary announcements
- Content shall not contain offensive imagery or text

Coverage:

- Full window coverage may be approved in appropriate locations
- Partial coverage shall be designed to complement the overall storefront appearance

AWNING SIGNS

Size Limitations

- Letter Height: Maximum 8 inches (Mall level or below), 10 inches (above Mall level)
- Text Width: Maximum 84 inches (7 feet) total

Area Inclusion

- Tenant awning sign areas shall be included within projecting, wall or overhanging sign area limitations for that particular unit
- On-premise building awnings shall obtain specific size, location and design approval from Landlord



Figure 13. Window clings may be used in service areas where privacy is desired or used to mask ‘back of house’ areas.



Figure 11. Tenant awning signs shall be included within the sign limitations for that particular unit



Figure 12. This is an example of an ‘Awning’ as found in the definitions section of this document.

Design Standards

Awning signs shall complement the overall building architecture and contribute to the cohesive visual character of the Mall while allowing individual business expression through appropriate use of graphics, colors, and text.

BUILDING DIRECTORIES AND WAYFINDING SIGNS

Landlord-Installed Directories

Building directories may be erected by the Landlord at egress and stairway locations throughout the properties. These directories serve essential wayfinding functions and are not subject to individual tenant sign limitations.

Size Standards

- Upper Level Directories: Maximum 6 square feet in size
- Mall-Wide Directories: May exceed 6 square feet as needed to ensure legibility and functionality (such as maps at shuttle stops and comprehensive tenant listings)
- Additional Directional Signage: Limited dimensions, approved by Landlord only as necessary to improve pedestrian circulation

Operational Status

Mall-wide directories and maps shall be considered permanent installations. Additional directional signage of limited dimensions shall be considered temporary signage and subject to periodic review for continued necessity.

POLE-MOUNTED BANNER STANDARDS

Pole-mounted banners serve to enhance district identity, promote seasonal events, provide wayfinding assistance, and create a cohesive visual experience throughout the Snowmass Village Mall. These banners contribute to the vibrancy and character of the pedestrian environment while maintaining professional design standards.

Permitted Types

- Seasonal/Event Banners: Temporary installations promoting events, seasons, or holidays
- Wayfinding Banners: Directional or informational banners assisting with navigation
- Promotional Banners: Business district promotions or community messaging

Design & Dimensional Standards

- Maximum Size: 24 inches wide x 48 inches tall per banner
- Double Sided
- Mounting Height: Minimum 8' clearance from bottom of banner to ground
- Materials to be professional-grade weather-resistant vinyl or fabric designed for exterior conditions
- Hardware: Color of bracket to match color of pole.
- Installation Standards: Banners may be mounted on designated light poles

Approval Process

- Landlord approval required for all banner designs and messaging



Figure 14. This is an example of an 'Building Directory' as found in the definitions section of this document.



Figure 15. This is an example of an 'Pole Mounted Banner' as found in the definitions section of this document.

SECTION 5: TEMPORARY SIGNAGE STANDARDS

Short-Term Temporary Signs (Maximum 14 days, Town permit required)

- Banners (non-pole mounted) & Event Signs
- Freestanding: Maximum 9 square feet (Town Code compliance)
- Banners: Maximum 3 feet high x 12 feet long
- Event Signage: Maximum 12 square feet
- Permit Required: All temporary signs require Landlord authorization

Portable Daily Signs (Sandwich Boards)

- Dimensions: Maximum 24" wide x 36" high
- Professional Standards: Weatherproof construction, consistent design
- Placement: Within 12 feet of business entrance, cannot obstruct pedestrian flow
- Storage: Must be stored indoors when business closed
- Status: Requires Landlord Approval

Operational Signage (Permanent fixtures with changeable content)

- Maximum Size: 6 square feet
- Professional Standards: Weatherproof construction, consistent design
- Changeable Copy: Permitted for restaurants and food service

Directional Signs

- Maximum Size: 6 square feet
- Content: Wayfinding, parking, facility information only

SECTION 6: SPECIAL DESIGN REQUIREMENTS

Design Flexibility Standards

Shape Requirements: All proposed sign shapes will be approved on an individual basis. Creative and distinctive shapes that reflect the business identity and contribute to the unique character of the Mall are encouraged. Custom shapes may include but are not limited to organic forms, geometric designs, business-related silhouettes, and architectural elements that complement the building design.

Size Evaluation Criteria: Businesses are permitted signs of appropriate size for their storefront, with no absolute square footage limitation. Sign size will be evaluated based on the following factors:

- Proportionality to the storefront and building scale
- Visibility needs and pedestrian sight-lines
- Aesthetic harmony with surrounding signage
- Contribution to the overall character of the Mall
- Impact on neighboring businesses and public areas

The Landlord reserves the right to limit sign size if a proposed sign would overwhelm neighboring businesses or detract from the overall appearance of the property.



Figure 16. Example of Operational Signage in this case a 'Menu Board' as a permanent fixture with the menu as the changeable content



Figure 17. Example of a Portable Daily Special Sign in the form of a Sandwich Board



Figure 18. Example of a Free Standing Pole-Mounted Directional Sign

Sign Quantity Standards

Primary Sign Allocation: Each business frontage with an actively used access point is permitted one primary sign, which may be wall mounted, projecting, or hanging style. Signs may be double or single face depending on the installation location as determined by the Landlord.

Additional Sign Provisions

- **Hardship Exception:** Where strict application may result in exceptional practical difficulty due to unique physical proximity of a tenant's unit, one additional sign of limited dimensions may be allowed subject to Landlord approval
- **Large Frontage Exception:** Businesses with more than thirty (30) linear feet of frontage may be permitted one additional sign, subject to special consideration and Landlord approval

Installation Requirements

Height Clearances

- Pedestrian Areas: Minimum 8' clearance from bottom of sign to ground plane
- Planted Areas: Minimum 6' clearance from bottom of sign to ground plane over columns
- Design Consideration: Height requirements may affect shape design and should be reviewed before completing submission packages

Lighting and Hardware Standards

Each tenant may provide and install lighting and brackets for signs, with the following requirements:

- **Fixture Consistency:** All fixtures and brackets must be consistent with the overall design aesthetic of the Mall or Gateway Building
- **Lighting Types:** All lights shall be indirect LED, LED "neon-look" strips and tubes, or incandescent lighting
- **Hardware Integration:** Brackets and mounting systems shall be colored to complement building design and sign aesthetics

Content and Communication Standards

Primary Content Requirements: Except for public direction or information signs, the predominant text or graphic on any wall mounted, projecting, or hanging sign shall be the business name or logo.

Secondary Content Permitted: Signs may include the following additional elements when they enhance communication of business identity or offerings:

- Business taglines and descriptive text
- Product or service information
- Operational details (hours, contact information)
- Multilingual elements for international visitors

Safety and Code Compliance

Fire Lane Restrictions: No sign, banner, or associated support features may project within the fire lane in a manner that obstructs width or height clearance needed for emergency response vehicles.



Figure 19. The Landlord may grant variation exceptions based on material, size, or unique design, or heritage recognition.

Structural Safety Requirements: All signs must comply with applicable building codes and safety standards as outlined in Section 10: Construction & Safety Standards of this CSP.

SECTION 7: MULTILINGUAL AND UNIVERSAL DESIGN

Snowmass Village Mall and Gateway Building welcome visitors from around the world, many of whom may have limited English proficiency. Effective communication with international visitors enhances their experience and helps businesses better serve this important customer base. The following guidelines address multilingual communication through signage:

Encouraged Elements

- Multilingual elements for international visitors (Spanish, Portuguese, Japanese, Mandarin)
- Internationally recognized symbols and pictograms
- QR codes linking to multilingual information
- Universal design elements that communicate across language barriers

Design Integration

Multilingual elements shall be designed as integrated parts of overall sign design, maintaining aesthetic quality and professional appearance.

Approval Process

- All multilingual elements must meet the same quality standards as English text
- Professional translation services are recommended to ensure accuracy
- The Landlord may request verification of translation accuracy

SECTION 8: WILDCARD/VARIATION PROVISIONS

To accommodate creative expression, unique business needs, and existing signage conditions, the Landlord may grant exceptions to the standards established in this CSP through the following provisions:

Types of Variations Permitted

Size Variations: The Landlord may approve signs that exceed the standard size limitations where the larger sign is proportional to the storefront or building area, the design is of exceptional quality and enhances the character of the property, and the sign does not negatively impact adjacent tenants or public areas.

Material Variations: The Landlord may approve alternative materials that maintain high quality and durability standards, complement the building architecture, and represent innovative design or technology.

Unique Designs: The Landlord may approve unique or non-standard sign designs that represent creative excellence, enhance the vibrant, eventful character of the Mall, and add visual interest and appeal to the property.

Historical/Heritage Recognition: The Landlord may approve variations to standard requirements for signs that pay tribute to the historical aspects of the Mall or a singular building, commemorate significant historical figures involved with the early Mall era, reinforce the authentic “Old Town” character that distinguishes the Mall, and incorporate design elements that reference the Mall’s history and heritage.

Approval Thresholds

Automatic Landlord Approval (No Town notification required)

- Size Variations: Up to 110% of CSP dimensional standards
- Material Substitutions: Equivalent quality alternatives
- Minor Design Modifications: Color, font, layout adjustments

Landlord Approval + Town Notification Required

- Size Variations: 110% to 125% of CSP dimensional standards
- Placement Variations: Alternative mounting locations within CSP parameters
- Technology Upgrades: New lighting or display technologies

Town Variance Required (Formal Section 16A-4-580 process)

- Size Variations: Over 125% of CSP dimensional standards
- Code Conflicts: Any provisions conflicting with other Town regulations
- Precedent-Setting: Unique designs requiring formal Town review

Exception Process

To request a variation from the standard requirements:

- Submit a detailed proposal to the Landlord including rationale for the exception
- Provide visual examples, materials samples, or mockups as appropriate
- Address how the variation maintains the overall intent and quality of the CSP

The Landlord will use professional discretion in evaluating requests for variations, with the goal of fostering creativity while maintaining a cohesive, high-quality visual environment throughout the properties.

Complaint Revocation

Landlord authority for approved variations may be revoked if signs receive public complaints. Denied sign applications may be appealed through Town’s signage process.

SECTION 9: NON-CONFORMING SIGNS

Legal Non-Conforming Status

Existing signs that received prior Town permits or approval under previously adopted CSPs shall be considered legal non-conforming and may remain in place.



Figure 20. Historic and heritage signage that reinforces the authentic “Old Town” character is encouraged.



Figure 21. The Landlord may approve signage that is visually interesting and enhances the Mall’s character.



Figure 22. Additional signage may be included with the approval of the landlord.

Triggered Compliance

Legal non-conforming signs shall be brought into CSP compliance only when:

- Sign requires structural repair exceeding 50% of replacement cost
- Business ownership changes and new signage is desired
- Voluntary upgrade is undertaken by tenant

Voluntary Upgrades

- Fast-track approval process for compliance upgrades
- Landlord design assistance coordination
- Multi-year phased implementation plans accepted

Required Compliance Timeline

- Upon triggered event: 180 days to submit compliant design
- Installation completion: Within 12 months of approval
- Interim safety requirements: Immediate compliance for safety violations

SECTION 10: CONSTRUCTION & SAFETY STANDARDS

Materials

Signs may be constructed of any durable material appropriate for exterior use including but not limited to: wood, metal, high-density urethane, acrylic, glass, stone, or composite materials. Materials shall be selected for their durability, aesthetic quality, and appropriateness to the building architecture and business identity. Innovative and unique material choices are encouraged when they contribute to the creative character of the Mall environment.

Color Usage

Any color may be considered for background or any graphic design or illustration to be incorporated into the design. Creative and distinctive use of color is encouraged to contribute to the vibrant character of the Mall. Bracket and hardware shall be colored to complement the design and building architecture.

Construction Requirements

- Professional-grade construction and installation meeting all applicable building codes
- Structural integrity: All sign structures shall be designed and constructed in a manner that is safe, and shall be free of any exposed extra bracing, angle iron, guy wires, cables, etc.
- Safety standards: No sign structure shall have any nails, wires or sharp metal edges protruding therefrom
- Concealed wiring: The wiring of all signs shall be contained in raceways or enclosed in poles or comply with the Electrical Code as adopted by the Town. In no case shall the wiring be exposed to the view of the public
- Glass requirements: Any glass forming a part of any sign shall be heavy safety glass, having a minimum thickness of one-fourth ($\frac{1}{4}$) inch. Where any single piece or pane of glass has an area exceeding three (3) square feet, it shall be wired glass



Figure 23. Any color, design, or illustration can be incorporated to enhance Mall character.

Hardware Standards

All brackets and mounting hardware shall be:

- Colored to complement building design and sign aesthetics
- Professional-grade materials appropriate for exterior mountain weather conditions
- Free of exposed bracing, guy wires, or sharp edges that could pose safety hazards
- Concealed fastening systems where possible to maintain clean appearance

Shape and Design Flexibility

All proposed sign shapes will be approved on an individual basis. Creative and distinctive shapes that reflect the business identity and contribute to the unique character of the Mall are encouraged. Signs may be double or single face depending on installation location and landlord approval.

SECTION 11: ENFORCEMENT & COMPLIANCE

Landlord Responsibilities

- Review and approve all signage under CSP standards
- Ensure tenant compliance with approved designs
- Coordinate with Town permit processes
- Annual reporting of sign modifications to Town
- Maintain current inventory of all signs within CSP area

Town Authority

- Issue all required sign permits
- Inspect for code compliance and safety
- Enforce violations of Town regulations
- Review variance requests exceeding CSP parameters

SECTION 12: AMENDMENTS

Any revisions or amendments to this CSP shall follow the formal amendment process established in Town Code Section 16A-4-560(6), including Planning Director review, Planning Commission recommendation, and Town Council approval.

No amendments may be made at the sole discretion of the Landlord. All amendments require the same procedural standards applied to this initial CSP application.

SECTION 13: SUPERSEDING REGULATIONS

This CSP supersedes previous Town sign regulations for the designated area only with respect to provisions specifically contained within this plan. All other Town ordinances remain in full effect. Private covenants, restrictions, or agreements between property owners remain separate private matters to be addressed by affected parties.

Private covenants, restrictions, or agreements between property owners remain separate private matters to be addressed by affected parties. The Town's adoption of this CSP does not modify, amend, or supersede any private agreements.

END

SUMMARY COMPARISON ANALYSIS
PRIOR 1980s CSPs AND PROPOSED 2025 CSP
SNOWMASS VILLAGE MALL & PARCEL C GATEWAY BUILDING SITES

Category	Snowmass Village Mall CSP – Ordinance 28, 1984	Parcel ‘C’ Gateway Building – Ordinance 8, 1989	Proposed 2025 Snowmass Village Mall & Parcel ‘C’ Gateway Building - Consolidated CSP updated 8-4-25
Conformance	Signs must be replaced with new lease or option begins.	Signs to be replaced by date deadline in 1992 or condominium unit conveyance, whichever occurs first.	Proposed CSP “deliberately moves away from standardization, conformity, and sterilization.” (See the ‘Preamble’ of CSP application under ‘Community Benefit Justification’ on pp. 3 & 4). Any sign not in conformance with proposed consolidate CSP “will be permitted to remain in place if prior Town sign permit obtained.” (See section 3: ‘Approvals & Permits’ under ‘Non-Conforming Signs,’ on pg. 7).
Approvals & Permits	All signs must be reviewed and approved by Landlord’s Agent prior to filing a permit application to the Town.	All signs to be reviewed and approved by the Association prior to filing a permit application to the Town.	Proposed process under the Consolidated CSP is as follows: • Obtain Landlord approval; • Submit Town sign permit application with landlord authorization; • Town permit approval based upon CSP compliance. (See CSP Section 3: ‘Approvals & Permits,’ under ‘Permit Process’ on pg. 7).
Submission Requirements	Permit required per the Town’s Sign Code; Mall map with keying sign locations; Sign manufacturer.	Same	All submissions to be made initially to Landlord with shop drawings or mockup, map with key sign locations, sign manufacturer, material specifications, and electrical plans. (See CSP Section 3: ‘Approvals & Permits,’ under ‘Submission Requirements’ on pg. 7).
Materials	2” stock redwood; If painted, high quality latex required; Otherwise, use linseed oil or weatherproofing stain.	2” wood material; If painted, high quality latex required; If natural finish, use linseed oil or weatherproofing stain. If natural wood, it must be redwood; If totally	Not specifically addressed. (See CSP Section 3: ‘Approvals & Permits’ under the ‘Submission Requirements’ on pg. 7).

**SUMMARY COMPARISON ANALYSIS
PRIOR 1980s CSPs AND PROPOSED 2025 CSP
SNOWMASS VILLAGE MALL & PARCEL C GATEWAY BUILDING SITES**

Category	Snowmass Village Mall CSP – Ordinance 28, 1984	Parcel ‘C’ Gateway Building – Ordinance 8, 1989	Proposed 2025 Snowmass Village Mall & Parcel ‘C’ Gateway Building - Consolidated CSP updated 8-4-25
		painted, it could be any type of wood.	
Color Usage	Encourages colors in softer tones for backgrounds and brighter tones for illustration of graphic vignettes; Gold epoxy paint or gold leaf lettering; Other informational letter may be of any color.	Any color may be considered for background or any graphic design or illustration to be incorporated into the design; Encourages colors in softer tones for backgrounds and brighter tones for illustration into the design.	Not specifically addressed. (See CSP Section 3: ‘Approvals & Permits’ under the ‘Submission Requirements’ on pg. 7).
Shape	Simpler shapes such as ovals, circles, rectangles, & squares.	Generally the same.	Various shapes allowed from 9.6 sq. ft. to 15 sq. ft.; Double-sided signs are calculated on both sides. Maximum projection is 4 ft. with 8’ pedestrian clearance. (See CSP Section 4, ‘Projecting Signs’ on pg. 8).
Size (Mall Level)	4.5 sq. ft. per sign face.	4.5 sq. ft.; additional window signs may be permitted.	Depending on storefront length, sizes range from 10 sq. ft. to 35 sq. ft. with height limited to 36” and width limited to 144” (or 12 ft.); Sign projections up to 8” from storefront wall with pedestrian clearance of 8 ft.; 6 ft. over planted areas. (See CSP Section 4, ‘Wall Mounted Signs’ on pg. 8.)
Size (2nd & 3rd Levels)	6 sq. ft. per sign face.	6 sq. ft.; additional window signs may be permitted.	Same as stated above. However, new standard added for Building ID Signs up to 35 sq. ft. (See CSP Section 4, ‘Building Identification Signs’ on pg. 8.) NOTE: The maximum number of wall mounted building ID signs not indicated. Recommend maximum one building ID sign at each perimeter entrance into the Mall area.

**SUMMARY COMPARISON ANALYSIS
PRIOR 1980s CSPs AND PROPOSED 2025 CSP
SNOWMASS VILLAGE MALL & PARCEL C GATEWAY BUILDING SITES**

Category	Snowmass Village Mall CSP – Ordinance 28, 1984	Parcel ‘C’ Gateway Building – Ordinance 8, 1989	Proposed 2025 Snowmass Village Mall & Parcel ‘C’ Gateway Building - Consolidated CSP updated 8-4-25
Quantity	1 wall-mounted, hanging, projecting or window sign per business frontage with an access point; Double or single-faced determined by Landlord; Greater than 30-foot store frontage allows more sign area but additional window sign area may not exceed 6 sq. ft..	1 wall-mounted, hanging, projecting or window sign per business frontage with an access point; Content to include business name or logo; Double or single-faced determined by the Association; Greater than 30-foot store frontage allows more sign area; but additional window sign area is allowed. Also, each access point allows one sign per doorway.	Not specified in CSP Section 4: ‘Dimensional Standards.’
Installation Height	Minimum 7’-6” from bottom of sign to the ground; 6’ over a planted area.	Same; but... No sign in a fire lane.	Minimum 8 ft. over pedestrian walkways; 6 ft. over planters. (See CSP Section 4: ‘Dimensional Standards’ on pg. 8).
Lighting & Hardware	Each tenant to provide, but designed by Landlord’s Agent.	Each tenant to provide, but bracket and fixtures to be designed consistently, submitted by Association, and authorized by Town Planner. All lights to be indirect and incandescent, minus the Mall ID signs which may allow indirect neon lighting.	Hardware to include professional-grade brackets colored to complement building. (See CSP Section 4: ‘Dimensional Standards,’ under ‘Installation Requirements’ on pg. 8) NOTE: Proposed lighting standards are not specified, so it would follow the Illumination standards under current TOSV sign code. More elaborate construction and hardware standards are addressed in CSP Section 10: ‘Construction & Safety Standards.’
Awning Signs	An alternative to main ID signs.	Lettering not to exceed 8” in height at Mall level or below; 10” in height above the Mall level; all limited to 7 ft. in width. Approval by Town Council required.	Lettering not to exceed 8” on Mall Level or below; maximum 10” in height above the Mall Level. Wording not to exceed 84” or 7 ft. in width. Awning signs to be within the sign area limits for the tenant space. (See CSP Section 4: ‘Dimensional Standards,’ under ‘Awning Signs’ on pg. 9).

**SUMMARY COMPARISON ANALYSIS
PRIOR 1980s CSPs AND PROPOSED 2025 CSP
SNOWMASS VILLAGE MALL & PARCEL C GATEWAY BUILDING SITES**

Category	Snowmass Village Mall CSP – Ordinance 28, 1984	Parcel ‘C’ Gateway Building – Ordinance 8, 1989	Proposed 2025 Snowmass Village Mall & Parcel ‘C’ Gateway Building - Consolidated CSP updated 8-4-25
Window Signs	Limited to decals, silk screening on glass, gold leaf, or etching; Name & Logo may be repeated once per window not exceeding 6 sq. ft.; Logo height limited to 4” at Mall level & 7” on 2 nd & 3 rd Levels; Tenants with more than 30 feet of frontage considered on individual basis.	Limited to decals, silk screening on glass, gold leaf, or etching; Name & Logo may be repeated once per window not exceeding 6 sq. ft.; Maximum height limited to 6” at Mall Level and 10” on above levels. Limited to decals, silk screening on glass, gold leaf, or etching; Name & Logo may be repeated once per window at discretion of the Association, and not exceeding 10% of window area;	Maximum 10% window signs for primary storefront and secondary/side windows (following Town Code compliance). Window Clings allowed under the Window Signs but noted as excluding commercial advertising content. (See CSP Section 4: ‘Dimensional Standards,’ under ‘Window Signs’ and ‘Window Clings’ on pp. 8 & 9).
Temporary signs	All other signs (pennants, banners, daily specials, etc.) considered temporary signs. Poorly executed hand written signs are not acceptable; Exempt signs in Town’s Sign Code considered temporary sign under this CSP.	All other signs (pennants, banners, daily specials, etc.) considered temporary signs. Displays in excess of 7 days limited to window signs; Maximum 20 sq. ft. allowed; Poorly executed hand written signs are not acceptable; Exempt signs in Town’s Sign Code considered temporary signs under this CSP.	<u>4 types proposed:</u> 1. Short-term , maximum 14 days (freestanding max, 9 sq. ft., banners 3’ x 12’, event sign at 12 sq. ft., all requiring Town sign permits); 2. Operational signage (permanent) – for menu boards / daily specials at maximum 12 sq. ft.; 3. Sandwich boards at maximum 24” wide x 36” high 4. Directional signs at maximum 6 sq. ft. (See CSP Section 4: ‘Temporary Signage Standards,’ on pg. 10).
Menu Boards	Allowed for each restaurant provided by Landlord’s Agent.	Standard menu board for each restaurant provided by the Association; Announcements & posters display limit is 7 days.	The proposed Consolidated CSP addresses Menu boards under its Temporary Sign standards. (See CSP Section 4: ‘Temporary Signage Standards,’ on pg. 10).

**SUMMARY COMPARISON ANALYSIS
PRIOR 1980s CSPs AND PROPOSED 2025 CSP
SNOWMASS VILLAGE MALL & PARCEL C GATEWAY BUILDING SITES**

Category	Snowmass Village Mall CSP – Ordinance 28, 1984	Parcel ‘C’ Gateway Building – Ordinance 8, 1989	Proposed 2025 Snowmass Village Mall & Parcel ‘C’ Gateway Building - Consolidated CSP updated 8-4-25
Building Directories	Not addressed; Ordinance 20, 1990 approved 4 Mall Directory and Directional signs each at 7 ft. tall and 36 sq. ft.~ (placed at west and east ends, and by the transit areas).	At egress and stairway locations; limited to 6 sq. ft. on upper level and 8 sq. ft. elsewhere. NOTE: Ordinance 20, 1990 approved 4 Mall Directory and Directional signs each at 7 ft. tall and 36 sq. ft.~ (placed at west and east ends, and by the transit areas).	Building directories may be erected by Landlord at egress and stairs throughout the properties, and limited to 6 sq. ft. in size, but may be exceed in size to accommodate maps at bus stops and tenant listings. Additional directory signs added (and considered as temporary signs) at Landlord discretion only as necessary to improve pedestrian circulation. (See CSP Section 4: ‘Dimensional Standards,’ under ‘Building Directories and Wayfinding Signs’ on pp. 9 & 10).
Preceding Sign Covenants	This CSP considered part and parcel of Town’s Sign Code and should not be considered a complete replacement.	Same	This consolidated CSP Amendment to replace all previous CSP documents. Consolidated CSP concurs that it would be part and parcel to the Town’s Sign Code. (See the CSP’s ‘Preamble’ under ‘Relationship to Town Code’ and ‘Consolidation of Prior Approvals’ on pg. 3).
Revisions and Amendments	Not specifically addressed in the CSP; would follow CSP Amendment procedures in the Town’s CSP Code.	Not specifically addressed in the CSP; would follow CSP Amendment procedures in the Town’s CSP Code.	See CSP Section 12: ‘Amendments,’ which essentially summarizes the Town Code procedures.

**TOWN OF SNOWMASS VILLAGE
PLANNING COMMISSION
RESOLUTION NO. 8, SERIES OF 2025**

**A RESOLUTION RECOMMENDING APPROVAL TO THE TOWN COUNCIL OF
AN AMENDED AND RESTATED
CONSOLIDATED COMPREHENSIVE SIGN PLAN FOR THE
SNOWMASS VILLAGE MALL AND GATEWAY BUILDINGS.**

WHEREAS, the original Ordinance No. 28, Series of 1984 approval for the Snowmass Village Mall Comprehensive Sign Plan, referenced Ordinance No. 28, Series of 1984, which imposed a moratorium on the installation of commercial signs within Snowmass Village; and

WHEREAS, prior CSPs were also approved by the Town Council Ordinance 12, 1985 for the Alpine Bank CSP, Ordinance 8, 1989 for the Parcel 'C' Gateway Building CSP, and Ordinance 20, 1990 for the CSP involving 4 Mall Directory and Directional signs; and

WHEREAS, Ordinance No. 28, Series of 1984, stated due to unique sign requirements in several areas of the community, a provision for a Comprehensive Sign Plan which would allow flexibility in sign regulations may be proposed for consideration if approved and adopted by the Town Council; and

WHEREAS, the Town Council adopted Ordinance No. 25, Series of 1984, amending the Land Use Code and providing specific regulations for all commercial signs within Snowmass Village and rescinding the 1984 moratorium; and

WHEREAS, Ordinance No. 4, Series of 1998, and Ordinance No. 7, Series of 2000 further amended and updated the Town's Land Use Code regarding Comprehensive Sign Plan procedures and standards; and

WHEREAS, on April 24, 2025, the Connect One Design ('Applicant') on behalf of the Snowmass Mall Investment Group, LLC ('Owner') as managed by the Romero Group, LLC, submitted an application to consolidate, update, revise and/or replace the prior Comprehensive Sign Plans for the Snowmass Mall SPA located on Parcels A-D of its Final Plat, and the Gateway Buildings located on Lot C-1 of the Parcel C Subdivision. The Applicant resubmitted an update of the application on August 4, 2025; and

The Town's Planning Commission, during meetings initially scheduled on August 20, 2025 and then continued to September 3 and October 1, 2025, has reviewed and evaluated the updated Consolidated CSP against the prior approved CSPs and for compliance with the municipal code's procedures in Section 16A-4-560, '*Comprehensive sign plan*,' and its review standards relative to proposed revisions of prior CSP approvals following Subsection (6), '*Amendment*,' and made its recommendations to the Town Council via this resolution.

**NOW THEREFORE BE IT RESOLVED BY THE PLANNING COMMISSION OF
THE TOWN OF SNOWMASS VILLAGE, COLORADO:**

Section One. General Findings. The Planning Commission generally finds:

1. The proposed changes for the Consolidated Comprehensive Plan for the Snowmass Mall and Gateway Buildings, which amends and restates the prior approved CSPs, is acceptably compliant with Municipal Code *Section 16A-4-560*, '*Comprehensive Sign Plan*,' its subsection (a), '*Purpose*,' and its subsection (c)(6), '*Amendment*,' and its subsection 'b.', '*Standards*,' relative to the proposed changes, subject to implementing the Recommended Conditions in Section Three of this Resolution:
 - a) ***Purpose.*** The Snowmass Village Mall and the Gateway Buildings deserve flexibility, as this specific commercial center is historically unique to the small-town character, and the proposed Amended and Restated Consolidated CSP remains flexible in the best interest of the community.
 - b) ***Not adversely affect sign plan.*** The proposed amendment will not adversely affect the development and preservation of the entire sign plan. Appropriate flexible regulations for the diverse types of signs are continuing to be addressed.
 - c) ***Not adversely affect surrounding uses.*** The proposed amendment will not adversely affect surrounding land uses. The Mall and Gateway Building signs are primarily oriented inwardly along a pedestrian mall.
 - d) ***Not conflict with purposes.*** The proposed amendment will not conflict with the purposes of this Division; The amended CSP continues to promote flexibility for the business tenants and encourages redevelopment or renovation potential which would provide a community benefit.
 - e) ***Not confer special benefit.*** The proposed amendment will not be granted solely to confer a special benefit upon any party.

