



Keystone Trails & Open Space Advisory Board Agenda

The Keystone Trails and Open Space Advisory Board will have a meeting on August 28, 2025, at 5:30 p.m. at 1628 Sts. John Road, Keystone, CO 80435 in the Council Chambers.

The Town of Keystone conducts hybrid meetings. This meeting will be held in person at Keystone Town Hall and will also be broadcast live over Teams. [Join the live broadcast available by computer here](#). If you will need special assistance in order to attend any of the Town's public meetings, please notify the Town Clerk's Office at (970) 450-3500x1 via phone, or clerk@keystoneco.gov via e-mail, at least 72 hours in advance of the meeting.

- I. CALL TO ORDER, ROLL CALL**
- II. APPROVAL OF AGENDA**
- III. CONSENT AGENDA**
 - A. Minutes – July 31, 2025
- IV. NEW BUSINESS**
 - A. Election of Officers
 - B. Election of RTAP Representatives
- V. DISCUSSION**
 - A. Mission and Vision
 - B. Bylaws
 - C. RTAP Community Action Plan Priorities
- VI. ADJOURNMENT**



Keystone Trails & Open Space Advisory Board Meeting Minutes

I. CALL TO ORDER, ROLL CALL

Lindsay Hirsh began the meeting at 5:37pm. The following members were present and introduced themselves:

Allen Porter, Patti Banks, Jack Owczarczak, Kolina Coe, Kayla Bruegger, Don Thomas, Elle B. Wilson, Bernie Steves, Christy Camp, Dan Johnson, Matthew Emory, Mia Pryce

II. APPROVAL OF AGENDA

III. CONSENT AGENDA – NONE

IV. DISCUSSION

A. Mission and Vision

The Draft Mission and Vision statement were shared with TOSAB members. Members of TOSAB have been asked to review these in advance of the next meeting. There were no questions or comments.

B. Bylaws

The Draft Bylaws were shared with TOSAB members. Members of TOSAB have been asked to review these in advance of the next meeting. There were no questions or comments.

C. Procedures

Jennifer Madsen shared information about following the Colorado Open Meetings Law and the Open Records Act. She will look into a simpler procedure than Robert's Rules of Order for this board to use in running meetings and will provide an instructional sheet for following the Colorado Open Meetings Law and Open Records Act.

D. Meeting Schedule

The meeting schedule was opened for discussion by Lindsay Hirsh. Members of TOSAB expressed that evening meetings are best. Mia Pryce noted that meeting every other month would be preferred to keep momentum going as opposed to once quarterly and that sub-groups may need to meet more frequently. Lindsay Hirsh proposed the next meeting to be held August 28th, 2025.

E. RTAP Community Action Plan Priorities

Jessica Hertzberg will send TOSAB members a summary document of RTAP actions that involve this board. Lindsay Hirsh shared that the Town of Keystone is working on developing an inventory of trail ownership in Town and collaboration with the USFS, to begin the work outlined in the RTAP Community Action Plan. Christy Camp proposed for members of TOSAB to begin taking photos of their favorite trails during each season of the year to create seasonal trail information. Elle B. Wilson asked about the current availability of aerial photography of trails in the Town, and Lindsay Hirsh shared that Jessica Hertzberg is working on the beginning of GIS mapping to assist with this.

V. ADJOURNMENT

Lindsay Hirsh adjourned the meeting at 6:34pm.

DRAFT

Keystone Trails & Open Space Advisory Board

Mission & Vision Statements

Mission

The Trails and Open Space Advisory Board serves to support and advise the Keystone Town Council on the planning, development, and stewardship of parks, open space, trails, and recreational areas. We assess the condition and use of local trails, open spaces, and connections to regional trail networks and recreation areas, providing recommendations to guide future improvements and development. We promote public awareness, responsible use, and community engagement to enhance the quality of life for all residents.

