

**SILVERTHORNE TOWN COUNCIL MEETING
AGENDA FOR MAY 11, 2016- 6:00 PM**



- I. CALL TO ORDER/ROLL CALL/APPROVAL OF AGENDA**
- II. PLEDGE OF ALLEGIANCE**
- III. STAFF COMMENTS 1**
- IV. COUNCIL COMMENTS**
 - A. Planning Commission, EDAC and SPORT Recognition
- V. CITIZENS' COMMENTS***
- VI. CONSENT CALENDAR**
 - A. Town Council Meeting Minutes, April 26 & 27, 2016 7
 - B. Proclamation – Cycle Silverthorne Month, June 2016 13
 - C. Council Committee Assignments 15
- VII. LIQUOR BOARD**
 - A. The Mint Country Club – Renewal of Hotel Restaurant Liquor License..... 22
 - B. Silverthorne Pavilion – Renewal of Tavern Liquor License..... 24
 - C. Target Store T-1525 – Renewal of 3.2% Retail Beer Liquor License 26
- VIII. PUBLIC HEARINGS**
 - A. Conditional Use Permit – Mack Single Apartment, 901 Rainbow Drive, Lot 76,
Blue River Mesa Subdivision 2 29
- IX. ACTION ITEMS**
 - A. Appointment of Planning Commissioners 41
 - B. Appointment of EDAC Members..... 57
 - C. Site Plan Modification for Arctic Placer Park Refurbishment..... 71
 - D. Preliminary Site Plan – Tract S, South Maryland Creek Ranch, Filing No. 1..... 103
 - E. Ordinance 2016-05; an Ordinance Enacting a New Article II of Chapter 5 of the
Silverthorne Town Code to Establish the Silverthorne Arts and Culture Advisory
Board, 1st Reading 115
- X. DISCUSSION ITEMS**
- XI. INFORMATIONAL**
 - A. Planning Commission Meeting Minutes, May 3, 2016 123
 - B. SPORT Meeting Minutes, April 21, 2016 129
- XII. 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.

SPECIAL MEETING: MAY 10, 2015 – 5:00 P.M.
PLANNING COMMISSION/EDAC INTERVIEWS

COUNCIL WORK SESSION: MAY 10, 2015 – 6:00 P.M.
TOPIC: COUNCIL COMMITTEE ASSIGNMENTS/FINANCE REPORT

**SILVERTHORNE TOWN COUNCIL WORK SESSION
PUBLIC ISSUES SCHEDULE
2016**

*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.*

MAY 24

5:00 P.M. at Summit School District - Joint Meeting with Summit County School Board
6:30 P.M. at Silverthorne Town Hall - Summit County Wildfire Council/ Review with Judge Ronald Carlson

JUNE 7

OPEN

JUNE 21

OPEN

**FUTURE WORK SESSION DISCUSSION ITEMS:
HISTORIC SOCIETY**

May 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 EDAC Planning Commission	4	5	6	7
8	9	10 Work Session	11 Council Meeting	12	13 Payroll	14
15 Dance Recital, 6:00 PM @ Pavilion	16	17 Planning Commission	18 Court	19 SPORT Meeting	20 Country Western Dance, 7:00 PM @ Pavilion	21 Silverthorne Town Clean Up Day
22	23	24 Work Session	25 Council Meeting	26	27 Payroll	28 Pirate "Water Safety" Day at the Pool
29	30 Rec Center Holiday Hours 10 AM—6PM TOS Holiday	31 Planning Commission				

June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		June is Cycle Silverthorne Month!	1 Bike to School Day @SVE and Bike Rodeo Bike Rack Unveiling @North Pond Park	2	3 Summer Free Day @ Rec Center	4 Fishing Derby @ Trent Park 9:00 AM Safe Summer Kick Off @ SVE
5	6 Yoga for Cyclists @ Rec Center 6PM	7 Mountain Bike Fundamentals @ Rec Center 6 PM Work Session	8 Council Meeting	9	10 Payroll	11
12	13	14 Planning Commission	15 Court	16	17 Slide & Slip @ Rainbow Park 1:00 PM	18
19	20 Bike to Work Week in Summit County	21 Work Session	22 Bikes & Burgers \$5 @ Pavilion 5-7PM Council Meeting	23 Summer Evening of Family Fun @ Rainbow Park & Public Meeting for Rainbow Park West Entrance Redesign	24 World's Largest Swim Lesson @ Rec Center 9:00 AM Silverthorne Storm Gymnastics Meet Payroll	25 Silverthorne Storm Gymnastics Meet
26	27 Yoga for Cyclists @ Rec Center 6PM	28	29	30		

July 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5	6	7	8	9
	Independence Day Holiday/Town Hall & Rec Center Closed	EDAC Planning Commission			Slide & Slip @ Rain- bow Park 1:00 PM Payroll	LDTC Summer Con- cert @ Rainbow Park
10	11	12	13	14	15	16
		Rainbow Park Public Meeting @ Rainbow Park 5-7PM Work Session				LDTC Summer Con- cert @ Rainbow Park
17	18	19	20	21	22	23
			Council Meeting			LDTC Summer Con- cert @ Rainbow Park
24/31	25	26	27	28	29	30
		Planning Commission	Court	SPORT Meeting	Payroll	LDTC Summer Con- cert @ Rainbow Park
		Work Session	Council Meeting	Rainbow Park Final Public Meeting @ Rainbow Park 5-7PM		

August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Osprey Day @ North Pond Park Planning Commission	3 Community Picnic 5:30 - 7:30 PM @ Pavilion	4	5 Payroll	6 Registration for Fall Programming Begins @ 12 Noon
7	8 Work Session	9 Work Session	10 Council Meeting	11	12 Slide & Slip @ Rain- bow Park 1:00 PM Doo Wop Denny @ Pavilion	13
14	15	16 Planning Commission	17 Court	18 SPORT Meeting	19 Payroll	20
21	22 First Day of School	23 Pool Maintenance Closure through September 26/Full Facility Closure through September 30 Work Session	24 Council Meeting	25	26 Payroll	27
28	29	30	31			

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 *SS*
DATE: May 6, 2016 for Meeting of May 11, 2016
SUBJECT: Staff Comments

Attached please find the Staff Comments and Updates for the May 11, 2016 Town Council Agenda and Meeting. This includes:

1. Public Works Update
2. Community Development Update
3. Recreation and Culture Update

ACTION REQUIRED

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

Public Works Department – May 5, 2016

Streets – We continue spring cleanup on our medians and streets and concrete areas. We are also starting to crack fill on streets that will be receiving maintenance work this year.

Parks – Heavy spring cleanup continues in our medians, flower beds, and grass areas. We now have 3 summer seasonals hired and two more will start soon. Flowers have been ordered and will be planted next month. The remaining Pavilion lawn area outside of the theater construction fence now has new irrigation installed, which we hope to fire up soon. We are also starting to turn back on other irrigation systems around Town, which takes about 3 to 4 weeks to fully complete.

Utilities – Utility staff is busy with various maintenance work to all of our systems. Work has commenced at Summit Sky Ranch so we are busy watching over that as we will be for the remainder of this season. We completed repairs to a water leak in Highway 9 near Murdochs.

Engineering – Dan is busy with reviews of Summit Sky Ranch, Blue River 50, and other smaller projects. He is also gearing up for this summer's streets and drainage work. We will be overlaying Stephens and River Road this year, and rebuilding a portion of Golden Eagle Road, along with various chip seals and patching and concrete repairs.

Buildings – Rob and his staff are busy with upkeep on the various systems and buildings, as well as planning for this year's facility shutdown, scheduled later this year.

Community Development Department – May 5, 2016

Blue River Trail – 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. Summit County Open Space Advisory Committee (OSAC) has been participating in acquiring an easement from Blue River Valley Ranch Lake Estates.

Summit Sky Ranch (aka South Maryland Creek Ranch) – The first Final Plat for SMCR has been approved by Town Council. The focus now shifts to the installation of infrastructure and to the construction of homes.

Lake Dillon Theatre Company (LDTA) – The contract with A&P Construction has been approved by Town Council. The Interim Funding Agreement has been approved by both the LDTA Board and the Town Council. A groundbreaking

ceremony was held on April 23. The plans have been received for Building Permit and they are under review.

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. Staff will be discussing the impacts to Highway 9 in the Town Core with representatives from CDOT.

University of Colorado Environmental Design Studios – Two undergraduate studios from the College of Environmental Design will be studying Silverthorne for this semester. One class will be focusing on the Town Core area, the other will be focusing on workforce housing, specifically Smith Ranch. The final presentations for the Smith Ranch studio were held in Boulder on April 25. The presentation for the Town Core were held on April 29.

NWCCOG Economic Development District – Mark Leidal attended the NWCCOG Working Group Meeting to find out more information about the technical assistance that is being offered by the Office of Economic Development & International Trade (OEDIT) Blueprint 2.0 Initiatives Program.

Summit School District – Mark Leidal attended the Summit School District Master Plan Community Meeting on April 19. The School District presented an overview of the Master Plan findings about the School District facilities. Additional information and community outreach will take place in the near future.

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):

- Blue River 50 – Preliminary Site Plan
- Angler Mountain Ranch Lakeside Townhomes Filing No. 9 – Final Plat and Final Site Plan
- Mack Single Apartment – Conditional Use Permit
- South Maryland Creek Ranch Tract S – Preliminary Site Plan
- Silver Trout – Preliminary Site Plan

Recreation and Culture – May 5, 2016

Fitness Coordinator, Renee Rogers, reports that the 9News Health Fair Town of Silverthorne booth was a success. Mindy Nicholds, Sports and Athletics Coordinator, and Renee attended the event on behalf of the Town and shared pertinent info with participants. Our booth is always a stand-out because we bring props including hula hoops, fake jump ropes and flex bars and entice participants to interact with us while learning about our services.

Renee Rogers and Paul Kulik attended the Summit School District's *Dialogue Over Dinner* at Summit Middle School on April 28. Our role in the event was to promote job opportunities and program offerings for youth ages 11-17 years. The

Jr. Lifeguarding and lifeguard classes were an interest for several attendees.

Renee Rogers instructed a *Fitness Sampler* for Summit Middle School 8th graders, at the school. This is the second year she has done this and the students really enjoyed it. She promoted our summer sessions of 2Bfit classes for youth and also the Schools Out Pass. To keep the kids excited and participating, she did some drawings for prizes, such as daily admissions, hats and a few Schools Out Passes. This is a great partnership with the school and a fun way to keep our younger community members engaged with our services.

Spring is not a quiet time in the Recreation Center. Although the tourist numbers have dropped off, the Recreation Center continues to fill daily with after school students, local athletes and many just trying to get a good work out in as the summer season approaches. The gymnasium serves all ages throughout the day. In the morning through early afternoon, toddlers and moms attend tumbling classes and adult pick-up basketball and pickleball games are held. Afterschool programs and drop in sports for youth serve hundreds per week, with 110 participants in gymnastics classes alone this session. Evenings serve adult volleyball and basketball, as well as drop in use for members.

Nancy Bomgardner, Recreation Coordinator, met with Silvana's Community Garden board members Jenni Riberdy and JoAnne Nadalin to discuss developing a partnership between the Garden and the Recreation Center youth cooking classes. A garden theme will be incorporated within our scheduled youth cooking classes this summer with participants being invited to help plant, care, observe and harvest vegetables and herbs at the garden. Each week the classes will use harvested vegetables or herbs in the recipes prepared during classes. Class participants will also be invited to the planting and harvesting of Pee Wees Potato Patch and to attend the end of season harvest party with their families. We believe this will add another dimension to our programming by teaching the children how and where food comes from, how they can become gardeners and expand the participant's interest in the farm-to-table concept. Furthermore, this partnership will help strengthen the participant's awareness of the community garden and hopefully build interest for participation in that group outside of the Cooking Classes.

The Silverthorne Pavilion will host the annual end of season Country Western Dance on Friday, May 20. Doors will open at 6:45 p.m., with an hour of guided instruction by Mike "Tex" DeGarie, followed by open dance to the one and only, Walker Williams Band. The Walker Williams Band has been closing out the end of season dance party for years and is always a huge hit with dancers! Tickets are \$15 at the door and there is a cash bar. Guests are welcome to bring their own snacks and munchies.

The Town of Silverthorne will host our annual Clean-Up Day on Saturday, May 21. Volunteers will meet at Rainbow Park at 9:00 a.m. for area assignments and to pick up their gloves, trash bags, etc. Volunteers will then meet back at the

park for a volunteer appreciation cookout beginning at noon. New this year, the Outlets at Silverthorne will be hiding nine gold gnomes around the assigned areas. If participants come across one of these golden gnomes, they can bring it back to the park to claim a prize. This event is sponsored by the Outlets at Silverthorne.

On June 22, in conjunction with Silverthorne's Bike Month and the County-wide Bike to Work Week, the Town of Silverthorne, with support from the SPORT committee, will host "Bikes, Burgers and Beers" at the Silverthorne Pavilion. This event will be open to the public and will feature \$5 Burger and Beer specials, bike mechanics on-site, the unveiling of the Snowy Peaks Bike Racks specially built for Silverthorne, a kids bike decorating area, door prizes and more! The event is FREE and we hope to see a good turnout from our community.

Pavilion staff is working with the Public Works Department to create a wedding ceremony space on the lower portion of the Smith Ranch. This ceremony site will be used as an alternative site for the weddings that have been displaced by the construction of the Silverthorne Performing Arts Center through summer 2016. Improvements include creating an area for parking, a mowed area of lawn approximately 40' x 60', and temporary fencing to prevent unauthorized use of the site. It is not anticipated that this site will be used past summer 2016.

Upcoming Pavilion Events

May 5	Yoga TOS Luncheon
May 6	Lake Dillon Preschool, Girls Night Out
May 7	Wedding
May 10	Yoga
May 12	Yoga
May 13	Women's Resource Center
May 14	Friends of the NRA
May 15	TOS Dance Recital
May 20	County Western Dance
May 21	Wedding
May 22	Wedding
May 24	Yoga
May 25	Wedding
May 26	Wedding
May 27	Wedding
May 28	Wedding
May 29	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: May 4, 2016
SUBJECT: Town Council Meeting Minutes from April 26 & 27, 2016

SUMMARY: Staff asks the Town Council to approve the Special Town Council Meeting minutes from April 26th and Regular Town Council Meeting Minutes from April 27th.

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

PROPOSED MOTION: Included in the Consent Calendar motion.

ATTACHMENTS:
Meeting Minutes.

MANAGERS COMMENTS:

**SILVERTHORNE TOWN COUNCIL
Special Meeting Minutes
Tuesday, April 26, 2016**

CALL TO ORDER/ROLL CALL/APPROVAL OF AGENDA:

Those members present and answering Roll Call at 6:10 p.m. were Mayor Bruce Butler, Council Members Ann-Marie Sandquist, Derrick Fowler, Peggy Long, Russ Camp, and Stuart Richardson. Elected Council Members present were Tanya Shattuck and Bob Kieber. Town Attorneys present were Kendra Carberry and Matt Mire. Staff member present was, Town Manager Ryan Hyland.

Council requested an amendment to the Town Council Agenda, the Executive Session item be moved to a Discussion Item, Discussion Item: Town Attorney Review.

Discussion Item: Town Attorney Review.

Town Council, Town Staff, Matt Mire and Kendra Carberry discussed best practices for communication and review of legal topics. During the discussion, the group also reviewed projects and processes that have involved legal counsel during the past 15 months.

CAMP MOVED TO ADJOURN. MOTION SECONDED. MEETING ADJOURNED AT 7:20 P.M.

BRUCE BUTLER, MAYOR

ATTEST

MICHELE MILLER, TOWN CLERK

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

SILVERTHORNE TOWN COUNCIL
Meeting Minutes
Wednesday, April 27, 2016

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. Council members elect, Bob Kieber and Tanya Shattuck. Staff members present were, Town Manager Ryan Hyland, Acting Chief of Police Misty Higby, Recreation Director Joanne Cook, Public Works Director Bill Linfield, Assistant Town Manager Mark Leidal, Town Attorney Matt Mire, Pavilion Events Manager Rob DeVerna and Town Clerk Michele Miller.

Council accepted the Amended Agenda.

The Pledge of Allegiance was recited by those present.

STAFF COMMENTS:

Cook updated Council on the upcoming Recreation Center and Pavilion summer activities and School is out Pass. Silverthorne is coordinating marketing efforts with the Outlets and other Silverthorne businesses for a Mud Season Survival Kit. June 14th is the first Farmer's Market of the season.

Linfield reported that the Town of Silverthorne's flood insurance rating has been received and it is a better rate than we have received in the past. Silverthorne residents required to purchase flood insurance will save money on their flood insurance. He gave a construction update on the Theatre foundation and construction fence for the wedding portion of the yard. The building plans for the Theatre are at the County for review.

COUNCIL COMMENTS:

Richardson reported on the Summit County Transportation meeting. He encouraged Councilmembers to volunteer their time for this committee.

Sandquist reflected on her eight years as a Town Council Member. She thanked her fellow Councilmembers, staff, directors and committee volunteers for their dedication to Silverthorne.

Council thanked Sandquist and Richardson for their years of service.

Council thanked Misty Higby for her service as the interim chief over the last few months.

CITIZEN COMMENTS:

None.

CONSENT CALENDAR:

CAMP MOVED TO APPROVE THE CONSENT CALENDAR INCLUDING THE MINUTES FROM APRIL 13, 2016 AND PROCLAMATION – MAY 2016 WATER SAFETY MONTH, MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL.

Richardson and Sandquist relinquished their seats as Councilmembers.

NEWLY ELECTED OFFICIALS:

A. Swearing In of Town Council Members

Michele Miller, Town Clerk, swore in the 2016 newly elected Council Members; JoAnne Nadalin, Tanya Shattuck and Bob Kieber (four year terms) and Russ Camp (two year term).

B. Appointment of Mayor Pro Tem

NADALIN MOVED TO ELECT PEGGY LONG AS THE MAYOR PRO TEM, TO SERVE UNTIL THE TOWN COUNCIL MEETING FOLLOWING THE NEXT REGULAR TOWN COUNCIL ELECTION. MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL.

Butler commented on Peggy Long's extensive tenure of volunteerism in Silverthorne.

PUBLIC PRESENTATIONS:

Highway 9 Presentation

Larry Lunceford, Neils Lunceford, thanked Council for their past \$70,000 donation, it was the catalyst for other entities to contribute. He introduced Larry Banman.

Larry Banman reviewed the history of the project, proposed improvements, funding breakdown, letters of support, 2015 accomplishments, what is next, and the benefits of the project.

Council discussed the success of the project and thanked Mr. Jones for his substantial contribution.

Handyside invited everyone to the Middle Park Fair, Centennial Year. August 10-14, 2016.

PUBLIC HEARINGS:

A. Ordinance 2016-04; a 2016 Appropriations Ordinance, 2nd Reading

Ryan Hyland, Town Manager, presented Ordinance 2016-04 for Council's consideration. He reviewed the staff memo dated April 17, 2016.

Public hearing opened, no comment, public hearing closed.

LONG MOVED TO ADOPT ORDINANCE NO. 2016-04 ON SECOND READING, AN ORDINANCE AMENDING THE 2016 BUDGET AS PRESENTED. MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL.

ACTION ITEMS:

A. Resolution 2016-12; a Resolution Accepting an Easement for an Existing Boulder Retaining Wall on Kestrel Lane

Bill Linfield, Public Works Director, presented Resolution 2016-12 to Council for consideration. He reviewed the history of the property owner's request. The Resolution would allow the Town to accept an easement from the owners of Lot 1, Fox Valley Ranch at Three Peaks and of Tract D, Replat of Golf Tract D, Eagle's Nest Golf Course Subdivision #6 for the purpose of maintaining an existing boulder retaining wall for Kestrel Lane. The majority of the wall is located in Kestrel Lane ROW and the owners have requested and the Town is willing, to provide maintenance for small portions of the wall that encroaches on the two parcels of private property.

Mire asked that a Tabor Provision be included in the agreement.

NADALIN MOVED TO APPROVE RESOLUTION NO. 2016-12 ACCEPTING AN EASEMENT, IN A FORM APPROVED BY THE TOWN ATTORNEY, FOR AN EXISTING BOULDER RETAINING WALL ALONG KESTREL LANE. MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL

B. REPLAT – A REPLAT OF THE COMMON ELEMENT, PART OF LOT 1, EIGHTH AMENDMENT TO THE CONDOMINIUM MAP – THE PONDS AT BLUE RIVER.

Mark Leidal, Assistant Town Manager, presented the applicant's request for a Replat in order to acquire 106 square feet of HOA common area and add to his existing Limited Common Element to accommodate a hot tub.

NADALIN MOVED TO APPROVE REPLAT – A REPLAT OF THE COMMON ELEMENT, PART OF LOT 1, EIGHTH AMENDMENT TO THE CONDOMINIUM MAP – THE PONDS AT BLUE RIVER. MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL.

DISCUSSION ITEMS:

Summer Concert Series

Rob Deverna, Pavilion Events Manager, gave a verbal update to Council on the Summer July Concert Series to be held July 9, 16, 23 and 30th.

Council and staff discussed the Summer Concert Series.

INFORMATIONAL:

A. February 2016 Sales Tax Review

KIEBER MOVED TO ADJOURN. MOTION SECONDED. MEETING ADJOURNED AT 7:15 P.M.

BRUCE BUTLER, MAYOR

ATTEST

MICHELE MILLER, TOWN CLERK

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

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Town of Silverthorne
Council Agenda Memorandum

TO: Mayor Bruce Butler and Town Council
THRU: Ryan Hyland, Town Manager
FROM: Susan Schulman, Executive Assistant to the Town Manager 
DATE: May 5, 2016 for meeting of May 10, 2016
SUBJECT: **Cycle Silverthorne Bike Month June 2016 Proclamation**

SUMMARY: SPORT Committee Members request that the Mayor proclaim June 2016 as Cycle Silverthorne Bike Month

Cycle Silverthorne Bike Month Proclamation

WHEREAS, for more than a century the bicycle has been a utilitarian, economical, environmentally sound and effective means of personal transportation, recreation and fitness, and

WHEREAS, Silverthorne, Colorado encourages the use of bicycles as a means of transportation and endeavors to promote safe and responsible bicycling, and

WHEREAS, Silverthorne, Colorado encourages the use of the bicycle, benefiting all citizens of Silverthorne by improving air quality, reducing traffic congestion and noise, decreasing the use of and dependence upon energy sources, and fostering exercise, and

WHEREAS, the Silverthorne Town Council and the Mayor encourage all citizens to ride their bicycles to work, to the store, to the park, around their neighborhood and with friends and family to promote the personal and societal benefits achieved from bicycling,

Now, therefore, I, Bruce Butler, Mayor of Silverthorne, Colorado, do hereby proclaim the month of June 2016 as "Cycle Silverthorne" Bike Month in the Town of Silverthorne.

Silverthorne, Colorado is proud to designate June 2016 as "Cycle Silverthorne Month"

Town of Silverthorne
Council Agenda Memorandum

TO: Mayor and Town Council
FROM: Ryan Hyland, Town Manager 
DATE: May 2, 2016 for meeting of May 11, 2016
SUBJECT: Council Committee Assignments

SUMMARY: Each year the Town Council reviews its board and committee assignments to external organizations, civic associations, internal committees and advisory committees. On an annual basis the Council designates the assignments for the coming year. This list also includes staff member designations.

BACKGROUND: The committee assignments are traditionally addressed after April of each year due to the municipal election timing, which is every other year. Town Council is scheduled to review all the assignments at their Work Session on May 10, 2016. This memo anticipates that action and holds a place on the May 11, 2016 Town Council agenda for formal approval of the assignment list.

PROPOSED MOTION: I move to approve the 2016 Town Council Board Assignments, as discussed assigned during the May 10, 2016, Work Session.

ATTACHMENTS:

- 1) Town Council Board Assignments for 2016. (*To be distributed upon conclusion of the May 10, 2016, Work Session.*)
- 2) List of Committees with brief descriptions of purpose.

Arts and Culture Advisory Board – This board was called for in the Town’s 2016 Arts and Culture Strategic Plan and created via Ordinance in May 2016. The board will assist the Town in implementing the strategic plan. The Silverthorne Arts and Culture Plan seeks to open the door to the widest possible interpretation of culture and cultural events, with the goal of creating a place where those who live, work, and play have the opportunity to build a shared culture together.

C.A.R.E. Council – (Community Accessing Resources Effectively) Part of Summit County Government. Note: requires formal appointment.

CARE Council PURPOSE: To promote, streamline, and facilitate development and maintenance of services for children, youth, seniors and families in Summit County.

CARE Council FUNCTIONS:

Advise the Board of County Commissioners in matters related to the delivery of health and human services to the children, youth and families of Summit County

Strategic planning to guide public and private investment in development and maintenance of the system for delivering health and human services to the children, youth, and families of Summit County and to identify priority areas for broad-based community action.

Coordination and facilitation of mechanisms for information dissemination, program planning, and program evaluation in order to promote efficient and effective delivery of health and human services in Summit County.

Advocacy regarding local, state, and national policy affecting children, youth, and families in Summit County.

Organization capacity-building to ensure sustainability of an effective and efficient, public-private system for delivering health and human services.

Citizen Advisory Committee - The Citizens' Advisory Committee assists the Police Chief in defining, reviewing and making recommendations to the Council on matters related to public safety. Committee members also act as volunteers for police department activities. Town of Silverthorne entity.

Clinton Ditch & Reservoir Company – Non Profit group based in Frisco whose purpose is to acquire water rights, build and maintain a water storage system. The Town of Silverthorne is a small shareholder and owns water rights in the Clinton Reservoir. Note: requires formal appointment

Club 20 - CLUB 20 is a coalition of individuals, businesses, tribes and local governments in Colorado's 22 western counties. The group is organized for the purpose of speaking with a single unified voice on issues of mutual concern. Its activities include marketing and advertising, public education, promotion, meetings and events and political action. CLUB 20 is the "Voice of the Western Slope".

CMC Advisory Committee – Part of the Academic Affairs Department. Building community partnerships is a core part of CMC’s mission.

Colorado Municipal League (CML) - The Colorado Municipal League is the leading nonpartisan resource for municipal officials in Colorado. CML is dedicated to supporting

municipal leadership and development through a variety of relationships and partnerships. CML provides high quality resources and services that empower municipal governments to sustain strong, healthy, and vibrant cities and towns. CML represents Colorado cities and towns collectively through its advocacy, membership services, training, and research efforts. CML strives to continuously improve and seeks to identify additional resources, programs, and outreach efforts for its membership.

CML Policy Committee - The CML Policy Committee is a standing committee that develops the League's legislative program. The membership is composed of representatives from each member municipality, CML sections, and district presidents.

Colorado Association of Ski Towns (CAST) - The Colorado Association of Ski Towns is an organization of 26 municipalities and four counties whose economies are largely dependent upon the ski industry and tourism. Members include the mayors, managers and council members of the resort towns. The Association was formed in part to recognize that resort communities face unique challenges in providing municipal services to residents and visitors.

Economic Development Advisory Committee (EDAC) - EDAC is a community based advisory group that studies economic issues and makes recommendations to the Silverthorne Town Council. EDAC was formed to assist the Silverthorne Town Council in their efforts to enhance and improve the business climate and economy in the Town of Silverthorne. There are eleven citizen members appointed to serve two year staggered terms. Town of Silverthorne entity.

I-70 Coalition - In January 2004, more than 30 political jurisdictions formalized the I-70 Coalition by adopting an intergovernmental agreement to address transportation issues along the I-70 mountain corridor and to specifically respond to the Draft I-70 Central Mountain Transportation Corridor Programmatic Environmental Impact Statement (PEIS) issued by the Colorado Department of Transportation (CDOT).

Mission: "To enhance public accessibility and mobility in the I-70 Central Mountain Corridor and adjoining dependent counties and municipalities through the implementation of joint public & private transportation management efforts."

Joint Sewer Authority - The Town directs the Joint Sewer Authority (JSA) to provide a high quality wastewater collection and treatment system that consistently provides higher quality service and treatment than is required by local, State and Federal standards and that meets the future needs of the community. Operations include daily process and effluent testing, preventative maintenance of equipment, changes to the operating parameters of the plant to optimize the treatment process, and self-monitoring reporting to the appropriate State and Federal agencies. Town of Silverthorne entity.

Mayors, Managers & Commissioners – Monthly meeting of Summit County's Mayors, Managers and Commissioners to discuss topics relevant to our Towns and County.

Non-Profit Grant Request Committee - The Town of Silverthorne is proud to be able to support our local nonprofits through a yearly grant process. Any nonprofit seeking support from the Town of Silverthorne must apply through the annual county-wide grant program, including in-kind use of Town facilities such as the Rec Center, Parks and the

Pavilion. The grant deadline is generally in late August of each year, for funding the following year.

NWCCOG - Northwest Colorado Council of Governments (NWCCOG) is a voluntary association of county and municipal governments that believes in the benefits of working together on a regional basis. NWCCOG serves 26 member jurisdictions in a 5-county region of northwest Colorado. *Note: The Town is not currently a member of NWCCOG.*

Personnel Committee - Town employee committee which reviews personnel policies. Town of Silverthorne entity.

Policy Board for Communications Center - Summit County Communications Center (SCCC) Located in Frisco, Colorado, the SCCC is the regional 9-1-1 dispatch center that provides emergency communications services to all of Summit County, Colorado. Responsible for answering emergency 9-1-1 calls and dispatching the appropriate public safety resources to the emergency scene. We are also responsible for radio and other communications for most public safety departments in Summit County including SC ALERT.

Recycling Task Force - Newly created task force to study landfill recycling needs and zero waste strategies; part of the Summit County Government. *Note: This Committee is not active at this time.*

Schmidt Scholarship Committee (Class of 2017) - The Town of Silverthorne is proud to support our local graduating seniors through the Schmidt Scholarship Program. Scholarships are awarded at the Annual Local Scholarship Presentation Night in April of each year at Summit High School.

All Applicants must be a graduating senior who lives in the Town of Silverthorne town limits. Town boundaries do not include Wildernest, Mesa Cortina, North Forty, Ruby Ranch, Hamilton Creek and certain areas of Ptarmigan Estates.

SPORT Committee - Being an Advisory Committee to the Silverthorne Town Council, SPORT's main purpose is to review, plan, organize volunteers, and make recommendations on the best use of the Lodging Tax monies to the Town Council, using the Silverthorne Parks, Trails, and Open Space Master Plan as their guide. Town of Silverthorne entity.

Summit County Telecommunications Consortium (SCTC) - Summit County Television Channels 10 and 22 were established to provide County residents with a constant connection to the activities and services of their government. These stations are a presentation of the Summit County Telecommunications Consortium. SCTV 10/22 are designated Educational and Governmental Access Channels. Our mission is to provide the citizens of Summit County with pertinent and useful information.

Summit County Wildfire Council - Colorado State University, U.S. Department of Agriculture and Summit County Extension programs available to all without discrimination. Extension administers the Summit County Wildfire Council, comprised of representatives from the United States Forest Service, Colorado State Forest Service, local fire protection districts, towns and citizen representatives from each of the four river basins. Part of Summit County Government.

Summit Combined Housing Authority (SCHA) – Assists the residents of Summit County and the surrounding areas with their housing needs, unique to a seasonal, tourism driven community.

Summit Stage Transit Board – Monitors the Summit Stage which provides scheduled, fixed-route buses, and advance reservation para-transit service since 1977. Part of Summit County Government.

