



Brown Ranch Annexation Committee
Meeting No. 4
Carver Conference Room and Via Zoom
WEDNESDAY, MARCH 01, 2023
9:00 AM

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MEETING LOCATION: In-person and virtual via Zoom. See Instructions above. Carver Meeting Room, Centennial Hall;
124 10th Street, Steamboat Springs, CO

A. PRIOR MEETING RECAP

- 1. Approval of Minutes**
 - 1.a. February 15, 2023 Meeting Summary and Transcript.**
- 2. Community Outreach Plan.**
- 3. City Services/Operations/Maintenance Responsibilities – General Municipal Services.**
- 4. DRAFT Annexation Agreement.**

B. CURRENT DISCUSSION

**5. City Services/Operations/Maintenance Responsibilities –
General Municipal Services (Streets and Transit). (City)**

C. NEXT MEETING

D. PUBLIC COMMENT

PUBLIC COMMENT IS SCHEDULED FOR 30 MINUTES, AND IT SHALL BEGIN AT 11:30 A.M. OR THE CONCLUSION OF THE ABOVE AGENDA ITEMS, WHICHEVER COMES FIRST. THOSE ADDRESSING THE COMMITTEE ARE REQUESTED TO IDENTIFY THEMSELVES BY NAME AND ADDRESS. ALL COMMENTS SHALL NOT EXCEED THREE MINUTES. ALL COMMENTS SHALL RELATE ONLY TO TOPICS OF DISCUSSION ON TODAY'S AGENDA.

6. RAINBOW

AGENDA ITEM #1.a.

BROWN RANCH ANNEXATION COMMITTEE

FROM: Emily Katzman, YVHA
Dan Foote, City Attorney

DATE: March 1, 2023

ITEM: February 15, 2023 Meeting Summary and Transcript.

ATTACHMENTS:

ATTACHMENT 1: Meeting Summary.
ATTACHMENT 2: Meeting Transcript.

Brown Ranch Annexation Committee (BRAC)
 Wednesday, February 15, 2023
 Meeting Summary

Attendance: Robin Crossan, Joella West, Gary Suiter, Leah Wood, Kathi Meyer, Jason Peasley (BRAC); Jason Lacy (third-party facilitator); Jon Snyder, Angela Cosby, Michelle Carr, Mike Lane, Rebecca Bessey, Julie Baxter, Dan Foote, Kim Weber, Gilbert Anderson (City staff); Emily Katzman (YVHA staff)

A. PRIOR MEETING RECAP

1. **Approval of Minutes** – The official meeting minutes will be the video recording. Minutes from the February 1, 2023 meeting were approved unanimously.

February 1, 2023 Meeting Summary and Transcript - City Council has opted to continue using the detailed transcript.

Agenda packet procedures

- Going forward, the City Clerk's office will notify BRAC via email when items are added to the packet after the initial publish date.
- Deadline for adding rainbow items: noon on the Monday of BRAC meeting week. If staff anticipates adding materials, try to notify BRAC what is anticipated and when.
- All packet materials need author and date stamp.

Third-party expert

- YVHA posted a [Request for Qualifications \(RFQ\)](#) for a Community Development Partner at Brown Ranch. This partner is intended to support development implementation by limiting YVHA's risk. As part of the interview process, YVHA will seek feedback on the draft annexation agreement from potential development partners and can share that feedback with BRAC if requested. YVHA would prefer this approach, rather than bringing in an additional third-party expert to review the annexation agreement. Leah Wood expressed that tone of BRAC meetings has been collaborative and productive thus far. A third-party partner must not change that tone.
 - City Council representatives expressed a continued interest in bringing in an additional third-party expert and will discuss the concept with the full City Council during Council's next executive session.
2. **Community Outreach plan** – An updated proposal was made jointly by City and YVHA and includes updated budget numbers. BRAC did not have sufficient time to review the new proposal and requested a formal presentation at the March 1, 2023 meeting. Robin Crossan requested a comparison of the original and updated plans. Jason Peasley emphasized there needs to be one consistent message coming from BRAC to the community, delivered through a variety of methods.

