

**SILVERTHORNE TOWN COUNCIL MEETING  
AGENDA FOR SEPTEMBER 9, 2015- 6:00 PM**



- I. CALL TO ORDER/ROLL CALL/APPROVAL OF AGENDA
- II. PLEDGE OF ALLEGIANCE
- III. STAFF COMMENTS ..... 1
- IV. COUNCIL COMMENTS
- V. CITIZENS' COMMENTS\*
- VI. CONSENT CALENDAR
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- VII. PUBLIC PRESENTATIONS\*
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- IX. LIQUOR BOARD
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- X. PUBLIC HEARINGS
- XI. ACTION ITEMS
  - A. Ordinance 2015-12; an Ordinance Amending and Updating the Town of Silverthorne Destination Commercial District and Business Park District Design Standards and Guidelines – 1<sup>st</sup> Reading ..... 19
  - B. Resolution 2015-17; a Resolution Adopting Master Plans for Arctic Placer Park and Trent Parks..... 57
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- XV. 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:**

**SEPTEMBER 8, 2015 – 6:00 P.M.  
PUBLIC WORKS STRATEGIC PLAN/  
THEATRE DESIGN CONCEPTS**

**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.*

SEPTEMBER 22	BUDGET - 2016
OCTOBER 13	TOWN CORE ZONING
OCTOBER 27	OPEN
NOVEMBER 10	OPEN
DECEMBER 8	OPEN

**FUTURE WORK SESSION DISCUSSION ITEMS:**

HISTORIC SOCIETY

# September 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31 Rec Center Re-Opens	1 EDAC	2	3	4 Doo Wop Denny—Pavilion	5
6	7 Rec Center Hours: 10:00 am—6:00 pm TOS Holiday	8 Gym Re-Opens Work Session	9 Council Meeting	10	11 Payroll	12
13	14 Out of the Darkness Suicide Awareness Walk 11:00 a.m.— 1:00 p.m. Outlets	15 Planning Commission	16 Court	17	18	19 Bear Strong Bolt— SVE Fundraiser 9:00 a.m. Rainbow Park
20	21	22 Planning Commission	23	24 SPORT Meeting	25 Payroll	26
27	28 Pool Re-Opens	29 Work Session	30 Council Meeting			

# October 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9 Payroll	10
		Planning Commission				
11	12	13	14	15	16	17
Pumpkin Fest						
		Work Session	Council Meeting	SPORT Meeting	Payroll	
18	19	20	21	22	23	24
		Planning Commission	Court			
25	26	27	28	29	30	31
		Work Session	Council Meeting		Payroll	

# November 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 EDAC Meeting	4	5	6	7
		Planning Commission				
8	9	10	11	12	13	14
		Work Session	Council Meeting		Payroll	
15	16	17	18	19	20	21
			Court	Celebrations Around the World!		
				SPORT Meeting		
22	23	24	25	26 Rec Center Closed	27 Payroll	28
			No School	TOS Holiday—Thanksgiving		
29 Fitness Screening	30					

# December 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Planning Commission	2	3	4	5 Holiday Bazaar
6	7	8	9	10	11	12
13	14	15 Work Session	16 Council Meeting 17 Court	18	19 Payroll	
20	21	22	23	24 SPORT Meeting 25 Rec Center Hours: 6:00 am—6:00 pm	26 Rec Center Closed Payroll TOS Holiday	
27	28	29	30	31 TOS Holiday Rec Center Hours: 10:00 am—6:00 pm	1 Rec Center Hours: 10:00 am—6:00 pm TOS Holiday	2

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:** September 4, 2015 for Meeting of September 9, 2015  
**SUBJECT:** Staff Comments

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Attached please find the Staff Comments and Updates for the September 9, 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 and Culture Update

**ACTION REQUIRED**

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

## **Administrative Services – September 3, 2015**

**2016 Budget** – We proceed with preparing the 2016 Budget. The Town conducts a two-budget process where departments and programs spend much time and effort researching and preparing budget worksheets and making budget requests/presentations. The current budget cycle for the two-year budget is 2015 & 2016. The major efforts for the 2015 & 2016 budget cycle was conducted and approved by Council in 2014. The ‘Off-Year” of the budget, 2015, is spent focusing on long range planning and implementation and less on work papers. We’re still required by law and charter to present and approve a budget for fiscal year 2016, even though the 2016 budget has been approved through the budget process in 2014.

All 2015 projections and changes to the 2016 budget have been received by departments/programs. Wages and benefit information has been updated as well. The first draft of the 2016 budget has been presented to the Town and Assistant Town Manager. All operating budgets are balanced. We now will prepare the presentation for Council which will take place at the September 22<sup>nd</sup> work session. The Council will officially vote on the 2016 budget in November and December.

**Payroll Time Entry** - We’re using the Joint Sewer Authority (JSA) as our BETA site for setting up the Novatime time entry process. This is a computerized time entry system. The JSA employees have been clocking in on the system, assisting with working out issues and giving us feedback. We understand the importance of employees and managers needing to be comfortable with the system and will not be rushing to use this system without full training and understanding. We have a team meeting scheduled every Thursday to help track the process. We’ll also be developing an employee and supervisor guide book.

JSA management has reported that they’re very pleased with the system. We’ll continue having JSA use the system as we setup written/web-based training for other departments. We’ll be meeting with the JSA staff next week to get final feedback. Generating procedures is now the priority. The next department being added to the system will be the Administrative Service department.

**2016 Non-Profit Grants** – The 2016 Non-Profit Grant applications have been received and are being organized for the grant review committee. The committee will meet sometime in late September/late October. Forty-four organizations have applied for grants totaling \$78,500. Seventeen have applied for free Pavilion use, three for use of fields and two for use of the recreation center. The Council has \$36,000 budgeted to distribute to non-profits.

**Sales Tax Reporting** – The Town has been using the new Caselle accounting software for sales tax data entry since the June 2014 tax returns. The Town also receives the County sales tax data monthly through the State of Colorado.

Because our monthly sales tax report reports accumulated figures from the prior year, we've continued using our old software system for reporting purposes. August was the first month of a full year of data on the new system and we'll now move our monthly reports to the new system. The challenge has been loading the county information and matching accounts. It's a work in progress and is taking longer than expected. We're hoping to have official reports available again by late September. In the meantime, we can report that the month of June 2015 saw sales taxes up from June of 2014 by \$66,366 or 7.64%. Year-to-date we're up \$312,569 or 7.19% from 2014. June's sales taxes were \$935,516 and Year-to-date the total is \$4,661,306.

### **Public Safety – September 3, 2015**

**Incidents** – On 09/01/15, early in the morning, Officer Tarnoff was dispatched to Hwy 6 for a woman running down the road barefoot. When Officer Tarnoff finally located the woman, she had already run through the Blue River and was soaking wet. Officers have been dealing with this woman over the past few days since she had been a suspect in several crimes in Silverthorne. The woman finally told officers she had been using meth and had been on an all-night meth binge. Officers called for medical and she was transported to the hospital for treatment and observation.

On 08/21/15 Officers Watson and Quintana responded to a disturbance at one of our local convenience stores. Turns out two of our homeless individuals were scaring the clerk and generally making a nuisance of themselves. After stealing a soda and leaving the store, they were located by our officers. One of the men was released with a warning not to return to the store, the other decided to become disorderly with our officers. The techniques he had used to intimidate the clerk did not work on Officer Quintana who promptly took the man into custody. He was charged with disorderly conduct and transported to the jail.

On 08/27/15 several Silverthorne officers responded to the La Quinta hotel restrooms for a suspicious person. Upon their arrival they spoke with the reporting party who advised when she left Old Chicago to use the restroom an unknown male followed her. She told officers she went into the ladies restroom and into a stall. She said while sitting on the toilet, the same male came crawling underneath her locked stall. She yelled and kicked the door with all her might, which sent this male scurrying away. Our officers located the male, who was visibly intoxicated, and arrested him for his inappropriate activities. The bar was also cited for providing him with enough alcohol to be a danger to himself and others.

On 08/18/15 the US Pro Challenge came through Silverthorne and Summit County. Sergeant Siebel coordinated and organized over 50+ officers and town staff, making it a safe event for everyone involved. We would like to thank Public Works, Admin staff, Rec Center staff and Comm. Development for their help with road closures and making this event happen.

Officers have been searching for homeless people sleeping in town. They are finding small camps around the I-70 off ramps, old Adams Avenue and the wetland areas between First Bank and I-70. Officers are citing individuals into court for the large amounts of trash they are leaving in these areas. Public Works staff has been a huge help, helping officers clean up these areas.

In addition to the above, Officers have handled; multiple motor vehicle accidents, thefts, disturbances, frauds, harassments, intoxicated persons, suicidal persons, road closures, found property, numerous other agency assists, as well as business and area checks. Officers also participated in municipal court and county court proceedings, and initiated many traffic citations and warnings.

**Feedback from the community** – Nothing new since the last update.

**Department Training** – In preparation for the US Cycle Challenge the Silverthorne Police Department provided some information to officers and the volunteers about suspicious people and activities. The entire department also completed our yearly driver's training.

**Staffing** – The officer position was offered to Logan VanDuzer and he accepted. Logan was sworn in on September 2<sup>nd</sup> and we are happy to have him on board. The sergeant position will remain vacant, for now.

#### **Public Works – September 3, 2015**

**Streets** – On street parking striping is now in place on Rainbow Drive and is being used. We have signs going in for now that simply state "No overnight parking" We continue with shoulder work, culvert work, and cleaning extra asphalt off some of the concrete crossings on Rainbow. We have replaced the speed hump on Lagoon. We have some additional traffic calming coming for the Blue River Trail crossing at 6<sup>th</sup> Street. Centerline striping on all overlaid streets will be coming next week. Streets crews will also continue updating many of our signage around Town to meet the new MUTCD standards. (Mostly related to larger sizes and better reflectivity for us baby boomers)

**Parks** – Our full time and part time staffs remain busy with mowing, weeding, restrooms, irrigation systems, and general landscape work. We get a lot of special requests from other staff and from citizens which we get to as time permits. We are also starting to plan for this year's Holiday Lighting program so that we can get ordered any additional lights or decorations in time for the season.

**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. We are watching over the water and sewer relocations for River's Edge Condominiums and the JSA sewer project by the Recreation Center.

**JSA** – The sewer main upsizing continues in Rainbow Drive, and will then be followed by another similar project behind and beside the Recreation Center.

**Recreation Center shut down** –The five week shutdown continues for the new Pool Pak and new boilers. September 14 is the currently scheduled date for the setting the new pool pak unit on the roof of the building.

### **Community Development Department – September 4, 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, meet with FEMA concerning the flood plain, and Army Corps of Engineers concerning wetlands. Mark Leidal met with Summit County Open Space Advisory Committee (OSAC) concerning participation in acquiring an easement from Blue River Valley Ranch Lake Estates.

**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. The final two districts have been recommended for approval.

**Summit Sky Ranch (aka South Maryland Creek Ranch)** – Town Council approved the Major PUD Amendment for South Maryland Creek Ranch. The Preliminary Plan for the project has been submitted.

**Lake Dillon Theatre Company (LDTC)** – Design work continues on this exciting new project.

**Arctic Placer Park, Trent Park, Angler Mountain Open Space** – DHM Design has completed the design for the master plans for these parks and public input has been given. The SPORT Committee has recommended that these plans be approved.

**Code Enforcement** – Greg Roy has been enforcing the code particularly relating to noxious weeds.

**Public Works Strategic Plan** – The Public Works Strategic Plan is nearing completion and will be scheduled for Town Council review in September.

**Transportation Plan Update** – Staff is working on the update to the Town Transportation Plan. This includes gathering traffic counts at various intersections as well as modeling the Level of Service.

**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):

- Angler Mountain Ranch Filing No. 3 – Third Amendment
- Marshall's – Site Plan Modification
- South Maryland Creek Ranch (Summit Sky Ranch) – Preliminary Subdivision
- Mattress Firm – Preliminary Site Plan

## **Recreation and Culture – September 3, 2015**

**Recreation Center** – The much anticipated Recreation Center facility shutdown is underway with several large scale projects being completed during September. Projects include installation of new tile and carpeting, a new HVAC system, and new boilers for the aquatics area. In addition to these projects, we are also conducting the annual re-surfacing of the wood floors and the usual cleaning and miscellaneous projects in the aquatics area. During these projects, Silverthorne Recreation Center pass holders can use the Breckenridge Recreation Center for no cost.

The second Arts Advisory Group meeting was held on Wednesday, September 2<sup>nd</sup>, and the team continues to be impressed with the collaboration and interest from the community leaders for this project. 23.4 Degrees consultants, Janesse Brewer and Mike Hughes, have prepared draft work for the Art and Culture Strategic Plan's Vision, Mission, and Goals and will continue to work with staff and the Advisory Group to fine tune these documents. We are looking forward to October 1<sup>st</sup>, when the first of two public meetings will be held. This will be an exciting opportunity to showcase the work that has been done so far and begin collecting feedback from the community-at-large.

Twelve proposals were received in response to the Public Relations Services Request for Proposals that was distributed at the end of July. This is a fantastic response. The proposals are being reviewed by two staff members, one EDAC representative, and one Town Council representative. This review team will invite the top proposers to an interview on Tuesday, September 15.

A Recreation and Culture Department staff teambuilding event was held last week at North Pond Park. The activity was attended by approximately 60 employees in the department and included a group teambuilding activity that involved problem solving at ten stations, lunch, an announcement about the Town's Arts and Culture and Theatre initiatives, distribution of this year's Recreation and Culture staff t-shirt (we chose the "I heart Silverthorne" tees) and water activities on North Pond Park. It was a productive day with many positive comments from attendees.

The first ever 3v3 Outdoor Basketball Tournament was held on Saturday, August 29<sup>th</sup> at the newly constructed Rainbow Park basketball courts. Mindy Nicholds,

Sports and Athletics Coordinator, reports that six teams played competitive games while celebrating this new amenity. Furthermore, the Summit Daily News was there to witness the event and followed up with a comprehensive full page article that was printed in the Monday, August 31<sup>st</sup> newspaper.

A five-visit punch pass was donated to Dillon Marina Labor Day Mutt Contest. The value of the pass is \$60.

**SPORT** – The SPORT Committee made a motion to recommend approval of the Three Parks Master Plans, which were presented by DHM to the committee at the August SPORT meeting. The motion was approved unanimously.

**Upcoming Pavilion Events**

Sep 3	FOLBR John Fielder
Sep 3	Taekwondo
Sep 4	Doo Wop Denny
Sep 5	Wedding
Sep 6	Wedding
Sep 7	Wedding
Sep 8	Yoga
Sep 8	Farmers Market
Sep 8	Wedding
Sep 10	Yoga
Sep 10	Business Meeting
Sep 11	Quince
Sep 12	Wedding
Sep 15	Yoga (X2)
Sep 15	Farmers Market
Sep 16	Arts Brown Bag Lunch
Sep 17	Wedding
Sep 18	SCBA Parade of Homes
Sep 19	Wedding
Sep 20	Wedding
Sep 22	Yoga (X2)
Sep 22	Farmers Market
Sep 24	Wedding
Sep 25	Wedding
Sep 26	Wedding
Sep 27	Wedding

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Town of Silverthorne  
Council Agenda Memorandum

**TO:** Town Council  
**THRU:** Ryan Hyland, Town Manager *RH*  
**FROM:** Michele Miller, MMC, Town Clerk *mm*  
**DATE:** September 3, 2015  
**SUBJECT:** Town Council Meeting Minutes from August 26, 2015

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**SUMMARY:** Staff asks the Town Council to approve the Town Council Meeting minutes from August 26, 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:**

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**SILVERTHORNE TOWN COUNCIL**  
**Meeting Minutes**  
**Wednesday, August 26, 2015**

**CALL TO ORDER/ROLL CALL/APPROVAL OF AGENDA:**

Those members present and answering Roll Call were Mayor Bruce Butler, Council Members Derrick Fowler, Peggy Long, Russ Camp, Stuart Richardson, JoAnne Nadalin 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, Utilities Manager Zach Margolis, Senior Planner Lina Lesmes, 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 Recreation Center annual maintenance shut down.  
Margolis updated Council on the Rainbow Drive east bank interceptor sewer line replacement. They are ahead of schedule.  
Council acknowledged Margolis and Stan Miller for all their hard work on the Rainbow Drive Project.

