



Town Council
Monday, March 3, 2025
4:00 PM
Regular Meeting
130 Kearns Road
Town Council Chambers
Snowmass Village, CO 81615

You can watch the meeting live online on our website at tosv.com.

Agenda

1. CALL TO ORDER
2. ROLL CALL
3. PROCLAMATIONS AND PRESENTATIONS
4. PUBLIC COMMENT

This section is set aside for the Town Council to LISTEN to comments by the public regarding items that do not otherwise appear on this agenda. Generally, the Town Council will not discuss the issue and will not take an official action under this section of the agenda. (Five Minute Time Limit)

5. CONSENT AGENDA

These are items where all conditions or requirements have been agreed to or met prior to the time they come before the Council for final action. A Single Public Hearing will be opened for all items on the Consent Agenda. These items will be approved by a single motion of the Council. The Mayor will ask if there is anyone present who has objection to such procedure as to certain items. Members of the Council may also ask that an item be removed from the consent section and fully discussed. All items not removed from the consent section will then be approved. A member of the Council may vote no on specific items without asking that they be removed from the consent section for full discussion. Any item that is removed from the consent agenda will be placed on the regular agenda.

5.A. 2025 Draft Agendas

[5A 2025 Agenda Overview.pdf](#)

5.B. Resolution RE Summer High Impact Events

[5B 1 Agenda Item Summary - Reso 11 -high impact event calendar.pdf](#)

[5B 2 Resolution No. 11, 2025 - TOSV Special Events Controlling Construction.pdf](#)

[5B 3 Calendar of Events Summer 2025 \(1\).pdf](#)

5.C. Resolution RE Intermountain Regional Planning Commission for the IMTPR -

IGA

[5C 1 Agenda Item Summary - Resolution RE Intermountain Regional Planning Commission for the IMTPR.pdf](#)

[5C 2 Reso 12, 2025 - IGA - IMTPR.pdf](#)

[5C 3 Final Approved IGA Template_2.7.25.pdf](#)

[5C 4 Final Approved Bylaws_2.6.25.pdf](#)

5.D. Resolution approving Harvest for Hunger Lease

[5D 1 Agenda Item Summary - Resolution Approving an Updated Revocable License Agreement with Harvest for Hunger 2025.pdf](#)

[5D 2 License Agreement - Harvest for Hunger - Amended.pdf](#)

[5D 3 Reso 13, 2025 - License Agreement - Harvest for Hunger - Amendment.pdf](#)

5.E. Ordinance No. 05, 2025 - Amending Budget for Willows unit purchase - 2nd reading

[5E 1 Agenda Item Summary - Ordinance No. 5, 2025- 2nd Reading-Willows C-7.pdf](#)

[5E 2 Ordinance 5, 2025 - 2nd Reading-Budget Revisions 2025 -Purchase Willows C-7.pdf](#)

6. PUBLIC HEARINGS - QUASI-JUDICIAL HEARINGS

Public Hearings are the formal opportunity for the Town Council to LISTEN to the public regarding the issue at hand. For land use hearings the Council is required to act in a quasi-judicial capacity. When acting as a quasi-judicial body, the Council is acting in much the same capacity as a judge would act in a court of law. Under these circumstances, the judicial or quasi-judicial must limit its consideration to matters which are placed into evidence and are part of the public record. The Council must base their decision on the law and the evidence presented at the hearing.

7. POLICY/LEGISLATIVE PUBLIC HEARINGS

8. ADMINISTRATIVE REPORTS

8.A. Lighting Ordinance Discussion

[8A 1 Agenda Item Summary_Lighting Code.pdf](#)

[8A 2 Snowmass Village Outdoor Lighting Code 90% Draft_v0.10.pdf](#)

[8A 3 Public Comment - Lighting.pdf](#)

[8A 4 Snowmass Village Lighting Zone Map Draft.pdf](#)

[8A 5 Existing Lighting Code.pdf](#)

8.B. Initial Review of DMP

[8B 1 Agenda Item Summary -DMP.pdf](#)

[8B 2 Draft DMTP February 2025.pdf](#)

9. TOWN COUNCIL REPORTS AND ACTIONS

Reports and Updates

10. ADJOURNMENT

2025 DRAFT Agenda Overview

- Regular Meetings begin at 4:00 p.m. unless otherwise noted
- Work Sessions begin at 4:00 p.m. and aim to end at 6:00 p.m.
- The dates on which agenda items are listed are only a best approximation. Agenda items are added to this list as they arise. Agenda items may well be moved to different meeting dates. Agendas are generally not finalized until the Thursday prior to the meeting.
- In addition to agenda items, this document also lists expected absences of Town Council members. In compliance with section 2-49 of the municipal code, once the consent agenda is approved, the absences noted will be considered to have received the prior approval necessary of the majority of the Council for members to be absent from meetings.

Topic to incorporate:

- MJ signage regs / tax rate - should they be revised?
- Roundabout updates
- Mall Transit Center
- Draw Site
- Center Site
- Connecting the Nodes
- Library update
- STR review
- Fire Mitigation
- Summer – Water Plant Tour with Darrell Smith & Kit Hamby
- In 2025 - Town Attorney and Town Clerk provide an Ordinance to Review Town Ordinances – Required every five years since 1994 Re-codification Adoption per the Town Charter. See Ord 19, Series 2020 as example.

Tuesday Feb 18 – Regular Meeting

- EE Survey – Talita – HR
- Discussion Regarding Mall Transit Center
- Ordinance #2 – Adoption of 2024 Municipal Traffic Code – 2nd Reading
- Ordinance #3 – code amendments to conform Penalty Provisions with State Law – 2nd Reading
- Draw Site Continued Owners Review
- Additional appropriation for willows unit
- Contract to purchase willows unit

Monday March 3 – Regular Meeting

- Initial review of DMP
- Lighting Ordinance Discussion
- Reso designating High Impact Events & Construction restrictions - Consent
- IMTPR IGA & Resolution – Consent
- Harvest for Hunger Lease renewal – Consent
- Ord 5, 2025 – Amend Budget for Willows unit purchase - 2nd Reading - Consent

Monday March 10 – Work Session

- Municipal sign code 101
- Housing Review; waiting list review

2025 DRAFT Agenda Overview

Monday March 17 – Regular Meeting

- National Donate Life Month Proclamation
- Adopt Council Goals
- Discussion RE: Workforce Housing Land Use Code Review process amendment
- Reso reinstating SMV Building Authority for Snowmass Center COPs

Monday April 7 – Regular Meeting

- Youthzone update – Jami Hayes & Ali
- Summer event overview or 4/14/25
- Town Attorney Update
- Reso for CGRB recommendations and distribution of funds
- Adopt Grant Criteria for 2025-26 grant Cycle
- Draw Site Review

Monday April 14 – Work Session

Monday April 21 – Regular Meeting

Monday May 5 – Regular Meeting

Monday May 12 – Work Session

EOTC – Thursday May 15 4-6pm – Town of Snowmass Village

Monday May 19 – Regular Meeting

Monday June 2 – Regular Meeting

- Senator & Rep Visit?
- Exec Session – personnel – performance reviews

Monday June 9 – Work Session

-

Monday June 16 – Regular Meeting

- Exec Session – personnel – Performance reviews

Monday July 7 – Regular Meeting

Monday July 14 – Work Session

Monday July 21 – Regular Meeting

Monday Aug 4 – Regular Meeting

- Discussion regarding community survey
- Town Attorney Update

Monday Aug 11 – Work Session

2025 DRAFT Agenda Overview

Monday Aug 18 – Regular Meeting

- EOTC Budget/work plan – Linda DuPriest

EOTC – Thursday August 14 4-6pm – Pitkin County

Tuesday Sept 2 – Regular Meeting

Monday Sept 8 – Work Session

Monday Sept 15 – Regular Meeting,

Monday Oct 6 – Regular Meeting

- Budget
- Town Attorney Update

Monday Oct 13 – Work Session

- Budget

Monday Oct 20 – Regular Meeting

- POST Grant Ord – 1st reading?
- Budget – Comments from FAB

EOTC – Thursday October 24 – City of Aspen

Monday Nov 3 – Regular Meeting

- GID Meeting - Adopting the GID Budget
- Budget Adoption
- POST Grant – 2nd reading

Tuesday Nov 10 – Work Session

Monday Nov 17 – Regular Meeting

- B & C Applications

Monday Dec 1 – Regular Meeting

- Reso RE 2025 Meeting Dates
- Reso on Delinquent Solid Waste / Trash
- B & C Interviews

Monday Dec 8 – Special Meeting

- GID Meeting – set Mill Levy
- B & C Discussion

Monday Dec 15 – Regular Meeting

- B & C Resolution appointing new Members

2025 DRAFT Agenda Overview

Topics for Work Sessions or Other Meetings Requested by Town Council Members

- Schedule Updates will all of the Town Boards to review priorities and current initiatives.
 - EAB
 - FAB
 - PTRAB
 - POSTR
 - Tourism – quarterly updates
 - Grants – Recent Awards; Review of Criteria; Purpose, etc.
 - SAAB
 - Planning

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

March 3, 2025

AGENDA ITEM:

Resolution 11, Series 2025 Designating a High Impact Events Calendar

PRESENTED BY:

Megan Harris Boucher, Town Clerk

BACKGROUND:

The Municipal Code provides the Town Council with the authority to prohibit or otherwise limit excessive noise-producing construction and vehicle activity from occurring during peak seasons, major special events, and other holidays throughout the year. In order to provide adequate notice and clear expectations to contractors and developers regarding these types of restriction, the Code requires that a resolution naming dates and events be adopted before April 1st of each year.

FINANCIAL IMPACT:

The Town's special event strategy is an important economic cornerstone for the community. The calendar is designed to help contractor manage any economic impact an event may have on their project.

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

N/A

COUNCIL OPTIONS:

1. Adopt Resolution 11, Series of 2025
2. Modify, then adopt the Resolution
3. Choose not to adopt a Resolution

STAFF RECOMMENDATION:

Staff recommends that the Council make a motion to approve Resolution 11, Series 2025 establishing the 2025 High Impact Event Calendar.

ATTACHMENTS:

1. Resolution 11, Series of 2025 TOSV Special Events Controlling Construction
2. 2025 Summer Events Calendar

TOWN OF SNOWMASS VILLAGE
TOWN COUNCIL

RESOLUTION NO. 11
SERIES OF 2025

A RESOLUTION DESIGNATING THE HIGH IMPACT EVENT CALENDAR IN
ACCORDANCE WITH THE MUNICIPAL CODE CONSTRUCTION MANAGEMENT
STANDARDS AND REGULATIONS

WHEREAS, Section 18-3 of the Municipal Code restricts construction times and noise; and

WHEREAS, Section 18-12 of the code states that the Town Council may further prohibit or otherwise limit excessive noise-producing construction and vehicle activity from occurring during peak seasons, major special events, and other holidays throughout the year; and

WHEREAS, such dates shall be determined by the Town Council by resolution; and

WHEREAS, in order to provide adequate notice and clear expectations to contractors and developers such resolution should be adopted before April 1st; and

WHEREAS, the Town Council recognizes the following dates as major events that bring many guests and visitors into Town; and

WHEREAS, these events require coordination of many parties and Town resources to ensure a safe, enjoyable, and successful experience for event attendees; and

WHEREAS, said events occur outside of the normally restricted dates and holidays under section 18-3 of the Municipal Code.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of Snowmass Village, Colorado:

That the following dates be considered High Impact Events eligible for construction activity restrictions under Section 18-12 of the Municipal Code:

- June 6-7, 2025 – Ragnar Trail Colorado
- June 14, 2025 – Snowmass Rendezvous & Concert
- June 12, 2025 – Snowmass Free Concert Series #1
- June 19, 2025 – Snowmass Free Concert Series #2
- June 26, 2025 – Snowmass Free Concert Series #3
- June 28, 2025 – Snowmass Grand Fondo
- July 3, 2025 – Snowmass Free Concert Series #4
- July 4, 2025 – Independence Day Celebration & Concert
- July 10, 2025 – Snowmass Free Concert Series #5
- July 17, 2025 – Snowmass Free Concert Series #6

July 24, 2025 – Snowmass Free Concert Series #7
July 31, 2025 – Snowmass Free Concert Series #8
August 2, 2025 – Heritage Fire
August 7, 2025 – Snowmass Free Concert Series #9
August 9-10, 2025 – Snowmass Arts Festival
August 14, 2025 – Snowmass Free Concert Series #10
August 21, 2025 – Snowmass Free Concert Series #11
Aug 29 - 31, 2025 – JAS Labor Day Experience
September 6, 2025 – Festival Del Rancho
September 13, 2025 – Snowmass Wine Festival
September 12-14, 2025 – Balloon Festival

INTRODUCED, READ, AND ADOPTED, by the Town Council of the Town of Snowmass Village, Colorado on the 3rd day of March 2025 with a motion made by Councilmember _____ and seconded by Councilmember _____. The motion was approved by a vote of ___ in favor to ___ opposed.

TOWN OF SNOWMASS VILLAGE

Alyssa Shenk, Mayor

ATTEST:

Megan Harris Boucher, Town Clerk

SNOWMASS VILLAGE SUMMER EVENTS CALENDAR 2025

SNOWMASS VILLAGE SUMMER EVENTS CALENDAR 2025			
JUNE	TIME	EVENT NAME	LOCATION
Fri-Sat June 6-7		Ragnar Trail Colorado	Snowmass Town Park Fields
Saturday June 14	2:00pm-6:00pm	Snowmass Rendezvous	Base Village
Fri-Sun, June 20-22		FOOD&WINE Classic Aspen	Aspen
Sat June 21		Gondola Opens	Snowmass
Sat June 21	1:00pm-4:00pm*	Town Day	Events Lawn
Sat, June 28	12:00pm-6:00pm	Mall Block Party	The Mall
Sat, June 28		Gran Fondo	Town Park
Sun, June 29	12:00pm-2:00pm	Dog Washing Day	Events Lawn
JULY	TIME	EVENT NAME	LOCATION
Fri, July 4	5:30pm-9:30pm	Independence Day	Fanny Hill
Sat, July 5	7:00pm-9:00pm	Americana Music Series	Rock Garden Stage
Thurs-Sun July 10-13		Snowmass Comedy Fest	BVCC, Collective, Mall
Sat, July 12	11:00am-4:00pm	Anderson Ranch Art Auction	Anderson Ranch
Sat, July 12	7:00pm-9:00pm	Americana Music Series	Rock Garden Stage
Wed-Sun 16-20		Triple Crown World Series	Snowmass Softball Field
Sat, July 19		Power of Four	Events Lawn + Trails
Sat, July 19	7:00pm-9:00pm	Americana Music Series	Rock Garden Stage
Sat, July 26		Snowmass 50	Fanny Hill + Trails
Sat, July 26	7:00pm-9:00pm	Americana Music Series	Rock Garden Stage
Sun, July 27	12:00pm-2:00pm	Dog Washing Day	Events Lawn
AUGUST	TIME	EVENT NAME	LOCATION
Sat, Aug 2		Heritage Fire	Events Lawn
Fri-Sat, Aug 8-9	7:00am-11:00am	Snowmass Tree - O	TOSV Trails + Ranger Station
Sat - Sun Aug 4-10	Sat 10-5, Sun 10-4	Plein Air Art Festival	Events Lawn
Sat, Aug 16	2-5:30pm	Cidermass	Snowmass Mall
Fri Aug 29-31		JAS Labor Day Experience	Snowmass Town Park
SEPTEMBER	TIME	EVENT NAME	LOCATION
Sat, Sept 6	1:00pm-5:00pm	Festival Del Rancho	Anderson Ranch
Sun, Sept 7	11am-2:00pm	Mane Event	Snowmass Rodeo Grounds
Thurs, Sept 11	6:00pm-8:00pm	Axes & Arms Walk	Brush Creek Road
Sat, Sept 13	1:30pm-5:00pm	Snowmass Wine Festival	Town Park Soccer Field
Fri-Sun, Sept 12-14	Night Glow 6-8pm Fri 6:00am-10am Sat/Sun	Balloon Festival	Town Park Softball Field
Sat, Sept 20		Mad Hatter Community Party	Collective Hall
Sat, Sept 27	8:00am	Golden Leaf Half Marathon	Fanny Hill + Trails
Sat-Sun Sept 27-28	Sat 12-8pm/Sun 12-5pm	Oktoberfest	Events Lawn
Sun, Sep 28		Closing Day on Mountain	
OCTOBER	TIME	EVENT NAME	LOCATION
Saturday, Oct 4	12:00pm-2:00pm	Snowmass Town Picnic	Recreation Center
DAILY			
	Saturdays 10am & 1pm	ACES Hikes	Mall Smore's Cart
Sat & Sun September	10am & 1pm	ACES Hikes	Mall Smore's Cart
WEEKLY			
Wednesdays 5-9pm	June 18-Aug 20	Snowmass Rodeo	Snowmass Rodeo Grounds
Wed-Fri 3-5pm	June 25-Aug 29	Music on the Mall	Tower Stage
Thurs 5:30-8:30pm	June 12-Aug 21	Summer Concert Series	Fanny Hill
Fridays 3:30PM	June 13-September 26	Ice Age Discovery	Limelight Hotel

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

March 3, 2025

AGENDA ITEM:

Resolution RE Intermountain Regional Planning Commission for the IMTPR

PRESENTED BY:

Sam Guarino

BACKGROUND:

The Intermountain Regional Planning Commission (IMRPC) is a transportation planning group consisting of representatives from transit agencies, counties, and municipalities within the areas of Eagle, Garfield, Lake, Pitkin, and Summit counties, known as the Intermountain Transportation Planning Region (IMTPR). The commission was created with the purpose of designating and planning the transportation and transit priorities within the IMTPR and, in some cases, allocating funding directly to specific projects within the region. The commission does this through quarterly meetings and the creation of a Long-Range Regional Transportation Plan in coordination with the Colorado Department of Transportation.