3. **General Plan of Development**

- Going forward, Jason Lacy would like to get a general confirmation at each meeting that all parties are comfortable with the working draft of the Annexation Agreement and ready to move forward to new conversation topics/sections of the agreement. Jason Lacy reminded the group that this is not a binding vote and the agreement can change as topics advance over time.
- BRAC unanimously approved the language added to Section 3. A-D (General Plan of Development), as presented during the February 1, 2023 meeting.

B. CURRENT DISCUSSION

4. **City Services/Operations/Maintenance Responsibilities** – Jon Snyder, City of Steamboat Springs Public Works Director, presented on water, wastewater, and stormwater in Steamboat Springs. Gilbert Anderson, Wastewater Treatment Plant Superintendent, Julie Baxter, Water Resources Manager, and Michelle Carr, Distribution Collection Manager, all contributed to the presentation and were available for questions. The intent of this presentation is to provide BRAC with an introduction to the topics, to inform a more focused discussion on what needs to be included in an annexation agreement moving forward. The presentation is based on an assumption that if annexation is approved, the City of Steamboat Springs will provide water and wastewater services to Brown Ranch.

[Note: this meeting summary is not intended to capture all the details of Jon Snyder's presentation. Please see the [meeting recording](#) (1:14:00) and summary sheets provided in the packet for detailed information.]

Drinking Water Utility

- Jon clarified that the Brown Ranch Water Demand Analysis will be foundational to future conversations from a legal perspective. YVHA anticipates the analysis to be complete and presented to BRAC in April 2023.
- Key questions/decisions:
 1. **Is there a reliable and secure supply of water to serve the proposed annexation?** – The City is obligated by state statute that requires the City to make a finding that there is an adequate water supply prior to approving a development. The City also has a municipal ordinance that requires new development to dedicate water rights for the development or pay a fee in lieu. This is in City Council's discretion.
 2. **What infrastructure improvements are necessary to serve the proposed annexation?** – There are six categories of projects that are necessary to serve the proposed annexation. Jon will review in detail.
 3. **When do infrastructure improvements need to be completed to serve additional development within the proposed annexation?**
 4. **What do those infrastructure improvements cost, and what is the most equitable way to distribute those costs?** – Who pays for what? This is anticipated to be the focus of conversations/negotiation going forward.
 5. **What water conservation and efficiency measures should be required?** – City staff are generally aligned with YVHA's vision for Brown Ranch as a water-conscious development

and will make recommendations on specific provisions that could be included in the Annexation Agreement.

- New Drinking Water Infrastructure Required:
 1. Booster station near West Area Water Tank – must be operational prior to occupancy of any new EQRs – cost: \$1.2M – already funded by City’s Enterprise Fund Capital Improvements Plan.
 2. Redundant delivery pipeline along US40 - must be operational prior to occupancy of any new EQRs – cost: \$1M – already designed and will be part of Core Trail expansion project. Anticipated to be built summer 2024. Creates opportunities for looped system. -- Project is funded by City’s Enterprise Fund Capital Improvements Plan.
 3. Elk River Water supply treatment and offsite pump station and pipelines – must be operational prior to exceeding 800 new EQRs. – cost: \$40 - \$58M. Funding source: to be determined.
 4. On-site distribution pipelines and pump stations – to be developed as neighborhoods are built - cost estimate unknown – Funding source: YVHA anticipates this expense will be funded by YVHA (the developer), as is consistent with current City procedure.
- EQR = Equivalent Residential Unit. 1 EQR does not equal 1 dwelling unit.
 - EQR metric helps accommodate highly fluctuating annual demand in tourism-heavy community.
 - 1 EQR = 140 fixture unit points, which helps measure demand on a unit’s plumbing system. YVHA is using this metric for forthcoming Water Demand Report.
 - 1 EQR = typical 2,500 SF single family residence with 3 bedrooms, 2 bathrooms, and irrigated yard. A smaller, multi-family housing unit will be a fraction of 1 EQR.
 - Commercial store, soccer fields, etc. can all be converted to EQR to understand intensity of use.
- Water and wastewater utilities are TABOR enterprise funds, meaning the fund receives no tax dollars and is not part of the General Fund. Revenue = monthly customer bills + plant investment (tap) fees at time of building permit application, based on intensity of use.
 - Bills pay for operations, maintenance, replacement, upgrades.
 - Plant investment fees pay for capacity and system expansions.
- Elk River supply project is anticipated to be the heart of the discussion. Jon Snyder recommends identifying how this project is paid for in the Annexation Agreement.
 - Anticipated capacity = 3.5 MGD (million gallons/day).
 - Projected construction cost: \$40M - \$58M. Annual operating costs: \$642K.
 - Assuming projected growth rate, plant should be online and operational by 2030.
 - Ideas regarding how Elk River supply project is paid for:
 1. Assume Brown Ranch developers and residents cover 100% of costs – not recommended by City staff. Water systems are integrated. The Elk River supply will benefit the existing City, as well as Mount Werner Water District. It is important for resiliency by adding a third redundant water supply to the area, which minimizes the threat of fire in the Fish Creek basin.
 2. Keep rates within Brown Ranch consistent with rates within the rest of the City’s district – recommended by City staff. Simple and consistent.