Section Two. Action. The Planning Commission recommends the proposed Amended and Restated Consolidated Comprehensive Sign Plan for the Snowmass Village Mall and Gateway Buildings with the following recommended conditions in Section Three below.

Section Three. Recommended Conditions. The Planning Commission recommends the following conditions to the Town Council:

1. **Rescission of Prior CSPs.** The Amended and Restated Consolidated CSP shall supersede and replace the following previously adopted CSPs:
 - Ordinance No. 28, Series of 1984 (Snowmass Village Mall CSP)
 - Ordinance No. 8, Series of 1989 (Gateway Building Parcel 'C' CSP)
 - Ordinance No. 12, Series of 1985 (Alpine Bank tenant CSP)
2. **Continuation of Existing Signage Ordinance.** Ordinance No. 20, Series of 1990, governing the four Mall Directory and Directional Signs, shall remain in effect. However, the directory signage should be updated to include wayfinding floor plans of the pedestrian mall, associated buildings, and tenant spaces. Consideration

should also be given to incorporating pedestrian-scale wayfinding signage throughout the pedestrian mall area.

3. **Encouragement of Artistic and Creative Signage.** In collaboration with Town Staff, the Applicant is encouraged to further refine the Consolidated CSP to promote artistic expression, creativity, and design flexibility, while discouraging uniformity and overly standardized signage.
4. **Material and Design Flexibility.** The CSP should avoid prescribing specific materials, textures, shapes, colors, or hardware. Instead, it should encourage a diverse and interchangeable use of these elements to foster creativity and artistic expression. Signage may incorporate abstract art and reflect the historic character of the 1960s–70s era.
5. **Pedestrian-Oriented Sign Sizing.** Sign size limitations should be revised to be more compatible with the Town’s Sign Standards and prioritize visibility for pedestrian traffic. Larger signs may be allowed on the second level. The applicant shall work with staff to revise the standards in the CSP prior to taking this before the Town Council.
6. **Window Signage Flexibility.** Regulations for window signage should include maximum size business wording regulations but otherwise be relaxed to allow for greater design creativity and activation of storefronts. The use of decals, clings, stickers, etc. adds vibrancy and character and should be allowed based upon the business and landlord.
7. **Proportional Design for Awnings and Signs.** Awnings and associated signage should be designed in proportion to the tenant space façade and entryway to ensure visual harmony.
8. **Lighting Standards.** All lighting should remain indirect and continue to follow energy-efficient practices.
9. **Temporary Signage Guidelines.** Temporary signage — such as menu boards, banners, and sidewalk signs — should be permitted for ground-level tenants, and for upper-level tenants, to enhance the urban character of the mall. However, their use should be limited to prevent visual clutter. These signs should be removed during times of the year when the associated business is not in operation.
10. **Photo Opportunity Feature.** The existing wooden chair located between two trees in the center of the mall, intended for photo opportunities, should be refreshed. Background signage in this area behind the chair should be minimized.
11. **Abatement of Nonconforming Permitted Signs.** The CSP should include reasonable abatement provisions for signs that were previously permitted by the Town but do not conform to the updated regulations.

12. **Removal of Unpermitted Nonconforming Signs.** Any nonconforming sign installed without a valid Town permit must be removed or replaced with a conforming sign and proper permit within 60 days of the ordinance's effective date.
13. **Consistency in Standards and Coordination Among Property Owners.** The applicant should work with other landlords on the mall to address consistency with signage. If feasible, the applicant is encouraged to also develop consistency among the sign standards among the other owners' CSPs in the Mall area.

INTRODUCED, READ, AND APPROVED by the Town's Planning Commission as motioned by Planning Commission member Dubé and seconded by Planning Commission member Gustafson on October 1, 2025 by a vote of 5 in favor and 1 opposed (Planning Commission member Seglin no; Commission member Marshack absent).

TOWN OF SNOWMASS VILLAGE
PLANNING COMMISSION

Matthew Dubé
Matthew Dubé (Oct 6, 2025 11:15:57 MDT)
Matt Dubé, Chairman

ATTEST:

Ashleigh Huff
Ashleigh Huff, Planning Commission Secretary

Attachment incorporated herein by reference:
Currently proposed Amended and Restated Consolidated Comprehensive Sign Plan for the Snowmass Mall and the Gateway Buildings dated August 4, 2025.

PC Reso 8, 2025 - PC Action - Final

Final Audit Report

2025-10-06

Created:	2025-10-06
By:	Ashleigh Huff (ahuff@snowmass.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAeFyls1zH-dASXn-MtqdnxoC32SbdnYR3

"PC Reso 8, 2025 - PC Action - Final" History

 Document created by Ashleigh Huff (ahuff@snowmass.gov)
2025-10-06 - 5:11:44 PM GMT

 Document emailed to dube.innover@gmail.com for signature
2025-10-06 - 5:12:12 PM GMT

 Email viewed by dube.innover@gmail.com
2025-10-06 - 5:12:39 PM GMT

 Signer dube.innover@gmail.com entered name at signing as Matthew Dubé
2025-10-06 - 5:15:55 PM GMT

 Document e-signed by Matthew Dubé (dube.innover@gmail.com)
Signature Date: 2025-10-06 - 5:15:57 PM GMT - Time Source: server

 Agreement completed.
2025-10-06 - 5:15:57 PM GMT

Sec. 16A-4-560. Comprehensive sign plan.

- (a) Purpose. There are special circumstances within the Town that deserve flexibility from the standards prescribed in this Division, when such flexibility is in the best interest of the community. The purpose of this Section is to authorize a comprehensive sign plan to be submitted so as to afford such flexibility, while still meeting the purpose of this Division.
- (b) Applicability. The Town Council may permit the utilization of comprehensive sign plans for multiple businesses located in a single building, or for building complexes that are located on one (1) lot or parcel or two (2) or more continuous parcels, that are held in unified control.
- (c) Plan Requirements. Comprehensive sign plans shall meet the following requirements:
 - (1) Submission of application. An application for a comprehensive sign plan shall be submitted to the Planning Director. The application shall include the following materials:
 - a. Minimum contents. The minimum contents for any application, as specified in Section 16A-5-40(b), Minimum Contents.
 - b. Detailed sign plan. A detailed sign plan with an accurate survey map or sufficient legal description describing the area in which the plan will be in effect. The plan shall include written stipulations that address all relevant concerns, including but not limited to the location of proposed signs and their size, height, color, lighting, orientation, construction material and copy. If there are signs within the plan area that will not conform to the standards described in the comprehensive sign plan, procedures and time frames for securing the removal of nonconforming signs shall be detailed.
 - c. All parties must join. All parties affected by provisions of the comprehensive sign plans must join in the application for such plans. If multiple businesses in a single building, building complexes or portions thereof are governed by a management agreement, the duly constituted representative of the management association or firm shall join in such plan. It is unnecessary for owners or lessees to join if said representative has joined on their behalf.
 - (2) Staff review. Staff review of the application shall be accomplished, as specified in Section 16A-5-50, Staff Review of Application.
 - (3) Planning Commission review. A complete copy of the application shall be forwarded to the Planning Commission, together with a copy of the staff review. The Planning Commission shall review the application, and shall make its recommendations to the Town Council, considering whether the comprehensive sign plan contains appropriate limitations within its plan stipulations to ensure that the sign plan will minimize its impact on surrounding land uses and is compatible with the purposes of this Division.
 - (4) Town Council first reading. The Planning Commission's recommendations shall be forwarded to the Town Council at a regular meeting, together with a complete copy of the application and a copy of the staff's review. The Town Council shall consider all relevant materials and shall adopt an ordinance on first reading approving the comprehensive sign plan as recommended or with modifications, or shall adopt a resolution denying the application, citing specific reasons therefor.
 - (5) Public hearing. Prior to second reading and final adoption of such ordinance, the Town Council shall hold a public hearing. Public notice of the hearing shall be given by publication, mailing and posting of notice, pursuant to Section 16A-5-60(b), Manner and Timing of Notice. The Town Council shall consider the application, any relevant support materials, the staff report, the Planning Commission's recommendation and the public testimony given at the public hearing. Following closure of the public

hearing, the Town Council shall adopt the ordinance, adopt the ordinance with modifications or deny the ordinance.

(6) Amendment. Once authorized by the Town Council, a comprehensive sign plan may only be amended as follows:

- a. Procedure. The Planning Director shall submit notice of the requested change and all relevant material to the Planning Commission for its review and recommendation to the Town Council.
- b. Standards. The Planning Commission may recommend approval, and the Town Council may approve the proposed change only if the following standards are met:
 1. Not adversely affect sign plan. The proposed amendment will not adversely affect the development and preservation of the entire sign plan;
 2. Not adversely affect surrounding uses. The proposed amendment will not adversely affect surrounding land uses;
 3. Not conflict with purposes. The proposed amendment will not conflict with the purposes of this Division; and
 4. Not confer special benefit. The proposed amendment will not be granted solely to confer a special benefit upon any party.

(7) Town Council authority. Nothing in these provisions shall be construed to deny the Town Council power to require any modification of or release from any provision of the comprehensive sign plan so that the plan conforms to other Town ordinances.

(Ord. 4-1998 §1; Ord. 7-2000 §1)

From: [michael g sura](#)
To: [Snowmass Town Council](#)
Subject: Community Signage
Date: Tuesday, March 18, 2025 5:20:55 PM

Town Council Members,

For the entire history of Snowmass Village, it has been a goal of all participants to create a 1st class resort and town. To maintain this goal, I ask the members of the town council to initiate a strict sign ordinance along with enforcement to get us back to our initial goal of a 1st class charming mountain community. Mike Sura

From: [michael g sura](#)
To: council@tosv.com
Subject: Sign ordinance
Date: Wednesday, October 15, 2025 3:29:58 PM

[Some people who received this message don't often get email from chairmon@yahoo.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Please reject the proposed "Consolidated Comprehensive Sign Plan" when it comes to the Council for final approval. The last thing the Town needs is letting the Landlords of our commercial areas calling the shots on sign approvals. We need a plan that insures consistent signage thru out our entire unique Community. Mike Sura (970)309-9204

Dave Shinneman

From: Natalie Morning <nmorning@romero-group.com>
Sent: Monday, January 5, 2026 2:20 PM
To: Dave Shinneman; Gyles Thornely
Subject: FW: Consolidated comprehensive sign plan.

[You don't often get email from nmorning@romero-group.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Hi Dave,

Wanted to pass this along from Steve skylar. He wanted to express their opinion but did not want to speak out loud tonight at the in person meeting. Thank you!

Kindly,

Natalie Morning
Broker Associate | Asset Manager

350 Market Street, Suite 304 | PO Box 4100 Basalt, CO 81621 Nmorning@romero-group.com D
970.923.9404 | O 970.273.3100 ex. 152

-----Original Message-----

From: Steven Sklar <zgstevesklar@yahoo.com>
Sent: Monday, January 5, 2026 1:20 PM
To: Britta Gustafson <brittag@ymail.com>; Natalie Morning <nmorning@romero-group.com>
Subject: Consolidated comprehensive sign plan.

Sent from my iPhone

Good afternoon.

I'm writing in support of the consolidated comprehensive sign plan submitted by Romero Group. I've had an opportunity to read the sign plan and I am in full support. I'd like to emphasize some of the following statements.

The Snowmass Village mall stands as the original commercial heart of Snowmass Village, the authentic, old town, where shopping, dining, and entertainment all began. As new developments have emerged, including base village, which has added hundreds of residential units and over 60,000 ft.² of new commercial space, the Mall faces increased competition for visitor attention and foot traffic. The town owned activities and events center in Base Village further draws and keeps visitors anchored in that area throughout both winter and summer seasons.

"in this environment, the Malls distinctive identity as the original, authentic heart of Snowmass Village becomes its greatest competitive advantage. The Mall uniquely stands as Snowmass Villages birthplace,

representing the “old guard ” with authentic character and local spirit absent in newer, homogenized, North American ski villages.”

This signage plan, therefore, deliberately moves away from standardization, conformity, and sterilization. Instead, it celebrates creativity, personality, and the unique heritage of the Mall. The storefronts and their signage contribute significantly to creating an environment that is more innovative, interesting, stylized, and enjoyable for both guests and locals alike. This approach honors the Malls position has not only the first commercial center in Snowmass Villages, but also as the most authentic place to be.

I applaud those who put these previous words to paper.

I would hope that you would support this plan as much as I do. Please, respectfully, no more McBaseVillages.

Respectfully, Steve Sklar, owner, Fuel Cafe.

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING: January 5, 2026

AGENDA ITEM: ORDINANCE NO. 03 , SERIES OF 2026, A PUBLIC HEARING:
AN ORDINANCE APPROVING AN AMENDED AND RESTATED
COMPREHENSIVE SIGN PLAN FOR THE TIMBERMILL AND
ASPEN SNOWMASS SKIING COMPANY TENANT.

PRESENTED BY: David Shinneman, AICP
Community Development Director

BACKGROUND:

On August 12, 2025, Connect One Design ('Applicant') on behalf of the Timbermill Building LLC ('Owner'), submitted an application dated August 8, 2025 to revise and replace the prior Comprehensive Sign Plan for the Timbermill Building, approved by Ordinance No. 7, Series of 1989. The business is located on the Hive Building Parcel of 1.511 acres~ (or 1.621 acres per land title survey dated August 20, 2024). Following a review of another CSP Amendment review related to an adjacent property, including the Planning Commission recommendations thereon, the Applicant resubmitted an update of the CSP Amendment application dated November 10, 2025 for the Timbermill Building on November 21, 2025.

The application proposes to rescind and replace Ordinance No. 22, Series of 1991, for the Aspen Snowmass ski company tenant signs within the Timbermill Building, pursuant to a consent letter dated November 19, 2025 within the amended application received on November 21, 2025.

On December 17, 2025, the Town's Planning Commission reviewed the updated Consolidated CSP for compliance with the municipal code's procedures in *Section 16A-4-560, 'Comprehensive sign plan,'* and its review standards relative to revisions of prior CSP approvals following Subsection (6), *'Amendment,'* on December 17, 2025.

Reference the updated Consolidated CSP Amendment, which is organized in different sections of the proposed procedures and standards, via this Town website link: [Timbermill Bldg at Mall CSP Amd't 2025](#)

HISTORY:

The prior CSP approved for the Timbermill Building was granted by Ordinance 28, 1984, as well as Ordinance No. 22, Series of 1991, for the Aspen Snowmass skiing company tenant signs within the Timbermill Building, and Ordinance 20, 1990 for the CSP involving the 4 Mall Directory and Directional signs within the Mall area vicinity, of which one sign is located in front of the Timbermill Building along Fanny Hill. The standards for the Timbermill Building CSP standards are summarized in the attached matrix along with the new standards and provisions of the updated, amended CSP.

FINANCIAL IMPACT:

The financial impact of the CSP Amendment may vary depending on economic conditions. However, by allowing greater flexibility in design criteria and increased sign area, the amendment has the potential to enhance visibility and attract more patrons.

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

Some of the Strategic Initiatives that may apply regarding the CSP Amendment include:

- Promote environmental and economic sustainability and resiliency.
- Encourage the update and renovation of older buildings Village-wide
- Strengthen local economic opportunities to assure vibrancy.

COUNCIL OPTIONS:

Town Council may, on first reading, approve, approve with conditions, or deny the attached draft Ordinance No. 03, Series of 2026.

STAFF RECOMMENDATION:

It is the Recommendation of Town Staff, that the Council close the Public Hearing then by motion: Approve the first reading of Ordinance No. 03, 2026.

ATTACHMENTS:

Attachments / Inclusions:

- A. Ordinance No. 03, Series of 2026.
- B. Updated Comprehensive Sign Plan Amendment for the Timbermill Building as of November 21, 2025 with the Aspen Snowmass skiing company consent letter dated November 19, 2025, also via the this link: [Timbermill Bldg at Mall CSP Amd't 2025](#)
- C. PC Resolution No. 12 2025 Timbermill CSP
- D. Town Staff prepared matrix of a summary comparison analysis of the prior approved Timbermill Building CSP standards against the proposed updated CSP standards.
- E. Photographs of existing signs on the Timbermill Building

1 **TOWN OF SNOWMASS VILLAGE**
2 **TOWN COUNCIL**
3 **ORDINANCE NO. 3, SERIES OF 2026**
4

5 **AN ORDINANCE APPROVING THE AMENDED AND RESTATED**
6 **COMPREHENSIVE SIGN PLAN FOR THE TIMBERMILL BUILDING AND**
7 **THE ASPEN SNOWMASS SKIING COMPANY TENANT.**
8

9 WHEREAS, the Town Council adopted Ordinance No. 25, Series of 1984,
10 amending the Land Use Code, provided specific regulations for all commercial signs within
11 Snowmass Village, and rescinded Ordinance No. 28, Series of 1984, which imposed a
12 moratorium on the installation of commercial signs within Snowmass Village; and
13

14 WHEREAS, it was stated in Ordinance No. 28, Series of 1984, that due to unique
15 sign requirements in several areas of the community, a provision for a Comprehensive
16 Sign Plan which would allow flexibility in sign regulations may be proposed for
17 consideration if approved and adopted by the Town Council; and
18

19 WHEREAS, Ordinance No. 7, Series of 1989 approved the original Timbermill
20 Building's Comprehensive Sign Plan; and
21

22 WHEREAS, prior CSPs were also approved by the Town Council Ordinance 22,
23 1991 for the Aspen Skiing Company tenant signs at the Timbermill Building, and
24 Ordinance 20, 1990 for the CSP involving 4 Mall Directory and Directional signs, one of
25 which is located on the east side of the Timbermill Building along Fanny Hill; and
26

27 WHEREAS, Ordinance No. 4, Series of 1998, and Ordinance No. 7, Series of 2000
28 further amended and updated the Town's Land Use Code regarding Comprehensive Sign
29 Plan procedures and standards; and
30

31 WHEREAS, on August 12, 2025, Connect One Design ('Applicant') on behalf of
32 the Timbermill Building LLC ('Owner'), submitted an application dated August 8, 2025 to
33 consolidate, update, revise and/or replace the prior Comprehensive Sign Plan for the
34 Timbermill Building located on the Hive Building Parcel of 1.511 acres~ (or 1.621 acres
35 per land title survey dated August 20, 2024). Following a review of another CSP
36 Amendment review on an adjacent property, and the Planning Commission
37 recommendations thereon, the Applicant resubmitted an update of the CSP Amendment
38 application on November 21, 2025 dated November 10, 2025 which included an Aspen
39 Snowmass ski company consent letter dated November 19, 2025; and
40

41 WHEREAS, the Town's Planning Commission, during a meeting held on
42 December 17, 2025 has reviewed and evaluated the updated CSP Amendment against
43 the prior approved CSP and for compliance with the municipal code's procedures in

Section 16A-4-560, 'Comprehensive sign plan,' and its review standards relative to proposed revisions to the prior CSP approval following Subsection (6), 'Amendment,' and made its recommendations to the Town Council via Resolution No. 12, Series of 2025.

WHEREAS, a public hearing was scheduled for a Town Council meeting on January 5, 2026 and a public hearing notice was printed in the Aspen Times on December 17, 2025.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SNOWMASS VILLAGE, COLORADO:

Section One. Findings. The Town Council finds:

1) The proposed changes for a Consolidated Comprehensive Plan Amendment involving the Timbermill Building and its tenants, amending and restating the prior approved CSP, complies appropriately with Municipal Code Section 16A-4-560, 'Comprehensive Sign Plan,' its subsection (a), 'Purpose,' and its subsection (c)(6), 'Amendment,' and its subsection 'b.', 'Standards,' relative to the proposed changes:

a) **Purpose.** The Timbermill Building deserves flexibility, and the proposed CSP Amendments remains flexible in the best interest of the community.

b) **Not adversely affect sign plan.** The proposed amendments preserve and support the development and preservation of the entire sign plan, as restated. Appropriate regulations for the diverse types of signs are continuing to be addressed.

c) **Not adversely affect surrounding uses.** The proposed amendments preserve and support surrounding land uses. The Mall and Gateway Building signs are primarily directed inward toward the pedestrian mall.

d) **Not conflict with purposes.** The proposed amendments will not conflict with the purposes of this Division. The amended CSP maintains flexibility to support business needs for the tenants and fosters redevelopment and renovation opportunities that benefit the community.

e) **Not confer special benefit.** The proposed amendments will not provide exclusive advantages to any individual party.

Section Two. Action. The Town Council approves the proposed amended and restated Comprehensive Sign Plan for the Timbermill Building with the following conditions in Section Three below.

Section Three. Conditions. The Applicant shall comply with the following conditions:

1. The Amended Timbermill CSP will rescind and replace Ordinance No. 7, Series of 1989, approval of the original Timbermill Building's Comprehensive Sign Plan; and replaces the affected portion of Ordinance No. 20, Series of 1990 for the 4 Mall Directory and Directional Signs CSP (of which one sign is in front of the Timbermill building next to Fanny Hill), and rescinds Ordinance No. 22, Series of 1991, for the Aspen Snowmass ski company tenant signs pursuant to a consent letter dated November 19, 2025.
2. The amended and restated Consolidated Comprehensive Sign Plan for the Timbermill Building should incorporate an abatement provision for the affected signs that previously received a Town sign permit but that do not conform to the newly proposed CSP regulations, to be effective on the termination date and/or the renewal date of each individual business lease.
3. Any nonconforming business sign which was installed without issuance of a prior Town sign permit must be removed within 60 days of the effective date of the approval ordinance or replaced with a conforming sign and permit issuance within the same period.
4. Where feasible, the property owner should collaborate with other owners along the pedestrian mall to ensure consistency in signage standards. A unified comprehensive sign plan for the entire pedestrian mall area is encouraged.

INTRODUCED, READ, AND APPROVED on First Reading by the Town Council as motioned by Council Member _____ and seconded by Council Member _____ on January 5, 2026 by a vote of ____ in favor and ____ opposed.

READ, APPROVED, AND ADOPTED on Second Reading by the Town Council as motioned by Council Member _____ and seconded by Council Member _____ on February __, 2026 by a vote of ____ in favor and ____ opposed.

TOWN OF SNOWMASS VILLAGE

Alyssa Shenk, Mayor

118

119 ATTEST:

120

121

122 _____
Megan Harris Boucher, Town Clerk

123

124 APPROVED AS TO FORM:

125

126

127 _____
Jeff Conklin, Town Attorney

128

129 **Attachments incorporated herein:**

130 ➤ Timbermill Comprehensive Sign Plan Amendment dated November 10,
131 2025 with Aspen Snowmass skiing company tenant consent dated
132 November 19, 2025, received November 21, 2025.



COMPREHENSIVE SIGN PLAN

HIVE BUILDING PARCEL (TIMBERMILL BUILDING)

NOVEMBER 10, 2025

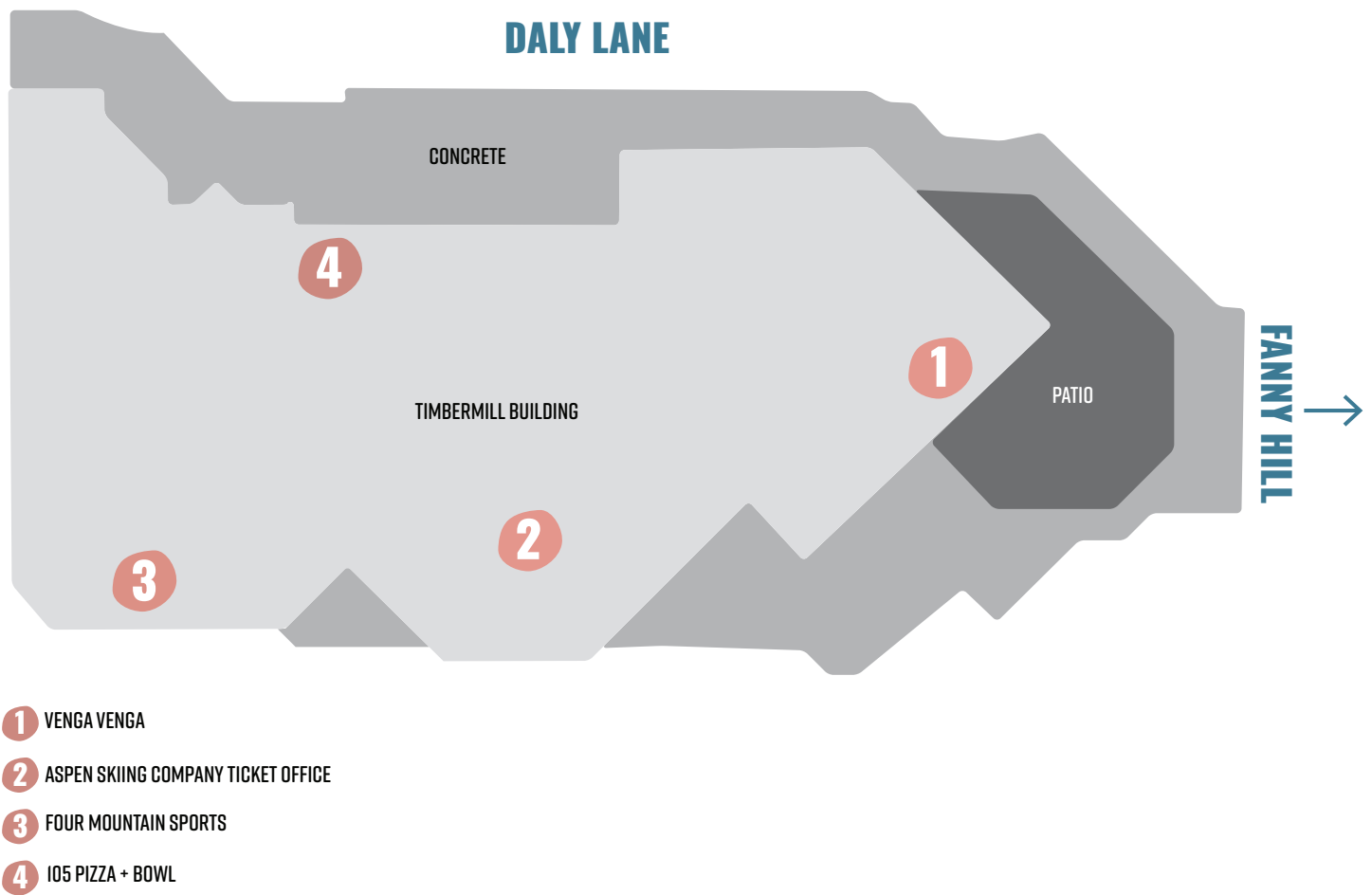


Figure 1. Timbermill Directory as of November 2025

COMPREHENSIVE SIGN PLAN

HIVE BUILDING PARCEL (TIMBERMILL BUILDING)

PREAMBLE

PURPOSE AND AUTHORITY OF COMPREHENSIVE SIGN PLANS

This Comprehensive Sign Plan ("CSP") is a regulatory document authorized under Section 16A-4-560 of the Town of Snowmass Village Municipal Code.

RELATIONSHIP TO TOWN CODE

- Town Sign Code remains in effect for all matters not specifically addressed in this CSP
- Town permits are still required for all signage under Section 16A-4-550(a)
- This CSP provides the framework within which Town Permits are evaluated for this property
- Only the provisions specifically contained within this CSP supersede general Town sign regulations

CONSOLIDATION OF PRIOR CODES

This Consolidated CSP rescinds and replaces the following CSP's to create unified regulation under one comprehensive framework:

- Ordinance No. 7, Series of 1989, which established the original Comprehensive Sign Plan for the Hive Building Parcel (also known as the Timbermill Building)
- Ordinance No. 20, Series of 1990, which permitted up to four (4) mall directory/directional signs. This Ordinance has been included as Attachment 'A' for reference.
- Ordinance No. 22, Series of 1991, a stand-alone CSP for part of the Timbermill Building leased to the Aspen Skiing Company. The Aspen Skiing Company has provided written consent to rescind this ordinance via letter dated November 19, 2025, from Chris Kiley, Senior Vice President of Planning & Development. This consent letter is included as Attachment 'B'.*

*Note: The original Ordinance No. 22, Series of 1991, addressed Aspen Skiing Company signage at the Timbermill Building Ticket Pavilion and has been formally rescinded per the attached consent letter. Copies of the original ordinance are available from the Town Planning Department for historical reference.