Transit and Revenue PLT – CDOT -

Water Strategy Committee - Town of Silverthorne entity, but works with other water related groups such as Clinton Ditch, West Slope Colorado Water Plan, NWCCOG QQ, etc. on matters related to water such as ODR, water flow etc.

NWCCOG Water Quality and Quantity (QQ) - The Water Quality and Quantity Committee (QQ) comprises municipalities, counties, water and sanitation districts, and conservancy districts in the headwaters region of Colorado located in Grand, Summit, Eagle, Pitkin, Park and Gunnison counties. The Colorado River Water Conservation District is also a QQ member. The Board is made up of elected and appointed officials from member jurisdictions.

QQ's purpose is to facilitate and augment the efforts of member jurisdictions to protect and enhance the region's water quality while encouraging its responsible use for the good of Colorado citizens and the environment.

QQ monitors water development activities and participates in legislative and administrative proceedings that affect water quality or quantity in the basin of origin. QQ Committee meetings operate as a forum for policy formulation and strategic decision-making by QQ Committee members.

QQ staff provides members with legislative monitoring, water quality information, litigation and rulemaking support, trans-mountain diversion oversight, and related technical assistance to further intergovernmental cooperation, and increase political clout with state and federal agencies.

*Require Formal Appointment

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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: May 3, 2016 for meeting of May 11, 2016
SUBJECT: Liquor license renewal for Local Authority Consideration

SUMMARY:

The Liquor Board is asked to approve the liquor license renewals for The Mint, Silverthorne Pavilion and Target.

BACKGROUND:

A. The Mint Country Club – Renewal of Hotel Restaurant Liquor License

The applicant has submitted a renewal application for The Mint. The background investigation completed by the Police Department is attached. The Police Department has verified that all the employees who sell or serve liquor have successfully completed an alcohol program. The Police Department recommends renewal of the liquor license.

B. Silverthorne Pavilion – Renewal of Tavern Liquor License

The applicant has submitted a renewal application for the Silverthorne Pavilion. The background investigation completed by the Police Department is attached. The Police Department has verified that all the employees who sell or serve liquor have successfully completed an alcohol program. The Police Department recommends renewal of the liquor license.

C. Target Store T-1525 – Renewal of 3.2% Retail Beer Liquor License (Off Premise)

The applicant has submitted a renewal application for Target. The background investigation completed by the Police Department is attached. The Police Department has verified that all the employees who sell liquor have successfully completed Target's computerized training program. 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 applications. 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:

- THE MINT COUNTRY CLUB – RENEWAL OF HOTEL RESTAURANT LIQUOR LICENSE
- SILVERTHORNE PAVILION – RENEWAL OF TAVERN LIQUOR LICENSE
- TARGET STORE T-1525 – 3.2% RETAIL BEER LIQUOR LICENSE RENEWAL

ATTACHMENTS:

Liquor license renewal application and Police Department memo.

MANAGERS COMMENTS:



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

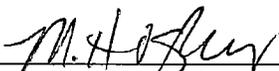
DATE: May 4, 2016
TO: Michele Miller
FROM: Officer Anne Baldwin
SUBJECT: Background check for hotel and restaurant liquor license, including malt, vinous and spirituous beverages for the Mint

The Mint has not had any liquor-related incidents this past year.

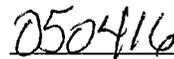
Based on the background information of the Silverthorne Police Department, we do not have any objections to the approval of this liquor license.

I have verified all liquor-serving employees of the Mint have successfully completed their required TIPS training. Their certifications are attached.

Reviewed by



Acting Chief of Police
Misty Higby



Date

**RETAIL LIQUOR OR 3.2 BEER
 LICENSE RENEWAL APPLICATION**

Fees Due	
Renewal Fee	\$500.00
Storage Permit \$100 x _____	_____
Optional Premise \$100 x _____	_____
Related Resort \$75 x _____	_____
Amount Due/Paid	

MINT COUNTRY CLUB THE
 PO BOX 516
 SILVERTHORNE CO 80498-0516

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 MINT COUNTRY CLUB INC THE		DBA MINT COUNTRY CLUB THE		
Liquor License # 05252640000	License Type Hotel & Restaurant (city)	Sales Tax License # 05252640000	Expiration Date 7/15/2016	Due Date 5/31/2016
Operating Manager THOMAS J. Ricci	Date of Birth 08/29/1946	Home Address P.O. Box 1484 - Vail, CO 81658 (2576 DAVOS TR VAIL, CO 81658)		
Manager Phone Number 970-376-4624	Email Address tricci@vail.net			
Street Address 341 BLUE RIVER SILVERTHORNE CO 80498-9999				Phone Number 970-668-5247
Mailing Address PO BOX 516 SILVERTHORNE CO 80498-0516				

- 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 _____
- Since the date of filing of the last 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.
- Since the date of filing of the last 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
- Since the date of filing of the last 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
- 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

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 THOMAS J. Ricci	Title owner
Signature <i>TJ Ricci</i>	Date 7/1/16

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



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

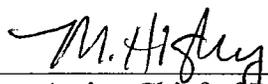
DATE: May 3, 2016
TO: Michele Miller
FROM: Officer Anne Baldwin
SUBJECT: Background check for tavern license renewal application, Silverthorne Pavilion.

The Silverthorne Pavilion has not had any alcohol-related incidents on or around the Pavilion property this past year.

The employees who work the Silverthorne Pavilion events are all TIPS certified.

Based on the background information of the Silverthorne Police Department, we do not have any objections to the approval of this Liquor License and 3.2% Fermented Malt Beverage application.

Reviewed by



Acting Chief of Police
Misty Higby



Date

**RETAIL LIQUOR OR 3.2 BEER
 LICENSE RENEWAL APPLICATION**

Fees Due	
Renewal Fee	\$500.00
Storage Permit \$100 x _____	_____
Optional Premise \$100 x _____	_____
Related Resort \$75 x _____	_____
Amount Due/Paid	

SILVERTHORNE PAVILION
 PO BOX 1309
 SILVERTHORNE CO 80498

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

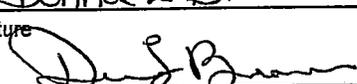
RETURN TO CITY OR COUNTY LICENSING AUTHORITY BY DUE DATE

Licensee Name TOWN OF SILVERTHORNE		DBA SILVERTHORNE PAVILION		
Liquor License # 4704390	License Type Tavern (city)	Sales Tax License # 005086440000	Expiration Date 6/18/2016	Due Date 5/4/2016
Operating Manager E. Blair McBarry	Date of Birth 4-1-81	Home Address 738 Canyon Dr. #E Frisco Co 80443		
Manager Phone Number 970-262-7304		Email Address townclerk@silverthorne.co		
Street Address 400 BLUE RIVER PARKWAY SILVERTHORNE CO 80498				Phone Number (970) 262 7304
Mailing Address PO BOX 1309 SILVERTHORNE CO 80498				

- 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 _____
- Since the date of filing of the last 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.
- Since the date of filing of the last 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
- Since the date of filing of the last 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
- 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

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 Donna L Braun	Title Finance Director
Signature 	Date 5/3/16

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



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

DATE: May 3, 2016
TO: Michele Miller
FROM: Officer Anne Baldwin
SUBJECT: Background check for 3.2% beer retail renewal license application, Target Corporation

Target Corporation is renewing their 3.2% off-premises beer license. Target has not had any liquor violations since they started selling beer in 2010.

Full time Target employees over the age of 21 are required to complete corporate liquor liability training. Target's cash register computers prevent any under-21 and untrained personnel from completing a liquor transaction. These employee training records are attached. The cash register computers also prevent anyone of any age who fails to provide a valid driver's license or state-issued ID card from purchasing alcohol as the scanners require a magnetic strip or license number to complete the transaction.

Target's computerized training is consistent with TIPS or ServSafe training which is mandated by TOS 2-8-18, *Education requirements*. Their computerized training was approved by the Silverthorne Liquor Board in 2010.

Based on the background information of the Silverthorne Police Department, we don't have any objections to the approval of this 3.2% beer retail license application.

Reviewed by



Chief of Police
Mark Hanschmidt



Date

**RETAIL LIQUOR OR 3.2 BEER
 LICENSE RENEWAL APPLICATION**

Fees Due	
Renewal Fee	\$500.00
Storage Permit \$100 x _____	_____
Optional Premise \$100 x _____	_____
Related Resort \$75 x _____	_____
Amount Due/Paid	

SILVERTHORNE PAVILION
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 SILVERTHORNE CO 80498

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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 Donna L Braun	Title Finance Director
Signature 	Date 5/3/16

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 Agenda Memorandum

TO: Mayor and Town Council
THRU: Ryan Hyland, Town Manager *RH*
Mark Leidal, Assistant Town Manager *ML*
FROM: Greg Roy, Planner I *GR*
DATE: May 4, 2016, for the meeting of May 11, 2016
SUBJECT: Mack CUP for a Single Apartment – 901 Rainbow Drive, Lot 76, Blue River Mesa, Subdivision #2 (PT2016-11)

SUMMARY: The applicant is requesting approval of a Conditional Use Permit (CUP) to allow for a Single Apartment in the R-2 Residential Zone District.

BACKGROUND: In July of 2015 a building permit for the house was received to add a second story to the home and increase the square footage of the first floor.

PREVIOUS COUNCIL ACTION: The Town Council approved the second filing of the Blue River Mesa Subdivision, which created the subject property, in September of 1963.

STAFF DISCUSSION: This application meets all the staff recommended conditions.

PLANNING COMMISSION RECOMMENDATION: The Planning Commission, by a vote of 4-0, recommends approval of the Mack Conditional Use Permit for a Single Apartment located at 901 Rainbow Drive, with the following conditions:

1. The CUP for a Single Apartment is being issued to the applicant and is nontransferable. If the applicant's ownership of the subject property terminates so will the CUP for a Single Apartment.
2. The applicant is required to make one of the units his primary residence on a continuous basis.
3. The applicant is required to provide to Staff documented proof of residency, such as utility bills and voter registration, within six (6) months of the Certificate of Occupancy of the house.
4. Neither the single apartment nor the primary residence may be rented or leased for a term of less than six (6) consecutive months. The applicant shall provide Staff with the most current lease on a regular basis to ensure compliance with this condition.
5. No additional renting of individual rooms is permitted.
6. The applicant is required to pay the appropriate System Development Fees to cover the costs of adding the new single apartment to the Town's utilities.

Proposed Motion: "I move to approve the Mack Conditional Use Permit for a Single Apartment located at 901 Rainbow Drive, in the R-2 Zone District, with the Planning Commission's recommended conditions."

Town of Silverthorne
Town Council Agenda Memorandum

ATTACHMENTS:

Staff Report and Exhibits

MANAGER'S COMMENTS:

Town of Silverthorne, Colorado
Town Council Staff Report

From: Greg Roy, Planner I *GR*

Through: Mark Leidal, Assistant Town Manager *ML*

Date: May 4, 2016, for the meeting of May 11, 2016

Subject: Conditional Use Permit for a Single Apartment

Owner: KAM Properties, LLC (Kyle Mack as a Member)

Applicant: Kyle Mack

Proposal: The applicant is requesting approval of a Conditional Use Permit (CUP) to allow for a Single Apartment in the R-2 Residential Zone District.

Address: 901 Rainbow Drive

Legal Description: Lot 76, Blue River Mesa Subdivision #2

Site Area: 23,056 square feet (0.5293 acres)

Zone District: R-2 Residential Zone District

Site Conditions: Previously developed, currently under development for a new addition.

Adjacent Uses:

North:	Lot 77, Blue River Mesa Subdivision #2 (R-2)
South:	Lot 75, Blue River Mesa Subdivision #2 (R-2)
East:	Lot 44, Blue River Mesa Subdivision #1 (R-2)
West:	Lot 72, Blue River Mesa Subdivision #2 (R-2)

PREVIOUS COUNCIL ACTION: The Town Council approved the second filing of the Blue River Mesa Subdivision, which created the subject property, in September of 1963. The original single family residence on the property was constructed in 1976.

BACKGROUND: In July of 2015 a building permit for the house was received to add a second story to the home and increase the square footage of the first floor.

STAFF COMMENTS: Conditional Uses are allowed when Planning Commission and Town Council find that the criteria set forth in Town Code Section 4-4-19 (d) are met. Single Apartments are permitted in the R2 Zone District with a Conditional Use Permit. Below are the criteria for evaluation of Conditional Use Permits.

1. Whether the proposed use or development otherwise complies with all requirements imposed by this Chapter.

The property is located within the R-2 Zone District. The approved plans for the single family residence meets all the zoning requirements in regards to minimum lot size, maximum lot coverage, building height, and setbacks. The applicant has indicated that there is sufficient parking for the single family home and the single apartment. The site has been approved with adequate landscaping, snow storage, and lighting. There are no changes proposed to the site or the building exterior with this application. As such, Staff finds that this criterion is met.

2. Whether the proposed use or development is in conformance with the Town's Comprehensive Plan.

Staff finds that the following Comprehensive Plan policies apply to the proposed Conditional Use Permit:

Policy LU 3.4 – Foster diversity and flexibility in housing types.

Staff finds that the proposal meets the housing goals set forth in the Town's Comprehensive Plan by adding a unit of density for possible long term rental. Staff finds that this criterion is met.

3. Whether the proposed use or development is compatible with adjacent uses. Such compatibility may be expressed in appearance, architectural scale and features, site design, and the control of any adverse impacts, including noise, dust, odor, lighting, traffic, safety and impact on property values of the surrounding area.

Adjacent to this property are single family residences. Staff finds that since the single apartment will be located inside the structure being built, it is compatible with adjacent uses and exhibits the appearance, architectural scale, and general design qualities indicative of the immediate area. Staff does not anticipate that there will be any discernible adverse impacts such as noise, dust, odor, lighting, traffic or safety issues. This criterion is met.

4. Suitability of location for the use or development.

The R-2 Zone District is a suitable area for a 'Single Apartment' meeting all the relevant criteria for Conditional Use Permits and Single Apartments. The surrounding land uses are single family residences at an average density of 2 units per acre. Staff finds that this criterion is met.

5. History of compliance by the applicant with the requirements of this Code and prior conditions, if any, regarding the subject property.

There is no record or history of any conflict or lack of compliance by the applicant. Staff finds that this criterion is met.

6. Ability of the applicant or any successor-in-interest to continuously meet the conditions of the proposed permit.

The applicant understands that conditions will be imposed as part of an approved CUP, and he is willing to meet any conditions of approval made part of granting the proposed CUP. Staff finds that this criterion is met.

7. Other factors relevant to the specific application.

Conditional Use Permits for Single Apartments are also required to meet the criteria detailed in Section 4-4-21. Compliance with those criteria is evaluated below.

Single Apartment Review Criteria: Town Code Section 4-4-21 states, in part, that "Single Apartments may be allowed as a Conditional Use within an existing detached single-family dwelling unit or as an integral part of a detached garage." The Planning Commission and Town Council shall consider allowance of a Single Apartment using the following requirements:

1. Submission of a site plan and floor plan which meet Town zoning, site plan and building permit requirements.

Staff has determined that the site and floor plans are sufficient to review the proposed CUP for a Single Apartment. There are no modifications to the exterior of the subject property proposed with the single apartment use. The interior of the structure has proposed changes. There is a kitchen addition which would be added to the "living room" area in the single apartment.

2. Evidence that sufficient parking will be available for both the current occupants of the single-family residence and the future occupants of the Single Apartment.

Staff finds that sufficient parking is available for the proposed single apartment and single family residence.

3. Payment of the prevailing system development fees sufficient to cover the addition of the apartment to the water and sewer system.

The applicant has been made aware of the likely fees associated with the proposed single apartment and has indicated a willingness to pay these fees.

4. A Single Apartment shall not exceed 33% of the floor area of the existing structure.

The subject single apartment is comprised of floor area equivalent to approximately 21.4% of the structure.

5. The apartment must be built within the footprint of the existing structure, or if

the Single Apartment is proposed as a secondary part of the primary structure not yet constructed, such use shall not be allowed unless the proposed Single Apartment complies with all the other requirements of the Code and is so designed as to be wholly within the outer dimensions of the primary residence and to share a common floor or ceiling with the primary structure.

The single apartment is proposed within the footprint of the structure.

6. ***Any single-family residence to which a Single Apartment is added may not rent any individual room or rooms in either the primary or secondary residence without first applying to the Town for a CUP permitting a boarding or rooming house.***

Staff recommends that this requirement be addressed as a condition of the CUP.

7. ***Any lease of a Single Apartment shall be for a minimum term of six (6) months.***

Staff recommends that this requirement be addressed as a condition of the CUP.

8. ***The owner of the residence must establish and maintain continuous residency in either the primary residence or the single apartment. Continuous residency shall mean that the owner resides in the unit as his or her primary residence, as documented by driver's license and registration, voter registration, utility payments and other relevant indicators.***

Staff recommends that this requirement be addressed as a condition of the CUP.

PLANNING COMMISSION RECOMMENDATION: The Planning Commission, by a vote of 4-0, recommends approval of the Mack Conditional Use Permit for a Single Apartment located at 901 Rainbow Drive, with the following conditions:

1. The CUP for a Single Apartment is being issued to the applicant and is nontransferable. If the applicant's ownership of the subject property terminates so will the CUP for a Single Apartment.
2. The applicant is required to make one of the units his primary residence on a continuous basis.
3. The applicant is required to provide to Staff documented proof of residency, such as utility bills and voter registration, within six (6) months of the Certificate of Occupancy of the house.
4. Neither the single apartment nor the primary residence may be rented or leased for a term of less than six (6) consecutive months. The applicant shall provide Staff with the most current lease on a regular basis to ensure compliance with this condition.
5. No additional renting of individual rooms is permitted.
6. The applicant is required to pay the appropriate System Development Fees to cover the costs of adding the new single apartment to the Town's utilities.

Suggested Motion: *"I move to approve the Mack Conditional Use Permit for a Single Apartment located at 901 Rainbow Drive, in the R-2 Zone District, with the Staff recommended conditions."*

Should the Town Council find that the conditional use permit for a Single Apartment is not appropriate and does not meet the Code requirements, Staff recommends the following alternative motion:

Alternative Motion: *"I move deny approval of the Mack Conditional Use Permit for a Single Apartment located at 901 Rainbow Drive, in the R-2 Zone District, with the finding that it does not meet Town Code Section 4-4-21."*

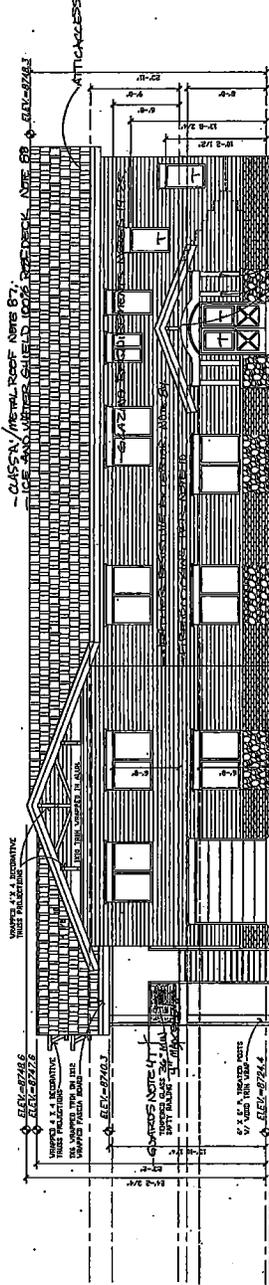
EXHIBITS:

EXHIBIT A – Site Plan

EXHIBIT B – Elevations

EXHIBIT C – Floor Plans

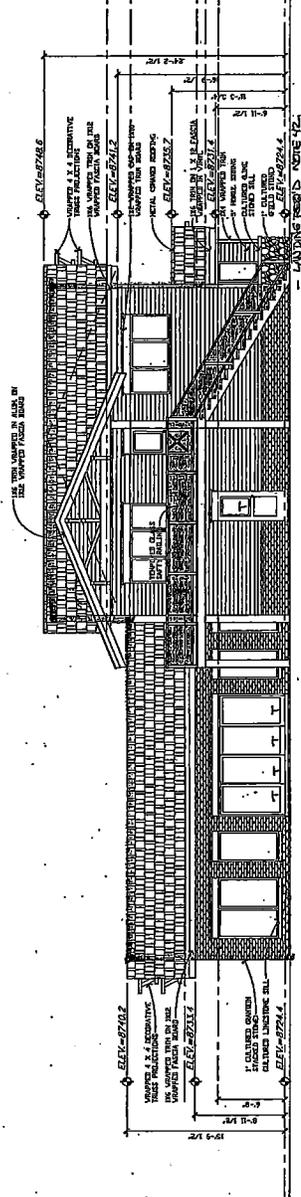
Exhibit B



WEST VIEW ELEVATION
2015-11-14

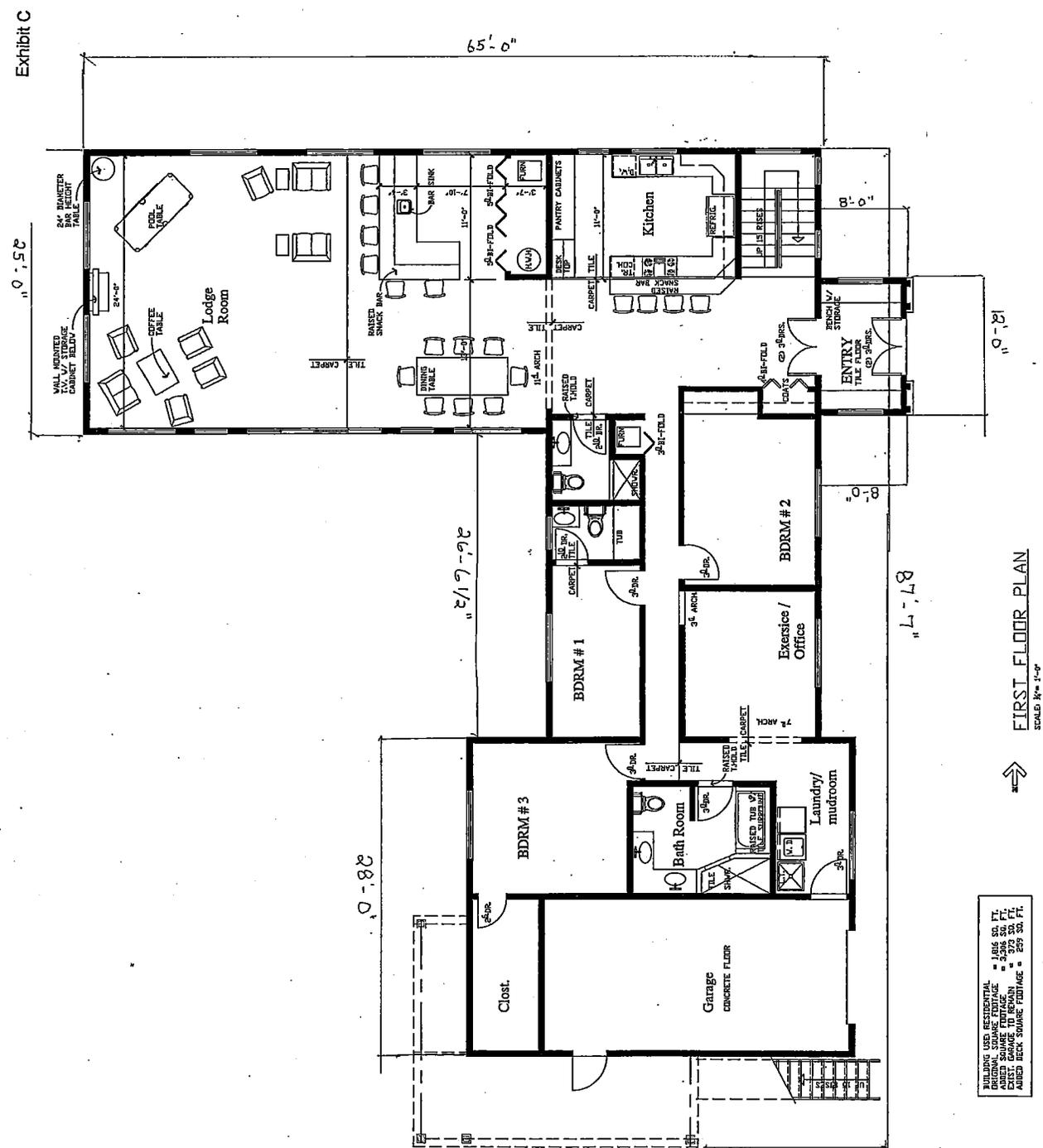
WIND CALCULATION
FROM WIND ENGINEERING
SAIL - 8000 + 100 FT

- 2015 ENERGY CODE (RESIDENTIAL)
 MINIMUM INSULATION REQUIREMENTS
 - MINIMUM INSULATION VALUES PER NOTE 124
 - EXTERIOR WINDOWS AND GLAZED DOORS MAX .75 U-FACTOR, NOTE 125
 - AIR LEAKAGE NOTE 126
 - PRECAUTIONS INDICATED NOTES 127-28
 - X-SPRAY FOAM INSULATION REQUIRES AN EES REPORT, NOTE 134



SOUTH VIEW ELEVATION
2015-11-14

Exhibit C



BUILDING USED RESIDENTIAL
 FINISHES TO REMAIN
 ADDED SQUARE FOOTAGE = 2,596 SQ. FT.
 FINISHES TO REMAIN
 ADDED BENCH SQUARE FOOTAGE = 279 SQ. FT.

FIRST FLOOR PLAN
 SCALE 3/8" = 1'-0"

FN-1	15-02	MACK RESIDENCE	FIRST FLOOR FURNITURE PLAN	 DeVaut Designs Architectural design & planning 10000 15th Street, Suite 100 Denver, CO 80232 Phone: 303.733.1111 Fax: 303.733.1112
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Town of Silverthorne
Council Agenda Memorandum

TO: Mayor and Town Council
THRU: Ryan Hyland, Town Manager *RH*
Mark Leidal, Assistant Town Manager *ML*
FROM: Melody Hillis, Planning Commission Secretary *MH*
DATE: May 4, 2016, for meeting of May 11, 2016
SUBJECT: Appointment of Planning Commissioners

SUMMARY: The Planning Commission currently has three regular member vacancies on the Planning Commission and up to two alternate positions. This is due to the election of two regular Planning Commissioners being appointed to the Town Council, and one vacancy due to the removal of another Planning Commissioner in December, 2015.

BACKGROUND: This is the list of the current Planning Commissioners and their term expiration dates:

Susan Byers	July 2018	Brian Wray	July 2016
Jenny Gloudemans	July 2018	Donna Pacetti	July 2017

DISCUSSION: Staff received five letters of interest: Glen Anderson, Janice Barringer, Mike Bohlender, Nancy Lindblade, Jessica Nelsen, Timothy Nolan, and Jennifer Stachelski.

Staff advertised Planning Commission vacancies on Facebook, in the Town Manager's Update and on the Town Website starting April 5, 2016 and in the Summit Daily News.

DISCUSSION: Interviews of the candidates were held on May 10th, at 5:00 p.m. at a Special Meeting in the Town Council Chambers.

STAFF RECOMMENDATION: The Community Development Department recommends that the Town Council appoint three regular Planning Commissioners with terms to expire in July, 2019.

PROPOSED MOTION: "I move to appoint _____ to the Planning Commission with a term to expire in July, 2019."

"I move to appoint _____ to the Planning Commission as an alternate(s) with a term to expire in July, 2017".

MANAGER'S COMMENTS:

Planning Commission Vacancy

This letter is to inform the Town Of Silverthorne of my interest in applying for the position of Planning commission vacancy that exists at this time. I have lived in the town for 28 Years and have seen many changes in the area and have also worked for Excel energy installing gas lines to residential and commercial builds within Summit Grand Eagle and Lake Counties. This has given me the incite of what has been allowed in each area and how the process of building permits and their requirements in each area is different in fact of how there building is to be built and outside requirements needed to make there building blend into the towns expectations. I have also been in and out of building houses and small commercial businesses throughout my carrier as my father was in construction for his carrier as well. I would like to put my name in the hat for this position as I am now retired from Excel energy for the past two years and have some time on my hands that would like to be productive ~~in~~ some way other than home projects fishing and playing around. With this all being said I would be interested in putting in some time with the town and being within walking distance to the center would make it easy to attend your bi monthly meetings for the job. Thank you for considering me for this position.

Respectfully Glen Anderson (970)262-1147) 448 Cascade Cr. P.O. Box71



e-mail: gcandy@g.com

Letter of Interest

To: Town of Silverthorne

From: Janice Barringer

Re: Town of Silverthorne Planning Commission

Date: May 2, 2016

It is with excitement that I write to you about my interest in becoming a member of the Town of Silverthorne Planning Commission.

My husband and I have owned real estate and have been part-time residents of Summit County since 1996. In 2010 we purchased a townhome in Silverthorne and we moved full-time to Silverthorne in 2015. We hope to live in Silverthorne for the rest of our lives.

We are excited about our new home for many reasons, one of them being the commitment the Town of Silverthorne staff, Planning Commission and Town Council have demonstrated on several occasions. In Silverthorne, I have discovered many dedicated, open-minded people who want the best for Silverthorne and its residents.

My passion since graduate school has been the impact that land use policy can have on all our lives. I studied urban and regional planning because I believe that people who make land use decisions can and do have a significant impact on all residents in an area, whether the residents are aware of it or not. For a significant portion of my career, I have participated in land use and environmental planning, including planning for several counties in Colorado, the State of Colorado and U.S. government agencies.

I believe that thoughtful consideration by the Planning Commission and Town Council of development requests in Silverthorne has improved Silverthorne as a place to live over the past several years, magnifying the natural beauty and appeal of the town.

I would like to participate in these important decisions and I believe that my academic training, professional experience and personal commitment to Silverthorne will contribute to an un-biased, thoughtful and balanced approach to the proposals and issues that will be presented to the Town of Silverthorne Planning Commission.

I look forward to talking with you about the important work you are doing and how I may participate in that work.

Janice Barringer
Silverthorne, CO
303-888-6098

Summary of Experience

Janice Barringer, an officer and principal consultant at enableWorks since 1996, has over 25 years of experience leading projects and implementing solutions in multiple industries. Her career, which began as an urban and environmental planner in 1976, has included executive management with large and small companies, project management and process development in many industries, strategic planning, organizational development and change management. She has worked in several countries, and in many industries. Representative work is summarized below.

Currently, Janice is managing a large, mission-critical project for DaVita HealthCare Partners.

Urban and regional planning

As a planner, environmental consultant and project manager, Ms. Barringer led successful multi-million-dollar projects in the United States and Asia. Ms. Barringer was responsible for the planning and delivery of large and small site selection projects, land use plans, town and county building codes and regulations, environmental impact studies, and socio-economic demographic analyses.

Clients included multiple counties of Colorado, the State of Colorado, the Town of Crested Butte, U.S. Forest Service, U.S. Department of Energy, U.S. Bureau of Indian Affairs, multiple Native American tribal councils, the World Bank, the government of Malaysia, San Diego Gas and Electric, Amax, Inc., Arizona Public Service Company, Southern Cal Edison, among others.

Executive management

Ms. Barringer has many years of executive management experience, both as internal employee and consultant. Examples include:

- Executive Advisor to Assistant Vice President of BNSF Railway.
- Vice President of software development for a \$20-million division of the software giant Sybase, Inc.
- Acting CIO of the Quizno's Corporation.
- Manager of software development for Citibank Tokyo, Japan.