3. Divide rates based upon distribution system modeling – Compromise option. Staff can model a full buildout scenario to show how water resources are distributed between Brown Ranch and the rest of the City. Staff can complete this modeling exercise by May 2023.
- Note: City could consider utilizing the STR tax to fund the project. City staff will explore every grant opportunity possible, but anticipate \$2-4M available in grants, certainly not the entire project cost.
 - Water Conservation Plan – Plan adopted by City Council to accomplish 10% reduction in water usage over next 10 years. Could consider incorporating six additional suggestions into the Annexation Agreement:
 - Integrate water conservation with land use planning
 - A water conservation and efficiency plan outlining commitments
 - A water budget agreement and monitoring plan
 - Water-efficient building practices, such as low flow fixtures
 - Site design that preserves areas important for water quantity or quality
 - Water reuse capabilities
 - YVHA is “all in” on meeting Water Conservation Plan goal + additional suggestions/concepts made by City.
 - Community Development Plan shows significant reduction in private yards with emphasis on high quality parks and community space that can be centrally managed and potentially irrigated using raw water.
 - YVHA likes “water budget” concept and would like to utilize monitoring to confirm assumptions in Water Demand Report, then adjust as needed. Need to verify that we’re doing the right thing and if not, invest in additional conservation measures.
 - This will impact EQR analysis.
 - Julie Baxter suggested incorporating water conservation & efficiency plan + commitments and water budget into the Annexation Agreement.
 - Robin Crossan suggested providing outline of conservation measures + water budget, at least high-level commitments on major categories in the Annexation Agreement.
 - Kathi emphasized that YHVA is “totally on-board” because the #1 goal of Brown Ranch is affordability and #2 goal is sustainability.
 - *Is there a reliable and secure supply of water to serve the proposed annexation?*
 - Will be answered by Water Demand Report, which will be presented in April.
 - The City’s Initial modeling indicates answer is yes. The difference between this annexation and all others in the past is that the City has secured a 1,200 AF (acre feet) water right on the Elk River.
 - Water questions:
 - Kathi: What additional capacity does the City have for water storage? Should we be looking at expanding capacity as a community anyway?
Answer: extensive; far exceeds 800 EQR. Possible to add 60% capacity but would need to increase the size of the treatment plant.
 - Kathi: what number is the City using for full buildout of current city limits: Are the infill assumptions on track?
Answer: The 2010 study anticipates 4,500 EQR of infill to “build out” entire City.

