

SILVERTHORNE TOWN COUNCIL
Meeting Minutes
Wednesday, May 11, 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, Bob Kieber, JoAnne Nadalin 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, Finance Director Laura Kennedy, Assistant Town Manager Mark Leidal, Planner I Greg Roy, Planner II Susan Lee, Planning Manager Matt Gennett, Town Attorney Matt Mire and Town Clerk Michele Miller.

The Pledge of Allegiance was recited by those present.

STAFF COMMENTS:

Cook updated Council on the Silverthorne Recreation Center and Pavilion annual events, Clean Up Day and Dance Recital. She reported on Town of Silverthorne's Facebook posting and Trip Advisor' article designating Silverthorne as one of the four "Underrated Small Town Summer Vacations You Can afford".

Susan Lee, Planner II and Don Hansen, SPORT Committee member, reported on Cycle Silverthorne Month list of events in June.

Mayor Butler read the proclamation – Cycle Silverthorne Month, June, 2016

Higby reported on the Special Olympics Torch Run, Wednesday, May 25th. The Silverthorne Police Department is spearheading the eighteen mile county-wide Torch Run. The Safe Summer Kickoff will be held on June 4.

Linfield reported on the Performing Arts Center construction.

COUNCIL COMMENTS:

Planning Commission, EDAC, and SPORT Recognition

Mayor Butler presented newly elected Town Council members Bob Kieber and Tanya Shattuck with plaques honoring their years of service on the Planning Commission.

Marti Richardson

Mayor Butler presented Richardson with a plaque honoring her service on the SPORT Committee since its inception.

Colleen Meheen

Mayor Butler presented Meheen with a plaque noting her service to the Economic Development Advisory Committee for the last two years.

Long welcomed Laura Kennedy Finance Director to the Town of Silverthorne.

Nadalin commented on the water line work in front of Murdock's. She commended staff for actively seeking out water leaks, in our water lines, to prevent excessive leaks.

CITIZEN COMMENTS:

None.

CONSENT CALENDAR:

NADALIN MOVED TO APPROVE THE CONSENT CALENDAR INCLUDING THE MINUTES FROM APRIL 26 & 27, 2016; PROCLAMATION – CYCLE SILVERTHORNE MONTH, JUNE 2016; COUNCIL COMMITTEE ASSIGNMENTS. MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL.

LIQUOR BOARD:

- A. **The Mint Country Club – Renewal of Hotel Restaurant Liquor License**
- B. **Silverthorne Pavilion – Renewal of Tavern Liquor License**
- C. **Target Store T-1525 – Renewal of 3.2% Retail Beer Liquor License**

NADALIN MOVED 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**

MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL.

PUBLIC HEARINGS:

- A. **Conditional Use Permit – Mack Single Apartment, 901 Rainbow Drive, Lot 76, Blue River Mesa Subdivision 2**

Public hearing opened.

Greg Roy, Planner I, presented the applicant, Kyle Mack's requests for approval for an accessory apartment, located at 901 Mesa Drive, Lot 76, Blue River Mesa Subdivision 2. He reviewed the staff report and requested approval.

Council asked staff if this is the applicant's primary residence, about the accessory apartment, room rental, clarification on what is being changed on the property and if neighbors had been notified.

Connie Mack, owner, clarified that the apartment would not be rented out, it will be used by her family. Her son will be living in the main house fulltime.

Butler asked if the applicant can adhere to the conditions of approval.

Mack stated yes.

No public comments received, public hearing closed.

SHATTUCK MOVED 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 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.

MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL.

ACTION ITEMS:

A. Appointment of Planning Commissioners

Mark Leidal, Assistant Town Manager, reported the Planning Commission currently has three regular member and two alternate position vacancies. He reviewed the May 10, 2016, Special Meeting where interviews were conducted for the positions.

Council thanked the applicants for their interest.

SHATTUCK MOVED TO APPOINT TIMOTHY NOLAN, JENNIFER STACHELSKI AND MIKE BOHLENDER TO THE PLANNING COMMISSION WITH TERMS TO EXPIRE IN JULY, 2019. MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL.

KIEBER MOVED TO APPOINT JESSICA NELSEN AND GLEN ANDERSON TO THE PLANNING COMMITITION AS ALTERNATES WITH TERMS TO EXPIRE IN JULY, 2017. MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL.

