



Keystone Town Council Agenda

The Keystone Town Council will have a Regular Meeting on May 14, 2024, at 7:00 p.m. at 1628 Sts. John Rd, Keystone, CO 80435.

- I. CALL TO ORDER, ROLL CALL
- II. APPROVAL OF AGENDA
- III. COMMUNICATIONS TO COUNCIL
 - A. *Public Comment (Pursuant to Resolution 2024-18, comment is limited to non-agenda items only; 3-minute time limit please)*
- IV. CONSENT AGENDA
 - A. FIRST READING OF ORDINANCES – NONE
 - B. RESOLUTIONS
 1. Resolution 2024-39, A Resolution of Town Council of the Town of Keystone, Colorado Appointing and Setting the Terms of the First Members of the Town of Keystone Planning and Zoning Commission
 2. Resolution 2024-40, A Resolution of Town Council of the Town of Keystone, Colorado. Authorizing a Bank Signer with FirstBank
 - C. MEETING MINUTES
 1. April 23, 2024, regular meeting minutes
 2. April 25, 2024, special meeting minutes
 3. May 06, 2024, special meeting minutes
 - D. EXCUSED ABSENCES – NONE
- V. DISCUSSION
 - A. CONSIDERATION OF ORDINANCES (SECOND READING/PUBLIC HEARING) -- NONE
 - B. RESOLUTIONS
 1. Resolution 2024-41, A Resolution of Town Council of the Town of Keystone, Colorado, Appointing John Crone as Town Manager and Finance Director – Swearing in of Town Manager

2. Resolution 2024-42, A Resolution of Town Council of the Town of
Keystone, Colorado, Adopting the Snake River & Countywide
Comprehensive Master Plans

C. OTHER – NONE

VI. PLANNING MATTERS – NONE

A. Notice of Action – 33 Space Parking Lot for the Keystone Lodge and Spa

VII. REPORT OF TOWN MANAGER AND STAFF

VIII. REPORT OF MAYOR AND COUNCIL

IX. OTHER MATTERS (Town Manager/Mayor/Councilmember may bring up items on
other matters that are not on the agenda)

X. SCHEDULED MEETINGS

XI. EXECUTIVE SESSION

XII. ADJOURNMENT

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers
THROUGH: Gary Martinez, Interim Town Manager
Lindsay Hirsh, Community Development Director
FROM: Jennifer Madsen, Town Attorney
DATE: May 14, 2024
SUBJECT: Resolution 2024-39, A Resolution of Town Council of Town of Keystone, Colorado, Appointing and Setting the Terms of the First Members of the Town of Keystone Planning and Zoning Commission

Executive Summary:

The purpose of this resolution is to document the voting that occurred at the Special Meeting on April 25, 2024, to identify the members of the Planning and Zoning Commission and the terms of those members.

Background:

Section 9.3, Article IX of the Town of Keystone Home Rule Charter created a Planning and Zoning Commission to assist Town Council in planning the development of the Town. Section 9.3 of the Home Rule Charter provides that Town Council shall further prescribe by ordinance the powers and duties of the Planning and Zoning commission, the qualifications of the members, and the appointment procedure.

Town Council adopted Ordinance No. 2024-O-01 prescribing the membership, powers and duties, and appointment procedure for the Town of Keystone Planning and Zoning Commission. Ordinance No. 2024-O-01 provides that there are seven members and two alternate members for the Planning and Zoning Commission; and

On April 25, 2024, the Town Council held interviews of candidates for the Planning and Zoning Commission and voted to appoint such members to the positions and the terms. The Town Council voted to appoint the following individuals and for the specified term, which term is to begin on May 14, 2024, to the Planning and Zoning Commission:

- Jon Hagenow, Regular Member, 3-year term
- Peter Madland, Regular Member, 3-year term
- Kathy Rogg, Regular Member, 3-year term
- Wendy Timm, Regular Member, 3-year term
- David Koch, Regular Member, 2-year term
- Tim Huiting, Regular Member, 2-year term
- Melanie Woytash, Regular Member, 2-year term
- Steve Jacobsen, Alternate Member, 3-year term
- Nick Bjugan, Alternate Member, 2-year term

Alternatives:

Not applicable.

Financial Considerations:

There is no financial consideration.

Previous Council Actions:

Town Council held a special meeting on April 25, 2024, to interview, nominate, and vote on members for the Planning and Zoning Commission.

Next Steps:

The Community Development Director is working on setting the first meeting of the Planning and Zoning Commission.

Suggested Motions:

Because this item is on the consent agenda, a motion to approve the consent agenda will

approve this resolution.

Attachment:

- Resolution 2024-39, A Resolution Of Town Council Of The Town Of Keystone, Colorado Appointing And Setting The Terms Of The First Members Of The Town Of Keystone Planning And Zoning Commission

**TOWN OF KEYSTONE
Summit County, Colorado**

RESOLUTION 2024-39

**A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO
APPOINTING AND SETTING THE TERMS OF THE FIRST MEMBERS OF THE
TOWN OF KEYSTONE PLANNING AND ZONING COMMISSION**

WHEREAS, the Town of Keystone (“Town”) is a home rule municipal corporation created pursuant to Article XX of the Colorado Constitution; and

WHEREAS, Section 9.3, Article IX of the Town of Keystone Home Rule Charter created a Planning and Zoning Commission to assist Town Council in planning the development of the Town; and

WHEREAS, Section 9.3 of the Home Rule Charter provides that Town Council shall further prescribe by ordinance the powers and duties of the Planning and Zoning commission, the qualifications of the members, and the appointment procedure; and

WHEREAS, the Town Council adopted Ordinance No. 2024-O-01 prescribing the membership, powers and duties, and appointment procedure for the Town of Keystone Planning and Zoning Commission; and

WHEREAS, Ordinance No. 2024-O-01 provides that there are seven members and two alternate members for the Planning and Zoning Commission; and

WHEREAS, on April 25, 2024, the Town Council held interviews of candidates for the Planning and Zoning Commission and voted to appoint such members to the positions and the terms.

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

Section 1. The Town Council voted to appoint the following individuals and for the specified term, which term is to begin on May 14, 2024, to the Planning and Zoning Commission:

Jon Hagenow, Regular Member, 3-year term

Peter Madland, Regular Member, 3-year term

Kathy Rogg, Regular Member, 3-year term

Wendy Timm, Regular Member, 3-year term

David Koch, Regular Member, 2-year term

Tim Huiting, Regular Member, 2-year term

Melanie Woytash, Regular Member, 2-year term

Steve Jacobsen, Alternate Member, 3-year term

Nick Bjugan, Alternate Member, 2-year term

Section 2. Effective Date. This Resolution shall be effective immediately upon adoption.

ADOPTED by a vote of __ in favor and __ against, this ____ day of _____, 2024.

By: _____
Kenneth D. Riley, Mayor

ATTEST:

Approved as to Form:

By: _____
Town Clerk

By: _____
Town Attorney

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers
THROUGH: Gary Martinez, Interim Town Manager
FROM: Jennifer Madsen, Town Attorney
DATE: May 14, 2024
SUBJECT: Resolution 2024-40, A Resolution of Town Council of the
Town of Keystone, Colorado Authorizing A Bank Signer With
Firstbank

Executive Summary:

This resolution provides for signing authority for Town Manager John Crone for the Town of Keystone account(s) with FirstBank and it removes Gary Martinez as a signer.

Recommendation:

The Interim Town Manager and Town Attorney recommend approval of this resolution.

