

**SILVERTHORNE TOWN COUNCIL MEETING
AGENDA FOR FEBRUARY 11, 2015 - 6:00 P.M.**



- I. CALL TO ORDER/ROLL CALL/APPROVAL OF AGENDA**
- II. PLEDGE OF ALLEGIANCE**
- III. STAFF COMMENTS 1**
- IV. COUNCIL COMMENTS**
- V. CONSENT CALENDAR**
 - A. Town Council Meeting Minutes, January 28, 2015 9
 - B. Resolution 2015-04; a Resolution Awarding a Contract for Construction of the 2015 Rainbow Park Tennis and Basketball Court Resurfacing Project to LER Inc. dba Renner Sports Surfaces of Denver Colorado..... 15
- VI. CITIZENS' COMMENTS***
- VII. SOUTH MARYLAND CREEK RANCH GENERAL IMPROVEMENT DISTRICT BOARD**
 - A. Resolution 2015-01; a Resolution Exempting South Maryland Creek Ranch from Audit for Fiscal Year 2014 19
- VIII. PUBLIC HEARINGS**
 - A. Ordinance 2015-01; an Ordinance amending Chapter 4, Article VI, Section 4-6-2(h), concerning the Design Districts – 2nd Reading..... 29
- IX. DISCUSISON ITEMS**
- X. EXECUTIVE SESSION**

Executive Session under Charter Section 4.14 and CRS 24-6-402(4)(f) to discuss Economic Development matters at The Outlets at Silverthorne.
- XI. ADJOURNMENT**

* Citizens making comments during Citizen's Comments or Public Hearings should state their name and address for the record, be topic specific, and limit comments to 3-5 minutes. Council may add citizen Comment items as an Action Item by motion; however, the general policy is to refer citizen comments for review and recommendation. Public presentations must be pre-arranged a week in advance with the Town Manager and limited to 10 minutes.

**COUNCIL WORK SESSION:
TOPIC:**

**FEBRUARY 10, 2015 – 6:00 P.M.
JOINT SPORT/TOWN COUNCIL MEETING**

**SILVERTHORNE TOWN COUNCIL WORK SESSION
PUBLIC ISSUES SCHEDULE
2015**

The Council Work Sessions are held every 2nd and 4th Tuesday of each month and begin at 6:00 p.m. with open discussions. The following issues will be addressed from 6:15 p.m. until completed. Additional items to be discussed will be scheduled as time permits.

"OPEN" indicates a topic has not yet been selected.

FEBRUARY 24 OPEN

MARCH 10 WILDFIRE COUNCIL

MARCH 24 OPEN

APRIL 7 OPEN

APRIL 21 OPEN

January 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Rec Center Hours: 10:00 am—6:00 pm TOS Holiday	2 Summit Music & Arts Concert—Pavilion	3
4	5	6 EDAC Planning Commission	7	8	9	10
11	12	13	14	15	16 Payroll	17
		Work Session	Council Meeting	SPORT Meeting	Country Western Dance—Pavilion	
18	19	20 Planning Commission	21 Court	22	23 Employee Appreciation Party— Pavilion Payroll	24 Brewer's Rock for Rescue—Pavilion
25 Twilight Skate— North Pond Park	26	27 Work Session	28 Council Meeting	29	30	31

February 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
		Planning Commission			Father Daughter Date Night —Pavilion PM Payroll	
8	9	10	11	12	13	14
		Work Session	Council Meeting		Valentine's Comedy—Pavilion	Pond Hockey Tournament—North Pond
15	16	17	18	19	20	21
Pond Hockey Tournament—North Pond	President's Day Pond Hockey Tournament—North Pond	Planning Commission	Court	SPORT Meeting	Country Western Dance—Pavilion Payroll	
22	23	24	25	26	27	28
		Work Session	Council Meeting			
No School - Winter Break						

March 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 EDAC Meeting Planning Commission	4	5	6 Stargazing Snowshoe—Angler Mountain Trail Payroll	7
8	9	10 Work Session	11 Council Meeting	12	13	14
15	16	17 Planning Commission	18 Court	19	20 Country Western Dance—Pavilion Payroll NO SCHOOL	21
22	23	24 Work Session	25 Council Meeting	26 SPORT Meeting	27	28 Girl Scout Water Fun Day—Rec Center
29	30 Planning Commission	31				

April 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Registration for Summer Programming— 12:00 noon	3 Payroll	4
5	6	7 Work Session	8 Council Meeting	9	10 Payroll	11
No School—Spring Break						
12	13	14 Planning Commission	15 Court	16 SPORT Meeting	17 Country Western Dance—Pavilion Payroll	18
19	20	21 Work Session	22 Council Meeting	23	24 Payroll	25
26	27	28 Work Session	29 Council Meeting	30		

Town of Silverthorne
Council Agenda Memorandum

TO: Mayor and Town Council
THRU: Ryan Hyland, Town Manager 
FROM: Susan Schulman, Executive Assistant to the Town Manager 
DATE: February 5, 2015 for Meeting of February 11, 2015
SUBJECT: Staff Comments

Attached please find the Staff Comments and Updates for the February 11, 2015 Town Council Agenda and Meeting. This includes:

1. Administrative Services Update
2. Public Safety Update
3. Public Works Update
4. Community Development Update
5. Recreation & Culture Update

ACTION REQUIRED

No action is required; these items have been submitted for informational purposes.

Administrative Services – February 5, 2015

2015/2016 Budgets – The Town does a two-year budget cycle every two years. In 2014, we produced the 2015 and 2016 budgets. As part of the two-year budget process we produce a Biennial Budget Document. The 2015 and 2016 Biennial Budget Document is currently being written. The goal is to have it completed by February 13th. The 2015 Budget in Brief document is available on our webpage and at the Town Hall front desk.

Fiscal Year 2014 – While the calendar says 2014 is long-gone; we still are working on 2014 financials and will be for most of the first part of 2015. The last of 2014 invoices will be paid this week. While most 2014 revenues were received in January, the Town's largest revenue source, sales taxes, will not be completely paid until we receive the County portion of December's sales taxes in early February. By all appearances we'll finish the year with higher revenues than budgeted and lower expenditures than budgeted.

Other 2014 related items are the reconciliation of the Town's bank statements and the many line items that require review. From there we'll move to preparing for the annual audit which is scheduled for the middle of March.

Blood Work – As part of the Town's wellness program, we encourage employees and family members who are on the Town's health insurance plan to participate in our free blood work program. The blood draws took place this past Wednesday February 4th. A total of 94 people took part in the blood work. A follow-up meeting on March 4th will help explain what the blood work results means and to encourage participants to share the information with their doctors. Connie Williams, Human Resources, was in charge of arranging this program and had the help of several other employees (Susan Schulman and Rick Farrell) in setting up the work stations.

Pavilion Concessions – Our staff has been working with the Pavilion staff on setting up procedures for the tracking the financial end of the concession services at the Pavilion. This has us working with a new cashier system and accounting for tip income which then flows into our payroll system. We've been meeting with Pavilion staff to figure out the pieces and how it'll flow into our accounting system.

College Scholarships – Summit High School has submitted to the Town eleven applications for the 2015 Schmidt Scholarships. The scholarship requests will be assembled and distributed to the Council Scholarship Committee for review. The committee has up to \$15,000 to distribute. The recommendations must be returned to the High School by March 23rd. The Scholarship Night at the High School is scheduled for Monday April 20th.

Public Safety – February 5, 2015

Incidents – On 01-25-15 Officer Siderfin responded to an attempted suicide at a residence in town. Officer Siderfin recognized the address since this person has had many similar problems in the past. On one incident the subject had to be resuscitated by a friend, otherwise he would have succeeded in his quest to end his life. Knowing the history makes these calls very hard to respond to. Upon arrival Officer Siderfin found the subject had taken an unknown quantity of pills and said he, "...just can't do it anymore." Officer Siderfin,

a trained negotiator, was able to calm the situation down and get this subject the help he so desperately needed, even though this was against his will.

On 01-26-15 Officers Baldwin and Coker, as well as Sergeant Siebel, responded to a domestic call at the 1st Interstate Inn. Upon their arrival they met with the victim, who had apparent injuries including cuts and bruises. During their relationship, the couple has always had issues and the female side of the relationship was ready to end the relationship. When she told the suspect, who was drunk, he did not take the news in a positive manner. The suspect assaulted the victim multiple times and cut her with a sharp knife causing the injuries we had observed. The staff at the hotel also spoke up saying they had witnessed previous instances of domestic violence between the victim and suspect, and confirmed a lot of what the victim said had occurred. Silverthorne officers then located the suspect in his room and arrested him without further problems.

On 01-31-15 Officer Siderfin, Detective Barger and Sergeant Higby were called to Frisco to assist with a suicidal man barricaded in his vehicle at exit 201. Leadville PD had followed this suicidal man from Lake County to where he finally stopped in Frisco. The man has a 45 caliber handgun and wanted law enforcement to shoot him, (suicide by cop). Our 3 officers are all trained hostage negotiators and were able to talk him out after about a 4 hour standoff. The man was taken into protective custody and got the mental health treatment he needed.

On 02-02-15 Officer Tarnoff was on routine patrol when he observed a vehicle traveling at a high rate of speed. The vehicle was going so fast it passed the turn it wanted. The vehicle made a sharp turn cutting back carelessly and finally turning onto the road. Officer Tarnoff attempted to catch the vehicle, which was still driving at an excessive speed. He wasn't able to catch up to the vehicle for a several miles. When he contacted the driver he suspected the driver may have been drinking. This was verified by the driver's actions, such as almost falling over, failing the roadside maneuvers, and slurring his speech. Officer Tarnoff arrested the suspect and tested his alcohol content, which came back at almost 2.5 times the legal limit.

In addition to the above officers handled two accidents, took a theft complaint, handled a fraud case, worked a hit and run driving complaint, looked into two civil disputes, worked a trespassing case, took a subject into custody for drugs, took a lost and found report, found a missing juvenile, had numerous other agency assists, and completed many business and area checks. Officers also issued multiple traffic citations and warnings.

Feedback from the community – Officer Baldwin has received two letters from citizens thanking her for her professionalism, kindness, and her ability to make people feel at ease, even in enforcement situations.

Department Training – Detective Barger and Officer Fliszar attended a class on sexual assault investigation. We have been receiving more of these calls, which can be very timely to investigate. This class will help keep us abreast of the best practices. Sergeant Higby attended a class through ICE to further her learning in the area of illegal gangs and visitors to this country.

Staffing – We still have one position open and the deadline for applications is on February 13th. Once all the applications have been received we will be sending out invitations to interview. From what we have received already, it looks like we have some good candidates to pull from. Officer Siderfin is still doing well in his training program and appears to be on-track for completion of the program.

Public Works – February 5, 2015

Streets – This week's return of snow has us busy plowing, sanding, and pushing things back as best we can. A storm like we had yesterday generally takes us at least 2 days to catch up on, and in the case of cul de sacs a third day is often necessary. With the forecast now for warmer temps for a few days, we will be busy keeping up with drainage issues too as some of the new snow melts. New street name signs have been installed on the signal mast arms at Wildercrest/Rainbow and Highway 9. The signs are quite large but comply with the new federal regulations for overhead signs, including size, reflectivity, and use of upper and lower case letters. We have to replace all street name signs in Town by the end of the year to meet the new standards.

North Pond – We have 20 inch ice depth now at North Pond, so we will be able to use some larger equipment to plow as needed. The largest we use is a pickup plow. We are keeping the full area plowed that will be needed for the pond hockey tournament next month. This week's snow will put us behind a bit, but we hope to catch up this weekend.

Parks – Holiday lights are now off and we will begin removing them as time and ice and snow conditions permit. The pond hockey tournament is next weekend so we will be busy keeping the ice ready between plowing on our streets.

JSA – The nutrient removal project continues with expected completion late next summer. Lots of activity going on inside the plant, both by our contractor as well as by our own staff. We will soon be advertising for an upcoming opening as Mike Bittner, JSA Manager, will be retiring this summer once the nutrient project is completed, and we will be doing some staff shuffling when he leaves.

Utilities – Utility staff is busy with various maintenance work to all of our systems, as well as working with contractors on the various construction projects around Town.

Projects – Results of bidding reconstruction of the tennis courts at Rainbow will be presented to Council next week for award. The Pool Pak replacement project is now out to bid. Design of the pool pump and filtration room is underway and that will go to bids in early March. Both the Pool Pak and the pool pump room projects will take place in late August thru September during a 5 week pool shutdown. Since we have many other projects in the center at the same time, including replacing all tile and carpet throughout the building, we are also planning a complete building shutdown in late August at the start of the longer pool shutdown.

Master Transportation Plan Update – Dan is beginning to work on the update to the Master Transportation Plan.

Public Works Strategic Plan – I am working on a Request for Proposals for the Public Works Strategic Plan which will be out soon. We want to complete this plan before moving forward on the Cottonwood project, to insure we are meeting the needs of the department for the next 20 years plus.

Community Development – February 5, 2015

Blue River Trail – The wetland mapping for Segment 6 has been completed and the ACOE reviewed and approved the delineation. The design has been modified and the next step would be to acquire the necessary easements.

Angler Mountain Ranch – Staff has had meetings with the developer concerning the continuation of the development of Anger Mountain Ranch and the public infrastructure.

Xcel Substation – An agreement is in place for the road restoration of Bald Eagle Road. The overhead lines have been removed across Smith Ranch and the substation is on line.

District Design Standards – Lina Lesmes has been meeting with a subcommittee made up of EDAC and Town Council members to discuss revisions to the District Design Standards. These standards will set the guidelines for development within the Town commercial districts. Planning Commission has also reviewed these draft standards.

