

**Mayor's Office: Council Agenda Item Request Form**  
*This form and supporting documents (if applicable) are due the Wednesday  
before the COW meeting by noon.*

<b>Date Received</b> (office use)	26 April 2017
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<b>Date of Request</b>	4/24/2017
<b>Requesting Staff Member</b>	Kendra Kahlow
<b>Requested Council Date</b>	May 2, 2017
<b>Topic/Discussion Title</b>	(3) Board Re-appointments to Mountainous Planning District Planning Commission
<b>Description</b>	<p>Reappointment of Don Despain for a three year term to replace Bryan O'Meara's term ending December 8, 2019. He will move from an alternate position to a member position.</p> <p>Reappointment of Ms. Libby Ellis for a three year term ending December 15, 2019.</p> <p>Reappointment of Ms. Christie Hutchings for a three year term ending February 23, 2020.</p>
<b>Requested Action<sup>1</sup></b>	Council Approval, Consent Items
<b>Presenter(s)</b>	
<b>Time Needed<sup>2</sup></b>	Consent Items
<b>Time Sensitive<sup>3</sup></b>	
<b>Specific Time(s)<sup>4</sup></b>	
<b>Contact Name &amp; Phone</b>	Kendra Kahlow x.7031
<p>Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.</p>	

**Mayor or Designee approval:**



<sup>1</sup> What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.

<sup>2</sup> Assumed to be 10 minutes unless otherwise specified.

<sup>3</sup> Urgency that the topic to scheduled on the requested date.

<sup>4</sup> If important to schedule at a specific time, list a few preferred times.



**Ben McAdams**  
Salt Lake County Mayor

**Erin Litvack**  
Deputy Mayor, County Services

**Rick Graham**  
Deputy Mayor, Operations

**Karen Hale**  
Deputy Mayor, Community  
& External Affairs

**Darrin Casper**  
Deputy Mayor, Finance  
& Administration

## Board Appointment Approval

On the 2nd day of May, 2017 the Salt Lake County Council consents to the appointment of Mr. Don Despain as a member of the *Mountainous Planning District Planning Commission*.

His three-year term to replace Bryan O'Meara will end December 8th, 2019. Don will move from an alternate position to a member position.

Salt Lake County Council

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Steven DeBry, Chairman

Attest:

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Sherrie Swensen, County Clerk

Please instruct the Council Clerk to return this form to Kendra Kahlow in Mayor's Office, N2-100 to process this appointment.



**Ben McAdams**  
Salt Lake County Mayor

**Erin Litvack**  
Deputy Mayor, County Services

**Rick Graham**  
Deputy Mayor, Operations

**Karen Hale**  
Deputy Mayor, Community  
& External Affairs

**Darrin Casper**  
Deputy Mayor, Finance  
& Administration

## Board Appointment Approval

On the 2nd day of May, 2017 the Salt Lake County Council consents to the reappointment of Ms. Libby Ellis as a member of the *Mountainous Planning District Planning Commission*.

Her three-year term will end December 15th, 2019.

Salt Lake County Council

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Steven DeBry, Chairman

Attest:

---

Sherrie Swensen, County Clerk

Please instruct the Council Clerk to return this form to Kendra Kahlow in Mayor's Office, N2-100 to process this appointment.



**Ben McAdams**  
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Deputy Mayor, Operations

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Deputy Mayor, Community  
& External Affairs

**Darrin Casper**  
Deputy Mayor, Finance  
& Administration

## Board Appointment Approval

On the 2nd day of May, 2017 the Salt Lake County Council consents to the reappointment of Ms. Christie Hutchings as a member of the *Mountainous Planning District Planning Commission*.

Her three-year term will end February 23, 2020.

Salt Lake County Council

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Steven DeBry, Chairman

Attest:

---

Sherrie Swensen, County Clerk

Please instruct the Council Clerk to return this form to Kendra Kahlow in Mayor's Office, N2-100 to process this appointment.



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**APP00002745**

Application # APP00002745  
 Board Mountainous Planning District  
 Planning Commission

**All Open Positions**

Date 10/30/2015  
 Nominated by BARBARA CAMERON  
 Nominee DON DESPAIN  
 Status Accepted

**Personal Information**

Home Street	Work Street
Home City	Work City Brighton
Home State UTAH	Work State Utah
Home ZIP/Postal Code 84121	Work ZIP/Postal Code 84121
Home Phone	Work Phone
Email	
Preferred method of contact Work	