Background:

The Town has established a banking relationship with FirstBank. This resolution adds Town Manager John Crone as a signer to the account(s) and removes Interim Town Manager Gary Martinez as a signer.

Alternatives:

There are no alternatives.

Financial Considerations:

There are no financial considerations.

Previous Council Actions:

None.

Next Steps:

None.

Suggested Motions:**Approval:**

I move to APPROVE Resolution 2024-40, Authorizing John Crone As A Bank Signer With FirstBank.

Denial:

I move to DENY Resolution 2024-40, Authorizing John Crone As A Bank Signer With FirstBank.

Attachments:

- Resolution 2024-40, Authorizing John Crone as a Bank Signer with FirstBank

**TOWN OF KEYSTONE
Summit County, Colorado**

RESOLUTION 2024-40

**A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO
AUTHORIZING A BANK SIGNER WITH FIRSTBANK**

WHEREAS, the Town of Keystone has a banking relationship with FirstBank Mountains Market 160 US Hwy 6, P.O. Box 347, Silverthorne, CO 80498 to define the service, responsibilities and liabilities for both parties, and the security and regulatory requirements; and

WHEREAS, the Town Council desires to authorize Town Manager John Crone as a bank signer with FirstBank.

Now, Therefore, be it Resolved by the Town Council of the Town of Keystone, Colorado, that:

Section 1. The Town has a banking arrangement with FirstBank Mountains Market, Attn Michael Shambarger-EVP, 160 US Hwy 6, P.O. Box 347, Silverthorne, CO 80498.

Section 2. Town Manager John Crone shall be an authorized signer for the FirstBank account(s).

Section 3. Gary Martinez shall be removed as an authorized signer on the FirstBank account(s).

Section 4. Effective Date. This Resolution shall take effect upon its approval by the Town Council.

ADOPTED by a vote of __ in favor and __ against, this _____ day of _____,
2024.

By: _____
Kenneth D. Riley, Mayor

ATTEST:

Approved as to Form:

By: _____
Town Clerk

By: _____
Town Attorney



Keystone Town Council Minutes

A Regular Meeting of the Keystone Town Council was held on April 23, 2024, at 6:00 p.m. in Council Chambers at 1628 Sts. John Road, Keystone, CO 80435. Full and timely notice of this meeting had been posted and a quorum was present.

I. CALL TO ORDER, ROLL CALL

Mayor Riley called the meeting to order at 7:00 p.m. The roll being called it was found there were present and participating at that time the following members: Councilmember Gretchen Davis, Councilmember Carol Kerr, Councilmember Aaron Parmet, Councilmember Dan Sullivan, Councilmember Valerie Thisted, and Mayor Ken Riley. The following member was absent: Councilmember Sarah Keel (excused).

II. APPROVAL OF AGENDA

The agenda was approved as presented.

III. COMMUNICATIONS TO COUNCIL

Mayor Riley opened the floor for public comment. Seeing no members of the public wishing to speak, Mayor Riley closed the public comment period.

IV. CONSENT AGENDA

A. FIRST READING OF ORDINANCES – NONE

B. RESOLUTIONS – NONE

C. MEETING MINUTES –

1. April 9, 2024, regular meeting

D. EXCUSED ABSENCES –

1. Dan Sullivan – 4/23/2024 – Excused – Virtual Attendance
2. Sarah Keel – 4/23/2024 – Excused – Virtual Attendance
3. Dan Sullivan – 4/25/2024 – Excused
4. Sarah Keel – 4/25/2024 – Excused

5. Aaron Parmet – 05/14/2024 – Excused
6. Valerie Thisted – 6/14/2024 – Excused

Mayor Riley read the consent agenda into the record. Councilmember Parmet moved to approve the consent agenda as presented. Councilmember Kerr seconded. The motion passed unanimously, and the consent agenda was approved.

V. DISCUSSION

A. CONSIDERATION OF ORDINANCES (SECOND READING/PUBLIC HEARING)

1. **Ordinance 2024-O-05, An Ordinance of Town Council of the Town of Keystone, Colorado, Adopting By Reference the Summit County Land Use Development Code Published by Summit County, Colorado, As Such Existed on May 1, 2024, Subject to Requirements, Revisions, And Amendments As Provided By This Ordinance And Declaring An Emergency**

Mayor Riley recognized Town Attorney Jennifer Madsen and Community Development Director Lindsay Hirsh to introduce the Ordinance 2024-O-05, An Ordinance of the Town Council of the Town of Keystone, Colorado, Adopting by Reference the Summit County Land Use Development Code Published by Summit County Colorado, As Such Existed on May 1, 2024, Subject to Requirements, Revisions, and Amendments As Provided by this Ordinance and Declaring an Emergency.

Mayor Riley opened the public comment period on Ordinance 2024-O-05. Seeing no members of the public wishing to speak, Mayor Riley closed the public comment period.

Councilmember Davis moved to approve Ordinance 2024-O-05. Councilmember Thisted seconded.

On roll call, the result was:

Ayes: Councilmember Davis, Councilmember Kerr, Councilmember Parmet, Councilmember Sullivan, Councilmember Thisted, Mayor Riley (6)

Nays: None (0)

Absent: Councilmember Keel (1)

Ordinance 2024-O-05 was adopted.

2. **Ordinance 2024-O-06, An Ordinance of Town Council of the Town of Keystone, Colorado, Adopting the Zone District Map for the Town Of Keystone And Declaring An Emergency**

Mayor Riley recognized Town Attorney Jennifer Madsen and Community Development Director Lindsay Hirsh to introduce Ordinance

2024-O-06, An Ordinance of the Town Council of the Town of Keystone, Colorado, Adopting the Zone District Map for the Town of Keystone and Declaring an Emergency.

Mayor Riley opened the public comment period on Ordinance 2024-O-06. Seeing no members of the public wishing to speak, Mayor Riley closed the public comment period.

Councilmember Thisted moved to approve Ordinance 2024-O-06.
Councilmember Davis seconded.

On roll call, the result was:

Ayes: Councilmember Davis, Councilmember Kerr, Councilmember Parmet, Councilmember Sullivan, Councilmember Thisted, Mayor Riley (6)

Nays: None (0)

Absent: Councilmember Keel (1)

Ordinance 2024-O-06 was adopted.

B. RESOLUTIONS –

1. Resolution 2024-33, A Resolution of Town Council of the Town of Keystone, Colorado, Approving a Town of Keystone Fee Schedule

Mayor Riley recognized Town Attorney Jennifer Madsen, Town Clerk Madeleine Sielu, and Community Development Director Lindsay Hirsh to introduce Resolution 2024-33, A Resolution of the Town Council of the Town of Keystone, Colorado, Approving a Town of Keystone Fee Schedule.

Councilmember Thisted moved to approve Resolution 2024-33.
Councilmember Sullivan seconded. The motion passed unanimously, and Resolution 2024-33 was approved.

2. Resolution 2024-34, A Resolution of Town Council of the Town of Keystone, Colorado, Approving a Contract with Town Manager, John Crone

Mayor Riley recognized Town Attorney Jennifer Madsen to introduce Resolution 2024-34, A Resolution of Town Council of the Town of Keystone, Colorado, Approving a Contract with Town Manager, John Crone.

Councilmember Parmet moved to approve Resolution 2024-34.
Councilmember Davis seconded. The motion passed unanimously, and Resolution 2024-34 was approved.