B. Appointment of EDAC Members

Ryan Hyland, Town Manager, reviewed the EDAC Member's terms that will expire on June 30, 2016. Six current members whose terms expire in June have indicated that they would like to be reappointed and one member will not seek reappointment. An EDAC candidate interview was conducted May10, 2016, at the Special Meeting.

NADALIN MOVED TO APPOINT LES BOECKEL, JAYNE ESSER, KEN GANSMANN, EDDIE O'BRIEN, MARC HOGAN, LARRY LUNCEFORD AND SCOTT WILSON TO EDAC WITH TERMS TO EXPIRE JUNE 30, 2018. MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL.

C. Site Plan Modification for Arctic Placer Park Refurbishment

Susan Miller-Lee, Planner II, presented the applicant, Town of Silverthorne's request for a Site Plan Modification for the construction of improvements at Arctic Placer Park. She reviewed the staff report and recommended approval.

Mark Wilcox, DHM Design, gave a presentation of the park history, the current state of the park, plans to bring the park up to code, and into current standards as required by the Town's insurance (CIRSA). He reviewed public comments, the Master Plan, and design charrettes held with the elementary school children. He reviewed the chosen playground design selected by a vote.

Nadalín asked about the location of the port-o-let and way finding sign, can they be changed.

Wilcox explained the thought process on their locations.

Council discussed locating a full restroom on site and safely in the park.

Butler asked if it is possible for the current playground equipment be donated to a local HOA.

CAMP MOVED TO APPROVE THE SITE PLAN MODIFICATION FOR THE ARTIC PLACER PARK REFURBISHMENT. MOTION SECONDED.

Nadalín asked for the restroom and kiosk locations to be switched.

CAMP FURTHER MOVED TO SWITCH THE LOCATIONS OF THE BATHROOM AND KIOSK. MOTION SECONDED.

Kieber doesn't feel that Council should redesign the park tonight; we should leave it up to the discretion of the staff. He likes the design as it is presented.

Lee stated she can take Council's recommendation and work with Wilcox on the requested changes.

Fowler asked if a continuance might be needed.

Lee reviewed the tight timeframe for summer construction. She feels it is a minor adjustment Council is requesting.

CAMP WITHDREW THE MOTION. COUNCIL UNANIMOUSLY APPROVED THE WITHDRAWAL OF THE MOTION.

Wilcox reviewed the circulation of the park, location of kiosk and port-o-let with Council.

LONG MOVED TO APPROVE THE SITE PLAN MODIFICATION FOR ARCTIC PLACE PARK REFURBISHMENT, WITH A CONDITION THAT STAFF REVIEW THE PLACEMENT OF THE PORT-O-LET AND THE KIOSK.

MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL.

D. Preliminary Site Plan – Tract S, South Maryland Creek Ranch, Filing No. 1

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. He reviewed the staff report and recommended approval.

Joanna Hopkins, SMCR, reviewed their application; it is consistent with the previously approved SMCR PUD, Preliminary Subdivision Plan and Final Plat for the property. She requested approval.

Council and applicant discussed the number of cabins approved, lighting, and thoughts given to defensible space.

Long appreciates the clean application.

CAMP MOVED TO APPROVE THE PRELIMINARY SITE PLAN FOR TRACT S, SOUTH MARYLAND CREEK RANCH – FILING NO. 1. MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL.

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

Joanne Cook Recreation and Culture Director presented Ordinance 2016-05 to Council for consideration. She reviewed the staff report and requested approval.

NADALIN MOVED TO APPROVE 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. MOTION SECONDED. MOTION PASSED UNANIMOUSLY BY COUNCIL.

DISCUSSION ITEMS:

University of Colorado Environmental Design Studios

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Council and staff discussed the presentation made by the Colorado University's Environmental Design Studio and their rendition of the Silverthorne Town Core.

- A. Planning Commission Meeting Minutes, May 3, 2016
- B. SPORT Meeting Minutes, April 21, 2016

INFORMATIONAL:

SHATTUCK MOVED TO ADJOURN. MOTION SECONDED. MEETING ADJOURNED AT 8:17 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.