

**TOWN OF MOUNTAIN VILLAGE  
SPECIAL TOWN COUNCIL MEETING  
THURSDAY, JULY 30, 2020, 8.30 AM  
TO BE HELD REMOTELY VIA ZOOM WEBINAR  
AGENDA**

[https://zoom.us/webinar/register/WN\\_Ngc20FiFTriPKsOM5pj52Q](https://zoom.us/webinar/register/WN_Ngc20FiFTriPKsOM5pj52Q)  
(see login details below)

	Time	Min	Presenter	Type	
1.	8:30				Call to Order
2.	8:30	40	Mahoney	Legal	Executive Session for the Purpose of Receiving Legal Advice Pursuant to C.R.S. 24-6-402(4)(b) a. Legal Advice Regarding Potential County Ballot Measures. (Mahoney) b. Legal Advice Regarding Deed Restriction Options. (Mahoney)
3.	9:10	10	Dohnal Haynes	Action	Consideration of Approval for the Rehire of the Planner I Position
4.	9:20	5			Other Business
5.	9:25				Adjourn

**Please note that times are approximate and subject to change**

You are invited to a Zoom webinar.  
When: Jul 30, 2020 08:30 AM Mountain Time (US and Canada)  
Topic: July 30, 2020 Special Town Council Meeting

Register in advance for this webinar:  
[https://zoom.us/webinar/register/WN\\_Ngc20FiFTriPKsOM5pj52Q](https://zoom.us/webinar/register/WN_Ngc20FiFTriPKsOM5pj52Q)

After registering, you will receive a confirmation email containing information about joining the webinar

SJ  
7/23/20

**Public Comment Policy:**

- The Town Council will take your comments during all virtual Town Council meetings through the zoom conference app for items proper to receive public comment via the written comment feature on zoom.
- Please do not comment until the presiding officer opens the agenda item to public comment. Public comments submitted outside of the proper time may not be considered.
- All those wishing to give public comment must identify their full name and affiliation, if any, to the Town of Mountain Village.
- Please keep your comments as brief and succinct as possible as they will be read aloud at the meeting. Please refrain from repeating what has already been said by others in the interest of time. You may simply state that you agree with a previous speaker's comments.
- Commenters shall refrain from personal attacks and maintain a civil tone while giving public comment.

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**TO:** Town Council

**DATE:** July 21, 2020

**FROM:** Zoe Dohnal, Business Development and Sustainability Director  
Michelle Haynes, Planning and Development Service Director

**Re:** Consideration of approval for the rehire of the Planner I position

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**ATTACHMENTS**

Exhibit A: Planner I updated job description

**OVERVIEW**

The planning department has been absent a Planner I since January of 2020 when Sam Starr left employment with the town. The Town hired for his position in February, with a start date of March 16. The timing was unfortunate. Amy Ward was hired by the town for two weeks, while our offices were just closed to the public due to COVID-10, and then, with budgetary decisions occurring at the same time, we terminated her, rather than furlough with insurance benefits.

However, planning and building revenues and activities have stayed the same without a reduction in fees or activity yet Michelle and her team has operated without a Planner I since that time. The Planner I has traditionally managed village center planning issues, from conditional use permits to sandwich board code conformance. Pre 2017, the Planner I also managed the Market on the Plaza, plaza license agreements and special events permits, tasks that were later delegated to the marketing department. The planning department has not been able to prioritize the village center absent the Planner I due to the regular volume of planning applications, site walks, and reviews, and apparent staffing limitations. This void has become apparent recently as activities have increased in the village center. The Planner I has also functioned as the revised job description indicates prior to 2017, and all tasks are governed by the CDC, so the Planner I position is essentially reassuming tasks previously assigned.

In an effort to address town-wide needs with an eye towards being fiscally conservative and consolidating resources, by filling this position as outlined we meet a number of objectives:

1. Planning has a Planner I again who provides administrative and support assistance to the planning department, while, as an entry-level position, learns the ropes of development review. The Planner I will assist the Senior Planner's workload by managing the less complicated plan review while growing into more advanced planning development review.
2. Planning will provide all administrative and permitting functions in the village core, removing those tasks from Zoe's job description entirely, freeing up her time for more critical tasks.
3. Upon the maternity leave of the business development department head, this position is

vital in the delegation of business development tasks.

4. As succession planning develops throughout the organization and the potential for key employees to take on additional responsibilities and training occurs, this position will become even more critical.

Amy Ward is a local professional who is ready to begin work and qualified to perform under the old and revised job description. She can begin immediately.



## JOB DESCRIPTION

**Job Title: Planner I**

**FLSA: Exempt**

**Effective Date: January 2017, rev 7/2020**

### **NATURE OF WORK:**

Assists the Planning Division in administering the provisions of the Community Development Code (CDC); assists the Director on special projects in such areas as planning, process improvement, development project implementation, plaza use, special events, and environmental regulations.