3. Resolution 2024-35, A Resolution of Town Council of the Town of Keystone, Colorado, Approving an Updated Contract with interim Town Manager, Gary Martinez

Mayor Riley recognized Town Attorney Jennifer Madsen to introduce Resolution 2024-35, A Resolution of Town Council of the Town of Keystone, Colorado, Approving an Updated Contract with interim Town Manager, Gary Martinez.

Councilmember Kerr moved to approve Resolution 2024-35. Councilmember Thisted seconded. The motion passed unanimously, and Resolution 2024-35 was approved.

4. Resolution 2024-36, A Resolution of Town Council of the Town of Keystone, Colorado, Requesting Membership in the Nicotine Tax Intergovernmental Agreement with Summit County

Mayor Riley recognized Town Attorney Jennifer Madsen to introduce Resolution 2024-36, A Resolution of the Town Council of the Town of Keystone, Colorado, Requesting Membership in the Nicotine Tax Intergovernmental Agreement with Summit County.

Councilmember Parmet moved to approve Resolution 2024-36. Councilmember Davis seconded. The motion passed unanimously, and Resolution 2024-36 was approved.

C. OTHER – NONE

VI. PLANNING MATTERS – NONE

VII. REPORT OF TOWN MANAGER AND STAFF

VIII. REPORT OF MAYOR AND COUNCIL

IX. OTHER MATTERS

X. SCHEDULED MEETINGS

XI. EXECUTIVE SESSION

Councilmember Davis moved to enter into an Executive Session pursuant to C.R.S. Section 24-6-402(4)(b) and C.R.S. Section 24-6-402(4)(e)(I) to receive legal advice related to the IGA with Summit County on transition services as well as to determine positions and instruct negotiators accordingly. Councilmember Parmet seconded.

The motion passed unanimously and the Council recessed to enter into Executive Session at 7:36 p.m.

The Executive Session concluded at 9:04 p.m.

XII. ADJOURNMENT

Seeing no further business, Mayor Riley adjourned the meeting at 9:05 p.m.



Keystone Town Council Minutes

A Special Meeting of the Keystone Town Council was held on April 25, 2024, at 5:30 p.m. in Council Chambers at 1628 Sts John Road, Keystone, CO 80435. Full and timely notice of this meeting had been posted and a quorum was present.

I. CALL TO ORDER, ROLL CALL

Mayor Riley called the meeting to order at 5:30 p.m. The roll was called and all members were present and participating at that time the following members: Councilmember Gretchen Davis, Councilmember Carol Kerr, Councilmember Aaron Parmet, Councilmember Valerie Thisted, and Mayor Ken Riley. The following member was absent: Councilmember Sarah Keel (excused), Councilmember Dan Sullivan (excused).

II. APPROVAL OF AGENDA

Mayor Riley moved to add an additional item to the end of the agenda to discuss matters related to the Summit County Housing Authority and other council issues. Councilmember Kerr seconded. The motion passed unanimously.

Councilmember Thisted moved to approve the agenda as amended. Councilmember Davis seconded. The motion passed unanimously, and the agenda was approved as amended.

III. INTERVIEWS

1. INTERVIEWS OF PLANNING COMMISSION CANDIDATES

Mayor Riley recognized the following members of the public to speak before the council for interviews: Kathy Rogg, Tim Huiting, John Hagenow, Steve Jacobsen, David Koch, Peter Madland, Wendy Timm.

Following completion of the interview, Town Council entered a recess at 7:50. Town Council reconvened from their recess at 8:00 p.m.

IV. DISCUSSION

1. APPOINTMENT OF PLANNING COMMISSION MEMBERS

Mayor Riley opened the floor for nominations for appointments to the Planning Commission.

Councilmember Kerr moved to nominate the following people for appointments to the Planning Commission: Kathy Rogg, Melanie Woytash, Jon Hagenow, David Koch, Peter Madland, Tim Huiting, Steve Jacobsen, Wendy Timm, and Nick Bjugan.

Seeing no further nominations, Mayor Riley closed the floor for nominations.

The Council completed paper ballots for the four individuals to serve a three-year term on the Planning Commission. The paper ballots have been attached to these minutes for the record.

The Clerk announced the result of the vote for the four individuals to serve a three-year term on the Planning Commission as follows:

Peter Madland received 4 votes.
Jon Hagenow received 3 votes.
Kathy Rogg received 3 votes.
Wendy Timm received 3 votes.
Steve Jacobsen received 2 votes.
David Koch received 2 votes.
Nick Bjugan received 1 vote.
Tim Huiting received 1 vote.
Melanie Woytash received 1 vote.

Peter Madland, Jon Hagenow, Kathy Rogg, and Wendy Timm were selected to serve a three-year term on the Planning Commission.

The Council completed paper ballots for the three individuals to serve a two-year term on the Planning Commission. The paper ballots have been attached to these minutes for the record.

The Clerk announced the result of the vote for the three individuals to serve a two-year term on the Planning Commission as follows:

Tim Huiting received 4 votes.
David Koch received 4 votes.
Melanie Woytash received 4 votes.
Steve Jacobsen received 2 votes.

Nick Bjugan received 1 vote.
Tim Huiting, David Koch, and Melanie Woytash were selected to serve a two-year term on the Planning Commission

The Council completed paper ballots for nominees to serve as alternates on the Planning Commission. Councilmembers could select up to two nominees. The paper ballots have been attached to these minutes for the record.

The Clerk announced the result of the vote for individuals to serve as alternates on the Planning Commission as follows:

Nick Bjugan received 3 votes.
Steve Jacobsen received 3 votes.

Nick Bjugan and Steve Jacobsen were selected as alternate members of the Planning Commission.

The Council completed paper ballots to determine which of the alternates would serve a three-year term as alternate. The paper ballots have been attached to these minutes for the record.

The Clerk announced the result of the vote for the alternate to serve a three-year term as follows:

Steve Jacobsen received three votes.
Nick Bjugan received two votes.

Steve Jacobsen was selected to serve as an alternate member of the Planning Commission for a 3-year term. Nick Bjugan was selected to serve as an alternate member of the Planning Commission for a 2-year term.

V. DISCUSSION OF SUMMIT COUNTY HOUSING AUTHORITY & OTHER COUNCIL MATTERS

Town Council discussed receipt of a letter from the Summit County Housing Authority indicating more information is needed before Keystone's membership can be fully considered. Town Council directed staff to write a letter in response to the Housing Authority requesting a face to face meeting to discuss the contents of the letter.

VI. ADJOURNMENT

Seeing no further business, Mayor Riley adjourned the meeting at 8:38 p.m.

COUNCIL VOTES FOR PLANNING
COMMISSIONERS SERVING 3 YEAR
TERMS.

Town Council Name: Riley

Planning and Zoning Commission Regular Member position - ~~THREE YEAR TERM (vote for four)~~

Rogg

Jacobsen

Madland

Hurting

Town Council Name: Valerise Thisted

Planning and Zoning Commission Regular Member position - **THREE YEAR TERM** (vote for four)

Peter Madland

David Koch

Kathy Rogg

~~_____~~ Jon Hagnow

Town Council Name:

Gretchen Davis

Planning and Zoning Commission Regular Member position - THREE YEAR TERM (vote for four)

Jon Hagendorf

Peter Madland

David Koch

Wendy Gimm

Town Council Name: Carol Kerr

Planning and Zoning Commission Regular Member position – THREE YEAR TERM (vote for four)

Peter Madland

Steve Jacobson

Jon Hagenow

Wendy Timmi

Town Council Name: Aaron

Planning and Zoning Commission Regular Member position – THREE YEAR TERM (vote for four)

Melanie

Nick

Kathy

Wendy

COUNCIL VOTES FOR PLANNING
COMMISSIONERS SERVING 2 YEAR TERMS.