Methodology development and training

Methodology and process development, training and mentoring have been a key focus of Ms. Barringer's work. In this arena, she has developed methodologies and/or training for project management, project portfolio management and governance, product development, software development, quality assurance, vendor selection and management, customer support, computer operations, facilitation and others. Janice develops and/or customizes processes with an organization and leads the implementation, guiding client staff throughout the process to recognize and support process expertise, business knowledge and innovation. By implementing these processes, she has reduced costs while increasing productivity and improving quality.

Other consulting

Ms. Barringer has assisted clients in program and project management, software development, strategic planning, vendor selection, quality assurance, customer support, operations and manufacturing processes.

Clients have included organizations in the following industries: retail, utility, banking, insurance, health services, medical device, manufacturing, telecommunications, and local, state and federal government.

Education

Master of Arts in Planning and Geographic Research Techniques, Arizona State University.

Jessica Nelsen
417 W 115th Drive
Silverthorne, CO 80498
303-931-8831
jess_nelsen@icloud.com

May 3, 2016

Mr. Hyland,
Silverthorne Town Manager
PO Box 1309
Silverthorne, CO 80498

Dear Mr. Hyland,

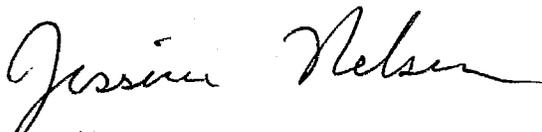
I am submitting my letter of interest for the Silverthorne Planning Commission. I have been a property owner in Silverthorne for eight years and a permanent resident since 2013. I am interested in becoming more involved in, and serving my community. Serving on the Planning Commission would be a great way to volunteer and learn at the same time.

I have served many boards and committees of varying sizes. I appreciate the value of contributing as a member, respecting varying viewpoints, and working toward consensus to get things done. My skills and experience in marketing, sales and facilitation would be useful as a team member on the planning commission.

While attending a rigorous graduate program via live virtual classroom through the University of Southern California, I have the time to commit. I am studying Clinical Social Work with the intent to work with our community's middle school/high school age kids. A driving value of the social work profession is to be involved in supporting our community health, not just that of the individual. I also appreciate the impact community planning decisions have on the interdependency of individuals, families, workers, residents, businesses and visitors.

My resume is enclosed for your review. If you have any questions or would like to schedule a time to chat, please call me at 303-931-8831.

Sincerely,

A handwritten signature in cursive script that reads "Jessica Nelsen". The signature is written in black ink and is positioned above the printed name.

Jessica Nelsen

Enclosure: Resume

Jessica Nelsen
417 W Coyote Dr., Silverthorne, CO 80498
303-931-8831
jess_nelsen@icloud.com

Areas of Special Interest	Education Neurobiology Domestic Violence	Parenting Groups Workplace Wellness
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Education

Master of Social Work, Clinical Mental Health *Anticipated Graduation*
University of Southern California, Los Angeles, California *May, 2018*

Bachelor of Arts, Dual Major, Human Services & Sociology *August, 1988 - May, 1991*
Alpha Kappa Delta- International Sociology Honor Society
Internship for Unity Home Domestic Violence Shelter
California State University, San Bernardino, California

Experience

Summit School District *Jan. 2013 – Sep. 2014*
Para Educator, Severe Special Needs
Provided care and education for severe special needs students.
Prepared and executed a plan for optimizing their educational and social emotional development.
Evaluated their progress and made changes to their schedules and curriculum as deemed necessary.

Young Presidents Organization (YPO/WPO) *Sep. 2006 – Jun. 2012*
International Forum Committee, Western Regional Board, Rocky Mountain Chapter Board
Represented 21,000 CEOs in 125+ countries as a Forum Committee Member.
Designed and facilitated Forum training sessions for the 2012 Singapore Global Leadership Conference.
Spearheaded a project that created a forum resource database and online tools library.
Regionally represented 36 chapters and 1,950 members setting Forum policies.
Lead several special projects and events. Provided technical and expert support on many topics for all events.
Locally represented 100 members on the Rocky Mountain Chapter board.

Equifax Marketing Services *Jan. 2004 – Sep. 2005*
Senior Director Product Management, Account Executive, Account Manager
Monitored survey databases for the use of predictive modeling across multiple verticals.
Utilized survey information to compile reports and make informed recommendations and decisions.
Formed a client based training program to increase acquisition and retention rates.
Sold direct marketing services and database products across several industries. Utilized relationship based sales and management techniques to match client needs with effective products and services.

Abacus Direct Marketing/DoubleClick *Jan. 2002 – Jan. 2004*
Account Executive/Manager Sales Operations/Sales Analyst
Served as the primary sales consultant for implementation and improvements to contract strategy and forecasting software.

Monitored and assessed SalesLogix CRM tool and implemented a plan for expanding its use from production systems to include sales focused contact management, contract management and forecasting tool. Acted as a consultant and trainer to Management and Sales teams to increase visibility in forecasts, sales activities and client history.

Matchlogic/Excite@Home

2000 – 2001

Business Systems Analyst/Account Manager

Managed a large project that included the implementation and training of CRM software (Siebel) across sales, account management, finance, product management, senior management and legal departments. Created process flows that captured the essence of the main system functions for all divisions. Authored training materials for all aspects of the software and process flows. Facilitated training to all necessary individuals in all departments. Set up system generated reports that captured the most important aspects such as sales trends.

Equifax Marketing Services

1998 – 2000

Account Manager

Sold direct marketing services and database products across several industries. Built client trust through competency and consultation.

OMNI Research and Training

1997 – 1998

Assistant Researcher/Accounts Payable

Assisted senior researchers in designing evaluation strategies, collecting and analyzing data, and preparing reports. Evaluated and presented findings on small to medium budget projects. Provided consultation after reporting when necessary. Monitored and executed all duties of the accounts payable representative. Audited and monitored ledger activity.

**Community
Service Activities**

- Internship for Domestic Violence Shelter – Worked with adults and children in various capacities, grant writing, fundraising, event planning, and liaison between shelter and family advocacy center on the Marine Corps Base.
- Military Family Advocacy Center- Advisory Board Member
- Founded a women's empowerment and information sharing peer group – Marine Corps enlisted women and wives of enlisted Marines.
- Home Owners Associations, Boulder, Westminster, Silverthorne.
- PTSA – Summit Cove Elementary

mike@bohlender-realestate.com

To: Town of Silverthorne
From: Michael J. Bohlender
Re: Planning Commission Vacancy
Date: 05/04/16

To Whom it May Concern,

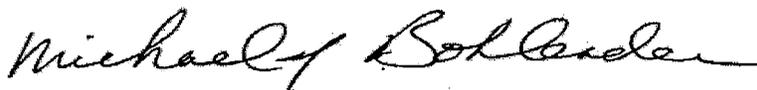
I am interested in being appointed to the Silverthorne Planning Commission which has a vacancy due to recent elections. Attached is my resume/qualifications which highlight my:

- Extensive real estate background and education
- 17 years as a resident of Silverthorne

Additionally, I feel that my balanced positions on planning related issues would benefit the committee and town.

I can be reached at 970-389-0272 for any follow-up interview and/or questions that you may have.

Sincerely,



Michael J. Bohlender

Resume of Michael J. Bohlender (970) 389-0272 – phone

Firms: Colorado Real Estate Company – Debbie Nelson; Associate Broker; 1/16 to Present.

Alpine Appraisal, Inc.; Owner/President; Colorado; 1/98 to 12/15.

Valuation Research Corporation - Residential Appraiser and Commercial Appraisal Assistant; Lakewood, CO; 7/93 to 12/97.

Marvin Poer & Company - Research Assistant to Tax Agents; Denver, CO; 5/93 to 6/93.

Northwest Appraisal - Commercial/Residential Appraisal Assistant; Lakewood, CO; 1/93 to 7/93.

The Bien Company - Appraisal Assistant; Littleton, CO; 8/92 to 1/93.

Chelsea High School – Accounting and Computer Teacher; Chelsea, MI; 8/89 to 6/92.

Great Lakes Bancorp - Commercial Appraisal Assistant and Credit Analyst; Ann Arbor, MI; 1/86 to 8/88.

Work Summary: Currently selling real estate with a focus on Silverthorne, Dillon and Keystone.

As the owner of Alpine Appraisal, Inc., I appraised existing and proposed single-family residences, 2-4 family income properties, condominiums, and vacant land including acreage tracts in accordance with state and federal regulations. Territory during the past 12 years was Summit County. At various times during my 20 years of ownership of Alpine Appraisal, Inc. I supervised up to 5 other appraisers and 2 support staff.

Education: I have over 300 hours of real estate related education during the past 20 years including courses/seminars in Eminent Domain, Construction topics including costs and site valuation, Conservation Easements, Federal Land Acquisitions, Highest and Best Use and Real Estate Law.

BSBA; Finance Major, Accounting Minor; Central Michigan University - 1985

Personal: 17 year resident of Silverthorne; have resided in Willowbrook for the last 15 years.

2 children through the local school system (Summit County Christian School, Summit Cove, Summit Middle and High Schools).

Enjoy hiking, fishing, hunting, performing arts, volunteering; attend church at Dillon Community Church.

Letter of Interest to the Silverthorne Planning Commission

Hi Susan,

This letter is being submitted to express my interest in applying for one of the vacant positions on the Silverthorne planning commission. Although I have not been involved in a city position since being elected as "Mayor of the Day" for my small town in Nebraska, my junior year of high school, I have been looking forward to the day when I had more time to contribute to my community by serving in a volunteer position such as this one. I am a 34 year resident of Summit County and have owned and lived in my home in Willowbrook for 30 years.

Having been a single mother since 2002 and a business owner, my time and energies have been primarily focused on my business and children (see work and education history). My oldest, married daughter, now 29 years old, was a National Champion for Arabian horses in 2000, and we did some extensive traveling for a number of years. My youngest, engaged daughter, now 25 years old, was a state swimming champion (which also requiring travel) and has recently joined me in the real estate business here.

I have enjoyed living in Silverthorne all of these years and plan on staying here to retire. I know this town and county very well, shop locally, enjoy the skiing, biking, hiking and local events and activities and have a long, extensive group of friends here, both in the work force and retired. I have attended community and town council meetings over these years and still attend meetings and classes regularly with various governmental and law enforcement entities to be thoroughly informed on all pertaining rules and regulations that effect my real estate business and in order to have the knowledge and expertise to better serve my customers and clients.

I have contributed in the real estate arena (assisting in the buying and selling of property) in helping this town grow out of the old "Trailer-thorne" stigma over the years. I have attended a number of the town events recently and understand the current process of "redefining" Silverthorne; maintaining its small town feel while still being able to reach its full potential as a beautiful mountain resort community. Being part of the planning commission in Silverthorne is a natural extension to what I am and have been involved with on a regular basis and I feel I would have a lot to offer this commission.

Let me know if you have any further questions or need any additional information but attached is a general outline of my education, work history and volunteer experience.

Thank you and best regards,

Nancy

Nancy Lindblade
489 West Coyote Drive
P.O. Box 25115
Silverthorne, CO

Cell phone: 970-390-5505
Email: nlindblade@aol.com
Website: www.luxurymountainlifestyles.com

Work History:

1982-1987 Broker associate, Novak & Nelson Real Estate Company
1987- 1991: Broker/Owner Colorado West Real Estate and Investment Company (6+ brokers)
1998- 2011: Owned and operated White River Cleaning and Repair Service: primary client: TYL Ranch
2006- 2008: Broker Associate, Novak and Nelson
2008-2010: Broker Associate Ten Peaks Sotheby's
2010- present: Broker/Owner Luxury Mountain Lifestyles Real Estate Company

Education:

Bachelor of Arts (with honors) Major in Social Work Colorado State University 1976

Licensed Real Estate Broker since 1979

Real Estate Designations:

(GRI) Graduate of Real Estate Institute
Resort and Second Home Property Specialist
E-Pro Designation
Managing Broker Designation
Member of the National Association of Realtors and Colorado Association of Realtors
Member of the Summit County Association of Realtors

Volunteer Experience:

As a mother and community member I have held a number of leadership positions in the volunteer arena and have put in MANY hours of volunteer service to my church, local private schools, neighborhood etc. over the years and still do. Probably too numerous to include here, and very few with a "designation". When I was a full time homemaker and mother between 1991-1997, I established and lead a homeschool support group for over 29 families which organized educational activities and events. Many of these families lived north of Silverthorne, in more isolated areas.

Timothy J. Nolan
539 Bighorn Circle
Silverthorne, Colorado

May 4, 2016

Dear Ms. Hillis,

I am writing you to tell you of my interest in pursuing a seat on the Silverthorne Planning Commission.

We have lived in Silverthorne since October 2012, and I am interested in becoming more involved in our community. I was commissioned in the United States Air Force after graduating from Stanford University in 1988, and I retired from the USAF in 2008. We moved to Silverthorne with the idea of settling down and establishing roots in the community. I believe that service is part of establishing roots in a community, and so I would like to be considered for service on the Planning Commission.

I work for an Arlington VA, consulting company on contracts for NASA and the FAA, and I have experience leading teams on multi-million dollar FAA safety and risk assessment projects. My work on these projects includes all aspects of project management (I have my Project Management Professional certification.). In addition, I have successfully led proposal efforts which have won well over \$10M in contracts in the past six years. In short, I am well qualified professionally to be able to make a valuable contribution to the planning commission. I have attached my resume so that you can see some of my experience, skills, and accomplishments.

I look forward to an interview with you, if you believe I can make contribution to the Planning Commission.



Timothy J. Nolan

20th Air Support Operations Squadron **COMMANDER (Acting)** **2008 – 2009**
 Commanded 98 person unit, responsible for all USAF operations in support of 10th Mountain Division.
 Deployed two 15-person teams to Operation Enduring Freedom (Afghanistan). Controlled \$10M worth of vehicles, communications systems, and support and weather forecasting equipment.

20th ASOS **OPERATIONS OFFICER (Acting)** **2006 – 2008**
 Operations leader for USAF's most heavily deployed ASOS - supervised 7 officers and 40+ enlisted.
 Proposed construction of \$21M Squadron headquarters, armory, and vehicle bays to USAF Planning Board. 20th ASOS campus became Air Combat Command's number one construction priority for FY10; construction completed in 2012. Deployed to Operation Enduring Freedom. Wrote air support plan for VIP visits; plan adopted as standard by NATO in Afghanistan. Led the communications network installation for 20th ASOS at Jalalabad, Afghanistan.

EDUCATION

Master of Aerospace Science, Embry-Riddle Aeronautical University, Daytona Beach, Florida	2003
Bachelor of Science, Electrical Engineering, Stanford University, Stanford, California	1988
Bachelor of Arts, Political Science, Stanford University, Stanford, California	1988
Air Command and Staff College, Maxwell AFB, Alabama	2002
Royal Air Force Supervisors' Safety Course	2000
Squadron Officers' School, Maxwell AFB, Alabama	1996
USAF Flight Safety School	1995
Fundamentals of Systems Acquisition Management, Defense Acquisition University	2008

CERTIFICATIONS

Project Management Professional	2015
PSIA Alpine Level III Ski Instructor	2015
Air Transport Pilot License	2014
PSIA Children's Specialist II	2014

Jennifer McIntyre Stachelski, MPH
329 North Chipmunk Circle
Silverthorne, CO 80498
(303) 667-4248 – cell
McIntyre.Jen@gmail.com

April 29, 2016

Melody Hillis
Community Development Department
Town of Silverthorne
Email: melodyh@silverthorne.org

Dear Ms. Hillis:

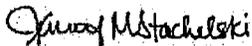
Please accept my application for the Town of Silverthorne Planning Commission. I am interested in serving on the Planning Commission, in part, because I would like to be more involved in the community, but also I would like to contribute to the smart development of this town.

I have lived in Silverthorne for almost 8 years. During that time, I've seen businesses come and go, including the opening of Lowe's, the building of St. Mary's Church, and the departure of many of the Outlets stores. I have been continually impressed with the design standards of the new businesses that come into Silverthorne, and the commitment the Town has to retaining the character that makes Silverthorne unique in this mountain community.

While I do not have direct experience with community planning, I have over 15 years of project management experience, which includes event planning, marketing, and administrative support. I also served as the president of my HOA in Denver, and I volunteer on the planning committee for events that benefit Sense of Security.

Thank you for your time in considering my application for the Planning Commission. I look forward to hearing from you.

Respectfully,



Jen Stachelski

Jennifer McIntyre Stachelski, MPH

329 N. Chipmunk Circle
Silverthorne, CO 80498
(303) 667-4248 – cell
McIntyre.Jen@gmail.com

What Inspires

Me: Being around people who love what they do, and encourage others to be their best and pursue their passion

Summary: Project manager with over 15 years' experience, skilled in grant writing and management including budgeting, financial tracking, and reporting; proficient event planner and manager committed to offering exceptional customer service; highly capable "connector" across a variety of constituencies

Experience: **E4 Enterprise – Independent Consultant**
October 2014 – September 2015 (Project Management Team)
February 2016 to present (Continuing Medical Education Team)

Keystone Science School – Educator Programs Coordinator
May 2013 – July 2014

University of Colorado Denver, Anschutz Medical Campus – Sr. Professional Research Assistant
Colorado School of Public Health, March 2004 – May 2013.

Colorado Health Outcomes Program, Education Coordinator, February 2001 – February 2004.

Cancer Research Center of Hawaii, Honolulu HI. Research Associate (RA2).
January 2000 – January 2001.

University of Colorado Health Sciences Center – Professional Research Assistant
Colorado Health Outcomes Program, June 1998 – November 1999.

Education: **University of South Carolina, Columbia, South Carolina**
Masters of Public Health, Health Promotion and Education – May 1994
BA in English, minor in Hotel, Restaurant & Tourism Administration – December 1990

Volunteer Activities: Summit High School Music Program – Dancing & Delectables
(selected) Sense of Security, Champagne & Diamonds Planning Committee (2004 to 2015); program committee (March 2016 – present)
Maple Park Home Owners Association, president (January 2007 to July 2007)

Software: Microsoft Office Suite; Webex; Constant Contact; Smartsheet; Box; Joomla (open source websites); Adobe Acrobat; PeopleSoft (financial); CONCUR (travel/expense); CUMarketplace (procurement); QuickBooks (limited experience)

Hobbies: Baking, traveling, cycling, cross-country skiing, hiking, searching for the perfect cup of coffee

Certifications: Wilderness First Aid, CPR

29 April 2016

Town of Silverthorne
Council Agenda Memorandum

TO: Mayor and Town Council
THRU: Ryan Hyland, Town Manager *RA*
FROM: Susan Schulman, Executive Assistant to the Town Manager *SS*
DATE: May 5, 2016 for Meeting of May 11, 2016
SUBJECT: Appointment of EDAC Members

SUMMARY: EDAC has seven members whose term limits are June 30, 2016. Six current members whose terms expire June 30, 2016 have indicated that they would like to be reappointed and one member who will not seek reappointment; therefore, EDAC will have at least one vacancy.

BACKGROUND: There are currently 11 EDAC members; their terms are listed below:

<u>EDAC Member</u>	<u>Term Expiration</u>	<u>Number of Terms Served</u>
Brian Edney	30-Jun-17	5th Term
Linda Hrycaj	30-Jun-17	1st Term
Warren Buettner	30-Jun-17	2nd Term
Mike Shambarger(Vice-Chair)	30-Jun-17	4th Term
Marc Hogan	30-Jun-16	6th Term
Larry Lunceford	30-Jun-16	6th Term
Eddie O'Brien (Chair)	30-Jun-16	6th Term
Ken Gansmann	30-Jun-16	6th Term
Jayne Esser	30-Jun-16	1st Term
Les Boeckel	30-Jun-16	1st Term
Colleen Meheen	30-Jun-16	1st Term

DISCUSSION: Staff notified EDAC members whose terms are expiring and asked those members to indicate if they would like to be reconsidered for reappointment to EDAC, as well as submit a Letter of Interest stating why they would like to be reconsidered.

Staff advertised EDAC vacancies on Facebook and on the Town Website starting April 5, 2016 and in the Summit Daily News April 20, 27 and 29.

Interviews of the candidates will occur on May 10, 2016 at 5:00 p.m. at a Special Meeting in the Town Council Chambers. Please bring the Council Packet/Letters of Interest to the Special Meeting. Please note that interviews of EDAC members are not mandatory under Town Code.

STAFF RECOMMENDATION: The Town Manager's office recommends that the Town Council appoint applicants to fill the number of EDAC vacancies with terms to expire June 30, 2018.

PROPOSED MOTION: *"I move to appoint _____ to EDAC with a term to expire June 30, 2018.*

ATTACHMENTS: Candidate Letters of Interest:

- Current Members: Les Boeckel, Jayne Esser, Ken Gansmann, Eddie O'Brien. Marc Hogan, Larry Lunceford indicated verbally that they wished to be reappointed
 - New Applicants: Scott Wilson, John St. John
- EDAC Members and Terms since 2004
EDAC Membership Guidelines

Lester C. Boeckel
PO Box 23965
Silverthorne, CO 80498
(970) 468-4850
LSBoeckel@comcast.net

April 22, 2016

Susan Schulman
Executive Assistant/PIO
Town of Silverthorne
601 Center Circle
Silverthorne, CO 80498

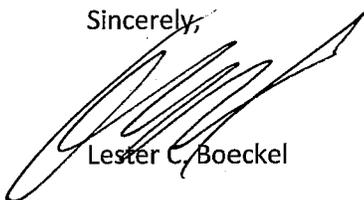
RE: Reappointment to EDAC

Dear Susan:

I would like the Town Council to consider reappointing me to another 2-year term on EDAC. For the past two years I have been an active participant at the EDAC meetings and have volunteered/ been appointed to several committees including developing design standards for the town and updating the sign code. I am also a member of the EDAC executive committee. I found my participation in EDAC very rewarding and am fully invested in the future development of Silverthorne. I would like the ability to finish what I have started and be an integral voice in the future development/design of Silverthorne. Continuing to be a member of EDAC will allow me to fulfill this goal.

Thanking the Council in advance for considering my reappointment.

Sincerely,



Lester C. Boeckel

Susan Schulman

From: Jayne Esser <jayne@outletsatsilverthorne.com>
Sent: Wednesday, April 13, 2016 1:01 PM
To: Susan Schulman
Subject: EDAC

Good Afternoon Susan,

I can't believe it's been two years already on EDAC. Seems like yesterday.

I am writing to let you know that I've truly enjoyed being a part of EDAC for the past two years and I am interested seeking re-appointment for the upcoming term through May/June 2018.

EDAC is a very important element to the Town's vision and I feel that I can continue to contribute in a positive way.

I would be honored to have the opportunity to interview with the Council on May 10th.

Thanks in advance for your consideration.

PS...I will be on vacation beginning next week and will return to the office on May 2nd. Please feel free to contact me on my cell phone if you have any questions or need more information. 970-389-6580

Jayne Esser
General Manager
Outlets at Silverthorne
Jayne@OutletsAtSilverthorne.com
Phone: 970-468-5780
Fax: 970-262-9133

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April 19, 2016

Susan Schulman

Executive Assistant

Town of Silverthorne

RE: EDAC Appointment

I have been an active member of the TOS EDAC since its inception in 2003. I hereby request that I be re-appointed for one (1) more two (2) year term.

I will be away on vacation from May 7th through May 14th; so, I will be unable to attend the May 10th Town Council interview process.

Respectfully submitted by,

Ken Gansmann

1630 Golden Eagle Road

Silverthorne, CO 80498

970-262-1838 [Home #]

Edward F. O'Brien
18 Spinning Leaf Trail
Silverthorne CO 80498

Tuesday, April 19, 2016

Ryan Hyland, Town Manager
Town of Silverthorne
POB 1309
Silverthorne CO 80498

RE: Silverthorne EDAC Membership

Dear Ryan,

Please accept my application to serve on Silverthorne's EDAC for another term.

Thank you,



Edward O'Brien

P.O. Box 2692
Silverthorne, CO 80498
(970) 368-6138
scott@globeflyer.com

April 30, 2016

Ryan Hyland, Town Manager
The Honorable Mayor and Town Council
The Economic Development Advisory Committee
Silverthorne, Colorado

Dear sirs and madams,

I am writing to volunteer for membership on the Silverthorne Economic Development Advisory Committee ("EDAC"). For some time I have wanted to become involved in town government and make a meaningful contribution to the community. This opportunity will allow me to transition into such a role.

In 30 years of successful entrepreneurial endeavors, and over a decade before that as a corporate department head, I have demonstrated problem solving skills, trustworthiness, dependability and have proven my ability to be productive both as a team colleague and team leader.

As you will see from the attached résumé, I am currently a principal in Twin Seasons Vacations in Silverthorne. Over the past 40 years I have been mainly involved in financial services, broadcast engineering, retail establishments, information technology, and of course most recently, the vacation property management and hospitality industries. I have also provided consulting and support to a commercial kitchen and a multi-location day spa operation. In short, I have a demonstrated familiarity with a variety of businesses and possess an adaptable skill set.

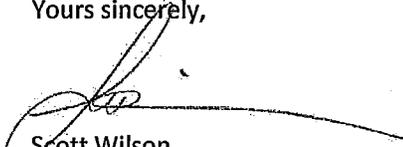
My wife and I have been permanent residents of Summit County for the past three years. Alas, we reside in Wilderndest at this time and are not Silverthorne residents. Nonetheless, our business is based in Silverthorne. More importantly, Silverthorne is our home and we recognize how well it is run. We are here by choice. We love the mountains, appreciate the area's rich history and enjoy the various activities that the town and surrounding area have to offer.

I hope to be strongly considered as I am confident that I would be a valuable contributing member of the EDAC committee. I understand that any such participation should and would begin with further education as to Silverthorne's operational focus and mandates, how the Town's leadership accomplishes its goals, and the history of past successful and unsuccessful initiatives. I look forward to learning those things, and how I may be of service to the community.

On a personal note, the advertisement for the position indicates that interviews would be conducted on May 10th. Unfortunately, due to previously arranged travel commitments which cannot be changed, I

am going to be out of the state May 4th through the 12th. If any accommodation can be made, it would be sincerely appreciated. If not, then I thank you for your time thus far and will revisit this the next time there is a vacancy on the EDAC committee.

Yours sincerely,



Scott Wilson

Encl.

Scott Wilson



P.O. Box 2692
Silverthorne, CO 80498
(970) 368-6138
scott@globeflyer.com

An experienced entrepreneur who has started and sold several successful businesses, all of which remain in business today. Background includes time spent managing two financial services companies and broadcast engineering departments.

SUMMARY OF BACKGROUND, EXPERIENCE AND ACCOMPLISHMENTS

- 2013-present Twin Seasons Vacations – Silverthorne, CO**
Co-owner and co-manager with my wife in a local vacation rental management company. The company is well established and continues to grow annually.
- 2005-2015 Commonwealth Corporate Services Ltd. – Belize**
Founding partner, Director of Compliance, I.T. Director. The company continues to prosper with annual revenue growth and additional employment year after year.
- 2002-2008 Galveston Mail Services – Galveston, TX**
Founding partner and manager – successful shipping, receiving and mailing service company.
- 1994-2007 Commonwealth Management Limited –Virgin Islands**
Founding partner, Executive Director, Managing Director 1997-2001, V.P. Corporate Services, I.T. Director. Annual revenue grew from \$5.7M to \$11.3M during my time as Managing Director.
- 1992-1995 CBS Limited –Virgin Islands**
Operations Director and Chief Engineer for three 100,000 watt radio stations.
- 1987-1992 Daytona Group of Oregon Chief Engineer – Portland, OR**
Commercial broadcaster with several radio stations in Portland. During my time there, we implemented what was then cutting-edge experimental technology, which today is being used nationwide.
- 1982-1987 Independent Broadcast Engineering Consultant – Amarillo, TX**
Provided design, routine maintenance and emergency repair service to 11 stations scattered over the Texas Panhandle.
- 1984-1987 Adams-Shelton Communications Director of Engineering – Amarillo, TX**
West Texas group consisting of several FM and AM radio stations across Texas.
- 1982-1987 Wiskes-Abaris Communications Chief Engineer – Amarillo, TX,**
1973-1982 Various commercial broadcasting companies in Oklahoma and Texas – Programming department head, Chief Engineer

CERTIFICATIONS

Broadcast Engineer, by the Society of Broadcast Engineers
Broadcast Technologist, by the National Association of Radio and Telecommunications Engineers
FAA licensed Private Pilot

PROFESSIONAL MEMBERSHIPS

International Tax Planning Association (former member)
Society of Broadcast Engineers (former member)
National Association of Radio and Telecommunications Engineers (former member)

References available upon request

May 1, 2016

Town Manager's Office
Economic Development Advisory Committee

Good Morning Ladies and Gentlemen,

Please find the following letter of interest in the EDAC and updated 2016 resume from previous 2014 EDAC membership application.

Am very much interested in joining the Economic Development Advisory Committee (EDAC). Strongly believe I would bring 54 years of experience building successful companies world wide as a member of the EDAC.

We came to Summit Co. as part-time residents in 1981 and for a number of years spent Christmas, spring break, all summer, and selected other visits in Keystone. We became full-time residents in '96. Two Children graduated from Summit High School. We moved to Silverthorne in 2007.

Particulars are thus:

Born: June 18, 1936, Memphis, TN

Education: Baylor Military School, Chattanooga, TN, Christian Brothers, Memphis, TN, University of TN, Wharton School of Finance, Executive Program.

Married: Linda L. Komdat, 1975

Children: 4 and 5 grandchildren

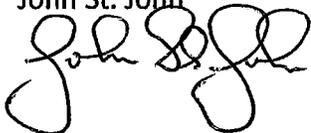
Military: U.S. Army, Active Duty, 1958-1960, Tank Commander, 32nd Armor, 3rd Armored Division, APO 39, Germany

Carreer: Started in lumber yard of a family furniture manufacturing company in summer 1948. Worked in a different department each summer. Following the Army, worked for family, Memphis Furniture / Little Rock Furniture Manufacturing. 1966, started my own Furn. Mfg. Companies. Built the companies, merged or sold them. In the 70's formed a Delaware Corp., Estee Jay Corp., which became the investment tool for future furniture mfg. co. investments and / or holdings. All Estee Jay furniture manufacturing holdings were in the 150 – 200 million range. Retired January 1, 2014.

What Else: Founded the Keystone Citizens League in '97, A 501 C3 organization, now with 250 + dues paying members. Founded the Keystone Vigilante Book Club '97, am still the moderator. Served on the Executive Board for the Keystone Incorporation Committee. Organized the "elect John Minor, Sheriff", committee as well as his first re-election. Twice elected by the Summit Co. Republican party to represent Summit Co. at the Colorado Republican Convention. Voted both times to be Vice Chairman of the delegation. In June 2015 founded and became chairman of S.C.O.P.E. (Summit County Open Podium for Excellence), a most successful event. See attached talking points, event agenda, and follow up thank you that was sent to all Police, EMS and Fire Rescue Chiefs Summit County wide.

Respectfully,

John St. John





May 29, 2015

TO: SCOPE GROUP
FROM: John St. John
SUBJECT: SCOPE TALKING POINTS AND/OR HANDOUT

Below are the talking points and/or hand out for prospective attendees when discussing the particulars with prospective attendees for the John Minor "Pot" Presentation on August 17, 2015.

WHAT: A Presentation by Sheriff John Minor titled, "Pot- The Good, The Bad, and the Ugly!" Hosted by the SCOPE group to 125 or so Summit County citizens. This is neither a Democrat nor a Republican party gathering. It is not a Breckenridge, Frisco, Dillon/Keystone, Copper or Silverthorne event. It is a Concerned Citizens from ALL of Summit County gathering. There will be a Q & A time following the Sheriff's presentation. We will also honor our County's First Responders. Admission is Free. Refreshments available.