Vision

We envision a vibrant, connected community where all residents enjoy well-maintained parks, trails, and open spaces that preserve the environment, encourage recreation, and foster a community connection with nature.

DRAFT

Town of Keystone

Trails and Open Space Advisory Board Bylaws

I. ESTABLISHMENT OF TRAILS AND OPEN SPACE ADVISORY BOARD

The Town Council of the Town of Keystone, Colorado passed Resolution 2025-18 on May 27, 2025, which established the Trails and Open Space Advisory Board. In conjunction with what is contained in Ordinance No. 2024-O-11, as amended by Ordinance 2025-O-03, these bylaws establish the duties and membership of the Trail and Open Space Advisory Board (TOSAB).

II. PURPOSE

TOSAB is to act as an advisory role to the Town Council in matters of Town issues that have an impact on trails, parks, open space, and other recreation areas. TOSAB may also be asked to advise Town Council on the acquisition, planning, development, maintenance, and use of trails, parks, open space, and other recreation areas.

III. MEMBERS & PARTICIPATION

The members of TOSAB are appointed by Town Council and may consist of up to fourteen (14) regular members and three (3) alternate members.

Members serve a term of three (3) years, except for the appointment of the first TOSAB members who shall have staggered terms.

Members shall be residents or property owners of the Town of Keystone and the appointed members shall strive to represent a diversity of geographic areas of the Town. Terms begin and end on approximately May 27th of each calendar year.

Members may be removed by a vote of the majority of Town Council without cause and in the sole discretion of the Town Council.

If a member of TOSAB no longer resides or owns property in the Town of Keystone, that member shall be deemed to have automatically resigned from TOSAB. If a member resigns due to disqualification or for any other reason, the

Town Council shall appoint a replacement to serve the remainder of the unexpired term in either case.

TOSAB members are expected to attend all regular meetings. Meetings are expected to occur once every two months.

Alternate members: While serving as an alternate, an alternate member is authorized to participate in discussion and debate on all matters pending before TOSAB, including expressing an opinion on motions or matters pending before TOSAB. However, while serving as an alternate, an alternate member may not propose or second a motion, may not propose amendments to any motion, and may not vote on any motion.

The Presiding Officer shall temporarily assign an alternate member to serve in the position of a regular member in the event of an absence of a regular member during all or any portion of a meeting. When assigned to fill a regular position during a meeting, the alternate member shall assume all rights, duties and obligations of the regular member during the period of assignment and may cast a vote on any matter pending before the commission. Upon the return of a regular member to a meeting prior to adjournment, the regular member shall replace the alternate member at the conclusion of the matter then under discussion.

IV. TERMS

Member terms will be three (3) years. To the extent possible, terms will be staggered to maintain membership requirements.

In accordance with Ordinance No. 2024-O-11, members will be limited to serving two consecutive (2) terms.

V. OFFICERS

TOSAB will elect from among its members a Chair and Vice-chair on approximately May 27th of each calendar year.

Duties of each of the officers are:

Chair: The TOSAB Chair presides over all meetings.

Vice-chair: The Vice-chair presides in absence of or at the request of the Chair.

VI. MEETINGS

Regular meetings will be held every other month on the ____th ____day.

Regular meetings may be canceled due to a lack of agenda items or lack of quorum. Meetings will be held in Town Hall (1628 Sts John Rd) and virtually. TOSAB meetings are subject to the Colorado Open Meetings Law. Meetings are open to the public and a minimum of 24 hours notice must be given for any meeting to be held.

A quorum at any meeting of TOSAB will consist of a majority of the members currently appointed and serving, excluding any vacant positions.

Subcommittees composed of TOSAB members may be appointed by the Chair to work on special projects and report their findings at regular meetings. Subcommittees shall be limited and serve in an advisory capacity only and shall not have any decision-making authority on behalf of TOSAB.