- Kathi: what can we do from a cost-effective basis to increase distribution capacity?
Answer: City has already done what it can.
- Kathi: if Brown Ranch is delayed or never happens, what is in 6-year CIP plan?
Answer: pipeline replacements. Typical pipe has lifespan of 60-80 years + plant upgrades; pump station, line extension.
- Gary: Regarding the Elk River treatment plant, what percentage of benefit is for City's existing system generally, vs. Brown Ranch specifically? Is there a methodology to determine this?
Answer: yes, the methodology is distribution system modeling.
- Kathi: can we get finer definition of costs of Elk River treatment plant expansion?
Answer: We know the cost of treatment plant. We do not know the cost of land.
- Robin: "Water reuse capabilities:" What does that mean?
Answer: harvesting rainwater and stormwater.
- Leah Wood: has the City entered into a water budget agreement with other developers? Is there language we can see and model?
Answer: no. But it is best practice being promoted by the state. City will take the lead on finding examples and working on language.
- Jason Peasley provided additional context: YVHA is doing preliminary modeling, which shows the total anticipated EQR at Brown Ranch is 1550 EQR. Phase 1 was designed to fit the 800 EQR threshold and is scaled to that number.
- Jason P. recommended having conversation about STR tax utilization before or in parallel to conversation about Elk River treatment plant.
 - Robin Crossan: doesn't want conversation to be driven by STR tax.
 - Joella West: current community needs to understand that if rates increase following rate study, it's not because of Brown Ranch.
- Jason Lacy outlined next steps:
 1. City to collaborate with YVHA to begin distribution modeling to provide in April, along with Water Demand Report.
 2. Staff collaborate to draft language for annexation agreement.
- Jason Peasley: thanked the City for diligence in expanding water capacity over past few years.

Wastewater Utility

- Topographic divide of the Brown Ranch property that divides wastewater infrastructure into eastern and western basins. The offsite infrastructure for eastern basin is in place; infrastructure to service western basin will need to be built. There are 3 options:
 1. Gather into central low point and pump up topographical divide and dump into eastern basin – likely preferred option.
 2. Convey flows through Steamboat II Metro district. Will require agreements with additional partner and may require pipe upsizing.
 3. Gather in low point, cross highway and river and use separate pipeline to plant. – May be infeasible.

- Three primary questions to drive discussion:
 1. *What infrastructure improvements are necessary to serve the proposed annexation?* – see above, as well as expansion of wastewater treatment plant.
 2. *When will the wastewater treatment plant need to be expanded, what will it cost, and who should pay for it?* - Plant is 73% of capacity. Based on state mandates, plant capacity increase must be designed when plant reaches 80% capacity and begin construction at 90% capacity. Given the estimated EQR buildout rate of Brown Ranch and the City, anticipate design of expansion in 2027 and construction in 2033. This could change if state mandates change.
 3. *Will monthly bills or tap fees change as a result of Brown Ranch?*
 - Sewer bill Rates: no, monthly sewer bills will not change as a result of Brown Ranch. Brown Ranch residents will pay regular sewer bills.
 - Tap fees: maybe, if we need to expand treatment plant sooner than projected. This number could be refined in 2024 based on the City's rate study. Jon ponders if there should be a different sewer tap fee for Brown Ranch compared to development in the rest of the City because of accelerated timing of expansion. He clarified this is not necessarily a City staff recommendation, but a question anticipated from constituents. Tap fees are designed for development to buy its way into the capacity of the system.
- Questions:
 - Robin: if eastern basin is in place, how many units can be built at Brown Ranch before western off-site infrastructure needed?
 - Answer: about 70% of project. Neighborhood D is the only phase that is impacted by the east/west geographic barrier.

Stormwater

- BRAC doesn't have to weigh in on this. BRAC can choose not to mention it in the Annexation Agreement, then stormwater rules/responsibilities will run with the City's existing codes and policies. The only reason to mention it is if it is necessary to change what we are already doing. Staff is fine with this approach.
- City staff is excited to see Brown Ranch take regional approach to stormwater. This is uncommon, as most stormwater is handled on a site-by-site basis. On a more regional basis, it is cost-effective, uses less land, and can double use with another use, like park land.
- Jason Peasley: cautioned stormwater management will impact the fiscal impact model because it is tied to park system. Who is maintaining parks?
- Kathi: recommends acknowledging in Annexation Agreement that Brown Ranch will comply with the City's standard rules & regulations as they change over time.
- Jason P emphasized the efficiency of a regional storm water approach: will not need onsite detention, so full block can be utilized for development.
- Robin: does stormwater impact a future geothermal system?
Jon Snyder: no.
- Streets division performs stormwater maintenance. Currently dictated by property ownership. Will discuss more at next meeting.
 - Jason Peasley: our objective is to determine who is most efficient at doing that job and investing in the capacity to do so.