WHERE: Elks Lodge, 1321 Blue River Pkwy, Silverthorne Colorado

WHEN: Monday, August 17, 2015 6:00-7:30 PM

WHAT ELSE: What is SCOPE? SCOPE is an "ad hoc" group consisting of county wide members to sponsor and host the series. What does SCOPE stand for? *Summit County Open Podium For Excellence.*

Sincerely,

John St. John

*"Make no small plans, for they
have no power to stir the soul."*

-Niccolo Machiavelli

"Pot...The Good, The Bad, and The Ugly"

John G. Minor- Sheriff Summit County Colorado
August 17, 2015

John St. John
Chairman

I. WELCOME AND OPENING REMARKS

II. INTRODUCTION OF SPECIAL GUEST

Susan Byers
Co Event Chair

III. HONOR FIRST RESPONDERS

Copper Mountain

IV. PRESENTATION

Intermission

Bill Goslaw
Committee Lead
Keystone

V. Q & A

Elizabeth Wickert
Committee Lead
Frisco

Marge Gavenda
Committee Lead
Breckenridge

Russ Camp
Committee Lead
Silverthorne

Advisory Group

Kenneth Wiggins M.D (Ret)

Gene Berry M.D (Ret)

Mark Hurlbert -Assistant D.A. Centennial Colorado

Thomas Davidson, Summit County Commissioner

The Mission of SCOPE is Awareness. SCOPE is not a Democrat, Republican or Independent political organization nor is it geared toward a specific Town agenda. The gatherings and future series shall be inclusive of all of Summit County towns- Silverthorne, Keystone, Dillon, Breckenridge, Frisco and Copper.

XFINITY Connect

jsaint@comcast.net

+ Font Size -

THANK YOU

From : Summit County SCOPE <scopegroup@outlook.com>

Fri, Aug 21, 2015 04:15 PM

Subject : THANK YOU

To : jsaint@comcast.net, Susan Byers <epsbyers@gmail.com>

Gentlemen:

Thank You once again for allowing us the opportunity to recognize and honor your Staff at the inaugural SCOPE event / Sheriff John G. Minor's presentation on August 17th. It was truly heartwarming to witness the standing ovation from the 100 or so in attendance directed to the First Responders and their Superiors in recognition of your service and call of duty to the Citizens of Summit County.

Respectfully,
John St. John

Chairman
Susan Byers
Co-Event Chair

**TOWN OF SILVERTHORNE
TERMS OF ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEMBERS**

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM</u>	<u>OFFICE</u>	<u>EXPIRES</u>	<u>TERM</u>	
YEAR OF APPOINTMENT - 2004						
Alan Barton	1-Jul-04	1 Year	Co-Chair	30-Jun-05	1st Term	
Heidi Bimmerle	1-Jul-04	1 Year	Member	30-Jun-05	1st Term	
Tom Everist	1-Jul-04	1 Year	Member	30-Jun-05	1st Term	
Kevin McDonald	1-Jul-04	1 Year	Member	30-Jun-05	1st Term	
Don Sather	1-Jul-04	1 Year	Member	30-Jun-05	1st Term	
Dave Anderson	1-Jul-04	2 Year	Chair	30-Jun-06	1st Term	
Ken Gansmann	1-Jul-04	2 Year	Member	30-Jun-06	1st Term	
Marc Hogan	1-Jul-04	2 Year	Member	30-Jun-06	1st Term	
Larry Lunceford	1-Jul-04	2 Year	Member	30-Jun-06	1st Term	
Eddie O'Brien	1-Jul-04	2 Year	Member	30-Jun-06	1st Term	
YEAR OF APPOINTMENT - 2005						
Alan Barton	1-Jul-05	2 Year	Co-Chair	30-Jun-07	2nd Term	
Heidi Bimmerle	1-Jul-05	2 Year	Chair	30-Jun-07	2nd Term	
Don Sather	1-Jul-05	2 Year	Member	30-Jun-07	2nd Term	
Jim Aiken	1-Jul-05	2 Year	Member	30-Jun-07	1st Term	
Ron Bristol	1-Jul-05	2 Year	Member	30-Jun-07	1st Term	
Brian Edney	1-Jul-05	2 Year	Member	30-Jun-07	1st Term	
YEAR OF APPOINTMENT - 2006						
Mark Hogan	1-Jul-06	2 Year	Member	30-Jun-08	2nd Term	
Larry Lunceford	1-Jul-06	2 Year	Member	30-Jun-08	2nd Term	
Eddie O'Brien	1-Jul-06	2 Year	Member	30-Jun-08	2nd Term	
Ken Gansmann	1-Jul-06	2 Year	Member	30-Jun-08	2nd Term	
Wayne Brunetti	1-Jul-06	2 Year	Member	30-Jun-08	1st Term	
YEAR OF APPOINTMENT - 2007						
Brian Edney	1-Jul-07	2 Year	Chair	30-Jun-09	2nd Term	January 16, 2007 appointed as Chair also finished Barton's term also finished Bimmerle's term
Jack Hickey	28-Feb-07	2 Year	Member	30-Jun-09	1st Term	
Chris Carran	28-Feb-07	2 Year	Member	30-Jun-09	1st Term	
James Beltzer	1-Jul-07	2 Year	Member	30-Jun-09	1st Term	
Jim Aiken	July 1 2007	2 Year	Member	30-Jun-09	2nd Term	
Ron Bristol	July 1 2007	2 Year	Member	30-Jun-09	2nd Term	
YEAR OF APPOINTMENT - 2008						
Marc Hogan	1-Jul-08	2 Year	Member	30-Jun-10	3rd Term	appointed chair summer 2009
Larry Lunceford	1-Jul-08	2 Year	Member	30-Jun-10	3rd Term	
Eddie O'Brien	1-Jul-08	2 Year	Member	30-Jun-10	3rd Term	
Ken Gansmann	1-Jul-08	2 Year	Member	30-Jun-10	3rd Term	
Wayne Brunetti	1-Jul-08	2 Year	Member	30-Jun-10	2nd Term	
YEAR OF APPOINTMENT - 2009						
Brian Edney	1-Jul-09	2 Year	Member	30-Jun-11	3rd Term	
Jack Hickey	1-Jul-09	2 Year	Member	30-Jun-11	2nd Term	
Chris Carran	1-Jul-09	2 Year	Member	30-Jun-11	2nd Term	
James Beltzer	1-Jul-09	2 Year	Vice-Chair	30-Jun-11	2nd Term	
Jim Aiken	1-Jul-09	2 Year	Member	30-Jun-11	3rd Term	
Mike Shambarger	1-Oct-09	2 Year	Member	30-Nov-11	1st Term	
YEAR OF APPOINTMENT - 2010						
Marc Hogan	1-Jul-10	2 Year	Member	30-Jun-12	4th Term	
Larry Lunceford	1-Jul-10	2 Year	Member	30-Jun-12	4th Term	
Eddie O'Brien	1-Jul-10	2 Year	Chair	30-Jun-12	4th Term	
Ken Gansmann	1-Jul-10	2 Year	Member	30-Jun-12	4th Term	
Curt Krampert	1-Jul-10	2 Year	Member	30-Jun-12	1st Term	
YEAR OF APPOINTMENT - 2011						
Brian Edney	1-Jul-11	2 Year	Member	30-Jun-13	4th Term	
Jack Hickey	1-Jul-11	2 Year	Member	30-Jun-13	3rd Term	
Chris Carran	1-Jul-11	2 Year	Member	30-Jun-13	3rd Term	
James Beltzer	1-Jul-11	2 Year	Vice-Chair	30-Jun-13	3rd Term	
Jim Aiken	1-Jul-11	2 Year	Member	30-Jun-13	4th Term	
Mike Shambarger	1-Jul-11	2 Year	Member	30-Jun-13	2nd Term	
YEAR OF APPOINTMENT - 2012						
Marc Hogan	1-Jul-12	2 Year	Member	30-Jun-14	5th Term	
Larry Lunceford	1-Jul-12	2 Year	Member	30-Jun-14	5th Term	
Eddie O'Brien	1-Jul-12	2 Year	Chair	30-Jun-14	5th Term	
Ken Gansmann	1-Jul-12	2 Year	Member	30-Jun-14	5th Term	
Curt Krampert	1-Jul-12	2 Year	Member	30-Jun-14	2nd Term	
YEAR OF APPOINTMENT - 2013						
Brian Edney	1-Jul-13	2 Year	Member	30-Jun-15	5th Term	replaced Jack Hickey replaced Chris Carran vacated seat July 2014, replaced by Colleen replaced by Les Became vice chair July 2014
Seth Lyons	1-Jul-13	2 Year	Member	30-Jun-15	1st Term	
Warren Buettner	1-Jul-13	2 Year	Member	30-Jun-15	1st Term	
James Beltzer	1-Jul-13	2 Year	Vice-Chair	30-Jun-15	4th Term	
Jim Aiken	1-Jul-13	2 Year	Member	30-Jun-15	5th Term	
Mike Shambarger	1-Jul-13	2 Year	Member	30-Jun-15	3rd Term	
YEAR OF APPOINTMENT - 2014						
Marc Hogan	1-Jul-14	2 Year	Member	30-Jun-16	6th Term	
Larry Lunceford	1-Jul-14	2 Year	Member	30-Jun-16	6th Term	
Eddie O'Brien	1-Jul-14	2 Year	Chair	30-Jun-16	6th Term	
Ken Gansmann	1-Jul-14	2 Year	Member	30-Jun-16	6th Term	
Jayne Esser	1-Jul-14	2 Year	Member	30-Jun-16	1st Term	
Les Boeckel	1-Jul-14	2 Year	Member	30-Jun-16	1st Term	
Colleen Meheen	1-Jul-14	2 Year	Member	30-Jun-16	1st Term	
YEAR OF APPOINTMENT - 2015						
Brian Edney	1-Jul-15	2 Year	Member	30-Jun-17	5th Term	didn't seek reappointment
Seth Lyons		NO	Member		1st Term	
Warren Buettner	1-Jul-15	2 Year	Member	30-Jun-17	2nd Term	Became vice chair July 2014 replaced Seth Lyons
Mike Shambarger	1-Jul-15	2 Year	Vice-Chair	30-Jun-17	3rd Term	
Linda Hrycaj	1-Jul-15	2 year	Member	30-Jun-17		

Town of Silverthorne - EDAC Membership Guidelines

The membership on the Economic Development Advisory Committee (EDAC) is intended to be knowledge-based and will provide broad representation from the community. Individuals desired for membership on the Committee should already serve in positions of leadership or decision making. The community based advisory committee is intended to utilize the knowledge, skills and expertise of citizen volunteers. Expertise in one or more of the following content areas is suggested for membership on the EDAC:

- Legal, sales, marketing, finance and capital fundraising.
- Higher education, strategic planning, community development and engineering.
- Entrepreneurial, business development and job creation.

Experience in the following industries is desired for membership on the EDAC:

- Telecommunications/Internet, Resort/Tourism, Retail, Service/Transportation, Lodging/Hospitality, Energy/Utilities, or Commercial/Office Real Estate.

Town Council members will serve on the EDAC and the Town will assist the committee with facilitators and consultants, if necessary. The Town Manager's Office will coordinate the agenda and meeting process.

The EDAC will consist of eleven (11) representatives who will serve staggered two year terms. The Town Council will advertise for and recruit individuals with knowledge, skills and experience in the above listed content areas. Recruitment will be done by letters of invitation from the Town Council and by advertisement. Applicants will be required to provide a resume and a letter of interest stating why they are interested in serving and what knowledge, skills and abilities they can provide. Meetings are quarterly and will last approximately 2-3 hours. In addition, there are working sub-committees for which each member participates.

The criteria for selection to the Silverthorne Economic Development Advisory Committee will include:

- Knowledge, skill and expertise in the desired content areas and industries.
- Interest in promoting the best interests of the Town of Silverthorne and the surrounding community.
- Objectivity. While it is expected that business owners have their individual self interests, those that have ongoing or overall conflicts of interest should refrain from serving on the EDAC.
- Time commitment. The individual must be willing to commit the necessary time to attend the meetings and review the prepared materials to effectively serve the EDAC.
- Community respect. The individual must be well respected within the community.
- Willingness to learn and share ideas.

Town of Silverthorne
Town Council Agenda Memorandum

TO: Mayor and Town Council
THRU: Ryan Hyland, Town Manager *RH*
Mark Leidal, Assistant Town Manager *ML*
FROM: Susan M. Lee, Planner II *SML*
DATE: May 5, 2016, for meeting of May 11, 2016
SUBJECT: Site Plan Modification for Arctic Placer Park Refurbishment

SUMMARY: Staff is requesting approval of a Site Plan Modification for the construction of improvements at Arctic Placer Park. The scope of work includes replacing the wood retaining wall, upgrading the play equipment, and re-grading the site to create ADA accessibility.

BACKGROUND: The Park, built in 1985, does not meet current ADA criteria or safety standards. The 2014 POST Master Plan recommendations for Arctic Placer included bringing the site into ADA compliance, replacing the playground equipment to meet current requirements, and allowing minimal parking in the cul-de-sac during daylight hours. Arctic Placer serves about 1,665 residents within a half mile walk and is the closest public park available without having to cross a major highway. Refurbishment is needed to provide a safe and attractive place to play for this low-to-moderate income area.

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. A Resolution to adopt the Master Plan for Arctic Placer Park was on approved on September 9, 2015.

DISCUSSION: In the summer of 2015, Staff and the SPORT Committee worked together to develop a community supported master plan for the refurbishment of Arctic Placer Park. The first neighborhood meeting was held at the park with approximately 50 local residents in attendance. Additional opportunities for public feedback included information booths at Family Fun Night and the Community Picnic, a community meeting at the Rec Center, and a dedicated website. This plan was adopted by Planning Commission and Town Council in September of 2015.

The final design of the play area was developed in conjunction with fourth grade students from Silverthorne Elementary School. They participated in a design charrette to generate conceptual ideas for the playground. Their ideas were shared with the playground manufacturers who created plans that would fit within the budget. The final design concepts were then shared with the students who had the opportunity to vote on their favorite design on April 21, 2016. The public was also invited to learn more about the improvements and vote on their favorite design at an open house held that same day. Several of the students brought their parents to the open house to share the project with them.

PLANNING COMMISSION RECOMMENDATION: On May 3, 2016, by a vote of 4-0, Planning Commission voted to recommend approval of the Site Plan Modification for the Arctic Placer Park Refurbishment, located at 599 Polar Court.

PROPOSED MOTION: *“I move to approve of the Site Plan Modification for the Arctic Placer Park Refurbishment.”*

ATTACHMENTS: Staff Report and Exhibits

MANAGER’S COMMENTS:

Town of Silverthorne, Colorado
Planning Commission Staff Report

From: Susan M. Lee, Planner II *smlee*

Through: Mark Leidal, Assistant Town Manager *ML*

Date: May 5, 2016, for meeting of May 11, 2016

Subject: Site Plan Modification for Arctic Placer Park Refurbishment

Owner: Town of Silverthorne

Applicant/Agent: Town of Silverthorne

Proposal: Staff is requesting approval of a Site Plan Modification for the construction of improvements at Arctic Placer Park. The general improvements include replacing the wood retaining wall, upgrading the play equipment, and re-grading the site to create ADA accessibility. *(Please see the attached exhibits for further information.)*

Address: 599 Polar Court

Legal Description: Tract A, Arctic Placer Sub #1

Site Area: 0.97 acres or 42,253 square feet

Zone District: Open Space

Design District: None

Site Conditions: Arctic Placer Park is an existing park located at the end of the Polar Court cul de sac. The site contains play equipment, picnic pavilion, bbq grill, benches, horse shoe pits, and a sand box. Access to the site is via a set of wooden stairs located at the western edge of Polar Court. *(Please see the attached exhibits.)*

Adjacent Uses: North: National Forest
South: Vacant land, owned by Summit School District
East: Single Family Residential and Polar Court right-of-way
West: National Forest

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. A Resolution to adopt the Master Plan for Arctic Placer Park was approved on September 9, 2015.

BACKGROUND: The 2014 POST Master Plan outlines the Town's goals for park

improvement, expansion, and enhancement. The POST Plan lists specific improvements and updates needed to keep our park network in line with current safety and use standards. The POST Master Plan's recommendations for Arctic Placer included bringing the site into ADA compliance, replacing the playground equipment to meet current safety requirements, and allowing minimal parking in the cul-de-sac during daylight hours.

Arctic Placer Park is a neighborhood park built in 1985, which does not meet current ADA criteria or safety standards. Arctic Placer serves about 1,665 residents within a half mile walk and is the closest public park available without having to cross a major highway. Community outreach efforts from the 2014 POST Master Plan survey identified accessibility, aging structures, and safety as the main deterrents from use of the park. Refurbishment is needed to provide a safe and attractive place to play for this low-to-moderate income area.

In the summer of 2015, Staff and the SPORT Committee worked together to develop a community supported master plan for the refurbishment of Arctic Placer Park. The first neighborhood meeting was held at the park with approximately 50 local residents in attendance. Additional opportunities for public feedback included information booths at Family Fun Night and the Community Picnic, a community meeting at the Rec Center, and a dedicated website. This plan was adopted by Planning Commission and Town Council in September of 2015. The master plan was a reflection of both the preliminary recommendations from the POST Master Plan and the specific information gleaned from neighboring residents during the public process for the creation of the park master plan. The plan identified several critical improvements for Arctic Placer including: replacing an aging timber retaining wall, updating the play equipment to meet current safety standards, and bringing the park into ADA compliance.

STAFF COMMENTS: The primary purpose of the Site Plan Modification review is to ensure that all technical requirements and Code standards are met and the proposed modifications comply with the Town Comprehensive Plan. The Site Plan Modification review follows the Final Site Plan review process, as outlined in Section 4-6-4, and requires action by Planning Commission and Town Council.

Comprehensive Plan: The first criterion for review of a Final Site Plan is consistency with the goals and policies of the Comprehensive Plan. Staff finds there are a number of Comprehensive Plan goals and policies relevant to this proposed development.

Goal LU 1.5 – Integrate and establish public lands including parks, open space and trails, throughout Silverthorne to provide access to the outdoors for all residents, as well as to provide buffers and greenspace for environmental protection and hazard mitigation.

Goal LU 4: Parks, Open Spaces and Trails – Recognize that recreation, parks, open space and trails are the underpinning for Silverthorne's quality of life by encouraging the provision of such resources in all future development.

The refurbishment of Arctic Placer Park will allow an existing neighborhood park to continue to provide nearby residents access to a public outdoor space for active and as well as passive recreation.

Compliance with Chapter 4, Articles IV and VI: The second criterion for Site Plan Modifications is consistency with Chapter 4 of the Code, Article IV, Zoning Districts and Standards, and Article VI, Site Plan.

Zoning/ Land Use: This property is currently zoned Open Space. Recreational uses, such as a neighborhood park, are an allowed use.

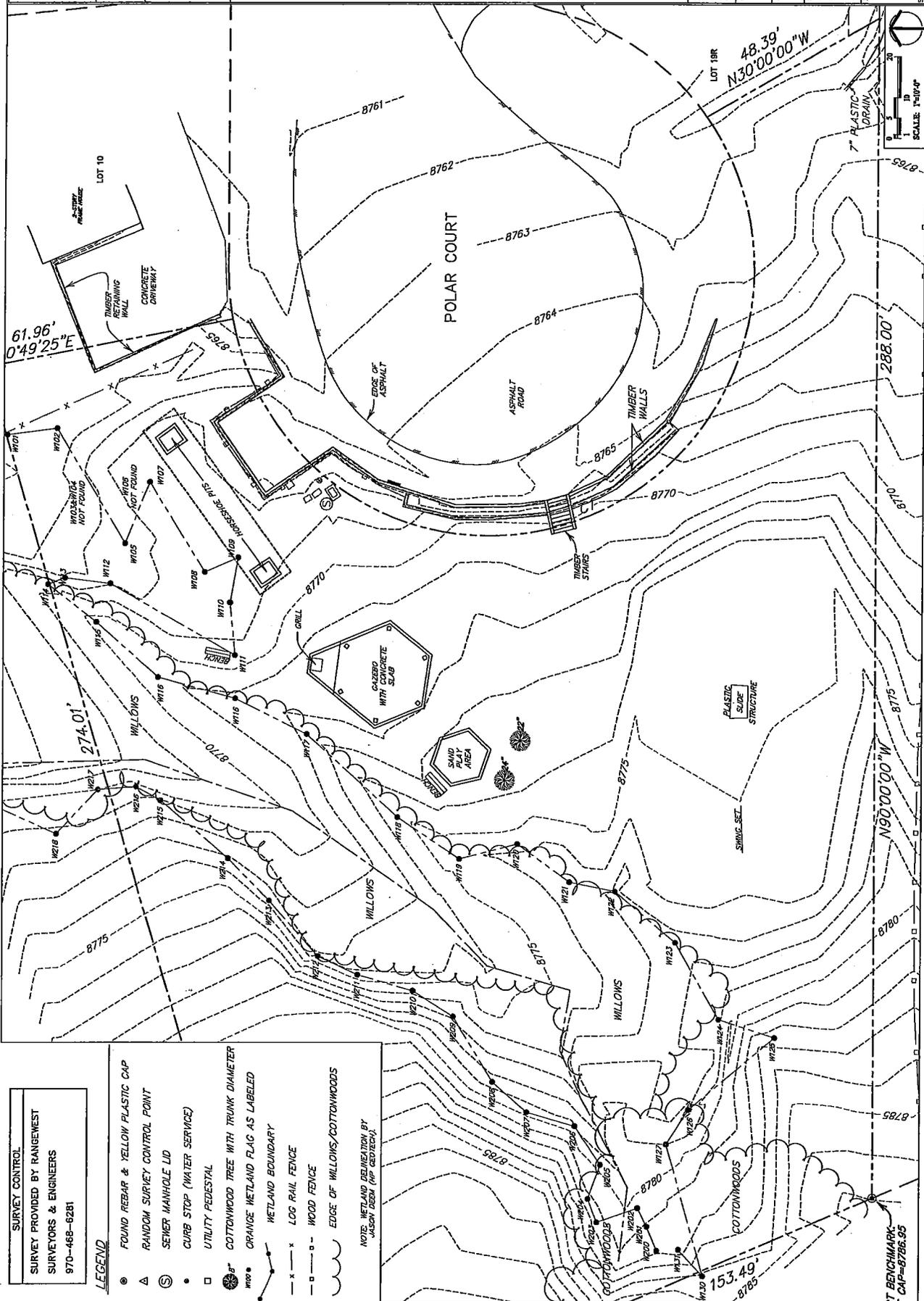
Site Elements: The existing wood retaining wall is deteriorating and will be replaced with a keystone block wall. The new shape of the wall and associated regrading will create four parking spaces along the cul de sac for neighborhood residents who expressed the need to drive and park. The regrading will also allow for an ADA accessible concrete pathway to be constructed which will lead from the street to the park entrance. The entry area will have a kiosk to display USFS trailhead information, and park bulletins. A portable toilet enclosure will also be located at the entrance. The ADA accessible concrete walk will continue past the entry portal to the new playground area which will include a play structure, a climbing area, and a sand pit. The final design of the play area was developed in conjunction with fourth grade students from the local elementary school. They participated in a design charrette to generate design ideas. Their ideas were shared with the playground manufacturers who created design concepts that would fit within the budget. The designs were then shared with the students who had the opportunity to vote on their favorite design. The play area will be surrounded by a low concrete wall to retain the uphill grades as well as act as a seat wall. The concrete pathway will have a spur leading to the existing covered picnic pavilion. The existing pavilion will be refurbished and the existing gravel flooring converted to concrete. Park style barbecue grills will be installed. There are two existing horseshoe pits in need of repair. One will be rebuilt and the other will be converted to a slack line structure. Both the horseshoe pit and slackline are improvements geared to maintain the park's appeal to a multi-generational audience.

PLANNING COMMISSION RECOMMENDATION: On May 3, 2016, by a vote of 4-0, Planning Commission voted to recommend approval of the Site Plan Modification for the Arctic Placer Park Refurbishment, located at 599 Polar Court.

Suggested Motion: "I move to approve of the Site Plan Modification for the Arctic Placer Park Refurbishment."

EXHIBITS:

- Exhibit A - Approved master plan, August 2015
- Exhibit B - Site plan and construction documents

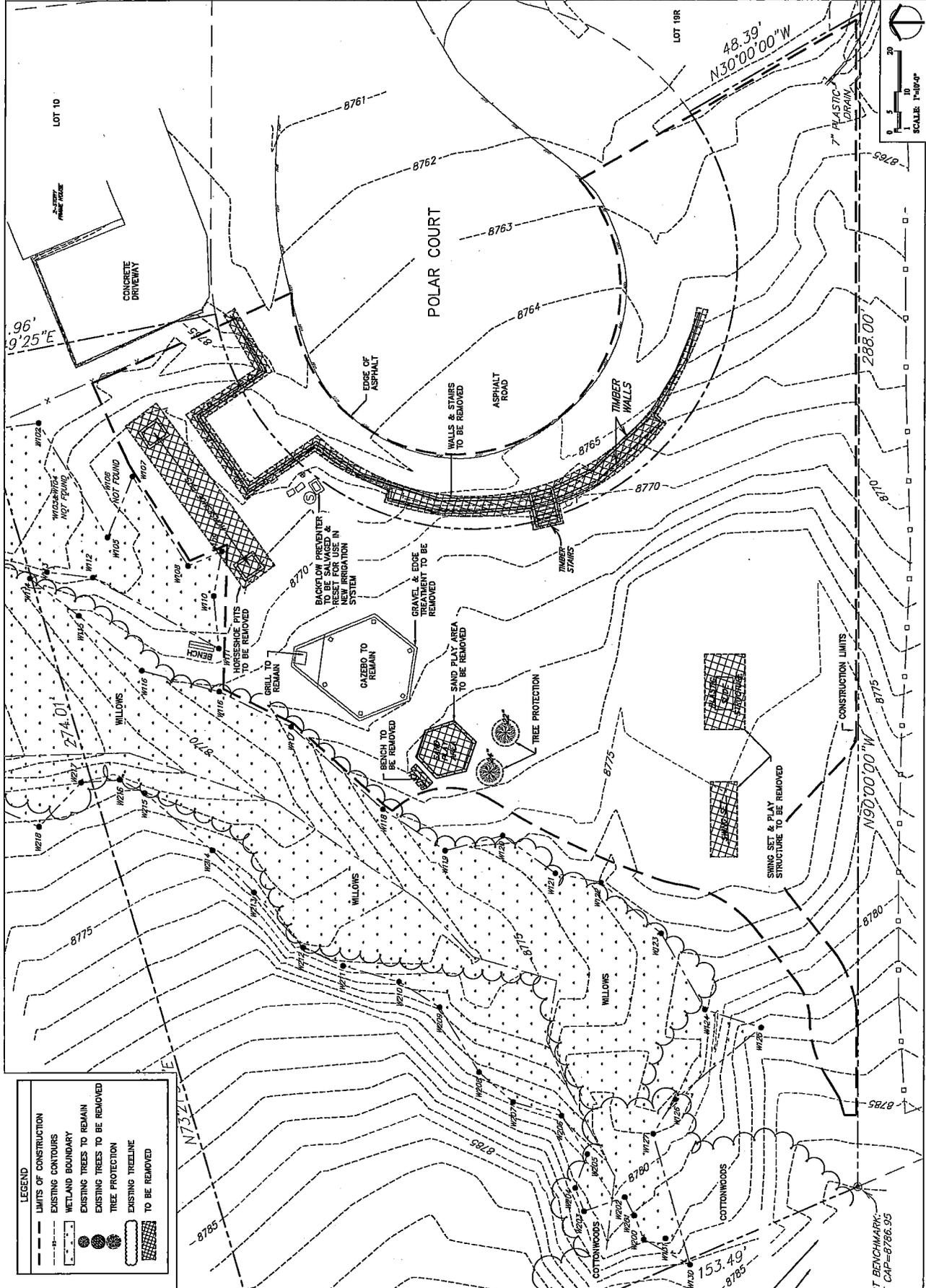


SURVEY CONTROL
SURVEY PROVIDED BY RANGEMIST
SURVEYORS & ENGINEERS
970-468-6281

LEGEND

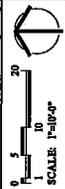
- FOUND REBAR & YELLOW PLASTIC CAP
- △ RANDOM SURVEY CONTROL POINT
- SENER MANHOLE LID
- CURB STOP (WATER SERVICE)
- UTILITY PEDESTAL
- COTTONWOOD TREE WITH TRUNK DIAMETER
- ORANGE METLAND FLAG AS LABELED
- WETLAND BOUNDARY
- x-x- LOG RAIL FENCE
- o-o- WOOD FENCE
- ~ EDGE OF WILLOWS/COTTONWOODS

NOTE: WETLAND DELINEATION BY JACOB REBER (FOR REFERENCE)



LEGEND

	LIMITS OF CONSTRUCTION
	EXISTING CONTOURS
	WETLAND BOUNDARY
	EXISTING TREES TO REMAIN
	EXISTING TREES TO BE REMOVED
	TREE PROTECTION
	EXISTING TREELINE
	TO BE REMOVED



DJM DESIGN
 501 S. Broadway
 Suite 200
 Denver, CO 80202
 www.djmdesign.com

RELEASE OF DOCUMENT
 I, the undersigned, do hereby certify that the information contained herein is true and correct to the best of my knowledge and belief, and that I am a duly Licensed Professional Engineer in the State of Colorado.