**Additional Information**

SLCO Council District 6	Current Member of Another County Board? No
Prefer Contact Info Be Private No	Current Board
Unique qualifications/perspectives AS A BUSINESS OWNER, CANYON RESIDENT AND GENERAL MANAGER BIG COTTONWOOD CANYON IMPROVEMENT DISTRICT, I HAVE SERVED ON WATER BOARDS, COMMUNITY COUNCIL AND MOUNTAIN ACCORD	
Gender Male	Has Been Member of Another Board No
Age Range 65+	Previous Board
Race/Ethnicity White/Caucasian	
Other Race/Ethnicity	No

**Immediate Family  
is County  
Employee?**

**Explanation**

**Convicted of  
Felony** No

**Explanation**

**Represents  
Special  
Community?** No

**Explanation**

**Additional  
Comments**

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**APP00002756**

Application # APP00002756

Board Mountainous Planning District  
Planning Commission

**All Open Positions**

Date 11/3/2015

Nominated by Peter Metcalf

Nominee Libby Ellis

Status Submitted

**Personal Information**

Home Street		Work Street	
Home City	Salt Lake City	Work City	City
Home State	UT	Work State	UT
Home ZIP/Postal Code	84105	Work ZIP/Postal Code	84105
Home Phone		Work Phone	
Email			
Preferred method of contact	Work		

**Additional Information**

SLCO Council District	4	Current Member of Another County Board?	No
Prefer Contact Info Be Private	Yes	Current Board	
Unique qualifications/perspectives	Extensive knowledge of conservation issues, direct experience in managing non-profit boards as well as personal experience serving on boards.		
Gender	Female	Has Been Member of Another Board	No
Age Range	55-64	Previous Board	
Race/Ethnicity	White/Caucasian; White/Caucasian		
Other Race/Ethnicity		Immediate Family is County Employee?	No
		Explanation	

**Convicted of  
Felony** No

**Explanation**

**Represents  
Special  
Community?** No

**Explanation**

**Additional  
Comments**

I am a firm believer in a collaborative process in decision making. I see the issues of this board to be of great importance to our communities sustainable future.

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## **Libby Ellis**

Libby Ellis  
Salt Lake City, UT 84103  
H: 801 467-4000, C: 801 544 3722  
<http://www.libbyellis.com>

### **Employment Experience**

**Studio Photography Manager** – contract employment, Dec. 2013 - present  
*Black Diamond Equipment*, Salt Lake City, UT

- In collaboration with the Creative Director and the apparel design team, helped articulate the visual identity for the new apparel line and implemented photography efforts to capture that identity.
- Presented overview of outdoor industry apparel studio photography to key stakeholders within Black Diamond and offered suggestions for direction.
- With the support and direction of the Creative Director, identified, hired and managed photographers, stylists, photo assistants and models in order to photograph both apparel and hardgoods.
- Implemented an inclusive photography review processes with key stakeholders to ensure accuracy, consistency and satisfaction with images.
- With supervision from the Creative Director, developed (verbal) initial product image guidelines for lighting, styling and post-production of studio photography.
- Worked in partnership with the graphic designer and post-production house to finalize images and distribute them via all channels.
- In collaboration with the Creative Director, created an annual photo budget and established new protocols/processes to help ensure successful budget management.
- Managed all samples and products associated with shoots.

**Director of Development**, 2005 – July 2013

*Rowland Hall – St. Mark's School*, Salt Lake City, UT

- Orchestrated and directed a 3-year, \$21 million capital campaign. Managed staff and budget.
- Hired consultants collaborated with key stakeholders, including the board of directors, and defined and implemented the elements of the campaign

marketing efforts, including but not limited to message creation, pr/media efforts, print/electronic collateral and measurement metrics.

- Developed and offered business presentations to the board of directors and other key groups of supporters.
- Researched and implemented best practices in marketing and fundraising for the institution.

**Director, Trustee and Board Development Program, 2003-2005**

*The Nature Conservancy, Washington, DC*

- Designed and established effective communication processes between the global Board of Directors, executive management and trustees of state and country programs.
- With input and direction from key parties within the organization, developed and implemented governance policies.
- Offered board development consulting for U.S. and international chapters of the Conservancy.
- Frequently created and delivered presentations to boards of trustees.
- Created and managed the Trustee Council, a fifty-five person advisory board to the Board of Directors.

**Director, Marketing and Philanthropy, 1995-2003**

*The Nature Conservancy in Utah, Salt Lake City, UT*

- Created and fostered the growth of a development department that, over seven years, furthered the statewide fundraising campaigns from \$3 to \$50 million.
- In collaboration with the board and state director, developed capital campaign to acquire the "Dugout Ranch" - a world famous climbing area known as "Indian Creek" in Utah. Worked with diverse groups of funders, including climbers and outdoor businesses to raise money to preserve this property.
- Created a marketing discipline within the Utah chapter.
- By invitation, participated/offered expertise in the global Marketing Strategy Project, an organization wide effort to assess existing marketing efforts and recommend direction for future efforts.