- Robin: would city be responsible for all stormwater in Brown Ranch with a fee charged to YVHA so YVHA doesn't have to do it?
 - Jason Lacy: that is contrary to current stormwater regulations.
- Robin Crossan suggested formal presentation on parks and the intersection with stormwater management.

Summary of Decisions

- Stormwater: follow codes with brief reference to this decision in Annexation Agreement – to be added to Annexation Agreement draft for 3/1/23 meeting.
- Wastewater: tap fees should cover cost of necessary upgrades to wastewater treatment plant upgrades - to be added to Annexation Agreement draft for 3/1/23 meeting.
- Water:
 - City and YVHA staff will move forward with distribution modeling exercise to understand percentage of Elk River treatment plant use that will serve Brown Ranch and the rest of the community. BRAC will await that model, as well as the Water Demand Report in April.
 - Needed to finalize language in agreement.
 - Conservation options are all acceptable to both parties. City will lead the water budget draft and begin adding language to the Annexation Agreement re: water conservation.
 - Need to circle back to the water rights dedication policy. Will the City require fee in lieu? Robin suggested taking this to executive session with the full City Council.
 - Current policy requires any annexed development or any development over 50 EQR to bring water rights to table = 110% of demand or pay fee in lieu. This is entirely City Council discretion. The policy was developed in 2008 prior to the City acquiring the Elk River water right.

C. NEXT MEETING

- Wednesday, March 1, 2023 at 9am
- Agenda:
 - General municipal services with focus on streets and transit. Jon Snyder will lead presentation.
 - Presentation on community outreach plan.
 - Follow up on water, wastewater, stormwater with draft language added to the Annexation Agreement. Language will be based on what was discussed at the previous meeting, rather than anticipating what we're going to discuss in future meeting.

D. PUBLIC COMMENT

- Jim Engelken provided public comment:
 - Missed key component regarding distribution model. There is a hard line between Mount Werner Water District and the City's water district. The City does not have the ability to force MWW to pay, which could cause City district rates to increase. Current water rates of the City compared to MWW are 3:1.
- Response: Jon Snyder responded to Mr. Engelken's comment:

- Correct the City has no authority to impose a water rate increase on Mount Werner Water. Staff is not intending to ask MWW for any assistance.

Meeting summary prepared by Emily Katzman, YVHA Development Project Manager
February 15, 2023



Disclaimer: This document is a raw transcript prepared for reference purposes only. It is not an official record. Information in this document should be confirmed by reference to the meeting video prior to use.

[00:00:00] Jason Lacy: All right let's call the meeting to order. This is our February 15th, 2023 meeting of the of the Brown Ranch Annexation Committee. Everyone's present today except Joella, but as we always do, why don't we go around and just introduce everyone for purposes of the transcript. I'm Jason Lacy, third party facilitator.

[00:00:20] Jason Jason Peasley: Jason Peasley. Executive director of the housing authority.

[00:00:22] Robin Crossan: Robin Crossan. President, city council.

[00:00:25] Jon Snyder: Jon Snyder. Public works director for the city.

[00:00:29] Jason Lacy: Kathi?

[00:00:29] Kathi Meyer: Kathi Meyer. Members, Yampa Valley Housing Authority.

[00:00:33] Leah Wood: Leah Wood. President, Yampa Valley Housing Authority Board.

[00:00:37] Gary Suiter: Gary Suiter. City manager, Steamboat Springs.

[00:00:40] Angela Cosby: Angela Cosby. Parks and recreation director.

[00:00:43] Jason Lacy: Everybody back here, speak up so the transcript person--

[00:00:46] Angela Cosby: Angela Cosby. Parks and recreation director.

[laughter]

[00:00:50] Jason Lacy: Thank you.

[00:00:51] Michelle Carr: Michelle Carr. Distribution and collection manager.