For the purpose of executing these tasks the IMRPC keeps a set of bylaws as well as requires an Intergovernmental Agreement which occasionally need to be updated and restated to ensure their continued relevance. The members of the IMRPC voted unanimously to approve the IGA and Bylaws found in the packet.

FINANCIAL IMPACT:

No immediate financial impact, however, in setting regional priorities the IMTPC does influence transportation project's eligibility for grant funding.

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

The continued function of the IMTPR supports a number of Town Council Strategic initiatives including:

- Promotion of environmental and economic sustainability and resiliency
- Focus on improved access and safety to make Snowmass Village more walkable and bikeable

- Continue to improve the multi-modal connections between Base Village, the Mall, and the Center
- Manage parking and transit to encourage efficient, effective, and sustainably mobility choices
- The importance of Regionalism to the Village's continued success

COUNCIL OPTIONS:

1. Approve Resolution 12 of 2025 as written
2. Approve Resolution 12 of 2025 with alterations
3. Reject Resolution 12 of 2025

STAFF RECOMMENDATION:

Staff recommends that Resolution 12 of 2025 be approved as written.

ATTACHMENTS:

1. Reso 12, 2025 – IGA – IMTPR
2. Final Approved IGA Template_2.7.25
3. Final Approved Bylaws_2.6.25

**TOWN OF SNOWMASS VILLAGE
TOWN COUNCIL**

**RESOLUTION NO. 12
SERIES OF 2025**

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT TO
PARTICIPATE AS A MEMBER AND PARTY TO THE INTERMOUNTAIN REGIONAL
PLANNING COMMISSION FOR THE INTERMOUNTAIN TRANSPORTATION
PLANNING REGION OF COLORADO
EMERGENCY DISPATCH CENTER**

RECITALS

- A. The Town of Snowmass Village, Colorado (“TOSV” or the “Town”) is a home-rule municipality organized under Article XX of the Colorado Constitution and with the authority of the Town of Snowmass Village Home Rule Charter (the “Charter”).
- B. C.R.S. § 29-1-201, et seq. authorizes and encourages local governments to cooperate by contracting with one another for their mutual benefit.
- C. C.R.S. § 43-1-1101. recognizes Regional Planning Commissions as the proper forum for transportation planning.
- D. C.R.S. § 43-1-1102(5) requires that Regional Planning Commissions formed for the purpose of transportation planning must be formed pursuant to C.R.S. § 30-28-105 C.R.S.
- E. C.R.S § 43-1-1103 requires that any Regional Planning Commission formed for the purpose of transportation planning is responsible for regional transportation planning for said region.
- F. The Intermountain Transportation Planning Region (the “IMTPR”), consisting of the areas within the counties of Eagle, Garfield, Lake, Pitkin, and Summit was designated in the Rules Governing Statewide Transportation Planning Process and Transportation Planning Regions (2 CCR 601-22) as adopted by the Transportation Commission of Colorado and effective April 19, 2024.
- G. The Town Council wishes to enter into a joint Intergovernmental Agreement (the “Agreement”) with other parties of the IMTPR of the State of Colorado and wish to participate as a member of the Intermountain Regional Planning Commission (the “Commission”). The parties to the Agreement desire to cooperate in developing and maintaining a long range Regional Transportation Plan, the purpose of which is to identify the mobility needs of the IMTPR, and prepare a plan for addressing the needs.

H. The Town Council wishes to approve the Agreement and perform its obligations thereunder, and finds and determines that doing so is in the interest of the Town.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Snowmass Village, Colorado, that:

1. Recitals. The foregoing recitals are incorporated herein as findings of the Town Council.
2. Agreement. The Town Council hereby approves the Agreement in substantially the same form as enclosed as **Exhibit A**, as determined to be satisfactory to the Town Attorney, and authorizes the Mayor or Town Manager to sign the Agreement. All actions heretofore taken by the Town Manager, and the other officers, employees, and agents of the Town in connection with the subject matter of this Resolution are hereby ratified, approved, and confirmed in all respects. Further, the Town Council authorizes and directs the Town Manager to take such steps as are necessary to implement this Resolution and the Agreement.
3. Appointment. The Town Council hereby appoints the Town Manager as the Town representative and voting member of the Commission, as provided for in the Agreement.

INTRODUCED, READ AND ADOPTED by the Town Council of the Town of Snowmass Village, Colorado on the ___ day of _____, 2025, by a motion made by Council Member _____ seconded by Council Member _____, and by a vote of ___ in favor and ___ opposed.

TOWN OF SNOWMASS VILLAGE

Alyssa Shenk, Mayor

ATTEST:

Megan Harris Boucher, Town Clerk

APPROVED AS TO FORM:

Jeff Conklin, Town Attorney

INTERGOVERNMENTAL AGREEMENT FOR A
REGIONAL PLANNING COMMISSION FOR TRANSPORTATION PLANNING
Intermountain Regional Planning Commission (IMRPC), representing the Intermountain
Transportation Planning Region (IMTPR)

THIS AGREEMENT made this eighteenth day of April 2025 by and among the following local
governments in the Intermountain Transportation Planning Region:

Eagle County
Town of Avon
Town of Eagle
Town of Gypsum
Town of Minturn
Town of Red Cliff
Town of Vail

Garfield County
Town of Carbondale
City of Glenwood Springs
Town of New Castle
Town of Parachute
City of Rifle
Town of Silt

Lake County
City of Leadville

Pitkin County
City of Aspen
Town of Basalt
Town of Snowmass Village

Summit County
Town of Blue River
Town of Breckenridge
Town of Dillon
Town of Frisco
Town of Keystone
Town of Montezuma
Town of Silverthorne

CORE Transit
Roaring Fork Transportation Authority (RFTA)

Participation in this agreement by each aforementioned party is made only upon execution of a Certificate of Participation.

This Agreement is thereby executed in multiple Certificates of Participation, each of which shall constitute an original, but all of which, taken together, shall constitute the same document.

WHEREAS, the parties to this Agreement have the authority pursuant to Article XIV, Section 18 of the Colorado Constitution and Section 29-1-201, et seq., Colorado Revised Statutes, to enter into intergovernmental agreements for the purpose of providing any service or performing any function which they can perform individually, and;

WHEREAS, Section 43-1-1101 C.R.S. recognizes Regional Planning Commissions as the proper forum for transportation planning, and;

WHEREAS, Section 43-1-1102(5) C.R.S. requires that Regional Planning Commissions formed for the purpose of transportation planning must be formed pursuant to Section 30-28-105 C.R.S., and;

WHEREAS, the parties to this Agreement desire to cooperate in developing and maintaining a long range Regional Transportation Plan, the purpose of which is to identify the mobility needs of the Intermountain Transportation Planning Region, and prepare a plan for addressing the needs, and;

WHEREAS, Section 43-1-1103 C.R.S. requires that any Regional Planning Commission formed for the purpose of transportation planning is responsible for regional transportation planning for said region, and;

WHEREAS, the Intermountain Transportation Planning Region, consisting of the areas within the counties of Eagle, Garfield, Lake, Pitkin, and Summit was designated in the Rules Governing Statewide Transportation Planning Process and Transportation Planning Regions (2 CCR 601-22) as adopted by the Transportation Commission of Colorado and effective April 18, 2025, and;

WHEREAS, the parties to this Agreement are governing bodies or officials having charge of public improvements within their jurisdictions in the Intermountain Transportation Planning Region.

NOW, THEREFORE, the parties hereby mutually agree as follows:

1. Designation of Regional Planning Commission. The parties to this Agreement shall have one representative each on the Regional Planning Commission for the Intermountain Transportation Planning Region.

2. Responsibilities of Regional Planning Commission. The Regional Planning Commission shall be responsible, in cooperation with the state and other governmental agencies, for carrying out necessary continuing, cooperative, and comprehensive transportation planning for the Intermountain Transportation Planning Region; for creating, amending, and updating Regional Transportation Plans pursuant to all applicable federal and state laws and rules or regulations including public participation provisions; for recommending the priority for any transportation improvements planned for the region; for abiding by the Regional Planning Commission Bylaws and for participating in the State Transportation Improvement Program development process. The Regional Planning Commission shall keep records of its resolutions, transactions, contractual undertakings, findings, and determinations, which shall be public records.

3. Chairperson and Officers. The Regional Planning Commission shall elect its Chairperson and Vice Chairperson, whose terms shall be two years, with eligibility for reelection. The Chairperson, or the Vice Chairperson, shall be the representative of the Intermountain Transportation Planning Region on the State Transportation Advisory Committee (STAC).

4. Contracting. The Regional Planning Commission may, with the consent of the parties to this Agreement, contract the services of other eligible individuals or entities to carry out all or any portion of the responsibilities assumed by the Regional Planning Commission under this Agreement.
5. Distribution of state or federal funds. The Regional Planning Commission may, through contracts or Memoranda of Agreement, receive and expend state or federal funds designated for regional transportation planning.
6. Meetings must be held at least quarterly and shall be open to the public. Notice of the meeting shall be provided to its members and Contact List and posted on the TPR website no less than one week prior to the meeting. If the meeting provides a virtual option, the meeting link will be included in the public notice.
7. Quorum and Voting. Each member is entitled to one vote, either in person or via email. A quorum is required and shall be as determined by the Bylaws of the Commission.
8. Meeting Minutes and Agendas. The Commission is responsible for recording minutes of its meetings and posting them publicly on its website. The Commission's Administrator and Chairperson are responsible for creating the meeting agenda. The meeting agenda shall be posted on the Commission's website and distributed to members and interested parties on its TPR Contact List.
9. Terms of this Agreement. This Agreement shall remain in full force and effect for so long as the parties to this Agreement consider necessary to complete and maintain Regional Transportation Plans for the Intermountain Transportation Planning Region and for periodic updates or amendments as may be required. Any party to this Agreement may, however, terminate its participation in this Agreement 60 days after providing written notice of such termination to the other parties of this Agreement. This Agreement may be terminated at any time by agreement of all parties to this Agreement unless a grant contract is in effect with the State. In this case, the State must approve such termination and arrangements for completing the project.
10. Modification and Changes. The terms of this Agreement may be modified at any time by agreement of all parties to this Agreement.

CERTIFICATE OF PARTICIPATION

IN THE INTERGOVERNMENTAL AGREEMENT FOR
A REGIONAL PLANNING COMMISSION FOR TRANSPORTATION PLANNING

Intermountain Transportation Planning Region (IMTPR)

THIS is to certify that [Entity or Official's Name] has agreed to participate in this Intergovernmental Agreement for the Intermountain Regional Planning Commission.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first written above on page 1.

[Name, Title] [Entity Name]

ATTEST:

Date:

[Name, Title]

Seal:

Date:

**Intermountain Regional Planning
Commission (RPC), representing the
Intermountain Transportation Planning
Region (IMTPR)**

Regional Planning Commission Bylaws

April 18, 2025

Article I. Name

The name of this organization shall be the **Intermountain Regional Planning Commission (IMRPC)**.

Article II. Organization

The Commission shall be governed by the Intermountain Regional Planning Commission (IMRPC) Intergovernmental Agreement (IGA), the policies and guidelines set forth in these bylaws, and all applicable state and federal laws and regulations. The area served by the Commission is the Intermountain Transportation Planning Region (IMTPR), as designated by the Colorado Department of Transportation (CDOT) in Planning Rules (2 CCR 601-22).

The Intermountain Transportation Planning Region (IMTPR) is the geographic area, which is governed by the Intermountain Regional Planning Council (IMRPC). The IMRPC is made up of various elected/appointed officials and/or staff from each city, town, county, and statutory Regional Transit Authority within the IMTPR.

Article III. Purpose

The Commission shall promote regional transportation planning, cooperation, and coordination among federal and state government, local or special-purpose governments, and transportation stakeholders within the IMTPR, and will:

- A. Provide a forum to identify, study, and recommend solutions to IMTPR transportation concerns.
- B. Develop and formalize policies involving IMTPR transportation planning and coordination of federal and state funding assistance.
- C. Serve as a vehicle for the collection and exchange of transportation information and expertise.
- D. Develop and approve IMTPR transportation plans in accordance with relevant federal, state, and local laws, regulations, and policies.
- E. Encourage action and implementation of regional plans and policies for transportation improvement by local, state, and federal agencies.
- F. Maintain an IMTPR Contact List that includes IMRPC members, all general and relevant special-purpose local governments, and private or public organizations and individuals with an expressed or implied stakeholder interest in transportation planning.

Article IV. Membership

- A. The members of the Commission shall include the Colorado Department of Transportation (as a

nonvoting member), each statutory Regional Transit Authority within the IMTPR, and those county and municipal governmental entities located within the IMTPR boundaries that have completed an IGA Certificate of Participation, which include:

- a. Town
 - b. City
 - c. County
- B. The Commission may impose conditions upon such membership as it deems necessary to preserve the structure and integrity of the Commission, including, but not limited to requiring financial support for its continued operation.
- C. Any member may withdraw from the Commission upon giving not less than 60 days' advance written notice. Such notice shall be delivered to the Chair of the Commission. No such withdrawal shall serve to excuse the payment of any sums or performance of any obligations agreed to be paid or performed prior to the giving of such notice, or the payment of any sums for services performed during the 60-day period of notice.

Article V. Representation

- A. The business of the Commission shall be conducted by representatives of its members, determined as follows:
- a. One (1) representative or a designated alternate, respectively, of each county and each municipal member, and each statutory Regional Transit Authority within the IMTPR. The Governing body of any member organization may appoint, at their discretion, voting and alternate voting representatives to the Commission. Members shall appoint representatives from their governing bodies or from staff.
 - b. The Regional Transportation Director of CDOT Engineering Region 3, or their designee (a nonvoting member).
 - c. Voting memberships may be granted to state or federal entities at the discretion of the Commission. Such membership shall not be conditioned upon contribution to the Commission and may be terminated by the Commission at its discretion.
- B. Non-voting participation may be granted to any public or private entity involved in transportation [or air quality] with conditions for such participation to be determined by the Commission. The Commission may terminate such participation at its discretion.
- C. Each representative serving on the Commission shall serve at the direction of the entity the member represents. Vacancies occurring on the Commission shall be filled in the same manner as is provided for in the original designations.