COMMUNITY BENEFIT JUSTIFICATION

The Hive Building occupies a unique position in Snowmass Village as a prominent slope-side structure visible to skiers and snowboarders descending the mountain. This visibility from the ski slopes creates special circumstances that warrant flexibility from standard sign regulations. The building's location at the intersection of pedestrian, skiing, and vehicular traffic requires signage that can effectively communicate to multiple audiences at varying distances and speeds of travel. This CSP recognizes that:

1. **Slope-side Visibility:** Signs must be readable from ski slopes and lifts, requiring larger scale and vibrant colors for safety and wayfinding.
2. **Historic Character:** Existing signage that has served the community



Figure 2. Being located slope-side, the Timbermill Building is given flexibility from the sign regulations in the CSP

for decades should be preserved where it contributes to the authentic character of Snowmass Village

3. **Operational Continuity:** Long-standing business operations with established signage should not be unnecessarily disrupted when such signage has proven effective and safe
4. **Multi-Modal Access:** The building serves pedestrians, skiers, and vehicles, requiring flexible signage solutions

SECTION 1: DEFINITIONS

Acrylic: A type of plastic material known for its clarity, weather resistance, and durability when used for signage. Often used for illuminated signs, dimensional letters, or panels.

Awning: A roof-like cover extending over or in front of a doorway or window as a shelter or decorative element, typically made of canvas or similar material on a frame.

Banner: A temporary sign made of flexible material (such as vinyl, fabric, or canvas) with no enclosing framework, typically used for special promotions, events, or announcements.

Bracket: A structural support designed to hold a projecting or hanging sign securely to a building wall, column, or other structural element.

Building Directories: Large-format informational displays that provide comprehensive tenant listings and wayfinding maps for the entire Hive Parcel/Timbermill Building complex. These are typically installed at key locations like shuttle stops, stairways, and main entrances.

Building Identification Sign: Large-scale signage that identifies major buildings or anchors within the Hive Parcel/Timbermill Building complex, typically featuring the building name prominently displayed on the structure's facade.

Composite Materials: Engineered materials made from two or more constituent materials with significantly different physical or chemical properties. When combined, they create a material with characteristics different from the individual components. Examples include aluminum composite panels or fiber-reinforced composites.

CSP: Comprehensive Sign Plan - This document, which establishes signage guidelines for the Hive Building Parcel.

Hardware: The collection of physical components used to mount, attach, or support a sign, including brackets, bolts, screws, hinges, and other fasteners.

High Density Urethane (HDU): A closed-cell rigid foam material commonly used in the sign industry as an alternative to wood. It offers excellent durability, weather resistance, and can be routed, carved, and painted for dimensional signage.

Hive Building: The property known as the Hive Building Parcel, also referred to as the Timbermill Building, as referenced in the original Ordinance No. 7, Series of 1989.

Incandescent Light: A traditional form of lighting that produces light through a heated filament, typically enclosed in a glass bulb. These lights emit a warm glow but are less energy-efficient than newer lighting technologies.

Landlord: The owner of the Hive Parcel/Timbermill Building responsible for administering and enforcing this Comprehensive Sign Plan.

LED Light: Light Emitting Diode lighting, a highly energy-efficient lighting

technology that uses semiconductor devices to convert electricity into light. LED “neon-look” technology is specifically permitted and not considered prohibited “neon”

Menu Boards: Professional display cases mounted outside restaurants that showcase current menus, daily specials, or featured items.

Neon Light: Traditional gas-filled glass tube lighting technology, which is prohibited. Modern LED technology that mimics neon appearance is permitted.

Operational Signage: Permanent sign fixtures designed to display changeable business information such as menus, hours, prices, or daily specials. Distinguished from temporary signage by the fixture’s permanence and from standard permanent signage by the designed capability for routine content updates without requiring new permits.

Painted Sign: Graphics, text, or designs painted directly onto building surfaces as permanent or semi-permanent signage.

Pennants: Small, often triangular flags, typically connected in a series on a string or line and used as a decorative element or attention-getting device.

Pictogram: A symbol or simple picture that represents an object, place, or concept and communicates meaning across language barriers.

Pole-Mounted Banner: A sign made of flexible material (vinyl, fabric, or mesh) attached to a light pole, utility pole, or dedicated banner pole using permanent bracket systems, designed to enhance district identity, provide wayfinding, or promote seasonal events throughout the Hive Parcel/Timbermill Building complex property.

Primary Locations: Areas designated as most suitable for particular sign types, typically offering optimal visibility, accessibility, or alignment with the intended function of the sign.

Projecting Sign: A sign attached to and projecting from a building wall or column and not parallel to the wall or column.

Sandwich Board: A portable, self-supporting, A-frame sign with two sign faces, typically placed on a sidewalk or exterior area adjacent to a business entrance to advertise daily specials or attract foot traffic.

Secondary Locations: Areas that are acceptable but not optimal for particular sign types, often with limitations or additional requirements to ensure appropriate integration.

Slopeside: The building faces or areas visible from ski slopes, ski lifts, or ski runs

Shop Drawings: Detailed technical drawings created by a sign manufacturer or fabricator that show exact dimensions, materials, construction methods, mounting details, and other specifications needed to fabricate and install a sign accurately.

Tenant: Any business or entity leasing space within the Hive Parcel/Timbermill Building complex.

Wall Mounted Sign: A sign attached parallel to the wall of a building or structure.

Wayfinding Signs: Directional signage that guides visitors through the property, typically mounted on posts or walls at decision points. These signs feature arrows pointing toward specific destinations, businesses, or amenities.

Wildcard Variance: An approved exception to the standard requirements of this Comprehensive Sign Plan, granted by the Landlord based on criteria outlined in the Wildcard/Variation Provisions section.



Figure 3. This is an example of a ‘Operational Signage’, as found in the definitions section of this document.

Window Cling: A vinyl or similar material applied directly to glass surfaces, typically printed with graphics, text or designs. May be perforated or solid.

Window Sign: Any sign, symbol, or display installed on, affixed to, painted on, or visible through a window.

SECTION 2: GENERAL OBJECTIVES

The intent of this CSP is to set forth guidelines that ensure construction quality while encouraging individuality and creativity in signage design. This policy promotes an image of contemporary good taste along with a spirited, eventful approach to merchandising of goods and services within and about the Hive Parcel/Timbermill Building.

This policy is written expressly to promote the unique character, heritage, and spirited approach that distinguishes the Hive Parcel & Timbermill Building from newer, more standardized developments.

The CSP establishes clear standards for:

- Construction quality and safety requirements
- Professional design and installation standards
- Landlord review and approval processes
- Specific dimensional and placement guidelines
- Material durability and appropriateness requirements

The following guidelines apply to all office, retail, service, community, and restaurant signage within the Hive Parcel & Timbermill Building.

SECTION 3: APPROVALS & PERMIT

LANDLORD REVIEW AUTHORITY

All sign designs shall be reviewed and approved by the Landlord (Hive Partners or their designated representatives) prior to installation. Landlord approval establishes compliance with this CSP but does not eliminate the requirement for Town sign permits.

TOWN PERMIT REQUIREMENTS

All signs require Town permits pursuant to Section 16A-4-550(a) of the Sign Code. The CSP approval establishes the framework within which individual permits shall be evaluated

SUBMISSION REQUIREMENTS

The following information must be included in all submissions to the Landlord:

- 1. Detailed shop drawing or mockup** of the proposed sign showing dimensions, materials, colors, and attachment methods
- 2. Building map** keying the location of the proposed sign or signs
- 3. Name of intended sign manufacturer** to be used
- 4. Material specifications** demonstrating compliance with durability and aesthetic requirements

5. Electrical plans *if illumination is proposed, showing wiring methods and light sources*

Non-Conforming Signs

Any sign which does not conform to this consolidated CSP will be permitted to remain in place, provided it received prior Town permits or approval under previously adopted CSPs, meets current safety standards, and does not adversely affect the aesthetic quality of the Timbermill Building. Non-conforming signs may be replaced or substantially altered only in conformance with this CSP or alternatively may apply for a formal Town variance as described in Section 16A-4-580.

Tenant Education and Compliance

All existing and new tenants shall be provided with a copy of this Comprehensive Sign Plan upon lease signing or renewal. Landlord will ensure that tenants acknowledge receipt and understanding of these guidelines as part of their lease agreement. This process ensures consistent application and understanding of CSP requirements throughout the Hive Parcel & Timbermill Building

SECTION 4: DIMENSIONAL STANDARDS

WALL MOUNTED SIGNS

Size standards by storefront width

- Small Storefronts (≤ 25 linear feet): Maximum 10 square feet
- Medium Storefronts (26-40 linear feet): Maximum 18 square feet
- Large Storefronts (41-60 linear feet): Maximum 25 square feet

Dimensional Limits

- Maximum Height: 36 inches
- Maximum Width: 144 inches
- Projection from Wall: 8 inches maximum
- Minimum Ground Clearance: 8 feet when over pedestrian areas

BUILDING IDENTIFICATION SIGNS

Large format building identification signs may exceed standard limitations with Landlord approval, maximum 30 square feet.

PROJECTING SIGNS (HANGING/BRACKET-MOUNTED)

Size Standards

- Circular Signs: Maximum 8 square feet total area
- Rectangular Signs: Maximum 10 square feet total area
- Custom Shapes: Maximum 10 square feet total area

Installation Requirements

- Minimum Ground Clearance: 8 feet over pedestrian walkways, 6 feet over planted areas
- Maximum Projection: 48 inches from building face
- Hardware: Professional-grade brackets colored to complement the building



Figure 4. This is an example of a 'Wall Mounted Sign', as found in the definitions section of this document.

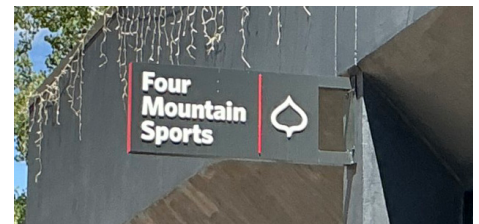


Figure 5. This is an example of a 'Projecting Sign', as found in the definitions section of this document.

PAINTED SIGNS - SLOPESIDE SPECIAL PROVISION

Purpose: Painted signs on slopeside building faces are specifically permitted to ensure visibility for skiers and snowboarders for safety and wayfinding purposes.

Standards:

- Location: Permitted on building faces visible from ski slopes and lifts
- Size: Letter Height Maximums:
- Slopeside Faces (facing ski slopes): Maximum 4 feet letter height as approved by Landlord
- Non-Slopeside Faces (facing Silvertree Parcel and other directions): Maximum 3 feet letter height as approved by Landlord
- Total Sign Area: Proportional to building face, not to exceed 15% of the wall area on which it is displayed
- Colors: Vibrant, high-contrast colors are encouraged to ensure visibility in varying weather and light conditions
- Content: Business name, logo, and essential wayfinding information
- Maintenance: Must be maintained in good condition with no peeling, fading, or deterioration
- Existing Signs: All existing painted signs, including but not limited to the "VENGA VENGA" signs, are deemed conforming under this provision
- Justification: The unique slopeside location requires signage visible from distances of 100+ feet by moving skiers and snowboarders. Painted signs provide the scale and visibility necessary for safe navigation and business identification from the slopes.
- Maximum 24" wide x 36" high
- Professional construction required

WINDOW SIGNS

Permitted Types

- Hand painting, decals, window clings (excluding commercial advertising content)
- Silk-screening on glass, gold leaf, etching
- LED "neon-look" technology on no more than 10% of the window
- No solid or structural backing permitted

WINDOW CLINGS

Window clings shall be approved by the Landlord prior to installation and adhere to the following guidelines:

Primary Locations:

- Window clings may be used in service areas where privacy is desired
- Window clings may be used to mask storage or back-of-house areas
- Window clings with compelling graphics or design elements may be used as part of an overall storefront design

Secondary Locations:

Storefront windows where visibility into the store is important for customer engagement areas where window clings would create a "blocked off" appearance that diminishes the vibrancy of the Hive Parcel/Timbermill Building



Figure 6. Painted signs on slope-side facades are given special provisions in this CSP



Figure 7. Window signs and clings may be included with the approval of the landlord.

Design Quality:

- Window clings shall be of professional design and print quality
- Graphics shall contribute positively to the aesthetic of the Hive Parcel/Timbermill Building
- Excessively busy or cluttered designs may be denied approval

Content:

- Window clings may include business branding, artistic elements, and product information
- Window clings shall not be used primarily for posting sale information or temporary announcements
- Content shall not contain offensive imagery or text

Coverage:

- Full window coverage may be approved in appropriate locations
- Partial coverage shall be designed to complement the overall storefront appearance

AWNING SIGNS

Size Limitations

- Letter Height: Maximum 8 inches
- Text Width: Maximum 84 inches (7 feet) total

Area Inclusion

- Tenant awning sign areas shall be included within projecting, wall or overhanging sign area limitations for that particular unit
- On-premise building awnings shall obtain specific size, location and design approval from Landlord

Design Standards

Awning signs shall complement the overall building architecture and contribute to the cohesive visual character of the Hive Parcel/Timbermill Building while allowing individual business expression through appropriate use of graphics, colors, and text.

BUILDING DIRECTORIES AND WAYFINDING SIGNS

Landlord-Installed Directories

Building directories may be erected by the Landlord at egress and stairway locations throughout the properties. These directories serve essential wayfinding functions and are not subject to individual tenant sign limitations.

Size Standards

- Upper Level Directories: Maximum 6 square feet in size
- Pedestrian Mall Directories: May exceed 6 square feet as needed to ensure legibility and functionality (such as comprehensive tenant listings)
- Additional Directional Signage: Limited dimensions, approved by Landlord only as necessary to improve pedestrian circulation

Operational Status

Pedestrian Mall Directories directories and maps shall be considered permanent installations. Additional directional signage of limited dimensions



Figure 8. Window clings may include business branding



Figure 9. Awning signs shall complement the overall building architecture and contribute to the cohesive visual character of the Hive Parcel/Timbermill Building

shall be considered temporary signage and subject to periodic review for continued necessity.

POLE-MOUNTED BANNER STANDARDS

Pole-mounted banners serve to enhance district identity, promote seasonal events, provide wayfinding assistance, and create a cohesive visual experience throughout the Hive Parcel. These banners contribute to the vibrancy and character of the pedestrian environment while maintaining professional design standards.

Permitted Types

- Seasonal/Event Banners: Temporary installations promoting events, seasons, or holidays
- Wayfinding Banners: Directional or informational banners assisting with navigation
- Promotional Banners: Business district promotions or community messaging

Design & Dimensional Standards

- Maximum Size: 24 inches wide x 48 inches tall per banner
- Double Sided
- Mounting Height: Minimum 8' clearance from bottom of banner to ground
- Materials to be professional-grade weather-resistant vinyl or fabric designed for exterior conditions
- Hardware: Color of bracket to match color of pole.
- Installation Standards: Banners may be mounted on designated light poles

Approval Process

- Landlord approval required for all banner designs and messaging

SECTION 5: TEMPORARY SIGNAGE STANDARDS

5.1 Short-Term Temporary Signs (Maximum 14 days, Town permit required)

- Banners (non-pole mounted) & Event Signs
- Freestanding: Maximum 9 square feet (Town Code compliance)
- Banners: Maximum 3 feet high x 12 feet long
- Event Signage: Maximum 12 square feet
- Permit Required: All temporary signs require Landlord authorization

5.2 Portable Daily Signs (Sandwich Boards)

- Dimensions: Maximum 24" wide x 36" high
- Professional Standards: Weatherproof construction, consistent design
- Placement: Within 12 feet of business entrance, cannot obstruct pedestrian flow
- Storage: Must be stored indoors when business closed
- Status: Requires Landlord Approval

5.3 Operational Signage (Permanent fixtures with changeable content)

- Maximum Size: 6 square feet
- Professional Standards: Weatherproof construction, consistent design
- Changeable Copy: Permitted for restaurants and food service



Figure 10. Short-term temporary signage such as banners may be installed under approval by the Landlord.



Figure 11. Sandwich boards must not obstruct pedestrian flow

5.4 Directional Signs

- Maximum Size: 6 square feet
- Content: Wayfinding, parking, facility information only

SECTION 6: SPECIAL DESIGN REQUIREMENTS

Design Flexibility Standards

Shape Requirements: All proposed sign shapes will be approved on an individual basis. Creative and distinctive shapes that reflect the business identity and contribute to the unique character of the Timbermill Building are encouraged. Custom shapes may include but are not limited to organic forms, geometric designs, business-related silhouettes, and architectural elements that complement the building design.

Size Evaluation Criteria: Businesses are permitted signs of appropriate size for their storefront, with no absolute square footage limitation. Sign size will be evaluated based on the following factors:

- Proportionality to the storefront and building scale
- Visibility needs and pedestrian sight-lines
- Aesthetic harmony with surrounding signage
- Contribution to the overall character of the Timbermill Building
- Impact on neighboring businesses and public areas

The Landlord reserves the right to limit sign size if a proposed sign would overwhelm neighboring businesses or detract from the overall appearance of the property.

Sign Quantity Standards

Primary Sign: Allocation: Each business frontage with an actively used access point is permitted one primary sign, which may be wall mounted, projecting, or hanging style. Signs may be double or single face depending on the installation location as determined by the Landlord.

Additional Sign Provisions

- **Hardship Exception:** Where strict application may result in exceptional practical difficulty due to unique physical proximity of a tenant's unit, one additional sign of limited dimensions may be allowed subject to Landlord approval
- **Large Frontage Exception:** Businesses with more than thirty (30) linear feet of frontage may be permitted one additional sign, subject to special consideration and Landlord approval

Installation Requirements

Height Clearances

- Pedestrian Areas: Minimum 8' clearance from bottom of sign to ground plane
- Planted Areas: Minimum 6' clearance from bottom of sign to ground plane over columns
- Design Consideration: Height requirements may affect shape design and should be reviewed before completing submission packages



Figure 12. The Landlord may approve signage that is visually interesting and enhances the building's character.

Lighting and Hardware Standards

Each tenant may provide and install lighting and brackets for signs, with the following requirements:

- **Fixture Consistency:** All fixtures and brackets must be consistent with the overall design aesthetic of the Timbermill Building
- **Lighting Types:** All lights shall be indirect LED, LED “neon-look” strips and tubes, or incandescent lighting
- **Hardware Integration:** Brackets and mounting systems shall be colored to complement building design and sign aesthetics

Content and Communication Standards

Primary Content Requirements: Except for public direction or information signs, the predominant text or graphic on any wall mounted, projecting, or hanging sign shall be the business name or logo.

Secondary Content Permitted: Signs may include the following additional elements when they enhance communication of business identity or offerings:

- Business taglines and descriptive text
- Product or service information
- Operational details (hours, contact information)
- Multilingual elements for international visitors

Safety and Code Compliance

Fire Lane Restrictions: No sign, banner, or associated support features may project within the fire lane in a manner that obstructs width or height clearance needed for emergency response vehicles.

Structural Safety Requirements: All signs must comply with applicable building codes and safety standards as outlined in Section 10: Construction & Safety Standards of this CSP.

SECTION 7: MULTILINGUAL AND UNIVERSAL DESIGN

The Timbermill Building welcome visitors from around the world, many of whom may have limited English proficiency. Effective communication with international visitors enhances their experience and helps businesses better serve this important customer base. The following guidelines address multilingual communication through signage:

Encouraged Elements

- Multilingual elements for international visitors (Spanish, Portuguese, Japanese, Mandarin)
- Internationally recognized symbols and pictograms
- QR codes linking to multilingual information
- Universal design elements that communicate across language barriers

Design Integration

Multilingual elements shall be designed as integrated parts of overall sign design, maintaining aesthetic quality and professional appearance.

Approval Process

- All multilingual elements must meet the same quality standards as English text
- Professional translation services are recommended to ensure accuracy
- The Landlord may request verification of translation accuracy

SECTION 8: WILDCARD/VARIATION PROVISIONS

To accommodate creative expression, unique business needs, and existing signage conditions, the Landlord may grant exceptions to the standards established in this CSP through the following provisions:

Types of Variations Permitted

Size Variations: The Landlord may approve signs that exceed the standard size limitations where the larger sign is proportional to the storefront or building area, the design is of exceptional quality and enhances the character of the property, and the sign does not negatively impact adjacent tenants or public areas.

Material Variations: The Landlord may approve alternative materials that maintain high quality and durability standards, complement the building architecture, and represent innovative design or technology.

Unique Designs: The Landlord may approve unique or non-standard sign designs that represent creative excellence, enhance the vibrant, eventful character of the Timbermill Building and add visual interest and appeal to the property.

Historical/Heritage Recognition: The Landlord may approve variations to standard requirements for signs that pay tribute to the historical aspects of the Timbermill Building or a singular building, commemorate significant historical figures involved with the early Timbermill Building era, reinforce the authentic “Old Town” character that distinguishes the Timbermill Building, and incorporate design elements that reference the Timbermill’s Building history and heritage.

Approval Thresholds

Automatic Landlord Approval (No Town notification required)

- Size Variations: Up to 110% of CSP dimensional standards
- Material Substitutions: Equivalent quality alternatives
- Minor Design Modifications: Color, font, layout adjustments

Landlord Approval + Town Notification Required

- Size Variations: 110% to 125% of CSP dimensional standards
- Placement Variations: Alternative mounting locations within CSP parameters
- Technology Upgrades: New lighting or display technologies

Town Variance Required (Formal Section 16A-4-580 process)

- Size Variations: Over 125% of CSP dimensional standards
- Code Conflicts: Any provisions conflicting with other Town regulations
- Precedent-Setting: Unique designs requiring formal Town review

Exception Process

To request a variation from the standard requirements:

- Submit a detailed proposal to the Landlord including rationale for the exception
- Provide visual examples, materials samples, or mockups as appropriate
- Address how the variation maintains the overall intent and quality of the CSP

The Landlord will use professional discretion in evaluating requests for variations, with the goal of fostering creativity while maintaining a cohesive, high-quality visual environment throughout the properties.

Complaint Revocation

Landlord authority for approved variations may be revoked if signs receive public complaints. Denied sign applications may be appealed through Town's signage process.

SECTION 9: NON-CONFORMING SIGNS

Legal Non-Conforming Status

Existing signs that received prior Town permits or approval under previously adopted CSPs shall be considered legal non-conforming and may remain in place.

Triggered Compliance

Legal non-conforming signs shall be brought into CSP compliance only when:

- Sign requires structural repair exceeding 50% of replacement cost
- Business ownership changes and new signage is desired
- Voluntary upgrade is undertaken by tenant

Voluntary Upgrades

- Fast-track approval process for compliance upgrades
- Landlord design assistance coordination
- Multi-year phased implementation plans accepted

Required Compliance Timeline

- Upon triggered event: 180 days to submit compliant design
- Installation completion: Within 12 months of approval
- Interim safety requirements: Immediate compliance for safety violations

SECTION 10: CONSTRUCTION & SAFETY STANDARDS

Materials

Signs may be constructed of any durable material appropriate for exterior use including but not limited to: wood, metal, high-density urethane, acrylic, glass, stone, or composite materials. Materials shall be selected for their durability, aesthetic quality, and appropriateness to the building architecture and business identity. Innovative and unique material choices are encouraged when they contribute to the creative character of the Timbermill Building environment.

Color Usage

Any color may be considered for background or any graphic design or illustration to be incorporated into the design. Creative and distinctive use of color is encouraged to contribute to the character of the Timbermill Building. Bracket and hardware shall be colored to complement the design and building architecture.

Construction Requirements

- Professional-grade construction and installation meeting all applicable building codes
- Structural integrity: All sign structures shall be designed and constructed in a manner that is safe, and shall be free of any exposed extra bracing, angle iron, guy wires, cables, etc.
- Safety standards: No sign structure shall have any nails, wires or sharp metal edges protruding therefrom
- Concealed wiring: The wiring of all signs shall be contained in raceways or enclosed in poles or comply with the Electrical Code as adopted by the Town. In no case shall the wiring be exposed to the view of the public
- Glass requirements: Any glass forming a part of any sign shall be heavy safety glass, having a minimum thickness of one-fourth (1/4) inch. Where any single piece or pane of glass has an area exceeding three (3) square feet, it shall be wired glass

Hardware Standards

All brackets and mounting hardware shall be:

- Colored to complement building design and sign aesthetics
- Professional-grade materials appropriate for exterior mountain weather conditions
- Free of exposed bracing, guy wires, or sharp edges that could pose safety hazards
- Concealed fastening systems where possible to maintain clean appearance

Shape and Design Flexibility

All proposed sign shapes will be approved on an individual basis. Creative and distinctive shapes that reflect the business identity and contribute to the unique character of the Timbermill Building are encouraged. Signs may be double or single face depending on installation location and landlord approval.

SECTION 11: ENFORCEMENT & COMPLIANCE

Landlord Responsibilities

- Review and approve all signage under CSP standards
- Ensure tenant compliance with approved designs
- Coordinate with Town permit processes
- Annual reporting of sign modifications to Town
- Maintain current inventory of all signs within CSP area

Town Authority

- Issue all required sign permits
- Inspect for code compliance and safety
- Enforce violations of Town regulations
- Review variance requests exceeding CSP parameters

SECTION 12: AMENDMENTS

Any amendments to this CSP shall follow the formal process established in Town Code Section 16A-4-560(6), including Planning Director review, Planning Commission recommendation, and Town Council approval.

No amendments may be made at the sole discretion of the landlord. All amendments require the same procedural standards applied to this initial CSP application.

SECTION 13: SPECIAL TENANT PROVISIONS

The Aspen Skiing Company

The Aspen Skiing Company maintains its own uniform system of signage and is not accountable to Hive Partners under its lease. The Aspen Skiing Company understands that its signage will need Town of Snowmass Village approval under the Town's Community Signage Code. However, given their unique operational requirements and mountain-wide signage program, flexibility in application of these standards is acknowledged.

Other Tenants

All other tenants, including but not limited to bowling alley operations and future tenants, shall comply with the standards set forth in this CSP unless specific variances are granted through the Wildcard Provisions.

END

SNOWMASS VILLAGE TOWN COUNCIL
ORDINANCE NO. 20
SERIES OF 1990

AN ORDINANCE APPROVING A COMPREHENSIVE SIGN PLAN TO PERMIT UP TO FOUR (4) MALL DIRECTORY/DIRECTIONAL SIGNS.

WHEREAS, Shell Properties, in conjunction with other Mall area property owners (applicants) are requesting comprehensive sign plan approval to permit up to four (4) directory/directional signs at the Mall; and

WHEREAS, a public hearing was held on January 7, 1991 to receive public comment; and

WHEREAS, the Town Council has reviewed the application and heard the recommendations of the Town Staff; and

WHEREAS, the Town Council finds the following:

1. The Plan has been submitted in accordance with requirements of the Snowmass Village Land Use and Development Code, as described in Section 16.030.
2. The proposed signage will not adversely affect the surrounding land uses.
3. The proposed signs are consistent with the purposes of Section 16.030 of the Land Use and Development Code.
4. The applicant withdrew Sign No. 1, which is located on Town property, from consideration at this time. Re-application may be made sometime in the future as warranted.

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

The Town Council hereby approves the Mall Directory Comprehensive Sign Plan, attached hereto as Exhibit A, for directory/directional signs located as shown on Exhibit B, subject to the following conditions. Said Plan shall supersede the Town's sign regulations, as described in Chapter 16.0 of the Land Use Code, only with respect to those provisions or regulations specifically contained within this Comprehensive Sign Plan which are at variance with the Community Signage regulations.

Section One: Conditions

1. The applicants shall execute a License Agreement with the Town prior to obtaining a sign permit for the sign intended to be located within Town Property.
2. The applicants shall submit a joint maintenance agreement, which sufficiently provides for the long term repair, replacement, and maintenance of the subject signs, prior to obtaining a sign permit.

TC Ord 90-20

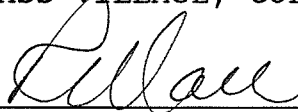
Page 2

3. The applicants shall be notified of any violations of the above agreements. Applicants shall exhibit due diligence in attempting to resolve the problem. Failure by the applicants to resolve the problem within a reasonable period of time may be cause to require that any or all of the signs be removed, particularly if the signs fall into considerable despair or present a potential hazard to public health or safety.
4. All free-standing signs shall be located within a landscaped area. Shrubs or other vegetation shall be placed so as to aid in visually reducing or screening sign mass and to deter skiers from stacking skis against the sign face. The landscaping plan shall be reviewed and approved by the Town Planner prior to obtaining a sign permit.
5. The existing 4' x 9' Mall directory located near the Snowmass Real Estate building and four (4) 3' x 5' directories located within the Shell Properties parcel shall be removed within six (6) months of this approval or at the time of final installation of the new directories, whichever occurs first.
6. Approval shall be revoked for any signage contained within this sign plan if said sign is not installed and operational within six (6) months of the effective date of this ordinance.
7. The top of Sign No. 4 may not extend above the Timbermill deck top railing.
8. Applicant agrees to relocate Sign No. 2 to the alternate location shown on Exhibit B, at applicants expense, if in the opinion of the Town Transportation Director the approved location unreasonably conflicts with bus unloading operations or in any way presents a potential hazard to public health, safety, or welfare. Should relocation be warranted, the applicant may chose to remove said sign at his expense rather than to relocate it.

INTRODUCED, READ AND ADOPTED on first reading by the Town Council of the Town of Snowmass Village, Colorado on the 17th day of December, 1990 by a vote of 5 to 0. Blake and Unger abstained.

INTRODUCED, READ AND ADOPTED on second reading by the Town Council of the Town of Snowmass Village, Colorado on the 7th day of January, 1991 by a vote of 5 to 0. Blake and Unger abstained.