**COUNCIL COMMENTS:**

None.

**CITIZEN COMMENTS:**

None.

Nadalin requested minor changes to the minutes.

**CONSENT CALENDAR:**

**RICHARDSON MOVED TO APPROVE THE CONSENT CALENDAR INCLUDING THE MINUTES FROM AUGUST 12, 2015. MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL.**

**PUBLIC PRESENTATIONS:**

None.

**LIQUOR BOARD:**

- A. Kum & Go #907 – Renewal of 3.2% Beer Liquor License
- B. Summit County BPOE #2561 – Renewal of Club Liquor License

**NADALIN MOVED TO APPROVE KUM & GO #907 – RENEWAL OF 3.2% BEER OFF PREMISE LIQUOR LICENSE. MOTION SECONDED. MOTION APPROVED UNANIMOUSLY BY COUNCIL.**

**CAMP MOVED TO APPROVE A SUMMIT COUNTY BPOE #2561 – RENEWAL OF CLUB LIQUOR LICENSE. MOTION SECONDED. MOTION APPROVED UNANIMOUSLY BY COUNCIL.**

August 26, 2015

Page 1

**C. GMS2, Inc. & 7-Eleven, Inc. dba 7-Eleven Store 23963A – Transfer of Retail Beer - off premise liquor license 3.2%**

**CAMP MOVED TO APPROVE GMS2, INC. & 7-ELEVEN, INC. DBA 7-ELEVEN STORE 23963A – TRANSFER OF RETAIL 3.2% BEER OFF-PREMISE LIQUOR LICENSE. MOTION SECONDED. MOTION APPROVED UNANIMOUSLY BY COUNCIL.**

**PUBLIC HEARINGS:**

**Ordinance 2015-11; an Ordinance Amending Silverthorne Town Code Chapter 4, Article VI, Site Plan, Concerning the Town Core Periphery Design District – 2<sup>nd</sup> Reading.**

Public Hearing Opened.

Lina Lesmes, Senior Planner, presented Ordinance 2015-11, proposing amendments to the Town Core Periphery District Design Standards and Guidelines, updating language, format to introduce new standards and guidelines and ensuring the consistency with the 2014 Town of Silverthorne Comprehensive Plan. She reviewed her staff report and recommended approval. Council thanked Lesmes for all her hard work on all of the Design District changes.

Public hearing closed.

**NADALIN MOVED TO APPROVE ORDINANCE 2015-11 AN ORDINANCE AMENDING CHAPTER 4, ARTICLE VI, SECTION 4-6-2(h), DESIGN DISTRICTS TO AMEND AND UPDATE THE TOWN CORE PERIPHERY DISTRICT DESIGN STANDARDS AND GUIDELINES AND ADOPT THEM AS REGULATION, ON SECOND READING. MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL PRESENT.**

**ACTION ITEMS:**

**Replat and Final Site Plan Approval - River's Edge Condominiums, Lot 8R, Riverview Subdivision, Filing No. 2, Lot 8R, 421 Rainbow Drive**

Lina Lesmes, Senior Planner, presented the Preliminary Site Plan for a mixed use development consisting of thirty-one residential condominiums and one commercial condominium, in a three story building with enclosed parking. She reviewed her staff report and requested approval with Planning Commission's recommended conditions.

**Council questions.**

Richardson asked about underground parking and pedestrian walkway. He asked about parking to the north and potential striping.

Butler asked about landscaping and blind corners.

Lesmes noted the landscaping changes since the Preliminary Review.

Nadalin asked about building materials discussed at Preliminary.

Lesmes stated material concerns have all been addressed.

Sandquist asked about the five foot sidewalks.

Lesmes reviewed the sidewalks width.

**Applicant.**

Larry Feldman, 4<sup>th</sup> on 4<sup>th</sup>, Ltd. the Applicant for River's Edge Condominiums, introduced his team and presented his request for a Replat and Final Site Plan for a mixed use development. He highlighted the elements that have been changed since the Preliminary Site Plan Approval. Feldman spoke about public art, parking, easements, waterline location, and six foot sidewalk width. They accept all conditions of approval and request approval.

Long asked about the turning radius into the parking garage and if large pickup trucks could make the turn.

Feldman stated yes, he reviewed the turning radius and parking area.

Nadalin asked Feldman if he had any thoughts for a potential commercial vendor on the site.

Feldman reviewed thoughts for a potential tenant in the commercial space.

Richardson asked about drainage into the detention pond.

Feldman reviewed the site drainage.

Jim Yunge, Architect, reviewed sidewalk locations, owners exiting the parking garage and the success of tandem parking. This plan meets or exceeds all of the Core Design Standards. It has been a pleasure to work with the Town and Town staff. The applicant is happy to provide thirty-one units and provide pedestrian access to the Town Core. Residents will park their cars; walk across the pedestrian bridge to the amenities in the Town Core. Sample boards were then passed around.

**Council comments.**

Camp thanked Feldman for bringing the project to Silverthorne. This project is a positive step forward.

Fowler frequently drives by the site to see what has changed. He likes the project.

Long stated it has been a pleasure to work with an experienced developer and not have a Town Council Chamber filled with people objecting to the project. Good luck on the project

Sandquist stated she likes the project creativity and clean easements. It is a nice project, she likes the parking.

Richardson likes the project.

Nadalin feels this is an energizing project and she echoed the other Council comments.

Butler also echoed the other Council comments. He liked how project information was presented to Council electronically. Quality applicant and project. He hopes the process went smoothly for the developer; Silverthorne is serious about being open for business.

Feldman asked Council to consider trimming the trees along the river, so it can be seen.

Butler stated the Annual Clean Up Day has targeted this area along the river and will continue to do so.

**RICHARDSON MOVED TO APPROVE THE REPLAT AND FINAL SITE PLAN FOR RIVER'S EDGE CONDOMINIUMS WITH THE FOLLOWING PLANNING COMMISSION RECOMMENDED CONDITIONS:**

1. THAT ALL PEDESTRIAN WALKWAYS ASSOCIATED WITH THE PROJECT BE A MINIMUM OF 6 FEET IN WIDTH, AS REQUIRED BY SECTION 4-4-13.5.H, AND STANDARD 3.2.3 OF THE TOWN CORE DISTRICT DESIGN STANDARDS AND GUIDELINES, WITH THE SUBMITTAL OF A BUILDING PERMIT.
2. THAT THE APPLICANT CONTRIBUTE THE PROPORTIONATE SHARE OF THE COST OF CONSTRUCTING THE ON-STREET PARKING REQUIRED TO SERVE THE PROJECT, SUCH THAT THERE IS NO NET LOSS OF PARKING ON 4<sup>TH</sup> STREET, PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY.
3. THAT ALL EXTERIOR LIGHT FIXTURES MEET THE TOWN CODE DEFINITION FOR FULLY SHIELDED LIGHT FIXTURES WITH THE SUBMITTAL OF A BUILDING PERMIT.
4. THAT THE APPLICANT WORK WITH STAFF TO ENSURE STANDARD 3.7.3.C IS ADDRESSED REGARDING THE PAINTING OF ELECTRICAL METERS ON THE BUILDING, PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY.

**MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL PRESENT.**

**DISCUSSION ITEMS:**

Butler asked Council if they supported his signature on the letter Dan Gibbs drafted to send to the State of Colorado regarding increased mountain counties health insurance rates. Gibbs has asked all the mayors to sign the letter.

Council agreed that Butler should sign the letter as this is an important issue for residents.

**EXECUTIVE SESSION:**

None.

**INFORMATIONAL:**

- A. Planning Commission Meeting Minutes, August 18, 2015
- B. SPORT Committee Minutes – 7-16-15

**CAMP MOVED TO ADJOURN. MOTION SECONDED. MEETING ADJOURNED AT 7:10 P.M.**

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**BRUCE BUTLER, MAYOR**

**ATTEST**

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**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 :** Ryan Hyland, Town Manager   
**FROM:** Michele Miller, MMC, Town Clerk  
**DATE:** September 3, 2015 for meeting of September 9, 2015  
**SUBJECT:** Liquor license renewal for Local Authority Consideration

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**SUMMARY:**

The Liquor Board is asked to approve the liquor license renewal for Shell.

**BACKGROUND:**

**A. Suncor Energy Sales, Inc. dba Shell – Renewal of 3.2% Beer Off Premise Liquor License**

The applicant has submitted a renewal application for Shell. The background investigation completed by the Police Department is attached. The Police Department verified that all employees completed a TIPS class in 2014; certificates are valid for three years. The Police Department recommends renewal of the liquor license.

**DISCUSSION:**

Financial Implications: Each individual liquor license applicant is required to submit both local licensing fees and state licensing fees as set forth by the Colorado Liquor Enforcement Division. These fees are submitted with the application materials.

**STAFF RECOMMENDATION:**

Staff recommends approving the renewal application. Please contact the Town Clerk's office with any questions or if you want to view more detail from the liquor application.

**PROPOSED MOTION:**

**I MOVE TO APPROVE SUNCORE ENERGY SALES, INC. DBA SHELL – RENEWAL OF 3.2% BEER OFF PREMISE LIQUOR LICENSE.**

**ATTACHMENTS:**

Liquor license renewal application and Police Department memo.

**MANAGERS COMMENTS:**

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601 Center Circle • P.O. Box 1167 • Silverthorne, CO 80498  
(970) 262-7320 • Fax (970) 262-7315

**DATE:** August 25, 2015  
**TO:** Michele Miller  
**FROM:** Officer Anne Baldwin  
**SUBJECT:** Background check for 3.2 percent beer retail license for Shell Suncor Energy Sales, Inc.

Since their last application, Suncor Energy Sales has not had any alcohol-related incidents on or around their property.

I have verified the employees of Suncor Shell have successfully completed TIPS training in 2014. This business has low turnover and has retained the same employees as last year.

Based on the background information of the Silverthorne Police Department, we do not have any objections to the approval of this liquor license.

Reviewed by

Chief of Police  
Mark Hanschmidt

08-25-15  
Date

## LIQUOR OR 3.2 BEER LICENSE RENEWAL APPLICATION

Fees Due	
Renewal Fee	96 <sup>25</sup>
Storage Permit \$100 x _____	_____
Optional Premise \$100 x _____	_____
<b>Amount Due/Paid</b>	

SUNCOR ENERGY SALES, INC.  
 SHELL  
 717 17TH STREET, ST 2900  
 DENVER, CO 80202

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

**PLEASE VERIFY & UPDATE ALL INFORMATION BELOW**

**RETURN TO CITY OR COUNTY LICENSING AUTHORITY BY DUE DATE**

Licensee Name <b>SUNCOR ENERGY SALES INC</b>		DBA <b>SHELL</b>		
Liquor License # <b>41-44268-0039</b>	License Type <b>3.2% BEER OFF PREMISES</b>	Sales Tax License # <b>41-44268-0039</b>	Expiration Date <b>9/28/2015</b>	Due Date <b>8/14/2015</b>
Street Address <b>190 HWY 6, SILVERTHORNE, CO 80498</b>				Phone Number <b>970-468-6248</b>
Mailing Address <b>717 17TH ST #2900, DENVER, CO 80202</b>				
Operating Manager <b>ANAKUT LOYA</b>	Date of Birth <b>9/9/17977</b>	Home Address <b>P.O. BOX 26, AVON, CO 81620</b>		Phone Number <b>970-949-4075</b>

1. Do you have legal possession of the premises at the street address above?  YES  NO  
 Is the premises owned or rented?  Owned  Rented\* \*If rented, expiration date of lease \_\_\_\_\_
2. Since the date of filing of the last annual application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested.  YES  NO  
**NOTE TO CORPORATION, LIMITED LIABILITY COMPANY AND PARTNERSHIP APPLICANTS:** If you have added or deleted any officers, directors, managing members, general partners or persons with 10% or more interest in your business, you must complete and return immediately to your Local Licensing Authority, Form DR 8177: Corporation, Limited Liability Company or Partnership Report of Changes, along with all supporting documentation and fees.
3. Since the date of filing of the last annual application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation.  YES  NO
4. Since the date of filing of the last annual application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation.  YES  NO
5. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation.  YES  NO *SEE EXHIBIT "A"*
6. **SOLE PROPRIETORSHIPS, HUSBAND-WIFE PARTNERSHIPS AND PARTNERS IN GENERAL PARTNERSHIPS:** Each person must complete and sign the DR 4679: Affidavit – Restriction on Public Benefits (available online or by calling 303-205-2300) and **attach a copy of their driver's license, state-issued ID or valid passport.**

**AFFIRMATION & CONSENT**  
 I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business <b>ADAM DITTMER</b>	Title <b>RETAIL TERRITORY MANAGER</b>
Signature 	Date <b>8/10/2015</b>

**REPORT & APPROVAL OF CITY OR COUNTY LICENSING AUTHORITY**  
 The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 12, Articles 46 and 47, C.R.S. **THEREFORE THIS APPLICATION IS APPROVED.**

Local Licensing Authority For	Date
Signature	Title
	Attest

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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:** September 2, 2015 for meeting of September 9, 2015  
**SUBJECT:** First Reading of Ordinance 2015-12, An Ordinance amending Chapter 4, Article VI, Section 4-6-2(h), concerning the Design Districts.

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**PROPOSAL:** Ordinance 2015-12 proposes amendments to the Destination Commercial District and Business Park 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 May 28, 2014, Town Council adopted the 2014 Town of Silverthorne Comprehensive Plan. The updated Comprehensive Plan provided recommendations for the physical development of the Town's commercial districts. In addition, as part of the updated Plan, the boundaries of the Design Districts were revised. Updating the Design District Standards was deemed the first step in implementing the 2014 Comprehensive Plan. Town Council adopted the Town Core District Design Standards and Guidelines on February 11, 2015; the Gateway District Design Standards and Guidelines on April 8, 2015; the Riverfront District Design Standards and Guidelines on July 8, 2015; and the Town Core Periphery District Design Standards and Guidelines on August 26, 2015.

**BACKGROUND:** On August 26, 2014, Town Council requested that Staff discuss the revisions to the District Design Standards with Silverthorne's Economic Development Advisory Committee (EDAC), with a particular focus on the Town Core Design District. Following a discussion at the regularly scheduled September 2014 EDAC meeting, the group convened a subcommittee, composed of two Town Council members and five EDAC members, tasked with the detailed review of the Design District Standards to ensure compliance with the recommendations of the 2014 Comprehensive Plan.

