

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.

Date Received (office use)	26 April 2017
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Date of Request	4/24/2017
Requesting Staff Member	Kendra Kahlow
Requested Council Date	May 2, 2017
Topic/Discussion Title	(3) Board Re-appointments to Mountainous Planning District Planning Commission
Description	<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>
Requested Action¹	Council Approval, Consent Items
Presenter(s)	
Time Needed²	Consent Items
Time Sensitive³	
Specific Time(s)⁴	
Contact Name & Phone	Kendra Kahlow x.7031
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.	

Mayor or Designee approval:



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

² Assumed to be 10 minutes unless otherwise specified.

³ Urgency that the topic to scheduled on the requested date.

⁴ 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

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
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

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
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. 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

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

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

2000 18th Street #100
Salt Lake City, UT 84103
H. 801.167.1433, C. 301.511.3722
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 7777

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

**Immediate Family
is County
Employee?** No

Other Race/Ethnicity

Explanation

**Convicted of
Felony** No

[Explanation](#)

Represents
Special
Community?

[Explanation](#)

Additional
Comments

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Christie Hutchings, AICP

Qualification Highlights

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

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

Brigham Young University, Provo, UT Graduation 1998
BS Planning and Resource Management

Member of the American Institute of Certified Planners Completed August 2010