South Maryland Creek Ranch – Staff and Town Council has met with the applicant concerning the proposed Major PUD Amendment for South Maryland Creek Ranch. The applicant has submitted for the Major PUD Amendment.

Lake Dillon Theatre – A design charrette was held at OZ Architecture in Denver for the design of the Lake Dillon Theatre.

Recruitment – The Community Development Department is currently recruiting for a Planner I/Community Service Officer.

Current Applications – The following is a list of applications which have been submitted to the Community Development Department and are currently being processed (ex parte rules apply):

- South Maryland Creek Ranch – Major PUD Amendment
- Foxfield Townhomes – PUD
- Rainbow Run – Site Plan
- Way to Grow – Site Plan Modification

Recreation and Culture – February 5, 2015

Recreation Center – Renee Rogers created a quick “office workout” for the High Country Health Care administrative team in Silverthorne. The workout included various exercises people can do using desks and paper and requires only ten minutes or less of effort. This is a great way to boost energy, relieve stress, and promote worksite wellness. Renee will be working with Recreation Center corporate members to offer fitness classes to meet the needs of our members, including some off-site classes like this, as part of our Instructor for

Hire program.

It's that time of year again... over 900 hockey players are coming to town for the annual Colorado Pond Hockey Tournament at North Pond Park. The tournament is full, with 150 teams registered from all over the country. This event continues to draw players that range from those who are here to enjoy the town and have a good time to the really competitive players who are vying for a trophy. The event will begin to take shape starting next week with the crew starting to set up rinks and Zamboni the ice. The event will begin on Saturday, February 14th and run through Monday, February 16th. The event includes the signature KSPN Longshot Competition, Hockey Hair Competition (\$500 cash prize), and the Après Ice Party with 40oz to Freedom headlining at the Pavilion on Sunday night. There is also an Ice Fishing competition held at the park during the hockey play. This event is organized by David Janowiec and his company, the Recess Factory. The Town staff liaison is Paul Kulik, Aquatics Coordinator. A large effort is provided by Public Works crews, who assist with ice preparation and several other miscellaneous tasks leading up to the event.

The annual Twilight Skate was last Sunday at North Pond Park and was another huge success. Over 150 people enjoyed a beautiful evening on the ice as well as delicious chili, moon pies, and hot beverages. It was a perfect free family activity. The ice was in pristine condition, thanks to our Public Works Department Troy Rogers, Jim Neilson and Lori Wheeler. The warming hut and fire pit are a perfect fit for this event, and were enjoyed by all. Thanks to Nancy Bomgardner, Leisure and Special Events Coordinator for organizing the event. Sponsors included Turner Morris and Red Buffalo Coffee and Tea.

The much anticipated Father Daughter Date Night will be held this Friday evening from 7:00-9:00 p.m. at the Pavilion. This event has become one of our signature events drawing over 200 dads and daughters for an evening of dancing, deserts, music by DJ Courtney Hampton, photo booth photos by Michelle Burt from Snowflake Photo Booth, door prizes, and new this year a special Father Daughter Dance taught by Recreation Center Dance instructors Jennifer Voxakis and Debbie Whitmore. The event fee is \$25.00/couple and \$5.00 for each additional date.

Donated 5-punch passes to NRO Summer Gala/Crawfish Boil and Summit County Preschool Ski-a-Thon. The value of each pass is \$60. Ten daily youth admissions were also donated to Summit High School TCAP.

SPORT – The SPORT Committee looks forward to meeting with Town Council at the February 10th Work Session meeting. At that time, SPORT will present their proposed goals to Council and be available to discuss any other items at Council's request.

Pavilion – The Pavilion hosted the inaugural Brewers Rock for Rescue this past Saturday, January 24th. The event was a huge success and we are still hearing positive feedback from around the County. This beer festival to benefit Summit County Search and Rescue Group was a sold out event. There were two bands, Oakhurst and Euforchestra, who rocked the stage. Lasagna was provided by Grecos Pastaria and was sold for \$3/piece, all benefitting Search and Rescue. Preliminary numbers indicate that over \$5000 was raised for the Summit County Search and Rescue Group. A number of businesses and organizations helped to make this event possible. Thanks to Krystal 93, Quality Inn

Silverthorne, the Summit Daily News, Turner Morris Commercial Roofing and Solar Systems, Bakers' Brewery, the Dillon Dam Brewery, Arapahoe Basin Ski Area, Grecos Pastaria, Breiss Malts, Venture Snowboards, Wildernest Sports, BCA, Unity Snowboards, Never Summer Snowboards, as well as all of the awesome breweries that participated in this event. Next year's event is already penciled into the calendar... Saturday, January 30th, 2016!

The Silverthorne Pavilion will host the annual Valentine's Comedy show at the Pavilion on Saturday, February 14th. The show will feature larger than life standup comedian Elliot Woolsey and headliner Adam Cayton-Holland. You've seen Cayton-Holland on Conan and he was named one of the twenty-five comics to watch by Esquire Magazine. Tickets are moving quickly and half of the tickets are already sold. Reserved tables of 8, 4 and VIP tables of 4 are still available, as are individual tickets. Call the Silverthorne Recreation Center front desk at 970.262.7370 for tickets.

The Pavilion will host the Pabst Blue Ribbon Pond Hockey Tournament Après Ice party on Sunday, February 15th. This party will feature Sublime Tribute Band, 40 oz. to Freedom. Admission will be free for Pond Hockey Tournament participants and \$10 for the general public. The band will start between 9:00 and 9:30 p.m. For more information please call Blair at 970.262.7396.

Pavilion staff continues to make progress on the liquor transition taking place at the Pavilion. We have conducted six events under our new license and they have gone very smoothly. Our clients have been very pleased with the service and we have had nothing but positive feedback. We are working with Administrative Services to iron out some of the back end reporting details, but are optimistic about the potential of this major operational change at the Pavilion.

The Pavilion is proud to partner with Cutthroat Anglers and other fly fishing shops around the county, to bring the Fly Fishing Film Tour to town. All proceeds from this film will benefit Project Healing Waters Fly Fishing. This nonprofit organization pairs disabled military and service personnel and veterans with local guides and instructors and gets them out to local rivers and streams to learn how to fly fish. Tickets are \$12 in advance and can be purchased at any of our local fly fishing shops around the county.

The Lake Dillon Theatre Company will host their annual Winter Gala at the Pavilion on Friday, February 13th. Join them for their annual Broadway at the Summit, an evening of Broadway entertainment, dinner, a cash bar, a silent auction, a live auction, a raffle and more. A Night on Bourbon Street features the Men of Lake Dillon Theatre Company with catering by Gilcrest Catering. Fun, food, and revelry will take place! Tickets are \$125 in advance, plus a minimal ticketing fee and can be purchased through lakedillontheatre.org.

Upcoming Pavilion Events:

- Feb 5 Yoga
- Feb 6 Father Daughter Dance
- Feb 10 Yoga
- Feb 11 Zumba
- Feb 12 Cutthroat Healing Waters

Feb 12	Yoga
Feb 13	Lake Dillon Theatre Company Annual Gala
Feb 14	Valentines Comedy
Feb 15	Après Ice Party, part of the Colorado Pond Hockey Tournament
Feb 17	Summit Middle School Courage Retreat
Feb 18	Zumba
Feb 19	Yoga
Feb 20	Country Western Dance
Feb 21	Wedding
Feb 24	Yoga
Feb 25	Climax Mines Vendor Event
Feb 26	Yoga
Feb 28	Wedding
Mar 1	Wedding

Town of Silverthorne
Council Agenda Memorandum

TO: Town Council
THRU: Ryan Hyland, Town Manager *RH*
FROM: Michele Miller, MMC, Town Clerk *mm*
DATE: February 5, 2015
SUBJECT: Town Council Meeting Minutes from January 28, 2015

SUMMARY: Staff asks the Town Council to approve the Town Council Meeting minutes from January 28, 2015.

STAFF RECOMMENDATION: Staff recommends approval of the Minutes from the meeting.

PROPOSED MOTION: Included in the Consent Calendar motion.

ATTACHMENTS:
Meeting Minutes

MANAGERS COMMENTS:

SILVERTHORNE TOWN COUNCIL
Meeting Minutes
Wednesday, January 28, 2015

CALL TO ORDER/ROLL CALL/APPROVAL OF AGENDA:

Those members present and answering Roll Call were Mayor Bruce Butler, Council Members Jon Bird, Derrick Fowler, Peggy Long, Russ Camp, Stuart Richardson and Ann-Marie Sandquist. Staff members present were, Town Manager Ryan Hyland, Chief Mark Hanschmidt, Administrative Services Director Donna Braun, Recreation Director Joanne Cook, Public Works Director Bill Linfield, Assistant Town Manager Mark Leidal, Planner II Lina Lesmes, Senior Planner Matt Gennett, Town Attorney Matt Mire and Town Clerk Michele Miller.

The Pledge of Allegiance was recited by those present.

STAFF COMMENTS:

Cook updated Council on the events at the Pavilion and Recreation Center.
Rob Deverna updated Council on the Brewers Rock for Rescue fundraiser.

COUNCIL COMMENTS:

Sandquist thanked the Pavilion staff for all their efforts on the Town Employee Appreciation Party and the Brewers Rock for Rescue over the weekend.
Fowler thanked Chief Hanschmidt for the work and coordination of the Adopt an Angel program.
Hanschmidt reviewed the Adopt an Angel program and its successes.

CONSENT CALENDAR:

SANDQUIST MOVED TO APPROVE THE CONSENT CALENDAR INCLUDING THE MINUTES FROM JANUARY 14, 2015, AND RESOLUTION 2015-03; A RESOLUTION DESIGNATING REPRESENTATIVES FOR THE TOWN OF SILVERTHORNE DBA SILVERTHORNE PAVILION LIQUOR LICENSE APPLICATION. MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL.

CITIZEN COMMENTS:

Jim Belt, Cutthroat Angler, thanked Council for partnering with Cutthroat Healing Waters Fundraiser. It is a nonprofit organization that supports wounded warriors from local active and reserve military installations. The Fly Fishing Film Tour (F3T) is February 12th at the Silverthorne Pavilion.

LIQUOR BOARD:

A. Town of Silverthorne dba Silverthorne Pavilion – Transfer of Tavern License

Town Manager Ryan Hyland presented the Town's request for the transfer of the All Season Catering's liquor license to the Town of Silverthorne dba Silverthorne Pavilion. The Town has taken over the pavilion concessionaire and is operating under a Temporary Permit for one hundred and twenty days, until the transfer is official from the State.

CAMP MOVED TO APPROVE THE TOWN OF SILVERTHORNE DBA SILVERTHORNE PAVILION'S TRANSFER OF TAVERN LIQUOR LICENSE. MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL.

PUBLIC HEARINGS:

A. Minor Subdivision – Ox Bow Ranch, NW ¼ of Section 26, T4S, R78W

Matt Gennett, Planning Manager, presented the applicant's request for a Minor Subdivision to create two tracts of land, Tract A and Tract B, from the larger existing lot in order to facilitate a land exchange to resolve a lot line discrepancy with the owner of South Maryland Creek Ranch.

Public hearing opened, no comment, public hearing closed

CAMP MOVED TO APPROVE THE MINOR SUBDIVISION AND ASSOCIATED AMENDED DEVELOPMENT AGREEMENT FOR OX BOW RANCH. MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL.

B. Minor Subdivision – South Maryland Creek Ranch, 1st Amendment

Public hearing opened.

Matt Gennett, Planning Manager, presented the applicants request for a Minor Subdivision to subdivide a tract of land, Tract Q, from a larger existing tract, Tract 1R, in order to facilitate a land exchange that will resolve a lot line discrepancy with the owner of Ox Bow Ranch.

No comment, public hearing closed

SANDQUIST MOVED TO APPROVE THE MINOR SUBDIVISION FOR SOUTH MARYLAND CREEK RANCH, FIRST AMENDMENT. MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL.

ACTION ITEMS:

A. Resolution 2015-02, a Resolution Approving a Contract for Legal Services with Hayes, Phillips, Hoffman, Parker, Wilson & Carberry, P.C. (HP²WC)

Ryan Hyland, Town Manager, presented Resolution 2014-02 to Council for consideration. He reviewed the Request for Proposal process to identify legal firm's interest in providing legal services to the Town. The Town received ten submittals and four were selected for interviews. Town Manager Ryan Hyland, Assistant Town Manager Mark Leidal, Mayor Bruce Butler, Mayor Pro-Tem Ann-Marie Sandquist, and Councilmembers Peggy Long and Russ Camp participated in the interview process. He introduced Kendra Carberry Associate Partner and Matt Mire, attorney for Hayes, Phillips, Hoffman, Parker, Wilson & Carberry, P.C.

Matt Mire, HP²WC, thanked Council for the opportunity to work with Silverthorne and its staff. Richardson expressed his concerns regarding a partner he would prefer he not be our litigator.

Hyland stated those concerns have been shared with the HP²WC firm.

Council welcomed Mr. Mire as the new Town Attorney.

Butler stated the interview process showed how qualified and competitive the field is. It was really hard to make the decision when they came down to the final two applicants.

SANDQUIST MOVED TO APPROVE RESOLUTION 2015-02, A RESOLUTION APPROVING A CONTRACT FOR LEGAL SERVICES WITH HAYS, PHILLIPS, HOFFMANN, PARKER, WILSON AND CARBERRY, P.C. MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL.

B. Ordinance 2015-01; an Ordinance amending Chapter 4, Article VI, Section 4-6-2(h), concerning the Design Districts – 1st Reading

Lina Lesmes, Senior Planner, presented Ordinance 2015-01 to Council for consideration. She reviewed her staff memo outlining the Town Core District Design Standards to update the language and format. She reviewed the revisions since the January 13th Work Session with a Power Point presentation.