The EDAC Subcommittee met on various occasions during the Fall of 2014 and the Spring of 2015 to agree on Standards and Guidelines for the Town Core, Gateway, and Riverfront Design Districts. Having established the format and general template for the first three Design Districts, the EDAC Subcommittee has entrusted Staff to proceed with the update of the Standards and Guidelines for the Town Core Periphery, Destination Commercial, and Business Park Districts. The documents attached as Exhibits B and C provide the update to the Destination Commercial District and Business Park District Standards and Guidelines.

**STAFF COMMENTS:** The proposed revisions to the Destination Commercial District and Business Park District Design Standards and Guidelines were written to incorporate

Town of Silverthorne  
Town Council Memorandum

the following concepts:

- Change of format to 'Standards' and 'Guidelines'.
- Ensuring that buildings are oriented towards the street, where appropriate, and that there is a clearly defined primary entrance.
- Pedestrian Access – Minor changes. Language clarification.
- Vehicular Access – Minor changes. Section reorganization to reflect changes made in other Design Standards and Guidelines.
- Parking – Placement or location of parking areas is not restricted. Only requirement is that parking areas be enhanced with landscaping.
- Landscaping – New standard that requires landscaping that complements buildings and serves as a decorative element, and screens parking and service areas.
- Screening – Section reorganization to reflect changes made in other Design Standards and Guidelines.
- Architecture – Ensuring buildings provide shifts in massing, variations of wall planes and roof forms, as well as a distinct 'base' and 'top'. Language is less restrictive in the Business Park District Standards and Guidelines.
- Building Facades – Language clarification and minor changes. Emphasizing architectural elements at the ground level/pedestrian scale in the Destination Commercial District. Language is less restrictive in the Business Park District.
- Materials and Colors – Section reorganization to reflect changes made in other Design Standards and Guidelines. Language is less restrictive in the Business Park District.
- Building Roofs – Section reorganization to reflect changes made in other Design Standards and Guidelines.
- Building Roofs – No longer prohibiting membrane systems for flat roofs, as these are typical, and the Town has approved them in recent development proposals.

**PLANNING COMMISSION RECOMMENDATION:** On September 1, 2015, by a vote of 4-0, Planning Commission recommended approval of Ordinance 2015-12; an Ordinance Amending Chapter 4, Article VI, Section 4-6-2(h), Design Districts, to amend and update the Destination Commercial District and Business Park District Design Standards and Guidelines and adopt them as regulation.

**PROPOSED MOTION:**

*"I move approve Ordinance 2015-12, an Ordinance Amending Chapter 4, Article VI, Section 4-6-2(h), Design Districts, to amend and update the Destination Commercial District and Business Park District Design Standards and Guidelines and adopt them as regulation, on first reading."*

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

Town of Silverthorne  
Town Council Memorandum

**ATTACHMENTS:**

- Exhibit A: Ordinance No. 2015-12 – Strikethrough and Underline version
- Exhibit B: Draft – Destination Commercial District Design Standards and Guidelines
- Exhibit C: Draft – Business Park District Design Standards and Guidelines
- Exhibit D: Aerial photographs of the Destination Commercial and Business Park Districts

**MANAGER'S COMMENTS:**

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**TOWN OF SILVERTHORNE, COLORADO  
ORDINANCE NO. 2015-12**

AN ORDINANCE AMENDING SILVERTHORNE TOWN CODE CHAPTER 4, ARTICLE VI, SITE PLAN, CONCERNING THE DESTINATION COMMERCIAL AND BUSINESS PARK DESIGN DISTRICTS.

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 Periphery District, and amendments to the boundaries of the Design Districts; and

WHEREAS, on February 11, 2015, Town Council adopted revised Standards and Guidelines for the Town Core District; and

WHEREAS, on April 8, 2015, Town Council adopted revised Standards and Guidelines for the Gateway District; and

WHEREAS, on July 8, 2015, Town Council adopted revised Standards and Guidelines for the Riverfront District; and

WHEREAS, on August 26, 2015, Town Council adopted revised Standards and Guidelines for the Town Core Periphery District; and

WHEREAS, the Town Council wishes to revise Chapter 4, Article VI to incorporate the revised Destination Commercial District Design Standards and Guidelines and the revised Business Park 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 and Guidelines, adopted July 8, 2015.
- b. Town Core District Design Standards and Guidelines, adopted February 11, 2015.
- c. Town Core Periphery District Design Standards and Guidelines, adopted August 26, 2015.
- d. Gateway District Design Standards and Guidelines, adopted April 8, 2015.
- e. Business Park District Design Standards and Guidelines, adopted ~~November 12, 2008~~ September 23, 2015.
- f. Destination Commercial District Design Standards and Guidelines, adopted ~~September 23, 2015~~ 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 10th DAY OF September, 2015.

MOVED, SECONDED AND FINALLY PASSED ON SECOND AND FINAL READING, ON THE  
23rd DAY OF September, 2015.

TOWN OF SILVERTHORNE, COLORADO

By: \_\_\_\_\_

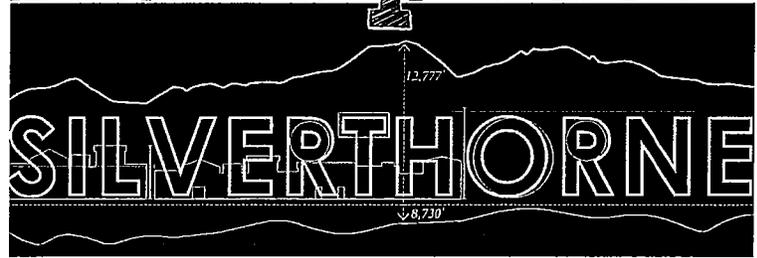
Bruce Butler, Mayor

ATTEST:

By: \_\_\_\_\_  
Michele Miller, Town Clerk

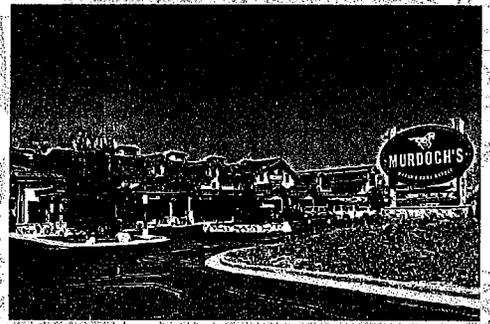
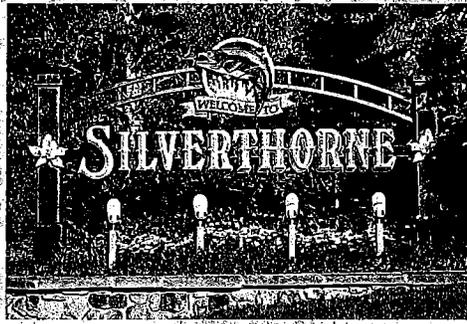
Approved on the first reading:	_____	_____	2015
Published by title only:	_____	_____	2015
Approved on the second reading:	_____	_____	2015
Published by title only:	_____	_____	2015
(with amendments, if amended on second reading):	_____	_____	2015

# Blueprint

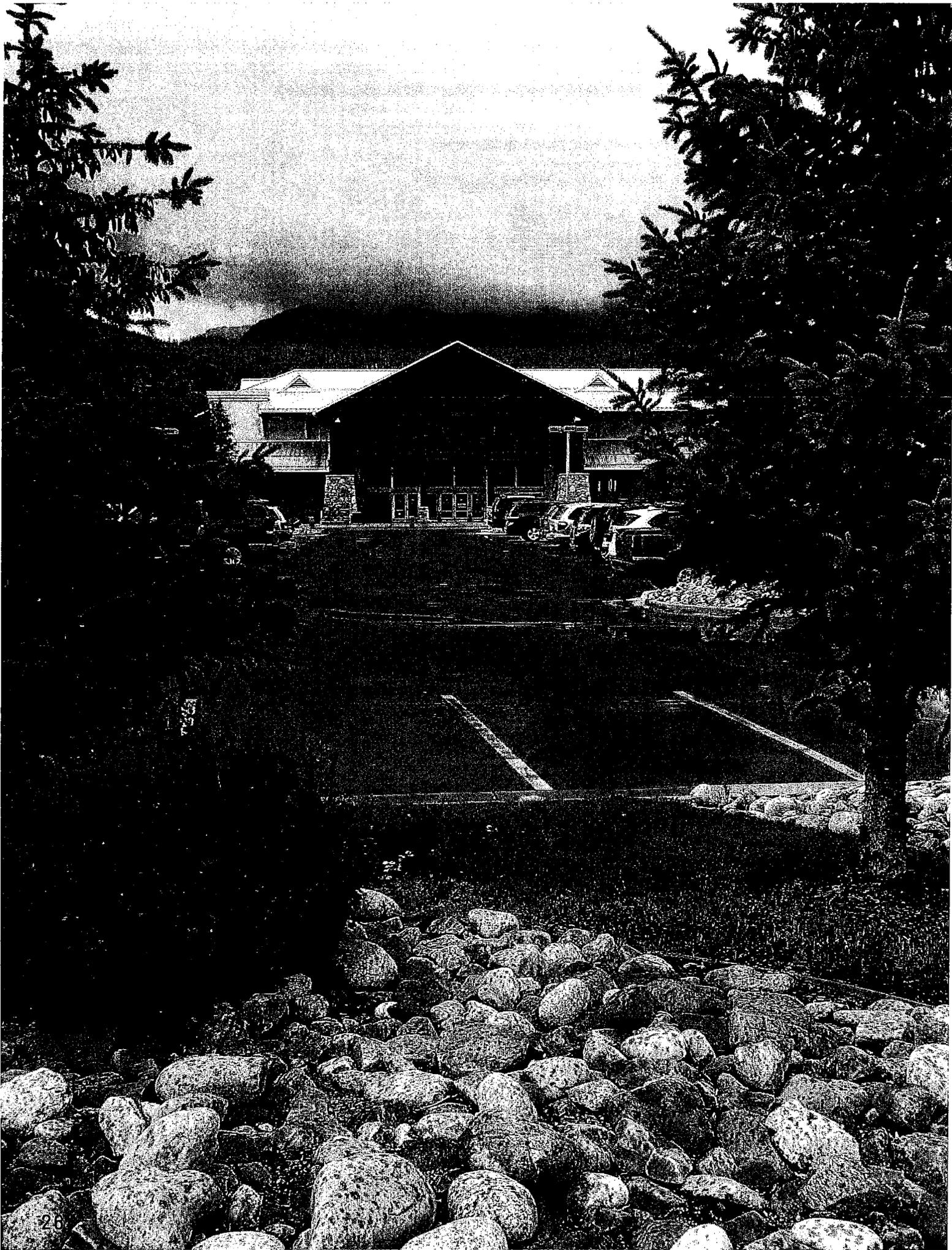


# SILVERTHORNE

## Design Standards & Guidelines



## Destination Commercial District



# Destination Commercial District

## *Design Standards and Guidelines*

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### ACKNOWLEDGEMENTS

Thanks are due to those who contributed to the development of these Design Standards and Guidelines.

#### Town of Silverthorne Town Council

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

#### Town of Silverthorne Planning Commission

Robert Kieber, Chairman  
Tanya Shattuck, Vice Chairman  
Susan Byers  
Jenny Gloudemans  
Stan Katz  
Donna Pacetti  
Brian Wray

#### EDAC Subcommittee

Bruce Butler, Mayor  
Les Boeckel  
Warren Buettner  
Russ Camp  
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Marc Hogan  
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#### Town of Silverthorne Staff

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Lina Lesmes, AICP, Senior Planner

#### Graphic Illustrations

Cordell Crosby, Artist  
Marc Hogan, BHH Partners  
Brock Reimer, Norris Design



# Destination Commercial Design District

## SECTION 1: INTRODUCTION

### PURPOSE AND APPLICABILITY

1.1.1. The purpose of these Design Standards and Guidelines is to guide the general form and relationship of the buildings within the Destination Commercial District to the surrounding environment. The boundaries of the Destination Commercial 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 the Destination Commercial District to be an area where regional and neighborhood retail developments oriented to the vehicular traffic along the Blue River Parkway should be encouraged. Design compatibility within the Destination Commercial District can be achieved through consideration of building scale, design, proportions, site planning, landscaping, materials and colors and compliance with the standards contained herein.

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 or structures may be relieved from strict compliance with these design standards 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 image and character of development within the Destination Commercial District. Compliance with the Design Guidelines is strongly encouraged.

### RELATIONSHIP TO OTHER PLANNING DOCUMENTS

1.2.1. These Standards and Guidelines reflect the goals for the Town of Silverthorne as set forth in the Comprehensive Plan, and as adopted and referenced as 'Design Districts' in Town Code Section 4-6-2(h). These Standards 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 standards and requirements identified in the Town Code. While the 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 these 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 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 these Standards and Guidelines when preparing site and architectural plans for new development and for improvements to existing development. All Standards and Guidelines contained within this document should be reviewed, and special care shall be taken to address all situations where standards apply to a specific project.

## SECTION 2: THEME AND CHARACTER

### PURPOSE

2.1.1. The Destination Commercial District consists of a mix of structures, uses and activities, all of which are unique and an important part of the Town. 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 innovative elements to express contemporary mountain architecture that responds to vehicular traffic and comfortably accommodates pedestrians along a visible thoroughfare.

2.1.2. The character of the Destination Commercial District acknowledges that there are large volumes of vehicular traffic in the District and aims to have neighborhood and regional retail uses which accommodate both vehicular and pedestrian traffic, located within the District.

### GOALS

2.2.1. The primary goals for the Destination Commercial District are to:

- a. Support regional and neighborhood retail uses that serve drive-to customers;
- b. Protect suitable space for service commercial development from encroachment by incompatible land uses;
- c. Encourage development that presents an image of high quality and value, and is attractive and welcoming to residents and regional shoppers;
- d. Set minimum quality standards for site design and building architecture;
- e. Develop attractive street facades with storefronts scaled and oriented toward vehicular traffic along the Blue River Parkway/HWY 9.
- f. Reduce the negative visual impact of parking lots with attractive and appropriately sized landscaping;
- g. Provide pedestrian connections within and between developments that link to the Town's overall pedestrian network;
- h. Encourage energy conservation in building design and materials through solar exposure, appropriate orientation and other measures;
- i. Promote a sense of permanence and richness in the area by requiring the use of high quality materials;
- j. 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;
- k. Provide for integrated lighting into building and site design;
- l. Create a compatible landscape scheme within the Destination Commercial District that advances the continuity of the streetscape; and
- m. Screen storage areas, mechanical equipment and loading areas from public rights-of-way to the extent practical.

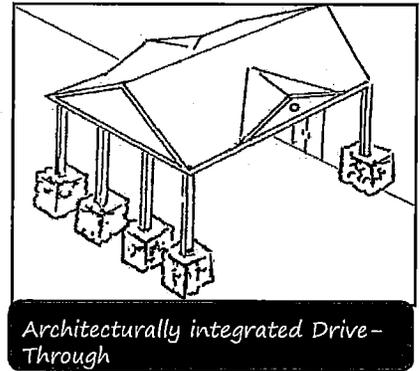
## SECTION 3: SITE DESIGN STANDARDS AND GUIDELINES

### GOAL 3.1: BUILDING ORIENTATION AND LOCATION ON THE SITE

*Ensure that building placement and orientation contribute to a coordinated and visually attractive streetscape.*

#### STANDARDS

- 3.1.1. Buildings within the Destination Commercial District shall be oriented toward the street, and shall respect the relationship to existing adjacent development.
- 3.1.2. Buildings shall have a clearly defined primary pedestrian entrance along the primary street-facing facade.
- 3.1.3. Accessory structures or uses shall not front the Blue River Parkway, and shall be oriented away from public rights-of-way, open space and/or residential areas to the greatest extent feasible.
- 3.1.4. Drive through elements shall be architecturally integrated into the building, and have efficient circulation patterns.



