



Job Description
Community Development Director-Town Planner
The Town of Keystone

Description of the Town and its Needs

Keystone will become the newest Home Rule Town in Colorado when the Town Council is seated in early February 2024. Located in Summit County, it is a mountain resort community which is home to approximately 1,300 full time residents, over 3,600 condos and homes, a deed restricted workforce housing area, 2,100 seasonal housing beds, a business community, and has a peak ski weekend population of 25,000. The town is a year-round resort community with Keystone Resort located within the boundaries.

In 2024, the Community Development Director and Town Planner will be responsible for establishing the processes, procedures, infrastructure, and ordinances to transfer the town planning, zoning, building department functions, and management of the Keystone PUD from Summit County to the Town. In coordination with the Town Manager, the position will determine the staffing and resources needed to fulfill department responsibilities.

In 2025, the Community Development Director will oversee with contractor assistance and community involvement the completion of the Town's Comprehensive Master Plan.

Position Description

Under broad policy guidance, supervises and directs current and long-range planning activities of the Town and assigned professional, technical, and contractor staff within the Community Development Department. Oversees contracted activities of the Building and Building Permit Inspection functions. May serve as or oversee the Chief Building Official. Responsible for Town code enforcement. Serves as advisor to the Town Manager, Elected Officials and volunteer Boards and Commissions. Performs administrative, supervisory, and professional work planning, coordinating, and directing the activities of the Community Development Department. This is an exempt position which reports to the Town Manager.

Duties and Responsibilities

- Under broad policy guidance, supervises and directs current and long-range planning activities of the Town and assigned professional, technical, and contractor staff within the Community Development Department.
- Drafts and provides advice to the Town Manager and Town Council in the consideration of ordinances and other documents related to zoning, land use, planning and code enforcement.
- Responsible for development of the Town Comprehensive Master Plan.
- Oversees contacted activities of the Building and Building Permit Inspection functions.
- Serves as or oversees the Chief Building Officer.
- Responsible for Town code enforcement.
- Serves as advisor to the Town Manager, Elected Officials and volunteer Boards and Commissions.
- Performs administrative, supervisory, and professional work planning, coordinating, and directing the activities of the Community Development Department.
- Coordinates development review process with other staff members and planning commissioners: Ensures compliance with established plans and ordinances, and applicable local, state, or federal regulation; schedules hearings and actions; monitors the approval and permit process; approves building permits; issues certificates of occupancy; and prepares reports and related data as required.
- Acts as staff advisor to Planning and Zoning Commission: prepares and distributes agendas, attends all meetings, prepares written and oral reports, and advises the Town Manager and Town Council on planning, zoning and building issues.
- Monitors project implementation with approved proposals.
- Administers and enforces sign code, land development code, and subdivision/PUD regulations.
- Effectively manages the Keystone PUD, as well as the other PUDs within the town boundaries.
- Negotiates with applicants and mediates conflicts.
- Documents and monitors development-related agreements.
- Calculates development review fees, and other applicable charges for new and existing construction and uses.
- Coordinates with the Town Manager on completion and updating of mapping projects and database information for planning purposes.
- Ensures the Town portion of the Summit County GIS is accurate.
- Represents the Town in various local and regional intergovernmental planning efforts.
- Supervises consultants and contractors assigned to support Community Development projects and responsibilities.
- Enforces the town code.
- Oversees contract for building plan review and building inspections.
- All other duties as assigned.

Demonstrated Skills

- Extensive knowledge of zoning practices and comprehensive land use planning, including technical development, implementation and enforcement of related codes and ordinances.
- Extensive knowledge of municipal planning programs and processes, including current and long-range planning, development review and permitting.
- Ability to communicate effectively orally and in writing with architects, contractors, developers, property owners, supervisors, employees, and the public.
- Ability to establish effective working relationships.
- Experience with Planned Unit Developments. Knowledge of the Keystone PUD is a plus.
- Familiarity with and knowledge of building codes across all trades – electrical, plumbing, HVAC, and basic maintenance, construction, and repair activities.
- Problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns.
- Knowledge of computer programs and applications, database management, internet applications, and GIS systems.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Ability to speak, write and understand the English language proficiently.
- Proactive in problem solving and areas of improvement.

Required Education and Experience

- Bachelor's degree in urban planning, architecture, civil engineering, public administration, business administration or related field required.
- Master's degree in planning or related field preferred.
- American Institute of Certified Planners (AICP) Certification preferred.
- At least five (5) years progressively responsible experience in urban and long-range planning, preferably in resort communities.
- Experience with municipal destination resort community desired.

Compensation

Salary range of \$105,000 - \$165,000 depending on experience.

Benefits

- Retirement
- Medical, Dental and Vision
- Life Insurance

- Long Term Disability Insurance
- Health Savings Account (HSA)
- Leave Time
- Holidays
- Housing Incentive
- Other Benefits

Selection Process/Schedule

Application submittal deadline January 15, 2024

Interviews with Candidates: End of January/Early February 2024

Selection of Candidate: Early/Mid-February 2024

Letter of interest, resume and three professional references should be sent to Incorporatekeystone@gmail.com.