SNOWMASS VILLAGE, COLORADO



RICHARD G. WALL, Mayor





AMBER HARMON, Town Clerk

EXHIBIT A

TC Ord 90-20
Exhibit A
Page 1 of 2



**Shell
Management
Corporation
of Colorado**

Real Estate
Property Management

Box 5689

Snowmass Village,
Colorado
81615

Telephone
303/923-5445

A Shell Group
Company

29 OCTOBER 1990

MR. DOUG DOTSON
TOWN PLANNER
TOWN OF SNOWMASS VILLAGE
SNOWMASS VILLAGE, CO 81615

fax: 923-6083

RE: CONSENT TO COMPREHENSIVE MALL DIRECTORY AND
DIRECTION SIGNAGE APPLICATION

DEAR MR. DOTSON:

THE FOUR (4) MAJOR MALL OWNERSHIPS AND THE SNOWMASS
RESORT ASSOCIATION AND ASPEN SKIING COMPANY INTEND
TO COOPERATE IN THE CREATION OF A COMPREHENSIVE
MALL DIRECTORY AND DIRECTION SIGNAGE PROGRAM.

THE PROPOSED COMPREHENSIVE PROGRAM CONTEMPLATES THE
CONSTRUCTION, ERECTING, AND ON-GOING MAINTENANCE OF
FOUR (4) MALL DIRECTORIES. EACH WILL BE BUILT
ACCORDING TO THE ENCLOSED SPECIFICATIONS.
PARTICULARLY, EACH CENTER PANEL WILL CONTAIN THE
ENCLOSED "MALL MAP."

THE AFFECTED PARTIES TO THIS COMPREHENSIVE PLAN
INCLUDE: RDR, SILVERTREE RETAIL, SHELL PROPERTIES,
HIVE PARTNERS, S.R.A., A.S.C. AND TOSV. EACH BY
THEIR ATTACHED SIGNATURES HAS APPROVED TO THE
APPLICATION PROCESS.

THE INTENT OF THE PARTIES IS TO GAIN APPROVAL OF
THE TOWN OF SNOWMASS TO PROCEED WITH THE NECESSARY
APPLICATION TO PERMIT INSTALLATION OF THE
COMPREHENSIVE SIGNAGE, AND TO WORK WITH THE TOWN TO
DRAFT A COMPREHENSIVE SIGN PLAN, CREATING AN
ASSOCIATION WHICH GOVERNS THE CONSTRUCTION,
INSTALLTION, UPKEEP AND MAINTENANCE OF ALL THE
COMPREHENSIVE SIGNS.

WE ARE REQUESTING ADMINISTRATIVE APPROVAL TO
PROCEED AND FURTHER INTEND TO FINALIZE AND PRESENT
TO THE TOWN OF SNOWMASS VILLAGE FOR APPROVAL A
COMPREHENSIVE SIGN PLAN OVERLAY TO THE PROPERTIES
CURRENT SIGN PLANS.

SINCERELY,

A handwritten signature in dark ink, appearing to read "John C. Unger".

JOHN C. UNGER
VICE PRESIDENT

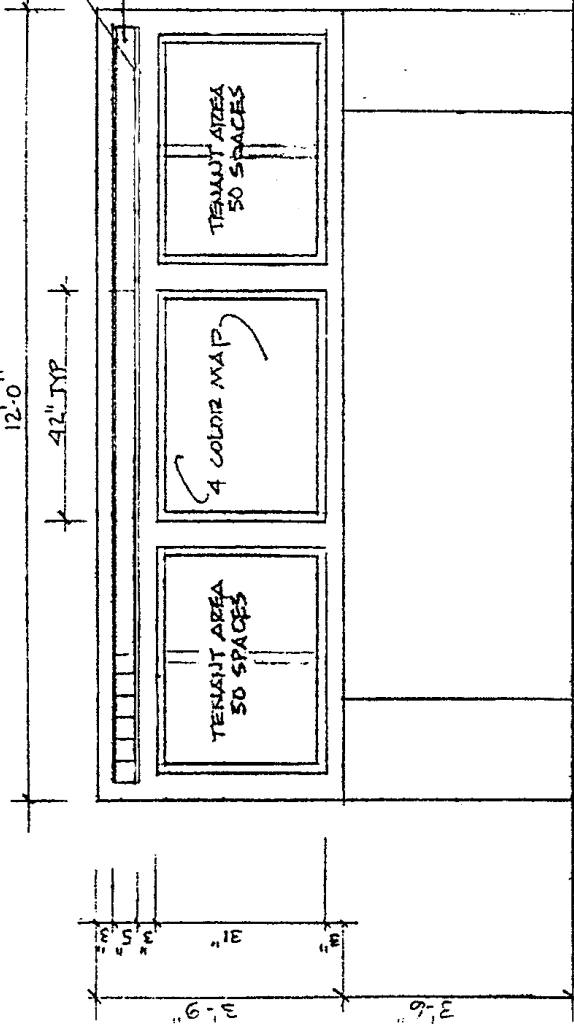
TC Ord 90-20
Exhibit A
Page 2 of 2

[TOP VIEW]



1/2" x 1/2" ALUM BARS
PAINT TOP BAR DK BLUE
PAINT BOTTOM BAR TURQ. SEE SAMPLE COLOR
4x4 CERAMIC TILE (TERRAZZOTA)
OVER 1/8" TEMPERED MASONRY BACKER.
CUT MASONRY SLIGHTLY SMALLER THAN TILE

[FRONT VIEW]



090 ALUM CABINET
1/8" ALUM FACES
PROVIDE OPENINGS IN FACE
FOR TENANT & MAP CABINETS.
PAINT CABINET POLYURETHANE - SEMI GLOSS
TO MATCH SAMPLE COLOR.

NOTE: IF CABINET IS WALL MOUNTED, USE 090
IF CABINET IS PIPE MOUNTED, DEPT
CABINET TO BE GREATER TO 40" MIN

5 F DISPLAYS ILLUM 2 GROUND SIGNS, 1 WALL SIGN.
1/2" = 1'-0"

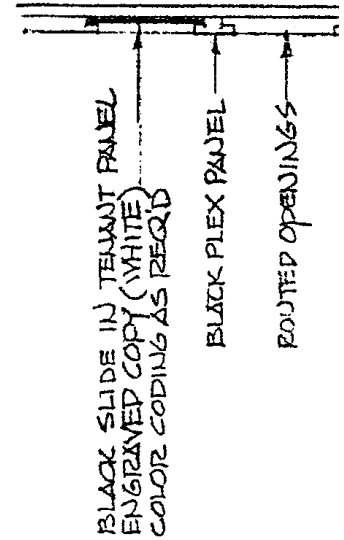
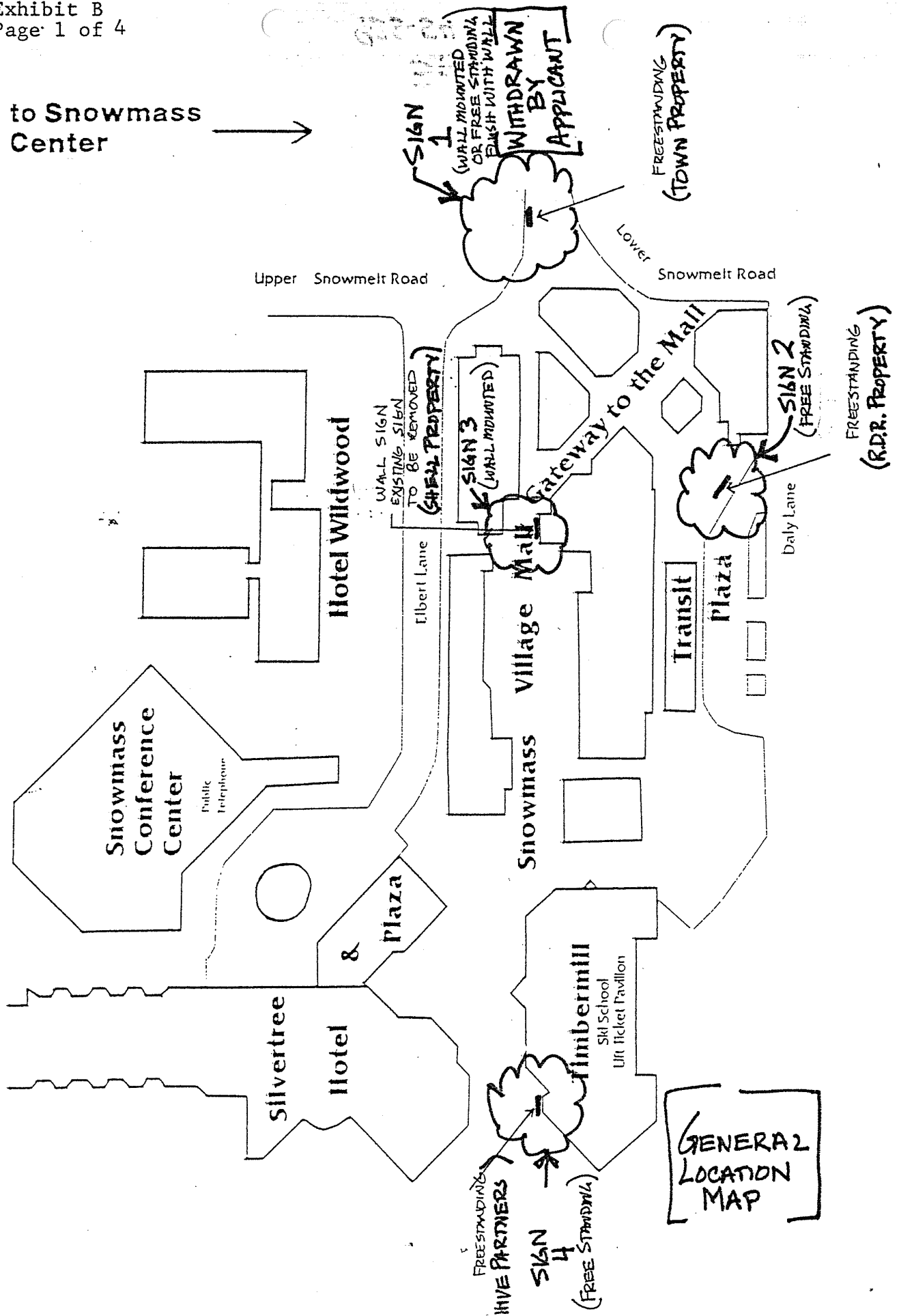


EXHIBIT A

Exhibit B
Page 1 of 4

to Snowmass
Center



TC Ord 90-20
Exhibit B
Page 2 of 4

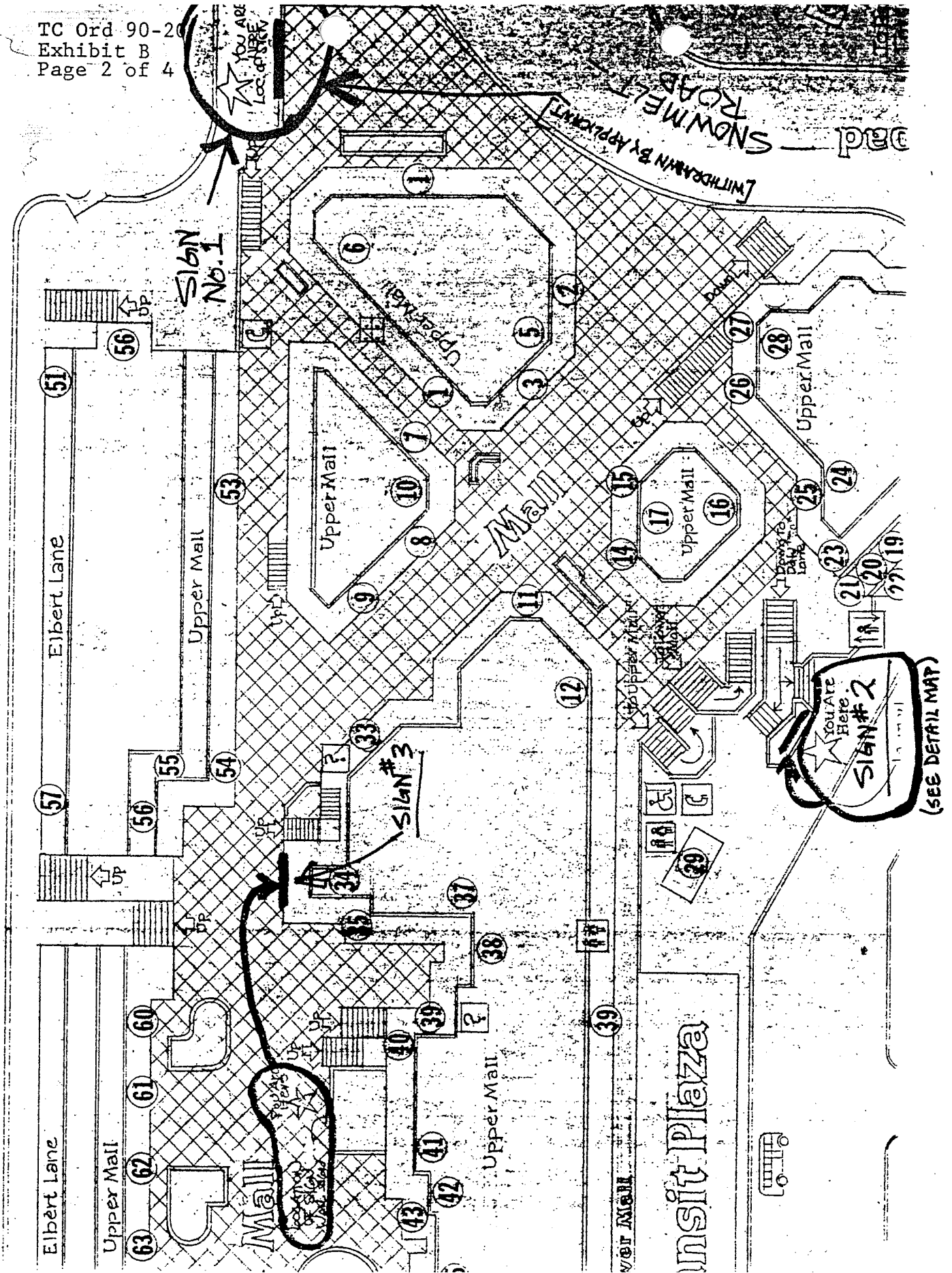
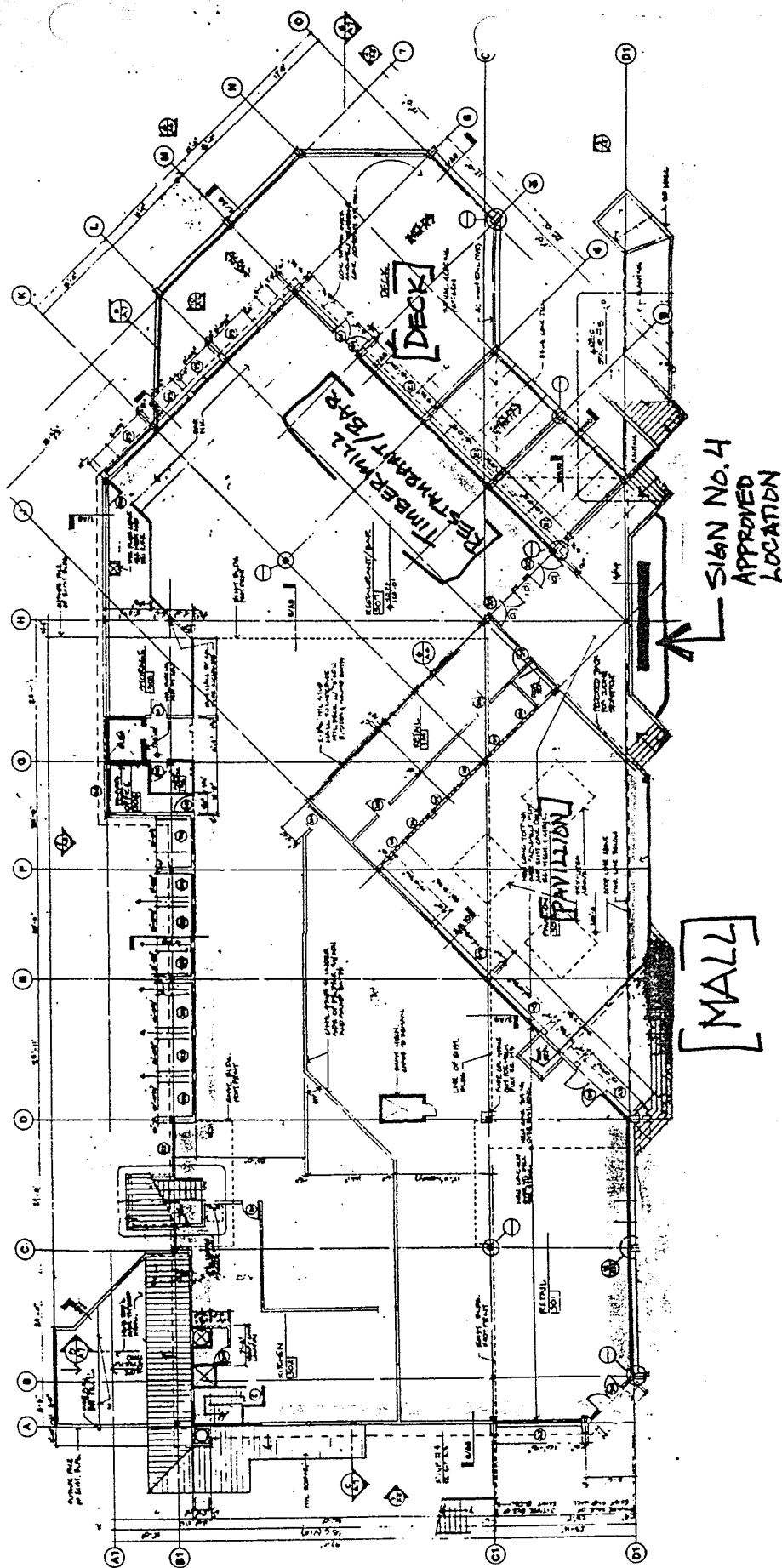
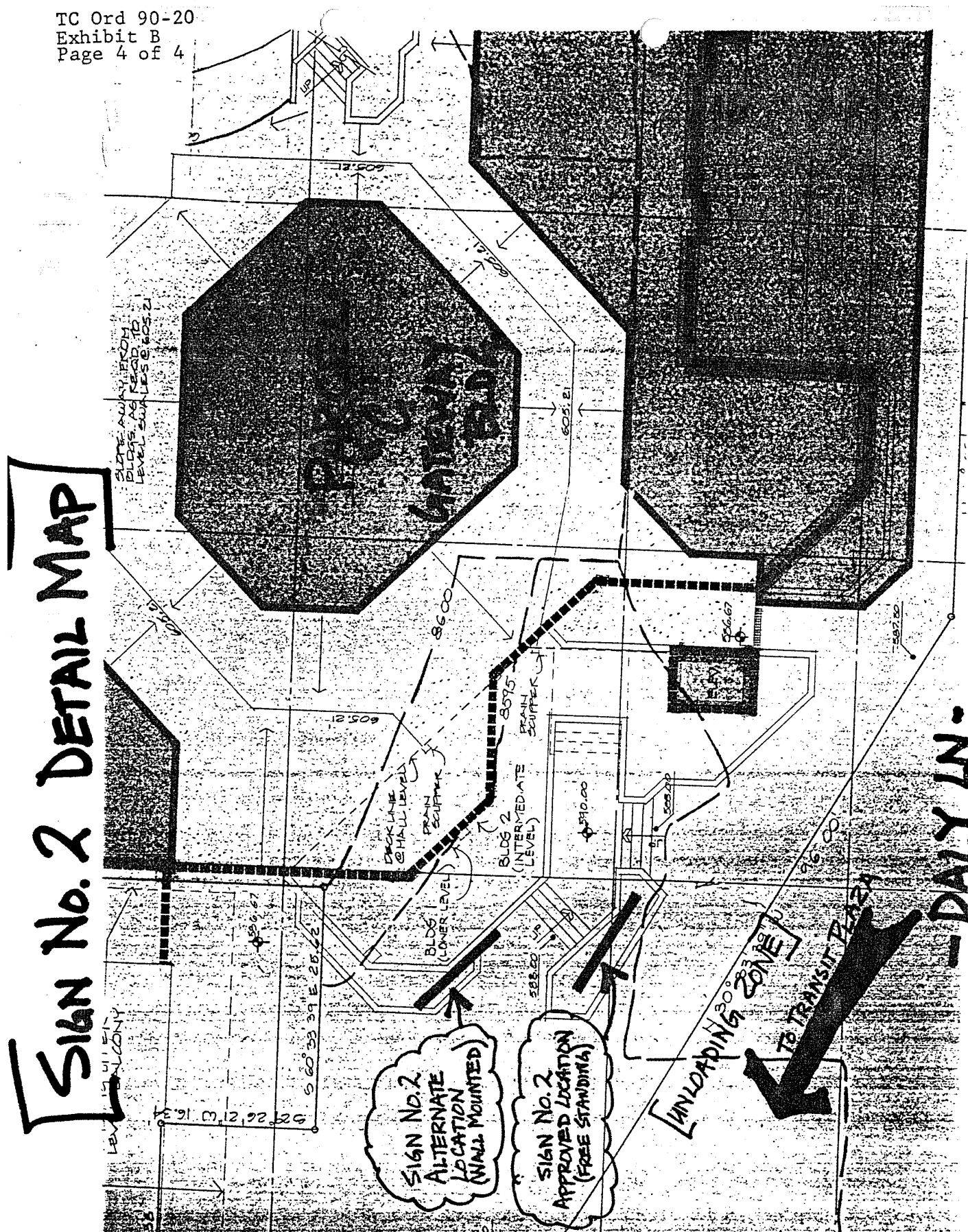


EXHIBIT A

TC Ord 90-20
Exhibit B
Page 3 of 4







Jim Walstrom,
Senior Planner
Town of Snowmass Village
130 Kearns Road Snowmass Village, CO 81615

November 19, 2025

Re: Comprehensive Sign Plan - Hive Building Parcel (Timbermill Building) Rescission of Ordinance No. 22, Series of 1991

Mr. Jim Walstrom,

I am an authorized representative of Aspen Skiing Company, LLC, and am writing to formally acknowledge the consolidation of signage regulations for the Hive Building Parcel (aka Timbermill Building) under the new Comprehensive Sign Plan (CSP) dated November 10, 2025.

We understand that this new CSP consolidates and replaces multiple prior ordinances, including Ordinance No. 22, Series of 1991, which specifically addressed Aspen Skiing Company signage at the Timbermill Building Ticket Pavilion. We hereby consent to the rescission of Ordinance No. 22, Series of 1991, and agree to operate under the framework of the new consolidated CSP.

We note the recognition in Section 13 of the new CSP that acknowledges Aspen Skiing Company's unique operational requirements and mountain-wide signage program. We understand that while we maintain our own uniform system of signage under our lease, all signage will continue to require Town of Snowmass Village approval under the Town's Community Signage Code. The flexibility acknowledged in the CSP for our operational needs will allow us to effectively serve our guests while maintaining compliance with municipal requirements.

Please consider this letter as our formal consent to rescind Ordinance No. 22, Series of 1991, as referenced in the new Comprehensive Sign Plan.

Sincerely,

A handwritten signature in black ink, appearing to read "CK", with a stylized flourish at the end.

Chris Kiley
Senior Vice President of Planning & Development
Aspen Snowmass
ckiley@aspen.com

cc: Hive Partners
Town of Snowmass Village Planning Commission

P.O. Box 1248
Aspen, CO 81612-1248
970-925-1220
aspensnowmass.com

**TOWN OF SNOWMASS VILLAGE
PLANNING COMMISSION
RESOLUTION NO. 12, SERIES OF 2025**

**A RESOLUTION PROVIDING RECOMMENDATIONS TO THE
TOWN COUNCIL REGARDING AN AMENDED AND RESTATED
COMPREHENSIVE SIGN PLAN FOR THE TIMBERMILL BUILDING.**

WHEREAS, the Town Council adopted Ordinance No. 25, Series of 1984, amending the Land Use Code, provided specific regulations for all commercial signs within Snowmass Village, and rescinded Ordinance No. 28, Series of 1984, which imposed a moratorium on the installation of commercial signs within Snowmass Village; and

WHEREAS, it was stated in Ordinance No. 28, Series of 1984, that due to unique sign requirements in several areas of the community, a provision for a Comprehensive Sign Plan which would allow flexibility in sign regulations may be proposed for consideration if approved and adopted by the Town Council; and

WHEREAS, Ordinance No. 7, Series of 1989 approved the original Timbermill Building's Comprehensive Sign Plan; and

WHEREAS, prior CSPs were also approved by the Town Council Ordinance 22, 1991 for the Aspen Skiing Company tenant signs at the Timbermill Building, and Ordinance 20, 1990 for the CSP involving 4 Mall Directory and Directional signs, one of which is located on the east side of the Timbermill Building along Fanny Hill; and

WHEREAS, Ordinance No. 4, Series of 1998, and Ordinance No. 7, Series of 2000 further amended and updated the Town's Land Use Code regarding Comprehensive Sign Plan procedures and standards; and

WHEREAS, on August 12, 2025, Connect One Design ('Applicant') on behalf of the Timbermill Building LLC ('Owner'), submitted an application dated August 8, 2025 to consolidate, update, revise and/or replace the prior Comprehensive Sign Plan for the Timbermill Building located on the Hive Building Parcel of 1.511 acres~ (or 1.621 acres per land title survey dated August 20, 2024). Following a review of another CSP Amendment review on an adjacent property, and the Planning Commission recommendations thereon, the Applicant resubmitted an update of the CSP Amendment application on November 21, 2025 dated November 10, 2025 which included an Aspen Snowmass ski company consent letter dated November 19, 2025; and

WHEREAS, the Town's Planning Commission, during a meeting held on December 17, 2025 has reviewed and evaluated the updated CSP Amendment against the prior approved CSP and for compliance with the municipal code's procedures in

Section 16A-4-560, 'Comprehensive sign plan,' and its review standards relative to proposed revisions to the prior CSP approval following Subsection (6), 'Amendment,' and made its recommendations to the Town Council via this resolution.

NOW THEREFORE BE IT RESOLVED BY THE PLANNING COMMISSION OF THE TOWN OF SNOWMASS VILLAGE, COLORADO:

Section One. General Findings. The Planning Commission generally finds:

- 1) The proposed changes for a Consolidated Comprehensive Plan Amendment involving the Timbermill Building and its tenants, amending and restating the prior approved CSP, complies appropriately with Municipal Code Section 16A-4-560, 'Comprehensive Sign Plan,' its subsection (a), 'Purpose,' and its subsection (c)(6), 'Amendment,' and its subsection 'b.', 'Standards,' relative to the proposed changes:
 - a) **Purpose.** The Timbermill Building deserves flexibility, and the proposed CSP Amendment remains flexible in the best interest of the community.
 - b) **Not adversely affect sign plan.** The proposed amendment preserves and supports the development and preservation of the entire sign plan. Appropriate regulations for the diverse types of signs are continuing to be addressed.
 - c) **Not adversely affect surrounding uses.** The proposed amendment preserves and supports surrounding land uses. The Mall and Gateway Building signs are primarily directed inward toward the pedestrian mall.
 - d) **Not conflict with purposes.** The proposed amendment will not conflict with the purposes of this Division. The amended CSP maintains flexibility to support business needs for the business tenants and fosters redevelopment and renovation opportunities that benefit the community.
 - e) **Not confer special benefit.** The proposed amendment will not provide exclusive advantages to any individual party.

Section Two. Action. The Planning Commission recommends the proposed amended and restated Comprehensive Sign Plan for the Timbermill Building with the following recommended conditions in Section Three below.

Section Three. Recommended Conditions. The Planning Commission recommends the following conditions to the Town Council:

1. The Amended Timbermill CSP will rescind and replace Ordinance No. 7, Series of 1989, approval of the original Timbermill Building's Comprehensive Sign Plan; and replaces the affected portion of Ordinance No. 20, Series of 1990 for the 4 Mall Directory and Directional Signs CSP (of which one sign is in front of the Timbermill building next to Fanny Hill), and rescinds Ordinance No. 22, Series of 1991, for the Aspen Snowmass ski company tenant signs pursuant to a consent letter dated November 19, 2025.
2. The amended and restated Consolidated Comprehensive Sign Plan for the Timbermill Building should incorporate an abatement provision for the affected signs that previously received a Town sign permit but that do not conform to the newly proposed CSP regulations, to be effective on the termination date and/or the renewal date of each individual business lease.
3. Any nonconforming business sign which was installed without issuance of a prior Town sign permit must be removed within 60 days of the effective date of the approval ordinance or replaced with a conforming sign and permit issuance within the same period.
4. The applicant shall meet with staff to compare the Comprehensive Sign Plans for the Mall and strive to find more consistency between the plans.
5. Limit the height of the slopeside painted signs to 3 feet.

INTRODUCED, READ, AND APPROVED by the Town's Planning Commission as motioned by Planning Commission member Marshack and seconded by Planning Commission member McMannes on December 17, 2025 by a vote of 6 in favor and none opposed.