DRAFT
 NOT FOR CONSTRUCTION

ARCTIC PLACER PARK

Silverthorne, CO

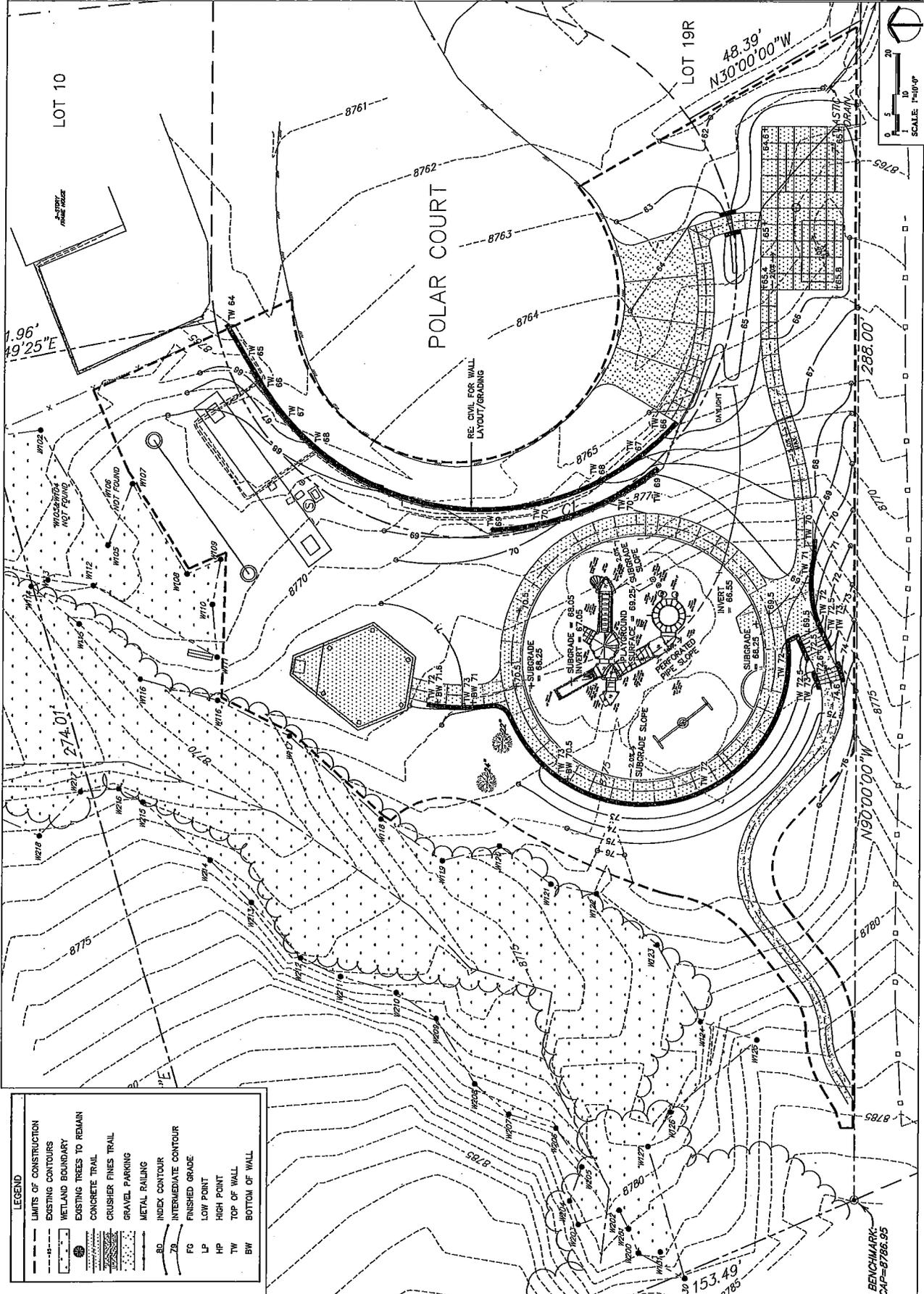
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 DATE: 04-08-2016
 DESIGNER: MJK
 CHECKED: NW
 REVISIONS:

JOB DESCRIPTION:

SHEET TITLE:
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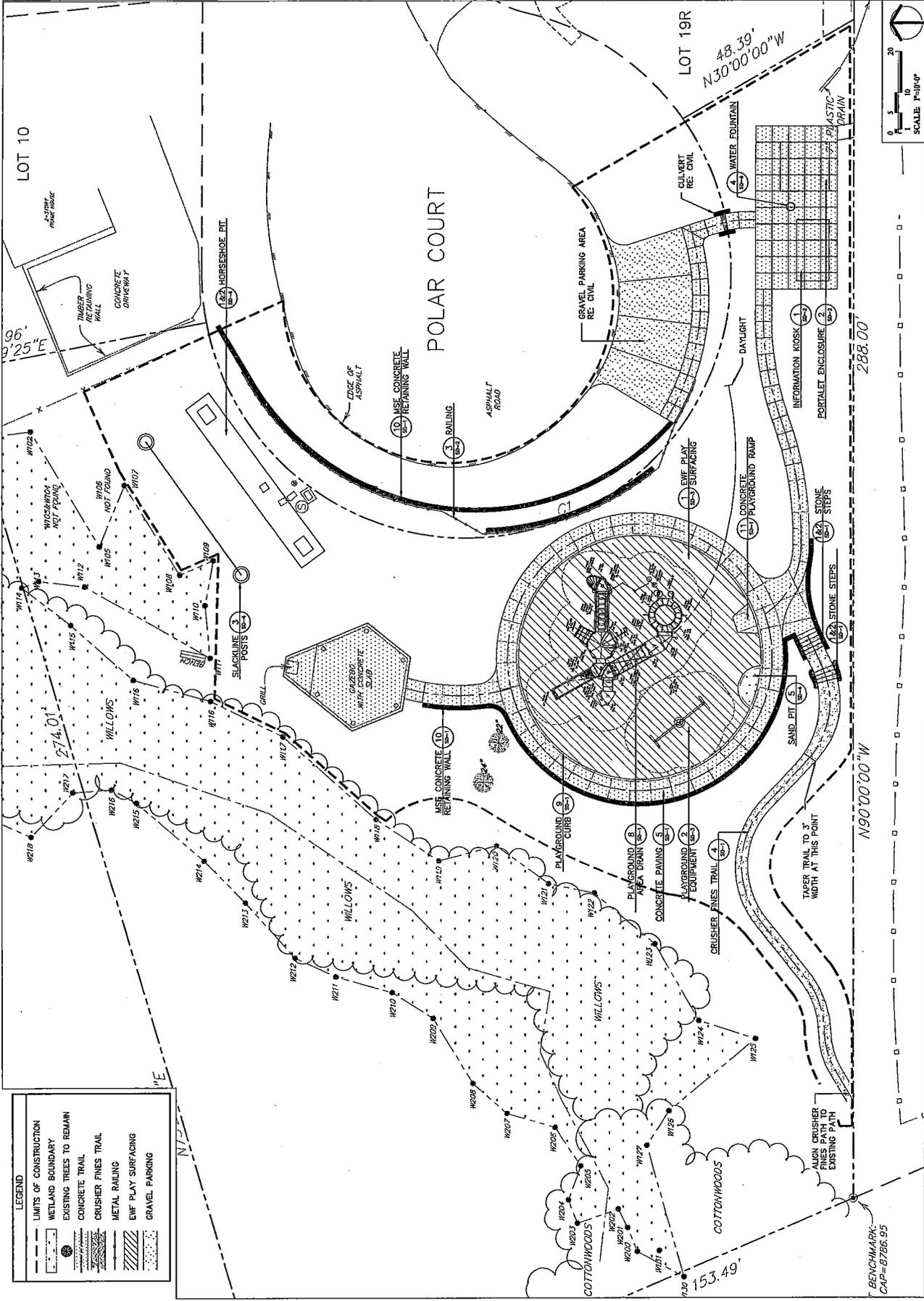
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G-1

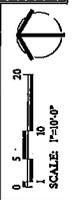
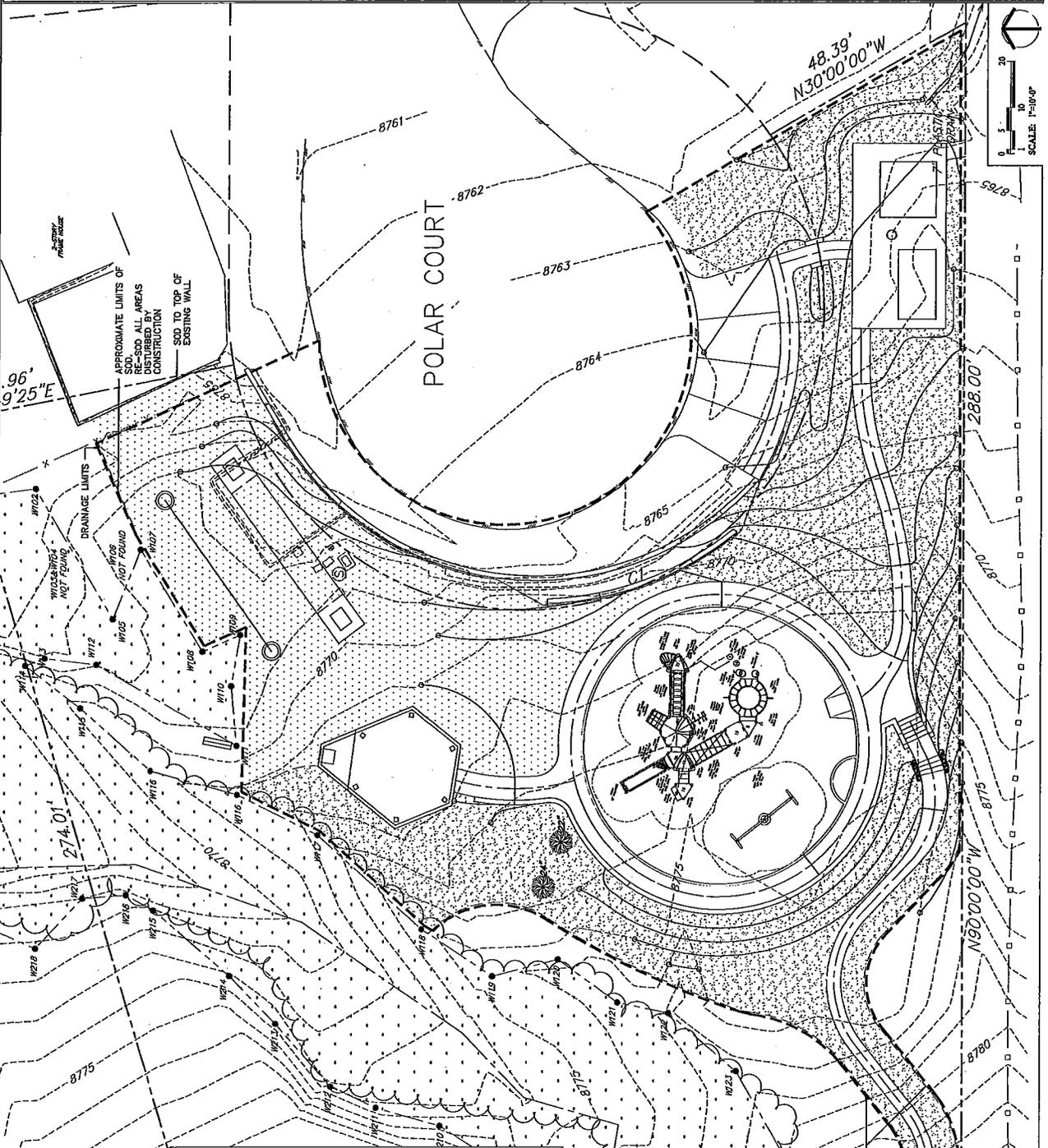
SHEET 3 OF 377



LEGEND

	LIMITS OF CONSTRUCTION
	EXISTING CONTOURS
	WETLAND BOUNDARY
	EXISTING TREES TO REMAIN
	CONCRETE TRAIL
	CRUSHER FINES TRAIL
	GRAVEL PARKING
	METAL RAILING
	INDEX CONTOUR
	INTERMEDIATE CONTOUR
	FINISHED GRADE
	LP LOW POINT
	HP HIGH POINT
	TW TOP OF WALL
	BW BOTTOM OF WALL



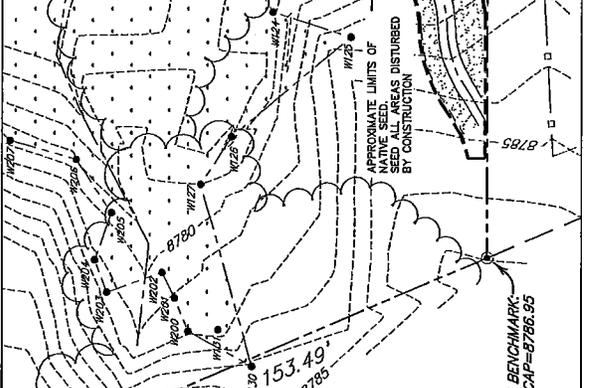


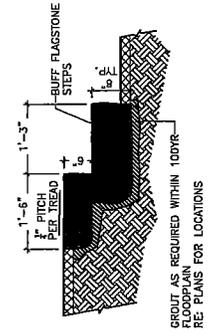
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[Symbol]	LIMITS OF CONSTRUCTION
[Symbol]	WETLAND BOUNDARY
[Symbol]	EXISTING TREES TO REMAIN
[Symbol]	METAL RAILING
[Symbol]	LANDSCAPE BOUNDER
[Symbol]	NATIVE SEED (7882 SF)
[Symbol]	SSD (4749 SF)

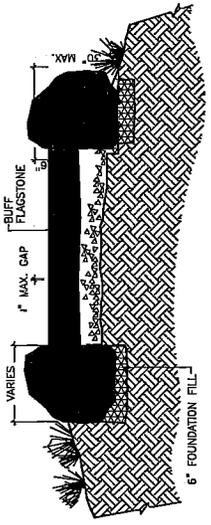
LANDSCAPE NOTES:

- ALL LANDSCAPED AREAS (SSD, PLANTING BEDS AREAS) ARE TO BE WATERED BY AN AUTOMATIC UNDERGROUND IRRIGATION SYSTEM. LANDSCAPE CONTRACTOR TO INSTALL EXISTING IRRIGATION SYSTEM AND REUSE EXISTING METERS AND VALVES TO NEW PLANT BEDS. COORDINATE IRRIGATION WITH PUBLIC WORKS PRIOR TO CONSTRUCTION. CONTRACTOR TO REPRESENTATIVE PRIOR TO CONSTRUCTION.
- ALL PLANT MATERIALS ARE TO BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. ANY PLANT MATERIALS TO BE INSTALLED MUST BE UNUSUALLY ACCEPTABLE. REJECTED AT ANY TIME PRIOR TO FINAL ACCEPTANCE.
- ALL IRRIGATED LANDSCAPE AREAS SHALL RECEIVE SOIL PREPARATION AMENDMENTS CONSISTING OF COMPOST AT 4 C.Y. PER 100 S.F. AND SUPERPHOSPHATE AT 10 LBS. / 100 S.F. TILLED TO A DEPTH OF 8".
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPAIR OF ALL DAMAGE TO EXISTING UTILITIES, WALKWAYS, DRIVEWAYS, WALLS OR WALKWAYS AND OTHER STRUCTURES THAT IS A RESULT OF HIS WORK. THE REPAIR OF SUCH DAMAGE WILL BE AT NO ADDITIONAL COST TO THE OWNER.
- ALL AREAS TO BE PLANTED, THE CONTRACTOR SHALL REMOVE REQUIRED DEPTH OF SOIL ALONG WALKWAYS TO ACCOMMODATE SEED, SSD OR MULCH DEPTH.
- FROM ALL STRUCTURES AND WALKWAYS.
- EROSION CONTROL MUST BE MAINTAINED THROUGH THE CONSTRUCTION PERIOD. ANY EROSION CONTROL MEASURES OR RELIANCE TO THE CONTRACTOR SHALL PROVIDE AN ALTERNATE MEANS TO EROSION CONTROL. CONTRACTOR SHALL SEE CIVILS GRADING, EROSION AND SEDIMENT CONTROL PLAN.
- COORDINATE ALL GRADING SLEEVING FROM EXISTING SHRUB BEDS TO NEW PLANTING BEDS.

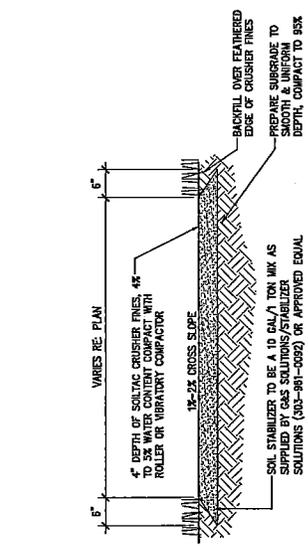




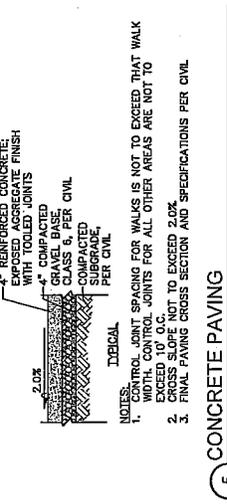
1 STONE STEPS - SECTION



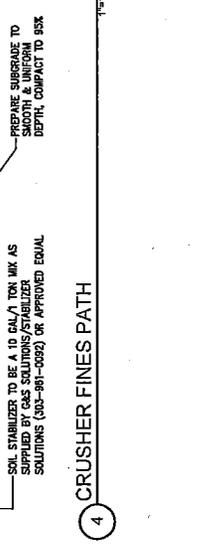
2 STONE STEPS - ELEVATION



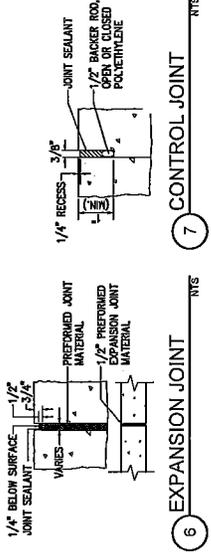
4 CRUSHER FINES PATH



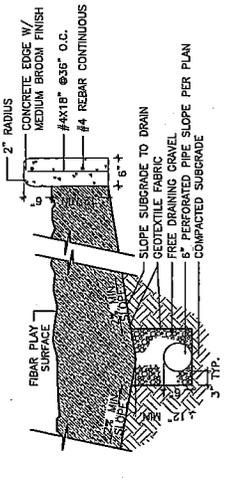
5 CONCRETE PAVING



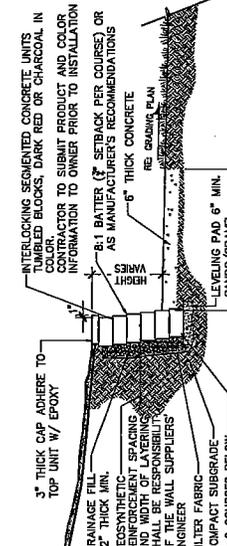
6 EXPANSION JOINT



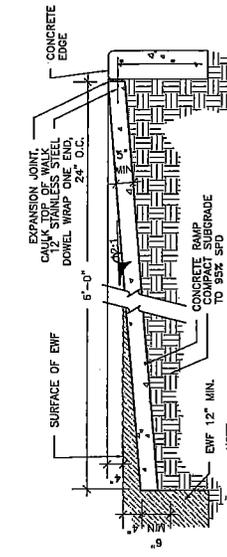
7 CONTROL JOINT



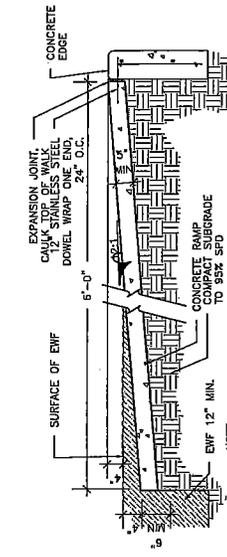
8 PLAYGROUND AREA DRAIN



9 CONCRETE PLAYGROUND CURB



10 MSE RETAINING WALL



11 CONCRETE PLAYGROUND RAMP



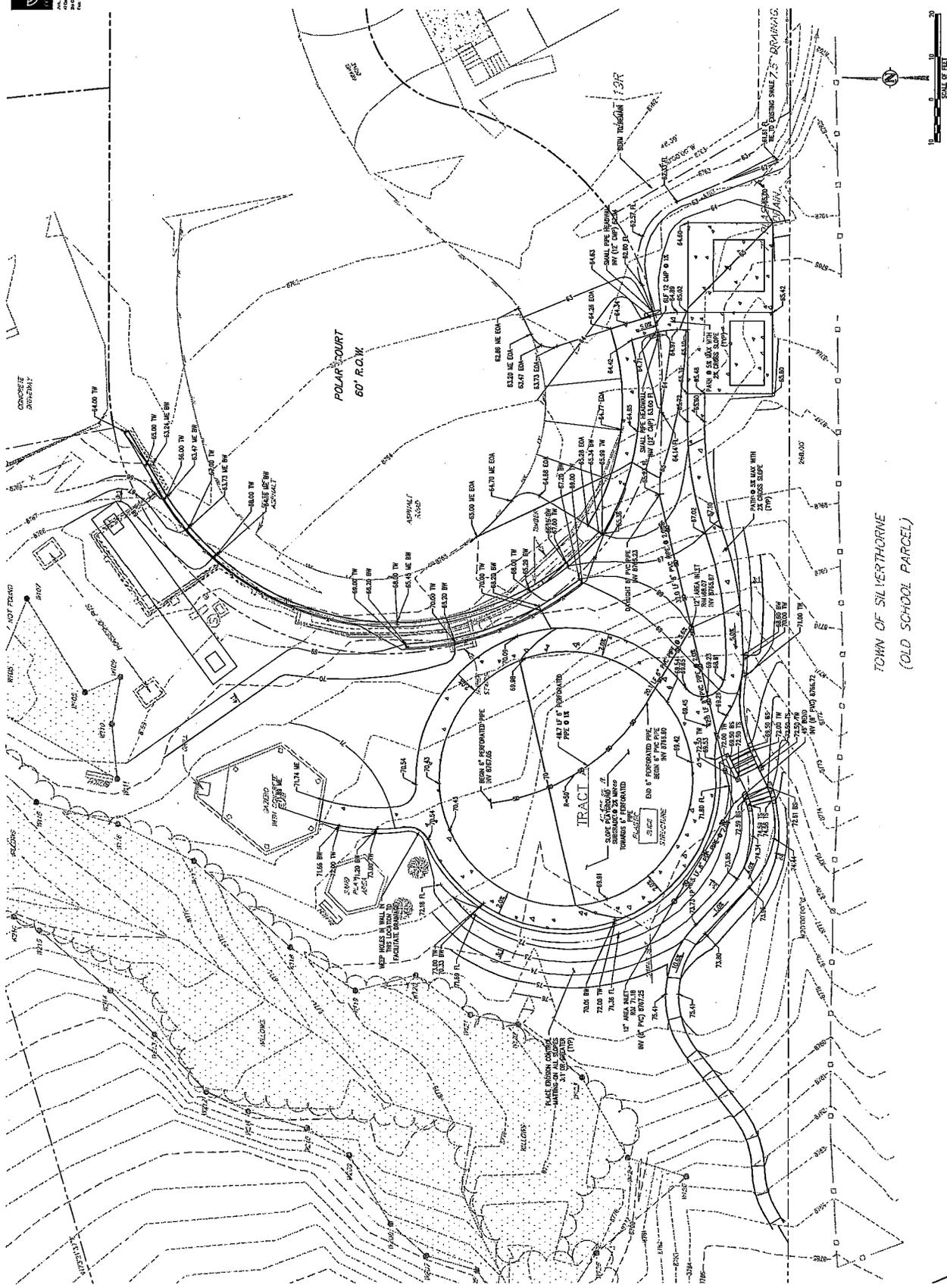
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ARCTIC PLACER PARK

Silverthorne, CO

PROJECT NUMBER	DATE
18056.00	04-25-2016
DESIGNED BY	DRAWN BY
DM DESIGN	DM DESIGN
CHECKED BY	DATE
DM DESIGN	04-25-2016
SCALE	
AS SHOWN	
SHEET TITLE	
GRADING AND DRAINAGE PLAN	
SHEET NUMBER	
C1.0	
SHEET OF 7.0	

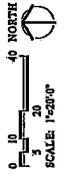


CONCEPTUAL SKETCH PLAN

Exhibit A

ARCTIC PLACER

1 ACRE POCKET PARK Parque de un (1) Acre



..... PROPERTY LINE

DHM DESIGN



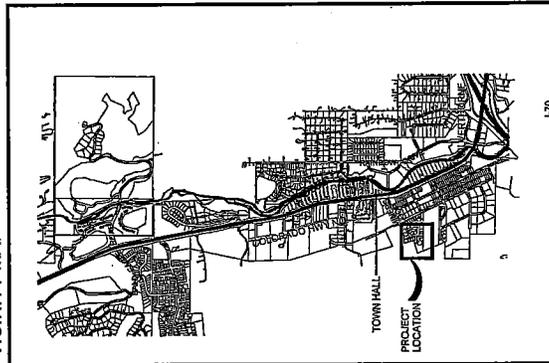
August 17, 2015

Silverthorne - Arctic Placer Park

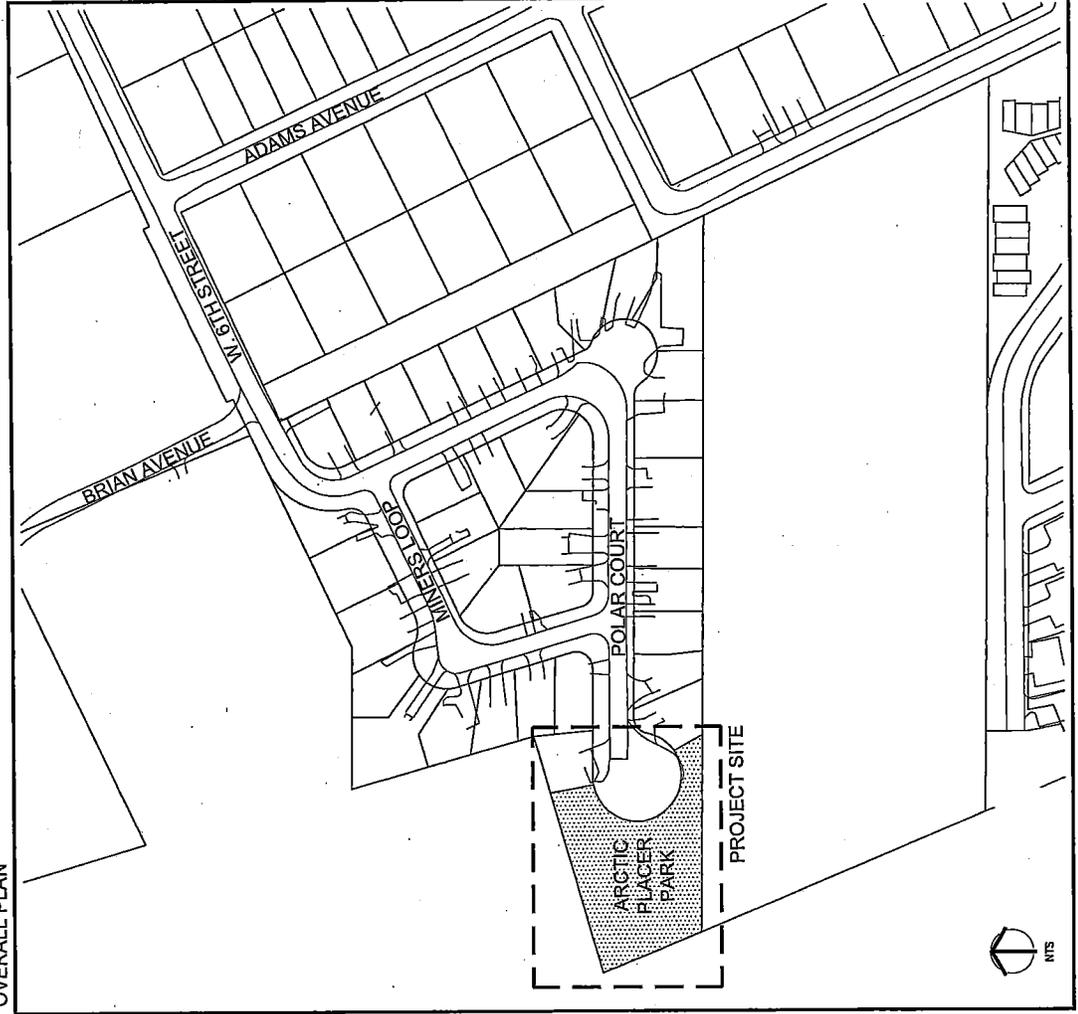
Town of Silverthorne, Colorado

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VICINITY MAP



OVERALL PLAN



PROJECT TEAM

LANDSCAPE ARCHITECT
DHM DESIGN
1515 W. WYWAY #300
DENVER, CO 80202
CONTACT: MARK WILCOX



CIVIL ENGINEER
JVA, INCORPORATED
47 COOPER CREEK WAY, SUITE 328
WINTER PARK, CO 80482
CONTACT: KEVIN E. VECCHIARELLI



SHEET INDEX

- CV1 COVER SHEET
- NI GENERAL NOTES & CONDITIONS
- SC1 SURVEY CONTROL DIAGRAM
- EX1 EXISTING CONDITIONS & DEMO PLAN
- G1 GRADING PLAN
- L1 LAYOUT PLAN
- LS1 LANDSCAPE PLAN
- SD1 SITE DETAILS
- SD2 SITE DETAILS
- SD3 SITE DETAILS
- SD4 SITE DETAILS
- CI.0 GRADING & DRAINAGE PLAN

DRAWING INFORMATION		SHEET TITLE:	
PREPARED FOR:	TOWN OF SILVERTHORNE	COVER SHEET	
PROJECT NUMBER:	16053500	JOB DESCRIPTION:	
DRAWN BY:	GW	BID DOCUMENT	
CHECKED BY:	GW	SHEET NUMBER:	CV1
DATE:	02-28-2016		
REVISIONS:			

SEEDING NOTES

1. PRECISELY PROVIDE THE FOLLOWING GRASS SEED MIXTURES. SEED SHALL NOT EXCEED ONE PERCENT (1%) WEED CONTENT.

Common Name	Botanical Name	Application Rate Pounds/acre
Wheatgrass	<i>Panicum capillare</i>	7.0
Slender wheatgrass	<i>Elymus trachycarpus</i>	3.0
Hydro fescue	<i>Festuca idahoensis</i>	7.0
Streambank wheatgrass	<i>Elymus leucostachyus</i>	7.0
Sandberg bluegrass	<i>Poa sandbergii</i>	3.0
Sheep fescue	<i>Festuca ovina</i>	3.0
Heavenly brome	<i>Bromus inermis</i>	5.0
Slender fescue	<i>Festuca tenuis</i>	5.0
Silver chloa	<i>Elymus canadensis</i>	1.0
Shiny goldenseal (seeded)	<i>Vipulera multiflora</i>	0.5
TOTAL LBS. P.L.S./ACRE		39

2. SOIL PREPARATION FOR NATIVE SEED AREAS

- A. EXISTING SEEDING SHALL BE REMOVED WITH A SATISFACTORY WHEELBARROW OR DISK EQUIPPED WITH A SATISFACTORY WHEELS, AND A SEPARATE BOX FOR SMALL SEEDING GRASSES (GRILLON MECHANICAL SEEDER OR EQUAL). SEED SHALL BE UNIFORMLY SOWN IN ONE DIRECTION AND THE OTHER AT RIGHT ANGLES TO THE DIRECTION OF THE CONTIGUOUS SEEDS SHALL BE SOWN AT A DEPTH NOT EXCEEDING 1/2". A DRILL SEEDER SHALL BE HAND BROADCAST AT DOUBLE THE SEED RATE AND HAND RAKED TO 1" INTO SOIL.
- B. PROTECT SEEDING AREAS AGAINST EROSION BY SPREADING AND CRUMPING IN HAY.
- C. SEEDING (WEED FREE) SHALL BE MECHANICALLY CRUMPED INTO THE SEED BED AT RIGHT ANGLES TO THE CONTOUR TO RESIST SOIL EROSION. APPLY HAY AT A RATE OF 1-1/2 TONS PER ACRE.
- D. ALL DISTURBED AREAS SHALL BE RESEED WITH THE ABOVE SEED MIX.
- E. SEED SHALL NOT BE SOWN DURING WINDY WEATHER OR WHEN THE GROUND IS FROZEN OR OTHERWISE UNTILLABLE.
- F. NO FERTILIZER SHALL BE USED ADJACENT TO EXISTING WETLANDS, WETLAND MITIGATION SITES OR STREAMS.