Council comments

Sandquist appreciates all the work that went into the documentation.

January 28, 2015

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Richardson will support the Ordinance but expressed reservations regarding on street parking. Long stated she will be voting against the Ordinance because she does not support on street parking.

Butler appreciates the comments, but pointed out that the right of way is very wide in that area and the idea of on street parking has been discussed for a number of years.

Long feels on street parking on Highway 9 does not make sense. On street parking on Adams and Fourth Street she approves of.

Butler appreciates the work that has gone into this document. The Committee has done a great job. The improvements made to the document are impressive. The Town Core will have a definite feel and you will know when you are in this area by the look, feel and architecture. He feels, having come up with standards that ask applicants to take into consideration our high alpine conditions means tremendous improvements. He likes the screening of equipment so it is serviceable and preventing tree plantings over service lines, these are great advancements. Landscaping is important, but trees planted alongside the road blocking business visibility are not good. He feels the landscaping changes made to the document will be very helpful in the future.

Fowler appreciates the Planning Commission's efforts.

Camp sits on EDAC and Town Council and there have been some very lengthy meetings regarding this document. A lot of thought was put into this document.

SANDQUIST MOVED TO APPROVE ORDINANCE 2015-01, AN ORDINANCE AMENDING CHAPTER, ARTICLE VI, SECTION 4-62(h), DESIGN DISTRICTS, TO AMEND AND UPDATE THE TOWN CORE DISTRICT DESIGN STANDARDS AND GUIDELINES AND ADOPT THEM AS REGULATION ON FIRST READING. MOTION SECONDED. MOTION PASSED BY COUNCIL. (LONG NAY)

DISCUSSION ITEMS:

Butler received an invitation to Don Hunt, CDOT's Executive Director's outgoing party on February 14th. The outgoing CDOT Director is hosting the party and introducing the new Executive Director. Staff is compiling a list of discussion topics to bring to their attention. He asked Council to let him know if they have any additional topics.

Richardson asked Hanschmidt about the effectiveness of the interval entrance onto I-70. Hanschmidt feels that the metering is helping with the traffic issues. He reviewed how the system is working.

EXECUTIVE SESSION:

None.

INFORMATIONAL:

- A. SPORT Committee Meeting Minutes, December 18, 2014
- B. Planning Commission Meeting Minutes, January 20, 2015
- C. November 2014 Sales Tax Review

FOWLER MOVED TO ADJOURN. MOTION SECONDED. MEETING ADJOURNED AT 6:54 P.M.

BRUCE BUTLER, MAYOR

ATTEST

**_____
MICHELE MILLER, TOWN CLERK**

These minutes are only a summary of the proceedings of the meeting. They are not intended to be comprehensive or to include each statement, person speaking or to portray with complete accuracy. The most accurate record of the meeting is the videotape of the meeting, maintained in the office of the Town Clerk.

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Town of Silverthorne
Council Agenda Memorandum

TO: Mayor and Town Council
THRU: Bill Linfield, Public Works Director 
FROM: Dan Gietzen, Town Engineer 
DATE: January 27, 2015 for Town Council meeting date of February 11, 2015
SUBJECT: Resolution 2015-4 Re: a Resolution awarding the contract for construction of the 2015 Rainbow Park Tennis and Basketball Courts Resurfacing Project to LER Inc, d/b/a Renner Sports Surfaces, of Denver, Colorado

SUMMARY:

Bids were publicly opened at 1pm on Tuesday, January 27. Three (3) bids were received:

- Renner Sports from Denver - \$299,653
- Sport Court of the Rockies from Highlands Ranch - \$317,000
- Hellas Construction from Austin, TX - \$361,389

Staff recommends the Town award the contract to Renner Sports Surfaces for this bid amount based on the established project criteria and in accordance with the Town Financial Policies.

PREVIOUS COUNCIL ACTION :

Town Council initially budgeted \$200,000 for the reconstruction of the Rainbow Park tennis and basketball courts in 2014, and the project was put to bid that June. At that time, only one bid was received; the amount was approximately \$304,000. Based on receiving only one bid, which was more than \$100,000 over budget, the Town Council elected not to award the contract, but instead directed Staff to re-advertise for 2015 bid and build. Staff did just this, early in the 2015 bidding season, and received more interest this time.

BACKGROUND :

As stated above, the 2014 budget was approved at \$200,000. This budget was based on a similar previous tennis court overlay project done at Trent Park in 2005, about 10 years ago.

Several factors likely contributed the higher bid received in 2014/2015 – these include:

- The courts at Rainbow also include basketball courts, which were not an issue at Trent. (The surface area of the basketball courts alone account for about 30% of the project total);
- Inflation and the increase in cost of concrete and other materials over time; and
- There was only one bidder and no other competition in 2014.

From the insight gained in 2014, the 2015 budget was increased to a more realistic amount of \$300,000.

Town of Silverthorne
Council Agenda Memorandum

Renner has worked for the Town before; in fact, they performed the Trent overlay among other courts maintenance and upkeep related projects over the years. We have been happy with our experiences with Renner and with their work product. Renner is a well-known and respected name in the sport court construction industry.

Staff recommends the Town award the contract to Renner Sports Surfaces, of Denver, Colorado, in an amount not to exceed \$299,653 based on the established project criteria and in accordance with the Town Financial Policies.

STAFF RECOMMENDATION: Staff recommends that Council approve this Resolution 2015-4, a Resolution awarding construction of the 2015 Rainbow Park Tennis and Basketball Courts Resurfacing project in an amount of \$299,653.

PROPOSED MOTION: I move to approve Resolution 2015-4, a resolution awarding the contract for construction of the 2015 Rainbow Park Tennis and Basketball Courts Resurfacing project to Renner Sports Surfacing, of Denver, Colorado in an amount not to exceed \$299,653.

ATTACHMENTS: Resolution 2015-4.

MANAGERS COMMENTS:

Town of Silverthorne
Council Agenda Memorandum

**TOWN OF SILVERTHORNE, COLORADO
TOWN COUNCIL
RESOLUTION NO. 2015-4**

A RESOLUTION AWARDING THE CONTRACT FOR THE CONSTRUCTION OF THE 2015 RAINBOW PARK TENNIS AND BASKETBALL COURTS RESURFACING PROJECT TO LER, INC D/B/A RENNER SPORTS SURFACES OF DENVER, COLORADO.

WHEREAS, the Town of Silverthorne, Colorado, has funded this project in the 2015 budget and subsequent appropriations, and

WHEREAS, the Town of Silverthorne, Colorado, has allocated funds from its budget for the costs of the project, and

WHEREAS, the Town of Silverthorne, Colorado has taken all necessary steps, including any necessary legal bidding requirements under applicable law to determine a qualified contractor,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SILVERTHORNE THAT:

1. The Silverthorne Town Council awards the contract for the construction of the 2015 Rainbow Park Tennis and Basketball Courts Resurfacing project to Renner Sports Surfaces, of Denver, Colorado, in an amount not to exceed \$299,653.
2. The Town Manager is authorized to sign a contract for this project.

INTRODUCED, READ AND ADOPTED ON THE _____ DAY OF _____, 2015.

TOWN COUNCIL
TOWN OF SILVERTHORNE, COLORADO

By: _____
Bruce Butler, Mayor - Town of Silverthorne

Attest:

By: _____
Michele Miller, Town Clerk

INTRODUCED, READ AND ADOPTED ON THE _____ DAY OF _____,
2015.

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South Maryland Creek Ranch General Improvement District
Board Agenda Memorandum

To: South Maryland Creek Ranch District Board
From: Donna Braun, Finance Director
Thru: Ryan Hyland, District Manager
Date: February 4, 2015 for meeting of February 11, 2015
Subject: Resolution 2015-01 – Exemption from Audit for Fiscal Year 2014

SUMMARY:

The State of Colorado allows for exemption from an annual audit based on a government having less than \$500,000 in revenues or expenditures for any given fiscal year. The South Maryland Creek Ranch General Improvement District (District) had \$6,949 in revenues and expenditures each for fiscal year 2014. Approval of this resolution is needed for the audit exemption.

BACKGROUND:

The District is required to have a separate annual financial statement filed with the State of Colorado annually. The District's financial statement is required to be audited unless a request for exemption from audit is filed. The State allows for exemption from audits for any government as long as the government's revenues or expenditures for the fiscal year are not more than \$500,000. This means that neither revenues nor expenditures can exceed \$500,000 in the fiscal year. The district had \$6,949 in revenues and expenditures each for fiscal year 2014.

The District is in the early stage of development and as such will not be requiring Silverthorne municipal services beyond Police services until a later date. Even when the District is at full build out, the municipal services provided are estimated to cost the District less than \$500,000. The request for exemption from audit is an annual event.

The State of Colorado requires "a resolution of the governing board that is approved by the majority of the governing board in an open meeting that includes the signatures of a majority of the governing body." Additionally an application for exemption from audit must be prepared by a preparer that is skilled in governmental accounting and submitted with the resolution. Both application and resolution must be filed by March 31, 2015.

STAFF RECOMMENDATION:

Staff recommends Council approve Resolution #2015-01.

PROPOSED MOTION:

"I move to approve Resolution No. 2015-01, a resolution approving an exemption from audit for fiscal year 2014 for the South Maryland Creek Ranch General Improvement District."

**SOUTH MARYLAND CREEK RANCH GENERAL IMPROVEMENT DISTRICT
SILVERTHORNE, COLORADO
RESOLUTION NO. 2015-1**

**A RESOLUTION APPROVING AN EXEMPTION FROM AUDIT FOR
FISCAL YEAR 2014 FOR THE SOUTH MARYLAND CREEK RANCH
GENERAL IMPROVEMENT DISTRICT, SILVERTHORNE, COLORADO**

WHEREAS, the South Maryland Creek Ranch General Improvement District Board of Directors wishes to claim exemption from the audit requirement of Section 29-1-603, C.R.S.; and

WHEREAS, Section 29-1-604, C.R.S. states that any local government where neither revenues nor expenditures exceed five hundred thousand dollars may, with the approval of the state auditor, be exempt from the provision of Section 29-1-603, C.R.S.; and

WHEREAS, neither revenues nor expenditures for South Maryland Creek Ranch General Improvement District exceeded \$100,000 for fiscal year 2014; and

WHEREAS, an application for exemption from audit for South Maryland Creek Ranch General Improvement District has been prepared by Town of Silverthorne Finance Director, Donna Braun, a person skilled in government accounting; and

WHEREAS, said application for exemption from audit has been completed in accordance with regulation issued by the state auditor.

NOW, THEREFORE, BE IT RESOLVED BY THE SOUTH MARYLAND CREEK RANCH GENERAL IMPROVEMENT DISTRICT BOARD OF DIRECTORS THAT:

The application for exemption from audit for South Maryland Creek Ranch General Improvement District for the fiscal year ended December 31, 2014, has been reviewed and is hereby approved by a majority of the Board of Directors of the South Maryland Creek Ranch General Improvement District; that those members of the Board of Directors have signified their approval by signing below; and that this resolution shall be attached to, and shall become a part of the application for exemption from audit of the South Maryland Creek Ranch General Improvement District for the fiscal year ended December 31, 2014.

INTRODUCED, READ AND ADOPTED ON THE 11TH DAY OF FEBRUARY, 2015.

SOUTH MARYLAND CREEK RANCH GENERAL IMPROVEMENT DISTRICT
TOWN OF SILVERTHORNE, COLORADO

By: _____
Bruce Butler, Board Chairman

ATTEST:

By: _____
Michele Miller, District Clerk

Board Members

Signature

Jonathon Bird _____

Russ Camp _____

Derrick Fowler _____

Peggy Long _____

Stuart Richardson _____

Ann Marie Sandquist _____

Applying for Exemption from Audit

In accordance with the Local Government Audit Law (Section 29-1-601, et seq., C.R.S.), any local government may apply for an exemption from audit if revenues or expenditures for the year are not more than \$500,000. This means that neither revenue nor expenditures can exceed \$500,000 in the year.

General Instructions **READ ALL INSTRUCTIONS BEFORE COMPLETING OR SUBMITTING THIS FORM**

Exemptions from audit are not automatic. Every year, in order to be exempt from audit, the local government must complete an Application for Exemption from Audit and submit it to the Office of the State Auditor. An exemption from audit is only granted upon the review and approval of the Office of the State Auditor.

The application must be received and filed with the Office of the State Auditor within 3 months after the end of the year. The application must be received in our office on or before March 31 for governments with a December 31 year-end. **POSTMARK DATES WILL NOT BE CONSIDERED.**

The appropriate version of the Application for Exemption from Audit must be used.

Prior years' forms are obsolete and will not be accepted. Applications submitted on forms other than those prescribed by the State Auditor will also not be accepted.

The application must be fully and accurately completed.

Please include any relevant explanations for unusual items in the appropriate spaces at the end of each section.

The preparer must sign the application.

The application must be **personally reviewed and approved** by the governing body. Approval is evidenced by one of the following two methods:

- 1) If the completed application is going to be submitted electronically using **email** or **fax**, the application **MUST** include a resolution of the governing body that states the completed application was personally reviewed and approved by a majority of the body in an open public meeting. The resolution **MUST** include the signatures of a majority of the governing body (see sample resolution).
- 2) If the completed application is going to be submitted through postal mail (U.S. Post Office, UPS, FedEx), the application must include the original ink signatures of a majority of the governing body.

USE ONLY ONE OF THE ABOVE METHODS WHEN FILING THE APPLICATION.