TOWN OF SNOWMASS VILLAGE
PLANNING COMMISSION

Matthew Dubé

Matthew Dubé (Dec 19, 2025 15:18:38 MST)

Matt Dubé, Chairman

ATTEST:

Ashleigh Huff

Ashleigh Huff, Planning Commission Secretary

PC_Reso_12, 2025_Timbermill CSP

Final Audit Report

2025-12-19

Created:	2025-12-19
By:	Ashleigh Huff (ahuff@snowmass.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAlzDZvIUvFfXli9ZIZdByL2y4v3G01mU

"PC_Reso_12, 2025_Timbermill CSP" History

 Document created by Ashleigh Huff (ahuff@snowmass.gov)
2025-12-19 - 9:31:25 PM GMT

 Document emailed to dube.innover@gmail.com for signature
2025-12-19 - 9:32:04 PM GMT

 Email viewed by dube.innover@gmail.com
2025-12-19 - 10:18:05 PM GMT

 Signer dube.innover@gmail.com entered name at signing as Matthew Dubé
2025-12-19 - 10:18:36 PM GMT

 Document e-signed by Matthew Dubé (dube.innover@gmail.com)
Signature Date: 2025-12-19 - 10:18:38 PM GMT - Time Source: server

 Agreement completed.
2025-12-19 - 10:18:38 PM GMT

**SUMMARY COMPARISON ANALYSIS
PRIOR 1989 CSP AND PROPOSED 2025 CSP AMENDMENT
SNOWMASS VILLAGE TIMBERMILL BUILDING**

Category	Snowmass Village Timbermill Building Ordinance 7, 1989	Proposed 2025 Snowmass Village Timbermill - CSP Amendment resubmitted 11-10-25
Conformance	Signs must be replaced with new lease or other option begins.	Proposed CSP Amendment would supersede the original Timbermill Building CSP per Ordinance 7, 1989, Ordinance No. 20, 1990 for 4 mall directory/directional signs (of which one is in front of the building along Fanny Hill), and Ordinance No. 22, 1991 for the Aspen Skiing Co. tenant CSP subject to receipt of a letter of consent / authorization (see pg. 3 of CSP Amendment; Also reference Section 13: 'Special Tenant Provisions, on Page 16 of CSP). The Hive Building is a uniquely located slope-side structure visible to skiers and snowboarders descending the mountain. This visibility from the ski slopes creates special circumstances that warrant flexibility from standard sign regulations. The building's location at the intersection of pedestrian, skiing, and vehicular traffic requires signage that can effectively communicate to multiple audiences at varying distances and speeds of travel (see pg. 3). The intent of this CSP is to set forth guidelines that ensure construction quality while encouraging individuality and creativity in signage design. This policy promotes an image of contemporary good taste along with a spirited, eventful approach to merchandising of goods and services within and about the Hive Parcel/Timbermill Building (see pg. 6) This policy is written expressly to promote the unique character, heritage, and spirited approach that distinguishes the Hive Parcel & Timbermill Building from newer, more standardized developments (see pg. 6). NOTE: The Timbermill CSP Amendment states that "any sign which does not conform to this consolidated CSP will be permitted to remain in place, provided it received prior Town permits or approval under previously adopted CSPs, meets current safety standards, and does not adversely affect the aesthetic quality of the Timbermill Building. Non-conforming signs may be replaced or substantially altered only in conformance with this CSP or alternatively may apply for a formal Town variance as described in Section 16A-4-580."

**SUMMARY COMPARISON ANALYSIS
PRIOR 1989 CSP AND PROPOSED 2025 CSP AMENDMENT
SNOWMASS VILLAGE TIMBERMILL BUILDING**

Category	Snowmass Village Timbermill Building Ordinance 7, 1989	Proposed 2025 Snowmass Village Timbermill - CSP Amendment resubmitted 11-10-25
		(See top of Page 7 of CSP; also reference Section 9, 'Non-Conforming Signs' beginning on Page 14 of the Timbermill CSP Amendment; and Section 11: 'Enforcement & Compliance' on Page 16).
Approvals & Permits	All signs must be reviewed and approved by Landlord or their assigned agents prior to filing a permit application to the Town.	Proposed process under the proposed CSP Amendment is as follows: • Sign designs to be reviewed and approved by Landlord. • All signs require Town permits per Sec. 16A-4-550(a) of the Sign Code. • Submit Town sign permit application with landlord authorization. • CSP provide the 'framework' rather than the regulations with which individual permits shall be evaluated. (See CSP Amendment, Section 3, page 6). NOTE: Town's Sign Code per in Section 16A-4-550(a) also requires a Town Sign permit for signs regulated by CSPs. The Sign Code also includes Subsection 560 specifically for CSPs.
Submission Requirements	Permit required per the Town's Sign Code. Mall map with keying sign locations. Sign manufacturer.	The following information must be included in all submissions to the Landlord (see Section 3 under Submission Requirements on Page 3): 1. Detailed shop drawings (dimensions, materials, colors & methods to attach); 2. Building map keying the sign locations; 3. Sign manufacturer (if applicable); 4. Material specifications; 5. Electrical plans if illumination are proposed. (See Section 3, bottom of Page 6)
Materials	2" wood material; If painted, high quality latex required; Otherwise, use linseed oil or weatherproofing stain which must be redwood.	Addressed under each sign type and size as described further below.
Color Usage	Any color may be considered; Encourages colors in softer tones for backgrounds as well as softer tones for illustration of graphic vignettes.	Addressed under each sign type and size as described further below.

**SUMMARY COMPARISON ANALYSIS
PRIOR 1989 CSP AND PROPOSED 2025 CSP AMENDMENT
SNOWMASS VILLAGE TIMBERMILL BUILDING**

Category	Snowmass Village Timbermill Building Ordinance 7, 1989	Proposed 2025 Snowmass Village Timbermill - CSP Amendment resubmitted 11-10-25
	Brackets or hardware colored or painted to complement building design.	
Shape	Simpler shapes such as ovals, circles, rectangles, and squares, or variated versions.	Addressed under each sign type and size as described further below. Also reference CSP Section 6: Special Design Requirements for Design Flexibility Standards, Page 11)
Size	6 sq. ft. per sign face for a building frontage 30 feet or less. For more than 30 feet of frontage, up to 25 sq. ft. of sign area allowed minus window and awning sign areas.	<u>Wall Mounted:</u> • Small Storefronts (≤25 linear feet): Maximum 10 square feet • Medium Storefronts (26-40 linear feet): Maximum 18 square feet • Large Storefronts (41-60 linear feet): Maximum 25 square feet • Maximum Height: 36 inches; • Maximum Width: 144 inches (12 ft.); <u>Sign projections:</u> • Circular Signs: Maximum 8 square feet total area • Rectangular Signs: Maximum 10 square feet total area • Custom Shapes: Maximum 10 square feet total area <u>Installation Requirements:</u> • Minimum Ground Clearance: 8 feet above pedestrian walkways, 6 feet over planted areas • Maximum Projection: 48 inches from building face <u>Hardware:</u> Professional-grade brackets colored to complement building (See CSP Section 4, 'Dimensional Standards' on Page 7; also reference CSP Section 6: Special Design Requirements for Design Flexibility Standards, Page 11)
Painted Signs – (Slopeside Special Provision	Not addressed in 1989.	<u>Location:</u> Permitted on building faces visible from ski slopes and lifts <u>Size: Letter Height Maximums -</u> • Slopeside Faces (facing ski slopes): Maximum 4 feet letter height as approved by Landlord <u>Non-Slopeside Faces (facing Silvertree Parcel and other directions):</u> • Maximum 3 feet letter height as approved by Landlord <u>Total Sign Area:</u>

**SUMMARY COMPARISON ANALYSIS
PRIOR 1989 CSP AND PROPOSED 2025 CSP AMENDMENT
SNOWMASS VILLAGE TIMBERMILL BUILDING**

Category	Snowmass Village Timbermill Building Ordinance 7, 1989	Proposed 2025 Snowmass Village Timbermill - CSP Amendment resubmitted 11-10-25
		• Proportional to building face, not to exceed 15% of the wall area on which it is displayed; Maximum 24” wide x 36” high <u>Colors:</u> Vibrant, high-contrast colors are encouraged to ensure visibility in varied weather and light conditions <u>Content:</u> Business name, logo, and essential wayfinding information Justification: The unique slopeside location requires signage visible from distances of 100+ feet by moving skiers and snowboarders. Painted signs provide the scale and visibility necessary for safe navigation and business identification from the slopes. • Maximum 24” wide x 36” high • Professional construction required (See CSP, Pages 8 & 9)
Quantity	1 sign permitted per business frontage with an active access point. Double or single-faced determined by Landlord; Stores with more than 30 feet of frontage, one additional sign may be permitted by the Owner; or where special circumstances exist, another limited version by the Owner and the Town. Additional window sign area may not exceed 6 sq. ft.	Sign Quantity Standards - <u>Primary Sign:</u> Allocation: Each business frontage with an actively used access point is permitted one primary sign, which may be wall mounted, projecting, or hanging style. Signs may be double or single face depending on the installation location as determined by the Landlord. Additional Sign Provisions – • <u>Hardship Exception:</u> Where strict application may result in exceptional practical difficulty due to unique physical proximity of a tenant’s unit, one additional sign of limited dimensions may be allowed subject to Landlord approval • <u>Large Frontage Exception:</u> Businesses with more than thirty (30) linear feet of frontage may be permitted one additional sign, subject to special consideration and Landlord approval (See Section 4: ‘Dimensional Standards’ on Page 7; and Section 6: ‘Special Design Requirements,’ Page 11 of CSP Amendment)
Installation Height	Minimum 7’-6” from bottom of sign to the ground; 6’ over a planted area.	Minimum 8 ft. over pedestrian walkways; 6 ft. over planters. (See CSP Section 4, ‘Dimensional Standards’ on Page 7)

**SUMMARY COMPARISON ANALYSIS
PRIOR 1989 CSP AND PROPOSED 2025 CSP AMENDMENT
SNOWMASS VILLAGE TIMBERMILL BUILDING**

Category	Snowmass Village Timbermill Building Ordinance 7, 1989	Proposed 2025 Snowmass Village Timbermill - CSP Amendment resubmitted 11-10-25
		<u>Design Consideration:</u> Height requirements may affect shape design and should be reviewed before completing submission packages; (See Section 6: ‘Special Design Requirements,’ under ‘Installation Requirements,’ Page 12 of CSP Amendment)
Lighting & Hardware	Consistent with 2 types of brackets and fixture design via the Owner and authorized by the Town. Lighting to be incandescent, with exception of Mall ID signs subject to Town approval. Illumination shall be indirect.	Hardware: Professional-grade brackets colored to complement building (See CSP Section 4, ‘Dimensional Standards’ on Page 7; and on Page 10 for proposed Pole-Mounted Banners) Lighting and Hardware Standards: • <u>Fixture Consistency:</u> All fixtures and brackets must be consistent with the overall design aesthetic of the Timbermill Building • <u>Lighting Types:</u> All lights shall be indirect LED, LED “neon-look” strips and tubes, or incandescent lighting • <u>Hardware Integration:</u> Brackets and mounting systems shall be colored to complement building design and sign aesthetics (See Section 6: ‘Special Design Requirements,’ under ‘Lighting & Hardware Standards,’ Page 12 of CSP Amendment)
Window Signs	Limited to decals, silk screening on glass, gold leaf, or etching; Name & Logo may be repeated once per window not exceeding 6 sq. ft. Logo height limited to 6” at Mall level and 10” on other levels. Tenants with more than 30 feet of frontage allows additional signage considered on individual basis by the Owner. No additional window signs permitted beyond the 10% coverage, but 1 wall, projecting or hanging sign with an active entry point may be permitted by the Owner.	Permitted Window Sign Types: • Hand painting, decals, window clings (excluding commercial advertising content) • Silk-screening on glass, gold leaf, etching • LED “neon-look” technology on no more than 10% of the window • No solid or structural backing permitted (See CSP, Page 8)

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SNOWMASS VILLAGE TIMBERMILL BUILDING**

Category	Snowmass Village Timbermill Building Ordinance 7, 1989	Proposed 2025 Snowmass Village Timbermill - CSP Amendment resubmitted 11-10-25
Window Clings	Window Clings not previously addressed in 1989.	WINDOW CLINGS: Window clings shall be approved by the Landlord prior to installation and adhere to the following guidelines: <u>Primary Locations:</u> • Window clings may be used in service areas where privacy is desired • Window clings may be used to mask storage or back-of-house areas • Window clings with compelling graphics or design elements may be used as part of an overall storefront design <u>Secondary Locations:</u> • Storefront windows where visibility into the store is important for customer engagement areas where window clings would create a “blocked off” appearance that diminishes the vibrancy of the Hive Parcel/Timbermill Building <u>Design Quality:</u> • Window clings shall be of professional design and print quality • Graphics shall contribute positively to the aesthetic of the Hive Parcel/Timbermill Building • Excessively busy or cluttered designs may be denied approval <u>Content:</u> • Window clings may include business branding, artistic elements, and product information • Window clings shall not be used primarily for posting sale information or temporary announcements • Content shall not contain offensive imagery or text <u>Coverage:</u> • Full window coverage may be approved in appropriate locations • Partial coverage shall be designed to complement the overall storefront appearance (See CSP, Pages 8 & 9)
Awning Signs	Maximum lettering height of 9 inches. Maximum 3 awning signs are allowed.	<u>Size Limitations:</u> • Letter Height: Maximum 8 inches • Text Width: Maximum 84 inches (7 feet) total

**SUMMARY COMPARISON ANALYSIS
PRIOR 1989 CSP AND PROPOSED 2025 CSP AMENDMENT
SNOWMASS VILLAGE TIMBERMILL BUILDING**

Category	Snowmass Village Timbermill Building Ordinance 7, 1989	Proposed 2025 Snowmass Village Timbermill - CSP Amendment resubmitted 11-10-25
	Awning signs to be included with other sign limitations.	<u>Area Inclusion:</u> • Tenant awning sign areas shall be included within projecting, wall or overhanging sign area limitations for that unit • On-premise building awnings shall obtain specific size, location and design approval from Landlord <u>Design Standards:</u> • Awning signs shall complement the overall building architecture and contribute to the cohesive visual character of the Hive Parcel/Timbermill Building while allowing individual business expression through appropriate use of graphics, colors, and text. (See CSP, Page 9)
Building Directories and Way-Finding Signs	Allowed by location per map exhibit via a Town permit. Town Council to review design prior to installation. Maximum 6 sq. ft. per service sign. Maximum 8 sq. ft. per directory sign. Additional directional signs allowed & approved by the Town. Maximum 3 Mall ID signs (Wood carved) are allowed per a Timbermill map exhibit each not exceeding 16 sq. ft. with 12-inch lettering height. Color to match blend with building design (trim & background). NOTE: Ordinance 20, 1990 approved 4 Mall Directory and Directional signs each at 7 ft. tall and 36 sq. ft.~ (placed at west and east ends, and by the transit areas).	<u>Landlord-Installed Directories:</u> Building directories may be erected by the Landlord at egress and stairway locations throughout the properties. These directories serve essential wayfinding functions and are not subject to individual tenant sign limitations. <u>Size Standards:</u> • Upper-Level Directories: Maximum 6 square feet in size • Pedestrian Mall Directories: May exceed 6 square feet as needed to ensure legibility and functionality (such as comprehensive tenant listings) • Additional Directional Signage: Limited dimensions, approved by Landlord only as necessary to improve pedestrian circulation (See CSP, Page 9)
Pole-Mounted Banner Signs	Not addressed in 1989 CSP.	Pole-mounted banners serve to enhance district identity, promote seasonal events, provide wayfinding assistance, and create a cohesive

**SUMMARY COMPARISON ANALYSIS
PRIOR 1989 CSP AND PROPOSED 2025 CSP AMENDMENT
SNOWMASS VILLAGE TIMBERMILL BUILDING**

Category	Snowmass Village Timbermill Building Ordinance 7, 1989	Proposed 2025 Snowmass Village Timbermill - CSP Amendment resubmitted 11-10-25
		visual experience throughout the Hive Parcel. These banners contribute to the vibrancy and character of the pedestrian environment while maintaining professional design standards. <u>Permitted Types:</u> • Seasonal/Event Banners: Temporary installations promoting events, seasons, or holidays • Wayfinding Banners: Directional or informational banners assisting with navigation • Promotional Banners: Business district promotions or community messaging <u>Design & Dimension Standards:</u> • Maximum Size: 24 inches wide x 48 inches tall per banner • Double Sided • Mounting Height: Minimum 8’ clearance from bottom of banner to ground • Materials to be professional-grade weather-resistant vinyl or fabric designed for exterior conditions • Hardware: Color of bracket to match color of pole. • Installation Standards: Banners maybe mounted on designated light poles <u>Approval Process:</u> Landlord approved required for all banner designs and messaging (See CSP, Page 10)
Temporary signs	All other signs (Sale signs, pennants, banners, daily specials, special events, and community functions, etc.) considered temporary signs and approved by the Owner. Must include an expiration date. To be in tenant space and if displayed longer than 7 days, it’s considered part of window signs and approved by Town.	Short-term, maximum 14 days (Town Permit required): <u>Banners (non-pole mounted) & Event Signs -</u> • <u>Freestanding</u>: Maximum 9 square feet (Town Code compliance) • <u>Banners</u>: Maximum 3 feet high x 12 feet long • <u>Event Signage</u>: Maximum 12 square feet • <u>Permit Required</u>: All temporary signs require Landlord authorization <u>Portable Daily Signs (Sandwich Boards)</u> • <u>Dimensions</u>: Maximum 24” wide x 36” high

**SUMMARY COMPARISON ANALYSIS
PRIOR 1989 CSP AND PROPOSED 2025 CSP AMENDMENT
SNOWMASS VILLAGE TIMBERMILL BUILDING**

Category	Snowmass Village Timbermill Building Ordinance 7, 1989	Proposed 2025 Snowmass Village Timbermill - CSP Amendment resubmitted 11-10-25
	Maximum sign area is 20 sq. ft. Poorly executed handwritten signs are not acceptable; Exempt signs in Town's Sign Code are considered temporary sign under this CSP.	• <u>Professional Standards</u>: Weatherproof construction, consistent design • <u>Placement</u>: Within 12 feet of business entrance, cannot obstruct pedestrian flow • <u>Storage</u>: Must be stored indoors when business is closed • <u>Status</u>: Requires Landlord Approval Operational Signage (Permanent fixtures with changeable content) - • <u>Maximum Size</u>: 6 square feet • <u>Professional Standards</u>: Weatherproof construction, consistent design • <u>Changeable Copy</u>: Permitted for restaurants and food service Directional Signs - • <u>Maximum Size</u>: 6 square feet • <u>Content</u>: Wayfinding, parking, facility information only (see Section 5, 'Temporary Signage,' of CSP Amendment, Page 10)
Menu Boards	Allowed and made available for the Timbermill restaurant.	Reference the Portable Daily Signs (Sandwich Boards) under the Temporary Sign section above. (see Section 5, 'Temporary Signage,' of CSP Amendment, Page 10)
Content and Communication Standards.	Not specifically addressed in 1989.	(Reference bottom of Section 6 and Section 7: Multilingual and Universal Design, Pages 12 & 13 of the CSP Amendment)
Preceding Sign Covenants	This CSP replaces all documents re: signage. CSP considered part and parcel of Town's Sign Code and should not be considered a complete replacement. Where standards do not cover, the Town Sign Code applies.	This CSP Amendment to supersede and replace Ordinance 7, 1989 in its entirety, Ordinance No. 20, 1990 for 4 mall directory/directional signs (of which one is in front of the building along Fanny Hill), and Ordinance No. 22, 1991 for the Aspen Skiing Co. tenant CSP subject to receipt of a letter of consent / authorization (see pg. 3 of CSP Amendment. Also reference Section 13: 'Special Tenant Provisions, on Page 16 of CSP. All other Town ordinances remain in effect except where specifically modified by the CSP Amendment.

**SUMMARY COMPARISON ANALYSIS
PRIOR 1989 CSP AND PROPOSED 2025 CSP AMENDMENT
SNOWMASS VILLAGE TIMBERMILL BUILDING**

Category	Snowmass Village Timbermill Building Ordinance 7, 1989	Proposed 2025 Snowmass Village Timbermill - CSP Amendment resubmitted 11-10-25
Revisions and Amendments	Not specifically addressed in the CSP; would follow CSP Amendment procedures in the Town's CSP Code. Variances by Town PC are allowed from strict application of the CSP standards.	This CSP Amendment proposal to follow process in Code Section 16A-4-560(6), 'Amendments.' However, reference Section 8: 'Wildcard / Variation Provisions' beginning on Page 13 of the Timbermill CSP Amendment.

**PHOTOGRAPHS OF
TIMBERMILL BUILDING & ASPEN SKIING COMPANY TENANT
MAIN MALL LEVEL SIGNS
JULY 31 AND AUGUST 9, 2025**

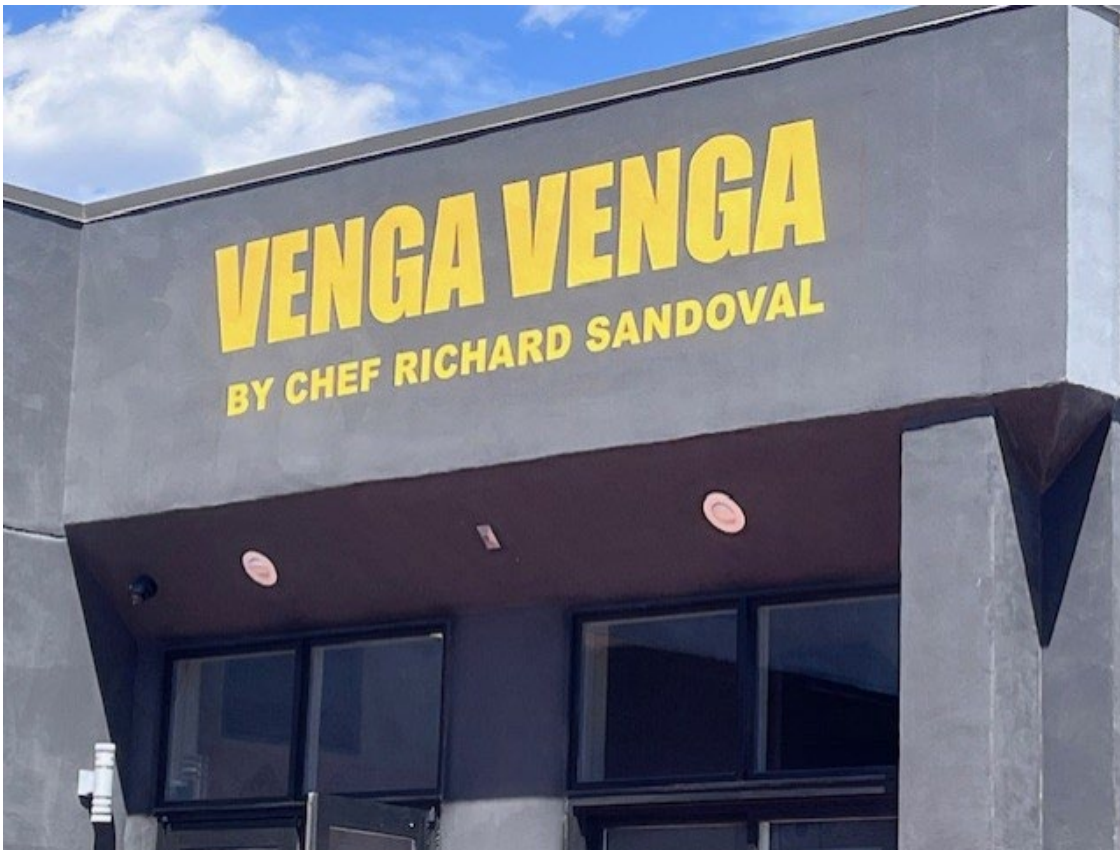


Generally acceptable Window Cling with maximum 10% window coverage advertisement with low-profile lettering.



Multiple decals are meant to draw attention.
Inconsistent with typical maximum 6 sq. ft. of window signs and 10% window coverage per business frontage; although multiple window bays may repeat a business name and logo per current Timbermill CSP.

Preferred alternatives are tasteful window displays,
which should better assist in advertising the merchandise



Per current Timbermill CSP, 6 sq. ft. is the sign limit for business frontage under 30 feet; greater than a 30-foot frontage, up to 25 sq. ft. sign area allowed.

One additional sign may be allowed for a business frontage more than 30 feet in length subject to Owner consideration. Total window signs may not exceed 6 sq. ft., but may be repeated for multiple window bays.

From: [michael g sura](#)
To: [Snowmass Town Council](#)
Subject: Community Signage
Date: Tuesday, March 18, 2025 5:20:55 PM

Town Council Members,

For the entire history of Snowmass Village, it has been a goal of all participants to create a 1st class resort and town. To maintain this goal, I ask the members of the town council to initiate a strict sign ordinance along with enforcement to get us back to our initial goal of a 1st class charming mountain community. Mike Sura

From: [michael g sura](#)
To: council@tosv.com
Subject: Sign ordinance
Date: Wednesday, October 15, 2025 3:29:58 PM

[Some people who received this message don't often get email from chairmon@yahoo.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Please reject the proposed "Consolidated Comprehensive Sign Plan" when it comes to the Council for final approval. The last thing the Town needs is letting the Landlords of our commercial areas calling the shots on sign approvals. We need a plan that insures consistent signage thru out our entire unique Community. Mike Sura (970)309-9204

Dave Shinneman

From: Natalie Morning <nmorning@romero-group.com>
Sent: Monday, January 5, 2026 2:20 PM
To: Dave Shinneman; Gyles Thornely
Subject: FW: Consolidated comprehensive sign plan.

[You don't often get email from nmorning@romero-group.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Hi Dave,

Wanted to pass this along from Steve skylar. He wanted to express their opinion but did not want to speak out loud tonight at the in person meeting. Thank you!

Kindly,

Natalie Morning
Broker Associate | Asset Manager

350 Market Street, Suite 304 | PO Box 4100 Basalt, CO 81621 Nmorning@romero-group.com D
970.923.9404 | O 970.273.3100 ex. 152

-----Original Message-----

From: Steven Sklar <zgstevesklar@yahoo.com>
Sent: Monday, January 5, 2026 1:20 PM
To: Britta Gustafson <brittag@ymail.com>; Natalie Morning <nmorning@romero-group.com>
Subject: Consolidated comprehensive sign plan.

Sent from my iPhone

Good afternoon.

I'm writing in support of the consolidated comprehensive sign plan submitted by Romero Group. I've had an opportunity to read the sign plan and I am in full support. I'd like to emphasize some of the following statements.

The Snowmass Village mall stands as the original commercial heart of Snowmass Village, the authentic, old town, where shopping, dining, and entertainment all began. As new developments have emerged, including base village, which has added hundreds of residential units and over 60,000 ft.² of new commercial space, the Mall faces increased competition for visitor attention and foot traffic. The town owned activities and events center in Base Village further draws and keeps visitors anchored in that area throughout both winter and summer seasons.

"in this environment, the Malls distinctive identity as the original, authentic heart of Snowmass Village becomes its greatest competitive advantage. The Mall uniquely stands as Snowmass Villages birthplace,

representing the “old guard ” with authentic character and local spirit absent in newer, homogenized, North American ski villages.”

This signage plan, therefore, deliberately moves away from standardization, conformity, and sterilization. Instead, it celebrates creativity, personality, and the unique heritage of the Mall. The storefronts and their signage contribute significantly to creating an environment that is more innovative, interesting, stylized, and enjoyable for both guests and locals alike. This approach honors the Malls position has not only the first commercial center in Snowmass Villages, but also as the most authentic place to be.

I applaud those who put these previous words to paper.

I would hope that you would support this plan as much as I do. Please, respectfully, no more McBaseVillages.

Respectfully, Steve Sklar, owner, Fuel Cafe.

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

January 5, 2026

AGENDA ITEM:

A Request to Consider and Approve Resolution No. 02, 2026 Updating the TOSV Employee Handbook

PRESENTED BY:

Talita Garcia, Human Resources Director
Clint Kinney, Town Manager
Jeff Conklin, Town Attorney

BACKGROUND:

The TOSV Employee Handbook is an important management tool for employee relations. It sets policies, provides guidance, and delivers the necessary structure for the employees' professional relationship with the organization. The Handbook has been in place for decades and is a critical component of employee recruitment and on-going employee relations. It is the cornerstone of our Human Resources efforts.

Staff continually works to update the handbook so it meets the needs of the organization and other regulatory requirements.

In 2025, in addition to the Compensation Survey, a Benefits Survey was conducted comparing the benefits offered by the Town of Snowmass Village to those of other municipalities, the County, and other large local employers. Based on the results of this survey, and suggestions from the Employee Committee, changes to certain employee benefits are being proposed.

In this round of changes/updates from the existing handbook, the proposed changes are:

- Reduce Sick Leave accrual for Full-time year-round employees from 8 hours per month to 7.5 hours per month.
- Increase Personal Hours: full-time year-round employees currently accrue 24 personal hours every year; propose to change it to 32 personal hours; full-time seasonal employees accrue 12 personal hours to be used during the season, the proposed change is to increase it to 16 hours to be used during the season.

The decrease in sick leave accrual and the increase in personal hours equate to

the same amount leave time, so there is not an increase an overall time off. However with the shift to personal hours, there is an increase in flexibility.