Town Council Name: Carol Kerr _____

Planning and Zoning Commission Regular Member position - TWO YEAR TERM (vote for three)

Tim Huiting

Steve Jacobsen

Melanie Woytash

Town Council Name: Riley

Planning and Zoning Commission Regular Member position - TWO YEAR TERM (vote for three)

Hutting

Dr. Jacobsen

Koch

Town Council Name: Bretchen Davis

Planning and Zoning Commission Regular Member position - **TWO YEAR TERM (vote for three)**

David Koehl

Jim Hutterig

Melanie Waytosh

Town Council Name: Valerie Thisted

Planning and Zoning Commission Regular Member position - **TWO YEAR TERM** (vote for three)

Tim Hitting

David Koch

Melanie Waytash

Town Council Name: Aaron

Planning and Zoning Commission Regular Member position – TWO YEAR TERM (vote for three)

Melanie

Nick

David

COUNCIL VOTES FOR PLANNING
COMMISSION ALTERNATE MEMBERS

Town Council Name: Carol Ferr

Planning and Zoning Commission Alternate Member position – **THREE YEAR TERM (vote for one)**

Steve Jacobson

Town Council Name: Gutchen Glauis

Planning and Zoning Commission Alternate Member position – **THREE YEAR TERM** (vote for one)

① Steve Jacobson

② Neck Bjugan

Town Council Name: Valerie Thisted

Revote conducted with all remaining nominees for the available position.

Nick Bugan

Town Council Name: Aaron

Planning and Zoning Commission Alternate Member position – **THREE YEAR TERM** (vote for one)

Nick

Town Council Name: Riley

Planning and Zoning Commission Regular Member position – TWO YEAR TERM (vote for three)

Jacobsen

COUNCIL VOTES FOR PLANNING COMMISSION ALTERNATE TO SERVE 3 YEAR TERM.

Town Council Name: Valerie Thisted

Planning and Zoning Commission Regular Member position – THREE YEAR TERM (vote for ~~four~~ ^{one})

Nick Bjugan

Town Council Name: Aaron

Planning and Zoning Commission Alternate Member position – THREE YEAR TERM (vote for one)

Nick

Town Council Name: Shelton Davis

Revote conducted with all remaining nominees for the available position.

Steve Jacobson

Town Council Name: Riley

Planning and Zoning Commission Alternate Member position – **THREE YEAR TERM (vote for one)**

Jacobsen

Town Council Name: Carol Kerr

Planning and Zoning Commission Alternate Member position – THREE YEAR TERM (vote for one)

Steve Jacobson



Keystone Town Council Minutes

A Regular Meeting of the Keystone Town Council was held on May 6, 2024, at 10:00 a.m. remotely via a Microsoft Teams meeting. Full and timely notice of this meeting had been posted and a quorum was present.

I. CALL TO ORDER, ROLL CALL

Mayor Riley called the meeting to order at 10:04 a.m. The roll being called it was found there were present and participating at that time the following members: Councilmember Gretchen Davis, Councilmember Carol Kerr, Councilmember Aaron Parmet, Councilmember Dan Sullivan, Councilmember Valerie Thisted, and Mayor Ken Riley. The following member was absent: Councilmember Sarah Keel.

II. APPROVAL OF AGENDA

The agenda was approved as presented.

III. DISCUSSION OF RESOLUTION 2024-37, A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO APPROVING AN AMENDMENT TO INTERGOVERNMENTAL AGREEMENT WITH SUMMIT COUNTY ON TRANSITION SERVICES

Mayor Riley recognized interim Town Manager Gary Martinez, Town Attorney Jennifer Madsen, Community Development Director Lindsay Hirsh, and Town Clerk Madeleine Sielu to introduce Resolution 2024-37, A Resolution of Town Council of the Town of Keystone, Colorado Approving an Amendment to Intergovernmental Agreement with Summit County on Transition Services.

Councilmember Sullivan moved to approve Resolution 2024-37. Councilmember Davis seconded.

On roll call, the result was:

Ayes: Councilmember Davis, Councilmember Kerr, Councilmember Parmet, Councilmember Sullivan, Councilmember Thisted, Mayor Riley (6)

Nays: None (0)

Absent: Councilmember Keel (1)

Resolution 2024-37 was approved.

IV. DISCUSSION OF RESOLUTION 2024-38, A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH SUMMIT COUNTY SHERIFF'S OFFICE FOR LAW ENFORCEMENT SERVICES

Mayor Riley recognized interim Town Manager Gary Martinez and Town Attorney Jennifer Madsen to introduce Resolution 2024-38, A Resolution of Town Council of the Town of Keystone, Colorado Approving an Intergovernmental Agreement with Summit County Sheriff's Office for Law Enforcement Services.

Councilmember Kerr moved to approve Resolution 2024-38. Councilmember Davis seconded.

On roll call, the result was:

Ayes: Councilmember Davis, Councilmember Kerr, Councilmember Parmet, Councilmember Sullivan, Councilmember Thisted, Mayor Riley (6)

Nays: None (0)

Absent: Councilmember Keel (1)

V. ADJOURNMENT

Seeing no further business to conduct, Mayor Riley adjourned the meeting at 11:05 a.m.

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers
THROUGH: Gary Martinez, Interim Town Manager
FROM: Jennifer Madsen, Town Attorney
DATE: May 14, 2024
SUBJECT: Resolution 2024-41, A Resolution of Town Council of the Town of Keystone, Colorado, Appointing the Town Manager and Finance Director and Delegating Contract Authority

Executive Summary:

Section 7.1 of the Keystone Home Rule Charter provides that Town Council shall hire a Town Manager. This resolution appoints the town manager.

Recommendation:

Staff recommends that the Town Council approve Resolution 2024-41 which would formally appoint a Town Manager and provide that person with contracting authority up to and including \$15,000.

Background:

Section 7.1 of the Keystone Home Rule Charter provides that Town Council shall hire a Town Manager. The Town Manager is responsible for overseeing the operations of the Town and operates in the role of the administrative officer.

Town Council selected and hired John Crone to serve as the Town Manager and the Town Finance Director.

In addition, this resolution provides the Town Manager with the authority to execute contracts not to exceed \$15,000. The plan is to review the Town Manager's purchasing authority when Town Council adopts a purchasing policy.

John Crone will take the oath of office at the Regular Meeting.

Alternatives:

N/A

Financial Considerations:

The Town will compensate the Town Manager as provided in the employment agreement.

Previous Council Actions:

None.

Next Steps:

N/A

Suggested Motions:

Approval:

I move to APPROVE Resolution 2024-41 Appointing The Town Manager And Finance Director And Delegating Contract Authority

Denial:

I move to DENY Resolution 2024-41 Appointing The Town Manager And Finance Director And Delegating Contract Authority

Attachments:

- Resolution 2024-41 Appointing The Town Manager And Finance Director And Delegating Contract Authority

**TOWN OF KEYSTONE
Summit County, Colorado**

RESOLUTION 2024-41

**A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO
APPOINTING THE TOWN MANAGER AND FINANCE DIRECTOR AND
DELEGATING CONTRACT AUTHORITY**

WHEREAS, the Town of Keystone is a home rule municipality governed by the Keystone Home Rule Charter; and

WHEREAS, Section 7.1 of the Keystone Home Rule Charter provides that Town Council shall hire a Town Manager; and

WHEREAS, Town Council appoints John Crone as the Town Manager and Finance Director; and

WHEREAS, Town Manager John Crone shall serve at the pleasure of Town Council; and

WHEREAS, the Town Council delegates to the Town Manager contract authority in the amount of fifteen thousand dollars (\$15,000) to execute contracts on behalf of the Town.