The mailing address is:
Office of the State Auditor
Local Government Audit Division
1525 Sherman St., 7th Floor
Denver, CO 80203

The fax number is: **(303) 869-3061**

The e-mail address is: **OSA.LG@state.co.us**

Two forms are available:

- 1) The **"short form"** should be submitted if both revenues and expenditures are less than or equal to \$100,000. **A preparer of the short form must be a person skilled in governmental accounting.**
- 2) The **"long form"** should be submitted if either revenues or expenditures are greater than \$100,000 but are less than or equal to \$500,000. **A preparer of the long form must be an independent accountant with knowledge of governmental accounting.**

Please call (303) 866-3338 if you need help completing the Application for Exemption from Audit forms.

Important: All Applications for Exemption from Audit are subject to review and approval by the Office of the State Auditor. Failure to file an application or denial of the request could cause the local government to lose its exemption from audit for that year and the ensuing year. In that case, an audit shall be required.

We Moved!
1525 Sherman St., 7th Floor
Denver, CO 80203
303-869-3000

APPLICATION FOR EXEMPTION FROM AUDIT - SHORT FORM - FOR GOVERNMENTS WITH REVENUES AND EXPENDITURES OF \$100,000 OR LESS

Name of Government:	South Maryland Creek Ranch GID	For the Year Ended December 31, 2014 or fiscal year ended:
Address:	c/o Town of Silverthorne PO Box 1309 Silverthorne, CO 80498	
Contact Person:	Donna Braun, Finance Director	
Telephone:	970/262-7303	
Email:	donna.braun@silverthorne.org	
Fax:	970/262-7312	

Return to: Office of the State Auditor
Local Government Audit Division
1525 Sherman St., 7th Floor
Denver, CO 80203
Fax: 303-866-4062
Email: OSA.LG@state.co.us
Call (303) 869-3000 if you need help completing this form.

**PLEASE READ THE
ABOVE INSTRUCTIONS
BEFORE SUBMITTING**

Section 29-1-604, C.R.S., outlines the provisions for an exemption from audit. Generally, any local government for which neither revenues nor expenditures exceed \$500,000 in any year may qualify for an exemption. **If either revenues or expenditures are \$100,000 or greater, but not more than \$500,000, you may NOT use this form. Please use the LONG FORM of this application. If both revenues and expenditures are less than \$100,000 individually, use this short form application for exemption from audit.**

Please review ALL instructions prior to the completion of this form.

Instructions:

1. Prepare this form completely and accurately. Please note that there are 11 parts to this form, and all questions must be answered for the application to be considered complete.
2. File this form with the Office of the State Auditor within **3 months** after the end of the year.
For years ended December 31, the form **must** be received by the Office of the State Auditor by **March 31**.
3. The form **must** be completed by a person skilled in governmental accounting.
4. The application must be personally reviewed and approved by a majority of the governing body as evidenced by one of the following methods:
 - a. Resolution of the governing body - application may be emailed, faxed, or mailed.
 - b. Original signatures - application must be mailed. Email or fax will NOT be accepted.
5. The **preparer must sign** the application that is submitted in order for it to be accepted.
6. Additional information may be attached to the exemption at the preparer's discretion.

CERTIFICATION OF PREPARER

I certify that I am skilled in governmental accounting and that the information in the application is complete and accurate, to the best of my knowledge.

Name:	Donna Braun
Title:	Finance Director
Firm Name (if applicable):	Town of Silverthorne
Address:	PO Box 1309, Silverthorne, CO 80498
Telephone Number:	970/262-7303
Date Prepared:	2/4/2015

Preparer Signature (Required): The application will be rejected if not signed by the preparer.

Please indicate whether the following financial information is recorded using Governmental or Proprietary fund types	Governmental	Proprietary
	x	

PART 2 - REVENUE

REVENUE: All revenues for all funds must be reflected in this section, including proceeds from the sale of the government's land, building, and equipment, and proceeds from debt or lease transactions. Financial information will not include fund equity information.

Line#	Description	(Omit cents)
2-1	Taxes: Property	\$ -
2-2	Specific ownership	\$ -
2-3	Sales and use	\$ -
2-4	Other (specify):	\$ -
2-5	Licenses and permits	\$ -
2-6	Intergovernmental: Grants	\$ -
2-7	Conservation Trust Funds (Lottery)	\$ -
2-8	Highway Users Tax Funds (HUTF)	\$ -
2-9	Other (specify):	\$ -
2-10	Charges for services	\$ 6,949
2-11	Fines and forfeits	\$ -
2-12	Special assessments	\$ -
2-13	Investment income	\$ -
2-14	Charges for utility services	\$ -
2-15	Debt proceeds (should agree with line 4-3, column 2)	\$ -
2-16	Lease proceeds	\$ -
2-17	Developer Advances received (should agree with line 4-3)	\$ -
2-18	Proceeds from sale of capital assets	\$ -
2-19	Fire and police pension	\$ -
2-20	Donations	\$ -
2-21	Other (specify):	\$ -
2-22		\$ -
2-23		\$ -
2-24	(add lines 2-1 through 2-23) TOTAL REVENUE all sources	\$ 6,949

PART 3 - EXPENDITURES

EXPENDITURES: All expenditures for all funds must be reflected in this section, including the purchase of capital assets and principal and interest payments on long-term debt. Financial information will not include fund equity information.

Line#	Description	(Omit cents)
3-1	Administrative	\$ -
3-2	Salaries	\$ -
3-3	Payroll taxes	\$ -
3-4	Contract services	\$ -
3-5	Employee benefits	\$ -
3-6	Insurance	\$ -
3-7	Accounting and legal fees	\$ -
3-8	Repair and maintenance	\$ -
3-9	Supplies	\$ -
3-10	Utilities and telephone	\$ -
3-11	Fire/Police	\$ 6,949
3-12	Streets and highways	\$ -
3-13	Public health	\$ -
3-14	Culture and recreation	\$ -
3-15	Utility operations	\$ -
3-16	Capital outlay (should agree with Part 6)	\$ -
3-17	Debt service principal (should agree with Part 4)	\$ -
3-18	Debt service interest	\$ -
3-19	Repayment of Developer Advances (should agree with line 4-3)	\$ -
3-20	Contribution to pension plan (should agree to line 7-2)	\$ -
3-21	Contribution to Fire & Police Pension Assoc. (should agree to line 7-2)	\$ -
3-22	Other (specify):	\$ -
3-23		\$ -
3-24		\$ -
3-25	(add lines 3-1 through 3-24) TOTAL EXPENDITURES all categories	\$ 6,949

Note: If Total Revenue (Line 2-24) or Total Expenditures (Line 3-25) are greater than \$100,000 - STOP. You may not use this form. Please use the "Application for Exemption from Audit - Long Form".

PART 4 - DEBT OUTSTANDING, ISSUED, AND RETIRED

Please answer the following questions by marking the appropriate boxes.		Yes	No			
4-1	Does the entity have outstanding debt?		X			
	Is the debt repayment schedule attached? If no, please explain:					
4-2	Is the entity current in its debt service payments? If no, please explain:					
4-3	Please complete the following debt schedule, if applicable: (please only include principal amounts)		Outstanding at end of prior year	Issued during year	Retired during year	Outstanding at year-end
	General obligation bonds		\$ -	\$ -	\$ -	\$ -
	Revenue bonds		\$ -	\$ -	\$ -	\$ -
	Notes/Loans		\$ -	\$ -	\$ -	\$ -
	Leases		\$ -	\$ -	\$ -	\$ -
	Developer Advances		\$ -	\$ -	\$ -	\$ -
	Other (specify):		\$ -	\$ -	\$ -	\$ -
	Total:		\$ -	\$ -	\$ -	\$ -
Please answer the following questions by marking the appropriate boxes.		Yes	No			
4-4	Does the entity have any authorized, but unissued, debt?		X			
If yes:	How much?	\$ -				
	Date the debt was authorized:					
4-5	Does the entity intend to issue debt within the next calendar year?		X			
If yes:	How much?	\$ -				
Please answer the following questions by marking the appropriate boxes.		Yes	No			
4-6	Does the entity have debt that has been refinanced that it is still responsible for?		X			
If yes:	What is the amount outstanding?	\$ -				
Please answer the following questions by marking the appropriate boxes.		Yes	No			
4-7	Does the entity have any lease agreements?		X			
If yes:	What is being leased?					
	What is the original date of the lease?					
	Number of years of lease?					
	Is the lease subject to annual appropriation?		X			
	What are the annual lease payments?	\$ -				
4-8	Please use this space to provide any explanations or comments:					

PART 5 - CASH AND INVESTMENTS

Please provide the entity's cash deposit and investment balances.		Amount	Total
5-1	Checking accounts	\$ -	
5-2	Savings accounts	\$ -	
5-3	Certificates of deposit	\$ -	\$ -
Total Cash Deposits			\$ -
Investments (if investment is a mutual fund, please list underlying investments):			
5-4		\$ -	
5-5		\$ -	
5-6		\$ -	
5-7		\$ -	
Total Investments			\$ -
Total Cash and Investments			\$ -
Please answer the following question by marking in the appropriate box		Yes	No
5-8	Are the entity's deposits in an eligible (Public Deposit Protection Act) public depository (Section 11-10.5-101, et seq. C.R.S.)? If no, please explain:	X	
5-9	Please use this space to provide any explanations or comments:		

PART 6 - CAPITAL ASSETS

Please answer the following questions by marking in the appropriate boxes.		Yes	No
6-1	Does the entity have capital assets?		x
If yes:	Has the entity performed an annual inventory of capital assets in accordance with Section 29-1-506, C.R.S.,? If no, please explain:		
Complete the following table:			
		Balance - beginning of the year	Additions
		Deletions	Year-End Balance
	Land	\$ -	\$ -
	Buildings	\$ -	\$ -
	Machinery and equipment	\$ -	\$ -
	Furniture and fixtures	\$ -	\$ -
	Construction In Progress (CIP)	\$ -	\$ -
	Other (explain):	\$ -	\$ -
	Accumulated Depreciation	\$ -	\$ -
	Total	\$ -	\$ -
Please use this space to provide any explanations or comments:			
6-2			

PART 7 - PENSION INFORMATION

Please answer the following questions by marking in the appropriate boxes.		Yes	No
7-1	Does the entity have an "old hire" firemen's pension plan?		x
7-2	Does the entity have a volunteer firemen's pension plan?		x
If yes:	Who administers the plan?		
	Indicate the contributions from:		
	Tax (property, SO, sales, etc.):	\$ -	
	State contribution amount:	\$ -	
	Other (gifts, donations, etc.):	\$ -	
	Total:	\$ -	
	What is the monthly benefit paid for 20 years of service per retiree as of Jan 1?	\$ -	
Please use this space to provide any explanations or comments:			
7-3			

PART 8 - BUDGET INFORMATION

Please answer the following questions by marking in the appropriate boxes.		Yes	No
8-1	Did the entity file a budget with the Department of Local Affairs for the current year? If no, please	x	
8-2	Did the entity pass an appropriations resolution? In no, please explain:	x	
If yes:	Please indicate the amount appropriated for each fund for the year:		
	Fund Name	Budgeted Expenditures	
	South Maryland Creek Ranch GID	\$	6,949
Please use this space to provide any explanations or comments:			
8-3			

PART 9 - TAX PAYER'S BILL OF RIGHTS (TABOR)

Please answer the following question by marking in the appropriate box		Yes	No
9-1	Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]?	x	
Note: An election to exempt the government from the spending limitations of TABOR does not exempt the government from the 3 percent emergency reserve requirement. All governments should determine if they meet this requirement of TABOR.			
9-2	Please use this space to provide any explanations or comments:		

PART 10 - GENERAL INFORMATION

Please answer the following questions by marking in the appropriate boxes.		Yes	No
10-1	Is this application for a newly formed governmental entity?		x
If yes:	Date of formation:		
10-2	Has the entity changed its name in the past or current year?		x
If Yes:	Please list the NEW name & PRIOR name:		
10-3	Is the entity a metropolitan district?		x
10-4	Please indicate what services the entity provides:		
10-5	Does the entity have an agreement with another government to provide services?	x	
If yes:	List the name of the other governmental entity and the services provided:		
	Town of Silverthorne - Municipal Services - Public Safety		
10-6	Has the district filed a <i>Title 32, Article 1 Special District Notice of Inactive Status</i> during the year? [Applicable to Title 32 special districts only, pursuant to Sections 32-1-103 (9.3) and 32-1-104 (3), C.R.S.]		x
If yes:	Date Filed:		
10-7	Please use this space to provide any explanations or comments:		

PART 11 - GOVERNING BODY APPROVAL

Below is the certification and approval of the governing board. By signing the board member is certifying they are a duly elected or appointed officer of the local government. Governing board members may be verified. Also by signing, the board member certifies that this Application for Exemption from Audit has been prepared consistent with Section 29-1-604, C.R.S., which states that a governmental agency with revenue and expenditures of \$100,000 or less must have an application prepared by a person skilled in governmental accounting; completed to the best of their knowledge and is accurate and true. Use additional pages if needed.