Article VI. Officers

- A. The officers of the Commission shall consist of a Chair and a Vice Chair.
- B. Each officer shall serve a term of two years. Nominations and elections shall be held at the first meeting of the calendar year on even years. There shall be no terms limits.
- C. Vacancies in any office shall be filled by a regular vote of the Commission.
- D. The duties of the officers shall be as follows:
- a. The Chair shall preside over all meetings of the Commission.
 - b. The Vice Chair shall serve in the absence of the Chair and shall assist the Chair and perform such other duties as may be assigned by the Commission.
 - c. The Chair will represent the Commission on the Statewide Transportation Advisory Committee (STAC) to review regional and statewide transportation plans, amendments, and updates, and to advise CDOT on the needs of transportation systems in Colorado. The Commission shall annually designate the Vice Chair to represent the Commission in the event the Chair cannot attend a STAC meeting.

Article VII. Meetings, Voting, and Quorum

- A. The Commission shall meet on at least a quarterly basis, at a time and place set forth in the minutes and posted on the IMTPR website, in accordance with The Colorado Open Records Act, (CORA) C.R.S. § 24-72-201 to 206.
- B. The Chair may call a special meeting outside of the regular meeting schedule with 72 hours' notice provided to the Commission and the public.
- C. All meetings of the Commission and its committees are open to the public. The public is welcome at meetings and may express their opinions at such times as designated by the agenda or when recognized by the Chair. All meetings are subject to the Colorado Open Records Act, (CORA) C.R.S. § 24-72-201 to 206.
- D. Each Commission member jurisdiction shall carry one (1) vote, either in person or virtually.
- E. 50 percent plus one voting member of the IMRPC membership must be present to constitute a quorum to conduct official business. No proxies are allowed.
- F. In a situation where an IMRPC decision is desired on a letter of support, convening of a special meeting, and/or items of a similar action, the decision-making process may be conducted through an email among all voting members determine if there is any opposition to the proposed direction. If there is opposition, the issue must be brought to an advertised meeting for formal consideration. If no opposition by the Commission is communicated within 2 business days, the proposed direction will be deemed approved.

Article VII. Committees

The Commission may establish working committees as necessary and shall provide for the appointment of the membership of said memberships.

Article IX. Administration and Finance

The IMTPR Administrator shall provide administrative support for the Commission's business and its duties as Administrator are as outlined in an MOA executed by the Commission Chair. The Chair and the Commission Administrator shall be responsible for making meeting agendas and meeting minutes available to the public by posting them on the Commission website and making them available to CDOT for posting on CDOT's planning website. The agenda should include a set time to receive public comments. Any public comments made will be recorded and posted on the IMTPR website.

Article X. Conflicts of Interest

Whenever a member has cause to believe that a matter to be voted upon would involve the member in a conflict of interest, the member shall announce the conflict of interest and abstain from voting on such matter.

Article XI. Amendment

These Bylaws may be amended by an affirmative vote of a two-thirds majority of the representatives present and vote according to the vote system described in Article V at any regular meeting of the Commission, provided at least 30 days' written notice of the proposed amendment has been provided to the members.

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

March 3, 2025

AGENDA ITEM:

Discussion and Consideration to Approve Resolution No. 13, Series of 2025 – A Resolution Approving an Updated Revocable License Agreement with Harvest for Hunger

PRESENTED BY:

Greg LeBlanc, Assistant Town Manager

BACKGROUND:

The Town Council has previously received a request from the Executive Director of *Harvest for Hunger*, Gray Warr to find and provide space for an unmanned food pantry in Snowmass Village. The food pantry has been in operation inside Town Hall since December of 2023 and has been well utilized by the community. Resulting, *Harvest for Hunger* has identified a need for additional food storage to support the pantry.

Harvest for Hunger is a local non-profit organization that wishes to operate a food pantry. The food pantry in Town Hall occupies a space approximately 8'x12' formerly used as a "flex" office. This updated lease adds additional storage space in a storage closet on the second floor of Town Hall. The space will hold additional dry goods and freezer space.

To reflect this change to the arrangement, Staff recommends updating the license agreement with *Harvest for Hunger*. *Harvest for Hunger* will continue to be responsible for any damage of the space and provide appropriate insurance coverage to the Town. The license can be terminated at any time by the Town.

FINANCIAL IMPACT:

The direct fiscal impact to the Town government will be minimal.

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

This is intended to help with a variety of goals outlined in the current Council Goal Statement.

COUNCIL OPTIONS:

1. Approve Resolution No. 13, Series of 2025.
2. Modify, then approve Resolution No. 13, Series of 2025
3. Deny Resolution No. 13, Series of 2025.

STAFF RECOMMENDATION:

It is the recommendation of Town Staff that Town Council make a motion to approve Resolution No. 13, Series of 2025.

ATTACHMENTS:

1. Updated Lease Agreement
2. Resolution No. 13, Series of 2025

**AMENDED AND RESTATED
REVOCABLE LICENSE AGREEMENT**

This AMENDED AND RESTATED REVOCABLE LICENSE AGREEMENT (the “Agreement”) is made effective as of the date of the last signature hereto (the “Effective Date”), by and between the TOWN OF SNOWMASS VILLAGE, COLORADO, a Colorado home rule municipality (the “Town” or “Licensor”) and HARVEST FOR HUNGER, a Colorado nonprofit corporation (“Licensee”). The Town and Licensee shall be collectively referred to herein as “Parties.”

RECITALS

- A. The Town owns the Town Hall property located at 130 Kearns Road in the Town of Snowmass Village, which includes:
- the approximately 8’ x 12’ “flex” office space therein (Room 128)
 - the storage closet space on the second floor adjacent to the Library (Storage Closet)
- (collectively, the “Town Property” or “License Area”).
- B. Licensee wishes to obtain a revocable, non-exclusive license from the Town to use the Town Property for the operation of a food pantry and related storage, as more fully described in **Exhibit A** (the “Permitted Uses”).
- C. The Town is willing to grant Licensee a revocable license to encroach, occupy, and use the Town Property for such Permitted Uses, subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Recitals. The foregoing recitals are incorporated by reference herein.
2. Amended and Restated. This Agreement repeal and replaces the Revocable License Agreement by and between the Parties with an Effective Date of _____.
3. Grant of Revocable License/Conditions of Use. The Town hereby grants Licensee a revocable and non-exclusive license to encroach, occupy, and use the Town Property in the for the Permitted Uses (the “License”), subject to the following conditions:
 - a. Permitted Uses. This License is expressly limited to the Permitted Uses and such improvements and uses shall not be enlarged, expanded, or increased. Licensee shall be responsible for the Permitted Uses located in the License Area. Licensee shall not place, build, expand, or add to any structures, improvements, or other items on the License Area. The Town shall have no responsibility, liability, or obligation with respect to the safety, security, damage, or loss of any materials,

items, improvements, food, or other personal property of Licensee placed or located on, at, or in the License Area, it being acknowledged and understood by Licensee that the safety, security, damage, and loss of any such property is the sole responsibility and risk of Licensee. Licensee hereby accepts and assumes all risk associated with the installation, location, and use of the Town Property and any resulting damage thereto and the Town Property.

- b. General Use and Care of License Area; Compliance with Law; Permits. Licensee shall take such actions as are necessary to maintain the License Area in good and safe condition at all times during the Term, including pest control. Licensee further agrees to comply at all times during the term of this Agreement with the ordinances, resolutions, rules, and regulations of the Town in Licensee's use and occupancy of the License Area.
 - c. Nuisances. No hazardous materials or nuisance items shall be permitted, stored, or installed on the License Area. Licensee shall not damage or interfere with any Town installations, structures, utilities, or improvements within to the License Area.
 - d. Liens. Licensee shall keep the License Area free from any liens. Licensee shall be solely responsible for and shall promptly pay for all services, labor, or materials furnished to the License Area at the instance of Licensee. The Town may at Licensee's expense discharge any liens or claims arising from the same.
 - e. Title. Licensee hereby acknowledges the title of the Town to the Town Property and agrees never to resist or deny such title. Any and all use of the Town Property by Licensee under this License is permissive and not adverse to the interest of the Town. This Agreement is made subject to any existing easements, reservations, restrictions or rights of way.
 - f. Revocable. The License granted herein shall be revocable at the Town's sole discretion at any time upon written notice thereof.
 - g. Consideration. The Town is granting this License as an accommodation and without monetary consideration.
 - h. Other Conditions:
 - i. Access to the Town Property by the public shall be limited to the hours of 830 AM to 430 PM on days that Town Hall is open for business. Licensee may utilize the Town Property for restocking, etc. during times Town Hall is open for business.
4. Term; Termination; Restoration of License Area. The License shall terminate upon the Town providing written notice of revocation to the Licensee (the "Termination Date"). Upon termination, Licensee shall remove all improvements and personal property from the

License Area not later than the Termination Date and shall restore the License Area in as good a condition as when Licensee took possession, excepting only ordinary wear and tear. In the event the improvements and personal property are not removed and/or the Town Property is damaged, the Town may undertake removal or repair at Licensee's expense.

5. Notice of Default. In the event of any default under the provisions of this Agreement, the non-defaulting party shall, prior to the exercise of any right or remedy given the party alleged to be in default, provide written notice of such default together with right for a period of seven (7) days after receipt of such notice to cure said default. If an alleged default by its nature is not capable of being cured within the time provided, the party alleged to be in default shall, provided such party is proceeding with all due diligence, have up to an additional twenty-one (21) days to cure said default. If a default is not cured within the time provided or any extension thereof, the non-defaulting party shall then and thereafter be free to pursue any right or remedy allowed by this Agreement or otherwise by law. The terms of the paragraph shall not apply to the Town's right to revoke the License granted by this Agreement, which may be revoked at any time.
6. Right of Entry. Notwithstanding any other provisions of this Agreement to the contrary, the Town shall at all times have the right to enter the License Area to inspect, improve, maintain, alter, or utilize the License Area or any adjacent premises.
7. Indemnification and Release. Licensee agrees to forever indemnify, defend, hold harmless, and release from liability the Town, its elected and appointed officials, managers, agents, employees, contractors, and insurers, from and against any claim, liability, demand, obligation, loss, damage, assessment, judgment, cost (including attorney fees), or expense whatsoever relating to or arising out of the use of the Town Property or arising out of or related to this Agreement. Licensee shall be solely responsible to defend any such action, proceeding, or claim for which the Town may be entitled to indemnification, and the Town hereby agrees to fully cooperate with Licensee in the defense or settlement, as the case may be, of such action, proceeding, or claim, but the Town reserves the right to participate in the defense of any such action, proceeding, or claim and shall be indemnified by Licensee from any and all out of pocket expenses, costs, damages, liabilities and fees (including reasonable attorney and expert witness fees). Licensee shall give written notice to the Town within seven (7) days after Licensee's actual knowledge of any matter giving rise to the obligation contained in this paragraph.
8. Insurance. Licensee shall obtain, at its expense, and keep in full force and effect throughout the term of this Agreement, with a reputable insurer, general public liability insurance for the use License Area in amounts required by the Town. The Town, its elected and appointed officers, agents and employees shall be named as additional insureds on such policies. The policies required above shall be primary insurance, and any insurance carried by the Town shall be excess and not contributory insurance. Such policies shall contain a severability of interests provision. Licensee shall be solely responsible for any deductible losses under each of the policies required above. Licensee shall provide to the Town proof of insurance. The Town shall have the right to require

Licensee to review and increase the limits of insurance coverage hereunder based on prevailing limits then carried by like or similar risks.

9. Governmental Immunity Act. No term or condition of this Agreement shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, or other provisions of the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101 et seq.
10. Release of Liability. It is expressly understood that the Town cannot be legally bound by the representations of any of its officers or agents or their designees except in accordance with the Town Code and Ordinances and the laws of the State of Colorado, and that Licensee, when dealing with the Town, acts at its own risk as to any representation or undertaking by the Town officers or agents or their designees which is subsequently held unlawful by a court of law.
11. Binding Effect; Assignment of Rights; Survival; Recording. This License granted under this Agreement is personal to the Town and Licensee and does not run with Licensee's interest in any property. The rights and obligations of this Agreement may not be assigned in whole or in part without the prior written authorization of the Town, in its sole discretion. Any assignment made without prior written authorization shall be a material breach of this Agreement, and the License granted in this Agreement shall thereafter be deemed terminated. All of the terms and conditions of this Agreement concerning release, indemnification, termination, remedies and enforcement shall survive termination of this Agreement.
12. No Third-Party Beneficiaries. The Parties expressly agree that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the Parties. The Parties expressly intend that any person other than the Parties who receives services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.
13. Notice. Any notice or communication required hereunder between the Town and the Association must be in writing, and may be given either personally or by registered or certified mail, return receipt requested or by email at the email address provided below. If given by registered or certified mail, such notice or communication shall be deemed to have been given and received on the first to occur of (i) actual receipt by any of the addressees designated below as the Party to whom notices are to be sent, or (ii) three days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If personally delivered, a notice shall be deemed to have been given when delivered to the Party to whom it is addressed. Any Party may at any time, by giving seven days' written notice to the other Party, designate any other address in such notice or communication shall be given. Such notices or communications shall be given to the Parties at their addresses set forth below:

If to Town, to:
Town Manager

With copy to:
Jeff Conklin

Town of Snowmass Village
130 Kearns Road
P.O. Box 5010
Snowmass Village, CO 81615
ckinney@tosv.com

Karp Neu Hanlon, P.C.
201 14th Street, Suite 200
P.O. Drawer 2030
Glenwood Springs, CO 81602
jjc@mountainlawfirm.com

If to Licensee, to:

14. Remedies. Either Party may, in addition to any other rights or remedies, institute an equitable action to cure, correct, or remedy any default, enforce any covenant or agreement herein, enjoin any threatened or attempted violation thereof, enforce by specific performance the obligations and rights of the Parties hereto, or to obtain any remedies consistent with the foregoing and the purpose of this Agreement.
15. Attorneys' Fees; Survival. In the event of any litigation or arbitration between the Parties regarding an alleged breach of this Agreement, the prevailing Party shall be entitled to reasonable attorneys' fees. All rights concerning remedies and/or attorneys' fees shall survive any termination of this Agreement.
16. Colorado Law. The interpretation, enforcement, or any other matters relative to this Agreement shall be construed and determined in accordance with the laws of the State of Colorado. Any litigation involving this Agreement or its subject matter shall be brought and maintained in the District Court in Pitkin County, Colorado. Each party hereby waives all rights to trial by jury.
17. Severability. Should any portion of this Agreement be declared invalid or unenforceable by a court of competent jurisdiction, then the remainder of this Agreement shall be deemed severable, shall not be affected, and shall remain in force and effect unless amended or modified by mutual consent of the Parties.
18. No Waiver. The failure of either party to insist upon the strict performance of any provisions of this Agreement or to exercise any right or option available to it, or to serve any notice or to institute any action, shall not be a waiver or a relinquishment for the future of any such provision.
19. Representative. Each party represents and warrants to the other party that:
 - a. All actions or other conditions precedent necessary to bind such party to the terms of this Agreement have been taken and/or have been satisfied such that such party is bound to the performance of its obligations set forth in this Agreement; and

- b. The person or persons executing this Agreement on behalf of such party have the full right, power, and authority to bind that party to the obligations set forth in this Agreement.
20. Entire Agreement; Amendments. This Agreement is the entire agreement of the Parties and supersedes any prior agreements or understandings (written or oral) with respect to the matters set forth herein. This Agreement may not be amended, nor may any rights hereunder be waived, except by an instrument in writing executed by the parties against whom such waiver or modification is sought to be enforced. Course of dealing, no matter how long, is not intended to be, and shall not be construed as, an amendment to this Agreement.
21. Counterparts. This Agreement may be executed in one or more counterparts and on separate counterparts; such counterparts will be compiled into one fully-executed Agreement. A signature delivered by e-mail, facsimile or other electronic transmission will be deemed to constitute an original and fully-effective signature.
22. Fees and Expenses. Licensee agrees to reimburse the Town promptly upon receipt of a billing for all of the Town's costs and expenses relating to the negotiation, drafting, enforcement, and performance of this Agreement, including but not limited to recording fees, engineering fees, and attorney fees.