- Limit sick leave accrual to 1,560 hours and grandfather in employees that currently have more than 1,560 in their sick leave bank
- Announce that 2026 is the final year of the Health Day benefit. This benefit will be eliminated in 2027.
- Implement the Town of Snowmass Village Paid Extended Medical Leave Program, a short-term leave benefit funded and provided by the Town offering wage replacement for eligible employees who require leave for qualifying reasons.
- Remove the Sick Leave Bank since the (proposed) TOSV Paid Extended Medical Leave is replacing it with clear guidelines and available in an equitable manner to employees
- Increase vacation accrual from 6.67h/month to 8h/month for employees in their 0-2 years of employment. This increase of 2 extra vacation days per year for new employees is designed to assist with recruitment.
- Edits on items that are allowed and not allowed with the Recreation and Wellness Benefit
- Employee Progressive Discipline Policy: consolidating steps to make the process clearer for both employees and managers
- Internet, Computer and equipment use policy: IT policies and security are being enhanced to be more current and in depth

FINANCIAL IMPACT:

As a service organization, obviously employee salaries and benefits are the Town's single largest expense. Every direct expense from these proposed handbook changes is already accounted for in the adopted 2026 Budget.

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

The Town Council has identified recruiting and retaining high quality staff as a critical component of the Village's success.

COUNCIL OPTIONS:

- 1) Approve the revised handbook
- 2) Modify, then approve the revised handbook

STAFF RECOMMENDATION:

It is the recommendation of Town Staff, that the Council, by motion: approve Resolution No. 02, 2026 updating the Employee Handbook as presented.

ATTACHMENTS:

1. Resolution 02, Series of 2026
2. Employee Handbook.

**TOWN OF SNOWMASS VILLAGE
TOWN COUNCIL**

**RESOLUTION NO. 02
SERIES OF 2026**

**A RESOLUTION REPEALING AND REPLACING THE TOWN'S EMPLOYEE
HANDBOOK**

RECITALS

- A. The Town of Snowmass Village, Colorado ("TOSV" or the "Town") is a home-rule municipality organized under Article XX of the Colorado Constitution and with the authority of the Town of Snowmass Village Home Rule Charter (the "Charter").
- B. The Town maintains an Employee Handbook which contains a summary of the Town's employment policies, employee benefits, discipline procedures, and other matters related to employment with the Town.
- C. The Town wishes to revise the Employee Handbook to implement an Extended Medical Leave Program, clarify benefit accruals, and otherwise update and improve the Employee Handbook.
- D. The Town Council wishes to adopt the "TOSV Employee Handbook" enclosed as **Exhibit A** to replace the existing Employee Handbook, and believes it is in the best interests of the Town to do so.

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

- 1. Recitals. The foregoing recitals are incorporated herein as findings of the Town Council.
- 2. Employee Handbook. The Town Council hereby approves and adopts the Employee Handbook enclosed as **Exhibit A** and repeals the existing Employee Handbook.
- 3. Ratification of Actions. All actions heretofore taken, not inconsistent with the provisions of this Resolution, by the Town Council and the officers, agents, and employees of the Town relating to the subject matter of this Resolution, are hereby ratified, approved, and confirmed.
- 4. Severability. If any provision of this Resolution is found to be unconstitutional or unlawful, such finding shall only invalidate that part or portion found to violate the law. All other provisions shall be deemed severable and shall continue in full force and effect.

INTRODUCED, READ AND ADOPTED by the Town Council of the Town of Snowmass Village, Colorado on the 5th day of January, 2026, by a motion made by Council Member _____ seconded by Council Member _____, and by a vote of ____ in favor and ____ opposed.

TOWN OF SNOWMASS VILLAGE

Alyssa Shenk, Mayor

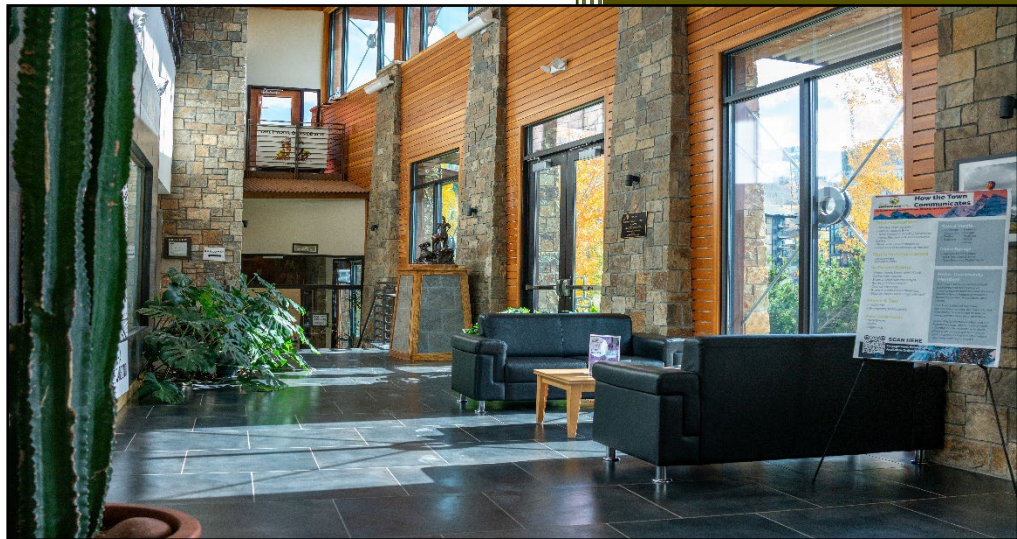
ATTEST:

Megan Harris Boucher, Town Clerk

APPROVED AS TO FORM:

Jeff Conklin, Town Attorney

TOSV EMPLOYEE HANDBOOK



**Town of
Snowmass Village**
Revised 06/17/2024



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CHAPTER 1 - INTRODUCTION

TOWN MANAGER'S INTRODUCTION

It is a pleasure to work with you! Our Town is a fun, community-focused and family-friendly Village. As our community inevitably evolves, our mission is to ensure we remain a thriving, charming, fun, resilient, safe and emotionally connected community.

I encourage you to continually refamiliarize yourself with [Town Council's Strategic Goals](#); for we try to align everything we do here with these goals. We are active, engaged public servants and stewards of the Snowmass community who provide world-class service to each other, locals, and guests alike. Please do all that you can to go above and beyond to help anyone who needs assistance.

Throughout your career with the Town, there are a few things I ask that you strive to do:

- Work together and help others.
- Ask for help when you need it.
- Always operate with integrity.
- See something, say something. You are encouraged to speak up when you see someone who deserves praise, or you see a situation that needs to be resolved; we want to hear from you. Your supervisor's and my door are always open!
- Be innovative and forward-thinking. Please always be thinking about what can be done to improve your job, department, and the Town. Share your ideas. Be a problem-solver.
- Be respectful of everyone.
- Be honest, professional, and respectful in your communications.

A new hire's first couple of weeks are like drinking from a firehose. Knowing that, the best advice I give all new hires is to breathe deep, relax, work hard, listen, and enjoy yourself. We are an OUTSTANDING group of people that are very willing to help each other.

We all live here to enjoy the small-town atmosphere and beautiful surroundings. Just as importantly, we all have a desire to do really great work and provide outstanding service to our community.

I hope that you will gain enormous personal and professional growth at the Town. Your passion for serving the community plays into all aspects of our lives - promoting a lifestyle that promotes a sense of commitment to the Snowmass community and our internal community of employees at the Town. I am lucky to work with you and please know my door is always open.

Sincerely,


Clint Kinney
Town Manager

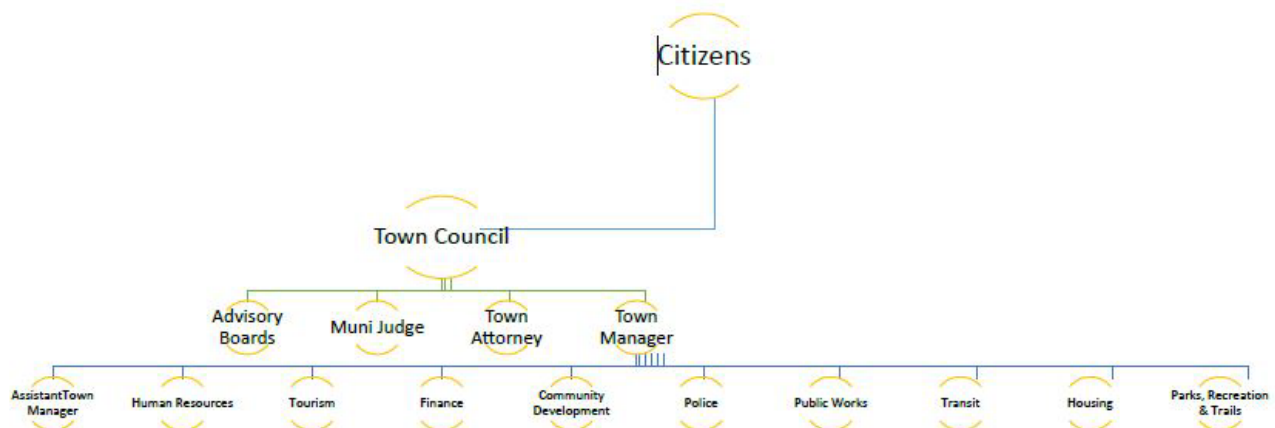


TOWN OVERVIEW

About Snowmass Village, Colorado – A renowned winter playground and vibrant summer community just 9 miles from Aspen, Snowmass consistently ranks as one of the best winter ski areas and summer mountain biking destinations in the world. Snowmass Ski Area is consistently ranked in the Top 10 Ski Resorts in America by Ski Magazine. Snowmass, along with the rest of the Roaring Fork Valley, is the first IMBA (International Mountain Biking Association) Gold-Level Ride Center™ in Colorado, only the 5th in United States, and the 7th in the world. Snowmass offers guests incredible views of mountain vistas, in addition to 2.8 million adjacent acres of wilderness, open for activities and exploration. Snowmass is home to 30+ restaurants, 95 percent slopeside lodging, shopping, unique special events and music – all year round. For more information and a complete calendar of events and activities, please visit www.gosnowmass.com.

Our municipality consists of 10 departments that manage all day-to-day operations. The sales tax generated from our visitors (within the Roaring Fork Valley and beyond) is the main source of operating revenue for the town budget. With this in mind, the Town strives to provide all visitors with the very best experience possible.

TOWN ORG CHART





CHAPTER 2 – EMPLOYMENT

POLICY NO. 2.1- DISCLAIMER AND AT-WILL EMPLOYMENT

IMPORTANT DISCLAIMER – READ CAREFULLY

THIS HANDBOOK IS DESIGNED TO ACQUAINT YOU WITH THE TOWN OF SNOWMASS VILLAGE'S POLICIES, PROCEDURES, AND GUIDELINES AND TO PROVIDE YOU WITH EMPLOYMENT INFORMATION. THE HANDBOOK IS NOT ALL-INCLUSIVE BUT IS INTENDED TO PROVIDE YOU WITH A SUMMARY OF SOME OF THE TOWN'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.

ALL EMPLOYEES OF THE TOWN SERVE ON AN AT-WILL BASIS. THIS MEANS THAT EMPLOYEES HAVE THE RIGHT TO TERMINATE THEIR EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT ADVANCE NOTICE, AND THE TOWN HAS THE SAME RIGHT.

IT IS REQUESTED, HOWEVER, THAT EMPLOYEES WILL GIVE THE TOWN AT LEAST TWO WEEKS' ADVANCE NOTICE BEFORE THEY TERMINATE THEIR EMPLOYMENT WITH THE TOWN.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE SUCH STATEMENTS A GUARANTEE OF EMPLOYMENT FOR A SPECIFIED DURATION.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THIS HANDBOOK, IF YOU HAVE QUESTIONS, PLEASE TALK WITH YOUR IMMEDIATE SUPERVISOR OR HUMAN RESOURCES.

THE NEED MAY ARISE TO CHANGE THE POLICIES, PROCEDURES, AND GUIDELINES DESCRIBED IN THE HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE TOWN MANAGER RESERVES THE RIGHT TO ALTER, AMEND, INTERPRET OR CANCEL ANY PROVISION CONTAINED IN THIS HANDBOOK AT ANY TIME, WITH OR WITHOUT PRIOR NOTICE TO TOWN OF SNOWMASS VILLAGE EMPLOYEES.



POLICY NO. 2.2 - EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity and Unlawful Harassment

The Town is dedicated to the principles of equal employment opportunity (EEO).

A. Disability and Religious Accommodation

The Town will make reasonable accommodation(s) for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Town or cause a direct threat to health or safety. The Town will make reasonable accommodation(s) for employees whose work requirements interfere with a religious belief, unless doing so would result in undue hardship on the Town's business operations.

B. Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. Employees who are otherwise qualified for a position may request reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If an employee requests an accommodation, the Town will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Town's business operations.

The Town may require that an employee provide a note from the health care provider detailing the medical advisability of reasonable accommodation. Employees who have questions about this policy or who wish to request reasonable accommodation under this policy should contact the Human Resources Director.

The Town will not deny employment opportunities or retaliate against an employee because of an employee's request for reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

C. EEO Harassment

The Town strives to maintain a work environment free of unlawful harassment. In doing so, the Town prohibits unlawful harassment because of age 40 and over, race, sex, sexual orientation, color, religion, national origin, disability, military status, genetic information, gender expression, gender identity or any other status protected by applicable state or local law.



Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age (40 and over), race, sex, sexual orientation, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law will not be tolerated. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mails, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movements.

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

D. Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, the Town believes it warrants separate emphasis.

The Town strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to always conduct themselves in a professional and businesslike manner. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

E. Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint



procedure. The Town expects employees to make a timely complaint to enable the Town to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the Human Resources Director or Town Manager. If you prefer not to go to either of these individuals with your complaint, you may report the incident to any Department Head. The Department Head will then notify the Human Resources Director or the Town Manager. Upon notification, an investigation will be undertaken promptly. Any complaint will be kept as confidential as practicable. Corrective and/or disciplinary action will be taken by the appropriate Department Head or Town Manager when determined to be warranted, pursuant to the investigation.

The Town prohibits retaliation against an employee for filing a complaint under this policy or for participating in a complaint investigation. If an employee perceives retaliation for making a complaint or participating in an investigation, the employee should follow the complaint procedure outlined above and the situation will be investigated.

If the Town determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

POLICY NO. 2.3 – EQUAL PAY ACT POLICY

Pursuant to Colorado's Equal Pay for Equal Work Act, the Town will not discriminate between employees on the basis of sex, sexual orientation or on the basis of sex in combination with another protected status by paying an employee of one sex a wage rate less than the rate paid to an employee of a different sex for substantially similar work, except where the wage differential is based on a seniority system; a merit system; a system that measures earnings by quantity or quality of production; the geographic location where the work is performed; education, training or experience to the extent that they are reasonably related to the work in question; or travel if the travel is a regular and necessary condition of the work performed. An employee who believes their compensation does not comply with this policy should make a report to their supervisor or department head.

The Town will not seek the wage rate history of a prospective employee or require disclosure of wage rate as a condition of employment; rely on a prior wage rate to determine a wage rate; discriminate or retaliate against a prospective employee for failing to disclose the employee's wage rate history; discharge or retaliate against an employee for actions by an employee in asserting the rights established by Colorado law against an employer; or discharge, discipline, discriminate against, or otherwise interfere with an employee for inquiring about, disclosing, or discussing the employee's wage rate.

Subject to some statutory exceptions, the Town will notify all employees of all promotional opportunities at the same time and prior to making a promotion decision. A "promotional opportunity" is a vacancy in a new or existing position that could be considered a promotion for one or more employee(s) in terms of compensation, benefits, status, duties, or access to further advancement. The notice of promotional opportunity



will include the hourly or salary compensation or a range of hourly or salary compensation for the position and a general description of all benefits and compensation to be offered to the hired applicant.

POLICY NO. 2.4 - EMPLOYMENT CLASSIFICATION DEFINITIONS

Full-time Year-round Employee

An at-will employee who is scheduled to work 40 hours per week on a year-round basis. If an employee does not work at least 40 hours per week, the employee is expected to use accrued bank hours to equal 40 hours per week.

An at-will employee who is scheduled to work as a bus driver for a minimum of 35 hours per week on a year-round basis. If a bus driver employee does not work at least 35 hours per week, the employee is expected to use accrued bank hours to equal a minimum of 35 hours per week.

Full-time Seasonal Employee

An at-will employee who is regularly scheduled to work a minimum of 805 hours up to a maximum of 1,040 hours for an entire defined winter or summer season. Full-time seasonal employees who work two seasons in a year may work up to a maximum of 1,760 hours per year.

Part-Time Employee

An at-will employee who is scheduled to work regular or irregular shifts up to a maximum of 1,508 hours per year or an at-will employee who is scheduled to work approximately 30-32 hours per week, on average, on a year-round basis

Employment Classification Definitions are for the purpose of determining benefit eligibility and are not to be misconstrued to set the actual number of hours an employee may be assigned to work pursuant to business needs.

Seasons are defined by the employee's Department Head.

Only full-time year-round employees may work more than 1,760 hours per year.

Full-time seasonal employees who work one season and work as a part-time employee may work up to a maximum of 1,508 hours per year.

Please contact the Payroll Manager or Human Resources to understand the effects of a change in employment status on eligibility for benefits.



POLICY NO. 2.5 - RECLASSIFICATION CONVERSION POLICY

An employee who experiences job reclassification shall become eligible for all related benefits associated with the new classification as of their effective date in the new position and/ or classification.

Conversely, an employee becomes ineligible for benefits associated with the previous classification, if said benefits are not related to the new employment classification, on the termination date of their former position and/ or classification.

In the event an employee is reclassified as full-time year-round, the employee shall have credited to their vacation bank 8 hours for each month of their employment up to a maximum of 48 hours.

POLICY NO. 2.6 -WORK SCHEDULES AND ALTERNATIVE WORK ARRANGEMENTS

Work schedules for employees are established by the appropriate Department Head, based on the needs of the department and may include longer workweeks, different hours, different workdays and could change at any time.

Employees may request an alternative work schedule by contacting their Department Head. Any alternative schedule shall not be provided at the expense of service to the public and must not adversely affect the department's ability to provide coverage, perform optimally as a team, or maintain service levels.

A Department Head may grant, deny or retract any schedule related alternative work arrangement, at any time. Employees permitted to work remotely must adhere to the [TOSV Remote Workspace Access](#).

Employees that are temporarily not able to fulfill their job description and the physical requirements of their job description need to have approval from the Department Head and Human Resources Director to engage in light duty. An interactive ADA process may be initiated where the employee, the Town and the employee's medical provider are in communication during the process.

POLICY NO. 2.7- WORKPLACE ACCOMMODATION FOR NURSING MOTHERS

The Town accommodates nursing mothers with reasonable break time and a private location (other than a restroom) in close proximity to the work area for up to two years after the child's birth. Please contact your Department Head or Human Resources with questions.



CHAPTER 3 – LEAVE

Other than a qualified FMLA, no employee shall take time off in excess of 31 consecutive calendar days, unless otherwise approved by the Town Manager.

POLICY NO. 3.1 – SICK LEAVE; EXTENDED MEDICAL LEAVE

To the extent accumulated, Sick Leave may be used if an employee:

1. Has a mental or physical illness, injury, or health condition that prevents them from working;
2. Needs to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;
3. Needs to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in category (2);
4. The employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or
5. Due to a public health emergency, a public official having closed either (A) the employee's place of business or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child.

An immediate family member is defined as employee's spouse, significant other, parent, child or stepchild. In special circumstances, exceptions to the definition of "immediate family member" may be made by the employee's Department Head.

Full-time Year-round and Full-Time Seasonal employees accrue seven and a half (7.5) hours of sick leave per month. Full-time Year-round and Full-Time Seasonal employees may use up to 1,560 hours of accrued sick leave in a rolling calendar year, subject to applicable Long Term Disability requirements.

Part Time Employees accrue one hour of sick leave for every 30 hours worked and may use up to 48 hours of accrued sick leave in a rolling calendar year.

If, in the supervisor's opinion, an employee is too sick or too emotionally distraught to remain at work, the appropriate supervisor may dismiss the employee for the day utilizing the employee's sick leave.

All sick leave must be used in increments of a quarter hour or more and must be shown on the payroll time sheets to be approved by the appropriate supervisor.



An employee cannot use sick leave if the employee qualifies for Long Term Disability (i.e., after the 90-calendar day elimination period, Long Term Disability must be used in lieu of sick leave).

In the event an employee is absent for four or more workdays, medical or legal certification may be required by management.

An employee stops accruing sick time if they have accrued unused sick time equal to the maximum accrual amount of 1,560 hours and will only begin accruing sick time when the employee's accrued amount is less than the maximum accrual amount.

Employees who currently have more than 1,560 hours in their sick leave bank will be grandfathered in and will not lose any hours; however, they will not accrue additional sick leave until their balance falls below the 1,560 -hour limit.

Accrued but unused sick leave will not be paid out upon termination of employment.

Notification

If an employee is unable to work due to any event listed under sick leave, the employee shall notify their appropriate supervisor as soon as possible but, in any event, within the acceptable time frame specified by the Department Head, in order to not interfere with the smooth and efficient functions of the department.

If notification is not given within the time period specified by the Department Head, sick leave will not be granted to the employee for the day. Disciplinary action, up to and including termination, may result should an employee neglect to notify one's supervisor prior to the start of one's shift.

Health Day

Full-time Year-round employees who've been employed with the Town for a full year and have not exceeded 20 hours of sick leave usage in said calendar year will be rewarded with 8 hours of time off on January 1st of the following year (the "Health Day"). The 8 hours of time off can neither be cashed out nor carried over to the following calendar year and usage requires pre- approval from the appropriate supervisor.

2026 is the final year of the Health Day benefit and this program will terminate. Thus, the Health Day earned in 2025 and granted in January of 2026 is the final grant of such benefit, and a new Health Day cannot be earned during 2026.

Town of Snowmass Village Paid Extended Medical Leave Program

The Town of Snowmass Village Paid Extended Medical Leave Program is a short-term disability benefit, funded and provided by the Town.



The Extended **Medical** Leave Program provides wage replacement for eligible employees who require leave for the following qualifying reasons: managing the employee's own serious health condition, defined as an illness, injury, impairment, or physical or mental condition that prevents the employee from performing the essential functions of their job for at least 120 consecutive hours. This includes conditions related to pregnancy, childbirth, or recovery following childbirth, only if also eligible for Paid Parental Leave.

Eligibility Requirements

To be eligible for the Town of Snowmass Village Paid Extended Medical Leave Program an individual must:

- Be a full-time year-round or full-time seasonal employee
- Have a need for consecutive leave due to a qualifying medical condition, as defined above.
 - This program is intended for continuous absences and is not designed for intermittent leave; however, the Town will assess and reasonably accommodate on a case-by-case basis, where feasible, an employee's transition back to work when a continuous leave period shifts into an intermittent or reduced schedule as part of a return-to-work plan. There is no right to use this Program for intermittent leave.
- Provide the HR Department with as much advance notice as possible of the need for leave.
- Complete all required forms prior to the leave and again before returning to work.
- Have 120 consecutive hours of missed work as a result of being continuously unable to work during that time due to a qualifying medical condition.
- To the extent available, use accrued sick, vacation, personal, or comp time, to cover the first 120 consecutive hours of missed work. If an employee does not have sufficient accrued leave, the remaining hours will be considered unpaid leave.
- The qualifying medical condition must be certified by a licensed health care provider.

Leave Duration

- A covered employee may receive up to 9 weeks of paid leave through this Program within a 12-month application year.
- The application year begins on the first day of the calendar week when the employee files the claim.
- Leave may be taken more than once during the year, but total leave under this Program shall not exceed 9 weeks. For each use of Leave under this Program, it requires a separate 120 consecutive hours of leave taken for a qualifying medical condition before qualifying for leave under this Program. Once a new application year begins, the employee becomes eligible again for a full allotment of leave under this Program if all requirements are met.



- A reduced or intermittent work schedule, if approved, shall not extend the Leave period beyond 9 consecutive weeks from the date Leave commences.

Coordination with other Leaves of Absence and Policies

Leave taken under this program will run concurrently with any leave under the Family and Medical Leave Act (FMLA), if applicable. Any leave that meets the FMLA definition of a serious health condition of the employee will be counted toward the employee's available FMLA entitlement within the applicable 12-month period. All other FMLA requirements and provisions continue to apply. Please refer to the Family and Medical Leave Policy for further guidance.

If the employee applies to the State of Colorado and is approved for FAMLI benefits, leave under this program will also run concurrently with approved FAMLI leave. Employees are responsible for filing the claim directly with the State and providing the Human Resources Department with the claim number, determinations, and any required documentation to coordinate benefits. Wage replacement from FAMLI will be integrated with Town-paid leave so that there is no duplication of benefits under this Program; (i.e. TOSV will pay the difference between the benefit and the employee's regular wages); employees may use accrued leave to supplement FAMLI payments up to, but not exceeding, 100% of regular wages, consistent with law and Town policy.

Employees may use accrued sick, vacation, personal, or comp time to cover the initial 120 consecutive hours of missed work period under this Program. After the initial 120 consecutive hours of missed work period, eligible employees may transition into this program.

During periods of leave under this Program, employees will maintain all benefits as if they were on any other approved Town paid leave. If a holiday occurs while the employee is using leave under this Program, the holiday will be paid according to TOSV policies; however, holiday pay will not extend the total leave period under this Program.

Coordination with Paid Parental Leave. As a short-term disability program, employees eligible for Paid Parental Leave **and** who have a serious health condition related to pregnancy, childbirth, or recovery following childbirth are eligible for and may use leave under this Program as follows: an employee must first use 6 weeks of Paid Parental Leave; then, employee will cover the next 120 consecutive hours of missed work using accrued sick, vacation, personal, or comp time; and then the employee is eligible for 3 weeks of paid leave under this Program.

Other Medical Conditions and Partial Return to Work

Employees using this leave for a qualifying medical condition other than recovery from childbirth will be required to provide periodic updates on their recovery progress and confirmation of their anticipated return-to-work date.



If an employee is partially released to return to work, the Town will review any recommended work modifications or accommodations to determine what can reasonably be provided. Ideally, the employee should be able to perform the essential functions of their position; however, as they transition back to work, the Town will evaluate which duties can be temporarily adjusted or reassigned to support a safe and effective return.

During this transition period, if an employee is medically cleared to work a reduced schedule, the Town will continue to provide paid leave under this Program for the remaining portion of their regular workweek (i.e. difference between regular schedule and reduced schedule) until the employee is able to return to full capacity or the leave entitlement under this Program is exhausted (e.g. end of 9 consecutive weeks from the date Leave commences). Use of a reduced schedule and intermittent leave under this Program is at the discretion of the Town Manager.

Transition to Long-Term Disability

If an employee is continuously unable to work due to a qualifying medical condition for 90 consecutive calendar days, the employee will be required to apply for Long-Term Disability benefits in accordance with the Town's Long-Term Disability insurance policy. Employees are allowed to use their own sick/personal/vacation/comp time to supplement the Long Term Disability earnings up to 100% of their regular working wages. Human Resources will provide the employee with the necessary application materials and instructions prior to the end of the 90-day period.

Approval for Long-Term Disability benefits is determined by the Town's disability insurance provider. Failure to submit a timely Long-Term Disability application or to cooperate with the application process may result in a loss of income protection and could impact continued employment status.

While the application is pending, employees must continue to follow all Town leave and communication procedures and may use any available paid leave time as approved.

Claw back Provision

Extended Medical Leave benefits shall be subject to "clawback" by the Town on the following conditions:

- **Repayment Obligation:** If an employee voluntarily terminates employee's employment within 12 months after returning from Extended Medical Leave or fails to return to work after such leave, the employee shall be obligated to repay the total amount of paid Extended Medical Leave benefits the employee received from the Town. This shall not apply in the event an employee is unable to return to work as a result of a qualifying medical reason.
- **Repayment Period:** The repayment shall be made in equal installments, deducted from the employee's final paycheck. In the event that the total amount owed



exceeds the employee's final paycheck, the employee shall reimburse the employer within 30 days of termination.

- Overpayment: If an employee is determined to have been overpaid Extended Medical Leave benefits, whether due to an administrative error or otherwise, the employee agrees to promptly repay the excess amount to the employer upon notification.
- Misrepresentation: In the event that an employee is found to have provided false or misleading information regarding their eligibility for Extended Medical Leave or the intended duration of their leave, the employee shall be required to repay the full amount of paid Extended Medical Leave benefits received.
- The employee acknowledges that this claw back provision is an integral part of the agreement for Extended Medical Leave benefits. The Town Manager may waive this repayment obligation if warranted under the circumstances in the Town Manager's sole discretion.

POLICY NO. 3.2 - VACATION

Full-time Year-round employees shall be entitled to paid vacation time. All use of vacation time must be pre-approved by the appropriate supervisor and in accordance with the department's vacation request policy.

Vacation time begins accruing upon hire. Vacation accruals change to the next level after the *full completion of* the 2nd year of service and the 5th year of service. Vacation time may be used to the extent accrued.

Full-time Year-round employees shall accrue vacation time as follows:

- 0-23.99 months (0-2 Years) of continuous employment-96 hours (accrues 8 hours per month)
- 24-59.99 months (2-5 years) of continuous employment-120 hours (accrues 10 hours per month)
- 60 months (5+ years) or more of continuous employment-160 hours (accrues 13.33 hours per month)

An employee stops accruing vacation time if they have accrued unused vacation time equal to the maximum accrual amounts below and will only begin accruing vacation time when the employee's accrued amount is less than the maximum accrual amounts.