Print the names of all current		A MAJORITY of the governing board members must complete and sign in the column
Board Member 1	Print Board Members Name	I _____, attest I am a duly elected or appointed board member and I have reviewed and approve the application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
Board Member 2	Print Board Members Name	I _____, attest I am a duly elected or appointed board member and I have reviewed and approve the application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
Board Member 3	Print Board Members Name	I _____, attest I am a duly elected or appointed board member and I have reviewed and approve the application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
Board Member 4	Print Board Members Name	I _____, attest I am a duly elected or appointed board member and I have reviewed and approve the application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
Board Member 5	Print Board Members Name	I _____, attest I am a duly elected or appointed board member and I have reviewed and approve the application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
Board Member 6	Print Board Members Name	I _____, attest I am a duly elected or appointed board member and I have reviewed and approve the application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
Board Member 7	Print Board Members Name	I _____, attest I am a duly elected or appointed board member and I have reviewed and approve the application for exemption from audit. Signed _____ Date: _____ My term Expires: _____

Town of Silverthorne
Town Council Memorandum

TO: Mayor and Town Council
THRU: Ryan Hyland, Town Manager *RH*
Mark Leidal, AICP, Assistant Town Manager *ML*
FROM: Lina Maria Lesmes, AICP, Senior Planner *LML*
DATE: February 5, 2015 for meeting of February 11, 2015
SUBJECT: Second Reading of Ordinance 2015-01, An Ordinance amending Chapter 4, Article VI, Section 4-6-2(h), concerning the Design Districts.

PROPOSAL: Ordinance 2015-01 proposes amendments to the Town Core District Design Standards to update the language and format, introduce new standards and guidelines, and ensure there is consistency with the 2014 Town of Silverthorne Comprehensive Plan. Per Section 4-6-2.h.3, the Design District Standards may be adopted as regulation upon recommendation of the Planning Commission and action by the Town Council by ordinance.

PREVIOUS COUNCIL ACTION: On March 22, 2006, Town Council adopted Architectural Overlay Districts for four areas of the Town, which were deemed to have distinct physical attributes and development patterns. Following the adoption of the 2008 Silverthorne Comprehensive Plan, Town Council revised the boundaries of the Design Districts, created two additional Districts, and increased the building height maximums within the Design Districts. Town Council adopted the current Design District Standards on November 12, 2008. The Design District Standards are incorporated into Chapter 4, Article VI of the Town Code by reference.

On May 28, 2014, Town Council adopted the 2014 Town of Silverthorne Comprehensive Plan, which provided recommendations for the physical development of the Town Core District as a compact, pedestrian-oriented commercial area. In addition, as part of the updated Plan, the boundaries of the Design Districts were revised.

On January 28, 2015, by a vote of 5-1, Town Council voted to approve Ordinance 2015-01, on first reading.

BACKGROUND: At the August 26, 2014 worksession, Town Council requested that Staff discuss the proposed revisions to the Design District Standards with Silverthorne's Economic Development Advisory Committee (EDAC), with a particular focus on the Town Core Design District. At the September EDAC meeting, the group convened a subcommittee, composed of two Town Council members and five EDAC members, tasked with the detailed review of the Town Core District Design Standards.

The EDAC Subcommittee met on three occasions to refine the desired character of the Town Core District, and to agree on standards for the development of the Town Core as a compact, pedestrian-oriented commercial area with distinct architecture. Staff revised the Town Core District Design Standards based on the input of the subcommittee, which resulted in a significant modification of the existing standards.

Town of Silverthorne
Town Council Memorandum

On December 2, 2014, Staff held a worksession with Planning Commission to discuss the proposed revisions to the Town Core District Design Standards. On January 13, 2015, Town Council reviewed the proposed amendments at their regularly scheduled worksession. The revised document, attached as Exhibit B, reflects the input and policy direction from Town Council. A slash and underline version showing all the revisions is available upon request.

DISCUSSION: The proposed revisions to the Town Core Design District Standards and Guidelines were written to incorporate the following concepts:

- Differentiation between 'Standards' and 'Guidelines'. Standards capture and require key components of a 'downtown' environment, and Guidelines capture concepts that are strongly encouraged, but not always applicable.
- Building Orientation – Maximum setback of 5 feet for buildings along HWY 9, 4th Street, and Adams Avenue; majority of building frontage located facing the street.
- Recommending 'double sided' as a Guideline.
- Requiring the location of parking facilities to be in the rear or behind buildings, and accessed from an alley when feasible. Encouraging the construction of on-street parking or participation in the Town Core Parking District.
- Revised standards for landscaping to encourage planter boxes, the planting of street trees, hardscape and patios as landscaping elements, and landscaping to screen parking facilities.
- Revised standards for landscaping on the East side of the highway to emphasize the relationship with the Blue River.
- Streamlining of screening standards, and encouraging that service and storage areas be located within the building.
- Revised standards for lighting to encourage coordinated lighting that is pedestrian scaled, and that maintains the continuity of the streetscape.
- Requiring that significant snow storage areas not front the street, and encouraging snow melt systems and/or the hauling of snow to offsite locations.
- Prioritization of high quality building materials, especially brick and masonry, for front facades. Removal of EIFs from the list of suggested building materials.
- No longer discouraging flat roofs or stating a preference for pitched roofs. Requiring that flat roofs be disguised with parapets or pitched roof elements.
- Encouraging that roofs to oriented to prevent snow shedding and ice damming. This is now noted as a Guideline.
- Requiring that buildings along HWY 9, 4th Street, and Adams Avenue have a minimum of 2 stories to appropriately enclose the street and maximize land use.
- Ground level ceiling height – Require 10 foot minimum for properties along HWY 9, Adams Avenue, and 4th Street.

Town of Silverthorne
Town Council Memorandum

- Entrances – require that entrances be located at the street level, and prohibit 'split – level' entrances.
- Glazing – maintain current requirement of 50% glazing for first story. Reduce requirement for upper stories.
- Graphics – all graphics in the document were updated by Marc Hogan to illustrate the concepts therein. This work was done voluntarily and free of charge.

PLANNING COMMISSION RECOMMENDATION: On January 20, 2015, by a vote of 6-1, Planning Commission recommended approval of Ordinance 2015-01; an ordinance amending Chapter 4, Article VI, Section 4-6-2(h), Design Districts, to amend and update the Town Core District Design Standards and Guidelines and adopt them as regulation. Town Council approved the first reading of the ordinance on January 28, 2015, with minor changes.

PROPOSED MOTION:

"I move approve Ordinance 2015-01, an ordinance amending Chapter 4, Article VI, Section 4-6-2(h), Design Districts, to amend and update the Town Core District Design Standards and Guidelines and adopt them as regulation, on second reading."

ALTERNATIVE MOTION: Should the Town Council not be in favor of the proposed ordinance, no motion is necessary.

ATTACHMENTS:

Exhibit A: Ordinance No. 2015-01

Exhibit B: Town Core District Design Standards and Guidelines

MANAGER'S COMMENTS:

**TOWN OF SILVERTHORNE, COLORADO
ORDINANCE NO. 2015-01**

AN ORDINANCE AMENDING SILVERTHORNE TOWN CODE CHAPTER 4, ARTICLE VI, SITE PLAN, CONCERNING THE TOWN CORE DESIGN DISTRICT.

WHEREAS, design district standards and guidelines are within the regulatory authority of the Town, acting through the Town Council; and

WHEREAS, Chapter 4, Article VI of the Town Code incorporates the Design Districts and the respective Design Standards by reference; and

WHEREAS, on May 28, 2014, Town Council adopted the 2014 Town of Silverthorne Comprehensive Plan, which proposed recommendations for the development of the Town Core District, and amendments to the boundaries of the Design Districts; and

WHEREAS, the Town Council wishes to revise Chapter 4, Article VI to incorporate the revised Town Core District Design Standards and Guidelines; and

WHEREAS, the Town Council has conducted a public hearing on the proposed revisions and is of the opinion that adoption of the same is in the best interest of the Town.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SILVERTHORNE, COLORADO:

Section 1. Section 4-6-2(h) of the Silverthorne Town Code is hereby amended to read as follows:

Sec. 4-6-2. General requirements.

(h) Design Districts.

(1) Design Districts are hereby incorporated by reference into this Chapter, as may be amended from time to time. Those provisions of the Design Districts shall be used in addition to the criteria outlined in this Article. These Design District Standards and Guidelines shall be adopted as a regulation by the Town Council and shall be maintained in the Community Development Department.

(2) The following design standards and guidelines for the Town's Design Districts are hereby adopted as a regulation and fully incorporated herein by this reference.

- a. Riverfront District Design Standards, adopted November 12, 2008.
- b. Town Core District Design Standards and Guidelines, adopted February 11, 2015.
- c. Town Core Periphery District Design Standards, adopted November 12, 2008.
- d. Gateway District Design Standards, adopted November 12, 2008.
- e. Business Park District Design Standards, adopted November 12, 2008.

- f. Destination Commercial District Design Standards, adopted November 12, 2008.

All site development within the six (6) Design Districts, as hereinabove described, shall be in compliance with said standards. A failure of compliance with the standards shall be reasonable grounds for denial of the site development application.

(3) The design standards and guidelines for the foregoing Design Districts shall be amended and updated as a regulation from time to time upon recommendation of the Planning Commission and action by the Town Council by ordinance.

Section 2: Safety Clause

The adoption of this Ordinance will promote the health, safety, and general welfare of the Silverthorne community.

Section 3: Severability

If any provision of this ordinance or portion thereof is held by a court of competent jurisdiction to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect any other provision which can be given effect without the invalid portion.

Section 4: Conflicts

All prior ordinances, resolutions, or other acts, or parts thereof, by the Town of Silverthorne in conflict with this Ordinance are hereby repealed, except that this repealer shall not be construed to revive any previously repealed or expired act, ordinance or resolution, or part thereof.

Section 5. Effective Date

This ordinance shall be effective upon adoption at second reading as provided by the Home Rule Charter.

READ, MOVED, AND PASSED ON FIRST READING ON THE 28th DAY OF January, 2015.

MOVED, SECONDED AND FINALLY PASSED ON SECOND AND FINAL READING, ON THE 11th DAY OF February, 2015.

TOWN OF SILVERTHORNE, COLORADO

By: _____

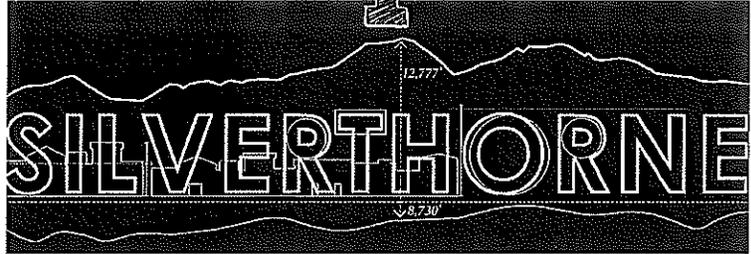
Bruce Butler, Mayor

ATTEST:

By: _____
Michele Miller, Town Clerk

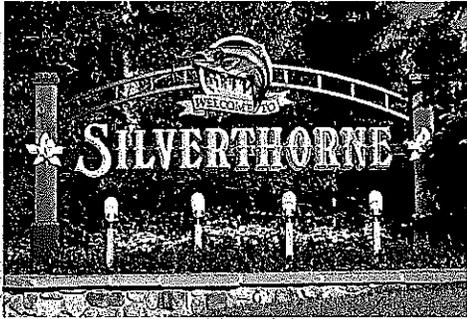
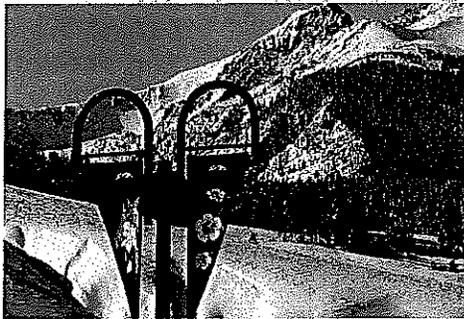
Approved on the first reading: _____, 2015
Published by title only: _____, 2015
Approved on the second reading: _____, 2015
Published by title only: _____, 2015
(with amendments, if amended
on second reading): _____ 2015

Blueprint

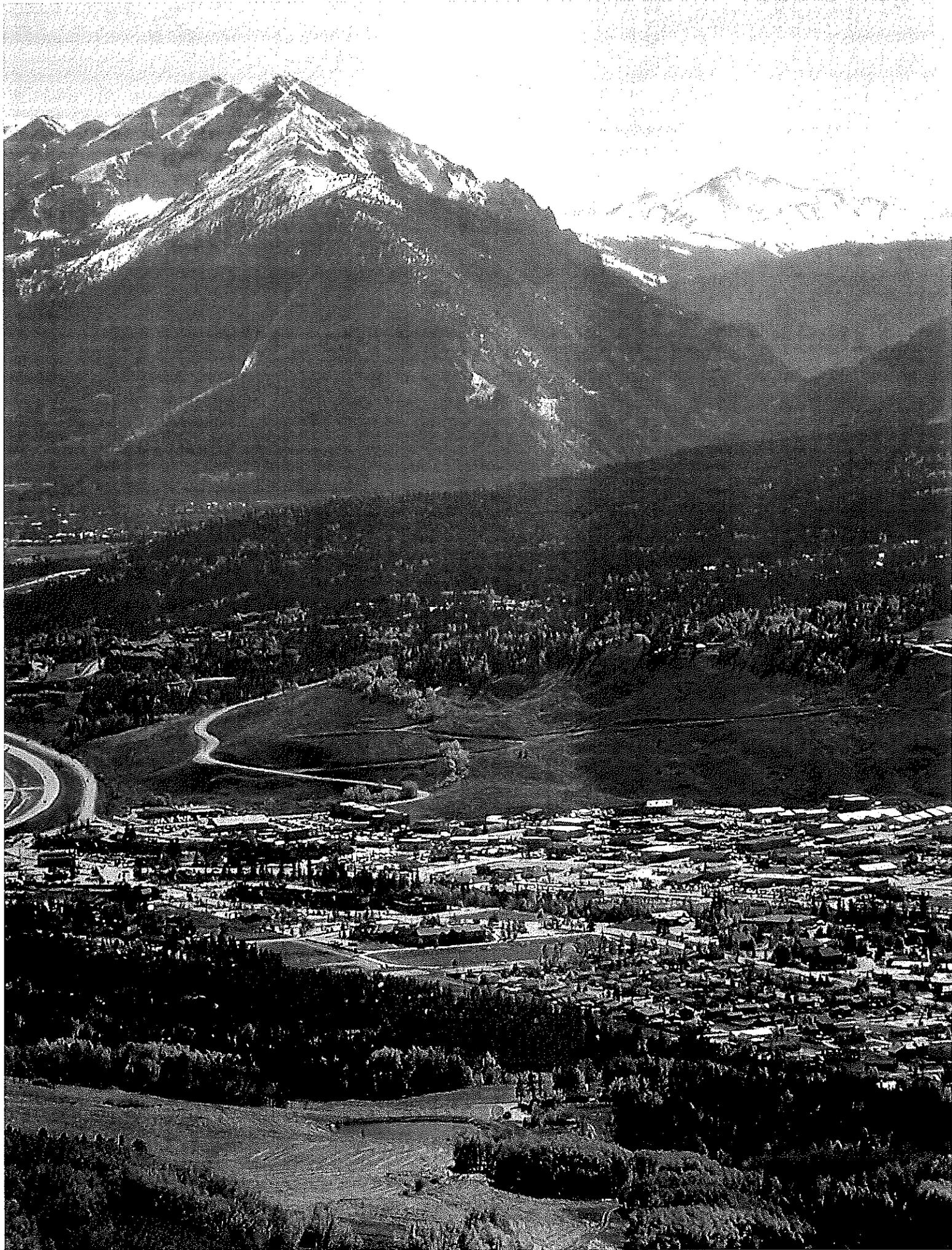


SILVERTHORNE

Design Standards & Guidelines



Town Core District



Town Core District

Design Standards and Guidelines

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ACKNOWLEDGEMENTS

Thanks are due to the dedicated representatives of the Town of Silverthorne who took part in the development of these Design Standards and Guidelines.