WHEREFORE, the Parties have signed this Agreement to be effective as of the Effective Date.

~ Signature Pages Follow ~

TOWN OF SNOWMASS VILLAGE, COLORADO

By: _____
Town Manager Date

ATTEST:

Town Clerk

LICENSEE:

Name: _____
As: _____
Date: _____

STATE OF COLORADO)
) ss.
COUNTY OF _____)

The foregoing Agreement was acknowledged before me this ____ day of _____, 2025 by _____.

Witness my hand and official seal.

Notary Public

EXHIBIT A
(Permitted Uses)

Room 128: Installation and use of freezer, refrigerator, and shelving to store various food items as food pantry. The pantry will not be staffed but will be regularly monitored by Licensee.

Storage Closet: Installation and use of freezer, shelving to store various food items for food pantry. This area will be regularly monitored by Licensee.

**TOWN OF SNOWMASS VILLAGE
TOWN COUNCIL**

**RESOLUTION NO. 13
SERIES OF 2025**

**A RESOLUTION APPROVING AN AMENDED AND RESTATED REVOCABLE
LICENSE AGREEMENT WITH HARVEST FOR HUNGER**

RECITALS

- A. The Town of Snowmass Village, Colorado (“TOSV” or the “Town”) is a home-rule municipality organized under Article XX of the Colorado Constitution and with the authority of the Town of Snowmass Village Home Rule Charter (the “Charter”).
- B. Harvest for Hunger is a local non-profit organization that currently operates a food pantry in the “flex” office in Town Hall pursuant to a Revocable License Agreement dated December 6, 2024.
- C. Harvest for Hunger wishes use an additional closet space in Town Hall for expansion of the food pantry.
- D. Accordingly, the Town and Harvest for Hunger wish to amend and restate the right to use these spaces through the Amended and Restated Revocable License Agreement attached as **Exhibit A** (the “Revocable License Agreement”).
- E. The Town Council finds and determines that it is in the best interests of the Town to approve this Resolution and the Revocable License Agreement. The Town Council finds and determines that this Resolution is reasonable and necessary to promote the legitimate public purposes of public health, safety, and welfare.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Snowmass Village, Colorado, that:

- 1. Recitals. The foregoing recitals are incorporated herein as findings of the Town Council.
- 2. Revocable License Agreement – Harvest for Hunger. The Town Council hereby approves the Revocable License Agreement in substantially the same form as set forth in **Exhibit A**, as determined to be satisfactory to the Town Attorney, and authorizes the Town Manager to execute the same.
- 3. Ratification of Actions. All actions heretofore taken, not inconsistent with the provisions of this Resolution, by the Town Council and the officers, agents, and employees of the Town relating to the subject matter of this Resolution, are hereby ratified, approved, and confirmed.

4. Severability. If any provision of this Resolution is found to be unconstitutional or unlawful, such finding shall only invalidate that part or portion found to violate the law. All other provisions shall be deemed severable and shall continue in full force and effect.

INTRODUCED, READ AND ADOPTED by the Town Council of the Town of Snowmass Village, Colorado on the ___ day of _____, 2025, by a motion made by Council Member _____ seconded by Council Member _____, and by a vote of ___ in favor and ___ opposed.

TOWN OF SNOWMASS VILLAGE

Alyssa Shenk, Mayor

ATTEST:

Megan Harris Boucher, Town Clerk

APPROVED AS TO FORM:

Jeff Conklin, Town Attorney

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

February 18, 2025

AGENDA ITEM:

Consideration of **ORDINANCE NO. 5, SERIES OF 2025-SECOND READING OF AN ORDINANCE AMENDING THE 2025 BUDGET FOR THE CAPITAL IMPROVEMENT PROJECTS (CIP) FUND FOR THE TOWN OF SNOWMASS VILLAGE AND APPROPRIATING FUNDS FOR EXPENDITURE IN 2025.**

PRESENTED BY:

Marianne Rakowski, Finance Director
Clint Kinney, Town Manager

BACKGROUND:

The Town Council will be reviewing the contract to purchase Willows Unit C-7 at tonight's meeting. The purchase price for the unit is \$725,000. In addition to the \$725,000, staff is requesting to add \$10,000 for closing costs and \$30,000 in renovation costs (Units C-7 and C-5) for a total budget adjustment of \$765,000.

Second reading of Ordinance No. 5, Series of 2025 revises the 2025 Capital Improvement Projects Fund budget for the purchase of Willows Unit C-7.

FINANCIAL IMPACT:

Ordinance No. 5, Series of 2025, revises the 2025 adopted budget and appropriates these funds for spending.

The CIP Fund has reserves set aside for the employee housing program and this is where the funding will come from.

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

The Town Budget remains one of the keystone policy documents the Town Council adopts. It is the primary tool to pay for and implement Town Council goals. Revising the 2025 budget will ensure the Council's goals and objectives can continue to be met.

COUNCIL OPTIONS:

1. Approve, Modify or Deny Ordinance No. 5, Series of 2025

STAFF RECOMMENDATION:

It is the recommendation of the Town Staff that the Council approve the Second Reading of Ordinance No. 5, Series of 2025 revising the 2025 budget.

ATTACHMENTS:

- A. Ordinance No. 5, Series of 2025

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**SNOWMASS VILLAGE
TOWN COUNCIL**

**ORDINANCE NO. 5
SERIES OF 2025**

**AN ORDINANCE AMENDING THE 2025 BUDGET FOR THE CAPITAL
IMPROVEMENT PROJECTS (CIP) FUND FOR THE TOWN OF SNOWMASS
VILLAGE AND APPROPRIATING FUNDS FOR EXPENDITURE IN 2025.**

WHEREAS, Clint Kinney, Town Manager, has submitted changes to the 2025 Adopted Budget; and

WHEREAS, the 2025 amendments include changes to the Capital Improvement Projects Fund; and

WHEREAS, the Capital Improvement Projects Fund is revised to include an increase in expenditures to purchase Willows Unit C-7; and

WHEREAS, the Town of Snowmass Village Home Rule Charter requires adjustments to the budget when circumstances change relating to the budget.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Snowmass Village, Colorado:

Section One: Revised Budget

That the Town of Snowmass Village 2025 budget for the Capital Improvement Projects (CIP) Fund be adjusted to include the below amendments.

Section Two: Appropriation

That the below 2025 revised expenditures are hereby appropriated for expenditure during the 2025 budget year.

Section Three: Effective Date

This Ordinance shall become effective upon adoption in accordance with Article X, Section 9.11 (e) of the Home Rule Charter.

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**Town of Snowmass Village
Budget Changes – 2025**

	2025	2025
	<u>Revenues</u>	<u>Expenditures</u>
CIP Fund	\$ <u>-0-</u>	\$ <u>765,000</u>
TOTAL	\$ -0-	\$ 765,000

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49 INTRODUCED, READ AND ADOPTED on first reading by the Town Council of
50 Snowmass Village, Colorado on the 18th day of February, 2025 with a motion made by
51 Council Member Fridstein and seconded by Council Member Gustafson and by a vote
52 of 5 in favor to 0 opposed.

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54 INTRODUCED, READ AND ADOPTED on second reading by the Town Council of
55 Snowmass Village, Colorado on the 3rd day of March, 2025 with a motion made by
56 _____ and seconded by _____, and by a vote of ___ in favor to ___
57 opposed. A roll call was taken, those in favor were _____,
58 those opposed were _____.

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TOWN OF SNOWMASS VILLAGE

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Alyssa Shenk, Mayor

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ATTEST:

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Megan Harris Boucher, Town Clerk

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING: Monday, March 3, 2025

AGENDA ITEM: Continued Review of a Draft, Updated Outdoor Lighting Code

PRESENTED BY:

Sara Nester – Code Compliance Manager

Dave Shinneman – Community Development Director

Mike Metheny – Chief Building Official

BACKGROUND:

The Town Council requested that the Outdoor Lighting Code (Lighting Code) be updated and modernized to better reflect modern standards and better reflect the Town’s goal to protect our natural environment.

In response, Town staff hired Clanton and Associates, Inc. to assist in updating our Lighting Code. The Lighting Code revisions are designed to enhance the Town’s character and livability, prevent non-compliant outdoor lighting, reduce lighting conflicts between property owners, prevent the increase of sky glow, and preserve the naturally dark sky for the benefit of residents, visitors, wildlife, and the environment. The proposed revisions will use a lumen-based metric, in lieu of the previously utilized watt-based metric, to better accommodate and regulate advancements in lighting technology.

This fundamental change to the code will help not only make improvements to the visibility issues, this proposed code will also make enforcement much easier to apply in a uniform manner.

Based on the feedback that we received from Town Council at the September 10, 2024 meeting, we have made the following changes:

1. **Section 18-261:** Added additional language encouraging the reduction of unnecessary outdoor lighting during daytime hours.

2. **Nighttime Hours:** Modified the cutoff time for seasonal lighting:
 - 10:00 PM for residential properties.
 - 11:00 PM for commercial properties.
3. **Section 18-262:** Adjusted the end dates for seasonal lighting:
 - March 1 for residential properties.
 - April 15 for commercial properties.
4. **Section 18-265:** Updated the description for façade lighting to specify it includes lights mounted above grade on poles, trees, or other structures.
5. **New definition:** A new definition was added for “light level”.
6. **Lighting Zone Map:** Updates have been made to the lighting zone map.

FINANCIAL IMPACT:

There will be an ongoing financial commitment to implement and enforce the Lighting Code.

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

One of the Strategic Initiatives for Snowmass Village is Preserve and protect open spaces and our environment to ensure that nature is and remains the dominant feature of the landscape.

COUNCIL OPTIONS:

To review and provide feedback on the draft Lighting Code.

STAFF RECOMMENDATION:

Provide feedback to staff on the proposed Lighting Code and direct staff to prepare a draft ordinance for further consideration

ATTACHMENTS:

1. Snowmass Village Outdoor Lighting Code_90% Draft
2. Public Comment - Lighting
3. Snowmass Village Lighting Zone Map Draft
4. Existing lighting code

Town of Snowmass Village, CO

Municipal Code; Chapter 18, Article XIII – Outdoor Lighting

Draft: Nov 22, 2024 v0.10

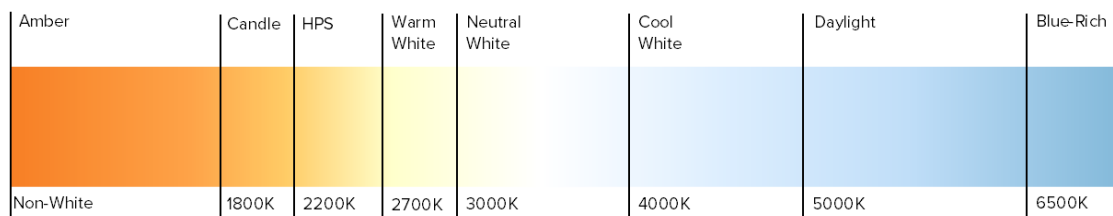
Sec. 18-261. – Purpose.

This article is intended to protect the health, safety, and welfare of residents within the Town of Snowmass Village, enhance the town’s character and livability, prevent noncompliant outdoor lighting, reduce lighting conflicts between property owners, prevent the increase of sky glow, and preserve the naturally dark sky for the benefit of residents, visitors, wildlife, and the environment. Per the *Five Principles for Responsible Outdoor Lighting*, the following goals outline our outdoor lighting requirements:

- (1) Reduce excessive amounts of outdoor lighting and high-angle sources of glare that both contribute to an unsafe reduction in nighttime visual performance;
- (2) Reduce the use of unnecessary outdoor lighting during daytime hours to lessen the consumption of non-renewable energy and fuels.
- (3) Use outdoor lighting only when it is needed to help mitigate wasted energy and unnecessary *Light Pollution* that negatively affect the natural night sky, migration, and nocturnal ecosystems;
- (4) The Town of Snowmass Village, which has the authority to protect natural resources and maintain a healthy environment for present and future generations, will assign the following *Lighting Zones* to all property within the Town of Snowmass Village per the following map:

Sec. 18-262. - Definitions.

- (1) **AFG:** Above Finished Grade
- (2) **ANSI/IES Outdoor Standards:** The American National Standards Institute (ANSI) recognizes the Illuminating Engineering Society (IES) as the authoritative standards for lighting applications. Applicable outdoor standards and metrics for this ordinance include:
 - a. RP-2: Outdoor Lighting for Retail (Illuminance)
 - b. RP-6: Outdoor Sport and Recreational (Illuminance)
 - c. RP-8: Roadway and Parking (Luminance and Illuminance respectively)
 - d. RP-43: Outdoor Pedestrian Applications (Illuminance)
- (3) **ALAN (Artificial Lighting at Night):** Light that is created from human technology, rather than a naturally occurring process. Sometimes referred to as electric or anthropogenic lighting.
- (4) **CCT (Correlated Color Temperature):** The measured color appearance of light emitted by a *Luminaire* described using a nominal value of Kelvin (K). Lower CCT (1800 - 2200K) appears very warm or amber. Medium CCT (2700K - 3000K) appears “warm white”, similar to standard incandescent bulbs. High CCT (4000K +) appears “cool white” or “blue”.

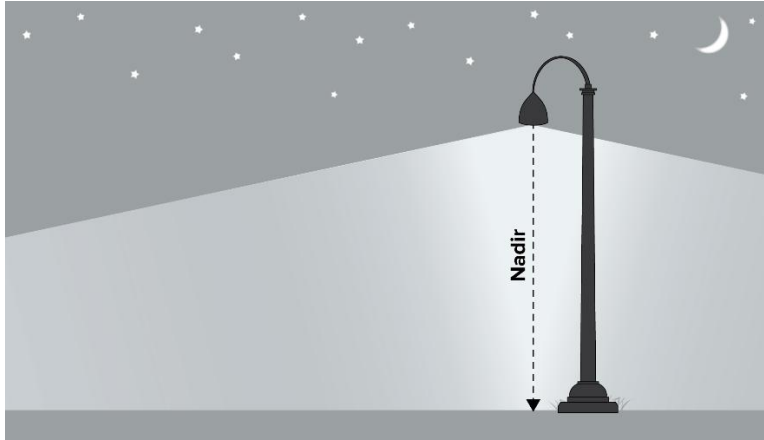


- (5) **Festoon String Lighting:** Decorative overhead lighting that consists of multiple electric lamps, evenly spaced, wired to a flexible cable, and strung between at least two mounting points.
- (6) **Five Principles for Responsible Outdoor Lighting:** Co-authored and published by DarkSky International and *ANSI/IES*, 1) Use light only if needed, 2) Distribute light only where needed, 3) Use light no brighter than needed, 4) Use light only when needed, 5) Use warmer color light when possible.
- (7) **Fully Shielded:** An installed *Luminaire* that produces no light rays above a simulated horizontal plane that passes through the lowest point where light is emitted. Examples include:



- (8) **Glare:** Light entering the eye directly from a luminaire or indirectly from reflective surfaces that cause visual discomfort or reduced visibility.
- (9) **Light Level:** The amount of maintained light that hits, or is reflected from, a surface as measured by *Luminance* or *Illuminance*.
- (10) **Light Pollution:** *ALAN* traveling into areas where it's not needed or wanted. This can be in the form of *Light Trespass*, glare, or atmospheric sky glow.
- (11) **Light Trespass:** *ALAN* illuminating past property lines and affecting other property owners or jurisdictions. Light trespass limits are measured at any location along a property line both horizontally on the ground plane facing upward and vertically at 5-feet above grade with the meter aimed toward the light source in question. Neither measurement shall exceed the established threshold.
- (12) **Lighting Zones:** An *ANSI/IES/DarkSky* system describing the luminous environment and related lighting conditions based on land uses and expected tasks. These include Lz0, Lz1, and Lz2.
- (13) **Lighting Zone Zero (0):** Open space areas characterized by predominantly dark areas such as rural, agricultural, and areas with limited built environment or adjacent to sensitive and protected lands.
- (14) **Lumen (lm):** A unit of measure for the quantity of light provided by a source.
- (15) **Luminaire:** A complete lighting unit, including the light source, housing, optics, and necessary electronics for the purpose of outdoor illumination.
- (16) **Lux (lx):** The unit of measure for illuminance.