[00:00:54] Mike Lane: Mike Lane. Communications manager, city.

[00:00:56] Rebecca Bessey: Rebecca Bessey. Planning director.

[00:00:59] Emily Katzman: Emily Katzman. Development project manager for Yampa Valley Housing Authority.

[00:01:04] Julie Baxter: Julie Baxter. City water resources manager.

[00:01:07] Dan Foote: Dan Foote. City attorney.

[00:01:09] Kim Weber: Kim Weber. Finance director for the city.

[00:01:12] Gilbert Anderson: Gilbert Anderson. Wastewater plant superintendent.

[00:01:17] Jason Lacy: Joella has joined us.

[00:01:18] Joella West: I have. Joella West. City council.

[00:01:20] Jason Lacy: All right, thank you. First on our agenda today is approval of the minutes. As we discussed previously, we will be taking a motion to approve the video which will be considered the minutes for our meeting. We also are sending out this detailed transcript, and I wanted to get some feedback from the council to see if you wanted to still keep receiving the transcript, if you had a chance to talk about that, and also get some feedback from the housing authority as well.

[00:01:52] Robin Crossan: We're going to keep the transcript.

[00:01:53] Jason Lacy: In addition to the video. All right. Housing authority, thoughts on that?

[00:02:01] Leah Wood: Our board is not interested in reviewing the detailed transcript. They prefer the meeting.

[00:02:09] Jason Jason Peasley: Then if they want to dive deeper, they'll just go to the video.

[00:02:12] Jason Lacy: Yes, of course. Great. The transcript will keep coming and we'll keep including that in the packet just in case anyone else would like to see it as well. Can I get a motion to approve the video of the minutes from February 1st?

[00:02:27] Leah Wood: So moved.

[00:02:28] Kathi Meyer: Second.

[00:02:29] Jason Lacy: Motion by Leah, second by Kathi. All in favor, signify by saying aye.

[00:02:33] Multiple: Aye.

[00:02:34] Jason Lacy: Any opposed? Passes unanimously. I just wanted to bring up packet updates. I know we had some rainbow packets and things of that nature. Rainbow items coming in late. Did anybody want to discuss how we're receiving those? I believe those were just added to the online agenda and agenda packet. Does anybody have any comments about, do you want emails with that knowing that that information has been uploaded, or how do you want communication on future packet updates?

[00:03:09] Robin Crossan: If we don't know that it's there, we don't know that it's there. It's really irritating to me to have two things put in front of me this morning that I haven't had time to look at. Especially when some of us do work long days the day before this meeting. If we're not at least getting communication by email, and the fact that some people prefer to have packets that are printed, then we don't have the

information in timely manner, and I don't think it should be discussed if we don't all have the information.

[00:03:39] Jason Lacy: Other thoughts on packet updates? Maybe, I don't know if Rebecca or who to give us an update on how-- is the rainbow packet material is just being added online, and I didn't see any notifications about material being uploaded.

[00:04:00] Rebecca Bessey: We can ask the clerk's office to do-- if we want an email when those things get added, we can do that.

[00:04:06] Jason Jason Peasley: Maybe we should do that to make sure everyone knows new material has been added.

[00:04:12] Robin Crossan: Do you think there should be a time limit? Maybe it's noon on Monday. If it's not done by noon on Monday or noon on Tuesday, we can't expect to get something on Tuesday afternoon and be able to go through it.

[00:04:23] Joella West: Especially in a week where there's a city council meeting on Tuesday.

[00:04:30] Jason Lacy: Yes, Kathi?

[00:04:31] Kathi Meyer: I have a suggestion. There have been some things that we've received that don't have author or date stamp, so it's not obvious to me who was the author. For example, I think it was your report, I assumed it came from you, but it might have come from really other people. You did put a date on it, and very early. It's helpful to know who wrote it and who contributed. I don't care if somebody edited minor headings.

[00:05:06] Jason Lacy: Sure. Fair enough. Going forward we'll make sure any written material has author information. If the clerk's office could send an email update whenever there's new information loaded.