#### GUIDELINES

- 3.1.6. Front facades that are aligned with adjacent buildings, and that promote visual continuity along the street edge are encouraged.
- 3.1.7. Developments are encouraged to utilize creative, place-making street sensitive site organization.
- 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 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. 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.

3.2.2. Continuous internal pedestrian walkways within a development site, not less than six feet in width shall be provided from the primary building entrance to adjacent sidewalks, trails, and public rights-of-way, or to other focal points of pedestrian activity.

3.2.3. Walkways shall be provided to separate pedestrians and vehicles, and shall link ground level uses within the site.

### 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 is safe, convenient, and efficient, and that is easily maneuverable by residents and visitors.*

### STANDARDS

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

3.3.2. Access in and out of a development site shall be designed to optimize safety, convenience, and maneuverability.

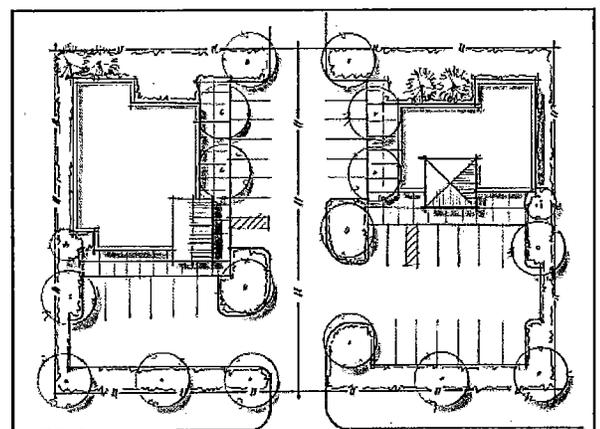
3.3.3. Service and delivery areas shall be located to the side or rear of buildings, or in other inconspicuous locations, where they are generally not noticeable from public rights-of-ways or pedestrian walkways. Where possible, adjacent parcels or buildings should share service and delivery areas, and/or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

3.3.4. 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

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

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



*Circulation optimizes safety and convenience*

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## GOAL 3.4: PARKING

*Ensure that parking areas within the Destination Commercial District are adequate and convenient, and located to minimize negative visual impacts from public rights-of-way.*

### STANDARDS

3.4.1. Parking areas shall be located so as to minimize negative visual and noise impacts on adjacent properties and the public rights-of-way.

3.4.2. Parking areas shall be enhanced with landscaping to provide screening, reduce the appearance of large amount of pavement, soften edges, and create an inviting environment for users.

### GUIDELINES

3.4.3. The Town encourages new developments to minimize surface parking wherever possible by considering parking reductions, shared parking provisions, and providing facilities for alternative forms of transport.

3.4.4. To the maximum extent feasible, parking should be located to the side of or behind a building in a landscaped parking area and screened from view from pedestrian walkways.

3.4.5. Under ground or under structure parking, integrated with the building's architectural design is encouraged.

3.4.6. Snow melt systems or snow hauling offsite should be considered to maximize use and functionality of development sites.

## GOAL 3.5: LANDSCAPE

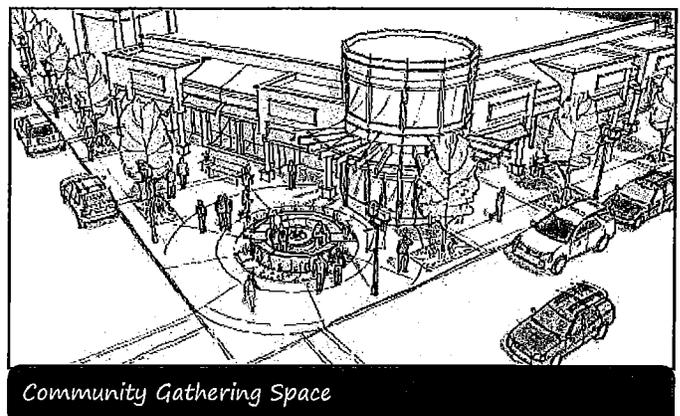
*Utilize landscaping to create an attractive environment within and along the edges of each development parcel, screen parking and service areas, and provide inviting gathering spaces for the public.*

### STANDARDS

3.5.1. Landscaping shall complement buildings, accent building entries, serve as a decorative element, screen parking and service areas, and define onsite circulation. Landscaping shall not interfere with the line of sight of vehicle drivers, or impede the visibility of businesses.

3.5.2. Landscaping shall be clustered into feature areas, such as corners, entryways, buffer zones and screening for service areas, rather than distributed thinly throughout the site.

3.5.3. Multi-use developments on properties equal to or greater than 2 acres must provide a minimum of one community gathering space. Such community gathering spaces may include public benches, kiosks, gazebos, public seating/eating areas, mini parks, water features, art forms, or other public



gathering spaces. On a case by case basis, the Town may consider locating such community gathering spaces offsite, if alternate locations are found to be more suitable for this purpose.

3.5.4. 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.

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

## **GUIDELINES**

3.5.6. Alternative forms of landscaping, including street furniture, planter boxes, hardscape patios, and art forms are encouraged within the Destination Commercial District.

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

3.5.8. Any drainage system with the potential to collect sand, trash, or other contaminants should be designed with a treatment or separation system. All drainage areas should be well maintained, and free of trash and other unintended debris.

## **GOAL 3.6: LIGHTING**

*Create a safe and welcoming environment within the Destination Commercial District through the use of adequate site and building lighting design.*

## **STANDARDS**

3.6.1. Lighting shall be designed as an integral part of the building in a manner that enhances the facade, architectural features and the site design. Light fixtures shall be compatible with the colors and materials of the building architecture, site furnishings and landscape of the project.

## **GUIDELINES**

3.6.2. Lighting should be coordinated to provide uniform light levels and an organized appearance through the use of consistent fixtures, lamp types, and placement.

3.6.3. Light retrofits and replacements in situations where existing light fixtures cause light trespass, glare, or consume excessive energy are encouraged.

## **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 site design.*

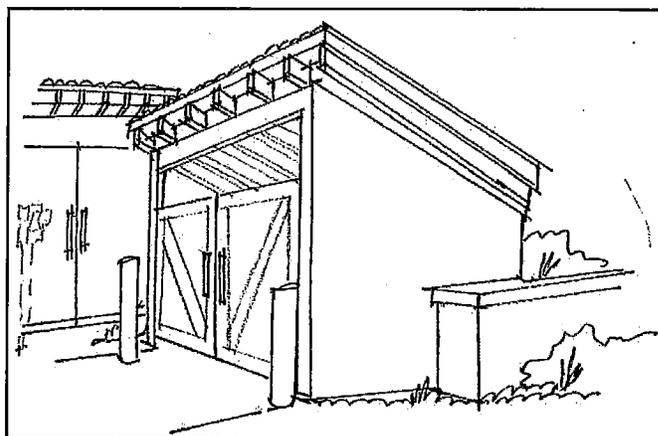
## **STANDARDS**

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. Screening enclosures shall be designed in the same architectural style, and be constructed of materials and colors complementary to 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, residentially zoned property, 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 shall be screened from public view with a permanent, solid, opaque fence. Fences shall be designed to complement the architecture of the primary structure.



*Dumpster Enclosure with a Roof*

### 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.

## SECTION 4: ARCHITECTURAL STANDARDS AND GUIDELINES

### *GOAL 4.1: BUILDING HEIGHT, FORM, AND MASS*

*Buildings should provide visual interest at the pedestrian and vehicular scales, with appealing architecture and design elements that are inviting to highway travelers.*

## STANDARDS

4.1.1. The maximum building height in the Destination Commercial District is thirty five (35) 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 vehicular scale, pedestrian scale and the quality of the primary street frontage. The following techniques may be used to meet this objective:

- a. Shifts in or stepping of the building mass;
- b. Variations in the height, length, and profile of the wall planes and roof forms;
- c. Projecting or recessed design elements; and
- d. Group elements to provide balanced facade composition.

4.1.3. Reduce the bulk of a tall single story building (over 15 feet in height) or a multi-story building to be on a vehicular and pedestrian scale, emphasize a “base” and a “top”.

- a. A distinctive “base” at the ground level that is weightier in appearance than the rest of the building, with heavier, larger, or darker building materials. In addition, “base” elements may include windows, awnings, canopies, bays, overhangs, or other architectural features.
- b. The “top” of the building shall emphasize a distinct profile or outline with elements such as: A projecting parapet, cornice, upper level stepback, or creative roofline.

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

## GUIDELINES

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

4.1.6. High quality corporate or franchise prototype designs that relate to the mountain setting and complement surrounding buildings are encouraged.

## 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.*

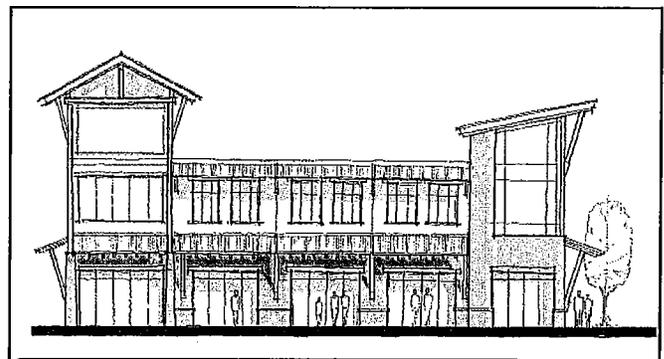
## STANDARDS

4.2.1. Regardless of the specific style, new buildings in the Destination Commercial District shall:

- a. Provide large areas of glass at the ground level to display the goods and services offered inside;
- b. Provide distinct or unique architectural elements that contribute to a sense of place; and
- c. Articulate front facades to provide visual interest and reduce the impersonal appearance of commercial buildings.

4.2.2. 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;
- c. Emphasize building entries through projecting or recessed forms; and
- d. Provide distinct architectural elements at the ground level to add emphasis to the pedestrian portion of the building.



*Articulated Wall Planes and Roof Lines*

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

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

4.2.5. Each principal 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 be oriented towards the street, and shall be architecturally distinguished from employee or service area entrances.

4.2.6. Building façades shall not exceed 75 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 feet for a distance of not less than 6 feet.

4.2.7. Each building façade shall have a repeating pattern that includes no less than three instances of either: color change, texture change, material change, or repeated expression of a structural, architectural feature.

## **GUIDELINES**

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

## **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 Destination Commercial 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 and Class II materials. Class III materials are prohibited in the Destination Commercial 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. 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 Destination Commercial District Design Standards

and Guidelines. The use of mirrored or reflective glass is prohibited.

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

## **GUIDELINES**

4.3.6. 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.

4.3.7. 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.
- 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 Periphery 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, sloped, or arched façade elements.

4.5.4. 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.

4.5.5. Visible roof surfaces shall be made of durable materials such as concrete tile, metal, other pre-finished architectural metals or architectural grade asphalt shingles.

4.5.6. 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**

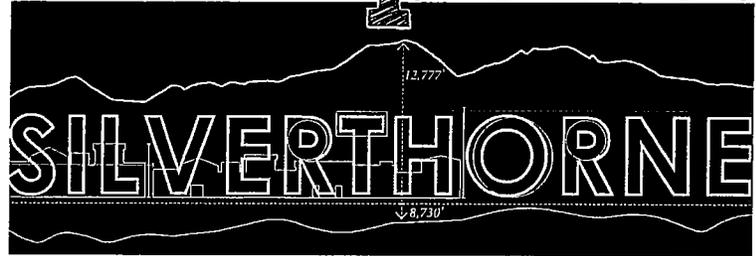
4.5.7. Roofs designed as attention-getting devices, elements that serve as signage, or as an identifiable corporate image are discouraged.

4.5.8. Membrane systems that are visible from the public right-of-ways are discouraged.

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

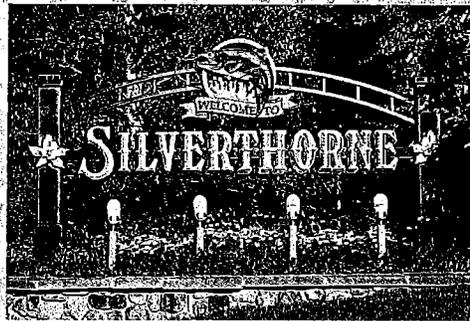
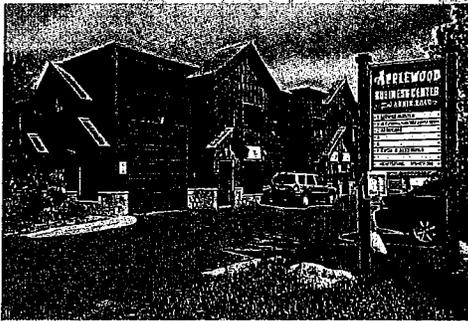
4.5.10. Whenever possible, gutters and downspouts should be located in the least conspicuous location, such as in the rear or side facades of the building, and painted to match either the trim or primary color of the structure. Gutters and downspouts should not drain onto walkways or sidewalks.