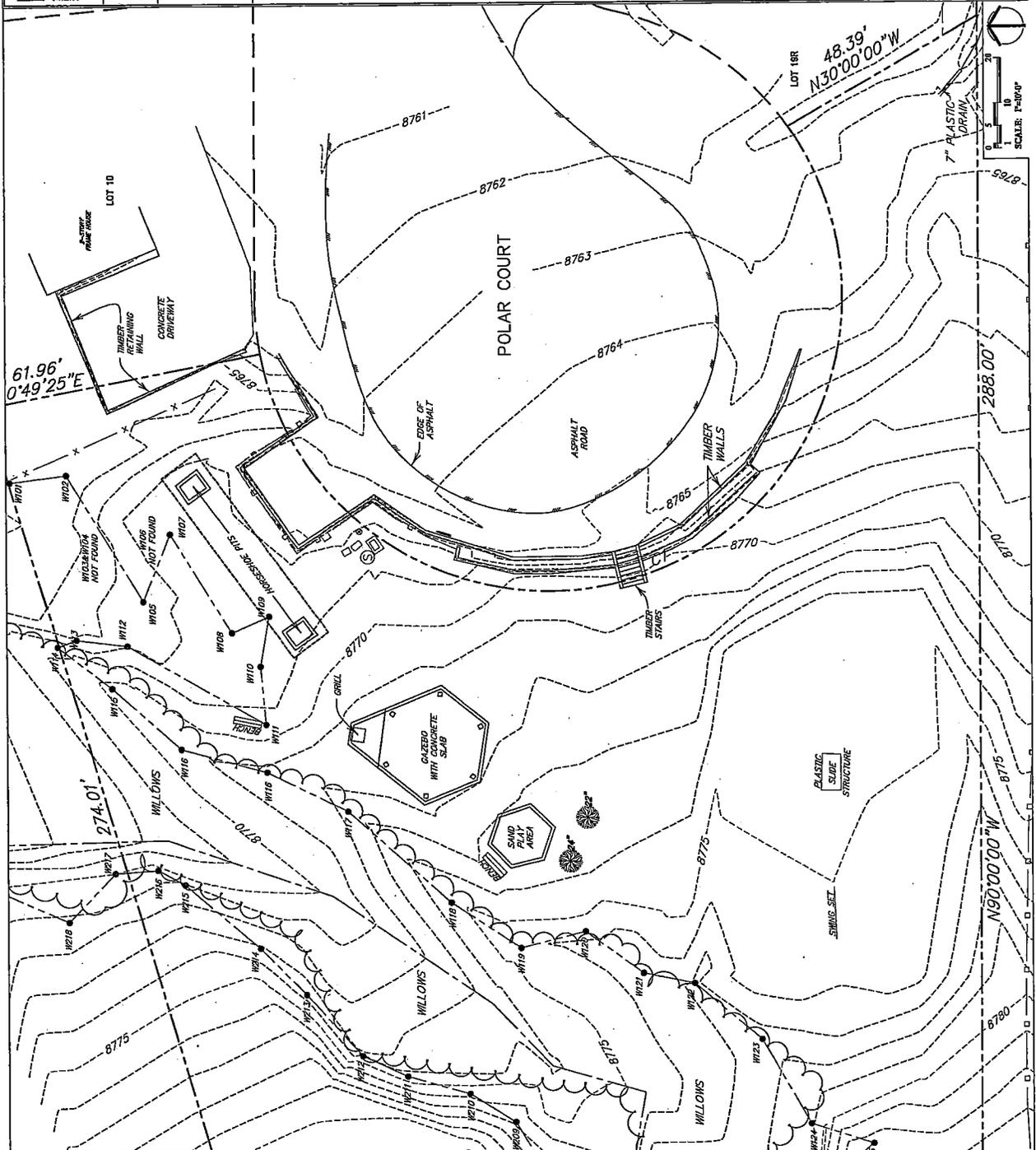
3. SEEDING FOR NATIVE SEED AREAS

- A. SEEDING SHALL BE ACCOMPLISHED BY DRILL SEEDING 0.25" TO 0.5" INTO THE GROUND AT A RATE OF 0.25" TO 0.5". HYDRAULIC SEEDING SHOULD BE LIMITED TO SLOPES STEEPER THAN 2:1 OR IF THE SOILS ARE TOO ROCKY FOR DRILLING.
- B. SEED SHALL NOT BE SOWN DURING WINDY WEATHER OR WHEN THE GROUND IS FROZEN OR OTHERWISE UNTILLABLE.
- C. HYDRAULIC SEEDING EQUIPMENT AND ACCESSORIES SHALL CONFORM TO THE EQUIPMENT AND ACCESSORIES DESCRIBED WITHIN TECHNICAL SPECIFICATIONS.
- D. WEED FREE HYDRO MULCH WITH TACKIFIER MIXTURE SHALL BE APPLIED TO ALL SEEDING AREAS AT THE RATE OF 2,000 LBS./ACRE FOR WOOD FIBER MULCH AND 100 LBS./ACRE FOR MULCH TACKIFIER.
- E. NO FERTILIZER SHALL BE USED ADJACENT TO EXISTING WETLANDS, WETLAND MITIGATION SITES OR STREAMS.

4. ALL DISTURBED AREAS SHALL BE RESEED WITH THE SEED MIX ABOVE.

GENERAL CONDITIONS

1. WATER SHALL BE USED AS A DUST SUPPLEMENT AS NECESSARY. LOCATIONS SHALL BE AS ORDERED. WATER FOR DUST SUPPLEMENT WILL NOT BE PAID FOR SEPARATELY, BUT SHALL BE INCLUDED IN THE COST OF WORK.
2. EXCAVATION REQUIRED FOR COMPACTION OF BASES OF CUTS AND FILLS WILL BE CONSIDERED AS SUBSIDIARY TO THAT OPERATION AND WILL NOT BE PAID FOR SEPARATELY.
3. TYPE OF COMPACTION FOR THIS PROJECT WILL BE AS NOTED I 89.
4. THE CONTRACTOR SHALL PROTECT ALL EXISTING SURVEY MONUMENTS, DESIGNED TO REMAIN, FROM DAMAGE BY ANY CONSTRUCTION OPERATIONS. ANY MONUMENTS DAMAGED OR DESTROYED SHALL BE REPLACED AT HIS OWN EXPENSE. THE CONTRACTOR AND ENGINEER SHALL NOTE THESE MONUMENTS IN THE FIELD PRIOR TO CONSTRUCTION.
5. IT IS SUGGESTED THAT THE CONTRACTOR INITIATE A REQUEST TO THE NEEL ENERGY FOR ANY CONSTRUCTION-RELATED TEMPORARY ELECTRICAL POWER SOURCES AS SOON AS POSSIBLE. IN SOME INSTANCES, UP TO 90 DAYS MAY BE REQUIRED TO PROVIDE THE SOURCES.
6. UTILITY LINES AS SHOWN ON THE PLAN SHEETS ARE PLOTTED FROM THE BEST AVAILABLE INFORMATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD LOCATING AND VERIFYING ALL UTILITY INFORMATION. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FROM THE UTILITIES PRIOR TO EXCAVATION (NOT INCLUDING THE DAY OF THE CALL).
7. CONTRACTOR SHALL LIMIT CONSTRUCTION ACTIVITIES TO THOSE AREAS OWNED BY THE TOWN OF SILVERTHORPE OR WITHIN THE EXISTING EASEMENTS. ANY DISTURBANCES BEYOND THESE LIMITS SHALL BE RESTORED TO ORIGINAL CONDITION BY THE CONTRACTOR AT THE CONTRACTOR'S EXPENSE.
8. PARKING OF VEHICLES OR EQUIPMENT, DISPOSAL OF LITTER AND ANY OTHER ACTION WHICH WOULD ALTER EXISTING CONDITIONS.
9. TOPSOIL MAY BE GENERATED WITHIN PROJECT LIMITS. IF TOPSOIL IS NOT GENERATED WITHIN THE PROJECT LIMITS, IT SHALL BE INSPECTED AT ITS ORIGINAL LOCATION TO ENSURE THERE ARE NO WEEDS. ONCE TOPSOIL HAS BEEN PLACED, PERIODIC INSPECTIONS WILL TAKE PLACE TO LOOK FOR APPEARANCE OF WEEDS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR WEED CONTROL. WEED CONTROL SHALL BE BY A LICENSED HERBICIDE APPLICATOR AND SHALL BE INCLUDED IN THE COST OF SEEDING (NATIVE). PRE-EMERGENT HERBICIDES TO BE USED SHALL BE MANUFACTURED BY ELANCO COMPANY OR AN EQUIVALENT. HERBICIDES TO BE EPA REGISTERED AND APPROVED, OF THE TYPE RECOMMENDED BY MANUFACTURER.
10. TEMPORARY FILLS, SUCH AS COTTER DAMS AND TEMPORARY ROAD CROSSINGS USING IMPROVED SUSPENDED SOLIDS OR POLLUTION, FILL MATERIAL WILL NOT BE OBTAINED FROM THE LIVE WATER AREA IN THE STREAM UNLESS APPROVED BY DIVISION OF WILDLIFE.
11. ALL REASONABLE MEASURES SHALL BE TAKEN TO AVOID EXCESS APPLICATION AND INTRODUCTION OF CHEMICALS INTO AQUATIC ECOSYSTEMS. USE OF CHEMICALS SUCH AS SOIL STABILIZERS, DUST SUPPRESSANTS, AND HERBICIDES SHALL BE LIMITED TO APPROVED APPLICATION RATES.
12. CONSTRUCTION STAGING AREAS SHALL BE LOCATED OUTSIDE OF THE AREA ADJACENT TO STREAMS, INCLUDING WETLANDS AND RIPARIAN AREAS.
13. MEASURES SHALL BE TAKEN TO PREVENT SPILLED FUELS, LUBRICANTS, OR OTHER TOXIC MATERIALS FROM ENTERING AQUATIC ECOSYSTEMS.
14. NO NET CONCRETE FROM PLACEMENT OF FORMS OR WASHING OF TRUCKS OR EQUIPMENT SHALL BE ALLOWED IN AQUATIC ECOSYSTEMS.
15. EROSION CONTROL SHALL BE ADDRESSED ON ALL PROJECTS THAT INVOLVE WATER RELATED ENVIRONMENTAL CONCERNS. TEMPORARY AND PERMANENT EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED THROUGHOUT THE OPERATION OF THE PROJECT.
16. DURING THE PLANNING AND CONSTRUCTION OF A PROJECT ALL WEEDS SHALL BE TAKEN TO AVOID DISTURBANCE TO EXISTING VEGETATION. SENSITIVE AREAS SHALL BE FENCED AS NECESSARY.
17. ALL SIGNS AND STREET MARKINGS SHALL BE DESIGNED, CONSTRUCTED AND PLACED IN ACCORDANCE WITH THE CITY OF SILVERTHORPE (MUTED), LATEST EDITION, UNLESS OTHERWISE APPROVED BY THE TOWN.
18. MIGRATORY BIRD NESTS MAY BE PRESENT WITHIN THE PROJECT LIMITS DURING THE ACTIVE NESTING SEASON (MARCH 1 TO SEPTEMBER 30). PRIOR TO COMMENCEMENT OF CONSTRUCTION ACTIVITIES, THE CONTRACTOR SHALL WALK THE PROJECT LIMITS WITH THE LANDSCAPE ARCHITECT TO IDENTIFY OR CONFIRM THAT MIGRATORY BIRDS ARE NOT ACTIVELY NESTING. IMPACTS TO ACTIVE MIGRATORY BIRD NESTS SHALL BE AVOIDED.
19. CONTRACTOR IS RESPONSIBLE FOR ACQUIRING STATE STORMWATER DISCHARGE PERMIT.



SURVEY CONTROL
SURVEY PROVIDED BY RANGEWEST SURVEYORS & ENGINEERS
970-468-6281

LEGEND

- FOUND REBAR & YELLOW PLASTIC CAP
- △ RANDOM SURVEY CONTROL POINT
- ⊙ SEWER MANHOLE LID
- CURB STOP (WATER SERVICE)
- UTILITY PEDESTAL
- ⊙ COTTONWOOD TREE WITH TRUNK DIAMETER
- ORANGE WETLAND FLAG AS LABELED
- X — LOG RAIL FENCE
- □ — WOOD FENCE
- Wavy — EDGE OF WILLOWS/COTTONWOODS

NOTE: WETLAND DETERMINED BY JOSH VIEB (P. 6/2/15)

DWM DESIGN
 101 S. Broadway
 Suite 100
 St. Paul, MN 55102
 612.291.1234
 www.dwmdesign.com

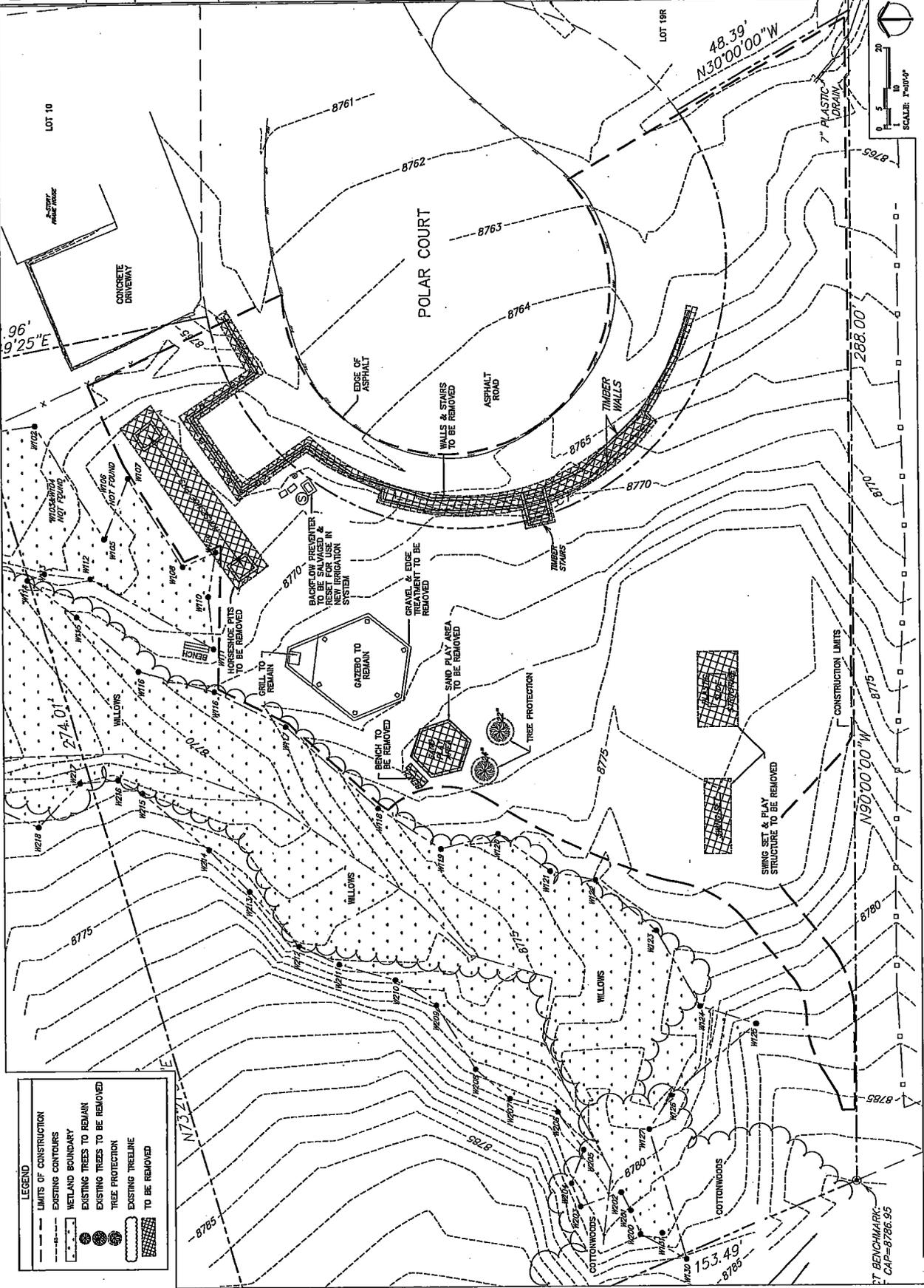
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ARCTIC PLACER PARK
 Silverthorne, CO

PROJECT NUMBER: 16056-00
 DATE: 04-08-2019
 DRAWN BY: J. HARRIS
 CHECKED BY: J. HARRIS
 SCALE: AS SHOWN

SHEET NUMBER: EX-1
 SHEET 2 OF 2



LEGEND

- LIMITS OF CONSTRUCTION
- - - EXISTING CONTOURS
- WETLAND BOUNDARY
- EXISTING TREES TO REMAIN
- EXISTING TREES TO BE REMOVED
- TREE PROTECTION
- EXISTING TREELINE TO BE REMOVED

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 500 S. University
 Suite 100
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 www.dhmdesign.com

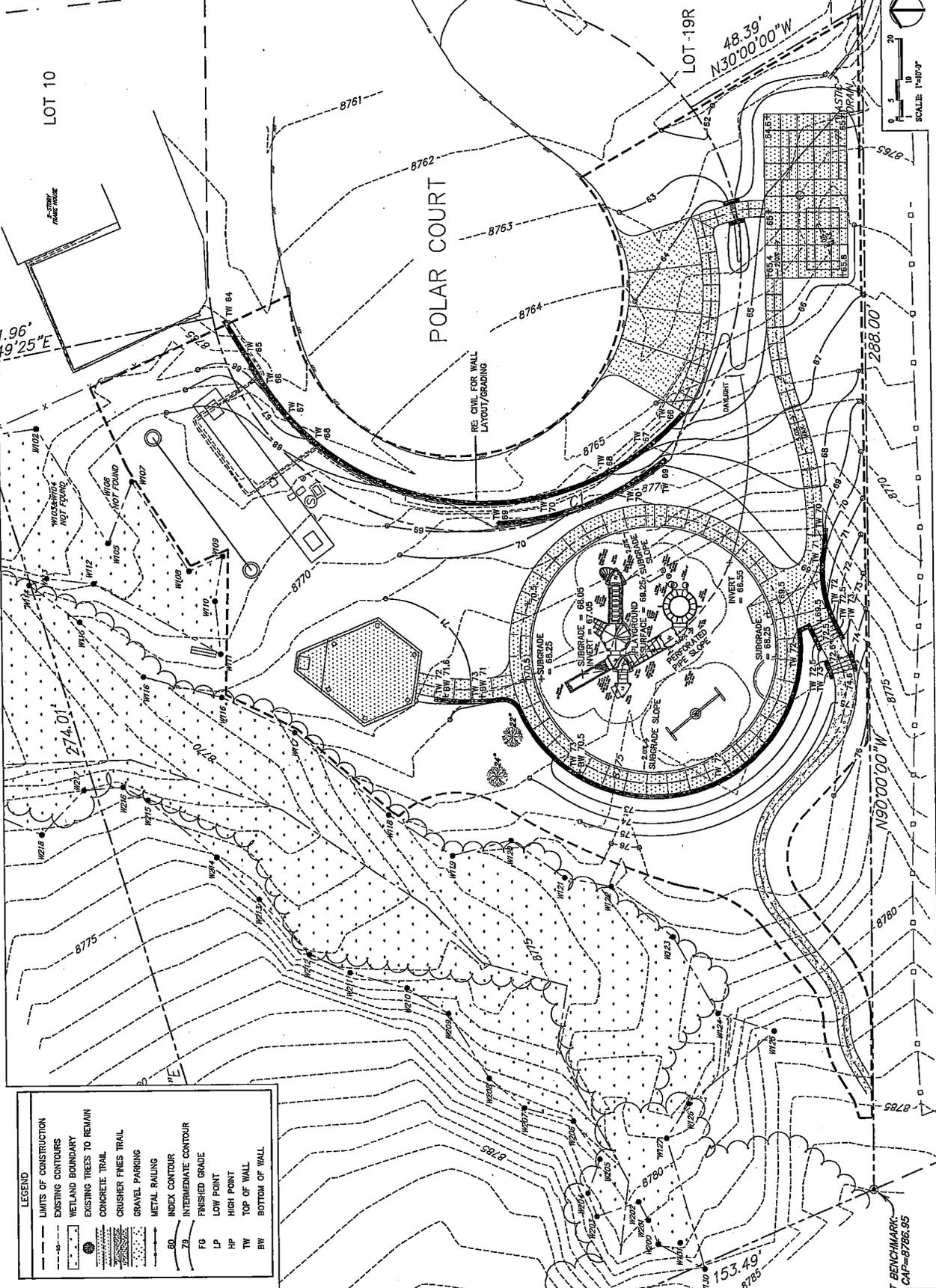
RELEASE OF DOCUMENT
 I, the undersigned, hereby certify that the information contained herein is true and correct to the best of my knowledge and belief, and that I am a duly Licensed Professional Engineer in the State of Colorado.

DRAFT
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ARCTIC PLACER PARK
 Silverthorne, CO

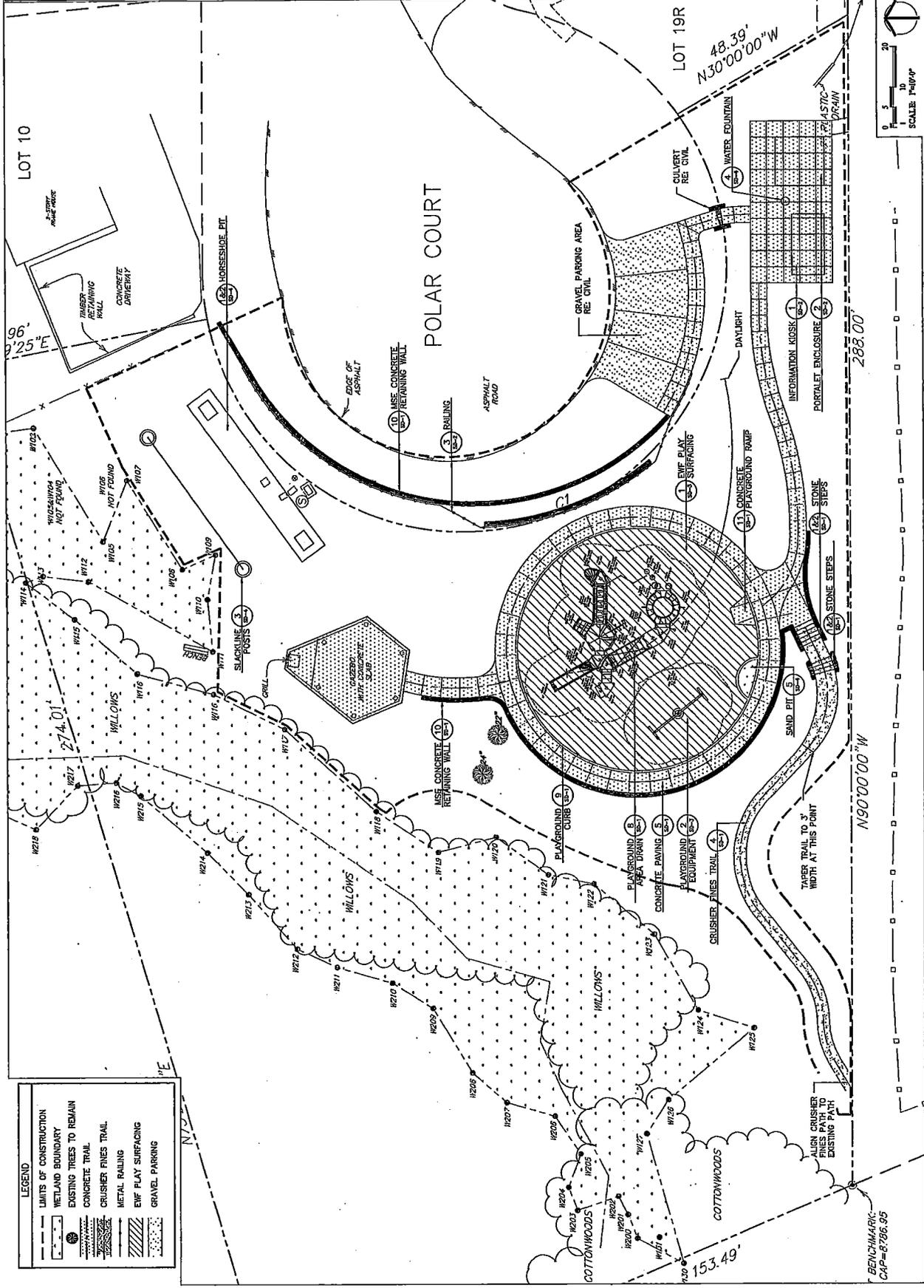
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 SHEET NUMBER



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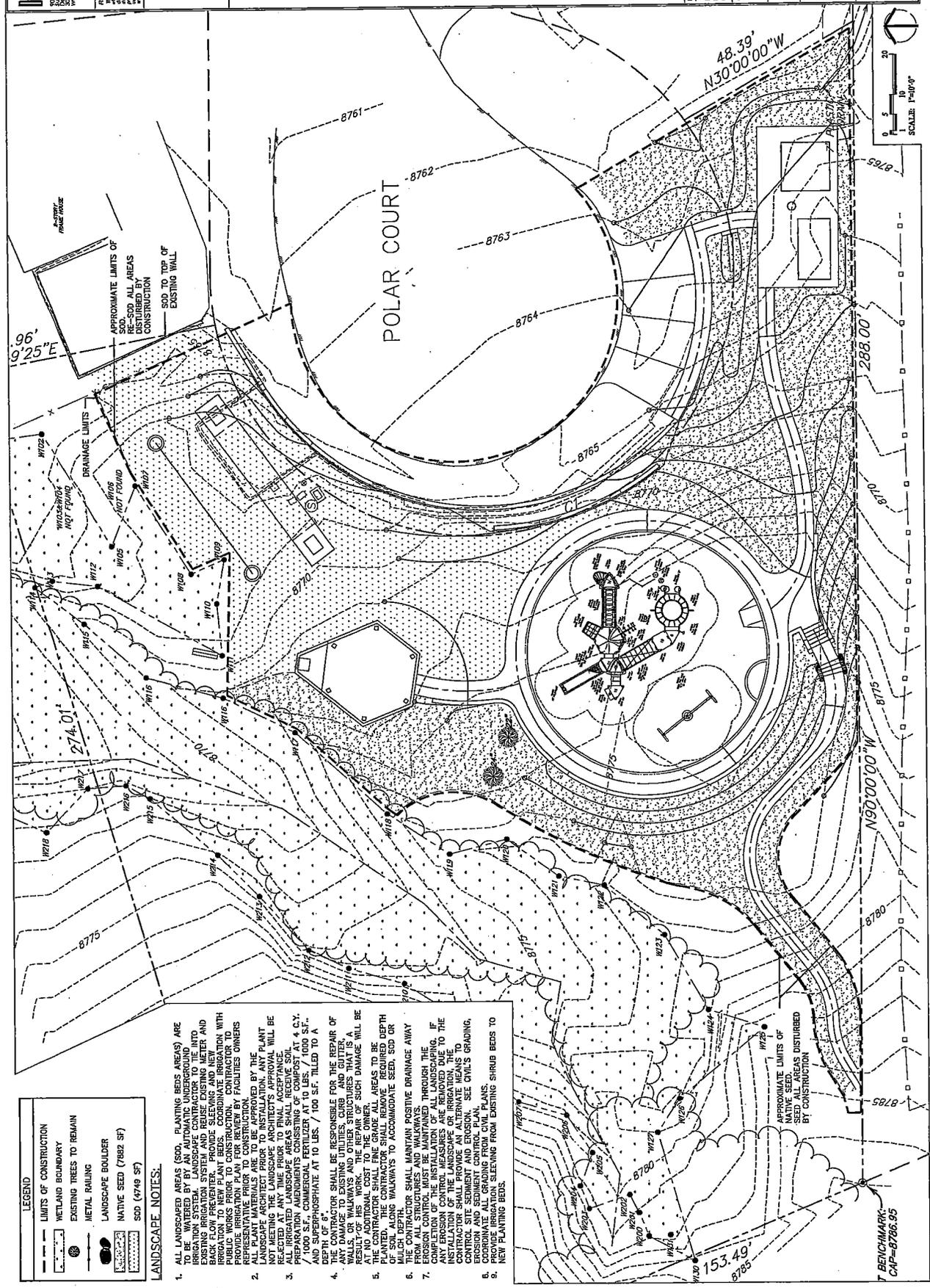
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	EXISTING TREES TO REMAIN
	CONCRETE TRAIL
	CRUSHER FINES TRAIL
	GRAVEL PARKING
	METAL RAILING
	INDEX CONTOUR
	INTERMEDIATE CONTOUR
	FINISHED GRADE
	LOW POINT
	HIGH POINT
	TOP OF WALL
	BOTTOM OF WALL



LEGEND

[Symbol]	LIMITS OF CONSTRUCTION
[Symbol]	WETLAND BOUNDARY
[Symbol]	EXISTING TREES TO REMAIN
[Symbol]	CONCRETE TRAIL
[Symbol]	CRUSHER FINES TRAIL
[Symbol]	METAL RAILING
[Symbol]	EMF PLAY SURFACING
[Symbol]	GRAVEL PARKING

BENCHMARK:
 CAP=6786.35



LEGEND

[Symbol]	LIMITS OF CONSTRUCTION
[Symbol]	WETLAND BOUNDARY
[Symbol]	EXISTING TREES TO REMAIN
[Symbol]	METAL RAILING
[Symbol]	LANDSCAPE BOULDER
[Symbol]	NATIVE SEED (7882 SF)
[Symbol]	SOD (#749 SF)

LANDSCAPE NOTES:

- ALL LANDSCAPED AREAS (SOD, PLANTING BEDS AREAS) ARE TO BE WATERED BY AN AUTOMATIC UNDERGROUND IRRIGATION SYSTEM. LANDSCAPE CONTRACTOR TO TIE INTO EXISTING IRRIGATION SYSTEM AND REUSE EXISTING METER AND VALVE. COORDINATE IRRIGATION WITH PUBLIC WORKS PRIOR TO CONSTRUCTION. CONTRACTOR TO PREPARE IRRIGATION PLAN AND FACILITIES OWNERS APPROVAL PRIOR TO CONSTRUCTION.
- ALL PLANT MATERIALS ARE TO BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. ANY PLANT MATERIALS NOT APPROVED SHALL BE REMOVED AND REPLACED AT ANY TIME PRIOR TO FINAL ACCEPTANCE.
- ALL IRRIGATED LANDSCAPE AREAS SHALL RECEIVE SOIL PREPARATION AMENDMENTS CONSISTING OF COMPOST AND 5% N-10% P-10% K-10% SUPERPHOSPHATE AT 10 LBS. / 100 S.F. TILLED TO A DEPTH OF 8".
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPAIR OF ANY DAMAGE TO EXISTING UTILITIES, WALKWAYS, WALLS OR WALKWAYS AND OTHER STRUCTURES THAT IS A RESULT OF HIS WORK. THE REPAIR OF SUCH DAMAGE WILL BE AT NO ADDITIONAL COST TO THE OWNER.
- AREAS TO BE PLANTED WITH THE CONTRACTOR SHALL REMOVE REQUIRED DEPTH OF SOIL ALONG WALKWAYS TO ACCOMMODATE SEED, SOD OR PLANTING BEDS.
- THE CONTRACTOR SHALL MAINTAIN POSITIVE DRAINAGE AWAY FROM ALL STRUCTURES AND WALKWAYS.
- EROSION CONTROL MUST BE MAINTAINED THROUGH THE INSTALLATION OF THE LANDSCAPE OR IRRIGATION. ANY EROSION CONTROL MEASURES ARE REMOVED DUE TO THE INSTALLATION OF THE LANDSCAPE OR IRRIGATION, THE CONTRACTOR SHALL REINSTALL EROSION CONTROL MEASURES TO CONTROL SITE SEDIMENT AND EROSION. SEE CIVIL'S GRADING, EROSION AND SEDIMENT CONTROL PLAN.
- COORDINATE ALL GRADING FROM CIVIL PLANS.
- NEW PLANTING BEDS TO BE SLEEVING FROM EXISTING SHRUB BEDS TO

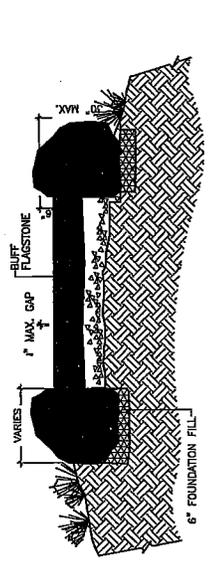
DHM DESIGN
103 S. Broadway
Denver, CO 80202
www.dhmdesign.com

RELEASE OF DOCUMENT
The undersigned hereby certifies that the drawings herein were prepared by the undersigned or under the direct supervision and control of the undersigned and that the undersigned is a duly Licensed Professional Engineer in the State of Colorado.