## **Environmental Programs Director, 1990-1995**

*Patagonia, Inc., Ventura, CA*

- In collaboration with the creative director, the marketing department and the corporate owners, shaped the environmental programs, objectives and brand for the company.
- Utilized marketing matrix to create, implement and analyze company-wide environmental campaigns.
- Envisioned and orchestrated annual marketing conferences for conservation organizations across the U.S.
- Created and implemented a \$2 million annual, non-profit grants program.
- Served on the Board of Directors of newly established *Outdoor Industry Conservation Alliance*.

## **Education**

**University of Wisconsin – Stout, 1982**

BS: Textile Design, Business Administration minor

*Graduated summa cum laude*

**Harvard Business School, Executive Education, 2004**

*Governing for Non-profit Excellence*

## **Professional Strengths and Qualifications**

- Leadership
- Interpersonal Relationships
- Attention to Detail
- Managing Diverse Marketing Efforts
- Problem Solving
- Instinct/Vision

## **Outdoors Experience**

- Extensive use of Black Diamond equipment in all realms of the outdoor world, including: rock climbing, ski mountaineering, trail running, Nordic skiing, hiking/backpacking/trekking.
- Extensive backcountry travel in the US and abroad.
- Extensive involvement in and knowledge of conservation and environmental issues around the globe.
- USPS Backcountry Ranger, Grand Canyon National Park, 1982-1985
- Hardgoods Floor Manager, REI, 1986 – 1987
- Store Manager, Patagonia Outlet, 1987 - 1990



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**APP00002760**

Application # APP00002760  
 Board Mountainous Planning District  
 Planning Commission

**All Open Positions**

Date 11/7/2015  
 Nominated by N/A  
 Nominee Christie Hutchings  
 Status Accepted

**Personal Information**

Home Street		Work Street	
Home City		Work City	
Home State	UT	Work State	UT
Home ZIP/Postal Code	84009	Work ZIP/Postal Code	84043
Home Phone		Work Phone	
Email			
Preferred method of contact	Home		

**Additional Information**

SLCO Council District	2	Current Member of Another County Board?	No
Prefer Contact Info Be Private	Yes	Current Board	
Unique qualifications/perspectives			
Gender	Female	Has Been Member of Another Board	No
Age Range	40-54	Previous Board	
Race/Ethnicity	White/Caucasian		
Other Race/Ethnicity		Immediate Family is County Employee?	No
		Explanation	
		Convicted of Felony	No

**Explanation****Represents  
Special  
Community?****Explanation****Additional  
Comments**

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# Christie Hutchings, AICP

## Qualification Highlights

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Municipal Planner with over 13 years of experience working for a fast-growing City, successfully managing multiple responsibilities and projects simultaneously, including: working with developers, contractors, consultants and the general public; plan review, both residential and commercial; business approval and licensing, writing staff reports and presenting to the Planning Commission and City Council; long-range planning, ordinance writing and interpretation, code enforcement, and taking minutes of the Development Review Committee.

Additional skills include: excellent communication skills, both written and verbal; computer skills, including Mac and PC, Microsoft Office, and some ArcView and Microstation; ability to multi-task and prioritize work assignments; and ability to efficiently complete projects.

## Professional Experience

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**Lehi City Planning Department, Planner III and CDBG Admin. Lehi, UT** **Sept. 1998 - present**

Currently employed as a Staff Planner, Intern Supervisor and CDBG Administrator. Notable projects include two successful challenges to Census population estimates; several successful applications for CDBG funds and set up Lehi City as a new entitlement under CDBG; member of the Blueprint Jordan River Steering Committee and Interim Planning Commission; member of the Emergency Management Committee, have received several ICS certifications and travelled to Emmitsburg, MD to attend training at the Emergency Management Institute; completed numerous Development Code amendments/additions, including a Hillside Preservation and Grading ordinance, Planned Community ordinance and revisions to the Sign ordinance; assigns addresses to new developments; and in charge of all business licensing for Lehi City.

**Provo City Planning Department, Intern; Provo, UT** **Jan 1998 – Sept 1998**

As an intern to the Planning Department, notable projects included working with the Census to update City maps and editing and reviewing an update to the Land Use Element of the General Plan.

**Marketing Ally, Supervisor and Quality Control Auditor; Provo, UT** **July 1995 – Sept 1998**

Supervised a team of approximately 25 associates in a call center environment. Audited calls for quality control purposes.

## Education and Certifications

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**Brigham Young University, Provo, UT**

**Graduation 1998**

BS Planning and Resource Management

**Member of the American Institute of Certified Planners**

**Completed August 2010**