# Blueprint



## SILVERTHORNE

# Design Standards & Guidelines



## Business Park District

Summit Business Centre

100 Travis Construction, Inc.

101 GO FAST PARTS

SPACE  
FOR RENT

102 Sunshine Painting

103 Agency Auto Glass / PiKa Glass

104 Central Rockies Supply Co.

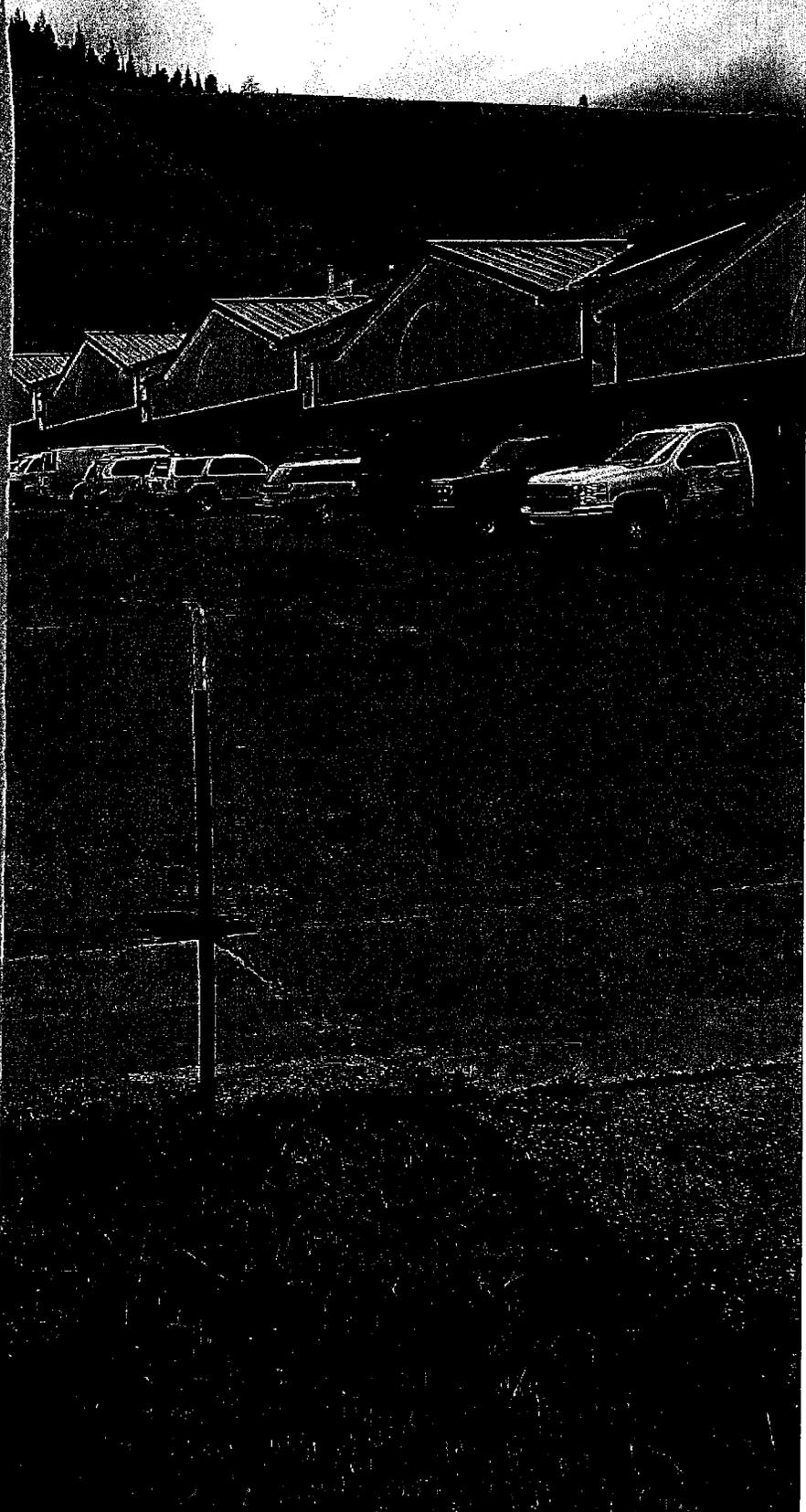
105 Someday Enterprises, inc.

106 Summit Auto Services, inc.

107 Unity Snowboard Manufacturing

109 A-1 Shock Absorber

110 Snake River Development



# Business Park District

## Design Standards and Guidelines

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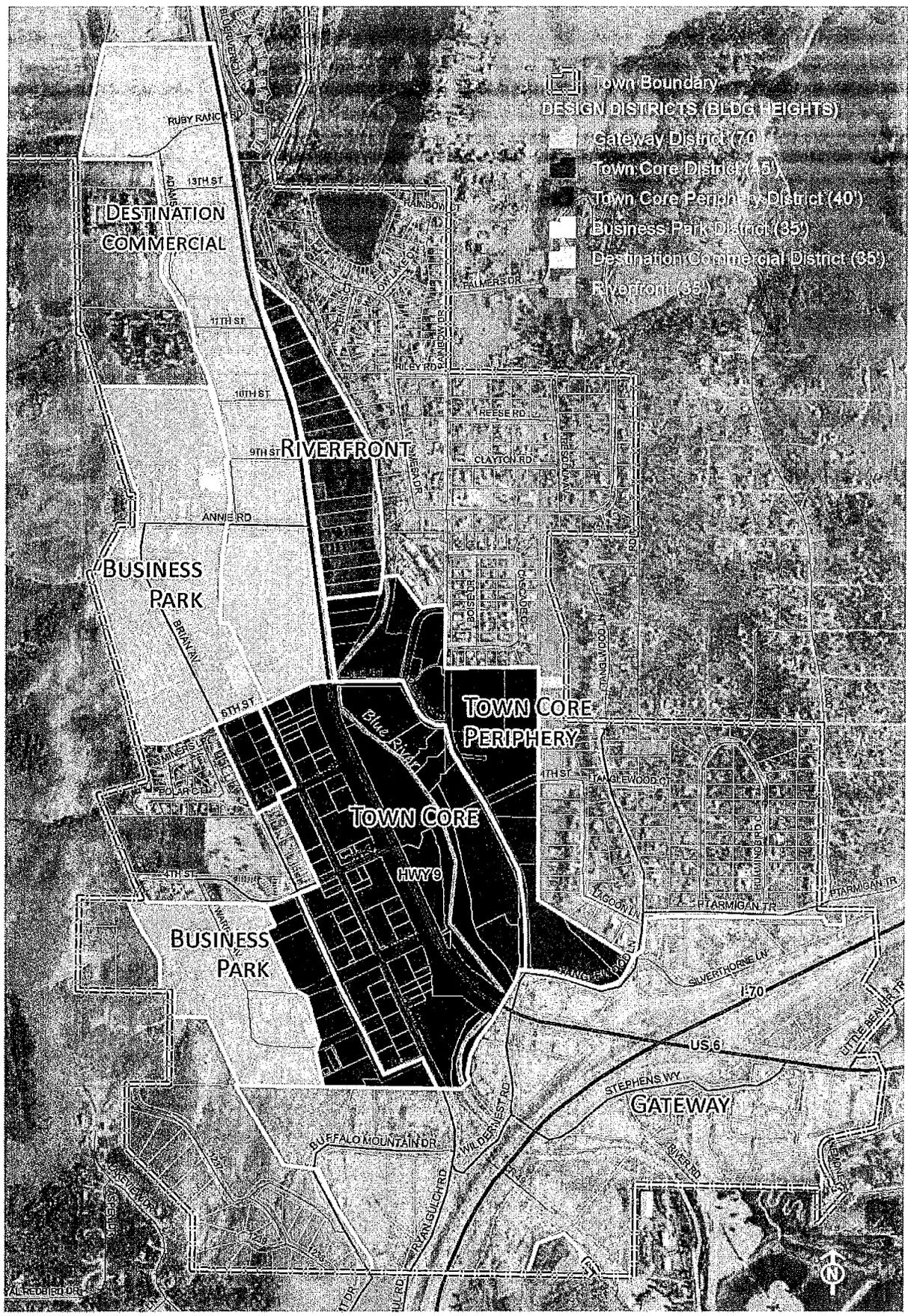
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**Blueprint**  
**SILVERTHORNE** *Design Districts*

May 2014

# Business Park

## Design District

### SECTION 1: INTRODUCTION

#### PURPOSE AND APPLICABILITY

1.1.1. The purpose of these Design Standards and Guidelines is to guide the general form and relationship of the buildings within the Business Park District to the surrounding environment. The boundaries of the Business Park 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 the Business Park District to be an area where regional commercial uses, including contractor trades, wholesalers, light manufacturing, artisan shops, warehousing and distribution, and auto repair should be encouraged. Design compatibility within the Business Park District can be achieved through consideration of building scale, design, proportions, site planning, landscaping, materials and colors and compliance with the standards contained herein.

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 or structures may be relieved from strict compliance with these design standards 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 image and character of development within the Business Park District. Compliance with the Design Guidelines is strongly encouraged.

#### RELATIONSHIP TO OTHER PLANNING DOCUMENTS

1.2.1. These Standards and Guidelines reflect the goals for the Town of Silverthorne as set forth in the Comprehensive Plan, and as adopted and referenced as 'Design Districts' in Town Code Section 4-6-2(h). These Standards 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 standards and requirements identified in the Town Code. While the 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 these 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 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 these Standards and Guidelines when preparing site and architectural plans for new development and for improvements to existing development. All Standards and Guidelines contained within this document should be reviewed, and special care shall be taken to address all situations where standards apply to a specific project.

## SECTION 2: THEME AND CHARACTER

### PURPOSE

2.1.1. The Business Park District consists of a mix of structures with regional commercial and light manufacturing uses, which are unique and an important part of the Town. 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 innovative elements to mitigate adverse impacts within a commercial area.

2.1.2. The Business Park District is one of Summit County's primary sources of service businesses. The Town desires to protect suitable space for regional commercial and light manufacturing enterprises that might typically locate in the Business Park District.

### GOALS

2.2.1. The primary goals for the Destination Commercial District are to:

- a. Support regional and service uses that serve drive-to customers;
- b. Protect suitable space for regional commercial and light manufacturing development from encroachment by incompatible land uses;
- c. Encourage 'cottage industry' and business incubators within the Business Park District.
- d. Encourage development that presents an image of high quality and value, and is attractive and welcoming to residents and regional shoppers;
- e. Set minimum quality standards for site design and building architecture;
- f. Develop attractive building facades visible from public right-of-way.
- g. Reduce the negative visual impact of parking lots with attractive and appropriately sized landscaping;
- h. Encourage energy conservation in building design and materials through solar exposure, appropriate orientation and other measures;
- i. Promote a sense of permanence and richness in the area by requiring the use of high quality materials;
- j. Require exterior colors to be subtle yet rich colors rather than intense, bright colors;
- k. Provide for integrated lighting into building and site design;
- l. Create a compatible landscape scheme within the Business Park District that advances the continuity of the streetscape; and
- m. 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

*Ensure that building placement and orientation contribute to a coordinated and visually attractive streetscape.*

#### STANDARDS

- 3.1.1. Buildings within the Business Park District shall be oriented toward the street, and shall respect the relationship to existing adjacent development.
- 3.1.2. Buildings shall have a clearly defined primary pedestrian entrance along the primary street-facing facade.

#### GUIDELINES

- 3.1.6. Front facades that are aligned with adjacent buildings, and that promote visual continuity along the street edge are encouraged.
- 3.1.7. Accessory structures or uses should not front onto public rights-of-way, open space, and/or residential areas to the greatest extent feasible.
- 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 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. 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.
- 3.2.2. Where applicable, walkways shall be provided to separate pedestrians and vehicles, and shall link ground level uses within the site.

#### GUIDELINES

- 3.2.3. Continuous internal pedestrian walkways within a development site are encouraged from the primary building entrance to adjacent sidewalks, trails, and public rights-of-way.

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

### **GOAL 3.3: VEHICULAR AND SERVICE AREA ACCESS AND CIRCULATION**

*Create a vehicular circulation system that is safe, convenient, and efficient, and that minimizes the impacts of commercial vehicle circulation.*

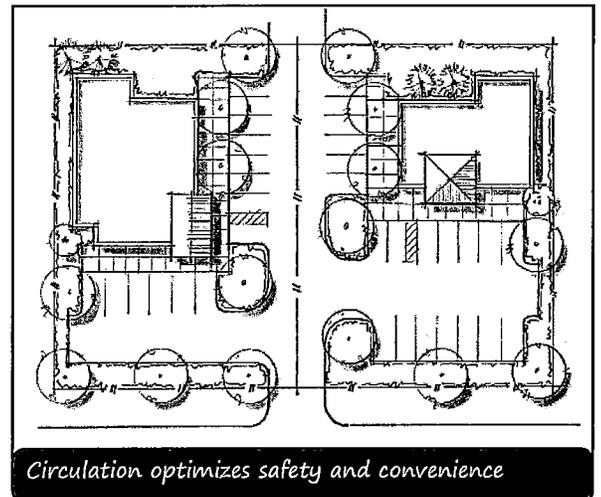
#### **STANDARDS**

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

3.3.2. Access in and out of a development site shall be designed to optimize safety, convenience, and maneuverability.

3.3.3. 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 or pedestrian walkways. Where possible, adjacent parcels or buildings should share service and delivery areas, and/or access to such areas.

3.3.4. 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**

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

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

### **GOAL 3.4: PARKING**

*Ensure that parking areas in the Business Park District are adequate and convenient, and located to minimize negative visual impacts from public rights-of-way.*

#### **STANDARDS**

3.4.1. Parking areas shall be located so as to minimize negative visual and noise impacts on adjacent properties and the public rights-of-way.

3.4.2. Parking areas shall be enhanced with landscaping to provide screening, reduce the appearance of large amount of pavement, soften edges, and create an inviting environment for users.

3.4.3. All drives, parking, and vehicular and pedestrian circulation area shall be paved and properly marked.

## **GUIDELINES**

3.4.4. The Town encourages new developments to minimize surface parking wherever possible by considering parking reductions, shared parking provisions, and providing facilities for alternative forms of transport.

3.4.5. To the maximum extent feasible, parking should be located to the side of or behind a building in a landscaped parking area and screened from view from pedestrian walkways. Underground or under structure parking, integrated with the building's architecture, is encouraged.

## **GOAL 3.5: LANDSCAPE**

*Utilize landscaping to create an attractive environment within and along the edges of each development parcel, and to screen parking and service areas.*

## **STANDARDS**

3.5.1. Landscaping shall complement buildings, accent building entries, serve as a decorative element, screen parking and service areas, and define onsite circulation. Landscaping shall not interfere with the line of sight of vehicle drivers, or impede the visibility of businesses.

3.5.2. Landscaping shall be clustered into feature areas, such as corners, entryways, buffer zones and screening for service areas, rather than distributed thinly throughout the site.

3.5.3. 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.

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

## **GUIDELINES**

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

3.5.7. Any drainage system with the potential to collect sand, trash, or other contaminants should be designed with a treatment or separation system. All drainage areas should be well maintained, and free of trash and other unintended debris.

## **GOAL 3.6: LIGHTING**

*Create a safe and welcoming environment within the Business Park District through the use of adequate site and building lighting design.*

## GUIDELINES

- 3.6.1. Lighting should be designed as an integral part of the building in a manner that enhances the facade, architectural features and the site design. Light fixtures should be compatible with the colors and materials of the building architecture, site furnishings and landscape of the project.
- 3.6.2. Lighting should be coordinated to provide uniform light levels and an organized appearance through the use of consistent fixtures, lamp types, and placement.
- 3.6.3. Light retrofits and replacements in situations where existing light fixtures cause light trespass, glare, or consume excessive energy are encouraged.

## 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 site design.*

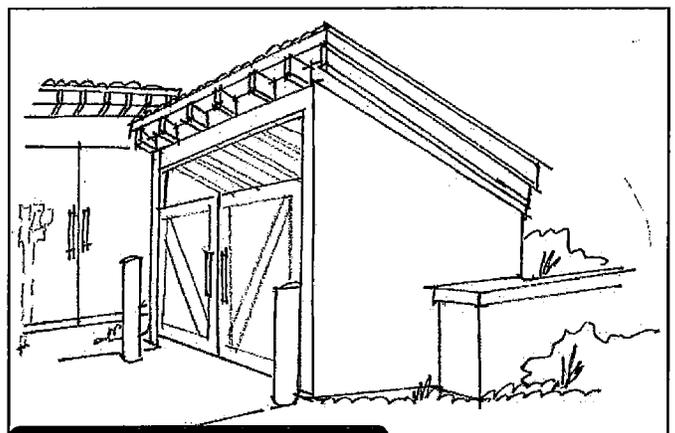
## STANDARDS

### 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. Screening enclosures shall be designed in the same architectural style, and be constructed of materials and colors complementary to 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, residentially zoned property, 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 shall be screened from public view with



*Dumpster Enclosure with a Roof*

----->

a permanent, solid, opaque fence. Fences shall be designed to complement the architecture of the primary structure.

### 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.

## SECTION 4: ARCHITECTURAL STANDARDS AND GUIDELINES

### GOAL 4.1: BUILDING HEIGHT, FORM, AND MASS

*Buildings should provide visual interest at the pedestrian and vehicular scales, with appealing architecture and design elements that are inviting to highway travelers.*

### STANDARDS

4.1.1. The maximum building height in the Business Park District is thirty five (35) feet. The definition of building height shall be as stated in the Silverthorne Town Code.