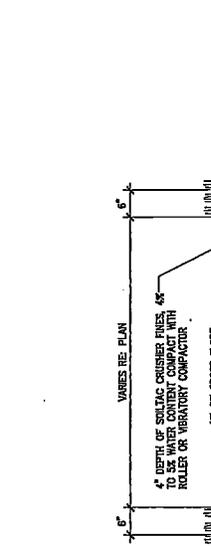
PROJECT NUMBER: CUE
16055.00 04-08-2016
DESIGNED BY: [Redacted]
CHECKED BY: [Redacted]
REVISIONS:

JOB DESCRIPTION:
SHEET TITLE:
SITE DETAILS:

1 STONE STEPS - SECTION



2 STONE STEPS - ELEVATION



3 CRUSHER FINES PATH



4 CONCRETE PLAYGROUND RAMP



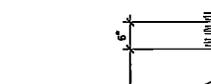
5 CONCRETE PAVING



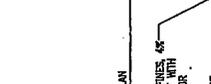
6 EXPANSION JOINT



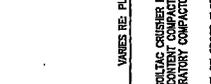
7 CONTROL JOINT



8 PLAYGROUND AREA DRAIN



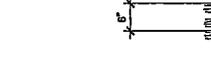
9 CONCRETE PLAYGROUND CURB



10 MSE RETAINING WALL



11 CONCRETE PLAYGROUND RAMP



REINFORCING SUBGRADE TO 5% WATER CONTENT COMPACT WITH ROLLER OR VIBRATORY COMPACTOR.
SOIL COMPACTED TO BE A 10 CAL./1 TON MAX. AS SPECIFIED BY GAS SOLUTIONS STABILIZER SOLUTIONS (303-881-0099) OR APPROVED EQUAL.

NOTES:
1. CONTROL JOINT SPACING FOR ALL OTHER AREAS ARE NOT TO EXCEED 10' O.C.
2. WIDTH OF CONTROL JOINTS FOR ALL OTHER AREAS ARE NOT TO EXCEED 2.0K
3. FINAL PAVING CROSS SECTION AND SPECIFICATIONS PER CIVIL.

NOTE: ALL RAMP OUTSIDE OF PLAY EQUIPMENT SAFETY ZONES

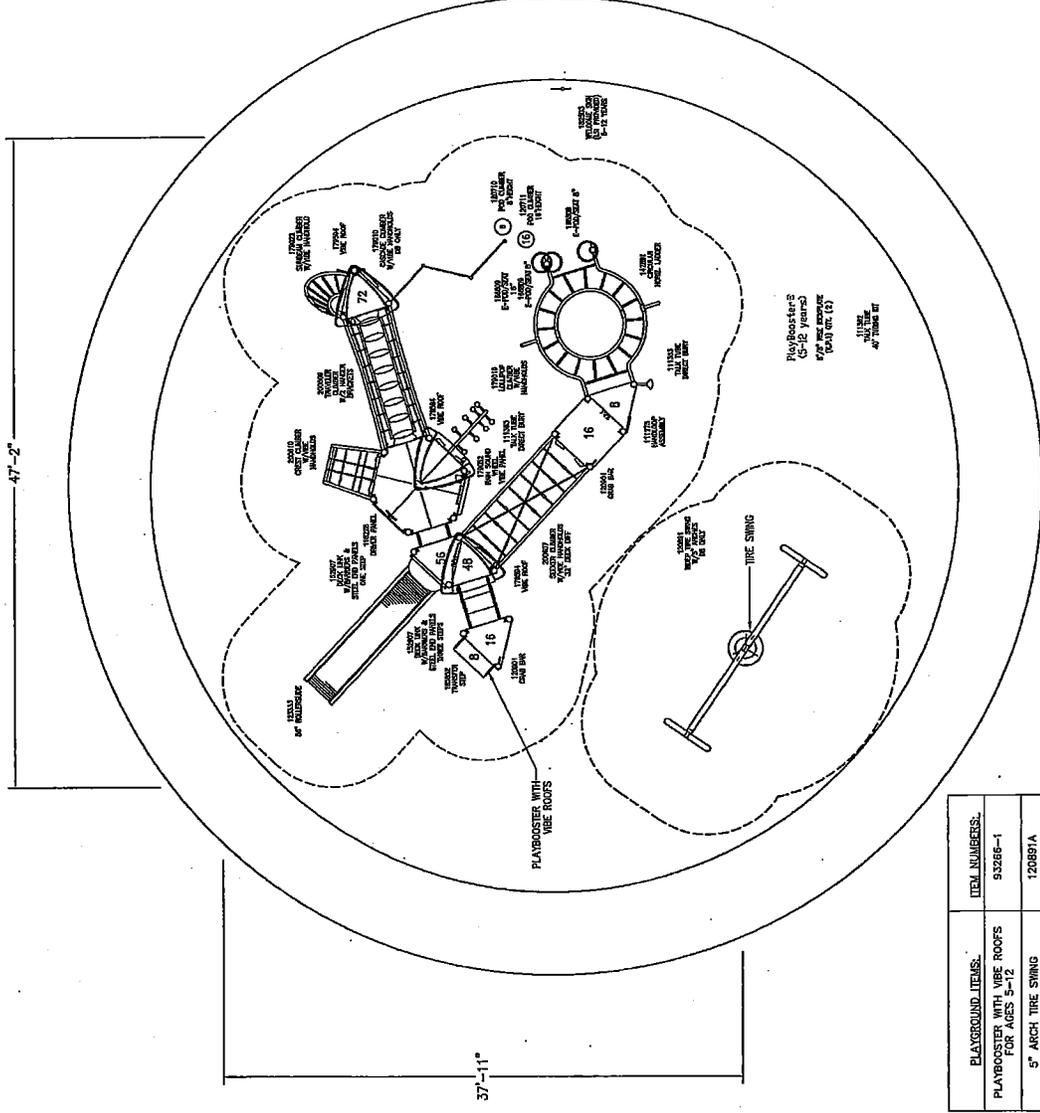
NOTE: CONTROL JOINTS SHOULD OCCUR ON THE HORIZONTAL AND VERTICAL SURFACE EVERY 10' O.C. OR TO MATCH ADJACENT WALK JOINTS

NOTE: ALL RAMP OUTSIDE OF PLAY EQUIPMENT SAFETY ZONES

NOTE: CONTROL JOINTS SHOULD OCCUR ON THE HORIZONTAL AND VERTICAL SURFACE EVERY 10' O.C. OR TO MATCH ADJACENT WALK JOINTS

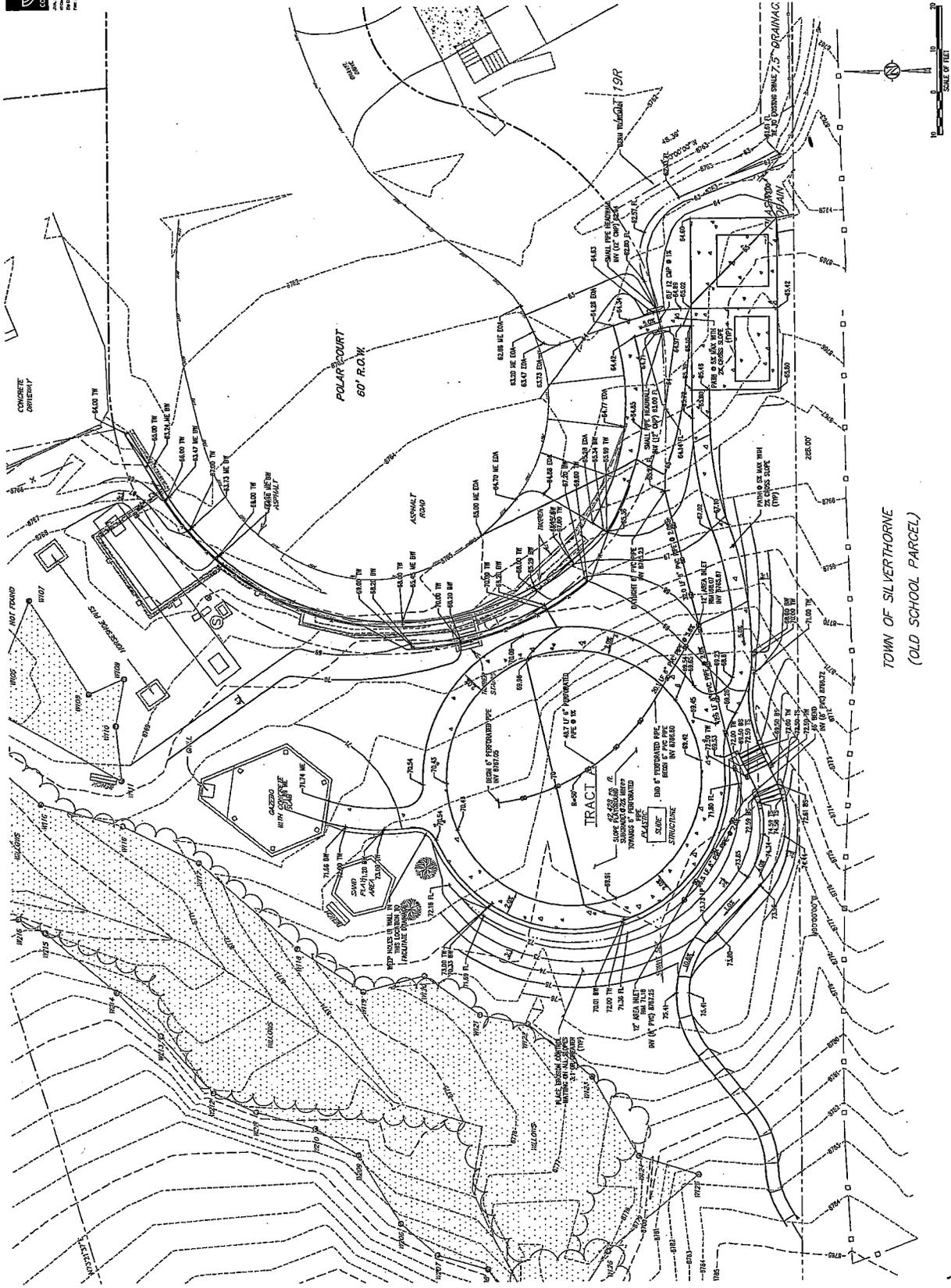
NOTE: CONTROL JOINTS SHOULD OCCUR ON THE HORIZONTAL AND VERTICAL SURFACE EVERY 10' O.C. OR TO MATCH ADJACENT WALK JOINTS

NOTE: CONTROL JOINTS SHOULD OCCUR ON THE HORIZONTAL AND VERTICAL SURFACE EVERY 10' O.C. OR TO MATCH ADJACENT WALK JOINTS



PLAYGROUND ITEMS	ITEM NUMBERS
PLAYBOOSTER WITH VIBE ROOFS FOR AGES 5-12	93266-1
5' ARCH TIRE SWING	120891A
ENGINEERED WOOD FIBER SURFACING	ENF

2 PLAYGROUND EQUIPMENT
 AS SUPPLIED BY ROCKY MOUNTAIN RECREATION/SCAPE STRUCTURES 1-800-355-0169



TOWN OF SILVERTHORNE
(OLD SCHOOL PARCEL)

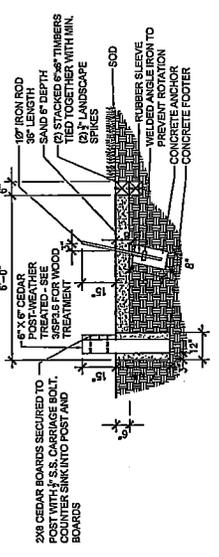


<p>DWM DESIGN 101 S. Broadway Silverthorne, CO 80499 www.dwmdesign.com</p>	<p>RELEASE OF DOCUMENT I, the undersigned, hereby certify that the information contained herein is true and correct to the best of my knowledge and belief, and that I am a duly licensed professional engineer in the State of Colorado.</p>	<p>PROJECT NUMBER: 04-28-2016 PROJECT NAME: ARCTIC PLACER PARK OWNER: TOWN OF SILVERTHORNE DESIGNED BY: [Name] CHECKED BY: [Name]</p>	<p>SHEET NUMBER: C10</p>
			<p>DATE: 04-28-2016</p>

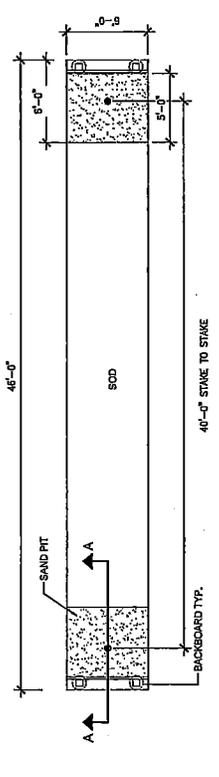
ARCTIC PLACER PARK

Silverthorne, CO

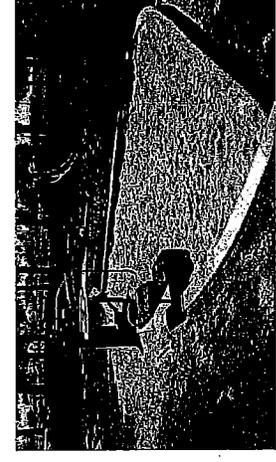




2 HORSESHOE PIT SECTION 'AA'



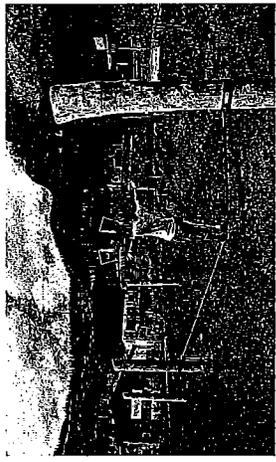
1 HORSESHOE PIT PLAN



5 SAND PIT



4 WATER FOUNTAIN



3 SLACKLINE

NO.	DESCRIPTION	DATE
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Town of Silverthorne
Town Council Agenda Memorandum

TO: Mayor and Town Council
THRU: Ryan Hyland, Town Manager *RH*
Mark Leidal, AICP, Assistant Town Manager *ML*
FROM: Matt Gennett, AICP, Planning Manager *MG*
DATE: May 5, 2016, for the meeting of May 11, 2016
SUBJECT: South Maryland Creek Ranch (SMCR) – Filing No. 1, Tract S – Preliminary Site Plan (PT2016-8)

SUMMARY: The applicant is proposing to construct six (6) single-family, footprint homes on Tract S, a platted parcel owned in common by the HOA. The proposed use, architecture, and site design are consistent with the previously approved SMCR PUD, Preliminary Subdivision Plan, and Final Plat for the subject property. Access to Tract S will be obtained off of a private access easement named Moss Way.

PREVIOUS COUNCIL ACTION: On December 14, 2005, Town Council approved both the Annexation, and associated Annexation Agreement, and PUD zoning for South Maryland Creek Ranch (SMCR) PUD. On December 14, 2005, Town Council approved Ordinance No. 2005-17 creating the SMCR General Improvement District. A Sketch Subdivision of South Maryland Creek Ranch was approved by Town Council on November 9, 2005. The South Maryland Creek Ranch Minor Subdivision was approved by Town Council on June 28, 2006. On September 12, 2007, the Town Council approved the Sketch Plan for the South Maryland Creek Ranch Major PUD Modification which proposed 83 residential units on 416 acres. On November 14, 2007, the Town Council approved on first reading Ordinance No. 2007-23, an ordinance zoning 61 acres of the Maryland Creek Ranch to South Maryland Creek Ranch PUD. On November 28, 2007, the Town Council approved Ordinance No. 2007-23 on second reading, an ordinance zoning 61 acres of Maryland Creek Ranch to South Maryland Creek Ranch PUD.

Maryland Creek Ranch (MCR) Sketch Subdivision and Sketch Disturbance Permit Application (DPA) for the 416 acre property, was approved by Town Council on February 13, 2008. A Preliminary Subdivision and Preliminary DPA were approved on September 24, 2008. On June 24, 2009, Town Council re-approved the Preliminary Subdivision and DPA and granted a one-year extension to the MCR Preliminary Subdivision and DPA, extending the Preliminary approval to September 24, 2010. Staff approved a six month extension of the Preliminary Subdivision and DPA from September 24, 2010, to March 24, 2011.

On March 9, 2011, the Town Council reapproved the Preliminary Subdivision for MCR with an extended three-year effective date of approval. The reapproved Preliminary Subdivision expired on March 24, 2014.

On October 22, 2014, the Town Council approved the Fourth Amendment to the Amended and Restated Annexation and Development Agreement for SMCR, which extended certain deadlines by one year. On October 22, 2014, the Town Council approved the Second Amendment to the Amended and Restated Water Service Agreement for SMCR to extend a deadline by one year. On October 22, 2014, the Town Council approved the Fifth Amendment to the Subdivision Improvements Agreement for SMCR to extend a deadline commensurate with the completion of required improvements.

Town of Silverthorne
Town Council Agenda Memorandum

On January 28, 2015, Council approved Minor Subdivision plats for SMCR and Ox Bow Ranch which resolved a property line location discrepancy.

On March 11, 2015, Council held a Public Hearing on the PUD Major Amendment application at their regular meeting and continued the item to the regularly scheduled meeting of May 27, 2015. On May 27, 2015, Council approved Ordinance No. 2015-08 on First Reading. On June 10, 2015, Council approved Ordinance No. 2015-08 on Second Reading, approving a Major Amendment to the SMCR PUD.

On September 23, 2015, Council approved the SMCR Preliminary Plan for Subdivision. On March 9, 2016, Council approved the Final Plat for South Maryland Creek Ranch – Filing No. 1, thereby creating Tract S.

BACKGROUND: In December 2005, the Town annexed and zoned SMCR which then consisted of 71 single family residential units on 355 acres. On May 23, 2007, Maryland Creek Ranch, LLC, brought forward an Annexation Petition to annex an additional 61 acres. The primary purpose of this later annexation was to increase the acreage of SMCR property so that the one unit per five acre Rural Residential density would be maintained upon incorporating an additional twelve (12) units into the original SMCR PUD. In November 2007, the Town approved the annexation of an additional 61 acres concurrently with a Major PUD Amendment to zone the additional 61 acres and allow for an additional twelve (12) units of density in the SMCR PUD, which brought the total units to 83 single family units on 416 acres. On May 16, 2014, the applicants submitted the application for a Major Amendment to the SMCR PUD. On March 3, 2015, the Planning Commission forwarded a recommendation of approval of the PUD Major Amendment application to Council. On September 23, 2015, Planning Commission forwarded a recommendation of approval of the SMCR Preliminary Plan for Subdivision. On March 1, 2016, Planning forwarded a recommendation of approval of the Final Plat for SMCR – Filing No. 1.

DISCUSSION: Please see the attached Staff Report.

PLANNING COMMISSION RECOMMENDATION: The Planning Commission, by a vote of 4-0, recommends approval of the Preliminary Site Plan for Tract S, South Maryland Creek Ranch – Filing No. 1.

Suggested Motion: *“I move to approve the Preliminary Site Plan for Tract S, South Maryland Creek Ranch – Filing No. 1.”*

Alternate Motion: Should Council choose not to approve the subject application, the following motion may be made: *“I move to recommend denial of the Preliminary Site Plan for Tract S, South Maryland Creek Ranch – Filing No. 1, with the finding that it does not meet STC Section 4-6-6(k).”*

ATTACHMENTS:
Staff Report and Exhibits

Town of Silverthorne
Town Council Agenda Memorandum

MANAGER'S COMMENTS:

Town of Silverthorne, Colorado
Town Council Staff Report

From: Matt Gennett, AICP, Planning Manager *MG*

Date: May 5, 2016, for the meeting of May 11, 2016

Subject: Preliminary Site Plan – Tract S, South Maryland Creek Ranch (SMCR), Filing No. 1 (PT 2016-8)

Owner: Tom Everist

Applicant: Joanna Hopkins, Development Director, Summit Sky Ranch

Proposal: The applicant is requesting approval of a Preliminary Site Plan for six single-family, cabin style homes to be located on Tract S. The proposed use, architecture, and site design are in keeping with the previously approved SMCR PUD, Preliminary Subdivision Plan, and Final Plat for the subject property. *(Please see the attached plans for further information.)*

Address: 28585 State Highway 9

Legal Description: Tract S, South Maryland Creek Ranch – Filing No. 1

Site Area: 5.29 acres, or 230,508 square feet

Zone District: South Maryland Creek Ranch Planned Unit Development (PUD)

Design District: N/A

Site Conditions: Of the total site area of 416 acres included in the subject PUD, a portion is currently being used by Everist Materials for their gravel operation. Limited construction of public infrastructure, approved under a Minor Subdivision plat, has also occurred.

Adjacent Uses: North: Remainder of the Maryland Creek Ranch property
South: US Forest Service property
East: Oxbow Ranch and Highway 9
West: US Forest Service property

Height: Allowed: 35 feet
Proposed: 28 feet

Lot Coverage: Allowed: 15% of the lot area, or 34,576 square feet
Proposed: 3% of the lot area, or 7,582 square feet

Parking: Required: 2 per dwelling unit, or 12 spaces

- Proposed: 24 spaces
- Snow Storage:** Required: 25% of paved surface, or 6,272 square feet
Proposed: 27% of paved surface, or 6,900 square feet
- Landscaping:** Required: 18 trees and 36 shrubs
Proposed: 70 trees and 53 shrubs (exceeds requirement)
- Setbacks:** As set forth in the SMCR PUD Guide, the residences depicted on the Preliminary Site Plan maintain the minimum separation between buildings of twenty feet (20'). The minimum front setback of ten feet (10') from the private access, Moss Way, is likewise being maintained. No other setback requirements pertain to this proposal.

PREVIOUS COUNCIL ACTION: On December 14, 2005, Town Council approved both the Annexation, and associated Annexation Agreement, and PUD zoning for South Maryland Creek Ranch (SMCR) PUD. On December 14, 2005, Town Council approved Ordinance No. 2005-17 creating the SMCR General Improvement District. A Sketch Subdivision of South Maryland Creek Ranch was approved by Town Council on November 9, 2005. The South Maryland Creek Ranch Minor Subdivision was approved by Town Council on June 28, 2006. On September 12, 2007, the Town Council approved the Sketch Plan for the South Maryland Creek Ranch Major PUD Modification which proposed 83 residential units on 416 acres. On November 14, 2007, the Town Council approved on first reading Ordinance No. 2007-23, an ordinance zoning 61 acres of the Maryland Creek Ranch to South Maryland Creek Ranch PUD. On November 28, 2007, the Town Council approved Ordinance No. 2007-23 on second reading, an ordinance zoning 61 acres of Maryland Creek Ranch to South Maryland Creek Ranch PUD.

Maryland Creek Ranch (MCR) Sketch Subdivision and Sketch Disturbance Permit Application (DPA) for the 416-acre property, was approved by Town Council on February 13, 2008. A Preliminary Subdivision and Preliminary DPA were approved on September 24, 2008. On June 24, 2009, Town Council re-approved the Preliminary Subdivision and DPA and granted a one-year extension to the MCR Preliminary Subdivision and DPA, extending the Preliminary approval to September 24, 2010. Staff approved a six-month extension of the Preliminary Subdivision and DPA from September 24, 2010, to March 24, 2011.

On March 9, 2011, the Town Council reapproved the Preliminary Subdivision for MCR with an extended three-year effective date of approval. The reapproved Preliminary Subdivision expired on March 24, 2014.

On October 22, 2014, the Town Council approved the Fourth Amendment to the Amended and Restated Annexation and Development Agreement for SMCR, which extended certain deadlines by one year. On October 22, 2014, the Town Council approved the Second Amendment to the Amended and Restated Water Service Agreement for SMCR to extend a deadline by one year. On October 22, 2014, the Town Council approved the Fifth Amendment to the Subdivision Improvements Agreement for SMCR to extend a deadline commensurate with the completion of required improvements.

On January 28, 2015, Council approved Minor Subdivision plats for SMCR and Ox Bow Ranch which resolved a property line location discrepancy.

On March 11, 2015, Council held a Public Hearing on an application for a Major Amendment to the SMCR PUD at their regular meeting, and continued the item to the regularly scheduled meeting of May 27, 2015. On May 27, 2015, Council approved Ordinance No. 2015-08 on First Reading. On June 10, 2015, Council approved Ordinance No. 2015-08 on Second Reading, thereby increasing the maximum allowable density from 83 to 240 dwelling units on 416 acres.

On September 23, 2015, Council approved the SMCR Preliminary Plan for Subdivision. On March 9, 2016, Council approved the Final Plat for South Maryland Creek Ranch – Filing No. 1, thereby creating Tract D.

BACKGROUND: In December 2005, the Town annexed and zoned SMCR which then consisted of 71 single family residential units on 355 acres. On May 23, 2007, Maryland Creek Ranch, LLC, brought forward an Annexation Petition to annex an additional 61 acres. The primary purpose of this later annexation was to increase the acreage of SMCR property so that the one unit per five acres, Rural Residential density would be maintained upon incorporating an additional twelve (12) units into the original SMCR PUD. In November 2007, the Town approved the annexation of an additional 61 acres concurrently with a Major PUD Amendment to zone the additional 61 acres and allow for an additional twelve (12) units of density in the SMCR PUD, which brought the total units to 83 single family units on 416 acres. On May 16, 2014, the applicants submitted the application for a Major Amendment to the SMCR PUD to increase the maximum density to 240 dwelling units. On March 3, 2015, the Planning Commission forwarded a recommendation of approval of the PUD Major Amendment application to Council. On September 23, 2015, Planning Commission forwarded a recommendation of approval of the SMCR Preliminary Plan for Subdivision.

STAFF COMMENTS – PRELIMINARY SITE PLAN: The Site Plan review process is reviewed by Planning Commission and Town Council at the Preliminary and Final levels to determine if the plan complies with zoning requirements, Design District Standards, and Code standards and regulations.

Comprehensive Plan: The Silverthorne Comprehensive Plan reflects the goals and objectives of the community. The first criterion for review of a Preliminary Site Plan is consistency with the goals and policies of the Comprehensive Plan. Given that the PUD Major Amendment, Preliminary Plan for Subdivision, and the Final Plat for Phase 1 were all previously found to be in compliance with the Comprehensive Plan, and the subject application adheres to the previous approvals listed above, Staff finds the Preliminary Site Plan for Tract S in conformance with the Comprehensive Plan.

Chapter 4 of the Town Code: The second criterion for review of a Preliminary Site Plan is consistency with Chapter 4, Article IV, *Zoning Regulations*; Article VI, *Site Plan*.

Land Use: Tract S is zoned as a common area parcel to accommodate single-family, footprint style homes via the SMCR PUD, and the Preliminary Site Plan for Tract S is

consistent with this land use designation.

Zoning Standards: All of the pertinent Zoning Standards set forth in the SMCR PUD Guide, including building height, lot coverage, setbacks, and snow storage, are being met with the proposed Preliminary Site Plan for Tract S.

Vehicular Access: The site is accessed via a 24' wide two-way private drive, named Moss Way, aligned within a 35' easement. The proposed private access meets Town road standards.

Pedestrian Access: A private, soft surface trail has been included with the proposal to facilitate pedestrian access.

Traffic Impacts: Based on Section 4-6-5(c)2, *Preliminary Site Plan Submittal Requirements*, the Town may request any reasonable information to aid in a Site Plan review, including Traffic Studies. Because the proposed development is part of a PUD and Subdivision for which thorough Traffic Studies have already been performed, Staff finds this criterion to be met.

Parking: As listed in the first section of this memorandum, the minimum parking requirement for the Tract S Preliminary Site Plan proposal is 12 standard spaces. The applicant is proposing 24 standard spaces, thereby exceeding the minimum number of required parking spaces.

Snow Storage: A minimum of 25% of the total paved area must be provided for snow storage.

Landscaping: As indicated above, a minimum of three (3) trees and six (6) shrubs is required for each single-family home, which equates to eighteen (18) trees and thirty-six (36) shrubs for this proposal. The applicant is proposing to plant 70 trees and 53 shrubs, thereby exceeding the minimum requirement.

Lighting: The Lighting Plan is shown on Sheet LP in the accompanying reduced plan set included in the Preliminary Site Plan application binder for Tract S. All lighting fixtures on the building must be down cast and fully shielded. Details and cut sheets for each type of fixture will be required upon Final Site Plan submittal.

Utilities: No comments or concerns regarding proposed utilities have been received from the Utilities Manager.

Drainage: A Phase I Master Drainage Plan was submitted and approved with the Final Plat on March 9, 2016. Given that Tract S is located within the plans for Phase I, this criterion has been met.

Architecture: There are three home design prototypes proposed for Tract S: The Keller Cabin, the Valhalla Cabin, and the Powell Cabin. All three of these home types meet the architectural requirements of the SMCR PUD Guide and incorporate columns, trusses, beams, and a combination of gable and shed roofs. *(Please see the attached application*

binder for details.)

PLANNING COMMISSION RECOMMENDATION: The Planning Commission, by a vote of 4-0, recommends approval of the Preliminary Site Plan for Tract S, South Maryland Creek Ranch – Filing No. 1.