- (17) **Nadir:** A downward vertical vector directly beneath the luminaire's light source, opposite to zenith.



- (18) **Nighttime Hours:** A time period for seasonal lighting restrictions. Observed in commercial zone districts between 11pm and 6am. Residential zone districts and all other areas will use 10pm until 6am. For businesses and events with operating hours later than 11pm, nighttime hours will begin one hour after closing.
- (19) **Residential Use:** Zoning districts dedicated exclusively to properties for low-density human residence and dwelling. Examples include single family, duplex, townhouse, and mobile home. This does not include apartment and mixed-use living.
- (20) **Seasonal Lighting:** A time period starting November 15 for temporary and decorative holiday-style lighting not intended for general illumination, including but not limited to string lighting, icicle lighting, and lighted inflatables. Observed in commercial zone districts until April 15. Residential zone districts and all other areas will end March 1.
- (21) **Security Lighting:** Illumination used specifically to protect people, property, and infrastructure from criminal threat.
- (22) **Shielding:** A *Luminaire* design, optical intervention, or physical accessory (such as a louver) preventing light emission from traveling into a particular area, angle, or region.

Sec. 18-263. – Applicability.

- (1) The outdoor lighting requirements of this article shall be applicable to all outdoor *Luminaires* installed within the Town of Snowmass Village after [effective date 1].
- (2) Existing outdoor *Luminaires* not meeting the requirements of this article and lawfully installed prior to [effective date 1] shall be considered legal and repairable but non-conforming. Automatic trigger events causing compliance to this article are as follows:
- Light Trespass* and *Nighttime Hour* requirements will go into effect [effective date 2]; or
 - If the town manager, or designee, determines that a *Luminaire* constitutes a hazard to public safety, compliance can be mandated; or
 - All remaining installations of non-conforming *Luminaires* can be used and maintained until they are replaced.

Sec. 18-264. – Exemptions.

- (1) **Lawful:** Lighting requirements mandated by a legal jurisdiction with broader authority (e.g., federal, state, or territorial) than the Town of Snowmass Village.

- (2) **Safety:** *Luminaires* installed for the benefit of public health, safety and welfare, including but not limited to:
 - a. Any contradictory building code or Department of Transportation illumination requirements.
 - b. Occupational Safety and Health Administration (OSHA) mandated lighting for worker safety.
 - c. Temporary lighting used for worker safety during construction, repair, or similar activity.
 - d. Temporary lighting used by authorized first responders during emergency procedures.
- (3) **Permitted:** Temporary and semi-permanent lighting approved by the town manager, or designee, for special events, festivals, or community benefit.

Sec. 18-265. – Prohibitions.

Unless otherwise specified in this article, the following are prohibited in the Town of Snowmass Village:

- (1) Use of unshielded outdoor lighting within Lz0.
- (2) Lighting (including neon and fluorescent) used to outline a structure.
- (3) Facade lighting that is mounted above grade onto poles, trees, or other structures.
- (4) *ALAN* that interferes with the safe movement of motor vehicles, disables the vision of a motor vehicle operator, contributes to traffic control confusion (e.g., sources resembling or imitating traffic control lighting, railroad signals, blinking, flashing, moving, and revolving), or that hides or interferes with the effectiveness of any official traffic control devices.
- (5) Beacons and searchlights are prohibited, except for emergency use by authorized first responders.

Sec. 18-266. – Building Permit Procedure.

Outdoor lighting plans shall meet the following requirements for residential, commercial, or multi-family building permits, subdivision, planned unit development, illuminated signage, and development within environmentally sensitive area:

- (1) **Lighting Plans:** Acceptable means for outdoor lighting plans are as follows:
 - a. “Lighting Schedule”: For residential permits when specifically requested by the Town Manager, or designee. This lighting plan shall be documented using a spreadsheet format by listing the *Luminaire* identifications (i.e., manufacturer, model number, type), *Luminaire* quantities, installation locations, and *Lumen* outputs for each.
 - b. “Performance Method”: For commercial, multi-family, mixed use, sports lighting or when specifically requested by the Town Manager, or designee. Outdoor lighting plans shall be prepared and analyzed by a certified or licensed professional using industry standard lighting software and include:
 - i) *Luminaire* identification (model number), installation locations, mounting heights, targeted directions, buildings, and other physical objects within the site.
 - ii) Site plan and illuminance calculation plots demonstrating conformance with this ordinance including the sports lighting luminous intensity light trespass limit.
 - iii) Other information deemed necessary by the Building Official to document compliance with the requirements of this article.
- (2) **Review:** Applications and lighting plans will be submitted as follows:

- a. Subdivisions, planned unit developments, developments within environmentally sensitive areas or special review applications shall be submitted and reviewed with the applicable Land Use review process as defined in the Land Use and Development Code. The Building Official may review plans upon Land Use Approval for code compliance.
- b. Building permits for a commercial or residential structure shall be reviewed by the Building Official.
- c. Any appeals related to decisions regarding outdoor lighting shall be made to the Town Manager, or designee.

Sec. 18-267. – Temporary Waiver Request.

Any person may submit a written request to the Building Official for a temporary waiver request. The Building Official, or designee, shall have the authority to refer an application to the Planning Commission if deemed appropriate. If the temporary exemption request is approved, the waiver shall be valid for the dates designated by the town. Temporary waiver requests shall include:

- (1) Specific justification/purpose of the waiver request;
- (2) Description of *Luminaires* involved;
- (3) Duration and time period requested for waiver;
- (4) Proposed location on property;
- (5) Previous exemptions if applicable;
- (6) Other information deemed necessary by the town manager, or designee.

Sec. 18-268. - Enforcement and Penalty.

- (1) **Enforcement:** The Town Manager, or designee, is responsible to implement, administer, and enforce the provisions of this article, including alleged violation investigations.
 - a. The Town Manager, or designee, charged with enforcing this chapter shall have the authority to grant partial or complete waiver of the article requirements if a property owner demonstrates that compliance creates unreasonable hardship, as balanced against the potential impacts of non-compliance, or results in conditions that are materially detrimental to health, safety or welfare. The Chief Building Official shall have the authority to waive the requirements of this ordinance in order to comply with health and life safety requirements set forth in the adopted Residential, Building, and Electric codes.
- (2) **Penalty:** Any person, firm, or corporation found to have violated, disobeyed, omitted, neglected, or refused to comply with any provisions of this article shall be found in violation. Existing violations issued prior to [effective date 1] will remain. The punishment shall be in accordance with the provisions of Section 1-72 of this Municipal Code.

Sec. 18-269. – General Outdoor Lighting Requirements.

Unless otherwise specified in this article, the following requirements apply to all *Luminaires* and *Luminaire* installations in the Town of Snowmass Village:

- (1) **Legal:** All outdoor *Luminaires* and *Luminaire* installations shall comply with federal, state, and province law, county or municipal codes, applicable energy and building codes, product safety labeling, the requirements of this ordinance, and be subject to the appropriate permit and inspection requirements thereof

- (2) **Light Quantity:** Unless otherwise specified in this article, lighting installed for an outdoor use shall not exceed 25% more than the *Light Level* recommended by *ANSI/IES Outdoor Lighting Standards*, or a state approved alternate, as published by [enactment date].
- (3) **Light Distribution:** Unless otherwise specified, all *Luminaires* shall be *Fully Shielded*, downward directed with non-adjustable mounting, and emit no more than 5% of their *Lumen* output above 80-degrees from *Nadir*. Exceptions are:
 - a. Festoon string lighting in commercial zone districts when no individual lamp emits more than 50 lumens, and the lumen density of the string is no greater than 25 lumens per foot.
- (4) **Trespass:** Unless otherwise specified, *Luminaire* lamp sources shall be located and optically shielded such that the lamp source(s) shall be minimally visible from adjacent property or public right-of-way during *Nighttime Hours*.
- (5) **Light Curfew:** During *Nighttime Hours*, non-essential outdoor lighting, including but not limited to sports field, landscape and decorative lighting elements, shall extinguish.
- (6) **Light Controls:** *Luminaires* activated by motion detection shall activate by motion within the same property on which they are installed. All motion activated lights that automatically turn on or brighten shall return to their off or dimmed state no more than [5] minutes after activity is no longer detected.
- (7) **Light Color:** Unless otherwise specified in this ordinance, the Correlated Color Temperature (*CCT*) for outdoor *Luminaires* shall not exceed a maximum of 3000K.

Sec. 18-270. – Residential Lighting Requirements

The following requirements are supplementary to the General Requirements and shall further regulate *Residential Use* properties:

- (1) Unshielded light sources shall not exceed 850 lumens per *Luminaire* with a maximum of two (2) *Luminaires* per dwelling.
- (2) The total outdoor lumen allowance for *Residential Use* structures is 2.5 lumens per square foot (2.5 lm/sf). This is calculated on the approved above grade floor area of the structure and includes all building mounted and site lighting.
- (3) *Luminaires* shall not be pole mounted taller than 42 inches AFG.

Sec. 18-271. – Public Lighting Requirements

The following requirements are supplementary to the General Requirements and shall further regulate public uses including mixed use and multi-family applications (e.g., condominiums, apartments):

- (1) Properties not exceeding 3,000 lumens for any individually installed *Luminaire* shall be exempt from the 18-269(2) requirement.
- (2) Outdoor charging stations shall target an average illuminance of 20 *Lux* within a 10-foot radius of the charging station and not exceed a maximum measurement of 40 *Lux*.
- (3) *Luminaires* used to illuminate parking lots and vehicle circulation areas shall not exceed a height of 20-feet AFG. The resulting illuminance shall provide a minimum of 2 *Lux* and not exceed 40 *Lux* horizontally at finished grade.
- (4) *Light Trespass* leaving non-*Residential Use* property shall be no greater than (3) *Lux* when measured 20-feet past the property line, into the public right-of-way.

Sec. 18-272. – Roadway Lighting Requirements.

Roadway *Luminaires* and lighting plans shall be approved jointly by the Community Development and Public Works Departments.

Sec. 18-273. – Sport and Recreation Lighting Requirements

The following requirements are supplementary to the General Requirements and shall further regulate sport and recreation lighting:

- (1) The maximum *CCT* for outdoor sports lighting should be the lowest possible for the sport, class of play, and viewing audience as defined by *ANSI/IES RP-6*, or any state approved alternative, never exceeding 5700K.

Sec. 18-274. – Seasonal Lighting Requirements.

Temporary *Seasonal* lighting is allowed from November 15 to April 15 provided it meets all of the following:

- (1) *Seasonal* lighting shall not interfere with the safe movement of motor vehicles or create dangerous glare conditions on adjacent roadways or properties.
- (2) *Seasonal* lighting shall be maintained in an attractive condition and not constitute a dangerous situation or fire hazard.
- (3) *Seasonal* lighting shall be extinguished during *Nighttime Hours*.

Holiday lights restrictions

From Mary Lou Farrell <mlf52@comcast.net>

Date Tue 2/25/2025 3:33 PM

To Megan Boucher <mboucher@tosv.com>; Sara Nester <snester@tosv.com>; agenshaft@tosv.com <agenshaft@tosv.com>

[You don't often get email from mlf52@comcast.net. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Hi Megan and Sarah and Alyssa - I am asking you to make strong enforceable regulations for the holiday lights in our neighborhoods. Our new neighbors have LED lights that do shine onto other (our) properties and the streets. I am suggesting all lights be off by 9:30 PM and permanently turned off/taken down by February 28 (personally I'd prefer January 31). The lights do not provide a DARK SKY for us AND the lights interfere with the wildlife, owls, birds, etc that we want to live in communion with!! Also I suggest that Realtors upon their closings with new buyers give them a pamphlet listing the outside lighting rules and regulations. I attended a Dark Sky presentation at TACAW last fall. There are brochures explaining the benefits of DARK SKY and the HARM to wildlife and birds. I'm sure the town could obtain the brochures by calling TACAW - I would do that for you!! Please let's work on getting DARK SKY certification like Old Snowmass has. There was a great article in the local papers a few weeks ago about Pitkin County's lighting restrictions. We are in Pitkin County! Thank you Mary Lou Farrell
Sent from my iPad

Re: Holiday Lighting Ordinance

From Janie Lowe <janielowe@comcast.net>

Date Thu 2/27/2025 7:53 AM

To Megan Boucher <mboucher@tosv.com>; Sara Nester <snester@tosv.com>

You don't often get email from janielowe@comcast.net. [Learn why this is important](#)

Thanks for the opportunity to comment on our town's holiday lighting.
(I have reviewed the draft proposal.)

1. Seasonal timing: I would propose the end date for residential holiday lighting displays change to January 31, instead of March 1st. Many residents light their displays at least by Thanksgiving, if not before. This allows 2 + months of holiday lighting-plenty! Commercial displays will no doubt continue until April, but residential displays could be restricted to 2 months.

2. Environmental concerns

a) Holiday lighting = energy consumption! Let's cut down on excess for the sake of excess. Turn off your lights.....be environmentally responsible.

b) Birds and wildlife ARE affected by light during nighttime hours. Wintertime is tough for our critters, let's give them a break! Two months is enough "holiday spirit"!

c) Although it's not feasible to become a Dark Sky Community in our resort town proper, we do have the opportunity to keep our residential neighborhoods dark enough for star gazing and viewing meteor showers by limiting the duration of holiday lighting as well as the type of lights and lumen concentration in individual displays. Consider the example of your neighbor's 40' blue spruce, heavily bedecked with cool white lights beaming into your bedroom window, potentially from November-February!!

d) Avoid excessive use of lights that are 'cool' and/or blue in appearance, instead using warmer white lights that are closer in color to a candle flame. "Blue light is most harmful to wildlife and contributes more than other colors to skyglow". (See darkskyconsulting below)

We need a maximum allowable lumen level for residential lighting displays. With the new directive on timing, it's an appropriate time to consider the types of lights, and level of lumens, we want to promote in our community and include specifics for homeowners to follow.

Consider adding to the ordinance: limitations on lumens and color of lighting, banning blue and cool white.

3. Timing

Proposed 'lights out' at 10 pm. Personally would prefer 9:30 pm, with some flexibility around the holiday season - December 20 - January 1st.

Some of us live in neighborhoods with houses which have excessive lighting and owners that are unwilling to be considerate of their neighbors.

4. Enforcement

How will seasonal deadline and nightly timing be enforced? This is an important aspect of having a seasonal lighting plan. Add mandatory timer controls to the ordinance.

5. Short Term Rentals and New Home Sales

Realtors and owners of STR's should be obligated to inform their buyers/renters of the regulations to avoid unnecessary conflicts with neighbors.

(excerpted from DarkSkyConsulting, LLC)

There are several things that users of holiday lighting can do to make it a little more friendly to the night. First, use fewer lights overall. "That first string of lights you put out, it adds a lot of holiday cheer," says University of British Columbia business professor David Hardisty. "Having one string of lights up versus none makes a big difference. Having having six strings of light versus having five barely makes any difference."

Second, consider the color of lights and avoid excessive use of lights that have a more "cool" or blue appearance. Blue light is most harmful to wildlife and contributes more than other colors to skyglow. If you use white lighting, select warmer lights that are close in color to a candle flame. Such lights are easier on the eyes at night.

Lastly, control outdoor holiday lighting with timers and turn it off completely at bedtime. Lights illuminated all night long benefit no one and simply waste electricity. Instead, only run the lighting during the hours when people are generally outside at night to enjoy them.

Also very worth a read through. We need to preserve our dark skies just as we do our open spaces.