Now, Therefore, be it Resolved by the Town Council of the Town of Keystone, Colorado, that:

Section 1. The Town Council appoints John Crone to serve as the Town Manager and Finance Director.

Section 2. Until such time as Town Council adopts a Purchasing Policy, the Town Manager shall have the authority to execute on behalf of the Town without first needing to obtain Town Council approval all contracts (regardless of title) for goods and services that do not exceed fifteen thousand dollars (\$15,000).

Section 3. Effective Date. This Resolution shall take effect upon its approval by the Town Council.

ADOPTED by a vote of __ in favor and __ against, this _____ day of _____, 2024.

By: _____
Kenneth D. Riley, Mayor

ATTEST:

Approved as to Form:

By: _____
Town Clerk

By: _____
Town Attorney



The Town of Keystone

State of Colorado

County of Summit

I, **John Crone**, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Colorado, and the Charter and Ordinances of the Town of Keystone, and that I will faithfully perform the duties of the Town Manager office for the Town of Keystone to the best of my skill and ability.

John Crone, Town Manager, Town of Keystone, Colorado

Madeleine Sielu, Town Clerk, Town of Keystone, Colorado

Subscribed and sworn before me this 14th day of May A.D. 2024.

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers
THROUGH: Gary Martinez, Interim Town Manager
FROM: Lindsay Hirsh, Community Development Director
Jennifer Madsen, Town Attorney
DATE: May 14, 2024
SUBJECT: Resolution 2024-42, A Resolution of Town Council of The
Town of Keystone, Colorado Adopting The Summit County
Snake River Master Plan And Countywide Comprehensive
Plan

Executive Summary:

Town Council adopted by reference Summit County Land Use and Development Code through Ordinance 2024-O-05. To implement the Land Development Code, the Town needs to adopt a comprehensive plan. Resolution 2024-42 is an adoption of the Snake River Master Plan and Countywide Comprehensive Plan.

Recommendation:

Staff recommends that the Council approve Resolution 2024-42.

Background:

In order to provide land development services in the Town, Town Council adopted by reference of the Summit County Land Use and Development Code. To implement the Land Development Code, the Town needs to adopt a comprehensive plan.

A comprehensive plan is an advisory document and serves as a framework and guide for accomplishing community aspirations and intentions. The comprehensive plan states goals and objectives and recommends courses of action for future growth and development of the land, public facilities and services, and environmental protection.

A comprehensive plan has many potential uses including:

- A basis for regulatory actions
- A basis for community programs and decision making
- A long-term guide
- A source of information

The Snake River Master Plan and the Countywide Plan will be used primarily as a basis for regulatory actions. The criteria for approval for land use applications typically involves consideration of the comprehensive plan.

For example, if a property owner were to want to obtain a conditional use permit for a commercial communication tower on a R-1 zoned property, consideration would need to be given to the comprehensive plan. Here is an example of the review criteria from the Land Use and Development Code:

12302.04: - Findings for Approval of Conditional Use Permits

The Review Authority may approve a conditional use permit only if the application meets all relevant Town regulations and standards and provided the Review Authority makes the following findings:

- A. The proposal is in *general conformance with the goals, policies/actions and provisions of the Countywide Comprehensive Plan and any applicable basin or subbasin master plans.*
- B. The proposed conditional use is in compliance with the Town's Zoning Regulations.
- C. The use is in harmony and compatible with surrounding land uses and the neighborhood and will not create a substantial

adverse impact on adjacent properties or on services and infrastructure.

- D. Adequate services and infrastructure are available to serve the use or the applicant has obligated himself to provide services and infrastructure in sufficient time to serve the proposed use.

(emphasis added).

Town Staff recommends that Town Council work through the process of developing and adopting the Town of Keystone Comprehensive Plan. In the interim, it is reasonable to adopt and use the Countywide Comprehensive Plan (adopted October 2009) as well as the Snake River Master Plan (Adopted January 2010).

The Summit Countywide Comprehensive Plan is [located here](#), and the Snake River Master Plan is [located here](#).

Alternatives:

N/A

Financial Considerations:

There are no financial considerations.

Previous Council Actions:

Town Council discussed comprehensive plans at the work session on March 12, 2024.

Next Steps:

None.

Suggested Motions:

Approval:

I move to APPROVE Resolution 2024-42, Adopting The Summit County Snake River Master Plan And Countywide Comprehensive Plan.

Denial:

I move to DENY Resolution 2024-42 Adopting The Summit County Snake River Master Plan And Countywide Comprehensive Plan.

Attachments:

- Resolution 2024-42, A Resolution Of Town Council Of The Town Of Keystone, Colorado Adopting The Summit County Snake River Master Plan And Countywide Comprehensive Plan

TOWN OF KEYSTONE
Summit County, Colorado

RESOLUTION 2024-42

**A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO
ADOPTING THE SUMMIT COUNTY SNAKE RIVER MASTER PLAN AND
COUNTYWIDE COMPREHENSIVE PLAN**

WHEREAS, the Town of Keystone (“Town”) is empowered pursuant to C.R.S. §§ 31-23-201, *et seq.*, to adopt a master or comprehensive plan for the physical development of the municipality, including any areas outside its boundaries; and

WHEREAS, the Town Council of the Town of Keystone desires to adopt the Summit County Snake River Master Plan and Countywide Comprehensive Plan for purposes of implementation of the Town of Keystone Land Development Code; and

WHEREAS, prior to incorporation of the Town of Keystone, Summit County duly adopted the Snake River Master Plan and Countywide Comprehensive Plan according to the requirements of Colorado law and those comprehensive plans provided the land development policy for development within the boundaries of the Town of Keystone; and

WHEREAS, the Town Council intends to proceed through the process of developing a unique and individualized Town of Keystone Comprehensive Plan; however, until such time that the Town has adopted its own comprehensive plan, the Town Council desires to follow and adopt the Summit County Snake River Master Plan and Countywide Comprehensive Plan.

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

Section 1. The Town Council hereby adopts the Summit County Snake River Master Plan (January 21, 2010) and the Countywide Comprehensive Plan (October 5, 2009) for purposes of implementation of the Town of Keystone Land Development Code.

Section 2. Effective Date. This Resolution shall be effective immediately upon adoption.

ADOPTED by a vote of __ in favor and __ against, this _____ day of _____,
2024.

By: _____
Kenneth D. Riley, Mayor

ATTEST:

Approved as to Form:

By: _____
Town Clerk

By: _____
Town Attorney

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers
THROUGH: Gary Martinez, Interim Town Manager
John Crone, Town Manager
Jennifer Madsen, Town Attorney
FROM: Lindsay Hirsh, Community Development Director
DATE: May 14, 2024
SUBJECT: Notice of Action – 33 Space Parking Lot for the Keystone Lodge and Spa

Executive Summary:

Town Staff recently received the attached Notice of Action (“NOA”) from the County Staff¹ for a 33-space parking lot located behind (south) of the existing Keystone Lodge and Spa. Per the Town’s Land Use and Development Code, Class 2 Site Plan Reviews are reviewed and approved by Staff. The Code does state that Class 2 reviews can be called up/appealed by Council for review. The deadline for a potential request to review and hear the application is 5:00 pm on May 15, 2024.