Town of Silverthorne Town Council

Bruce Butler, Mayor
Ann-Marie Sandquist, Mayor Pro Tem
Jonathon Bird
Russ Camp
Derrick Fowler
Peggy Long
Stuart Richardson

Town of Silverthorne Planning Commission

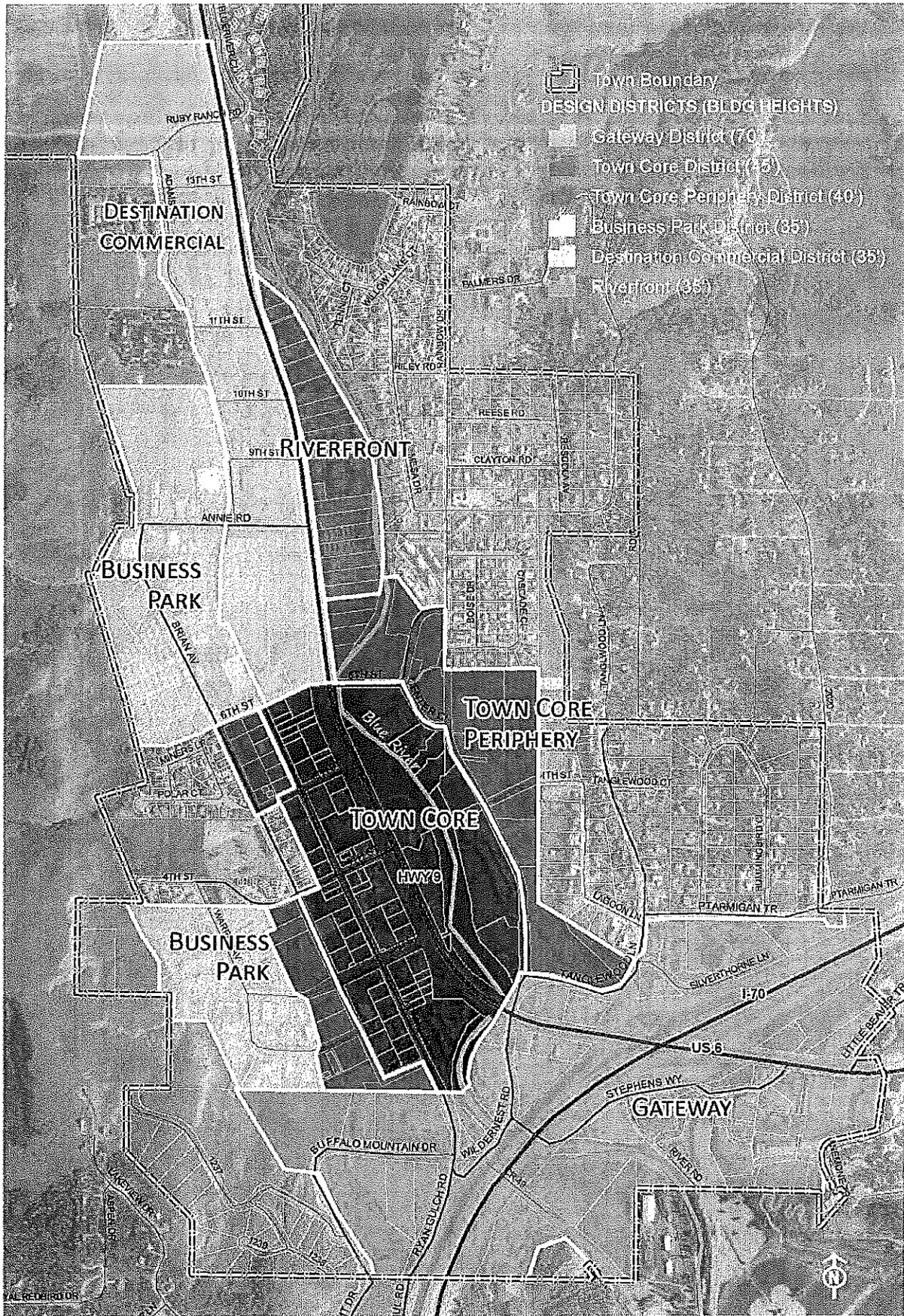
Robert Kieber, Chairman
Tanya Shattuck, Vice Chairman
Stan Katz
Tom McDonald
JoAnne Nadalin
Donna Pacetti
Brian Wray

EDAC Subcommittee

Bruce Butler, Mayor
Les Boeckel
Warren Buettner
Russ Camp
Ken Gansmann
Marc Hogan
Seth Lyons

Town of Silverthorne Staff

Ryan Hyland, Town Manager
Mark Leidal, AICP, Assistant Town Manager
Lina Lesmes, AICP, Senior Planner



Blueprint
SILVERTHORNE

Design Districts

Town Core Design District

SECTION 1: INTRODUCTION

PURPOSE AND APPLICABILITY

1.1.1. The purpose of the Design Standards and Guidelines is to guide the general form of buildings within the Town Core District, and their relationship to the surrounding environment. The boundaries of the Town Core District are as shown on the Design District Overlay Map, adopted on May 28, 2014 by the Silverthorne Town Council.

1.1.2. The Town believes that the Town Core District should develop to be a focal point of pedestrian activity in a village-like setting with a compact form. A diverse mix of uses that creates a magnet of activity, promotes the Town's unique identity, and creates an economic anchor is encouraged. Design within the Town Core District should contribute to the creation of a compact and walkable environment where buildings are scaled and oriented towards the pedestrian.

1.1.3. The Design Standards and Guidelines apply to all new buildings, additions, or major alterations to exteriors of buildings, including changes to color schemes and materials. No development shall be approved by the Town unless all relevant standards are met. On a case-by-case basis, proposed modifications to existing buildings may be relieved from strict compliance with these Standards and Guidelines, dependent on site and/or building constraints.

1.1.4. Standards are baseline requirements for the design of development projects. Guidelines are recommendations that are intended to further define the desired character of development within the Town Core District. Compliance with the Design Guidelines is strongly encouraged.

RELATIONSHIP TO OTHER PLANNING DOCUMENTS

1.2.1. These Design Standards and Guidelines reflect the goals for the Town of Silverthorne as set forth in the Comprehensive Plan, and as adopted and referenced in Town Code Section 4-6-2(h). These Standards and Guidelines address site design through building location and orientation, access, parking, landscaping, lighting, and screening; and building design through building height, form, mass, architectural elements, materials, colors, and roofing.

1.2.2. These Design Standards and Guidelines are in addition to the requirements identified in the Town Code. While these Standards are intended to be consistent with the Town Code, there may be occurrences where there is a conflict between the two documents. In the event of a conflict, the stricter of the two standards shall apply.

HOW TO USE THE DESIGN STANDARDS AND GUIDELINES

1.3.1. The intent of the Design Standards and Guidelines is to provide clear and concise direction to developers and property owners in order to promote quality and preserve value. The Standards and Guidelines will be used as a tool in evaluating submittals for all new projects, and any significant remodels or renovations of existing developments.

1.3.2. Property owners, developers and architects should use this document when preparing site and architectural plans for new development and for improvements to existing development. All Standards and Guidelines should be reviewed, and special care should be taken to address all situations where Standards apply to a specific project.

SECTION 2: THEME AND CHARACTER

PURPOSE

2.1.1. The Town Core District consists of a mix of structures, uses and activities, all of which contribute to the Town's unique identity. There is not one dominant architectural style, and this document does not advocate any one particular style. It does, however, provide a guideline for creative development using design elements of historically venerable mountain town architecture in a pedestrian setting.

2.1.2. The Town Core District is bisected by State Highway 9. The large volume of vehicular traffic along this route is acknowledged. The District aims to contain commercial uses that will attract vehicular traffic and will create opportunities for visitors to stop, park their cars and spend time in a safe, pedestrian friendly, village-like setting.

2.1.3. A diverse mix of commercial uses in the Town Core District is desired with retail and restaurant uses on the ground level being considered the highest priority. Residential uses and other compatible commercial uses will be considered in conformance with the Town of Silverthorne Comprehensive Plan.

GOALS

2.2.1. The primary goals for the Town Core District are to:

- a. Promote land uses that establish this area as a compact, pedestrian oriented, economic hub;
- b. Encourage development that presents an image of high permanence, quality and value;
- c. Set minimum quality standards for site design and building architecture;
- d. Develop an attractive street facade with storefronts scaled and oriented to pedestrians;
- e. Promote development that creates pedestrian activity, and provides a critical mass of diversified land uses that are harmonious with a walkable, downtown experience;
- f. Provide for buildings located adjacent to the street, with minimal setback between the sidewalk and the storefront, to create an enclosed street and to reduce the negative visual impact of parking lots;
- g. Locate parking lots so that they are screened by buildings or landscaping from public view or in parking structures;
- h. Encourage shared parking between sites and on-street parking where feasible;
- i. Allow for pedestrian activity from streets, alleyways, rear parking lots and the river side of the buildings by encouraging multiple pedestrian entryways;
- j. Provide a pedestrian system with sidewalks and streetscaping along the streets west of State Highway 9 and wider multi-use paths along the Blue River;
- k. Encourage energy conservation in building design and materials through solar exposure, appropriate orientation and other measures;
- l. Promote a sense of permanence and richness in the area by requiring the use of high quality materials;
- m. Require exterior colors to be subtle yet rich colors rather than intense, bright colors, and color schemes to tie building elements together and to enhance the architectural form of the building;
- n. Provide for integrated lighting into building and site design;
- o. Create compatible landscape schemes within the Town Core District that advance the continuity of the streetscape;
- p. Safely screen storage areas, mechanical equipment and loading areas from public rights-of-way to the extent practical.

SECTION 3: SITE DESIGN STANDARDS AND GUIDELINES

GOAL 3.1: BUILDING ORIENTATION AND LOCATION ON THE SITE

Orient primary structures toward street frontages to complement existing adjacent development, and to create a coordinated and visually attractive pedestrian environment.

STANDARDS

3.1.1. Buildings within the Town Core District shall be oriented toward public rights-of-way and the Blue River Trail.

3.1.2. For properties adjacent to HWY 9, 4th Street, and Adams Avenue, at least 60% of the frontage length of the property must consist of a building located within 5 feet of the property line adjacent to the street.

3.1.3. Buildings shall have a clearly defined pedestrian entrance along the street-facing façade. Main entrances shall be located at the street level. 'Split-Level' entrances are prohibited.



Figure 1

GUIDELINES

3.1.4. Front facades should be aligned with adjacent buildings to promote visual continuity parallel to the street edge and river side of the site, in order to create a sense of vitality for pedestrian activity.

3.1.5. Architectural elements that enhance the pedestrian environment, including balconies, colonnades, porches, canopies, creative entryways, and patios are encouraged on facades adjacent to a street. Orientation of such elements should prevent the shedding of snow onto pedestrian areas.

3.1.6. Buildings are encouraged to have "double-sided" entries from the primary and secondary street frontages or river side of the building.

3.1.7. On corner lots, buildings should be placed as close as possible to the corner adjacent to the streets to help anchor the lot and take advantage of the high visibility.

3.1.8. Silverthorne's high alpine climate should be taken into consideration in all building designs to prevent ice and snow buildup. In particular, north-facing main entries are discouraged. Passive solar design, such as locating pedestrian areas to take advantage of solar access, is encouraged.

GOAL 3.2: PEDESTRIAN ACCESS AND CIRCULATION

Create a safe, continuous pedestrian network that minimizes conflict with vehicular traffic, while providing a convenient option for pedestrian circulation within and between developments.

STANDARDS

3.2.1 The Blue River Trail and Blue River Parkway Trail are important elements of the Town Core District. Developments shall provide pedestrian linkages to these trails.