4.1.2. Buildings shall incorporate shifts in or stepping of the building mass, and variations in the roof forms.

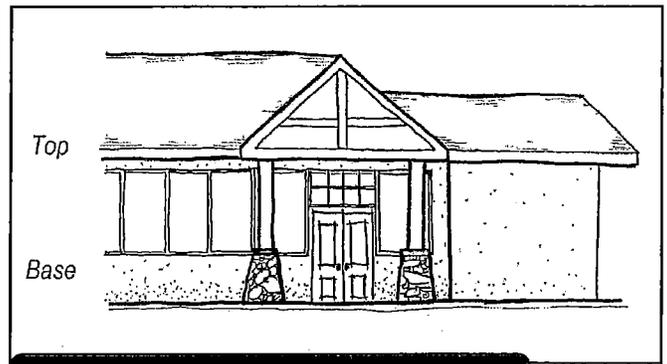
4.1.3. Reduce the bulk of buildings and emphasize the vehicular and pedestrian scale by providing a “base” and a “top”.

- a. A distinctive “base” at the ground level that is weightier in appearance than the rest of the building, with heavier,

larger, or darker building materials. In addition, “base” elements may include windows, awnings, canopies, bays, overhangs, or other architectural features.

- b. The “top” of the building shall emphasize a distinct profile or outline with elements such as: A projecting parapet, cornice, upper level setback, or creative roofline.

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



Distinct Base and Top

## GUIDELINES

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

## GOAL 4.2: BUILDING FACADES AND ARCHITECTURAL ELEMENTS

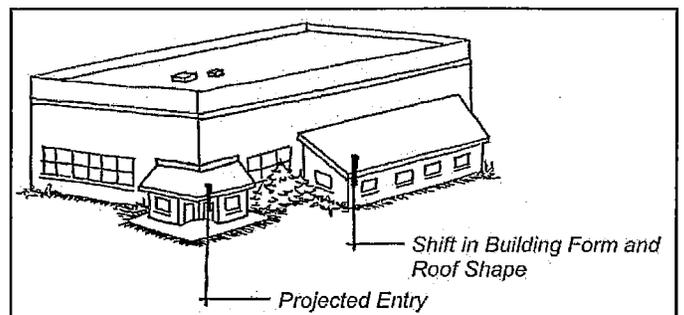
*Create an image of high quality development. Encourage a variety of architectural elements that avoid featureless design and uninterrupted repetition of building materials.*

## STANDARDS

4.2.1. Regardless of the specific style, new buildings in the Business Park District shall have articulated front facades to provide visual interest and reduce the impersonal appearance of commercial buildings.

4.2.2. Buildings shall be designed to provide interest and variety. 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;
- c. Emphasize building entries through projecting or recessed forms; and
- d. Avoid large areas of undifferentiated or blank building facade.



Building Elements

4.2.3. Each principal 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 be oriented towards the street, and shall be architecturally distinguished from employee or service area entrances.

4.2.4. Building façades shall not exceed 75 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 feet for a distance of not less than 6 feet.

4.2.5. Each building façade shall have a repeating pattern that includes no less than three instances of either: color change, texture change, material change, or repeated expression of a structural, architectural feature.

## **GUIDELINES**

4.2.6. Buildings should be designed with consistent and/or compatible details on all sides visible from public rights-of-way.

### **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 Business Park 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 and Class II materials. Class III materials may not exceed 30% of any building facade visible from the public right-of-way.

- 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. 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 Business Park District Design Standards and Guidelines. The use of mirrored or reflective glass is prohibited.

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

## **GUIDELINES**

4.3.6. 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.
- 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 Periphery 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, sloped, or arched façade elements.

4.5.4. 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.

4.5.5. Visible roof surfaces shall be made of durable materials such as concrete tile, metal, other pre-finished architectural metals or architectural grade asphalt shingles.

4.5.6. 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**

4.5.7. Roofs designed as attention-getting devices, elements that serve as signage, or as an identifiable corporate image are discouraged.

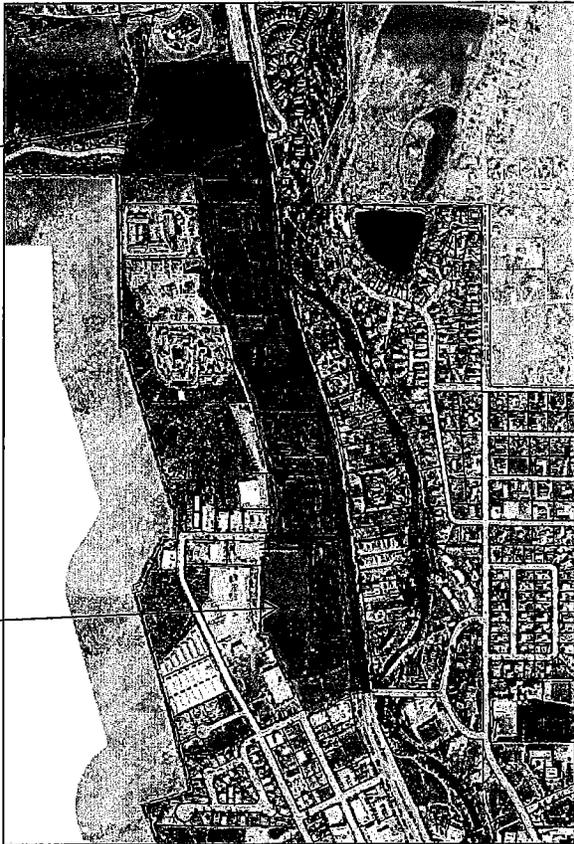
4.5.8. Membrane systems that are visible from the public right-of-ways are discouraged.

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.

Destination Commercial District

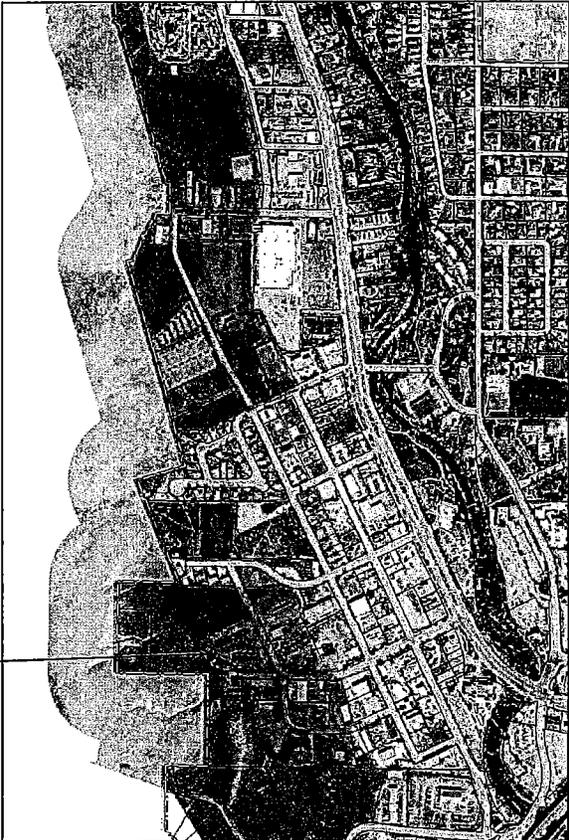
Smith Ranch Commercial

Target



Business Park District

Silverthorne Business Center



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:** Susan Lee, AICP  
**DATE:** September 2, 2015, for the meeting of September 9, 2015  
**SUBJECT:** Resolution 2015-17; a Resolution to Adopt Master Plans for Arctic Placer, and Trent Parks

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**SUMMARY:** Resolution 2015-17 is presented to Town Council for approval and adoption. This is the final step in a four month public process to develop master plans for Arctic Placer Park, Trent Park, and Angler Mountain Open Space. The extensive public outreach involved meeting with neighborhood residents and other stakeholders to ensure that the community had ample opportunity to vet all of the proposed features of each park.

**PREVIOUS COUNCIL ACTION:** On December 10, 2014, Town Council adopted Resolution 2014-15; a Resolution Amending and Updating the Parks, Open Space and Trails (POST) Master Plan.

**BACKGROUND:** The updated POST Plan is an advisory document intended to reflect the Town's values and objectives for park, open space and trail resources. It serves as the Town's guide for the maintenance, development and acquisition of POST assets over the next ten years. One of the goals outlined in the POST Plan is to create Master Plans for Parks in need of improvement, expansion, and enhancement. Specifically, the creation of a master plan to guide the future development of Arctic Placer, Trent, and Angler Mountain Open Space, was defined as a goal in the POST Plan.

**STAFF COMMENTS:** At the annual joint SPORT/ Town Council Worksession held in February of this year, the SPORT Committee reviewed their list of potential goals for the upcoming year. Several of the goals included improvements for Arctic Placer, Trent, and Angler Mountain Open Space. During the discussion of these goals, Town Council advised SPORT to move forward with creating master plans to use as a guide for the implementation of improvements at these parks. After interviewing several qualified firms, a SPORT sub-committee selected DHM Designs to complete the Park Master Plans. Staff worked with DHM to facilitate a public process that included holding neighborhood meetings, set in an ice cream social format, at each of the parks, so that neighboring residents could come and share their thoughts on the POST Plan established goals for the parks. Community members were then invited back for two separate public meetings to review and offer input on the concept plans generated from the initial neighborhood meetings. DHM, Staff, and the SPORT sub-committee worked collaboratively to create final plans for each of the three parks that are reflective both of the broad community wide goals outlined in the 2014 POST Plan as well as specific neighborhood desires.

**PLANNING COMMISSION RECOMMENDATION:** The Planning Commission, by a vote of 4-0, voted to adopt Planning Commission Resolution 2015-02; a Resolution

Town of Silverthorne  
Town Council Memorandum

adopting the Town of Silverthorne Master Plans for Arctic Placer Park and Trent Park.  
(Deleting Angler Mountain Open Space Park.)

*Suggested Motion: "I move to adopt Resolution 2015-17; a Resolution adopting the Town of Silverthorne Master Plans for Arctic Placer Park and Trent Park."*

**ATTACHMENTS:**

Exhibit A: Master Plan for Arctic Placer Park

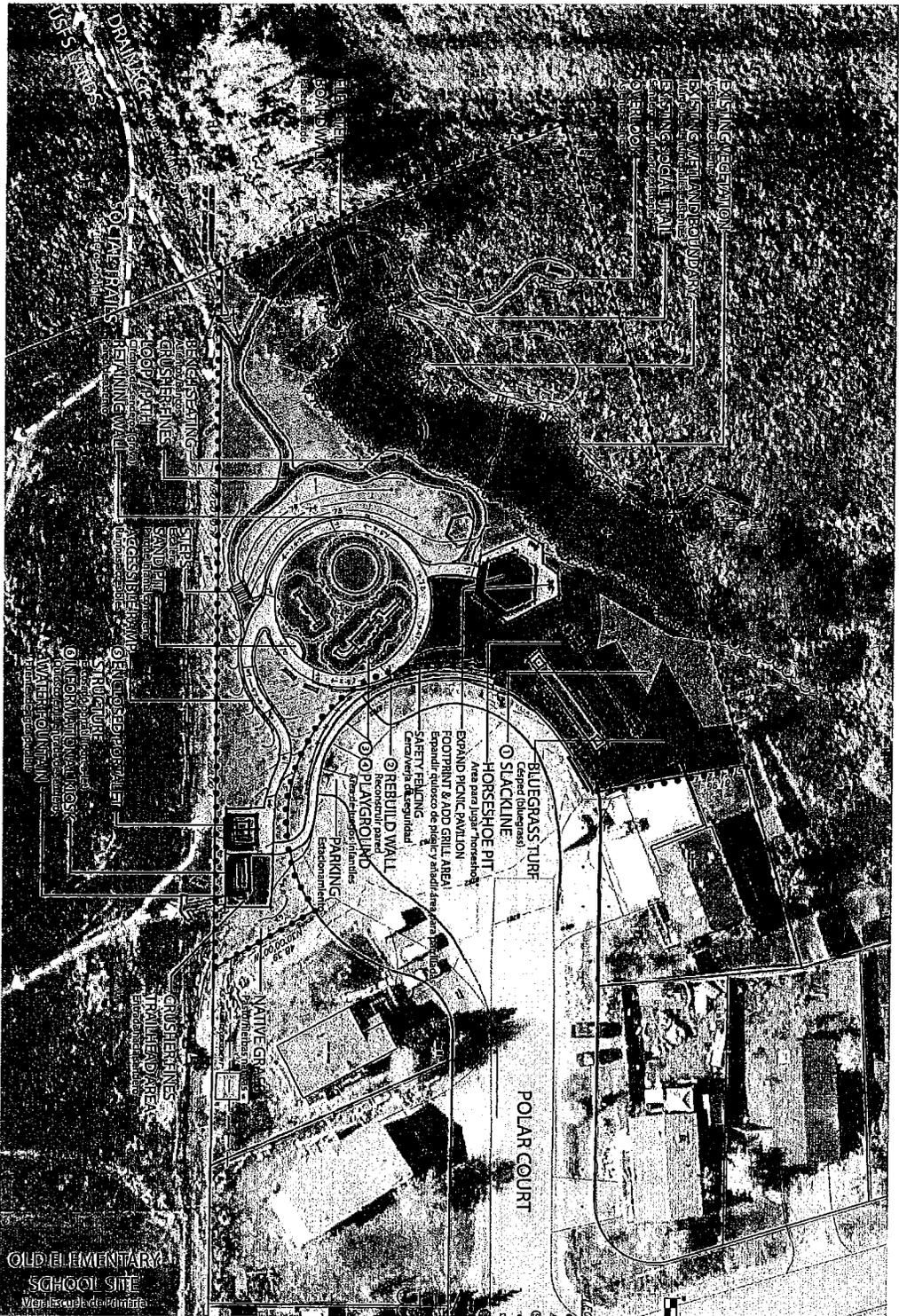
Exhibit B: Master Plan for Trent Park

Exhibit C: Master Plan for Angler Mountain Open Space

Exhibit D: Resolution No. 2015-17; a Resolution to adopt Master Plans for Arctic Placer Park and Trent Park and ~~Angler Mountain Open Space Parks~~

# Exhibit A

## CONCEPTUAL SKETCH PLAN



August 17, 2015



DHM DESIGN

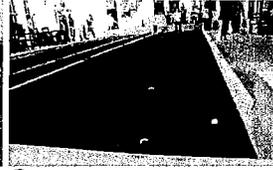


## ARCTIC PLACER 1 ACRE POCKET PARK Parque de un (1) Acre

- ① SLACKLINE
- ② SLACKLINE
- ③ REMAINING WALL
- ④ NET CLIMBER
- ⑤ MULTI-LEVEL PLAYGROUND STRUCTURE
- ⑥ ENCLOSED PORTALET STRUCTURE
- ⑦ INFORMATIONAL MOSK