Recommendation:

Review the attached Notice of Action and let Staff know if Town Council would like to “Call Up” the application. Staff would note that call ups or appeals of Class 2 site plan reviews were not common as they are a technical reviews for strict compliance with the Code.

Please note that the merits of the application cannot be discussed by Town Council at the May 14th meeting due to ex parte communication and pre-judgment

¹ The decision by County Staff was made on May 8, 2024 – at that time, Summit County provided the planning services to the Town.

considerations. This is not a public hearing and any discussion related to an application needs to occur at that public hearing. Further, the applicant will not have notice of this discussion regarding the process and will not likely be in attendance at the meeting.

The May 14th meeting can only be utilized to discuss the process and answer questions from Council on that process.

Staff has reviewed the subject application and decision and believes that the County Staff review was accurate and as such, Town Staff recommends that the Town Council not call up the application.

Background:

As the attached narrative and drawing indicates, the applicant is requesting a Class 2 Site Plan Review for a 33-space paved parking lot located off of Argentine Court. The proposed parking lot is intended to be utilized by Keystone Resort employees. The subject property is zoned Keystone Resort PUD and the parcel is specifically listed as allowing resort support uses.

Financial Considerations:

None.

Previous Council Actions:

None.

Next Steps:

Inform Staff if Council would like to call up the subject Class 2 site plan application. If Council decides to call up and hear the site plan application, that review and hearing would be scheduled for a later date.

Attachments:

- Notice of Action
- Project narrative
- Site Plan Drawing

**CLASS 2 - ADMINISTRATIVE REVIEW
NOTICE OF ACTION**

On May 8, 2024, the Planning Department approved PLN24-031, an application for a Class 2 Site Plan Amendment to construct a parking lot to serve the Keystone Lodge and Spa with access from Argentine Ct.; located on Tract A Keystone Village Sub # 1 Amended Resub Tracts A & G, AKA Keystone Lodge and Spa; a 8.9 acre parcel; zoned Keystone PUD.

The appeal period on this action will expire on May 15, 2024. If you wish to appeal this decision, please contact Suzanne Pugsley in the Planning Department on or before this date.

Distributed to:

Lindsay Hirsh, Town of Keystone

Thank you,

Suzanne Pugsley

Senior Planner, Summit County Planning

P.O. Box 5660

0037 Peak One Drive

Frisco, CO 80443

o ice: 970-668-4184

www.SummitCountyCO.gov

Summit County's Comprehensive Plan is underway! Select the following link:

[Join the Conversation to Shape the Future of Summit County!](#)

[Take the Phase 3 Comprehensive Plan Questionnaire!](#)

Keystone Village Tract A, Filing 1, Amended

April 12, 2024

Project Narrative for a Class 2 Parking Lot Review

On behalf of Vail Summit Resorts, Inc, we are pleased to present this project narrative for a Class 2 site plan proposal to improve the subject area as a paved parking lot with 33 spaces, as envisioned in the Keystone PUD (“Site Plan”).

Background

The Keystone Village Subdivision, Tract A, Filing Number 1, was replatted and the Tract boundary alignment adjusted this past Spring of 2023. The prior General Subdivision Exemption (GSE) Plat making such adjustments was Planning Case Number 23-020, approved in May 23, 2023, and duly recorded in the records of the Summit County Clerk and Recorder at Reception Number 1313220 on June 29, 2023. That prior GSE Plat was merely an effort to better allocate area and realign internal property lines and internal private roads between Tract G and the adjacent Tract A, to better address the proper uses of the respective tracts; namely, residential on Tract G and Resort Support in Tract A.

Tract G is now subject to the approved site plan for the multifamily condominiums referenced as Brightwood at Keystone. The adjacent Tract A, owned by Vail Resorts, use remains as resort support services, such as a parking lot, and other related uses. Vail Resorts holds title to the Tract A Master Parcel. The Applicants are serving as the General Contractor and are acting as the authorized representatives for Vail Summit Resorts, Inc for this lot project

Parking is an allowed use for Tract A in the Keystone PUD. This project proposal includes:

- a new parking area
- upgrade revegetation and landscaping in the immediate area
- connection to sidewalks
- curb and gutter and concrete pans,
- and direct access from Argentine Court.

The Lot will be primarily used by Keystone Resort for employee parking. Overall, the Lot will serve an overarching significant resort support function.

Tract A is already connected to both Xcel and the Snake River Water District system for all necessary services. Existing Xcel facilities will be needed for any connections or utility needs. Approved Snake River Water District taps are in place for existing irrigation on Tract A and will continue to be used for the new, enhanced landscaping planned thereon.

The Lot will be an asphalt surface with 33 spaces, to be utilized for resort support as noted above. There is no vertical construction associated with this proposal. Engineered

designs and plans for this Lot are included with this submittal. The plans as proposed meet all standards for parking lots set forth in the Summit County Development Code, the Keystone Resort PUD, and all County Grading and Excavation standards. The parking lot is in general conformance with the vision of the Snake River Basin Master Plan, and all other relevant policy guidance documents.

Finally, in consultation with Summit County Planning Department it was determined that this parking lot is most appropriately reviewed as a Class 2 site plan review. This direction was given to the applicant by former County Planner Sid Rivers during the pre-submittal meeting for the project. The Class 2 pre-submittal checklist prepared by Planner Sid Rivers is included herein.

The proposed parking lot, on Tract A Keystone Village Subdivision, is a new site plan application, and not a modification of an existing application. Such parking lots proposed on an isolated basis — namely when not attached to some residential development — are consistently treated as Class 2 site plan applications as a matter of course, in Keystone and throughout the County. This point was also reflected by Sid Rivers in her pre-submittal determination that this Parking Lot would be a Class 2 review.

Such an approach is reflected in the Code as well. Section 12603.01.B of the Code expressly states as follows:

Class 2 Development Reviews: Site plan reviews meeting the following criteria shall be processed and submit the same required information as a Class 2 development review application as outlined in Section 12000 et seq:

3. The development of property for a non-residential use that does not require a building permit, such as but not limited to parking lots and storage yards.

This proposal does not contain a residential or commercial component. As noted, there is no vertical component to this project. The parking lot (Tract A) in question is not tied to the Brightwood project (Tract G). The parking lot is a needed and important functional resort support ues. As this site plan proposal is only for a parking lot, no residential, commercial or other improvements, this application falls under the auspice of the above cited section, and is subject to a Class 2 review.

Discussion

All plans and supporting materials regarding the design, construction, standards, and layout of the Lot are included with this proposal. Care has been taken to ensure that all Code standards, PUD standards, and engineering standards for grading and excavation are adhered to. The parking lot improvements do not require connection to new utilities as there is currently an irrigation water service to this site from the SRWD in use, and

power to the site from Xcel. No new SRWD taps or Xcel transfer boxes are needed. We have consulted with both Xcel and the SRWD on this project.

We have worked with the SRWD to identify the precise location of the existing water line traversing the corner of the property. SRWD has agreed to the surveyed location of this line. Vail Resorts, the owner of Tract A, is working with the SRWD to grant an easement for the existing water line per SRWD standards. None of the proposed improvements for the parking lot or landscaping will impede the ability of any utility provider to access and make repairs, maintenance, etc. to the existing their existing infrastructure. There are no vertical or permanent improvements other than surface paving that could impede any access in the future.