### **DUTIES AND RESPONSIBILITIES:**

- Assists the Planning Division in administering the provisions of the CDC and the Design Regulations:
  - Compiles and analyzes data; assists in the review and evaluation of development proposals, development designs, applications, planning & zoning changes, sign permits, conservation & environmental issues, variance requests, technical documents and special permits; may be required to present recommendations on development proposals to the Design Review Board and Town Council.
  - Answers inquiries, assists the public and other agencies, and provides information and suggestions within a scope of authority; reviews and processes applications, permits and plans; creates correspondence and reports, and communicates with customers as needed; reviews development plans with residents, developers and builders as authorized
  - Provides technical support to professional planners, and learns effective planning methods and practices; reviews project documents and assists in the development of technical solutions and professional reports; administers special programs and projects as assigned; reviews and processes variance requests; learns the rules, regulations, policies & procedures for a wide variety of municipal planning activities.
  - Conducts research and analysis on permits, plans, rules & regulations, and traffic data; conducts field surveys to evaluate sites and determine suitability of proposed changes; researches planning issues and regulations, and provides data on planning issues and related subjects as requested.
  - Conducts field inspections to verify projects are completed to approved standards; investigates land use code enforcement issues and works to bring resolution to conflicts.
  - Participates in meetings with government officials and community groups; provides information to other City departments as needed; coordinates with various regional government organizations, community groups, and state and Federal agencies; attends public meetings and presents information on regional planning and zoning issues
  - Administration and oversight of the Plaza Use Agreements including special events, busking, sandwich boards, major special events, enforcing the Plaza Use Design Standards and other permits. Assists the Town and business owners in plaza activity.
  - Assists with duties related to the operations and applications of the Mountain Village Market on the Plaza.
  - Assists with administration of incentive programs including the Farm to Community Program.
  - Works closely with the business development department and committee (BDAC) to assure the success of the village center/subarea projects and programs.
  - Assists with cooperative subarea planning efforts in conjunction with BDAC, TSG and TMVOA.
  - Reports all unsafe actions, conditions and injuries to supervisor immediately; completes required accident reports and First Report of Injury form; Wears the required personal protective equipment including seat belts when operating any town vehicle

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 This job description indicates in general the nature and levels of work, knowledge, skills, and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

- Reinforces the town's commitment to the environment by responsible use of electricity, natural gas, fuel, paper, water, and chemicals.

### **DISTINGUISHING CHARACTERISTICS:**

This position is the entry-level of the Planner job series. Employees work under close supervision and are responsible for assignments requiring the application of professional/technical knowledge, exercise of some independent judgment within defined technical and procedural limits, and works on planning problems/issues of limited scope. As experience is gained, there is greater independence of action within established guidelines.

### **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Urban Planning, Engineering, Environmental Policy, Design, Public Administration, Natural Resources, or a related field; or an equivalent combination of education, education, and training. Expertise in at least one area of the implementation of development in an alpine environment such as forestry, construction or environmental regulations is preferred.

*Applicants will be required to undergo drug testing prior to employment and may be subject to further drug and alcohol testing throughout their employment.*

### **Licenses/Certification(s):**

Possession of a valid Colorado State Driver's License is required. *A Driving record search will be conducted on all applicants prior to employment and will be subject observation throughout their employment.*

### **KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

**Knowledge of:** City Comprehensive Plan and zoning codes; City, county, state and Federal laws, codes and regulations pertaining to community planning and environmental regulations; research techniques and resources for land use trends and regulations, nomenclature, symbols, and computer software used in planning, drafting, and statistical analysis as applied to land use; basic principles of and construction; principles of record keeping and records management; business and personal computers, Adobe Creative Suite and Microsoft Office, ; City policies and procedures.

**Skills in:** Researching and analyzing community planning project components; compiling statistical information, and preparing and presenting technical reports to public bodies; understanding and interpreting land use regulations, zoning enforcement, environmental planning and state and Federal laws related thereto; assessing and prioritizing multiple tasks, projects and demands; communicate effectively in verbal and written forms; establish and maintain effective working relationships with co-workers and customers. Computer proficiency with: ArcMap, Adobe Creative Suite and/or Microsoft Office.

**Environmental Factors:** Work is performed both in the field in a variety of weather conditions and in a standard office environment; work involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to customer issues.

**Physical Factors:** While performing the duties of this job, the employee is frequently required to sit for extended periods of time and may occasionally be required to lift and/or move items weighing up to 60 pounds.

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## JOB DESCRIPTION

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Print Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

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This job description indicates in general the nature and levels of work, knowledge, skills, and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

Page 3