- 0- 23.99 months of continuous employment - a maximum of 160 hours
- 24 months or more of continuous employment - a maximum of 200 hours

If an employee terminates prior to the 15th of the month, the employee will not receive that month's accrual. Terminated employees are entitled to receive pay for their unused,



non-forfeited vacation time.



POLICY NO. 3.3 - HOLIDAYS

Town offices shall be closed on the following designated holidays:

New Year's Day	- January 1 st
Martin Luther King	- Third Monday of January
President's Day	- Third Monday of February
Memorial Day	- Last Monday of May
Juneteenth	- June 19 th
Independence Day	- July 4 th
Labor Day	- First Monday of September
Veteran's Day	- November 11 th
Thanksgiving Day	- Fourth Thursday of November
Christmas	- December 25 th

When a holiday falls on a Saturday, the preceding Friday will be observed, when a holiday falls on a Sunday, the following Monday will be observed, unless designated otherwise by the Town Manager.

Holidays Not Worked

For each observed holiday, Full-time Year-round, Full-time Seasonal and Part-time employees will receive Holiday Pay, equal to their regularly scheduled hours, for that day/shift.

Holiday Worked

All Town employees, including part time employees, *assigned* to work an observed holiday (if different than the Town designated holiday, but not both days) will receive Holiday Pay in addition to being compensated at one-and-a-half times for actual hours worked, for a total of two-and-a-half times.

Non-exempt employees have the choice to be paid for actual hours worked or to accrue some or all the actual hours worked as compensatory time.

Exempt employees will receive compensatory time at one-and-a-half times for actual hours worked.

Refer to Policy No. 4.3 for further clarification of overtime and compensatory time in relation to Holidays.



POLICY NO. 3.4 - PERSONAL HOURS

Full-time Year-round Employees shall accrue up to 32 paid "Personal Hours" at the beginning of each calendar year and Full-Time Seasonal Employees shall accrue up to 16 paid "Personal Hours" at the beginning of the season or upon start date. New Full-Time Year-round employees shall accrue 32 Personal Hours at the time of hiring for the remainder of that year. At the beginning of each calendar year, Full-time Year-round Employees shall accrue a number of hours to equal 32 paid Personal Hours (e.g., if an Employee has 16 Personal Hours at the end of a year, an additional 16 hours will accrue at the beginning of the year). Employees cannot accrue more than 32 Personal Hours. These hours are not cumulative.

Personal Hours may be used with the pre-approval of the appropriate supervisor. An employee may not receive cash compensation for Personal Hours not used.

Full-time seasonal employees are eligible for full-time working hours throughout their seasonal employment. This eligibility continues until there is a change in their employment status or their employment is terminated.

If a full-time seasonal employee transitions to a full-time year-round position, the employee will become eligible for an additional 16 Personal Hours for that year.

Employees are only allowed to use up to 32 Personal Hours per calendar year.

POLICY NO. 3.5 - COMMUNITY SERVICE LEAVE

Full-time year-round employees are eligible to receive up to eight (8) hours of paid leave per calendar year to volunteer with charitable, civic and non-profit organizations within Snowmass Village or at Town-sponsored events.

Approval and timing of the leave must not adversely affect the employee's job performance, be detrimental to the Town's interests, or place the employee in the position of serving conflicting interests. Pre-approval and timing of Community Service Leave is required by the Department Head.

Community Service Leave must be in increments of no less than one hour and is not considered hours worked towards overtime calculations. Community Service Leave is not carried over to the next calendar year and is forfeited if not used in the calendar year.

Unused community service leave will not be converted to pay at time of termination.

Verification from the organization may be requested by the employee's Department Head at the completion of the community service.



POLICY NO. 3.6 - FAMILY AND MEDICAL LEAVE POLICY

Federal Family and Medical Leave (FMLA Leave) Eligibility

The Town provides up to 12 weeks of unpaid, job-protected leave to eligible employees if they have worked for the Town for at least 12 months and for 1,250 hours over the previous 12 months.

Such leave may be taken for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
- Serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active-duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Federal FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes Federal FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

**The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."*

Benefits and Protections

During Federal FMLA leave, the Town maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium, if applicable, while on leave.



Upon return from Federal FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms, with exceptions provided below in the "Returning to Work" section of this Employee Handbook. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

The maximum time allowed for Federal FMLA leave is either 12 weeks or 480 hours in the 12-month period as defined by the Town, or 26 weeks as explained above. The 12-month period is calculated backwards on a rolling basis from each day of Federal FMLA leave taken by the employee.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Town's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the Town's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Federal FMLA leave shall run concurrently with other leave to which the employee is entitled.

Substitution of Paid Leave for Unpaid Leave

The Town requires employees to use accrued paid leave while taking Federal FMLA leave. Paid leave used at the same time as Federal FMLA leave must be taken in compliance with the Town's normal paid leave policies.

During Federal FMLA leave, an employee will use Sick Leave first. The employee must



then use Vacation, Personal Hours, and Compensatory Time, in whatever order they prefer. After all leave banks are exhausted, unpaid leave will apply through the remainder of the FMLA leave.

An employee cannot use paid leave if the employee qualifies for and elects Long Term Disability (i.e., after the 90-calendar day elimination period, Long Term Disability must be used in lieu of paid leave).

If an employee's leave of absence does not constitute paid leave as defined in the Town's paid leave policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the department's normal call-in procedures.

Employees must provide sufficient information for the Town to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Town if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The Town may require second and third medical opinions at the Town's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the department's attendance guideline. Employees on leave must contact the Human Resources Director at least two days before their first day of return.

The Town's Responsibilities

The Town will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the Town will provide a reason for the ineligibility.

The Town will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the Town determines that the leave is not FMLA-protected, the Town will notify the employee.



An employee cannot use paid leave if the employee qualifies for and elects Long Term Disability (i.e., after the 90-calendar day elimination period, Long Term Disability must be used in lieu of paid leave).

FAMLI – Colorado Family and Medical Leave Insurance

By Resolution No. 18, Series of 2022, the Town has opted out of the Colorado Family and Medical Leave Insurance (FAMLI) program. However, employees have the option to participate in the State's FAMLI program as an individual. As a Colorado worker, you have the right to opt in to Colorado FAMLI benefits under the law. You can learn more about the Colorado FAMLI program by contacting the Division at CDLE_FAMLI_info@state.co.us or by visiting the website at <https://famli.colorado.gov>. If you wish to opt-in to FAMLI, please contact the HR Director and Payroll and Benefits Manager for more information.

In the event that an employee opts in to Colorado FAMLI and self-elect Colorado FAMLI coverage, you must commit to participating in the program by filing wage data and submitting premium payments for three years. If and when leave is taken, Colorado FAMLI and Federal FMLA leave are intended to be taken concurrently.

Returning to Work

If the leave is required due to the employee's own serious health condition, before returning to work he or she may be required to submit certification issued by a health care provider stating that the employee has the ability to perform their regular job and explaining any restrictions on regular job duties. Employees with restrictions will be allowed to return to work only if the Employee can perform the essential job functions with or without reasonable accommodation.

When ready and released to return to work, the Town will reinstate the employee to his/her original position or a similar level position if such a position is available and providing circumstances have not changed so as to make it impossible or unreasonable to do so. If the original or similar level position is not available, the Town may transfer the employee temporarily to a different position until the original or similar level position becomes available.

An employee on unpaid medical leave must contact his/her supervisor prior to the return date. If an employee fails to report to work promptly at the end of the leave, the Town will assume that the employee has resigned.

Nothing contained herein entitles the restored employee to any right, benefit or position of employment other than that which the employee would have been entitled to had the employee not taken the leave. This means that an employee on unpaid medical leave may be laid off or terminated during the leave period for cause or business necessity or no reason, the same as any other employee.

Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave. Vacation Time previously earned but unused



and accrued Sick Leave at that time may be used if the employee so desires. Contributions to retirement, accrual of Sick Leave and Vacation Leave will be continued only if the employee elects to use Sick Leave, Vacation, Personal Hours, or compensatory time, but not during unpaid FMLA Leave. An employee who is on FMLA during a designated holiday will not be paid that holiday unless it is a day they are regularly scheduled to work.

Unlawful Acts

FMLA makes it unlawful for the Town to interfere with, restrain, or deny the exercise of any right provided under FMLA. FMLA makes it unlawful for the Town to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the Town. FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Concurrent FMLA and Workers Compensation Leave

An on-the-job injury may constitute a serious health condition under the FMLA. An employee's FMLA hour equivalent of up to 12 weeks leave entitlement will run concurrently with a worker's compensation absence when the injury meets the criteria for a serious health condition. Because employees on a workers' compensation absence receive payment of two thirds of their wages for the length of lost time, in accordance with the workers' compensation laws, an employee may use accrued Leave time to supplement their lost time wages up to 100% during FMLA leave.

If the employee is certified to return to work in a modified duty capacity, the employee may decline the offer of modified duty. In such a case, the employee may lose workers' compensation benefits but is entitled to remain on paid or unpaid leave until hour equivalent of up to 12-weeks of FMLA entitlement is exhausted. As of the date workers' compensation benefits cease, the employee will be required to use any paid leave.

POLICY NO. 3.7 - SPECIAL LEAVES OF ABSENCE

The Town has established the following leave policies for special situations:

A. Medical Leave of Absence with Pay

A medical leave of absence of up to nine months in a rolling calendar year, with pay from accrued leave banks, may be granted by Town Manager for Full-Time Year-round, Full-time Seasonal and Part-time employees. In some instances, a non-medical Leave of Absence with Pay (such as time off after FMLA leave is exhausted to care for a newborn) may also be granted.



During a medical leave of absence, an employee will use Sick Leave first. The employee must then use Vacation, Personal Hours, and Compensatory Time, in whatever order they prefer. After all leave banks are exhausted, unpaid leave will apply through the remainder of the leave. Once unpaid, the Town's Time Off without Pay policy will apply.

While an employee is on a medical leave of absence and using accrued Leave time, the Town will continue the employee's health benefits, at the same level and under the same conditions, as a working employee. The Town will continue payroll deductions to collect premiums, if applicable.

An employee who is on medical leave of absence during a designated holiday is paid for the holiday.

A Medical Leave of Absence with Pay runs concurrently with FMLA, if applicable.

B. Time Off without Pay

A leave of absence without pay for more than ten days may be granted only by Town Manager for Full-Time Year-round and Full-time Seasonal. In the event of an approved leave, vacation and sick leave shall not accrue, retirement benefit contributions shall cease (if applicable), and health, dental, long term disability, life and vision insurance benefits continuation shall be subject to the terms of the Towns group contract and payment for those premiums will be at the expense of the employees.

A request for leave without pay shall be made as far in advance as possible and will be approved on a case-by-case basis.

C. Bereavement Leave

Full-time Year-round employees, Full-time Seasonal employees, and Part-time employees may be granted up to a maximum of three days per calendar year of bereavement leave for family members of the employee; grandparents, aunts, uncles, parents, spouses, significant others, siblings, children, nieces and nephews. In special circumstances, exceptions to the definition of "family members" may be made by the employee's Department Head.

A day is equal to the number of hours in the employee's regularly scheduled shift. Should special circumstances exist, requests to exceed the maximum of three days per calendar year must be requested in writing and approved by the Town Manager. If approved, additional days may be paid via other accrued leave banks.

When an employee is called in to work additional hours in a work week in which the employee has utilized bereavement leave, the employee, at their discretion, may receive the bereavement leave pay at straight time in addition to the physically worked hours.



This leave is not carried over to the next calendar year, is forfeited if not used in the calendar year and is not paid out upon separation from employment.

D. Jury Duty and Elections

The Town recognizes jury duty as a civic responsibility of all Town employees. When summoned for jury duty, an employee will be granted leave to perform his or her duty as a juror. If the employee is excused from jury duty during his or her regular work hours, he or she is expected to report to work promptly.

For the first three days of jury duty, all employees receive regular pay for the hours they were regularly scheduled to work, so long as confirmation of juror service is provided to Human Resources.

Beginning the fourth day of jury duty, employees shall remit to the Town the remuneration received for jury duty by the State of Colorado. When remitted, the Town will compensate the employee at their regular rate of pay for their scheduled work hours while serving on a jury for up to two weeks unless otherwise authorized by the Town Manager.

Employees are encouraged to exercise their voting rights in all elections. Employees are encouraged to vote before or after work, however, an employee can request to arrive late or leave work early to vote in any election if their schedule is such that they have less than two hours off duty to vote. Notice of leave must be provided at least one day prior to voting.

E. Domestic Abuse Leave

Employees who are victims of domestic abuse may take time off under the Town's Sick Leave policy. Employees may also be eligible for additional domestic abuse leave of up to three (3) workdays in any twelve-month period. If approved, this leave may be paid if the employee chooses to use any accrued Leave time. Please see Human Resources for additional information.



POLICY NO 3.8 - PAID PARENTAL LEAVE

Purpose

The Town of Snowmass Village will provide up to 6 weeks of paid parental leave to full-time year-round employees and up to 3 weeks of paid parental leave to full time seasonal employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after August 8, 2023.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the Town for at least 6 months.
- Have worked at least 1,040 hours during the 6 consecutive months immediately preceding the date the leave would begin.
- Be a full-time year-round or full-time seasonal, regular employee.

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

Eligible employees will receive a maximum of 6 weeks for full-time year-round employees and a maximum of 3 weeks of paid parental leave to full time seasonal employees of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 6-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 6 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.

Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption or placement of a child with the employee. Paid



parental leave may not be used or extended beyond this 12-month time frame. Employees can take paid parental leave in one continuous period of leave or intermittently and must use all paid parental leave during the 12-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.

Upon termination of the individual's employment at the Town, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees accrued sick, vacation and personal time and, if eligible, through the Extended Medical Leave Program. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

The Town will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company Town paid leave such as paid vacation leave or paid sick leave.

If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.

Requests for Paid Parental Leave

The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

As is the case with all company Town policies, the organization Town has the exclusive right to interpret this policy.



Claw back Provision

The employee agrees to the following claw back provision:

- **Repayment Obligation:** If the employee voluntarily terminates their employment within 12 months after returning from parental leave, the employee shall be obligated to repay the total amount of paid parental leave benefits they received from the employer.
- **Repayment Period:** The repayment shall be made in equal installments, deducted from the employees. In the event that the total amount owed exceeds the employee's final paycheck, the employee shall reimburse the employer within 30 days of termination.
- **Overpayment:** If the employee is determined to have been overpaid parental leave benefits, whether due to an administrative error or otherwise, the employee agrees to promptly repay the excess amount to the employer upon notification.
- **Failure to Return:** Should the employee fail to return to work for a minimum period of 1 month following the conclusion of the parental leave period, the employee shall be obligated to repay the full amount of paid parental leave benefits.
- **Misrepresentation:** In the event that the employee is found to have provided false or misleading information regarding their eligibility for parental leave or the intended duration of their leave, the employee shall be required to repay the full amount of paid parental leave benefits received.
- The employee acknowledges that this claw back provision is an integral part of the agreement for paid parental leave benefits.



CHAPTER 4 - COMPENSATION

POLICY NO. 4.1 - COMPENSATION ADMINISTRATION

The Town strives for fair, equitable and competitive compensation practices based upon the market and internal equity.

All compensation and classification policy decisions must take into consideration the Town's overall economic condition and must be pre-approved by the Town Manager.

A. Base Rate of Pay

The base rate of pay will be determined by the employee's applicable experience, qualifications, the pay range for the position, and internal equity.

B. Performance Management

The performance management process enables supervisors and employees to have well-rounded, meaningful and continual conversations focusing on positive and constructive feedback, as well as performance goals.

C. Review Dates

Most employee performance review discussions take place in May of each year. Seasonal employees receive annual performance reviews at the end of the season in which they work.

D. Merit Pay Increase

A merit increase may be awarded to employees no more than once yearly and is informed by the Town's overall economic conditions, budgeted wage pool, and the performance review rating suggested by the supervisor and/or Department Head.

All merit increases shall be pre-approved by the Town Manager before going into effect.

Employees that are at the maximum pay rate for their pay grade and are eligible for a merit increase will receive a lump sum payment.

E. Classification and Pay Scale Plan

The classification and pay scale plan provide a framework for grouping and compensating like positions based on current market data and the written duties and responsibilities of each job description. Any adjustments to the pay scale plan shall be pre-approved by the Town Manager.



F. Marketplace Wage Adjustments

Marketplace wage adjustments for specific positions may be reviewed during the budget preparation process or on an as needed basis. If a marketplace wage adjustment is awarded, it shall impact all employees holding such position(s) and become effective at the beginning of the upcoming calendar year or as otherwise communicated.

G. New Position Classifications and Reclassifications

New position classifications and position reclassifications are tied to the annual budget process and shall be pre-approved by the Town Manager.

The reclassification of a job position to a new pay grade may occur when substantial and permanent increases or decreases in job duties and responsibilities prompt the need to change the job description. As a result, a Promotion or Demotion may occur.

H. Promotions

Promotions that are tied to the annual budget process and promotions that occur due to a vacated position must be pre-approved by the Town Manager.

Promotional increases may be granted to an employee who has moved into a position with a higher pay grade and, in general, should be between 5%- 10% of the employee's existing rate of pay.

In the case where an increase of 10% will not meet the minimum of the new pay grade, the new rate of pay will be at least the minimum of the new pay grade.

I. Demotions

A demotion occurs when an employee, either voluntarily or involuntarily, is moved into a new position in a lower pay grade. When an employee is demoted, the rate of pay may be reduced and shall not be above the maximum rate of pay for the new position.

J. Transferring Between Positions

When an employee holds more than one position at the Town and transfers between positions, the rate of pay shall be adjusted accordingly and within the applicable pay grade for the position into which the employee is transferring.

K. Season-End Bonus

Employees who are hired for a defined season, receive a Successful or Exemplary performance rating for the applicable season and successfully work the entire season may be eligible for an end-of season bonus. Full-time Seasonal Employees may be eligible for a bonus amount of \$800. Part-time Employees hired for a defined season may be eligible for a bonus amount of \$200.



L. One-Time Payments

Upon prior approval by the Human Resources Director and Town Manager, a one-time payment of a specified amount may be awarded to an employee for either meritorious service or special recognition, to be determined on a case-by-case basis.

POLICY NO. 4.2 - PAY DAYS & TIMEKEEPING

Employees are paid on a bi-weekly basis on alternating Fridays. Electronic and paper timesheets shall be submitted on Monday by 5pm prior to the pay day, covering the previous two-week period.

Each pay period consists of two work weeks. The workweek is declared to be a seven consecutive day period beginning on Monday at 12:00 a.m. and ending on the following Sunday at 11:59 p.m.

Time is kept in quarter-hour increments with rounding to the nearest quarter hour. For example, a start time from 7:53 to 8:07 rounds to 8:00 and a start time from 8:08 to 8:22 rounds to 8:15.

Employees are responsible for reviewing their paychecks and informing Human Resources or the Payroll Manager of any errors, improper or missing deductions.

POLICY NO. 4.3 - OVERTIME AND COMPENSATORY TIME

All Town employees are categorized as either "exempt" or "non-exempt" in accordance with the Fair Labor Standards Act.

Exempt Employees

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements.

As exempt employees may be required to work time outside of and in addition to normal business hours, exempt employees may average their working hours over an 80 hour pay period as a means of providing greater flexibility. Nevertheless, exempt employees are required to work no less than 80 hours each pay period or must use authorized leave to make up the full 80 hours in a pay period.

Compensatory time may be accrued by exempt employees who work time in excess of the required 80 hours worked in a pay period. The purpose of recording compensatory time earned is to record the actual hours it takes for an exempt employee to complete their job duties and responsibilities.

Compensatory time accumulated may be used for time off at the discretion and pre-approval of the Department Head or Town Manager, based on the workload of the



department. The Department Head or Town Manager may authorize use of up to 160 hours of compensatory time per calendar year. Employees may carryover a maximum of 80 hours of compensatory time into the next calendar year at the discretion and pre-approval of one's supervisor.

Compensatory time for exempt employees does not provide any financial compensation in addition to established salaries and has no monetary value upon termination.

Sick leave, special leaves of absence and holiday pay do count towards hours worked when calculating compensatory time. Personal hours, community service leave, compensatory time and vacation time taken during a workweek do not count towards hours worked when calculating compensatory time.

Non-exempt Employees

Non-exempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests and who are not exempt from minimum wage and/or overtime pay requirements. Nonexempt employees shall be paid time and one-half of their regular rate of pay for any work in excess of (1) 40 hours per workweek, (2) 12 hours per workday, or (3) 12 consecutive hours without regard to the starting and ending time of the workday (excluding duty-free meal periods), whichever calculation results in the greater payment of wages, except for Sworn Police Officers.

In accordance with the requirements of Section 207 (k) of the Fair Labor Standards Act, for sworn police officers, the work period is based on a 14-day schedule and overtime shall be paid to any sworn police officer who works more than 80 hours during a 14-day work period.

Accrual of overtime hours must be pre-approved by the appropriate supervisor.

Non-exempt employees are eligible to request to accrue compensatory time as opposed to earning overtime pay.

Overtime hours shall be paid as:

- One and one-half times the regular rate of pay for each hour of overtime worked; or
- One and one-half hours compensatory time for each hour of overtime worked; or
- Any combination of one-and-one-half pay and compensatory time, provided it is not divided into fractional hours of less than half-hour increments.

Overtime pay and compensatory time is calculated solely based on hours worked. Sick leave, holiday pay, personal hours, compensatory time, special leaves of absence, community service leave and vacation time taken during a workweek do not count towards hours worked when calculating overtime and compensatory time.



When an employee is called in to work additional hours in a workweek in which the employee has utilized sick leave pay, the employee, at their discretion, may receive the sick pay at straight time in addition to the physical hours worked.

Use of compensatory time by an employee must be pre-approved by the appropriate supervisor.

Accrued compensatory time may not exceed 200 hours. Once an employee reaches 200 hours of accrued compensatory time, hours exceeding 200 hours will be paid out or may be directed into the employee's 457 deferred compensation plan, if eligible. On December 1st and April 1st of each year, non-exempt employees may request cash reimbursement for accrued, unused compensatory time. Employees may carry over a maximum of 80 hours of compensatory time into the next calendar year at the discretion and approval of the Department Head and Town Manager.

If a non-exempt employee's status changes to exempt, any compensatory time must be used or paid out prior to the effective date of the status change.

Any accrued, unused compensatory time is paid out upon termination.

POLICY NO. 4.4 – TRAVEL & TRAINING

The Town's travel and training guidelines can be found within the [Purchasing Policy](#) on the Daly Link. For specific questions about this policy, please contact the Finance Director.



CHAPTER 5 - BENEFITS

POLICY NO. 5.1 - SUMMARY

BENEFIT SUMMARIES

The Full-time Year-round, Full-time Seasonal and Part-Time Benefits Summaries can be found on [Benefits Page](#) on the Town of Snowmass website. Alternatively, please visit the Human Resources department to review plan documents for each of these policies.

HEALTH INSURANCE

Subject to the provisions of the Town's insurance carriers or policies, eligible employees hired on the first day of the current month will have their insurance effective immediately. If hired on the second day or later of the month, insurance will be effective on the first day of the following month.

Full-time seasonal employees rehired within 9 months of leaving their previous position, will be reimbursed for any employee only COBRA premiums, Medicare or any other medical coverage premium paid during their absence.

Full-time Seasonal employees who've been rehired into the same position within nine months of being laid-off from the Town may be reimbursed for their medical insurance premium; up to the COBRA amount for the Town's 'employee only' medical coverage. There will be no reimbursement if there is no out-of-pocket cost to the employee for that coverage and/or no proof of payment. If proof of payment is not submitted within 30 days of one's rehire date, the employee becomes ineligible for any reimbursement for the applicable off-season.

SOCIAL SECURITY REPLACEMENT AND RETIREMENT PLAN

The Town provides a retirement plan for all Full-time Year-round employees. These plans begin with the first, full paycheck covering a period of two weeks of work. The Town offers a 457 deferred compensation plan and a 401(a) money purchase plan. In lieu of social security, the Town contributes the equivalent of 11% of the employee's salary to the 401(a) plan, each pay period. In lieu of social security, employees are required to contribute a minimum of 5% to the 457 plan, each pay period.

Sworn police officers are required to contribute a minimum of 9% of their salary to the 401(a) plan, each pay period. The Town contributes the equivalent of 11% of the officer's gross salary to the 401(a) plan for sworn police officers, each pay period. Sworn police officers may also contribute towards the Town's 457 deferred compensation plan.



POLICE PENSION

Sworn police officers shall contribute 3% to the FPPA Death and Disability Plan.

EMPLOYEE LOAN

Upon approval of the Finance Director and the Town Manager, an employee may receive up to two employee loans per year for assistance in meeting emergency financial situations. The amount may be no greater than the maximum of one-half of the employee's monthly gross salary. This loan shall be in the form of a non-interest-bearing loan and must be paid back to the Town within a maximum of six months. If an employee has an existing loan out, they may accelerate the payment schedule, but cannot receive another loan prior to the original loan being satisfied in full. The employee shall be required to sign a promissory note pledging assets or wages as collateral. Upon termination, the loan must be paid off in full and the balance owing deducted from the final paycheck.

PAY ADVANCE

Employees may receive up to two pay advances in a calendar year for an estimated amount based on the employees' normal net paycheck amount, in order to meet an emergency financial situation. This request must be approved by the employee's Department Head. An employee may receive a pay advance for an estimated amount based on the employees' normal net paycheck amount prior to leaving on a vacation and the Town may deduct all or a portion of the pay advance from their next paycheck. This request must be approved by the employee's Department Head.

CELLPHONE

The Town will pay for an appropriate phone and/or call plan for employees that need a cell phone for Town business and receive pre-authorization by the Department Head.

The request for a cell phone shall include justification for the plan needed. Incidental personal calls may be made from the phone if that use does not result in usage in excess of the monthly contract amount.

Alternatively, the Town may pay a stipend toward personal cell phone plans that are used for conducting Town business. The monthly stipend amount will be determined by the Department Head on a case-by-case basis and may be reduced or revoked based on an evaluation by the Department Head.

Cell phone abuse for personal use may result in loss of the cell phone, call plan or stipend.



CREDIT UNION

All employees are eligible to participate in the Grand Junction Federal Credit Union. See the employee benefits guide for more information.

EMPLOYEE ASSISTANCE PROGRAM

Each year, all Town employees and members of one's household are entitled to three free counseling sessions per life event. Confidential counseling is provided to support mental health, work through job related or personal difficulties, assist with financial or legal problems, and address problems caused by alcohol and/or drug abuse.

BUS PASSES

All employees who live outside of Snowmass Village/ Aspen receive free RFTA bus passes to use the bus system as a means of transportation for commuting to and from work. These passes are to be returned to your supervisor upon termination of employment. The Town also offers town shuttles. Please contact the Transportation department for more information on the use of and obtaining RFTA bus passes.

INTERAGENCY TRANSFERS

The Town Manager may elect to honor the length of continuous, full-time employment for those transferring to the Town from another local government entity. Therefore, such an employee's length of continuous, full-time employment may, at the Town Manager's discretion, inform vacation accruals.

POLICY NO. 5.2 - WORKER'S COMPENSATION

The Town provides Workers' Compensation Insurance as required by law. This insurance is designed to provide protection for any employee suffering an injury resulting from accidents, injuries or illnesses arising out of and in the course of employment. Injuries, no matter how minor, must be immediately reported to the supervisor in writing as soon as possible after the occurrence and in all cases, within 24 hours and at the latest within four working days after the incident. Under Colorado law, an employee who fails to report an injury in writing may lose up to one day's compensation for each day's failure to report the accident.

Alcohol and Drug testing may be required if the employee's own actions or omissions could possibly have caused the accident that led to injury. If it is determined that the injury resulted from the employee's use of alcohol or controlled substances, workers' compensation benefits may be reduced by one-half in accordance with Section § 8-42-112.5, Colorado Revised Statutes.

Employees should consult the Town's list of approved physicians prior to seeking treatment for a work-related injury. Employees failing to treat with a physician listed on the panel may result in the loss of medical benefits. Employees should contact their supervisor to arrange an appointment with a designated treating physician.



The treating physician may recommend that an injured employee return to work on limited duty. In such event, the Company may require the employee to return to work performing duties within the medical restrictions even if such work is different than the employee's regular job duties. An employee's refusal of limited duty may be the basis for discipline or discharge.

POLICY NO. 5.3 - RECREATION AND WELLNESS BENEFIT

The Town supports and encourages the physical health, mental health and well-being of all employees as studies demonstrate that employee happiness and presenteeism are directly related to health, well-being and fitness.

As such, Town employees having worked a minimum of three months for the Town at any point in time as well as a minimum of 192 Regular Hours for the Town during the applicable calendar year shall be eligible for the annual recreation and wellness benefit.

The amount of the annual recreation and wellness benefit will be determined during the annual budget process and is a taxable benefit to the employee. Eligible employees will be reimbursed up to 100% of the annual benefit amount upon proof of eligible receipts that are incurred during the applicable calendar year. The minimum amount an employee can request to be reimbursed is \$100 per pay period and qualifying expenses that are greater than the yearly amount budgeted for the recreation benefit can be split in two years and must be submitted two years in a row.

