

Minturn Town Council
P.O. Box 309
302 Pine Street
Minturn, CO 81645
970-827-5645
manager@minturn.org
www.minturn.org



Town Council
Mayor – Matt Scherr
Mayor Pro Tem – Earle Bidez
Council Members:
Terry Armistead
George Brodin
Brian Eggleton
John Widerman
Chelsea Winters

Position: Planning Director
Job type: Full time
AICP: Desirable
Salary Range: \$65,000 - \$85,000 + Benefits
Position Closes: Open until filled

About Us:

Minturn is a small mountain town and a special community located between the world-class resorts of Vail and Beaver Creek, Colorado. With a newly elected town Council and town manager, we're looking for someone who is interested in making a difference and have a helping hand in creating Minturn's future.

Description:

The town of Minturn is seeking a highly motivated, creative and accomplished individual with urban design, city planning, and project management or related professional experience to join our team. Although being a department of one, this position offers the opportunity to participate with interdisciplinary teams on a variety of exciting and complex land use, urban design, transportation and infrastructure initiatives including town wide, neighborhood, and corridor long-range planning and plan implementation. As a key part of the Minturn team, the Planning Director will develop and contribute to town projects, plans, policies and practices with a long-range, comprehensive perspective as well as from an area or site-specific perspective.

Functions:

- Perform the Planning Director duties as defined in Section 16-21-60 of the Minturn Municipal Code.
- Review, consider and render interpretations of the Minturn Municipal Code, Chapter 16 – Zoning.
- Review and develop recommendations regarding zoning code amendments and propose changes to the Town Council and Planning Commission in ordinance.
- Review, consider and render interpretations of the Official Zone District Map based upon understanding of the purposes intended by the Town Council.
- Prepare staff reports for all recommending and decision-making bodies.
- Provides professional counsel and expertise to applicants, the public and decision-making boards offering solutions to complex planning issues. Writes reports, performs research, and makes presentations in support of decision-making
- Pursues and assists on planning projects and proposals having long-range

community benefits and impacts.

- Reviews and approves applications for new subdivisions, land use applications, new constructions, remodel, and re-zoning.
- Determines complete applications and works with applicants (developers, architects, engineers, etc.) during the design review process, to solve complex issues and meet zoning code requirements.
- Supports and directs the functions of the Planning Commission
- Leads the Community Master Planning Process.
- Reviews and develops recommendations to conditional use permits, re-zoning requests, special development districts, variance requests, and the like, based on zoning code requirements and review criteria.
- Staff support to Town Council Special Committees as needed.
- Keeps the department, boards, and Council aware of new developments and new legislation affecting the planning field and develops recommendations regarding such issues.
- Performs site inspections of projects under construction to insure zoning code compliance.
- Assists the Town Manager with the preparation of the Planning Division's annual goals and objectives, work program and budget
- Provides service to the public, answering zoning and development questions and responding to complaints, in a timely, customer-oriented manner.
- Maintains and updates maps, plans and planning library as required.
- Maintains building permit applications with SafeBuilt & Meritage System.
- Performs site inspections of projects under construction to ensure zoning code compliance.

About You:

Our ideal candidate has:

- A love of small-town community and desire to live in the mountains long-term.
- An ability to handle tense situations with a calming demeanor.
- Three years of professional urban design planning experience including coordinating complex planning/development projects in town or regional planning and applying policy with demonstrated experience in land use, transportation, and community planning.
- Experience writing and applying regulatory tools including zoning and design standards and guidelines.
- Experience working effectively with multidisciplinary teams is essential.
- Excellent writing and communication skills are required.
- Adobe Creative Suite, Microsoft Office, GIS and data analysis (demographics, market/economic trends) skills are desired.

Relationships:

- Reports directly to the Town Manager

- Works internally with Town Manager, Public Works, contracted Building official and Engineering to ensure zoning code compliance and efficient operation of all aspects related to development review.
- Works externally with citizens, applicants, architects, engineers, developers, consultants, vendors, elected and appointed officials, and other governmental agencies on development review and other planning related activities.

Qualifications:

Master's degree in urban planning or a related field preferred, Bachelor degree required. A combination of appropriate education and experience may be substituted for the minimum education and experience requirements. Minimum of 5 years of progressively responsible planning experience. AICP Certification is preferred, or ability to obtain certification within one year.

Pre-employment Screening: An offer of employment is contingent on the verification of credentials and other information required by law and town policies, including the successful completion of a background check. Candidates must pass a criminal background check and other verifications required for the position which may include, but are not limited to, employment and/or education verification, motor vehicle record check, drug test, and/or physical. The existence of a conviction does not automatically disqualify an individual from employment except where federal or state law or regulations prohibit employment of an individual with certain convictions.

Probationary Period: This position may require the selected candidate to complete at least a six-month probationary period prior to attaining career status with the town of Minturn.

The town of Minturn provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, national origin, disability, genetic information, age, or any other status protected under federal, state, and/or local law.

Submit resume with reference list to:

Mail:
Michelle Metteer
Town Manager
PO Box 309
Minturn, CO 81645

email: manager@minturn.org

or

In person at 302 Pine Street, Minturn, CO 81645, 2nd Floor town offices.