3.2.2 Where a public sidewalk (attached or detached from the adjacent public street) is deemed necessary by the Town, it shall be installed in the public right-of-way as part of the proposed development.

3.2.3 Continuous internal pedestrian walkways within a development site, not less than six feet in width, shall be provided from the principal building entrance to adjacent sidewalks, trails, and public rights-of-way, including the Blue River Trail and the Blue River Parkway Trail.

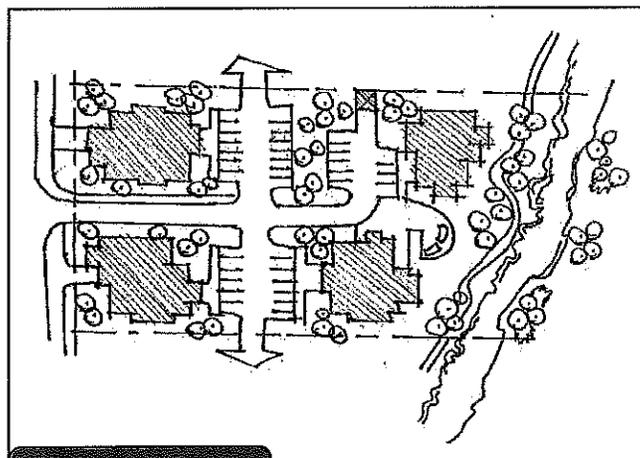


Figure 2

GUIDELINES

3.2.4 Where pedestrian walks cross drive aisles, they should be clearly marked with signage, special paving, landscaping, or other similar methods.

3.2.5 Contiguous developments are discouraged from installing physical barriers between projects unless necessary for safety, storage, or mitigation of adverse impacts.

GOAL 3.3: VEHICULAR AND SERVICE AREA ACCESS AND CIRCULATION

Create a vehicular circulation system that provides for safe and efficient access and movement associated with the property.

STANDARDS

3.3.1 Vehicle circulation on-site shall be clearly organized to facilitate movement into, and throughout, parking areas. Parking drive lanes and intersections shall align wherever practical.

3.3.2 Service and delivery areas shall be located to the side or rear of buildings, or in other inconspicuous locations, where they are generally not noticeable from public rights-of-ways, including the Blue River Trail. Where possible, adjacent parcels or buildings should share service and delivery areas, and/or access to such areas.

3.3.3 Circulation and parking for service areas shall be designed to minimize disruption to the flow of vehicular and pedestrian traffic, and to provide efficient turning movements.

GUIDELINES

3.3.4. Contiguous developments are encouraged to combine access points to minimize curb cuts, and to provide connections between adjacent properties.

3.3.5. Development projects that require multiple or frequent deliveries should provide separate customer and service access drives where possible.

3.3.6. Where feasible, access to parking areas should be from an alley. Shared service alleys along rear lot lines are encouraged.

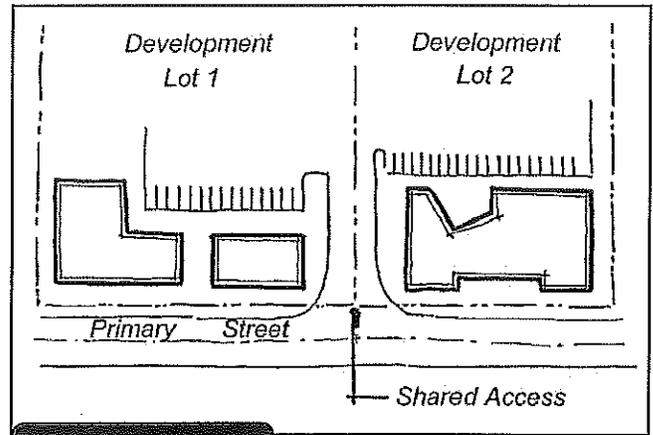


Figure 3

GOAL 3.4: PARKING

Promote a compact, pedestrian oriented downtown environment with parking that is properly scaled and that considers alternatives to onsite parking.

STANDARDS

3.4.1. Parking areas within the Town Core District shall provide safe, convenient, and efficient access, and shall be located so as to minimize negative visual and noise impacts to adjacent properties and the public rights-of-way.

3.4.2. For properties with frontage along HWY 9, Adams Avenue, and 4th Street, on-site parking shall be located at the rear of the property or behind a building.

3.4.3. On-site surface parking for nonresidential uses shall be minimized by participating in the Town Core Parking District, incorporating or constructing on-street parking, and/or utilizing shared parking and parking reductions.

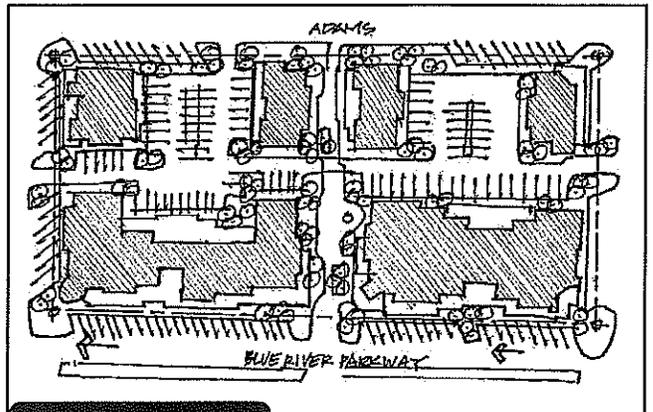


Figure 4

3.4.4. To the maximum extent feasible, parking areas should be located on the interior of a site or behind a building in a landscaped parking area, and screened from view from public rights-of-way. Underground or under structure parking, integrated with the building's architectural design, is encouraged.

3.4.5. All drives, parking, and vehicular and pedestrian circulation areas should be paved and properly marked. Where higher quality materials are used, they should include only those with proven longevity in the local environment, such as asphalt, colored concrete, hydraulically-pressed concrete pavers, brick pavers, and stone pavers.

3.4.6. Snow storage areas should be located in the rear or side of properties. Snow melt systems or snow hauling offsite should be considered to maximize use of a site.

GOAL 3.5: LANDSCAPE

Utilize landscaping to enhance the pedestrian experience of a downtown setting, advance the continuity of the streetscape, create attractive gathering spaces, and screen parking and service areas.

STANDARDS

3.5.1. Development within the commercial areas located West of HWY 9 must provide landscaping that is appropriate for a downtown setting. To that effect, alternative forms of landscaping, including street furniture, planter boxes, hardscape patios, and art forms must be prioritized.

3.5.2. Development within the areas located East of HWY 9 must provide landscaping that addresses and complements the recreational aspect of the Blue River. To that effect, the natural vegetation surrounding the river should be preserved, and alternative forms of landscaping must be considered.

3.5.3. Landscaping shall complement buildings, accent building entries, and serve as a decorative element.

Landscaping shall not impede the visibility of store fronts, or interfere with the line of sight of vehicle drivers entering or leaving the site.

3.5.4. Significant landscape materials, such as trees, shall be located outside utility easements. Planting of trees over utility lines is prohibited.

3.5.5. All trees shall have an adequately sized planting area. The size of the planting area shall be based on the amount of room needed for tree roots, and the estimated size of the fully mature tree. Root barriers shall be used when trees are planted near pedestrian walkways and sidewalks.



Figure 5

GUIDELINES

3.5.6. The planting of street trees and shrubs in approved locations within the public right-of-way is encouraged to enhance the streetscape within the Town Core District.

3.5.7. Planter boxes, flowerpots, and hanging flower baskets are promoted to add color and variety to the landscape. All planter boxes, flowerpots, and hanging flower baskets should be compatible with the architecture of the building.

3.5.8. Landscaping should be utilized to screen parking areas, service and delivery areas, and utility, mechanical, and telecommunications equipment to the extent practical.

3.5.9. Public open spaces should be located and oriented to encourage pedestrian activity, and to take advantage of natural resources. Roof gardens are encouraged to provide views of the surrounding mountains.

GOAL 3.6: LIGHTING

Create a safe and secure pedestrian environment within the Town Core District with distinctive and coordinated lighting.

STANDARDS

- 3.6.1. Site and building lighting in the Town Core District shall contribute to the streetscape and maintain its continuity.
- 3.6.2. Lighting shall be coordinated to provide uniform light levels and an organized appearance through the use of consistent fixtures, lamp types, and placement.
- 3.6.3. Pedestrian scale lighting is required to enhance the experience and safety of the pedestrian in the Town Core District.

GUIDELINES

- 3.6.4. Lighting should be designed as an integral part of buildings, in a manner that enhances the facades, architectural features, and site designs. Light fixtures should be compatible with the colors and materials of the building architecture, site furnishings, and landscaping of the project.
- 3.6.5. The use of vintage, decorative, and ornate light fixtures and poles is encouraged.
- 3.6.6. Lighting within storefront windows should be considered to illuminate adjacent pedestrian walkways, and to create an inviting nighttime environment.

GOAL 3.7: SCREENING OF SERVICE AREAS AND MECHANICAL EQUIPMENT

Screening shall effectively mitigate negative visual and acoustic impacts of site uses, and shall be integrated into each project's overall design.

STANDARDS

- 3.7.1. General
 - a. All utility, telecommunications, ground mounted and roof-top mechanical equipment shall be shown on the final site plan for the proposed development project.
 - b. Service, storage, refuse, and equipment areas shall be located within buildings, or combined with other such areas, to the greatest degree practical.
 - c. When necessary, screening enclosures shall be designed in the same architectural style, and be constructed in similar materials and colors, as the primary building onsite. Fences shall be permanent, solid, and opaque; and at least as tall as the object to be screened.
 - d. All screening enclosures must be designed in a manner that optimizes the safety, longevity, and performance of the screening enclosure and the equipment being screened.
- 3.7.2. Refuse, Recycling, Storage and Service Areas
 - a. Refuse, recycling, and service areas shall be located to the rear or side of buildings, or in other inconspicuous locations, where they are generally not noticeable from public rights-of-way, pedestrian walkways, or open spaces.

- b. All outdoor refuse, recycling containers, and dumpsters shall be screened from view from adjacent properties and public rights-of-way by enclosure in a permanent, four-sided, solid, and opaque structure with a roof.
- c. Refuse, recycling, storage, and service structures shall be designed in the same architectural style and be constructed of materials and colors complementary to the primary building on site.
- d. All outdoor storage of materials, vehicles, and/or ancillary equipment is prohibited within the Town Core District.

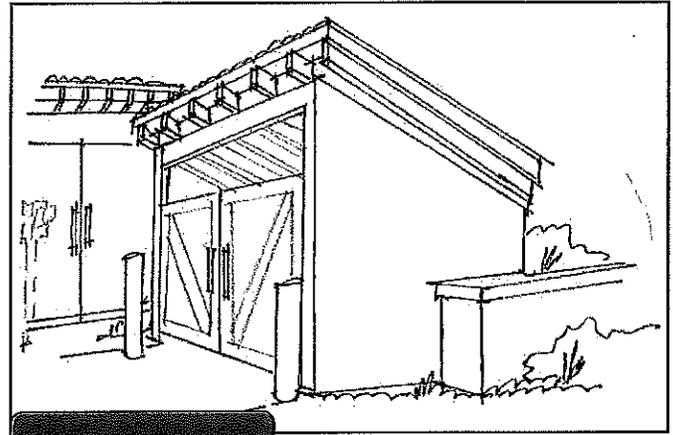


Figure 6

3.7.3. Utility, Telecommunications and Mechanical Equipment

- a. Avoid locating telecommunications equipment, mechanical equipment, utility connections and service boxes on the primary facade of the building.
- b. Ground-mounted mechanical equipment units, including switch boxes, and electrical and gas meters, shall be screened in a manner that minimizes visual impacts and optimizes safety.
- c. Minimize the visual impact of telecommunications equipment, mechanical equipment, utility connections, and service boxes on buildings by painting them to match the primary building color.

3.7.4 Roof-top Mechanical

- a. Roof top mechanical equipment shall be low-profile, non-reflective units, and screened such that they are not visible from the public right-of-way. Provide screening with materials that are compatible with the building to which they are mounted. Screening heights shall be at least as tall as the equipment to be screened.
- b. Minimize the visual impact of telecommunications equipment, mechanical equipment, utility connections and service boxes on roof-tops by painting them to match the roof color.
- c. Roof and wall mounted solar panels must be architecturally integrated into the roof or building form.

GUIDELINES

3.7.5. Reinforced concrete aprons are recommended in front of refuse and recycling storage areas to accommodate refuse and recycling removal trucks..

3.7.6. Vegetative screening should be primarily evergreen plants that will form a solid opaque screen at least as tall as the object to be screened.

GOAL 3.8: SITE FURNISHINGS AND ART

Create a clean and comfortable active pedestrian streetscape environment that invites the pedestrian to linger.

STANDARDS

3.8.1. Permanent site furnishings such as benches, tables and other pedestrian amenities shall be made of durable, weather resistant materials and shall be consistent with the overall design character of the District.

GUIDELINES

3.8.2. Site furnishings are encouraged to be provided at main pedestrian walkways, building entrances, plazas, open space, and other pedestrian areas, without impeding pedestrian movement on the sidewalk.

3.8.3. Two-dimensional or three-dimensional art works displayed for public view that enhance the overall district character are highly encouraged. Publicly donated art proposed to be located on land dedicated to the Town will be considered on a case by case basis in accordance with the Art in Public Places policies.

SECTION 4: ARCHITECTURAL STANDARDS AND GUIDELINES

GOAL 4.1: BUILDING HEIGHT, FORM, AND MASS

Building height, mass, form, length, and proportions shall be designed to provide a variety of visual interest, while maintaining a human scale that is appropriate to its surroundings.