If an eligible employee does not submit for reimbursement for the full amount of the annual benefit, the Town will give the employee a taxed cash bonus equivalent to 50% of the remaining balance in the month of December of the applicable calendar year, so long as the eligible employee is still an Active employee.

If an eligible employee leaves the Town within the applicable calendar year and has not submitted for the full amount of the annual benefit, the employee may request a cash bonus equivalent of 50% of the remaining balance, which will be considered full use of the benefit for the applicable year.

As the Town is an integral part of our resort community, the Aspen Skiing Company ski pass program is an exception in that it is provided in good faith and in advance of the applicable calendar year's benefit. Should the Town obtain an Aspen Skiing Company ski pass through the Aspen Chamber Resort Association for an employee and should the employee leave the Town prior to meeting the eligibility requirements, the employee will be required to return the ski pass to the Town and will also be required to reimburse the Town for the amount of the recreation benefit that was used towards this benefit.

Any ski pass received from the Aspen Skiing Company for any Town employee as part of an interagency agreement will serve as the only recreation benefit for the applicable calendar year and the eligibility requirement of 192 hours may not apply. In the case



where the employee elects not to take the pass, the employee would then be eligible for the recreation and wellness benefit according to the terms stated above.

The Following Items Are Examples of Appropriate Expenses:

Ski passes; Fitness club memberships, yoga studio classes and meditation classes; Bikes, skis, snowboards and their accessories; Off road vehicles such as snowmobiles, dirt-bikes, ATV's and their accessories/protective gear; Fishing gear and licenses; Golf equipment and passes; Exercise equipment such as treadmills, weights, etc.; Sport equipment such as skates, tennis, touring skis, jogging/ bike stroller; kid carrier, etc.; Yoga equipment- mats, blocks, etc.; Boating equipment including water skis; Camping equipment and accessories; Hunting gear and licenses Rafts, kayaks, canoes, stand up paddleboards and accessories; Bowling fees, shoes and bags; Mental health, counseling, acupuncture, and massage sessions; Meditation apps and fitness trackers. Sports gear and sportswear such as ski jackets, running shoes, gym shoes, clothing and footwear that are worn for sports or other physical activity.

The following items are examples of inappropriate expenses that will not be approved:

Computer and computer games such as Xbox; Televisions and stereo equipment; Items purchased for other family members; Accessories and parts for on road vehicles such as tires for SUV, car stereos, etc.; Clothing; Household items such bathroom scales; Medical hard goods such as stethoscopes; Protein drinks; Tools; Coolers; boats that can be used with a motor; Outdoor lawn games; Non-ATV motorcycle helmets; Outdoor festival admissions; RVs; 3D printers, video games, items for your home or home improvements such as hot tubs, fencing, pools, grills, etc.

As this list is not all-encompassing, please contact Human Resources with questions.



CHAPTER 6 - EMPLOYEE CONDUCT & PROBLEM SOLVING

POLICY NO. 6.1 – ETHICS

High standards of ethical behavior and workplace conduct are expected by all Town employees. They serve as the cornerstone of the Town's reputation in the community. Employees are expected to adhere to the Town's detailed Ethics and Conflict of Interest Policy below and chapter 2 of the municipal code.

Employees must conduct business without creating any conflict of interest. A conflict of interest can arise when an employee is involved in an activity for personal gain, which conflicts with the Town's business interests. Employees cannot solicit or compete with the Town's products or services offered. Outside work cannot be performed on the Town's time. Employees cannot use the Town's equipment, materials, resources, or "inside" information for non-Town related work. Employees should not solicit business or clients or perform outside work on the Town's premises.

Employees and their immediate family must be very cognizant of any significant investment or association with competitors or suppliers that might interfere with or appear to affect the Town's interests. Employees must notify their Department Head, the Human Resources Director or Town Manager regarding questions or any possible conflicts of interest.

Ethics and Conflict of Interest Policy

As Town employees, our ability to serve citizens and attract and retain quality employees depends on the Town's reputation in the community. Employee actions may enhance, maintain, or damage the standing that we have developed. Therefore, we expect all Staff to exercise the highest standards of ethics in all decisions that may impact the Town.

No workplace ethics statement can possibly cover every circumstance that may arise. Use good common sense. Ask yourself if you would like to read about your behavior in the newspaper or see a story about it on the nightly news. If there is any question about a course of action, it is your responsibility to get clarification from your Department Head, the Human Resources Director, or the Town Manager.

Conflicts of Interests Must Be Avoided.

The Town requires that employees protect all organizational information and avoid outside activities or relationships, which do or could adversely influence their decisions or actions on the job.

Other examples of conflict of interest could be holding financial interest in a local business, being self-employed in an occupation which competes with the Town or ownership, partnership, or personal involvement in supplier companies or distribution outlets related to Town business.



If employees have any question about whether a situation is a conflict of interest, employees should discuss the matter with their Department Head or Human Resources. If it remains unresolved, refer the matter to the Town Manager for a final determination.

What are conflicts of interest?

Because of the multiple roles individuals play in their daily lives -- especially in a small community like Snowmass Village -- people inherently possess many different interests and loyalties. At any given time, these interests may compete. Such conflicts are a part of life, but conflicts of interest related to an employee's position with the Town must be avoided when at all possible.

When undertaking town business, Town employees, as stewards of the public trust, are required to put the public's interest before their own. Impropriety occurs when an employee, faced with a decision, puts his or her personal or financial interest ahead of the public interest. When a Town employee, either directly or indirectly, gains a monetary benefit or other reward from a decision or recommendation made in his or her public capacity, that is very likely a conflict of interest.

Town employees cannot accept gifts of greater than \$75 value from a partner or vendor. And, in terms of accepting food and beverage from a vendor, if you can consume it in one sitting (basically during a meal) then likely it is fine; but if someone sent you expensive food or drink, that is not acceptable.

What do conflicts of interest have to do with ethics?

Government is about protecting the common good, which may be defined as the common conditions that are important to the welfare of everyone, police, parks, transit, housing, and other services. A public servant must always put the common good ahead of any personal, financial, or political benefit they might receive from a decision about such matters. Conflicts of interest interfere with the basic ethical principle of fairness--treating everyone equitably. A public employee should not take unfair advantage of his or her position by influencing a matter that could benefit them at the expense of others. The Town is also committed to seeking fairness and competition among vendors, stakeholders and contractors. Finally, conflicts of interest undermine trust. They make the public lose faith in the integrity of governmental decision-making processes.

What ethical dilemmas do conflicts of interest present?

Many times, government employees honestly believe that they are not being unduly influenced by their personal stake in an issue. They may feel, to the contrary, that their interest in the matter gives them special insight into the subject. But conflict of interest laws prevents such partiality. First, it's almost impossible for individuals to determine whether they are being fair when their self-interest is involved. Also, as the Institute for Local Self-Government states: "The law is aimed at the perception, as well as the reality, that a public official's and employee's personal interests may influence a decision." Even the appearance of impropriety undermines the public's faith that the process is fair.



Another common misconception about conflicts of interest is that employees are absolved of their responsibility merely by being transparent about their stake in the issue. It is insufficient for government officials to make conflicts public. They must take themselves out of the decision-making process altogether.

Business with Family

For the purposes of this policy, "family" is defined as an employee's grandparent, aunt, uncle, parent, spouse, significant other, sibling, child, stepchild, niece or nephew.

There may be times where we work with members of our family. If this occurs, we must ensure any transactions do not lead to a conflict of interest and we must make sure that our relationships do not appear to affect our business decisions. If you believe you face a potential conflict of this type, you must report the situation to your Department Head, the Human Resources Director or the Town Manager immediately. This includes any situation including but not limited to the following:

- A family member or someone with whom you have a romantic relationship works for a customer, current vendor, or vendor seeking to do business with the Town.
- You have a direct or indirect reporting relationship with (or have the ability to influence employment decisions for) a member of your family or someone with whom you have a romantic relationship.
- A family member or someone with whom you have a romantic relationship is an employee of a customer, contractor, current vendor or vendor seeking to do business with the Town when you have direct or indirect decision-making authority or influence with respect to the business relationship.

Department Head and/or Town Manager approval is required prior to conducting business with anyone that may have a real or perceived financial conflict of interest with a Town employee. Similarly, an employee must disclose to their Department Head or Town Manager if their family member has a financial relationship with a third party that does business with the Town.

POLICY NO. 6.2 - GENERAL STANDARDS OF CONDUCT

All employees are expected to maintain a professional demeanor and exhibit a high degree of personal integrity and ethical behavior. This includes displaying behavior that is courteous, polite, responsive and respectful to all others. Behavior that is commonly regarded as impolite, rude, disrespectful, hostile, offensive or contrary to the values of customer service and teamwork, in any way will not be tolerated.



Employees are expected to adhere to the following, additional general standards of conduct:

- Work together and help others.
- Ask for help when you need it.
- Operate with integrity.
- See something, say something. You are encouraged to speak up when you see someone who deserves praise and when you see a situation that needs to be resolved.
- Be innovative and forward-thinking. Think about what can be done to improve your job, department and the Town. Share your ideas.
- Do not gossip.
- Give people the benefit of the doubt. Assume positive intent. Seek the truth.
- Speak positively of your co-workers, department and the Town.
- Express concerns to the appropriate supervisor in a timely manner. Propose solutions. Be a problem-solver.
- Be honest, professional and respectful in your communications.
- Be productive and effective.
- Be responsible stewards with tax-payer dollars.

POLICY NO. 6.3 - DRUG AND ALCOHOL POLICY

The Town values its employees and is committed to providing a safe and healthy work environment. As the abuse of alcohol, drugs, and controlled substances impairs employee judgment and, thereby, results in increased safety risks, the Town strives for a drug free workplace.

Additionally, in accordance with the Drug-Free Workplace Act of 1988, the Town, as a possible federal grant recipient, is required to certify to grant agencies that the Town will ensure a drug-free workplace. Failure to comply with this requirement could result in suspension or termination of any or all federal grants within the Town. This requirement presents a necessity and an opportunity to take immediate action to eliminate drug abuse from the workplace.

To ensure a safe and healthy work environment, the Town prohibits the use, sale, manufacture, distribution, dispensation, possession, use or being under the influence of a controlled substance or drug paraphernalia during Town time, on Town premises or worksites. This prohibition includes Town owned vehicles, or personal vehicles being used for Town business or parked on Town property. The Town also prohibits the consumption of alcohol or being under the influence of alcohol on Town work time or during lunch or breaks.

Employees are subject to searches and/or testing upon reasonable suspicion that any of



the foregoing prohibitions have been violated. Employees who consume alcohol during lunch or breaks shall be considered off duty for the remainder of the day/shift. Any employee found in violation of the above-stated prohibitions and/or policies will be subject to disciplinary action, up to and including termination.

To clarify how the use of marijuana in the State of Colorado relates to employment at the Town, please note that Colorado law permits properly registered patients to use marijuana for medicinal purposes without fear of criminal prosecution, so long as they abide by the State's medical marijuana laws. Colorado also permits adults to possess and use marijuana. However, marijuana remains a Schedule I controlled substance under the Controlled Substances Act of 1970. As such, any use of marijuana—medical or otherwise—is against federal law. Moreover, Colorado's marijuana laws—medical and otherwise—provide employers with the right to have and enforce their drug policies with respect to marijuana. Therefore, an employee who tests positive for marijuana is in violation of the Town's drug and alcohol policy, even if the employee is exempt from criminal prosecution under Colorado law. As such, a positive drug test for marijuana constitutes a violation of the Town's drug and alcohol policy and may lead to termination.

Virtually any conduct involving illegal drugs or controlled substances, as defined by state or federal law, can result in disciplinary measures up to and including termination.

Excluded from prohibition are prescribed drugs and over-the-counter drugs when used in the manner, combination and quantity intended, unless job performance is affected. An employee who must use an over the counter or prescription drug that causes side effects which may adversely affect the employee's ability to perform work in a safe and productive manner must notify his or her supervisor of such use and side effects, prior to starting work. The supervisor, after proper inquiry, will decide if the employee can remain at work and what work restrictions, if any, are deemed necessary.

Employees shall notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The supervisor shall immediately notify Human Resources after receiving notice of the above criminal drug statute conviction from an employee or otherwise receiving actual notice of such conviction. The granting agency of the federal government must be notified within ten days after the Town receives notice of a criminal drug statute conviction from an employee or otherwise receives actual notice of such conviction. Within 30 days of receiving such notice the employee shall be subject to disciplinary action, up to and including termination.

Compliance with the above-stated policy is a condition of employment for all employees of the Town. In addition to the above-stated policy, all Town employees who operate a commercial motor vehicle for the Town and are required to hold a Commercial Driver's License (CDL) are also subject to the Town's drug and alcohol testing policy implemented under federal law.



All employees can avail themselves to the Employee Assistance Program (EAP) for additional information on substance abuse. Treatment resources can be found on the Daly Link.

Please contact Human Resources if you have any questions about this policy or wish to discuss issues related to the use of controlled substances or the abuse of alcohol.

The Town's Substance Abuse Policy is required by the Federal Transit Administration/ Federal Highway Administration and applies to all positions that require a CDL at the Town.

POLICY NO. 6.4 - SMOKING

It is our objective to provide a smoke-free environment at the Town. Smoking is prohibited within Town vehicles, all areas of each Town building, and 15 feet of the main entrance into each Town building. Employees may smoke in designated outdoor areas. This restriction always applies to all employees and visitors, including non-business hours.

POLICY NO. 6.5 - NEPOTISM

To avoid possible conflicts of interest and maintain impartial employment practices, relatives shall not work in a department in which one relative participates, either formally or informally, in decisions to supervise, hire, retain, promote, evaluate, or influence the employment status of a relative in any other way.

Relatives shall not work in a department in which they audit, verify, receive or are entrusted with monies received or handled by a relative.

For the purposes of this policy, a relative is defined as any two people related by blood, adoption, marriage, or living arrangement, as spouse, parent, child, grandparent, grandchild, brother, sister, in-laws, step-relations or domestic partners.

Relatives must treat one other as they would any other Town employee.



POLICY NO. 6.6 - OPEN RECORDS/COLORADO OPEN RECORDS ACT (CORA) REQUESTS

As a public employer, the Town may be required to furnish requested records to the public. These records may include messages, texts and or emails sent using Town equipment or Town email addresses.

Typically, open record acts provide citizens with a statutory right of inspection of government information to ensure the right to free speech, as well as the accountability of the government to its people. In relation to employer issues, the open records act attempts to balance the rights of persons to know and the privacy rights of an individual.

When an employee of the Town receives an external request to inspect any Town documents, please contact The Town Clerk with said request so that next steps may be determined.

POLICY NO. 6.7 - CONFIDENTIAL INFORMATION

Employees of the Town may have access to confidential information related to the Town, co-workers, community members and guests. Confidential information includes, but is not limited to, credit cards, social security numbers, banking information, personal information, business information and similar subjects.

Disclosure or misuse of confidential information is strictly prohibited, and such action will not be tolerated. This non-disclosure prohibition applies both during and after an employee's employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by the employee's supervisor.

Confidential information remains the property of the Town and must be returned to the Town upon separation or at any time upon demand.

POLICY NO. 6.8 - PROPRIETARY PROPERTY

All photographs, video, sound and video recordings (including of one's voice), written content, or other works produced by an employee for the Town of Snowmass Village while working for or performing duties for the Town are property of the Town.

Furthermore, employees are not permitted to take any documents or files (hard copies or digital files) upon termination of employment without the express permission of the Department Head or the Town Manager.

Employees who post on any Town social media platforms must adhere to the [Town's Content Release Policy](#).



POLICY NO. 6.9 - GIFTS AND FAVORS

Town employees are subject to Article XXIX of the Colorado Constitution and article V of Chapter 2 of the Town Code, concerning ethics in government. These provisions, and the provisions of state law referenced in the Town Code, require that government employees carry out their duties for the benefit of the people of Colorado and avoid conduct that is or appears to be in violation of the public trust. In general, these provisions require that local government employees not use any information for personal gain, not engage in business dealings with persons they supervisor or inspect as public employees, and not perform actions as a public employee for their own personal financial benefit.

Town employees are prohibited from accepting gifts or things of value in excess of \$75.

In general, it is permissible for employees to accept scholarships, honoraria, insurance proceeds, prizes, lottery winnings, inheritances, and/or special occasion gifts in excess of \$75 so long as the acceptance of such gifts does not involve undue influence, coercion, rigging, loss of impartiality, bribery, or a breach of the public trust.

POLICY NO. 6.10 - INTERNET, COMPUTER & EQUIPMENT USE

- 1.
- 2.
- 3.

The Town provides many tools for its employees and contractors to enhance their productivity and jobs. These tools include computers, software, and communication tools (email), access to internal networks (intranet), access to external networks (internet), as well as telephone systems, voice mail, fax, photocopiers, etc. The Town requires that these systems be used in a responsible way, ethically, and in compliance with all legislation and other town policies and contracts. Noncompliance could have a severe, negative impact on the Town, its employees, and the community. This policy does not attempt to anticipate every situation that may arise and does not relieve anyone that is accessing the system of their obligation to use common sense and good judgment. All technology-related actions should comply with the IT Policies and Procedures. Individuals are encouraged to use the Town's systems and resources to further the goals and objectives of the organization. The types of activities that are encouraged include:

- Communicating within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities.

IT Policies for:

- Acceptable Use of Assets
- Acceptable Use of Artificial Intelligence



- Data Security
- Secure Workstations
- Incident Response and Reporting
- Security Awareness and Training
- Security Unacceptable Uses

can be viewed at [IT and Security Policies](#).

POLICY NO. 6.11 - USE OF TOWN PROPERTY AND EQUIPMENT

It is the responsibility of every employee to check with their supervisor before using or permitting the use of Town-owned assets. It is not only unethical, but unlawful for an employee to use, or permit the unauthorized use of Town- owned vehicles, equipment, materials or property for profit. The Town recognizes that a de minimis use of certain Town assets for personal convenience will occur and is acceptable when the use is occasional and doesn't have an adverse impact on the organization.



POLICY NO. 6.12 - TOWN VEHICLE USAGE

Use of Town vehicles is limited to official Town business and designated employee carpools. Exceptions must be pre-approved by the Town Manager. Drivers must drive safely, follow any departmental Town vehicle use policies, obey all traffic laws, possess a valid driver's license, and strive to be current in defensive driver training.

It is the responsibility of the Department Head to assure proper use of Town vehicles. Department Heads should contact the Fleet Superintendent at Public Works for details regarding vehicle maintenance.

Employees are liable for payment to the Town for any non-authorized use or damage to Town vehicles. Unauthorized use or damage may result in disciplinary action.

The Town offers an employee carpooling program designed to reduce the number of single occupancy vehicles in Snowmass Village. Short stops on the route to and from work are acceptable if they do not inconvenience others in the carpool. Designated pick-up points should be at a common meeting point on the route, such as a park- and-ride lot. Morning and afternoon departure times are established, carpools leave within five minutes of the established time if an individual does not arrive. Drivers can be rotated, but anyone driving must have a valid Colorado driver's license and be eligible to drive a Town vehicle, which includes being current in defensive driving training. Driver responsibilities include keeping the vehicle clean, in good working condition, and adequately fueled for the round-trip commute.

The Town reserves the right to cancel the carpooling benefit to individuals who do not follow the specifics of this policy. Failure to comply with the specifics of this policy may result in disciplinary action up to and including termination.

POLICY NO. 6.13 - PET POLICY

The Town is responsible for assuring the health and safety of all employees. In keeping with this objective, the Town does not permit employees to bring their household pets to work *on a regular basis*. Pets may be brought to Town, on occasion, with pre-approval from the Department Head.

Pets that pose a threat of infection or cause allergic reactions in other employees, threaten, or distract employees, foul the workspace, or damage public property are not permitted at Town worksites or vehicles. Certified and trained service animals as defined by Colorado and Federal regulations, are exempt from this policy. An employee who requires the help of a certified and trained service animal (as defined by the Code of Federal Regulations) will be permitted to bring the service animal to the office.



POLICY NO. 6.14 - WEAPONS AND CONCEALED CARRY

An employee who has been issued a permit to carry a concealed handgun pursuant to the provisions of Part 2 of Article 12 of Title 18 Colorado Revised Statutes or a person who has been issued of a temporary emergency permit to carry a concealed handgun pursuant to section 18-12-209 Colorado Revised Statutes may carry a concealed handgun on Town property and in Town buildings, except in the Police Department and Council Chambers while Court is in session, so long as the employee is in compliance with concealed carry permit requirements and has been approved to do so by the Town Manager.

To seek approval, an employee must submit a letter of request to the Town Manager with a copy of the conceal carry license and proof of proper firearms training records, as required by State guidelines. The Town Manager will review the documents and make a final determination based on the employee's current standing with the Town, as well as the employee's competency.

Unlawful possession of a weapon while on Town property or while working is not permitted.

Employees in lawful possession of a weapon shall honor the requests of private business owners and private property while conducting Town business.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public, will not be tolerated. Any violation of this policy will be subject to disciplinary action up to and including termination.

Open carry is prohibited except in the case of sworn police officers.

POLICY NO. 6.15 - ANTI-VIOLENCE

Employees must not engage in intimidation, threats or hostile behaviors, physical abuse, emotional abuse, domestic abuse, bullying, vandalism, arson, sabotage, or any other act, which in Town management's opinion, is inappropriate in the workplace.

In addition, employees must refrain from making bizarre or offensive comments regarding violent events and/or behavior. Employees are expected to report any such conduct immediately to their supervisor, Department Head, Human Resources or the Town Manager. Engaging in any workplace violence may result in disciplinary action, up to and including termination.

Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.



POLICY NO. 6.16- IN HOUSE PROBLEM RESOLUTION POLICY

The Town strives to respond to complaints and resolve problems efficiently and effectively. The Town has adopted two methods for resolving complaints. The first method is an informal "open door policy." The second method is a written "complaint procedure."

Open Door Policy

The open-door policy applies to any complaint, problem, suggestion or question that employees may have regarding their employment. Employees are encouraged to discuss such matters with their immediate supervisor, Department Head, Human Resources or the Town Manager, at any time.

Written Complaint Procedure

The complaint procedure applies to any complaint regarding the interpretation or application of any written policy, perceived unfair treatment or any working conditions at the Town. This procedure does not apply to the handling of complaints under Policy 2.2 (Equal Employment Opportunity and Unlawful Harassment).

If the employee's supervisor is also the Department Head, employees are to begin the complaint procedure at step two. The procedure is as follows:

Step One: Promptly bring the written complaint using the form incorporated below to the attention of the immediate supervisor. A verbal discussion should be held within ten business days of the incident, or in a timely manner. If after having apprised your supervisor verbally of the complaint, the employee is dissatisfied with the supervisor's response, the first step is for employees to complete a complaint resolution form and present it to their immediate supervisor. A sample complaint resolution form is included. Upon receipt of an employee's formal complaint, the supervisor will investigate the matter, if appropriate, and will respond in writing within 21 business days.

Step Two: Employees who are not satisfied with the answer that they receive from their supervisor may present a complaint resolution form to the Department Head or the Human Resources Director. This must be done within 7 business days after the date of the written response by the employee's immediate supervisor. Upon receipt of an employee's complaint, the Department Head and/ or Human Resources Director will investigate the matter, if appropriate, and will answer the complaint in writing within 7 business days.

Step Three: Employees who are not satisfied with the decision of the Department Head or Human Resources Director may present their complaint to the Town Manager. This must be done within 7 business days after the date of the written decision of the Department Head or Human Resources Director. Upon receipt of an employee's complaint, the Town Manager will schedule a hearing at which the employee will have the right to be



represented, present evidence and arguments and will be given an opportunity to rebut any evidence or arguments. Prior to the hearing, employee(s) will also be given notice of the issues to be decided at the hearing. If the complaint involves discipline or discharge, employees will be notified of the charges against them. After the conclusion of the hearing, the Town Manager will take the necessary steps to investigate the complaint and will issue a written and final decision.

NOTE: Any functions of the Town Manager under this procedure may be performed by the Town Manager or the Town Manager's designee. Any functions of the Human Resources Director may be performed by the Human Resources Director or the Director's designee. If any of the affected parties are unavailable, the response period may change.



IN HOUSE COMPLAINT RESOLUTION FORM SAMPLE

Name: _____

Date: _____

Position: _____

Department: _____

Employee Signature: _____

Summarize reasons for your complaint, including the written policies you believe to have been violated, and the action requested. (Attach additional sheets if necessary.)

Date Received by Immediate Supervisor:

Date of informal discussion with Immediate Supervisor:

Results of Discussion (attach additional sheets if necessary)

Date Received by Department Head or HR: _____

Date Written Response delivered to Employee by Department Head or HR:

Written Response to Complaint (attach additional sheets if necessary)

Date Received by Town Manager:

Date Written Response delivered to Employee by Town Manager:

Town Manager's Final Decision (attach additional sheets if necessary)

POLICY NO.



6.17 – EMPLOYEE PROGRESSIVE DISCIPLINE POLICY

Purpose

Town of Snowmass Village's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

Outlined below are the steps of the Town of Snowmass Village's progressive discipline policy and procedures. The Town of Snowmass Village reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the employee's work record; the impact the conduct and performance issues have on the organization; and if the offense violates other employees and community members' physical and emotional safety.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the Town of Snowmass Village and its employees.

General Procedure

Step 1: Verbal warning

Step 1 creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve his or her performance or resolve the problem.

Within five business days, the supervisor may prepare written documentation of the verbal warning.

Step 2: Written warning

The Step 2 written warning involves more-formal documentation of the performance, conduct or attendance issues and consequences. Human Resources Director will provide the template that must be used for the written warning.

During Step 2, the immediate supervisor will meet with the employee to review any incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct



expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action may be issued. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken. More than one written warning may be issued.

Step 3 Termination of employment

The last and most serious step in the progressive discipline process is to terminate employment. Generally, the Town of Snowmass Village will try to exercise the progressive nature of this policy by first providing warnings, prior to terminate employment. However, the Town of Snowmass Village reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Termination of employment must be approved by human resources (HR). Final approval may be required from the Town Manager.

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal sequence of the progressive discipline policy and procedures are subject to approval from a next-level manager and HR.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage and hour employment laws.

Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance to ensure that the discipline is administered without jeopardizing the FLSA exemption status.



Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

Appeals Process

Employees will have the opportunity to present information to dispute information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, he or she will have five business days after each of those meetings to present such information.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all written progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents. Copies of these documents will be placed in the employee's official personnel file.

ACKNOWLEDGEMENT OF RECEIPT

OFFICE COPY

I HAVE RECEIVED A COPY OF THE TOWN OF SNOWMASS VILLAGE EMPLOYEE HANDBOOK DATED JANUARY 1, 2023. I UNDERSTAND THAT THE HANDBOOK, INCLUDING ANY COLORADO SPECIFIC SUPPLEMENT, PROVIDES A SUMMARY OF THE TOWN'S GUIDELINES AND ITS EXPECTATIONS REGARDING MY CONDUCT. I UNDERSTAND I AM TO BECOME FAMILIAR WITH ITS CONTENTS.

I UNDERSTAND THAT, EXCEPT AS MAY BE REQUIRED BY STATE LAW, THAT MY EMPLOYMENT WITH THE TOWN IS AT-WILL. THIS MEANS THAT NEITHER I NOR THE TOWN IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A SPECIFIC PERIOD OF TIME AND THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY ME OR THE TOWN AT ANY TIME, FOR ANY REASON.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, OR ARE THEY A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

I UNDERSTAND THAT THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE HANDBOOK OR ANY SUPPLEMENT, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT.

THE TOWN RESERVES THE RIGHT TO REVISE, DELETE OR ADD TO ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS OR OTHER PROGRAMS OF THE TOWN. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

Employee Signature

Date

Print Name



ACKNOWLEDGEMENT OF RECEIPT

EMPLOYEE COPY

I HAVE RECEIVED A COPY OF THE TOWN OF SNOWMASS VILLAGE EMPLOYEE HANDBOOK DATED JANUARY 1, 2023. I UNDERSTAND THAT THE HANDBOOK, INCLUDING ANY COLORADO SPECIFIC SUPPLEMENT, PROVIDES A SUMMARY OF THE TOWN'S GUIDELINES AND ITS EXPECTATIONS REGARDING MY CONDUCT. I UNDERSTAND I AM TO BECOME FAMILIAR WITH ITS CONTENTS.

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I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

Employee Signature

Date

Print Name

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

January 5, 2026

AGENDA ITEM:

Executive Session

PRESENTED BY:

Clint Kinney, Town Manager

BACKGROUND:

The Town Council has reason to convene in Executive Session. To convene in executive session, the Colorado Open Meetings Law requires that the Town announce the topics for discussion with specific statutory citation and to identify the particular matter(s) to be discussed in as much detail as possible without compromising the purpose for which the executive session is authorized. A motion to enter executive session for the announced purposes must be passed by 2/3 of the quorum 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) for the following purposes:

- a) For determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators pursuant to C.R.S. 24-6-402(4)(e) and Snowmass Village Municipal Code Section 2-45(c)(5), more specifically related to: **Little Red Schoolhouse Lease.**
- b) For a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions pursuant to C.R.S. 24-6-402(4)(b) and Snowmass Village Municipal Code Section 2-45(c)(2), more specifically related to: Quarterly update from Town Attorney

Provided, there is an affirmative vote of two-thirds of the quorum present at this meeting to hold an Executive Session and for the purposes of considering items (a) and (b) 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