Suggested Motion: *“I move to approve the Preliminary Site Plan for Tract S, South Maryland Creek Ranch – Filing No. 1.”*

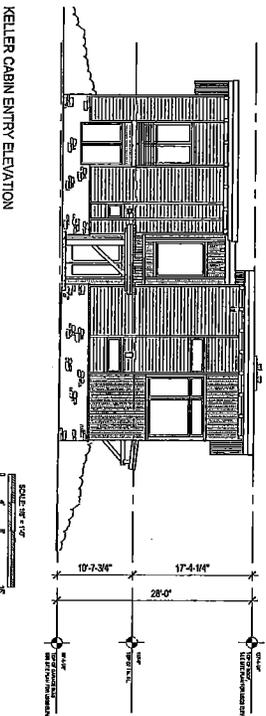
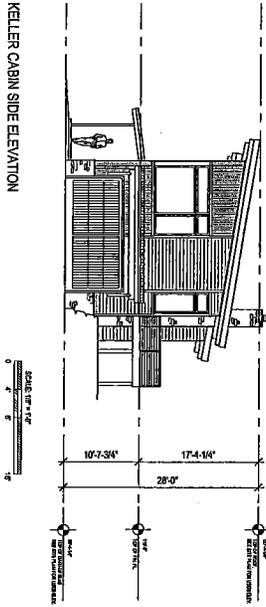
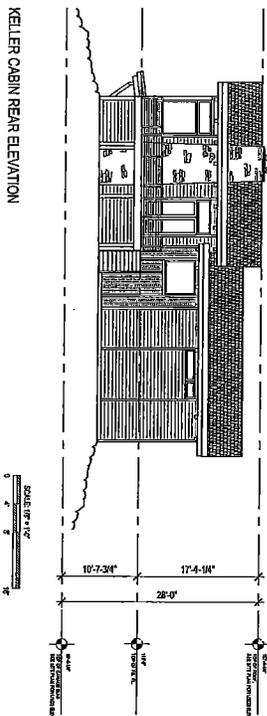
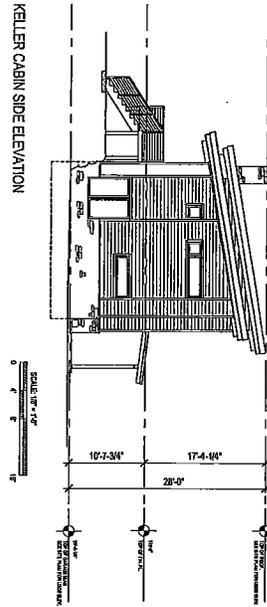
Alternate Motion: Should the Council determine that the proposed Preliminary Site Plan does not meet Town requirements, the following motion may be made: *“I move to deny the Preliminary Site Plan for Tract S, South Maryland Creek Ranch – Filing No. 1, with the finding that it does not meet STC Section 4-6-6(k).”*

EXHIBITS:

Exhibit A: 8.5”x11” Site Plan and Elevations

ATTACHMENTS:

Preliminary Site Plan application binder for SMCR – Filing No. 1, Tract S



NOT FOR CONSTRUCTION

SITE PLAN SUBMITTAL TRACT S

SILVERTHORNE, COLORADO 80488

OWNER:
 EVERETT LAND
 HOLDINGS LLC
 SILVERTHORNE, CO
 80488
 970-582-2991

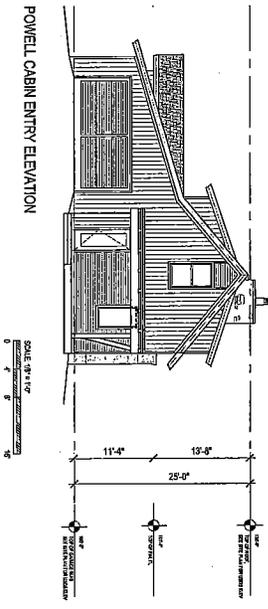
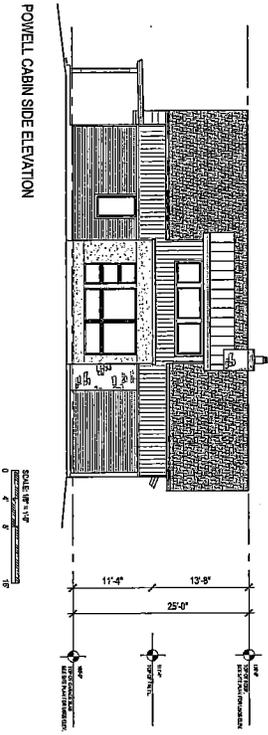
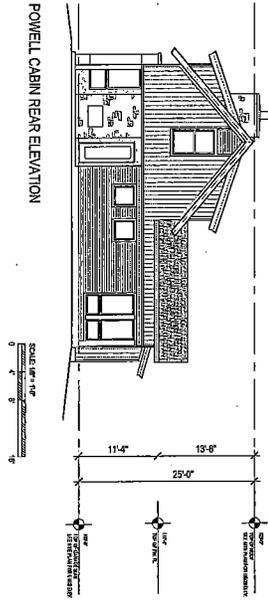
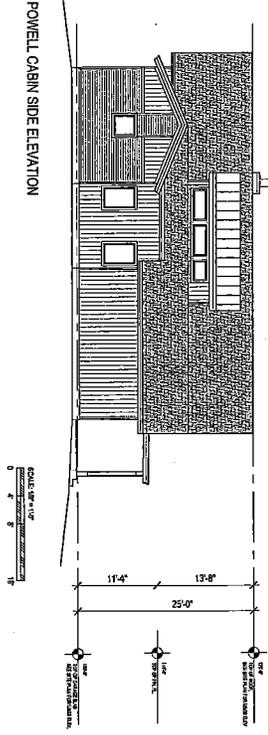
DATE:
 1ST SUBMITTAL
 02/26/2018

SHEET TITLE:

SHEET NUMBER:

A002

OWNER:
 2180 E 17th Avenue
 Denver, Colorado 80202
 720.657.2012
 CROWNCON.COM



NOT FOR CONSTRUCTION

SITE PLAN SUBMITTAL TRACT S
 SILVERTHORNE, COLORADO 80488

OWNER:
 ERIKST LAND
 8000 S. WILSON
 SILVERTHORNE, CO
 80488
 970.282.0991

2010 E 17th Avenue
 Denver, Colorado 80202
 CHAMBERLAIN CO
 COMMERCIAL

SHEET NUMBER:
A002

Town of Silverthorne
Council Agenda Memorandum

TO: Mayor Bruce Butler and Town Council
THRU: Ryan Hyland, Town Manager *RH*
FROM: Joanne Cook, Recreation and Culture Director
DATE: May 5, 2016 for meeting of May 10, 2016
SUBJECT: Ordinance No. 2016-05: AN ORDINANCE ENACTING A NEW ARTICLE II OF CHAPTER 5 OF THE SILVERTHORNE TOWN CODE TO ESTABLISH THE SILVERTHORNE ARTS AND CULTURE ADVISORY BOARD

SUMMARY: Per the newly adopted Arts and Culture Strategic Plan, staff recommends the establishment of a citizen's advisory board to assist in implementing the Arts and Culture Strategic Plan goals.

BACKGROUND: In 2012, the Town's Economic Development Advisory Committee suggested that the Town create an arts program in order to increase vibrancy in the downtown. Council supported this recommendation, and the ultimate result was hiring a planning consultant to create an Arts and Culture Strategic Plan for the Town. That plan was adopted in January 2016.

Goal number three in the Arts and Culture Plan is, "The Town should establish an Arts and Culture Advisory Committee. The Committee can assist the Town in implementing the Arts and Culture Strategic Plan goals. Town staff will create and develop bylaws for the Arts and Culture Advisory Committee and propose them to Town Council for approval."

Council members JoAnne Nadalin and Ann-Marie Sandquist and Recreation and Culture Director, Joanne Cook, have met to discuss formation of the committee and have created Ordinance No. 2016-05 (**Exhibit A**) which proposes bylaws and procedures of the new committee.

PREVIOUS COUNCIL ACTION:

In 2014, Town Council approved the 2015/2016 Town Budget which included funding to hire a consultant to create an Arts and Culture Strategic Plan for the Town.

At the May 26, 2015 Town Council work session, Council directed staff to engage the professional services of 23.4 Degrees planning consultants to create an Arts and Culture Strategic Plan for the community.

At the January 13, 2016 Council meeting, Council adopted the Silverthorne Arts and Culture Strategic Plan per Resolution No. 2016-02.

DISCUSSION: Establishing the Arts and Culture Advisory Board is the first step to taking action on the Arts and Culture Strategic Plan. As Council is aware, implementation of the plan is a popular topic in the community and staff is anxious to have a working group in place to begin accomplishing goals in 2016.

Town of Silverthorne
Council Agenda Memorandum

STAFF RECOMMENDATION: Staff recommends that Council approve Ordinance No. 2016-05: AN ORDINANCE ENACTING A NEW ARTICLE II OF CHAPTER 5 OF THE SILVERTHORNE TOWN CODE TO ESTABLISH THE SILVERTHORNE ARTS AND CULTURE ADVISORY BOARD

PROPOSED MOTION: *"I move to approve Ordinance No. 2016-05: AN ORDINANCE ENACTING A NEW ARTICLE II OF CHAPTER 5 OF THE SILVERTHORNE TOWN CODE TO ESTABLISH THE SILVERTHORNE ARTS AND CULTURE ADVISORY BOARD."*

ALTERNATE MOTION: No motion necessary. The Ordinance would not be approved, and the Board would not be established.

ATTACHMENTS:

Exhibit A: Ordinance No. 2016-05

**TOWN OF SILVERTHORNE, COLORADO
ORDINANCE NO. 2016-05**

**AN ORDINANCE ENACTING A NEW ARTICLE II OF CHAPTER 5 OF
THE SILVERTHORNE TOWN CODE TO ESTABLISH THE
SILVERTHORNE ARTS AND CULTURE ADVISORY BOARD**

WHEREAS, on January 13, 2016, the Town Council adopted Resolution No. 2016-02, creating the Silverthorne Arts and Culture Strategic Plan;

WHEREAS, the intent behind the Arts and Culture Strategic Plan was to create an arts program in order to promote arts and culture in Silverthorne and to increase overall vibrancy in the downtown;

WHEREAS, pursuant to the authority granted by § 5.1 of the Silverthorne Town Charter, the Town Council is authorized to establish boards;

WHEREAS, the Town Council finds that the formation of the Silverthorne Arts and Culture Advisory Board will facilitate implementation of the Arts and Culture Strategic Plan by fostering valuable communication between the Town Council and Town citizens on issues related to arts and culture; and

WHEREAS, the Silverthorne Town Council has determined that the formation of the Silverthorne Arts and Culture Advisory Board will further advance the Town's reputation as a regional arts and culture destination and is in the best interest of the public health, safety and welfare.

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF SILVERTHORNE, COLORADO ORDAINS:

Section 1. A new Chapter 5, Article II of the Silverthorne Town Code is hereby enacted to read as follows:

ARTICLE II - Arts and Culture Advisory Board

Sec. 5-2-1. Creation.

Pursuant to the authority conferred by § 5.1 of the Silverthorne Town Charter, there is hereby created an Arts and Culture Advisory Board (the "Board"), with the powers set forth in this Article, for the general purpose of enhancing Town Council-community discussion and feedback, as well as providing advice and recommendations to the Town Council on matters related to arts and culture.

Sec. 5-2-2. Powers.

(a) Review. The Board shall act as an advisory board to the Town Council and in that capacity, it may hold public meetings to solicit

public input regarding arts and culture or investments in arts and culture opportunities. It shall review and make recommendations concerning matters related to arts and culture as may be referred to the Board by the Town Council or Town Manager.

(b) Liaison. The Board shall act as a liaison between the community and Town Council to enhance community-Town Council relations and to promote public awareness of the Town's arts and culture programs. It shall, from time to time, initiate, prepare and submit recommendations concerning policy matters related to arts and culture to the Town Council, staff and other boards, committees, commissions or entities to apprise the Town Council of the community's needs for investments in arts and culture.

(c) Working groups. The Board may at its discretion establish working groups to work on specific projects or tasks. Members of working groups are not members of the Board and need not be appointed by the Town Council.

(d) Rules. The Board shall adopt rules for transaction of business.

(e) Land use matters. The Board shall have no power or authority to investigate, review, or otherwise participate in land use matters.

Sec. 5-2-3. Membership; terms.

(a) Qualifications. A Board member shall be either a resident of the Town or registered elector in the State of Colorado. If any member ceases to reside in the Town or the State of Colorado, his or her membership shall immediately terminate.

(b) Appointment. The Town Council shall appoint not less than (3) and no more than five (5) Board members. Two (2) of these members will be Town Council representatives, and a majority of the Board shall always be comprised of residents of the Town. Appointments for Board members filling expired terms shall be held at the last regular meeting of the Town Council of the year or at a special meeting called for that purpose. When a re-appointment or replacement is made, the re-appointment or replacement shall be considered effective on the date that the prior term expired. A Board member whose term has expired may continue serving until he or she is either re-appointed or until their successor is chosen.

(c) Compensation. Board members shall serve without compensation, but may receive reimbursement for necessary travel and

other expenses incurred on official duty when such expenditures are required for the efficient dispatch of Board business.

(d) Conflicts of interest. Should any Board member represent a project being reviewed, or become affiliated with an owner, developer or builder of a project being reviewed, that Board member shall abstain from any voting and participation on any action or recommendation relating to that project. The reason for abstention should be stated prior to any action taken by the Board.

(e) Terms. Board members shall serve terms of three (3) years, and may only serve two consecutive terms. After serving two consecutive terms, a Board member must vacate his or her position for at least one year before seeking re-appointment to another term. There shall be staggered terms of office for Board members so that one third of the Board shall be up for re-appointment each year. The system for staggered terms of membership shall be implemented as follows: one Board member shall have an initial term of one (1) year, two (2) Board members shall have terms of two (2) years, and two (2) Board members shall have terms of three (3) years. Initial Board members serving less than a full three-year term as their initial term shall be considered to have served a full three-year term for purposes of the limits on more than two successive terms.

(f) *Ex officio* members. The Town Council may appoint any number of *ex officio* members to the Board who shall not have any voting rights and shall not count toward a quorum.

Sec. 5-2-4. Removal.

(a) Board members shall be subject to removal by a two-thirds vote of the entire Town Council, for inefficiency, neglect of duty, or malfeasance in office.

(b) The Town Council may only remove a Board member after notice and a public hearing. The notice shall include a written statement of the reasons for removal. At the hearing, the Board member shall be provided with an opportunity to respond to the statement of reasons. If the Board member fails to appear at the public hearing, the Town Council may nonetheless proceed with the removal proceedings.

(c) For purposes of this Section, inefficiency, neglect of duty, or malfeasance in office means:

(1) Failing to comply with applicable statutes, ordinances, resolutions or established rules of procedure;

(2) Failure to follow the policies adopted by the Town Council, including without limitation the Town's Arts and Culture Strategic Plan.

(3) Obstructive, offensive, argumentative or disrespectful behavior which diminishes the effectiveness of the Board or its ability to conduct business; or

(4) Excused or unexcused absences from Board meetings which, in the opinion of the Town Council, render the Board member unable to be an effective participant in Board business.

(d) A decision by the Town Council to remove a Board member shall be final, subject only to review by the district court pursuant to C.R.C.P. 106(a)(4).

Sec. 5-2-5. Vacancies.

(a) A Board position shall become vacant when a Board member: fails to meet the qualifications for the Board; dies; resigns; is removed by the Town Council; or is absent from three (3) consecutive regular Board meetings without a leave of absence given by a majority vote of the entire Board.

(b) A vacancy shall be declared by a vote of the Town Council.

(c) A vacancy shall be filled by the Town Council for the unexpired term by appointment.

Sec. 5-2-6. Officers.

(a) By majority vote of those present, the Board shall elect a Chair and Vice-Chair and create and fill such other of its offices as it may determine. The election shall be conducted at the Board's first meeting of the calendar year.

(b) Term. All officers shall serve terms for one (1) year, with eligibility for re-election. The Board shall consider the re-election of existing officers or the appointment of new officers at the first meeting of the calendar year and following the appointment of the new Board members filling expired terms, or as soon as practical thereafter. Officers shall remain in office until their successors have been selected, and may serve consecutive terms without limit.

(c) Vacancies. If a vacancy occurs during the term of office for any officer, the Board shall elect a new officer to fill the remainder of the term as soon as practical.

(d) Duties of Chair. The duties of the Chair include: presiding over Board meetings and exercising parliamentary control; determining whether member absences are excused; acting as a liaison between the Board and Town Staff, between the Board and Town Council, and between the Board and the community; attending Town Council meetings; and submitting reports as required to Council.

(e) Duties of Vice-Chair. The Vice-Chair shall act in place of the Chair in the Chair's absence, inability, or refusal to act.

Sec. 5-2-7. Meetings.

(a) The Board shall hold at least one (1) regular meeting each month. The date, time and place of the regular meeting shall be designated by the Board. All meetings shall be open to the public.

(b) Robert's Rules of Order are adopted and shall govern the conduct of meetings unless suspended by a majority vote of Board members present at a meeting.

(c) A typed agenda shall be prepared for each Board meeting and copies shall be distributed by the Chair or designee, to all members of the Board, the Recreation and Culture Director, the Town Manager, and other appropriate persons, agencies and Town staff. The agenda should follow the following format: (1) Call to Order/Roll Call; (2) Approval of Minutes; (3) Public Comments; (4) Reports of Officers and Ad Hoc Work Groups; (5) Old Business; (6) New Business; (7) Adjournment. The agenda shall be posted at least 24 hours prior to each meeting.

(d) Minutes and records. The Board shall record or keep minutes of all meetings held and business transacted. All records of the Board shall be open for public inspection, except those that may be exempt from public disclosure under state law.

(e) Special meetings. The Chair may call special meetings to accommodate special projects and other important topics for review, discussion or recommendation, and as alternate meeting dates due to weather conditions or other scheduling difficulties. Notice of the time, place and date of the special meeting and an agenda of the special meeting to all Board members at least 24 hours prior to a special meeting.

(f) Quorum. No business of the Board shall be transacted except at a regular or special meeting at which a quorum of the Board is present. Three (3) Board members shall constitute a quorum. In the absence of a quorum, a convened meeting shall be continued to a date certain and adjourned.

(g) **Vote.** Approval of any measure or action brought before the Board requires a majority of those present. In the event of a dissenting vote by one (1) or more members of the Board, a roll call vote shall be recorded in the minutes of the meeting.

(h) **Communication.** All actions and recommendations to the Town Council, Town Departments, and other Town commissions or boards shall be communicated to the Town Council through the Town Manager by memorandum, formal report or through summary minutes signed by the Chair or designee.

(i) **Executive Sessions.** The Board is authorized to conduct executive sessions pursuant to the Colorado Open Meetings law, C.R.S. § 24-6-401, *et seq.*

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. Effective Date. This ordinance shall be effective upon adoption at second reading, pursuant to Sections 4.5 and 4.7 of the Silverthorne Home Rule Charter.

READ AND PASSED ON FIRST READING THIS ____ DAY OF _____,
2016.

ADOPTED ON SECOND AND FINAL READING THIS ____ DAY OF _____,
2016.

TOWN OF SILVERTHORNE, COLORADO

Bruce Butler, Mayor

ATTEST:

Michele Miller, Town Clerk

Approved on the first reading: _____, 2016
Published by title only: _____, 2016
Approved on the second reading: _____, 2016
Published by title only: _____, 2016 (with amendments, if amended
on second reading): _____, 2016



DRAFT

**TOWN OF SILVERTHORNE
PLANNING COMMISSION MEETING MINUTES
MAY 3, 2016 – 6:00 P.M.**

1. CALL TO ORDER – The meeting was called to order at 6:00 p.m., May 3, 2016, 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, Donna Pacetti, Jenny Gludemans and Brian Wray. Staff attending tonight's meeting included: Matt Gennett, Planning Manager, Susan Miller Lee, Planner II, Greg Roy, Planner I, and Melody Hillis, Planning Commission Secretary.

3. TEMPORARY APPOINTMENT OF PLANNING COMMISSION CHAIRMAN.

Donna Pacetti nominated Brian Wray as Temporary Planning Commission Chairman, Jenny Gludemans seconded. Motion passes by a vote of four to zero (4-0).

4. CONSENT CALENDAR – Brian Wray made a motion to approve the April 5, 2016, Planning Commission minutes. Donna Pacetti seconded. The motion was approved by a vote of four to zero (4-0).

5. CITIZEN COMMENTS:

None.

6. PUBLIC HEARING

A. Final Plat and Preliminary Site Plan – Angler Mountain Ranch No. 9 (Continued to the May 17, 2016, Planning Commission Meeting).

Matt Gennett, Planning Manager, informed the Planning Commission that the Applicant, Tim Crane, requested that the project be continued.

PUBLIC HEARING OPENED:

None.

PUBLIC HEARING CLOSED

DONNA PACETTI MADE A MOTION TO CONTINUE THE FINAL PLAT AND PRELIMINARY SITE PLAN – ANGLER MOUNTAIN RANCH NO. 9 TO THE MAY 17, 2016 PLANNING COMMISSION MEETING.

JENNY GLOUDEMANS SECONDED.

MOTION PASSES BY A VOTE OF FOUR TO ZERO (4-0).

B. Conditional Use Permit - Mack Accessory Apartment – 901 Mesa Drive, Lot 76, Blue River Mesa Subdivision 2.

Greg Roy, Planner I, presented the project. The Applicant Kyle Mack is requesting approval of an accessory apartment, located at 901 Mesa Drive, Lot 76, Blue River Mesa Subdivision 2.

COMMISSIONER QUESTIONS:

- Donna Pacetti - Have the neighbors been informed by the Applicant about creating an apartment?
- Greg Roy - There is no active HOA in this subdivision. A public notice was put in the paper to inform the neighbors.
- Donna Pacetti - From the drawings it appears as though the entire second story is an accessory apartment?
- Greg Roy - Not the entire second story, the section above the garage, which is show on the floor plan as adding a kitchen and living area.
- Jenny GlouDEMANS - Appears that there is a second entrance interior from the second floor living room into the kitchen area, will it be an open apartment?
- Greg Roy - Will be a lock-off apartment.
- Brian Wray - This is an existing home, and remodeling, pulling the roof off and adding a second level.
- Greg Roy - It's an existing home, a building permit was issued last July that was to add the second floor and the back addition.
- Brian Wray - Nothing has been started yet, they're trying to get a building permit?
- Greg Roy - The Applicant has a building permit, and during construction they decided to change what was going to be the master bedroom area into a separate apartment.
- Brian Wray - The plans have already been approved for the space, just trying to change the use to an accessory apartment?
- Greg Roy - Yes.
- Jenny GlouDEMANS - It's under construction and they haven't gotten a CO yet.

APPLICANT COMMENTS:

- Tony Glacone - Representing the Applicant. No comments or questions for the Applicant's representative. Not planning on renting it out at all.
- Brian Wray - They could do that at a later date if the Applicant wanted to.
- Tony Glacone - They could, but that is not their intention at this point in time.
- Brian Wray - Just a lock-off apartment at this point in time, is it going to have its own kitchen, etc.?
- Tony Glacone - Yes.

PUBLIC COMMENT:

None.

COMMISSIONER COMMENTS:

None.

JENNY GLOUDEMANS MADE A MOTION TO RECOMMEND APPROVAL OF THE MACK CONDITIONAL USE PERMIT FOR A SINGLE APARTMENT LOCATED AT 901 RAINBOW DRIVE, IN THE R-2 ZONE DISTRICT WITH THE FOLLOWING STAFF RECOMMENDED CONDITIONS:

1. The CUP for a Single Apartment is being issued to the applicant and is nontransferable. If the applicant's ownership of the subject property terminates so will the CUP for a Single Apartment.
2. The applicant is required to make one of the units his primary residence on a continuous basis.
3. The applicant is required to provide to Staff documented proof of residency, such as utility bills and voter registration, within six (6) months of the Certificate of Occupancy of the house.
4. Neither the single apartment nor the primary residence may be rented or leased for a term of

less than six (6) consecutive months. The applicant shall provide Staff with the most current lease on a regular basis to ensure compliance with this condition.

5. No additional renting of individual rooms is permitted.
6. The applicant is required to pay the appropriate System Development Fees to cover the costs of adding the new single apartment to the Town's utilities.

DONNA PACETTI SECONDED.

MOTION PASSES BY A VOTE OF FOUR TO ZERO (4-0).

7. ACTION ITEMS:

A. Site Plan Modification - Arctic Placer Park Refurbishment – 599 Polar Court / Tract A, Arctic Placer Subdivision.

Susan Miller-Lee, Planner II, presented the project. The Applicant, the Town of Silverthorne is requesting approval of a Site Plan Modification for the construction of improvements at Arctic Placer Park.

Mark Wilcox - Representing DHM Design. Gave a presentation of the history of the park, the current state of the park, the plan to bring the park up to code, and into current standards as required by the Town's insurance (CIRSA). Reviewed the public comments, the Master Plan, design charrettes with the elementary school children, etc. Reviewed the chosen playground design by the vote that was taken.

COMMISSIONER QUESTIONS:

- Donna Pacetti - Why a gravel parking lot, and not asphalt?
Mark Wilcox - Looked at both options, going with the asphalt option.
Donna Pacetti - Questioned the maintenance of the port-o-let, wants it to be well maintained, since the drinking fountain is in the same vicinity as the drinking fountain.
Susan Miller Lee - Town will be contracting with a local company for maintenance.
Mark Wilcox - There is an enclosure for the port-o-lets, the actual port-o-lets will be removed during the winter.
Jenny Gloudemans - Will it also be ADA compliant?
Susan Miller Lee - Yes.
Brian Wray - Why just four parking spots?
Mark Wilcox - Looking to introduce four parking spots right now.
Brian Wray - Will most of the people be walking to the park?
Mark Wilcox - Yes, anticipate more foot traffic from the local neighborhood.
Brian Wray - A playground is find, but what other uses will there be, have quite a few playgrounds already in Town. Will there be picnic tables, can't quite make out the details.
Mark Wilcox - There will be some games with horseshoe pits, slackline, picnic tables, a lot of seating. Have heard from the community that they use the park in two different ways. One is for the playground itself, the other is to access the USFS trail, hike and walk dogs.
Brian Wray - That's why I'm questioning only four parking spaces, not sure that is adequate.
Susan Miller Lee - The trailhead gets a lot of winter use. But even on a busy probably wouldn't see more than four vehicles. There was a desire from the neighborhood to not attract a lot of people. The parking was provided to respond to a need requested by the community. People said that if they are going to that park and they have a picnic basket, blanket and children they would drive their vehicle instead of walking since it was easier. The idea was not to provide a lot of parking to attract a lot of people, but to be able to have a few spots.

Brian Wray - Did the Town receive a grant, how is this being funded?
 Susan Miller Lee - Did not receive a grant, it is part of the Town's annual budget.
 Jenny Gloudemans - Any bike racks?
 Mark Wilcox - Currently don't show any, can definitely add.
 Jenny Gloudemans - Since every kid in the neighborhood will be riding their bike to the park feels that there should be a bike rack.
 Mark Wilcox - Good point, have seen children riding bike to that park.
 Susan Byers - Doggie waste station?
 Susan Miller-Lee - There is currently one there, will be maintaining it.
 Susan Byers - Adding more landscaping to this park, more turf?
 Mark Wilcox - Restoring the turf, restoring the bluegrass.
 Susan Byers - More trees?
 Mark Wilcox - Not adding trees.
 Brian Wray - School is gone, correct?
 Susan Miller Lee - Yes.

APPLICANT COMMENTS:

None.

PUBLIC COMMENT:

None.

COMMISSIONER COMMENTS:

None.

B. Preliminary Site Plan - Tract S. South Maryland Creek Ranch, Filing No. 1 \ 28585 State Highway 9.

Matt Gennett, Planning Manager presented the project. The Applicant's representative, Joanna Hopkins, is requesting approval for six single-family, footprint homes to be located on Tract S.

COMMISSIONER QUESTIONS:

Brian Wray -
 Matt Gennett -

APPLICANT COMMENTS:

Joanna Hopkins - Development Director, Summit Sky Ranch, representing the Applicant. Gave an overview of the proposed houses for Tract S, and the proposed site plan. Requested approval.

COMMISSIONER QUESTIONS:

Brian Wray - Is the floor plan based on the topography of the particular lot?
 Joanna Hopkins - Yes, for the most part. Have learned a lot from the first cabins that are being built.
 Brian Wray - Still in the learning process.
 Joanna Hopkins - Yes, have learned which construction methods will work best, and things of that nature.
 Brian Wray - All the roads that are there open to the public?
 Joanna Hopkins - A lot of construction going on. Explained which roads are open currently, the construction staging and the construction trailer for check in. Do tours, need check in and authorization to be escorted by somebody, and have PPE on, etc.
 Brian Wray - Have to have a way to get clients around to show them the property.
 Joanna Hopkins - Most clients were there last summer or through the winter. Vertical construction is happening, horizontal construction is ongoing. If the Planning Commission would like to take a tour, it can be arranged.

PUBLIC COMMENT:

None.

COMMISSIONER COMMENTS:

None.

SUSAN BYERS MADE A MOTION TO RECOMMEND APPROVAL OF THE PRELIMINARY SITE PLAN FOR TRACT S, SOUTH MARYLAND CREEK RANCH – FILING NO. 1.

DONNA PACETTI SECONDED. MOTION PASSES BY A VOTE OF FOUR TO ZERO (4-0).

7. OTHER ITEMS:

Matt Gennett informed the Planning Commission that the following items will be coming before the Planning Commission at the May 17, 2016 meeting:

Angler Mountain Ranch Lakeside Townhomes, Filing No. 9 – Final Plat and Final Site Plan. Asked for the continuance from tonight's meeting so that the Applicant could have some more time to meet with the residents of the South Forty Subdivision. Continue to have meetings with both parties to alleviate the concerns.

Silvertrout may be before the Planning Commission on the May 17th meeting as well, it is also known as Blue Shores, LLC. It is basically the same exact plan that was presented prior. In the past it was approved by Town Council.

Jenny Gloudemans requested that the SPORT Committee minutes 'draft' stamp be reduced in color to make it easier to read their minutes.

8. ADJOURNMENT:

DONNA PACETTI MADE A MOTION TO ADJOURN AT 6:50 P.M.

BRIAN WRAY SECONDED.

MOTION PASSES BY A VOTE OF FOUR TO ZERO (4-0).

Submitted for approval by:

Approved this 17TH of May, 2016.

Melody Hillis, Planning Commission Secretary

Brian Wray, Planning Commission 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.

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MINUTES OF SPORT COMMITTEE
April 21, 2016

I. PROCEDURES

1. Call to Order: Don Hansen opened the meeting at 6:30pm.
2. Approval of Agenda/ Roll Call: Russ Camp, Frank Gutmann, Don Hansen, Don Langmuir, JoAnne Nadalin, Mary Kay Rachwalski, Marilyn Raymond, Marty Richardson, Kathy Swanson, John Taylor, Pat Taylor
Staff: Liz Hodson, Susan Lee
Absent: Tom Dopplick, Bob Mayerle
Guests: Mark Wilcox, Carl Carrillo, DHM
3. Approval of Minutes: Motion to approve, Pat Taylor second Russ Camp
4. Public Comment:

II: PLANNING DEVELOPMENT PROJECTS

1. Mark Wilcox, Carl Carrillo, DHM, Arctic placer Park Redevelopment
-Mark gave overview of the Arctic Placer open house held today at the Recreation Center. Great turnout with over 100 votes and online polling will continue through Monday. Next public outreach, for Rainbow Park upgrade, will be at the Family Fun Night in Rainbow Park on June 23rd, a second meeting will be held July 12th, and the final public meeting will be on June 28th. All meetings will be held at Rainbow Park. Mark will bring outreach results to the July 21st SPORT meeting, and final plans to SPORT in August.

III. DISCUSSION ITEMS

1. Updates from 2016 Goals Action list
 - a. Osprey Walk – scheduled for Tuesday, August 2, 2016 - Bob M
-Kathy said plans are moving forward, badges are ordered, and waivers, we found out are not necessary!
 - b. Bicycle Friendly Community – Don H
-MSO has agreed to hold a bike check at the June 1st SVE bike to school event. Bike week is June 20-24, with big event on the 22nd at the Pavilion. Wilderness Sports has agreed to send 2 people to do bike checks. Wilderness will also have a tent set up with merchandise and they have also agreed to donate \$150 worth of prizes.
 - c. Arctic Placer and Rainbow West Entrance Design, Susan L
-See II. 1.
2. OSAC Update – John T
-OSAC is in the process of mapping 9 areas. John presented draft map of said areas. John reiterated that we need to stay vigilant when north end properties become available whether it be for sale, or conservation easements, we need to go for it!

IV: ANNOUNCEMENTS

1. Upcoming meeting dates:
 - a. Arctic placer Site Plan Modification to Planning Commission on 5/3/16 and town Council on 5/11/16.

- b. Proclamation of June as Silverthorne Bike Month 5/11/16 (Town Council Meeting).
 - c. Next SPORT Meeting 5/19/16
2. Staff and Member Comments
- Marty has resigned from the committee, so we are looking for new members.

V: ADJOURNMENT

Motion to adjourn at 7:40pm Pat Taylor, second JoAnne Nadalin

DRAFT