The parking lot will provide 33 paved spaces all of which will comply with all applicable County Code standards. The landscaping as proposed meets code criteria and we are happy to discuss any questions, concerns, or possible adjustments County staff may have here.

In summary, the Lot is a vital element of resort operations, a significant improvement to the area, will improve landscaping, vegetation, drainage, design and aesthetics in the area, and fits squarely within the long-standing vision for the resort area. It is an resort support use, not associated with any residential or commercial development, and thus meets all the standards for a Class 2 Site Plan Review.

Access to the Lot will be from Argentine Court, specifically the approved realignment of Argentine Court (CR#172), a 50-foot access easement. The Lot access drive meets all Code standards There are no significant traffic implications posed by this Lot or the access route designed. There is no disturbance to any surrounding wetlands, other natural features, or environmentally sensitive areas. All adjacent owner's associations support the development of this lot, as does Vail Resorts. The lot will improve the drainage and erosion control means in this area as well.

Vail Resorts will continue to assume all maintenance responsibilities for Tract A and the proposed parking lot. This includes snow plowing, storage, and removal. Vail Resorts will also provide landscaping support, including irrigation and upkeep.

Criteria for Decision

This site plan has been designed to reflect and promote all aspects of prior approvals, all regulatory requirements of the Summit County Development Code and the Keystone Resort PUD, and all existing design standards applicable to the site.. This application firmly meets the Code criteria for site plan approval. Within this context, our specific compliance statement is set forth below.

The proposal meets the standards of Section 12603.02 of the Code, which sets forth the criteria for site plan approval, as follows:

The Review Authority may approve a Site Plan only if the application meets all relevant County regulations and standards and provided the Review Authority makes the following findings:

- A. *The application complies with County Zoning Regulations, including but not limited to use regulations, any applicable PUD requirements, design standards and other development regulations and standards.*

The proposal complies with the County's zoning regulations in terms of use, design, and other key considerations, and falls within the parameters set forth in the Keystone PUD. The proposed Site Plan reflects that development plan with additional layers of detail and design, particularly as to the enhanced landscaping. All uses reflected in this site plan are resort support in nature, and thus adhere to the zoning contemplation of such uses for this site.

Further, the Summit County Rezoning Policies in Chapter 3 of the Code are intended to ensure that development constraints are avoided, that development contemplates the terrain and natural features of the site and maintains compatibility with existing development in the vicinity. This site plan complies with all site restraints, and that natural features are protected. The site plan further ensures that there is adequate infrastructure to accommodate the proposed development. Water mains are already on site and are adequately sized for irrigation service by the Snake River Water and Sewer Districts, and a tap for such irrigation has already been issued.

This site plan ensures that the proposed land uses, density and overall development plan will align with all zoning standards to the satisfaction of the County Code and the Snake River Master Plan. There are no new development constraints implicated, and no new uses or development proposed which might serve to upset the delicate balance attained in the past proposals tangentially related to this site plan and Lot.

- B. *The application complies with County Road & Bridge standards.*

This site plan meets all County Road and Bridge standards as addressed in Chapter 5 of the Code. Any design elements that are not in strict adherence to the Code standards are reflected already and in compliance with the specific PUD standards for the same. The parking lot grade, asphalt depth and all other elements meet such Code standards. The access area for the Lot meets all ingress and egress standards. Maintenance and repair responsibilities will continue to be assumed by Vail Resorts, and there is no expectation for the County to assume any such responsibilities.

- C. *The application complies with County Subdivision Regulations.*

The application adheres to all applicable subdivision regulations, including the design standards for any subdivision reflected in section 8104 of the Code. Importantly, in this particular project, as noted above, the underlying Tract A Property alignment has already been adjusted through the General Subdivision Exemption process. The newly aligned

Tract A was designed to serve a resort support function and contain no vertical residential or commercial improvements. . . . As noted, there is already service connections and commitments from both the SRWD and Xcel for this Property, and any power or irrigation needs for the Lot are served accordingly.

The landscaping plan for the property is attached and incorporated into this application and meets all landscaping requirements of the Code and the PUD. All other subdivision standards and subdivision design standards in the Code are adhered to.

D. The application complies with any previous plans approved for the site still in effect.

This proposed Site Plan does not alter prior plans contemplated within the PUD and surrounding developments. Per the PUD, parking is an allowed use on this tract. The proposed plan proposes all necessary aspects for a compliant development plan and furthers the implementation of the Keystone Resort PUD.

E. The application complies with any conditions imposed on development of the site through previous approvals.

This site plan reflects all the expectations, commitments, and obligations reflected in the PUD. The Property has already been subjected to the General Subdivision Exemption process to adjust the boundaries with adjacent Tract G, realign Argentine Court, and isolate any residential development away from Tract A and onto Tract G.

The proposal meets the intent of the Countywide Comprehensive Master Plan, the Snake River Master Plan and the Keystone Resort PUD as well. The uses allocated for this property as contemplated in the PUD and the Snake River Master Plan reflect a parking lot and resort support per said Master Plan, which reflects a higher-level activity as a resort neighborhood. Accordingly, all future development planned on Tract A as modified will adhere to such limits on density and intensity as are already set forth in the PUD and the Snake River Master Plan, and no greater intensity of development is in any manner sought thereon via this proposal.

Master Plan Conformance

This site plan is in general conformance with the Countywide Master Plan, and the Snake River Master Plan. The overall benefit to the neighborhood by highly functional resort support areas such as this parking lot specifically address the numerous vision and resort benefit recommendations of these master plans.

As a general overview, this future development area has already been subject to master plan conformance scrutiny both in the PUD modification level of review, as well as the prior subdivision of both Tracts G and A, the various site plan approvals previously granted to projects upon Tract A, the recent GSE Plat for Tracts G and A, and the site plan approval for Tract G. The project strongly promotes and embodies many of the most important

master plan policies, both on a Countywide level as well as those specific to the Snake River basin.

As a cursory effort to address such policies, we will broadly outline the same below.

Snake River Master Plan

Parking Element

The SRMP specifically addresses and contemplates the importance of parking, particularly in areas long envisioned for such purposes that address critical and functional needs. As the SRMP notes: “to address parking needs in a more comprehensive manner it is suggested to encourage the development of a long-range parking demand model that takes into consideration the ultimate build-out of both the Basin and County.” SRMP p. 43. In support of the same the following Goals and Policies are articulated:

Goal G. Accommodate new parking facilities in the Basin in a manner that meets increasing parking demands and maintains the visual quality and environmental protection goals of this Plan, while promoting alternatives to constructing new parking facilities.

Policy/Action 1. Work with Keystone Resort and Arapahoe Basin to enhance existing parking lots that allow safe pedestrian access to ski slopes.

Policy/Action 2. In determining day skier parking lot locations, consider the following:

- *Access should not interfere with arterial and collector roads, that is, maintain free traffic flow via minimizing access points and signalization.*
- *Location should be compatible with the neighborhood and meet visual standards as recommended in the Design and Visual Resources Element of this Plan, in accordance with the applicable Development Code provisions.*
- *Discourage pedestrians and buses from crossing arterial and collector roads to reach ski slopes.*
- *CDOT future plans for signalization.*

Policy/Action 4. Work with appropriate entities to identify and evaluate appropriate sites for neighborhood park-n-rides (e.g., adjacent to Snake River Water Treatment Plant, elementary schools, and the middle of the Town of Dillon).