The Community Development Director and designated Community Development Staff members shall act as staff liaison between TOSAB and all matters related to the trails and open space needs of the Town.

The Chair and the Community Development Director have the task of setting the meeting agendas for regular meetings. The staff liaison will prepare the agenda and all meeting materials.

All meetings of TOSAB shall be open to the public except as permitted by law. Public participation will be limited to three (3) minutes for each speaker.

VII. CONFLICTS OF INTEREST & ETHICS

Members of TOSAB are currently subject to Colorado state laws on conflicts of interest and ethics. Once adopted by the Town Council, TOSAB will be governed by the Town of Keystone Code of Ethics.

VIII. AMENDMENTS

These Bylaws may be amended by a majority vote of members present at a TOSAB meeting at which a quorum exists. A copy of the bylaws must be delivered to Town Council. In accordance with Ordinance 2024-O-11, Town Council has the right to establish, amend, alter, or modify the bylaws.

Approved and adopted on _____.

TOWN OF KEYSTONE, COLORADO

MEMO

TO: Trails and Open Space Advisory Board
FROM: Community Development Department
DATE: August 7, 2025
SUBJECT: TOSAB Actions from RTAP Plan

Executive Summary:

The Rural Technical Assistance Program (RTAP) is a community-driven planning process that involves collaboration between the University of Colorado's Masters of the Environment (MENV) Program, Colorado Outdoor Recreation Industry (OREC) Office, and Colorado State University (CSU) Extension. From January 2025 – May 2025 a graduate student consultant team from the MENV program facilitated a community engagement process involving an RTAP Steering Committee, a two (2) day Community Workshop, and community outreach. The result of this community engagement process was the co-creation of the Community Action Plan, identifying community goals and specific actions to drive the completion of these goals. Through this process, four (4) actions were created to be led by the Trails and Open Space Advisory Board (TOSAB), with the support of CSU Extension through May 2027. This memo provides summarized information about each of the actions that are pertinent to TOSAB for the purpose of assisting members in determining which actions to prioritize.

RTAP Goals:

The two (2) community goals that pertain to TOSAB are Goal 1 and Goal 4:

Goal 1: Physical Connectivity and Safety

Improve pedestrian, biking, transit, and vehicle infrastructure to improve community connectivity between trails and commercial and residential areas. Prioritize safety measures to create a town that is safe and inclusive for all to travel within and to.

Goal 4: Amenity Stewardship and Development

Enhance access, awareness, and education around existing outdoor recreation assets, such as trails and rivers. Develop amenities, programs, and services to support community quality.

Summary of RTAP Actions:

Action 1.1: Maintain and Improve the Rec Path

- Step 1: Identify management along Rec Path
- Step 2: Identify maintenance issues and priorities
- Step 3: Pursue funding for improvement projects
- Step 4: Implement projects
- Step 5: Plan for future improvements

Action 1.2: Create a Plan to Connect and Improve the Trail Network In and Around Keystone

- Step 1: Identify existing trails in and around Keystone – create inventory
- Step 2: Identify gaps and potential connections
- Step 3: Engagement with trail management agencies
- Step 4: Plan for improvements and connections
- Step 5: Present findings to Council

Action 1.3: Investigate Feasibility of a Keystone Perimeter Trail

- Step 1: Use trail inventory from Action 1.2 to determine trails to be part of perimeter network
- Step 2: Engage landowners and management groups about new trail connections
- Step 3: Pursue funding for creation of Perimeter Trail
- Step 4: Summarize findings and feasibility to share with community

Action 4.2: Conduct an Assessment of Parks and Playgrounds

- Step 1: Identify needs to assess parks and playgrounds
- Step 2: Inventory all existing parks and playgrounds
- Step 3: Map out and report on findings
- Step 4: Community engagement about addressing gaps and needs to revitalize existing and create new parks and playgrounds
- Step 6: Final plan to address parks and playground priorities

For more information, please refer to the Community Action Plan.