Why Dark Skies
darkskyconsulting.com

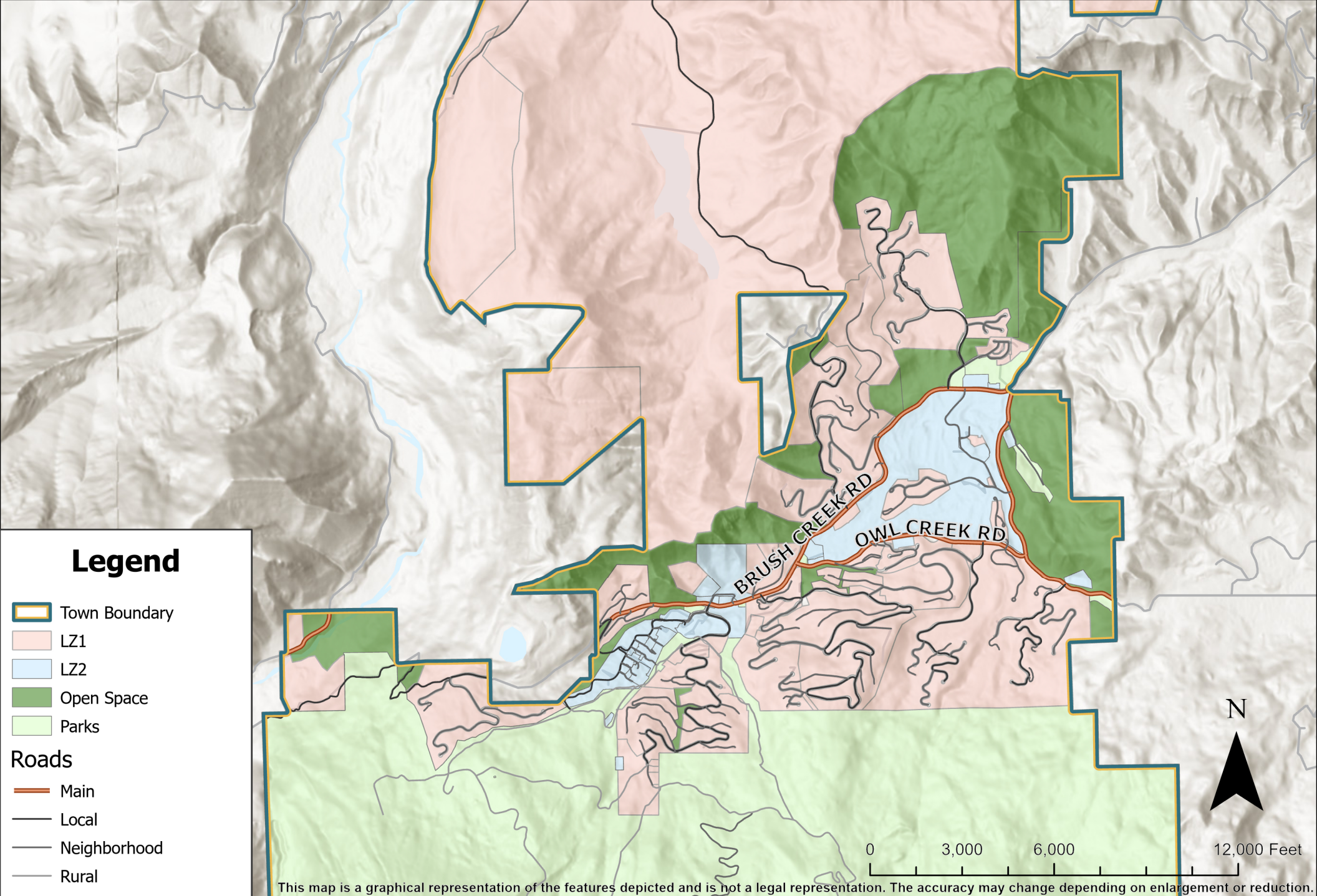


Thank you for taking the time to read. I hope to be at the meeting on March 3rd.

Best regards,

Janie Lowe

970-456-5495



This map is a graphical representation of the features depicted and is not a legal representation. The accuracy may change depending on enlargement or reduction.

ARTICLE XIII Outdoor Lighting

Sec. 18-261. Applicability.

The lighting standards of this Article shall be applicable to all outdoor lighting within the Town. Existing outdoor lighting shall be considered "legal nonconforming" lighting for eighteen (18) months from the adoption date of the ordinance codified herein. Lighting that falls into this category and has not been brought into conformance with this Article after eighteen (18) months shall be considered a violation of the ordinance codified herein, and such lighting shall be retrofitted to comply, replaced with a compliant fixture or removed, upon investigation and findings of the Building Official.

Sec. 18-262. Definitions.

As used in this Article, the following words shall be construed to have the meanings defined below:

Fixture height means the height of the fixture shall be the vertical distance from the ground directly below the centerline of the fixture to the lowest direct light-emitting part of the fixture.

Foot-candles means a unit of illumination of a surface that is equal to one (1) lumen per square foot. For the purposes of these regulations, foot-candles shall be measured at a height of three (3) feet above finished grade.

Fully shielded light means light fixtures shielded or constructed so that no light rays are directly emitted by the installed fixture at angles above the horizontal plane as certified by a photometric test report. The fixture must also be properly installed to effectively down direct light in order to conform to the definition.

High intensity discharge light source (HID) means light sources characterized by an arc tube or discharge capsule that produces light, with typical sources being metal halide, high pressure sodium and other similar types which are developed in accordance with accepted industry standards.

Offsite light emission means the shining of light produced by a light fixture beyond the boundaries of the property on which it is located.

Point light source means the exact place from which illumination is produced, as in a light bulb filament or discharge capsule.

Sec. 18-263. Lighting plans.

An outdoor lighting plan shall be submitted in conjunction with applications for subdivision, planned unit development, development within any environmentally sensitive area, special review application and building permit applications for residential, commercial or multi-family buildings. Such lighting plans shall be subject to establishment and approval through the applicable review processes. Said lighting plan shall show the following:

- (1) The location and height of above-grade light fixtures;
- (2) The type (incandescent, halogen, fluorescent, etc.) and luminous intensity of each light source;
- (3) The type of fixture (floodlight, full-cutoff, lantern, recessed, coach light, bollard, pole, etc.);
- (4) Estimates for site illumination resulting from the lighting, measured in foot-candles, including minimum, maximum and average illumination;

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- (5) Other information deemed necessary by the Building Official to document compliance with the provisions of this Article.

Sec. 18-264. Commercial and multi-family lighting standards.

The following lighting standards shall be applicable to all nonresidential properties, including mixed uses such as condominiums and apartments:

- (1) Outdoor lighting used to illuminate parking spaces, exterior dining areas, driveways, maneuvering areas or buildings shall conform to the definition for "fully shielded light fixtures" and be designed, arranged and screened so that the point of light source is not visible from adjoining lots or streets. No portion of the bulb or lamp may be visible beyond a distance equal to or greater than twice the mounting height of the fixture. The light level shall not exceed fifteen (15) foot-candles as measured three (3) feet above finished grade. Exemptions may be requested for areas with high commercial, pedestrian or vehicular activity up to a maximum of twenty-five (25) foot-candles. Exemptions or consideration may be made for lighting when located on slopes greater than thirty percent (30%) in order to achieve compliance with this Section.
- (2) Outdoor lighting shall be twelve (12) feet or less in height unless it meets one (1) or more of the following criteria:
 - a. Fully shielded with a nonadjustable mounting;
 - b. Lighting for parking and vehicle circulation areas in which case heights up to a maximum of twenty (20) feet may be allowed;
 - c. Building-mounted lighting directed back at a sign or building façade;
 - d. Lighting on above-grade decks or balconies, which shall be fully shielded.
- (3) All light sources, which are not fully shielded, shall use other than a clear lens material as the primary lens material to enclose the light bulb to minimize glare from that point light source. Exceptions may be allowed where there is a demonstrated benefit for the community determined through the exemption process listed in this Section.
- (4) High intensity discharge (HID) light sources are allowed with a maximum wattage of one hundred seventy-five (175) for high-pressure sodium and one hundred seventy-five (175) for metal halide. Standards for other HID light sources may be established by the Town for new technology consistent with the above restrictions. Compact fluorescent lamps shall not exceed nine (9) watts.
- (5) Pole-mounted fixture spacing for security and parking lot light fixtures shall be no less than seventy-five (75) feet. Fully shielded decorative fixtures are allowed to maintain fifty-foot fixture spacing. Wall-mounted fixture spacing for security lighting shall be no less than fifty (50) feet measured horizontally. Decorative fixtures directed back toward a building face shall be exempt from this spacing requirement when fully shielded and shall not exceed one hundred (100) watts. Decorative fixtures that are not fully shielded shall maintain a minimum spacing of twenty-five (25) feet and shall not exceed one hundred (100) watts. Where security lighting is a combination of pole- and wall-mounted fixtures, minimum spacing shall be seventy-five (75) feet.
- (6) Pole-mounted fixtures shall be limited to two (2) light sources per pole.
- (7) Mixed use areas that include residential occupancies shall comply with the residential standards on those floors or areas that are more than fifty percent (50%) residential based on square footage of uses.

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- (8) Uplighting is only permitted if the light distribution from the fixture is effectively contained by an overhanging architectural or landscaping element. Such elements may include awnings, dense shrubs or year-round tree canopies which can functionally contain or limit illumination of the sky. In these cases, the fixture spacing is limited to one (1) fixture per one hundred fifty (150) square feet of area and total lamp wattage within a fixture of thirty-five (35) watts.
 - (9) Uplighting of flags is permitted with a limit of two (2) fixtures per flagpole with a maximum of one hundred fifty (150) watts each. The fixtures must be shielded such that the point source is not visible outside of a fifteen-foot radius.
 - (10) Outdoor vending, such as gas stations, require approval for lighting. Lighting shall not exceed a maximum of twenty (20) foot-candles under the canopy.

Sec. 18-265. Sign lighting.

In addition to the provisions of Section 18-264, the following provisions shall further regulate lighting of signs:

- (1) Sign illumination shall not exceed seventy (75) foot-candles as measured at the brightest point on the sign face.
- (2) Only lighting that conforms with the Residential Lighting Standards shall illuminate signs in residential neighborhoods and zone districts.
- (3) Illuminated signs, equal to or larger than twenty (20) square feet in size shall be turned off no later than 11:00 p.m. or one-half ($\frac{1}{2}$) hour after the use to which it is appurtenant is closed, whichever is later.

Sec. 18-266. Residential single-family lighting standards.

The following lighting standards shall be applicable to residential properties, including single-family dwellings, duplexes and townhomes.

- (1) Outdoor lighting shall be twelve (12) feet or less in height unless it meets one (1) or more of the following criteria:
 - a. Fully shielded with a nonadjustable mounting;
 - b. Lighting for parking and vehicle circulation areas in which case heights up to a maximum of twenty (20) feet may be allowed;
 - c. Building-mounted lighting directed back at a sign or building façade;
 - d. Lighting on above-grade decks or balconies, which shall be fully shielded.
- (2) No exterior light source shall exceed a rating of sixty (60) watts. Outdoor lighting with HID light sources in excess of fifty (50) watts shall be prohibited. In addition, incandescent light sources including halogen shall not exceed sixty (60) watts. Compact fluorescent lamps shall not exceed nine (9) watts.
- (3) All clear-lensed light point sources shall be shielded. All light sources that are not fully shielded shall use other than a clear lens material as the primary lens material to enclose the light bulb to minimize glare from a point source.
- (4) Landscape lighting is limited to thirty-five (35) watts per fixture per one hundred fifty (150) square feet of landscaped area. Uplighting is prohibited as a landscaping element.
- (5) Security lights shall be restricted as follows:

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- a. The point light source shall not be visible from adjoining lots or streets.
 - b. Floodlights must be controlled by a switch or preferably a motion sensor activated only by motion within the owner's property.
 - c. Timer- or photocell-controlled floodlights shall be prohibited.
 - d. Photocell lights shall be allowed under the following circumstances:
 1. At primary points of entrance or in critical common areas and multi-family properties;
 2. Where the light sources are fully shielded by opaque material;
 3. The light source is fluorescent or compact fluorescent to eliminate excess consumption of electricity.
 - e. Lights must be fully shielded, down-directed and screened from adjacent properties in a manner that limits light trespass to 0.1 foot-candle as measured at the property line.
 - f. Light intensity shall not exceed ten (10) foot-candles measured three (3) feet above grade.
 - g. No light fixture shall be greater than twelve (12) feet in height, except pole- or building-mounted, fully shielded and downward-directed lights using a light source of not more than fifty (50) watts.
- (6) Motion sensor lights may be permitted, but only where the sensor is triggered by motion within the owner's property lines.
- (7) Offsite light emission at property lines shall not exceed one-tenth (0.1) foot-candle as measured at the brightest point.

Sec. 18-267. Street lighting standards.

All new lighting illuminating public right-of-ways and easements or private streets shall conform to the following standards: streetlight fixtures shall be approved jointly by the Planning and Public Works Departments and shall comply with the guidelines of the ordinance codified herein.

Sec. 18-268. Exemptions.

The following types of lighting installations shall be exempt from the provisions, requirements and review standards of this Section, including those requirements pertaining to land use review:

- (1) Holiday lighting. Winter holiday lighting which is temporary in nature and which is illuminated only during ski season shall be exempt from the provisions of this Section, provided that such lighting does not create dangerous glare conditions on adjacent streets or properties, is maintained in an attractive condition and does not constitute a dangerous situation or fire hazard.
 - a. Residential guidelines. In order to limit holiday lighting density in residential areas, no more than one-third (?) of a property's open space shall have holiday lighting. In addition, holiday lighting shall be extinguished, either automatically or manually, no later than 11:00 p.m.
 - b. Commercial guidelines. All holiday lighting in commercial areas shall be extinguished, either automatically or manually, no later than 2:30 a.m.
- (2) Municipal lighting. Municipal lighting installed for the benefit of public health, safety and welfare, including but not limited to, traffic control devices, existing streetlights, special event lighting and construction lighting. Any Town project built after January 15, 2004, shall comply with the ordinance codified herein.

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- (3) Temporary lighting. Any person may submit a written request to the Building Official for a temporary exemption request. If approved, the exemption shall be valid for not more than fourteen (14) days from the date of issuance of a written and signed statement of approval. The Building Official may approve an additional fourteen-day temporary exemption. The Building Official shall have the authority to refer an application for a temporary exemption to the Planning Commission if deemed appropriate. A temporary exemption request shall contain the following minimum information:
 - a. Specific exemption or exemptions requested;
 - b. Type, use and purpose of lighting fixtures involved;
 - c. Duration of time requested for exemption;
 - d. Type of lamp including wattage;
 - e. Proposed location on property;
 - f. Previous exemptions if applicable;
 - g. Other information deemed necessary by the Building Official.
 - (4) Decorative lighting elements. Decorative lighting such as shades with perforated patterns and opaque diffusers may be exempted from the fully shielded requirement, provided that the lighting does not exceed fifty (50) watts.
 - (5) Community benefit. If a proposed lighting plan or fixture layout does not meet the requirements of this Article but has demonstrated a community benefit, an exemption may be considered. The applicant shall submit additional information to adequately assess the community benefit for approval by the Building Official.

Sec. 18-269. Prohibitions.

The following types of exterior lighting sources, fixtures and installations shall be prohibited in the Town:

- (1) Light sources shall not be affixed to the top of a roof, except where required by the Building Code.
- (2) Lighting for the purpose of illuminating a building façade shall be prohibited when such lighting is mounted to the ground, elevated on poles or mounted on adjoining or adjacent structures.
- (3) Blinking, flashing, moving, revolving, scintillating, flickering, intensity changing, color changing and internally illuminated signs shall be prohibited, except for temporary holiday displays, lighting for public safety or traffic control or lighting required by the FAA for air traffic control and warning purposes.
- (4) Mercury vapor and low-pressure sodium lighting shall be prohibited.
- (5) Linear lighting (including neon and fluorescent) primarily intended as an architectural highlight to attract attention or used as a means of identification or advertisement shall be prohibited.
- (6) Unshielded floodlights and timer-controlled floodlights shall be prohibited.
- (7) No outdoor lighting may be used in any manner that could interfere with the safe movement of motor vehicles on public thoroughfares. The following is prohibited:
 - a. Any fixed light not designed for roadway illumination that produces direct light or glare that could be disturbing to the operator of a motor vehicle.
 - b. Any light that may be confused with or construed as a traffic control device except as authorized by state, federal or local government.

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- (8) No beacon or searchlight shall be installed, illuminated or maintained.
 - (9) Uplighting is prohibited, except as otherwise provided in this Section.