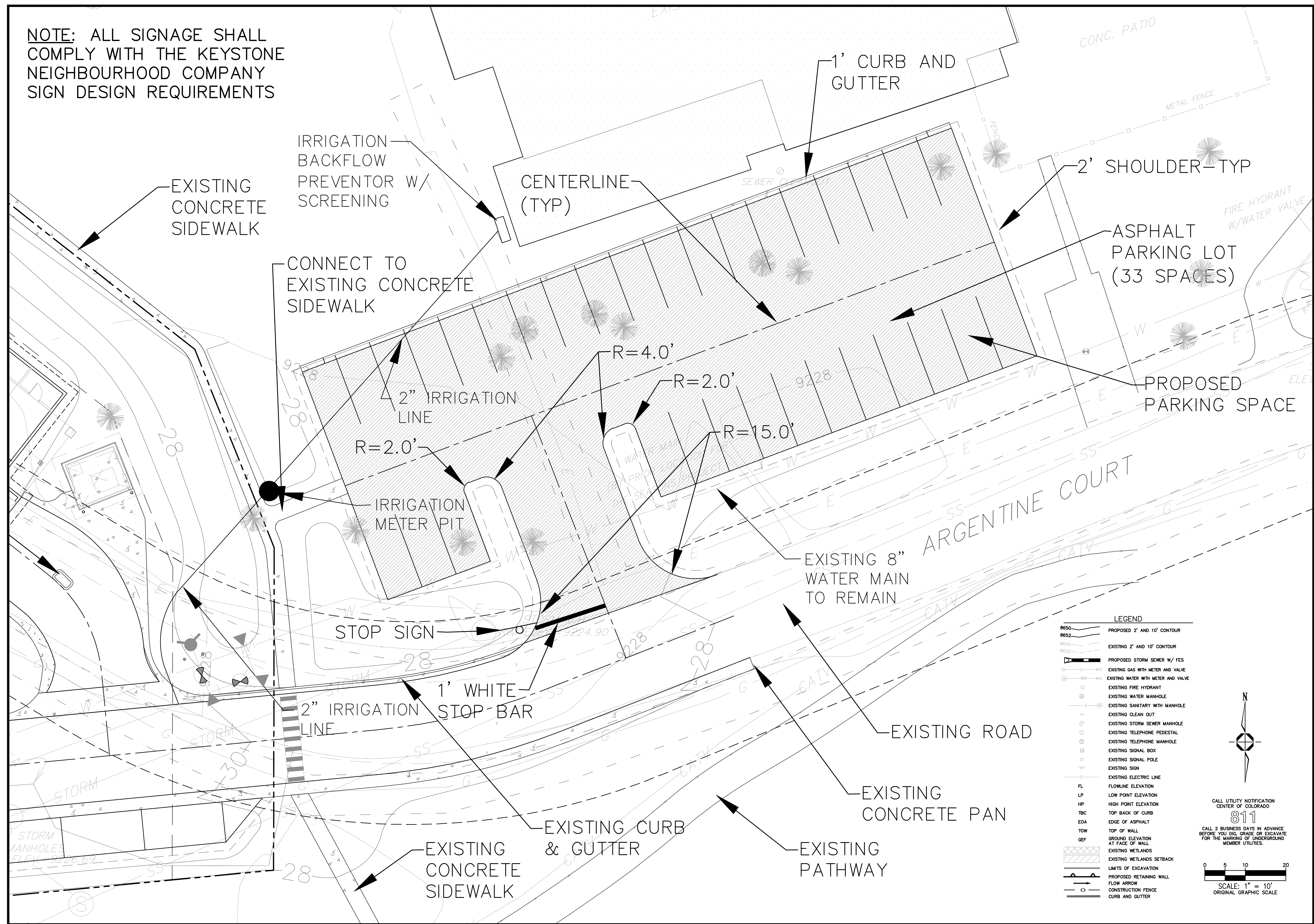
This parking element of the SRMP supports resort and operational needs for parking. This includes parking for employees and agents of the resort. It also includes any other administrative or management needs. In light of this background, the lot in question, already long contemplated, directly fosters the goals for enhanced parking, provide the same is functional and well designed and meets the overall needs of the resort. This proposed lot clearly meets all such expectations.

Conclusion

In conclusion, the proposed Site Plan for the subject parking lot is drawn in accordance with all applicable County and community standards, is in conformance with the Snake River Master Plan, and also meets all of the review/approval criteria of section 12603.02 as well. The proposed Site Plan will facilitate the efficient and orderly, well-planned resort support and parking directly serving the Keystone Village and Keystone Lodge community— and also improve the design, function, and aesthetics for the entire area.

We thank County staff for their efforts working with the development team on this project and look forward to working with them on this proposal, and respectfully request Staff approval of this Class 2 Site Plan proposal.

NOTE: ALL SIGNAGE SHALL COMPLY WITH THE KEYSTONE NEIGHBOURHOOD COMPANY SIGN DESIGN REQUIREMENTS



LEGEND

- 8650 PROPOSED 2' AND 10' CONTOUR
- 8652 EXISTING 2' AND 10' CONTOUR
- PROPOSED STORM SEWER W/ FES
- EXISTING GAS WITH METER AND VALVE
- EXISTING WATER WITH METER AND VALVE
- EXISTING FIRE HYDRANT
- EXISTING WATER MANHOLE
- EXISTING SANITARY WITH MANHOLE
- EXISTING CLEAN OUT
- EXISTING STORM SEWER MANHOLE
- EXISTING TELEPHONE PEDESTAL
- EXISTING TELEPHONE MANHOLE
- EXISTING SIGNAL BOX
- EXISTING SIGNAL POLE
- EXISTING SIGN
- EXISTING ELECTRIC LINE
- FL FLOWLINE ELEVATION
- LP LOW POINT ELEVATION
- HP HIGH POINT ELEVATION
- TBC TOP BACK OF CURB
- EOA EDGE OF ASPHALT
- TOW TOP OF WALL
- GEF GROUND ELEVATION AT FACE OF WALL
- EXISTING WETLANDS
- EXISTING WETLANDS SETBACK
- LIMITS OF EXCAVATION
- PROPOSED RETAINING WALL
- FLOW ARROW
- CONSTRUCTION FENCE
- CURB AND GUTTER

N

CALL UTILITY NOTIFICATION
CENTER OF COLORADO
811

CALL 2 BUSINESS DAYS IN ADVANCE
BEFORE YOU DIG, GRADE OR EXCAVATE
FOR THE MARKING OF UNDERGROUND
MEMBER UTILITIES.

SCALE: 1" = 10'
ORIGINAL GRAPHIC SCALE

No.	Revision/Issue	Date	Description
1	SITE PLAN	9/13/23	CLASS 2 SITE PLAN SUBMITTAL

TEN MILE ENGINEERING, INC.
Professional Civil Engineers
Po Box 1785
Frisco, CO 80443
970.485.5773
Joe@tenmileengineering.com

KEYSTONE LODGE PARKING LOT
KEYSTONE LODGE AND SPA
TRACT A KEYSTONE VILLAGE 1 AMENDED
KEYSTONE RESORT, SUMMIT COUNTY, COLORADO

SITE AND SIGNAGE PLAN

Project KEYSTONE LODGE PARKING	
Date 6/24/23	Sheet 3
Scale 1"=10'	