1 PICNIC SHELTER



2 BOCCIE BALL



3 ROCK CLIMBING WALL



4 BIKE PUMP TRACK



5 RESTROOMS/PICNIC/GRILLING AREA

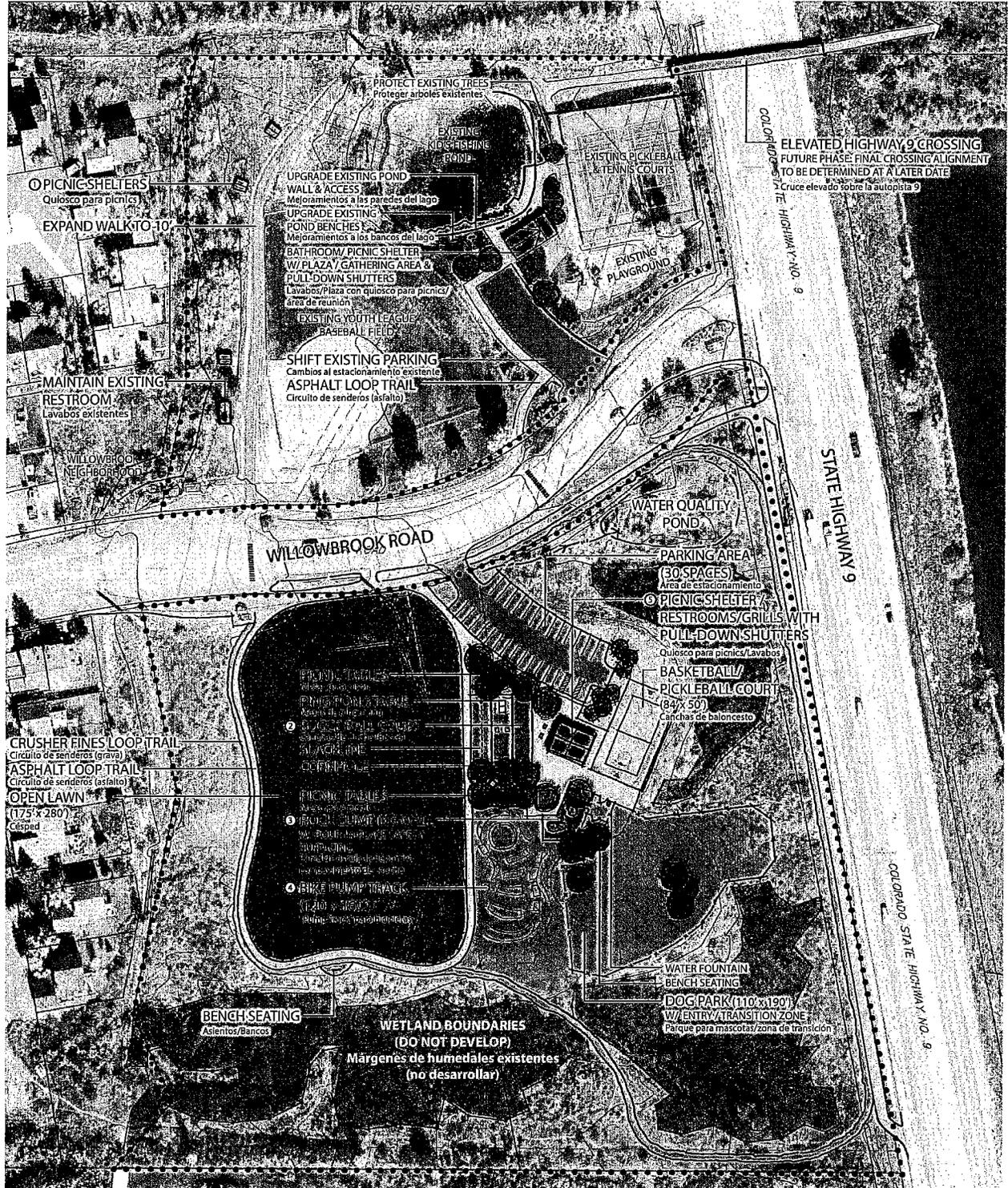




EXHIBIT D

TOWN COUNCIL RESOLUTION 2015-17

TOWN OF SILVERTHORNE, COLORADO  
PLANNING COMMISSION  
RESOLUTION NO. 2015-2

A RESOLUTION ADOPTING THE TOWN OF SILVERTHORNE MASTER PLANS FOR ARCTIC PLACER PARK AND TRENT PARK. ~~AND ANGLER MOUNTAIN OPEN SPACE.~~

WHEREAS, the Town of Silverthorne, Colorado, acting through its Planning Commission, is empowered pursuant to Section 31-23-201, *et seq.*, C.R.S., to make and adopt Master Plans, and

WHEREAS, the amended and updated Silverthorne Parks, Open Space, and Trails Master Plan was adopted by the Silverthorne Town Council on December 10, 2014, and

WHEREAS, the Silverthorne Master Plans for Arctic Placer Park and Trent Park ~~and Angler Mountain Open Space~~ have been prepared for the incorporated area of the Town, and

WHEREAS, the Silverthorne Master Plans for Arctic Placer Park and Trent Park ~~and Angler Mountain Open Space~~ comply with the requirements of Section 31-23-201, *et seq.*, C.R.S., and

WHEREAS, the Town of Silverthorne conducted public meetings on the final concepts for the Master Plans for Arctic Placer Park and Trent Park ~~and Angler Mountain Open Space~~ on July 21, 2015, and

WHEREAS, the Planning Commission believes it in the best interest of the Town that the Master Plans for Arctic Placer Park and Trent Park ~~and Angler Mountain Open Space~~ be adopted.

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

1. The Silverthorne Master Plans for Arctic Placer Park and Trent Park ~~and Angler Mountain Open Space~~ are hereby adopted.

2. The Master Plans for Arctic Placer Park and Trent Park ~~and Angler Mountain Open Space~~ as adopted hereby, expressly include maps and other materials, intended by the Planning Commission to form a portion of the whole of the Silverthorne Master Plans for Arctic Placer Park and Trent Park ~~and Angler Mountain Open Space~~, all of which materials are contained within the plan document itself, and which materials are hereby declared to be part of the Plan.

MOVED, SECONDED AND ADOPTED ON THE 1st DAY OF SEPTEMBER, 2015, BY A MAJORITY VOTE OF THE ENTIRE MEMBERSHIP OF THE COMMISSION.

By: \_\_\_\_\_  
Robert Kieber, Chair

ATTEST:

By: \_\_\_\_\_  
Melody Hillis, Secretary to the Commission

TOWN COUNCIL  
TOWN OF SILVERTHORNE, COLORADO

By: \_\_\_\_\_  
Bruce Butler, Mayor

ATTEST:

By: \_\_\_\_\_  
Michele Miller, Town Clerk

Date: \_\_\_\_\_

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**TOWN OF SILVERTHORNE  
PLANNING COMMISSION MEETING MINUTES  
SEPTEMBER 1, 2015 – 6:00 P.M.**

**1. CALL TO ORDER** – The meeting was called to order at 6:00 p.m., on September 1, 2015, in the Council Chambers of the Silverthorne Town Hall, 601 Center Circle, Silverthorne, Colorado.

**2. ROLL CALL** – Commissioners present and answering Roll Call were: Susan Byers, Stan Katz, Robert Kieber, and Donna Pacetti. Jenny Gloudemans, Brian Wray and Tanya Shattuck were absent. Staff attending tonight’s meeting included: Matt Gennett, Planning Manager, Lina Lesmes, Senior Planner, Susan Miller Lee, Planner II, and Melody Hillis, Administrative Assistant.

**3. CONSENT CALENDAR** – Stan Katz made a motion to approve the August 18, 2015, Planning Commission minutes as corrected. Donna Pacetti seconded. The motion was approved by a vote of four to zero (4-0). Jenny Gloudemans, Brian Wray and Tanya Shattuck were absent.

**4. CITIZEN’S COMMENTS:**

None.

**5. ACTION ITEMS:**

**A. Ordinance 2015-12 – An Ordinance Amending and Updating the Town of Silverthorne Destination Commercial District and Business Park District Design Standards and Guidelines.**

Lina Lesmes, Senior Planner, presented the project. The Town of Silverthorne is requesting approval of Ordinance 2015-12, an Ordinance Amending and Updating the Town of Silverthorne Destination Commercial District and Business Park District Design Standards and Guidelines.

**COMMISSIONER QUESTIONS:**

- Stan Katz - What is the difference between a roofline and a façade?  
Lina Lesmes - A façade is the wall of the building vs. the roof form.  
Stan Katz - On page 27, 4.2.6; States “building facades shall not exceed 75 feet in length along the same geometric plane, at which time there shall be wall plan projections or recesses having a depth of at least 2 feet for a distance of not less than 6 feet. Drove along Highway 9, and yes it works for walls, but it doesn’t work for rooflines. Have some rooflines in Town that well exceed 75 feet with a wall.  
Lina Lesmes - Trying to get a variation in the wall plane, not the roofline. Per that standard, there could be 75 feet along a single wall plane, at which point there would have to be some sort of projection or recess in the wall plane.  
Stan Katz - So a façade represents the vertical face of the building that comes forward, not the roofline at the top that has to be broken up by spires or something similar to that.  
Lina Lesmes - That’s correct.  
Stan Katz - Where did the 75 feet come from, how was it decided?

- Lina Lesmes - When the standard for the Town Core was written, it was 50 feet, we were trying to have more repetition. The 75 feet was in the middle between 50 and 100 feet. In the past it was 100 feet in the design standards.
- Stan Katz - Represents a compromise, was it a particular building that influenced that decision?
- Lina Lesmes - No, there was an existing standard in the past that was worded differently, I believe it said for every 100 feet there must be a projection of three percent for a minimum of a certain percentage, it was very convoluted and awkward, that is why the standard was changed and reads as it does, Staff felt that it was a clearer standard.
- Robert Kieber - The commercial Foxfield parcel that is north of the Destination Commercial area, if someone were to come in because it is currently zoned commercial, should the Town include that parcel in the Destination Commercial.
- Lina Lesmes - No, when the Comprehensive Plan was amended, the recommendation of the Comprehensive Plan was for that parcel to no longer be commercial, and in terms of architectural standards, that parcel would have to abide by the Eagle's Nest HOA rules.
- Robert Kieber - That was my next question, it would fall under the rules of the Eagle's Nest HOA?
- Lina Lesmes - Yes, in terms of architectural standards, the Eagle's Nest HOA would be very involved.

**OPENED PUBLIC COMMENT:**

None.

**CLOSED PUBLIC COMMENT.**

**STAN KATZ MADE A MOTION TO RECOMMEND APPROVAL OF ORDINANCE NO. 2015-12; AN ORDINANCE AMENDING AND UPDATING THE DESTINATION COMMERCIAL DISTRICT AND BUSINESS PARK DISTRICT DESIGN STANDARDS AND GUIDELINES.**

**DONNA PACETTI SECONDED.**

**MOTION PASSES BY A VOTE OF FOUR TO ZERO (4-0). JENNY GLOUDEMANS, BRIAN WRAY AND TANYA SHATTUCK WERE ABSENT.**

**B. Planning Commission Resolution No. 2015-2; A Resolution to Adopt Master Plans for Arctic Placer, Trent and Angler Mountain Open Space Parks.**

Susan Miller Lee, Planner II, presented the project. The Town of Silverthorne is requesting approval of Planning Commission Resolution No. 2015-2; A Resolution to Adopt Master Plans for Arctic Placer, Trent and Angler Mountain Open Space Parks.

**COMMISSIONER QUESTIONS:**

- Stan Katz - For Arctic Placer Park, adding a lot of things, but there is a two part port-o-let, and a small bathroom. Going to have a lot of kids there, shouldn't there be a bigger bathroom, that to me, would be more sufficient.
- Susan Miller Lee - It is based on the users, amount of households that the parks serve. In the case of Arctic Placer Park, the neighborhood has approximately 40 homes in the neighborhood, and there are probably another 60 or so residential units that are within walking distance, which is a half mile radius. With Trent Park there is almost triple that number. There are approximately 300 and that is growing. Staff is thinking that the Trent Park expansion would be triggered by the Smith Ranch development. There is anticipated to be quite a few more people utilizing Trent Park. At Arctic Placer Park there are no restroom facilities now, the neighborhood wanted to keep the park very low key and

keep it in character with what exists currently, wanted to see it brought up to standard, there was a desire to have a port-o-let for emergencies.

Stan Katz - Currently there are no facilities at Arctic Placer Park?

Susan Miller Lee - Correct.

Stan Katz - And no one has ever complained?

Susan Miller Lee - Hence the park plan, and the input received, was that the neighborhood would like to see a port-o-let there. You see a similar situation at the elementary school playground where it is mostly children that can't wait to make it home to the bathroom, they need a place that they can access quickly, don't need the handwashing, etc.

Stan Katz - Not thrilled with the Angler Mountain Open Space, see all the places where people would be walking, don't see any parking facilities.

Susan Miller Lee - There is no parking.

Stan Katz - That's deliberate?

Susan Miller Lee - That is deliberate, the idea is for the Angler Mountain Open Space Park be an amenity that is a part of our Blue River Trail experience. This is a park that would be visited by surrounding homeowners, or people that are using the Blue River Trail. There would be bicycle parking at the entrance of the park with bicycle racks and signage "no bicycles in the park". Mainly for people that are on foot, or on bicycles and are going to park their bicycle and visit this park and enjoy a very passive recreational experience. Not intended to be a drive up attraction for the region. This would be for a side trip off of the Blue River Trail, or if you live in the area.

Stan Katz - That particular park plan doesn't thrill me much, strikes me as using public funds for something that is very, very local. The others are amenities for neighborhoods and for surrounding areas, you can bring people in, have picnics, etc.

Donna Pacetti - Regarding Angler Mountain Open Angler Mountain Open Space, on page 50, regarding the photos, the 5<sup>th</sup> photo says "elevated boardwalk". Is that the black area on "Exhibit C"?

Susan Miller Lee - Yes, showed Planning Commission the three elevated boardwalks.

Donna Pacetti - Stated that there will be no bicycles, will there be a bike rack and facilities?

Susan Miller Lee - As part of the northern entry point, there would be signage about seasonal closures, bicycle rack, signs about the seasonal habitat, etc. That would be the entry point to the park where a person could leave their bicycle and walk down into the park. That was one of the recommendations from the CPW, that there be limited access during certain times of the year and limit the mode of travel, to foot traffic only.

Susan Byers - The Park would actually close in the winter or the fall?

Susan Miller Lee - It would, seasonally, it would be something that the Town would coordinate with CPW in terms of what they feel is appropriate for the park and wildlife.

Susan Byers - Restricted it to dogs, based on public comment?

Susan Miller Lee - Based on public comments and from CPW, don't know if it would be a closure to off leash dogs during nesting seasons. The specific rules of closure would have to be determined at the time. Would like to memorialize these plans, so that the Town can start to implement some of the improvements, but there could be a five year life span before the plans become a reality. In terms of the specific rules and regulations, would keep it open until the park was actually being built.

Stan Katz - Where the soft surface paths, how much elevation are those trails above the spring runoff.

Robert Kieber - They're not.

Stan Katz - Would be underwater in the spring?

Susan Lee - No, this is upland.

Robert Kieber - No.