Sec. 18-270. Nonconforming lighting.

Unless otherwise specified within this Article, within eighteen (18) months of the effective date of the ordinance codified herein, all outdoor lighting fixtures that do not conform to the requirements of this Article must be removed, replaced with conforming fixtures or retrofitted to comply to the extent practical as determined by the Building Official. Violations shall be corrected within sixty (60) days after being notified in writing by the Building Official.

Sec. 18-271. Review standards.

Exterior lighting plans shall conform to the following design review standards:

- (1) Height. Outdoor residential and commercial lighting shall be twelve (12) feet or less above grade in height. Special review by the Planning Commission may allow lighting of a greater height under the following circumstances:
 - a. A fixture of greater height is required due to safety, building design or extenuating circumstances, in which case the light shall be fully shielded with a nonadjustable mounting;
 - b. Lighting for commercial parking and vehicle circulation areas may have a maximum height of twenty (20) feet above grade and shall be fully shielded;
 - c. Lighting on above-grade decks or balconies, which are fully shielded.
- (2) Foot-candles. Outdoor nonresidential, sign and residential lighting shall not exceed the maximum foot-candles designated in their respective sections. Special review by the Planning Commission may allow lighting of greater intensity under the following circumstances:
 - a. A fixture of greater light intensity is required due to safety, building design or extenuating circumstances, in which case the light shall be fully shielded with a nonadjustable mounting;
 - b. An architectural or historical feature requires greater illumination, in which case the light shall be fully shielded with a nonadjustable mounting.

Sec. 18-272. Procedures.

Lighting plans and proposals shall be submitted as follows:

- (1) Lighting plans submitted in conjunction with applications for subdivisions, planned unit developments, developments within environmentally sensitive areas or special review applications shall be reviewed by the Planning Commission.
- (2) Lighting plans submitted as a part of a building permit application for a commercial or residential structure shall be reviewed by the Building Official. The Building Official shall have the authority to refer an application to the Planning Commission.
- (3) Any appeals related to decisions regarding outdoor lighting shall be made to the Town Manager.

Secs. 18-273—18-290. Reserved.

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

March 3, 2025

AGENDA ITEM:

Presentation of the Draft Destination Management Transition Plan

PRESENTED BY:

Julia Theisen, Tourism Director

Sarah Jane Johnson, Roadmap Consulting

BACKGROUND:

Snowmass Tourism has contracted with Roadmap Consulting to produce a Destination Management Plan. Utilizing extensive public input, the plan has been drafted and will be presented to Council on March 3rd as a preliminary plan for further feedback.

Following the Council presentation, the DMP will also be presented to the Tourism Board, the business community, and others. Two virtual meetings are being held on Wednesday March 5th and Wednesday March 12th. For community-wide feedback The tourism industry, community stakeholders and residents are invited to attend these presentations.

Everyone is also invited to provide feedback on the plan through a google form that will be provided. All feedback will be considered and help inform the plan before it is finalized. The final plan will eventually be brought to Council for approval, likely in April.

Please note that this is an initial draft will be edited based on the feedback that is provided from all parties.

FINANCIAL IMPACT:

\$60k budgeted for DMP facilitation.

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

- 1) Preserve, protect and retain locally owned and locally serving businesses. The DMP will address how we can support tourism businesses and ensure a high-quality visitor experience.
- 2) Increase community engagement to foster emotional connectivity. The DMP is a community wide process engaging residents and the community in the future of Snowmass. Community has been a central theme to the process.
- 3) Ensure public spaces and facilities meet our community's unique character. The DMP will address destination development such as the ice age discovery program, outdoor recreation and other amenities.

COUNCIL OPTIONS: N/A

STAFF RECOMMENDATION:

No action required at this time – feedback will be welcome for final plan adoption in April.

ATTACHMENTS:

Draft of the Destination Management Transition Plan

DRAFT DESTINATION MANAGEMENT TRANSITION PLAN

Spring 2025 | SNOWMASS TOURISM

INTRODUCTION

Snowmass Tourism embarked on a seven-month planning initiative to create its first-ever destination management plan to guide more holistic stewardship of the destination. The plan will act as a guiding document for the work of the tourism department and support them in transitioning to broader functions outlined below, beyond operations of marketing, group sales, events, and visitor services. Throughout the planning process, the consulting team has pointed stakeholders and the tourism team to understand the functions and tasks of destination management. As part of the planning initiative, the team also identified a need to prioritize the incorporation of inclusivity and sustainable tourism—considerations of the environmental, social, and economic impacts of tourism—into the final plan and to lay the foundations for future implementation in these areas.



To this end, we are defining this as Snowmass Tourism’s **Destination Management Transition Plan**, as we consider this the roadmap to support organizational change to adopt a broader and more responsible destination stewardship role.

As this plan has been developed in consultation with stakeholder groups, including residents, businesses, and industry partners that form the enabling environment, this planning process was driven by the community– true tourism partners and the hosts of the destination.

DMTP PURPOSE STATEMENT

“With this plan as its playbook providing the direction and actionable steps, Snowmass Tourism will advance and evolve in its functions to be stewards of the destination and manage tourism on behalf of the host community.”

HOW TO READ THIS PLAN

This plan is designed to become highly actionable and identifies an initial priority timeline, potential resource needs of capacity or funding, as well as possible outcomes that can be measured.

Themes, Goals, Strategies, and Actions: Seven emerging priority themes were identified during the stakeholder consultation process. The plan has been organized around these themes, which are supported by goals and strategies. Within each theme, there are a series of implementable actions.

Priority & Timeline: The DMTP is designed to be a 5+ year plan, with actions categorized into the following timeline:

- Short: Year One
- Medium: Year Two-Three
- Long: Year Three+

Destination Management Function: As Snowmass Tourism broadens its capacity and expertise around new destination management efforts, these functions have been identified for each action.

Snowmass Tourism (ST) Role: the role of the tourism department is identified as either lead, partner, or advocate for each action.

Partners: where applicable, any local, state, or national partners for action items have been identified

Resource Needs: resources have been determined by any capacity or staffing support or specific funding (including external such as grant programs or training)

KPIs: These are desired outcomes and measurable indicators.

Identified Projects: Actions that specifically support programming for inclusivity in tourism, sustainable tourism, or specific industry innovation have also been highlighted using the below keys.

Inclusivity



Sustainable Tourism



Tourism Innovation Project



Snowmass Tourism - MISSION, VISION, VALUES

Vision

Snowmass Tourism's North

Star: To sustain the heart and soul of Snowmass Village as a thriving, world-class destination where nature and community invite connection and inspire joy.

Mission

Leading Snowmass Village in sustainable tourism initiatives that provide economic vitality and quality of life for visitors and residents of the Roaring Fork Valley, to engage in the unmatched beauty, extraordinary experiences, and mountain-town spirit of this world-class, multi-season destination.

Values

- Economic Vitality
- Quality Of Life
- Sustainable Tourism
- Community Engagement
- Awe-Inspiring Experiences

DMTP THEMES

Through the stakeholder engagement process, as different voices spoke about their experiences with tourism in Snowmass, emerging priority themes were identified. The strategic framework of this plan is organized around these themes, with key actions including programming, visitor experience enhancement, stakeholder engagement, and more being organized under each pillar.



Community

Strengthen Snowmass's community identity by fostering meaningful connections between residents and visitors while supporting local businesses and preserving cultural heritage.



Value of Tourism

Increase community awareness of tourism's contributions to Snowmass's economy, culture, and infrastructure while addressing concerns about growth and sustainability.



Tourism Workforce

Build a resilient, well-supported tourism workforce through housing solutions, professional development, and employee retention initiatives.



Visitor Experience

Develop, deliver, and promote authentic, high-quality, and responsible visitor experiences that reflect Snowmass's unique natural beauty and cultural values.



Organizational Evolution

Transition Snowmass Tourism to a comprehensive destination management organization aligned with community values and sustainability goals.



Natural Environment

Promote sustainable tourism practices that protect Snowmass's natural environment while enhancing visitor and community appreciation for the outdoors.



Seasonality

Diversify Snowmass's tourism offerings to attract consistent visitation throughout the year, including during peak winter and summer seasons.




Community




Goal


Foster strong partnerships with the community to ensure tourism enhances local quality of life, promotes Snowmass's community identity, and strengthens meaningful connections between residents and visitors while supporting local businesses and preserving cultural heritage.

Strategies

- **Preserve Local Identity:** Develop tourism policies that prioritize “just big enough” smart growth practices, respecting Snowmass’s historical and natural roots to avoid overdevelopment.
- **Create Community Interactive Spaces:** Develop a plan for community-based events that are celebrated by residents but also act as an attraction for visitors.
- **Support Local Businesses:** Implement small business grant programs, mentorship opportunities, frontline-staff training programs, and marketing initiatives to promote locally-owned enterprises.
- **Advance Inclusivity in Tourism:** Engage community and tourism partners and programming to elevate inclusivity for visitors and the community.

Priority & Timeline	Actions	Destination Management Function	KPIs
Short—First Year	Grow the Snowmass Local messaging into a broader community values campaign on local marketing and communication channels. ST Role Lead Partners Marketing Agencies Resource Needs Funding/ Short-Term	Destination Promotion & Marketing	Successful launch of a Snowmass Local campaign, audience impressions generated.
Short—First Year	Continue to steer the new Tourism Inclusivity Coalition of five or more active community stakeholders and industry partners dedicated to developing and driving DEIA initiatives, developing partnerships, and fostering accountability and momentum within the organization. Continue coordination of quarterly meetings, including virtual or in-person hosting, supported by a Subject Matter Expert facilitator.  ST Role Lead/ Partner	Leadership & Coordination/ Stakeholder Engagement/ Industry Relationships & Partnerships	Successful oversight and continuity of DEIA programming and partnership development.

	<p>Partners Tourism Inclusivity Coalition, SME and Facilitation</p> <p>Resource Needs Capacity, Funding</p>		
Short—First Year	<p>Leverage partnership knowledge and collaboration opportunities by launching a stakeholder sustainable tourism advisory coalition to help steer elements of the DMTP. </p> <p>ST Role Lead</p> <p>Partners Tourism stakeholders, TOSV</p> <p>Resource Needs Capacity</p>	Stakeholder Engagement/ Industry Relationships & Partnerships	Creation of the Sustainable Tourism Advisory Coalition with goals identified and meetings convened
Short—First Year	<p>Increase resident and community engagement on tourism through a feedback loop that includes a bi-annual sentiment survey for residents and industry partners.</p> <p>ST Role Lead</p> <p>Partners n/a</p> <p>Resource Needs Capacity</p>	Stakeholder Engagement	# of survey responses collected
Short—First Year	<p>Partner with Anderson Ranch Arts Center to create cultural and art experiences and programming designed for residents and visitors, including diverse cultural groups. </p> <p>ST Role Lead/ Partner</p> <p>Partners Anderson Ranch Arts Center</p> <p>Resource Needs Capacity & Funding</p>	Industry Relationships & Partnerships	Creation of programming for residents and visitors
Medium— 1-3 Years	<p>Partner with business and educational organizations to identify and create small business training and networking opportunities for the Snowmass small business community.</p> <p>ST Role Lead/ Partner</p> <p>Partners Colorado Mountain College, ACRA, Colorado Rural Opportunity Office</p> <p>Resource Needs Capacity</p>	Leadership & Coordination/ Stakeholder Engagement/ Industry Relationships & Partnerships	# of partnerships created and training sessions created
Short—First Year	<p>Partner with local organizations and nonprofits engaged in DEIA work to support the creation of visitor information and guides for LBGTQ visitors, and marketing content development (digital and print) such as photography, blogs, and social media. </p>	Leadership & Coordination/ Stakeholder Engagement / Marketing	Local DEIA experts participate in visitor information development and content creation

	<p>ST Role Lead</p> <p>Partners Tourism Inclusivity Coalition, Cook Inclusive</p> <p>Resource Needs Capacity/ Funding</p>		
Medium— 1-3 Years	<p>Elevate the community’s story of cultural heritage and history of Snowmass through the creation of visitor information that includes story-telling content such as guidebooks, trail maps and visitor itineraries.</p> <p>ST Role Lead</p> <p>Partners Aspen Historical Society, Aspen Center for Environmental Studies (ACES)</p> <p>Resource Needs Funding</p>	Stakeholder Engagement/ Destination Promotion & Marketing	Launch of visitor information and story-telling content
Medium— 1-3 Years	<p>Launch a tourism-led grant program for community-identified projects that support DEIA organizations and/ or programming. Grants support may include Translation services, accessibility improvement, DEI training/education, youth leadership stipend, economic access, historical research, and resource development (toolkits).</p>  <p>ST Role Lead</p> <p>Partners Tourism Inclusivity Coalition</p> <p>Resource Needs Funding</p>	Leadership & Coordination/ Stakeholder Engagement	Launch of a community grant program, # of applicants and funds awarded




Value of Tourism




Goal

Increase community awareness of tourism’s contributions to Snowmass’s economy, culture, and infrastructure while addressing concerns about growth and sustainability.

Strategies

- **Showcase Tourism’s Positive Impact:** Develop marketing efforts that communicate the positive effects of tourism on Snowmass’s quality of life, emphasizing shared benefits for both residents and visitors.
- **Engage in Community Outreach:** Host town halls, workshops, and stakeholder forums to discuss tourism strategies, gather feedback, and address concerns about overcrowding and cost of living.
- **Demonstrate the Impact of Tourism:** Utilize tourism funding as a catalyst for initiatives that directly benefit both residents and visitors.

Priority & Timeline	Actions	Destination Management Function	KPIs
Short—First Year	Develop a stakeholder engagement plan based on the Snowmass Tourism stakeholder map that identifies engagement touchpoints to continually inform key tourism stakeholder groups, including presence at stakeholder meetings, one-on-one sessions, updates via communications and outreach. ST Role Lead Partners TOSV Resource Needs Capacity	Stakeholder Engagement / Leadership & Coordination	# of monthly engagements between Snowmass Tourism staff and stakeholder groups, including residents
Short—First Year	Launch value of tourism marketing campaign to inform residents and tourism partners of results. ST Role Lead Partners Marketing Contractors Resource Needs Funding	Destination Promotion & Marketing	Successful launch of an educational campaign and impressions generated
Short—First Year	Develop business networking programs that are inclusive, such as young professionals programming and Business After Hours. ST Role Partner Partners Business community, ACRA Resource Needs Capacity, Funding	Stakeholder Engagement	Development and launch, convening of a business networking program
Medium	Develop “value of tourism” criteria to rate all tourism initiatives for “community versus visitor” impact.  ST Role Lead Partners n/a Resource Needs Capacity	Research & Data	Successful creation and implementation, measurement using criteria
Short—First Year	Partner with Anderson Ranch Arts Center to create half-day cultural and art experiences designed for residents and visitors that elevate the community.	Industry Relationships & Partnerships	Creation of programming for residents and visitors

	<p>ST Role Lead/ Partner Partners Anderson Ranch Arts Center Resource Needs Capacity & Funding</p>		
Medium— 1-3 Years	<p>Develop and launch a “Snowmass Future Fund” grant program to provide investment back into targeted protection and preservation of community cultural and environmental assets.  </p> <p>ST Role Lead Partners Sustainable Tourism Coalition Resource Needs Capacity</p>	Destination Development/ Stakeholder Engagement	# of grants awarded
Medium— 1-3 Years	<p>Partner with local organizations and nonprofits engaged in DEIA work to support the creation of visitor information and guides for LGBTQ visitors, and marketing content development such as photography, blogs, and social. </p> <p>ST Role Lead Partners Tourism Inclusivity Coalition Resource Needs Capacity/ Funding</p>	Leadership & Coordination/ Stakeholder Engagement / Marketing	Launch of a community grant program, # of applicants and funds awarded
Medium— 1-3 Years	<p>Elevate the community’s story of cultural heritage and history of Snowmass through the creation of visitor information that includes story-telling content such as guidebooks, trail maps and visitor itineraries.</p> <p>ST Role Lead Partners Aspen Historical Society, Aspen Center for Environmental Studies (ACES) Resource Needs Funding</p>	Stakeholder Engagement/ Destination Promotion & Marketing	Launch of visitor information and story-telling content
Medium— 1-3 Years	<p>Review previous data analysis and update annually to present an understanding on how visitor spending brings with it economic and quality of life benefits to local residents.</p> <p>ST Role Lead Partners Data and research partner agency Resource Needs Capacity/ Funding</p>	Research & Data	Broad understanding of the benefits of tourism



Tourism Workforce

Goal

Build a resilient, well-supported tourism workforce through employee retention initiatives, professional development programs, and advocacy for housing solutions.