STANDARDS

4.1.1 The maximum building height in the Town Core District is forty five (45) feet for pitched roofs and thirty five (35) for flat roofs. For the purpose of this requirement a pitched roof shall have a slope of no less than 4 feet in 12 feet. The definition of building height shall be as stated in the Silverthorne Town Code.

4.1.2. Buildings shall be designed to relate directly to and reinforce the pedestrian scale and the street frontage. The following techniques may be used to meet this objective:

- a. Provide shifts in building massing, as well as variations in the height, profile, and roof form;
- b. Minimize long expanses of wall at a single height or in a single plane;
- c. Provide projecting elements; and
- d. Group elements to provide balanced facade composition.

4.1.3. Reduce the bulk of a multi-story building to be on a pedestrian scale. The design shall emphasize a “base”, “middle”, and “top”.

- a. A distinctive “base” at the ground level shall use articulation and materials such as: Timber, wood, stone, masonry, decorative concrete, or other similar materials. In addition, “base” elements may include windows, architectural details, canopies, bays, or overhangs.
- b. The “middle” of the building shall be made distinct by change in material or color, windows, balconies, step-backs, and signage.
- c. The “top” of the building shall emphasize a distinct profile or outline with elements such as: A projecting parapet, cornice, upper level step-back, or creative roofline.



Figure 7

4.1.4. The mass of the pedestrian portion of a commercial or mixed use building shall be broken down to a human scale with a strongly marked primary entry at the “base”, and distinct architectural features at the street level.

4.1.5. The mass of the multi-family residential buildings shall be broken down to a human scale with creative window and door patterns, upper level balconies, angled wall planes, or other distinct architectural elements.

GUIDELINES

4.1.6. Developments are encouraged to create visual continuity by designing buildings to exhibit height and massing complementary to adjacent, conforming buildings.

4.1.7. Building elements that provide shelter from natural elements, including porches, patios, and deep eaves, are encouraged to add interest along the street.



Figure 8

GOAL 4.2: BUILDING FACADES AND ARCHITECTURAL ELEMENTS

Create an image of high quality development. Encourage a variety of architectural elements that avoid featureless design and uninterrupted repetition of building materials.

STANDARDS

4.2.1. Buildings shall be designed to provide interest and variety, and with elements scaled to the pedestrian. The following techniques shall be used to meet this objective, with consideration to preventing the shedding of snow onto pedestrian areas:

- a. Break up large building components with significant articulation of wall planes and roof lines;
- b. Create patterns, using window size and/or shape, that relate to interior functions; and
- c. Emphasize building entries through projecting or recessed forms.

4.2.2. Provide human scale through change in plane, contrast, and intricacy in form. Avoid large areas of undifferentiated or blank building facades.

4.2.3. Buildings shall be designed with consistent and/or compatible details on all sides visible from public right-of-ways and pedestrian walkways.

4.2.4. Each commercial or mixed-use building on a site shall have clearly defined, highly visible, primary pedestrian entrance, featuring one of the following: Canopies or porticos, overhangs, recesses/projections, raised corniced parapets over the door, peaked roof forms, arches, or other unique architectural detail. Pedestrian entrances shall orient towards public rights-of-way, and pedestrian walkways, and shall be architecturally distinguished from employee or service area entrances.

4.2.5. Building façades shall not exceed 50 feet in length along the same geometric plane, at which time there shall be wall plane projections or recesses having a depth of at least 2.5 feet for a distance of not less than 6 feet.

4.2.6. Primary building façades shall contribute to the overall character of the Town Core by creating a pattern along the street through the repetition of similarly-sized building elements. Building facades shall have a repeating pattern that includes no less than three instances of either: color change, texture change, material change, or expression of a structural, architectural feature.

4.2.7. Maintain the distinction between the street level and upper floors through material differentiations, horizontal expression lines (also referred to as belt courses), varied fenestration, or other architectural features.

4.2.8. Buildings along HWY 9, Adams Avenue, and 4th Street shall have a minimum of two stories to provide critical mass and firmly confine the outdoor space. Ground floors in these areas shall have a minimum ceiling height of 10 feet.

4.2.9. Applicants are required to submit a three dimensional representation of a proposed development project within the Town Core District. Such representation may be an accurate three-dimensional model or a three dimensional computer simulation depicting the proposed development.

GUIDELINES

4.2.10. On corner lots, architectural features, such as corner entrances and angled corners, are encouraged to emphasize corner locations.

4.2.11. Elements of traditional “Main Street” storefronts are encouraged on facades of traditional mixed-use buildings. These elements include recessed entry doors, display windows, kickplates or bulkheads, transom windows, cornices, and pediments.



Figure 9

GOAL 4.3: BUILDING MATERIALS AND FINISHES

Building materials and finishes shall present an image of high quality and permanence.

STANDARDS

4.3.1. Buildings shall be designed in a manner and constructed of materials that are compatible and complementary to the surrounding buildings in the Town Core District.

4.3.2. To break up large building forms and wall surfaces, buildings shall incorporate a variation or combination of materials, surface relief, and texture.

4.3.3. Predominant exterior building materials shall be high-quality durable materials that retain their appearance over time, and that can be economically maintained. Buildings shall be predominantly clad in Class I materials. Class II materials may be used as accents and trim not to exceed 25% of the total building façade. Class III materials are prohibited in the Town Core District.

- Class I materials include timber, log and wood siding, clay fired brick, natural stone, masonry, cement stucco, and glass.
- Class II materials include architectural metal, fiber cement siding, concrete brick, manufactured stone, and integrally colored split face block.

- Class III materials include EIFS, smooth-face concrete block, tilt-up concrete panel systems, metal panel systems, and vinyl and aluminum siding.

4.3.4. For commercial and mixed-use buildings, at least 50 percent of the first floor of the primary façade facing a street shall be transparent glass to differentiate the pedestrian area from the remainder of the building, and to create an inviting pedestrian environment. Upper floor window elements may be less prominent.

4.3.5. Clear glass shall be used for windows. Tinted, colored or opaque glass may be approved on a case-by-case basis when shown by the applicant to be compatible with the purpose of the Town Core District Design Standards and Guidelines. The use of mirrored or reflective glass is prohibited.

4.3.6. Applicants are required to submit a sample board of materials, finishes, and colors of all proposed exterior materials.

GUIDELINES

4.3.7. The use of brick and masonry, which is typical in traditional structures, is highly encouraged in the Town Core District to add scale, patterning, and surface relief; and to convey a timeless design.

4.3.8. Changes in material should occur where the transition is accommodated through an architectural detail. As a general practice, changes in exterior materials should not occur at exterior corners, but should be wrapped around the corner to give the material depth and the appearance of a structural function.

4.3.9. Details such as sills and belt courses are suggested where material transitions occur across horizontal divisions.

4.3.10. Building materials and details used on the facade of the primary structure may be transitioned to a lesser degree of detail on service sides of the building.

GOAL 4.4: BUILDING COLORS

Exterior building colors shall be aesthetically pleasing and compatible with colors of nearby conforming structures.

STANDARDS

4.4.1. Color choices for all buildings shall be made within the range delineated by these Design Standards and Guidelines in relation to the Munsell color notation system. The Munsell Book of Color is available for reference at the Town of Silverthorne Community Development Department.

4.4.2. The Munsell color notation system is broken into three characteristics: hue (color), chroma (brightness), and value (shade). In the Town of Silverthorne, chroma is the only Munsell color characteristic that is regulated.

- a. The primary body colors of the building shall not exceed a chroma of four on the Munsell Color Chart.
- b. The trim accent colors of the building shall not exceed a chroma of six on the Munsell Color Chart. The term trim in this standard is interpreted to mean those elements of a building which frame, surround or join different building materials. The trim accent colors are limited to an area of no greater than 10% of the building façade.

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- c. The roof color of the building shall not exceed a chroma of four on the Munsell Color Chart. Roof color shall be compatible and complementary to the surrounding buildings in the Town Core District.
 - d. The use of black, white and neutral gray colors proposed for any portion of the exterior building features shall be reviewed on a case by case basis based on the appropriateness to the proposed building design.

4.4.3. All exterior metal elements of a building, such as flues, flashings, etc., shall be painted a flat color that is compatible with the exterior building color and shall not be exposed metal. Exterior metal elements on building roofs shall be painted a flat, dark color that is compatible with the roof color.

4.4.4. A color palette board shall be submitted and reviewed by the Community Development Department showing all proposed primary body, trim and accent colors and intensities for the exterior walls of the building.

GUIDELINES

4.4.5. Exterior building colors should be complementary to adjacent conforming buildings and the natural mountain surroundings. Colors should be those that copy the earth tones found in nature within and around Silverthorne.

4.4.6. Color should be used to enhance the architectural form of the building. The style, material, and detailing of the structure should be considered when selecting color schemes. Color should not be used to gain attention, and should be subordinate to the architecture of the structure.

4.4.7. The same or substantially similar colors used on the primary structure should be used on any accessory structures on the site.

GOAL 4.5: BUILDING ROOFS

Roof forms shall contribute to the overall image of high quality and permanence, and shall be used to screen roof top equipment.

STANDARDS

4.5.1. The character of buildings shall be enhanced with creative roof elements, and with consideration of the impact of the pitch, materials, size, and orientation of the roof form.

4.5.2. Where pitched roofs are utilized, appropriately oriented gables, dormers, and shed roof elements shall be used to break up large expanses of roof, and to add architectural interest.

4.5.3. Where flat roofs are utilized, they shall be screened with parapets and cornices, or with peaked or sloped façade elements.

4.5.4. Roofs shall not be designed as attention-getting devices related to the reinforcement of signage or as an identifiable corporate image.

4.5.5. Roofs shall be designed in a manner in which they do not deposit snow onto required parking areas, sidewalks, refuse storage areas, stairways, decks, balconies, or entryways. Where snow guards are needed, they shall be architecturally integrated into the roof design.

4.5.6. Visible roof surfaces shall be made of durable materials such as: Concrete tile, metal, other pre-finished architectural metals or architectural grade asphalt shingles. Membrane systems are prohibited on any portion of the roof visible from the public right-of-way. Membrane systems may be permitted on portions of roof-tops that are not visible from the public right-of-way and shall be a subdued color compatible with the exterior building color.

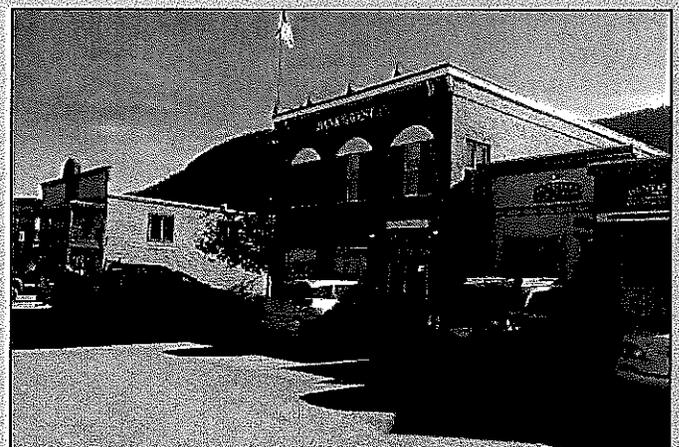
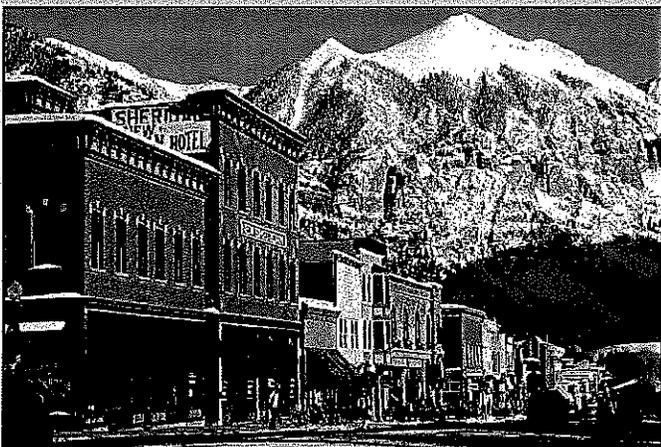
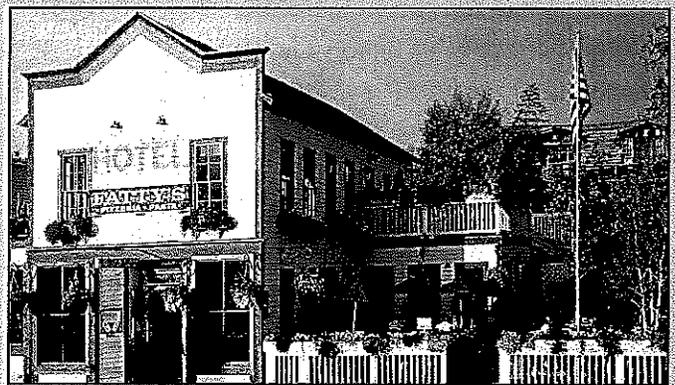
4.5.7. Both highly visible and non-visible roof structures shall be a natural subdued color which is complementary to the architecture and its natural surroundings.

GUIDELINES

4.5.8. Ridgelines and roof forms are encouraged to change in relationship to changes that occur in the wall planes.

4.5.9. Whenever possible, gutters and downspouts should be located in the least conspicuous location, such as in the rear or side facades of the building, and painted to match either the trim or primary color of the structure. Gutters and downspouts should not drain onto walkways or sidewalks.

Photo Examples of Desired Town Core Character *(for illustrative purposes only)*



*Top Left: Saratoga Springs, New York
Bottom Left: Telluride, Colorado
Top Right: Breckenridge, Colorado
Bottom Right: Crested Butte, Colorado*