- Susan Lee - Yes, the area of the plan that is dark green is wetlands, it was delineated by a wetland engineer. The areas that can be seen are upland areas, the whole area was a mining camp that LG Everist used when they were building the ponds. If you go down there now, there is a road that has been built; there is a lot of gravel that has been filled in that area. The areas that are gray and not greened out on the plans are dry.
- Robert Kieber - Disagree with your people. Having lived adjacent to that for 14 years, through the spring runoff, would say that 80% of that land you cannot walk in. In support of Trent Park expansion, should be a priority, Arctic Placer should also be a priority. Would like to know what the school districts plans are for that old elementary site, would like to see the school district give it to the Town and turn it into a park. Supports the Resolution with those two, cannot support the Angler Mountain Open Space. It is underwater in the spring, and wet a majority of the time, even in the dry season. Other areas in Town that need more work. Putting up a sign that says no dogs, or this or that, we've got the bicycle path on the west side of the river. Dogs that run free, lots of trash and debris, and a lot of dog excrement that is left there, this is just an ideal place for these owners that are not responsible with their pets, to let their dogs run wild and affect the wildlife that is there. No way in support of the Angler Mountain Open Space, it isn't natural, has all been human bastardized over the years, but is turning back to a raw area, waste of public money. The SPORT Committee and Park Committee would all like to put things there, but feel it would be a maintenance nightmare. Have a lot of respect for DHM, known Dick Marshall when he owned it, and he has good people. When a park planner is hired to do a park plan, they do a plan. But to stick something in there for what little bit of usage and the amount of abuse that there will be, can't support it.
- Stan Katz - Agrees with Robert Kieber, feel the same. Not so much about the dogs running free, don't live in that area, so can't speak to how that works. To me, there are significantly better places to spend public funds than on this.
- Susan Byers - Agree.  
Donna Pacetti - Agree.

**OPENED PUBLIC COMMENT:**

None.

**CLOSED PUBLIC COMMENT.**

**SUSAN BYERS MADE A MOTION TO APPROVE PLANNING COMMISSION RESOLUTION NO. 2015-02; A RESOLUTION TO ADOPT MASTER PLANS FOR ARCTIC PLACER AND TRENT PARKS. (DELETING THE ANGLER MOUNTAIN OPEN SPACE PARKS FROM THE RECOMMENDATION.)**

**STAN KATZ SECONDED.**

**MOTION PASSES BY A VOTE OF FOUR TO ZERO (4-0). JENNY GLOUDEMANS, BRIAN WRAY AND TANYA SHATTUCK WERE ABSENT.**

**6. OTHER ITEMS:**

Matt Gennett – Next Planning Commission meeting will be September 15, 2015. Expect to have the Preliminary Plan for Subdivision for SMCR, fairly thick packet. Appreciate

knowing if anyone is expecting to be absent from that meeting. Reviewed the attendance policy, will be sending out a remind that Planning Commissioners need to try and let Staff know in advance of an absence. Silvertrout has not submitted a project application yet, expect to see it soon.

Robert Kieber inquired about Alpine Paint. Matt Gennett: Alpine Paint has an active building permit, can ask for an extension if they don't get started soon. Understood that they wanted to get started soon, still waiting for them to get started.

Robert Kieber inquired about Pho Noodle. Matt Gennett stated that he didn't know when it would open.

Susan Byers inquired about Marshall's. Matt Gennett stated that they are working through some of the issues with the property owners. A matter of getting everyone on the same page about the issues.

Robert Kieber stated that he was very impressed with the Hampton Inn, with the color scheme and everything. Staff did a good job, that is a nice looking building. It ought to be an economic boon for the surrounding businesses. Susan Byers stated that they've completed the work quickly.

Donna Pacetti any update on Angry James. Matt Gennett stated that nothing yet. Melody Hillis stated that they received their building permit cost estimate, and are trying to decide how to proceed.

Robert Kieber asked if the code enforcement person was busy. Matt Gennett stated that he is busy, and hopefully people have noticed the results of that, has been very active, has been busy enforcing the Town Code.

Stan Katz asked how dilapidated does a trash enclosure have to be? The ones at the Ford and Vista Auto dealerships are in terrible shape. Matt Gennett: Once it starts posing a life, health and safety issue, once things reach a certain point of deterioration the owner has an obligation to update the enclosure and structure.

Robert Kieber stating something in the Manager's Update on Friday, said there is a new public service officer. Matt Gennett: That is a new police officer.

## **7. ADJOURNMENT:**

**STAN KATZ MADE A MOTION TO ADJOURN AT 6:56 P.M.**

**DONNA PACETTI SECONDED.**

**MOTION PASSES BY A VOTE FOUR TO ZERO (4-0). MOTION PASSES BY A VOTE OF FOUR TO ZERO (4-0). JENNY GLOUDEMANS, BRIAN WRAY AND TANYA SHATTUCK WERE ABSENT.**

Submitted for approval by:

Approved this of 15th day of September, 2015.

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Melody Hillis,  
Planning Commission Secretary

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Robert Kieber, Chairman

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 maintained in the office of the Planning Commission Secretary.

# **Town of Silverthorne Economic Development Advisory Committee Meeting Minutes Tuesday, September 1, 2015**

## **1. Lunch – 11:45 a.m.**

## **2. Call to Order – 12:00 noon**

In attendance: Eddie O'Brien, Les Boeckel, Warren Buettner, Brian Edney, Jayne Esser, Marc Hogan, Mike Shambarger, Linda Hrycaj, Larry Lunceford Council Members: Bruce Butler, Ann-Marie Sandquist, Russ Camp, JoAnne Nadalin. Staff Members: Ryan Hyland, Blair McGary, Susan Schulman, and Donna Braun.

## **3. Approval of Minutes from July 7, 2015**

Larry Lunceford made a motion to approve the minutes, Brian Edney second with following changes: Les Boeckel not at the meeting 7-7-15, Motion approved.

**4. EDAC Membership Updates:** Linda Hrycaj was appointed to the EDAC Committee by Council in July 2015. She is employed by Keystone Symposia. Council Member, JoAnne Nadalin, was introduced to EDAC.

**5. Executive Committee Meeting Summary** – The Executive Committee met prior to the EDAC meeting and discussed:

A) Partnership with Keystone Symposia; 3 TED Talk style events are being considered for the Pavilion in 2016. Happy to have Linda on the EDAC Committee. EDAC would like to invite the Symposia's Executive Director to an upcoming EDAC meeting.

B) Outdoor entertainment at the base of the Dillon Dam. Although Denver Water did not approve a concert event in this area, it is an area identified in the POST Plan as under utilized. Recreation and Culture Director Joanne Cook recently met with AEG Entertainment, at their request, and they continue to have an interest in pursuing an event in the area which includes the Ballfields and Rodeo Grounds. Denver Water owns this land and Summit County manages it; so at this point Silverthorne is only in a position to facilitate communications among the parties. Staff will keep EDAC updated on any conversations that occur regarding the opportunity for new event uses on this property.

C) Development opportunities in Silverthorne including apartments and condos.

D) Construction Defect Law – Lakewood, Centennial, Wheatridge have passed their own measures to refute Colorado's controversial Construction Defect Law.

**6. Lake Dillon Theatre Company Partnership Update:** The Town has shifted design/build teams for the project and have been designing the building and site with A&P Construction and OZ Architects. Les asked if the change in firm set back the schedule? Ryan said no. In response to architectural concepts, several EDAC Members commented on the need to create a building that is exciting, immediately identifiable, and engages with pedestrians and drivers,

causing them to want to linger. Town Council will be reviewing an updated concept plan at their next meeting.

Ryan mentioned that discussions are underway with LDTC to bring the 2016 Sunset at the Summit concert series to Silverthorne's Rainbow Park with a line up of 4-5 concerts.

**7. Art and Culture Strategic Plan Update:** Blair discussed a successful art advocate meeting of 30 community members. A second meeting is taking place September 2<sup>nd</sup> from 11:00 a.m. – 1:30 p.m., followed by Public Meetings, the first of which will be held on October 1<sup>st</sup> at the Outlets at Silverthorne, next to the Colorado Welcome Center.

The RFP for a Marketing/Public Relations Plan drew 11 proposals, 3-5 of these firms will be interviewed on September 15. Warren has volunteered to serve on the interview committee as has JoAnne. Others interested in sitting on the committee should contact Blair. The firm will be contracted from Oct 2015 - April 2017, with one of the goals being to promote the LDTC partnership and the new cultural arts center scheduled to open in March of 2017.

#### **8. 2015 EDAC Goal Updates:**

- **2014 Comprehensive Plan Follow Ups** – Continued discussion about the opportunities to bring additional residential development to the Town Core.
- **Retail Subcommittee & Dillon Joint Marketing** – Warren, Eddie and Jayne will have more to report about at next meeting in relation to Retail. Blair mentioned that partnership marketing was mentioned in the Marketing/PR RFP. Silverthorne's marketing campaign with the Summit Daily's online presence has been successful thus far; Dillon has launched a similar campaign with the Summit Daily.
- **Urban Renewal** – Projects in process include the Theater, Marketing/PR Plan, Arts Plan, Parks Master Plan which is going to Planning Commission tonight and Council next week, River's Edge Condos are under construction, Summit Sky Ranch has opened a sales office at The Outlets, Starbucks is on schedule for a September 26<sup>th</sup> opening, Hampton Inn will be open by the end of the year, Sauce on the Blue has received their liquor license for a location at the Town Center, Marshalls has drawn up plans for a location in Summit Place, Dunkin Donuts is planning to move into the Shell Station next to Wendys. An ESTIP agreement has been approved with Starbucks and one is in the works for Hampton Inn.

#### **9. Staff Updates**

Donna reported that sales tax is up 7.1% through June and up 5.5% over budget for the year. Updating the 2015-16 budget which will be presented to Council at the September 23 Council Meeting. The budget will reflect a balance between maintaining current assets and starting new projects.

**10. EDAC Updates** – Eddie wants to form a committee with Linda Hrycaj related to the Rodeo Grounds along with a staff member.

**11. Adjourn – 1:30 p.m.**

**12. Next EDAC Meeting Date:** November 3, 2015

MINUTES OF SPORT COMMITTEE  
August 20, 2015

**I. PROCEDURES**

1. Attendance: Tom Dopplick, Frank Gutmann, Don Hansen, Bob Mayerle, Mary Kay Rachwalski, Marilyn Raymond, Marty Richardson Kathy Swanson, John Taylor, Pat Taylor
2. Staff: Russ Camp, Joanne Cook, Liz Hodson, Susan Lee, JoAnne Nadalin  
Absent: Don Langmuir  
Guests: Mindy Nicholds, Recreation Coordinator; Mark Wilcox , DHM Design; Greg Hardy, VP Trout Unlimited; Roger and Mary Kendall, Citizens, Angler Mountain Residents; Colonel David Servinsky, Angler Mountain resident/Avid Tennis Player
3. Don Hansen opened the meeting at 6:00 p.m. in the Council Chambers at Town Hall.
4. Previous minutes: Motion to approve, as amended, by Russ Camp, second by JoAnne Nadalin.

**CITIZEN COMMENTS**

- Roger and Mary Kendall commented thanked the Town of Silverthorne and SPORT Committee for the Pickelball courts at Rainbow Park.
- Greg Hardy presented his concept of an interpretive hike, similar to the Osprey walk, to incorporate fishing, conservation and educational aspects, along the river and involving the Colorado Welcome Center as a starting point. The Committee thought it is a great idea and Bob Mayerle offered to work with Greg on the planning process.
- Colonel David Servinsky feels strongly that the color of the Pickleball lines on the courts at Trent Park make it unplayable as is. He also offered to assist with a decision to change the color if it should be possible.

**II: PRESENTATIONS**

1. DHM Update for Master Plans – Mark Wilcox
  - Mark gave updated the Committee that they are on schedule as stated in the July 16<sup>th</sup> minutes and reviewed final plans that will be presented to Council at the September 9<sup>th</sup> or 23rd meeting.
  - Updates to the plans included:
    - Arctic:
      - Revised entry feature with minimal parking.
      - Improve surfacing and redesign of park pathways for ADA compliance.
      - Improve trail connection to USFS trails.
    - Trent Park:
      - Improved/larger dog area.
      - More picnic tables vs chess tables.
      - Kept existing restrooms near the park and added restrooms near the tennis courts.
      - Added ADA accessible fishing ramp.
      - Bridge to cross highway location to be determined in later study.
    - Angler Mountain Open Space:
      - Added overlooks adjacent to the ponds.
      - Gateway area with signage added.
      - Boardwalk near the Angler bridge.

- 3' wide loop system around the upland area.
- No bisecting trail through the center.
- No river crossings.

DHM Next Steps: Final development and to research construction costs and funding opportunities.

John Taylor made a motion to approve the final plans as shown. All in favor

OTHER: Roger Kendall commended Mark and DHM for taking AMR concerns into considerations and stated that the Angler Mountain HOA fully endorses the current plan.

2. Zamboni at North Pond Park – Dave Janowiec, Recess Factory
  - Dave's company, the Recess Factory, is an event company that has brought the PBR Pond Hockey Tournament to Silverthorne the last seven years. Dave is proposing to provide Silverthorne with a Zamboni and storage facility in order to provide better ice with more opportunity to promote outdoor events on North Pond Park. To see Dave's entire proposal you may access it at [northpondpark.com](http://northpondpark.com). John Taylor said why not improve the product we already have, and is in favor. Marty Richardson thinks the idea is exciting and is all for it.

JoAnne Nadalin moved that we instruct staff that we support this idea and move forward. Second by Marty Richardson

**III: PLANNING DEVELOPMENT PROJECTS**

- 1.

**IV: OLD BUSINESS**

1. Updates from 2015 Goals Action list
  - a. Osprey Walk
    - Bob said it was a tremendous success with over 230 people attending. Bob and Don met had a recap meeting with Nancy. General comment was that the Wild Wings presentation was awesome. Bob and Don both thanked everyone involved for the help. Bob suggested sending a survey to those who attended to get their feedback.
    - Cost breakdown
      - \$646 for advertising in the Summit Daily and on the Radio
      - \$200 for Wild Wings presentation
      - \$75 for badges
      - \$25 for ice cream
      - \$946
  - b. Bicycle Friendly Community
    - Pro Challenge event brought lots of people out to view from both sides of Highway 9 and even from I-70.
  - c. Trent, Angler & Arctic Placer Master Plans
    - See section II 1.
  - d. Rainbow Park Tennis, Basketball, and Pickleball court

-Grand Opening was great, several adults and kids participated. Thanks go to everyone who helped.

- e. Rainbow Drive parking
  - In progress. Striping of next week, speed bumps will be rebuilt.
- f. Raven Golf Course
  - John has done a sign inventory and will work with Liz to order what is needed and handed out maps of the course.
- g. Open Space inventory
  - No update
- h. Willow Grove
  - Pat walked the area today and noticed a dead tree across the path.
- ~~i. Ptarmigan Trail - **Tabled**~~
- j. Salt Lick Trails
  - Roger K., Ken W., rode the lower trail system while Susan and Don L. rode the upper trails, all was GPS'd. Ken, Susan and Don L. will meet to follow up.
- ~~k. Website information - **Tabled until completion of Town website upgrade**~~
- ~~l. Bird Watching - **Complete**~~
- m. Sidewalk Network
  - Bill Linfield is looking into network and budgeting.
- n. Open Space Land Acquisitions
  - No update
- ~~o. Blue River Trail Public Access - **Tabled**~~
- p. Blue River Trail Segment 6
  - Army Corp. walked the area Tuesday, we are moving forward with permitting while attempting to obtain easement.
- q. Events
  - MADD 9/26/15. Frank will not be available as lead.

**V: NEW BUSINESS:**

1.

Motion to adjourn 8:12 pm by Pat Taylor, second by Marty Richardson  
Next Meeting: September 17, 2015 - 6:00 p.m.

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