Strategies

- **Collaborate on Workforce Housing Solutions:** Advocate for affordable housing projects supported by tourism taxes and ensure tourism industry representation in housing discussions.
- **Enhance Employee Retention:** Develop programs for workforce recognition, community integration, and training, especially for seasonal and upper management roles.
- **Launch Tourism Industry-Specific Training:** Provide workshops on DEI, sustainable tourism practices, customer service, and leadership development to strengthen workforce capabilities.

Priority & Timeline	Actions	Destination Management Function	KPIs
Short—First Year	Organize social programs, such as happy hour gatherings or holiday pot luck events, for the workforce to encourage community and camaraderie, especially for J-1 visas. ST Role Lead Partners TOSV and business owners Resource Needs Capacity/ Funding	Industry Relations & Partnerships	Successful launch of pre-season workforce event
Short—First Year	Create a tourism workforce “Shop Local” discount and incentive program in partnership with the Snowmass business community. ST Role Lead/ Partner Partners Marketing Contractors, the business community Resource Needs Funding	Industry Relations & Partnerships	Successful launch of a Shop Local campaign for the tourism workforce
Short—First Year	Conduct an annual workforce housing survey among tourism industry partners to measure tourism workforce housing needs. ST Role Lead/ Partner Partners TOSV Housing Department Resource Needs Capacity	Stakeholder Engagement	# of responses collected
Short—First Year	Launch an “Industry” website page on gosnowmass.com for key information and resources for workforce and industry partners. ST Role Lead Partners Website Contractor Resource Needs Capacity	Industry Relations & Partnerships/ Stakeholder Engagement/ Destination Promotion & Marketing	Successful launch of industry page website

Medium— 1-3 Years	Develop and launch frontline training programs related to local and destination information. ST Role Lead Partners TOSV and business owners Resource Needs Capacity & Funding	Industry Relationships & Partnerships	Successful launch of destination education training program
Medium— 1-3 Years	Develop training sessions and resources for industry partners on relevant topics, such as effective communication around DEIA, and create resource materials in multiple languages to enhance accessibility.  ST Role Partner Partners Local DEIA partners including Cook Inclusive, tourism industry partners, including Colorado Tourism Office, Travel Unity/ Tourism Cares Resource Needs Capacity/ Funding	Industry Relations & Partnerships	Successful launch of industry partner DEIA training programming and resources



Visitor Experience


Goal

Develop and deliver authentic, high-quality, and responsible visitor experiences that reflect Snowmass’s unique natural beauty and cultural values.

Strategies

- **Develop Signature Experiences:** Curate experiences and new tourism products highlighting Snowmass’s outdoor adventures, local arts, and historical heritage, tailored to different visitor interests.
- **Align Marketing with Local Values:** Showcase Snowmass’s family-friendly, community-focused, and environmentally conscious tourism offerings in all promotional activities.
- **Promote Responsible Tourism:** Launch visitor education campaigns on sustainable travel, local customs, and environmental stewardship.

Priority & Timeline	Actions	Destination Management Function	KPIs
Short—First Year	Develop a marketing campaign that enhances visitor information to include what-to-know traveler information, including transportation and getting	Destination Promotion & Marketing	Successful launch of a “what-to-know” traveler information awareness campaign

	<p>around/ promotion of the Village Shuttle App, seasonal mountain safety information (wildfires, avalanche conditions, wildlife encounters, etc.), and themed visitor itineraries.</p> <p>ST Role Lead</p> <p>Partners Marketing Contractors</p> <p>Resource Needs Capacity</p>		
Short—First Year	<p>Build more straightforward website navigation and visitor information to promote dining and shopping, local business services.</p> <p>ST Role Lead</p> <p>Partners Marketing Contractors</p> <p>Resource Needs Capacity</p>	Destination Promotion & Marketing	Relaunching of functions and navigation features on gosnowmass.com
Short—First Year	<p>Develop visitor information, including an accessible business directory, outlining accessibility information for handicapped travelers with disabilities. </p> <p>ST Role Lead</p> <p>Partners DEIA Partners, Marketing Contractors</p> <p>Resource Needs Capacity/ Funding</p>	Destination Promotion & Marketing	Successful launch of accessible traveler visitor information
Short—First Year	<p>Work with regional partners to update or expand existing regional visitor information guides, including IMBA Gold Center program, Roaring Fork + Farm Map.</p> <p>ST Role Lead/ Partner</p> <p>Partners Roaring Fork Valley Destination Alliance (RFVDA)</p> <p>Resource Needs Capacity & Funding</p>	Industry Relations/ Destination Development	Continuation of visitor information guides/ asset development in regional collaboration
Short—First Year	<p>Identify and secure new data partners to collect Visitor Experience data and visitation research.</p> <p>ST Role Lead</p> <p>Partners Data and research partner agency</p> <p>Resource Needs Funding</p>	Research & Data	Partnership with data and research provider
Short—First Year	<p>Audit group sales information and event visitation utilizing visitor profile study tools to understand trends and visitor spending</p> <p>ST Role Lead</p> <p>Partners Data and research partner agency</p> <p>Resource Needs Funding</p>	Research & Data	TBD
Short—First Year	<p>Incorporate Ai visitor information and trip-planning enhancements for the gosnowmass.com, such as Guide Geek.</p> <p>ST Role Lead</p>	Destination Promotion & Marketing	Integration of trip-planning Ai technology



Organizational Evolution


Goal




Transition Snowmass Tourism to a comprehensive destination management organization aligned with community priorities and sustainability goals.

Strategies

- **Implement the Strategic Destination Transition Management Plan:** Integrate destination management priorities, emphasizing sustainability, inclusivity in tourism, community engagement, and clear governance structures.
- **Strengthen Stakeholder Collaboration:** Foster partnerships among tourism operators, local businesses, and community organizations to support cohesive tourism development.
- **Improve Data-Driven Decision Making:** Implement systems for monitoring tourism’s economic, social, and environmental impacts to inform strategic planning and resource allocation.
- **Orient Marketing and Communications to Support Destination Management Functions:** Ensure marketing integrates stakeholder engagement efforts to reach residents and tourism stakeholders, and visitor management and education.

Priority & Timeline	Actions	Destination Management Function	KPIs
Short—First Year	Develop and adopt a formal charter for the transition to destination management, which is approved by TOSV. ST Role Lead Partners TOSV Resource Needs Capacity	Leadership & Coordination	A charter is drafted and approved by TOSV
Short/ Medium—First Year/ 1-3 Years	Consider short and mid-term capacity support to provide expertise to design new destination management programs, with a longer-term track planning around enhanced department structure and roles. ST Role Lead Partners RoadMap Consulting and others Resource Needs Funding	Stakeholder Engagement	Capacity solutions are identified and adopted to implement the DMP
Short—First Year	Continue facilitation of organizational change support for staff that includes training and mentoring, with quarterly coaching sessions. ST Role Lead/ Partner Partners A Fine Balance Consulting Resource Needs Funding	Leadership & Coordination	A training and coaching plan is adopted and periodically updated

Short—First Year	Develop DMTP progress tracking and performance tracking page on the industry webpage. ST Role Lead/ Partner Partners Marketing Contractors Resource Needs Capacity	Leadership/ Industry Relations & Partnerships/ Stakeholder Engagement	DMTP progress and results are published
Short—First Year	Align the Snowmass Tourism Board around the stakeholder map to ensure broad representation that includes environmental/public lands, non-profits, and inclusivity partners. ST Role Lead Partners Tourism Board Resource Needs Capacity	Leadership & Coordination	A tourism governance framework is created
Short—First Year	Utilize the tourism board members to support stakeholder engagement activities, including attending partner meetings and playing an advocacy role. ST Role Lead Partners Tourism Board Resource Needs Capacity	Leadership & Coordination	The tourism board plays an advocacy role in supporting increased stakeholder engagement
Short—First Year	Identify external tourism industry opportunities for staff engagement, representation, and leadership. ST Role Lead Partners Care for Colorado Coalition, RFVDA, Destinations International, One West Tourism Alliance, CTO boards Resource Needs Capacity	Leadership/ & Coordination/ Industry Relations & Partnerships	# of engagements with outside organizations by Snowmass Tourism staff
Short—First Year	Identify monitor tourism performance metrics in a dashboard that measures broader economic, social (resident sentiment and visitor experience) and environmental impacts of tourism. ST Role Lead Partners TOSV, research and data agency partner Resource Needs Capacity/ Funding	Research & Data	New tourism metrics are presented in a dashboard available on TOSV website
Short—First Year	Enhance internal communication strategies by developing clear procedures for discussing DEIA topics and advocating for open dialogue during meetings to encourage staff participation.  ST Role Lead Partners TOSV HR Department, DEIA training partners Resource Needs Capacity/ Funding	Leadership & Coordination	TBD

Short—First Year	<p>Identify KPIs and track DEIA progress and, regularly share updates with the team, conduct a monthly DEIA-specific meeting to reinforce the tourism department’s commitment to these initiatives. </p> <p>ST Role Lead Partners TOSV HR Department, DEIA training partners, DEIA SME consultant Resource Needs Capacity/ Funding</p>	Leadership & Coordination	Launch DEIA KPIs, track and publish
Short—First Year	<p>Establish forums, such as an anonymous google form for team members to submit Q&A for meetings or freesuggestionbox.com, where staff can discuss DEIA issues without fear of negative consequences, creating a culture of acceptance and understanding. </p> <p>ST Role Lead Partners TOSV HR Department, DEIA training partners Resource Needs Capacity</p>	Leadership & Coordination	TBD
Short/ Medium— First Year/ 1-3 Years	<p>Conduct a “destination diagnostic” to identify, measure, and report on destination management performance indicators</p> <p>ST Role Lead Partners RoadMap Consulting and Tourism Impact Services Resource Needs Capacity/ Funding</p>	Research & Data/ Leadership & Coordination	Destination diagnostic is conducted and identifies destination management and sustainable tourism benchmarks
Medium— 1-3 Years	<p>Launch a Tourism Innovation Lab, a staff incubator committee that identifies and continually steers Tourism Innovation Projects, including the “Longshot” to ensure Snowmass Tourism maintains a position as an industry leader and innovator </p> <p>ST Role Lead Partners Tourism staff Resource Needs Capacity</p>	Leadership & Coordination	Successful launch of the Tourism Innovation Lab







Natural Environment




Goal

Promote sustainable tourism practices that protect Snowmass’s natural environment while enhancing visitor and community appreciation for the outdoors.

Strategies

- **Develop and Promote Sustainable Tourism Programs and Partnerships:** Develop programs and partnerships that educate visitors on responsible recreation practices, building relations with public land stakeholders.
- **Develop Green Business Initiatives:** Encourage local tourism businesses to adopt sustainable practices through certification programs and environmental incentives.
- **Prepare for Climate Change:** Develop mitigation and adaption strategies that may include diversifying Snowmass’s future tourism offerings beyond snow-dependent activities, focusing on year-round outdoor recreation, conservation education, and waste reduction.

Priority & Timeline	Actions	Destination Management Function	KPIs
Short—First Year	Develop and launch responsible visitor education messaging to influence behavior around environmental stewardship and responsible travel.  ST Role Lead Partners Marketing Contractors Resource Needs Funding	Visitor Management & Education/ Destination Promotion & Marketing	Successful launch of a responsible visitor education campaign, impressions generated
Short—First Year	Engage with regional public land and private outdoor recreation partners to partner on initiatives around environmental stewardship  ST Role Lead/ Partner Partners Pitkin County & Roaring Fork Outdoor Recreation Alliance, U.S. Forest Service, Outfitters Resource Needs Capacity	Industry Relations & Partnerships	# of engagements with outdoor recreation and public land managers
Short—First Year	Develop and disseminate Green Business information and messaging for tourism industry partners  ST Role Lead/ Partner Partners Marketing/ Comms Contractors Resource Needs Capacity	Industry Relations & Partnerships/ Destination Promotion & Marketing	# of businesses utilizing the communications toolkit and messaging
Short—First Year	Develop and promote visitor low-impact and car-free itineraries  ST Role Lead/ Partner Partners Marketing Contractors	IDestination Promotion & Marketing	Successful launch of itineraries

	Resource Needs Capacity		
Short/ Medium— First Year/ 1-3 Years	Develop a destination climate adaptation plan that outlines tourism industry-related adaptation and mitigation strategies  ST Role Lead Partners Future of Tourism Coalition/ Travel Foundation/ CTO (TBD), Pitkin County Resource Needs Capacity	Destination Development	Successful development of climate action plan
Medium— 1-3 Years	Start a local Green Business Program for the tourism industry of Snowmass to provide entry-level information around sustainable operations and business practices, industry benchmarking, future consideration of accreditation and certifications  ST Role Lead/ Partner Partners Colorado Green Business Network Resource Needs Capacity	Industry Relations & Partnerships	Launch of a Snowmass Green Business Program
Long — 3+ Years	Create community impact benchmarking criteria to audit the social, environmental, and economic impact of all event programming  ST Role Lead Partners na Resource Needs Capacity	Research/ Destination Development	Successful creation and measurement of criteria



Seasonality

Goal

Diversify Snowmass's tourism offerings to attract consistent visitation throughout the year, reducing reliance on peak winter seasons.

Strategies

- **Understand the Seasonality of Tourism:** Review and analyze visitation data to understand trends and changes of each travel season, providing definitions and recommendations to inform the needs of marketing and destination management efforts.
- **Promote Sustainable, Low-Impact Events:** Focus efforts to minimize the environmental pressures of events during peak seasons.
- **Enhance Off-Season Events:** Introduce wellness retreats, arts festivals, and cultural events during shoulder seasons to maintain visitor interest.

Priority & Timeline	Actions	Destination Management Function	KPIs
Short—First Year	<p>Measure visitation data to understand seasonal trends and peaks within peaks and need periods and identify shoulder season visitor patterns</p> <p>ST Role Lead Partners Data and research agency partners Resource Needs Capacity</p>	Research & Data	Data is monitored and analyzed with recommendations presented to partners
Short—First Year	<p>Develop data-driven shoulder season marketing campaigns by analyzing visitor demographics and booking patterns to create targeted digital campaigns that appeal to niche markets like solo travelers, wellness seekers, and remote workers.</p> <p>ST Role Lead Partners Marketing Contractors Resource Needs Capacity/ Funding</p>	Destination Promotion & Marketing	Targeted shoulder season marketing campaigns are created and launched
Medium— 1-3 Years	<p>Conduct an event audit to assess the number and scope of events and activities to attract a more consistent visitation between peak seasons and shoulder seasons. Examples might include such as wellness retreats, cultural festivals, and arts programming.</p> <p>ST Role Lead/ Partner Partners NA Resource Needs Capacity</p>	Destination Development/ Destination Promotion & Marketing	Special events strategy and programming is developed around seasonal demands

<p>Medium/ Long— 1-3/ 3+ Years</p>	<p>Use seasonal events as a way to foster sustainable tourism practices by highlighting eco-friendly, low-impact experiences that help mitigate environmental pressure</p> <p>during peak seasons. </p> <p>ST Role Lead/ Partner Partners Sustainable Tourism Coalition/ Evergreen Everwaste/ TOSV Resource Needs Capacity/ Funding</p>	<p>Leadership & Coordination/ Stakeholder Engagement/ Industry Relationships & Partnerships</p>	<p>The event impact footprint is lowered</p>
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NEXT STEPS

- Plan presentation, validation, and public comment via Google Form (insert link)
- Final draft with staff and board input
- TOSV approves and formally adopts the DMTP
- The consulting team develops the implementation plan and timeline
- DMTP work commences