[00:05:20] Kathi Meyer: That would be--

[00:05:21] Jason Lacy: That would help the group.

[00:05:22] Jason Jason Peasley: Then is the Monday at noon the--

[00:05:25] Robin Crossan: There's got to be some drop-dead date on this stuff. Because a lot of our meetings are on a Wednesday morning after a Tuesday night council meeting. From noon on Tuesday on, you won't have an opportunity to sometimes even look at email let alone read whether it's 2 pages or 10, and to be able to ask questions or whatever else. Noon on Monday to me, sounds very good.

[00:05:52] Gary Suiter: If I understand, Robin. I was concerned from these compressed turnaround times from the very beginning that this would result. I think this is how it's manifesting itself. With the deadlines, Rebecca not only has, for

example, council meetings, but she also has planning commission meetings. If you throw this in there, all these deadlines overlapping one another, sometimes it's just not possible to get the material out that you need to get out.

[00:06:17] Jason Lacy: We did discuss, I remember, in our first meeting that we knew there would be some rainbow material. I think it's just important, and I think that would continue. Certainly if we want to set a deadline for when any new material needs to be in, let's do that.

[00:06:34] Jason Jason Peasley: Yes, because we produced and will be producing the packet for the next meeting tomorrow, right?

[00:06:40] Gary Suiter: Yes, exactly. I saw that.

[00:06:41] Jason Jason Peasley: The idea that new information can come in, yes, I think it's good to have a drop-dead date. That way we're all leaving this meeting early.

[00:06:52] Jason Lacy: Is the group comfortable with noon on Mondays before these meetings, or something else? Does that sound good?

[00:07:01] Joella West: It does for me. I'd like to be able to actually read and focus on something rather than scanning it to see and never actually going through it. Monday afternoon, I think that's quite good.

[00:07:17] Leah Wood: I agree. Monday at noon works for me. Kathi?

[00:07:20] Kathi Meyer: Yes, Monday. If we know there's something coming to let us know this is the packet but it's missing the following things and you can expect it by a certain date, the more information you can give us, we can be looking for it.

[00:07:37] Jason Lacy: All right. Staff, any other clarity you need on that? Thank you. Last thing just as a follow-up to the last meeting. I brought up this idea of whether or not a third-party expert might be needed to help the parties with making sure we had a good annexation agreement and implementation of the annexation agreement. Sounds like the housing authority was one step ahead of me, because yesterday I saw you sent out or posted your RFQ. Did you want to just tell us briefly about that, and what you're looking for as far as that RFQ goes?

[00:08:16] Jason Jason Peasley: Yes. This would be essentially an implementation partner for the housing authority on the development of Brown Ranch. In lieu of the housing authority going out and scaling up our staff to have the capacity to do further large main development, we would be bringing in a partner that has experience doing that to help us execute on that, limit risk, cut off the learning curve of what it takes to do all of that. Get some advice on how it's done. I was going to write getting that makes sense from their standpoint. We've put that out.

This was actually a recommendation from the Urban Land Institute where I came out in December. Prior to that, we were thinking that we might try to do this all in-house from the housing authority side. Their suggestion was a good one, and we've switched course since then. We've put out an RFQ that is intended to cast a relatively wide net to bring in developer partners. Part of that interview process that we'll be doing would be actually we'll have at least some version of the annexation agreement available for those books to review.

Because proper document, try to be looking at it anyway. To get some feedback through that process. Then our goal would be to then narrow it down to a short list of folks that would be submitting a proposal to actually be our fee developer partner in this case, and we had that selected sometime in the middle of the summer. We talked about this concept as we were approving that RFQ at the board meeting, and everyone said we're already doing this.

[00:10:11] Jason Lacy: Robin and Joella, from the city perspective, do you think-- would there be any value to you having some kind of development-type partner? I wouldn't envision maybe the city would need someone through development of the whole Brown Ranch project but it's somebody to who has that development experience who could look at the annexation agreement, maybe not now in the beginning, but maybe later on, to say, gee, this looks good, or here's some holes you're missing. Here are some concerns. Here's some things I've seen go wrong, et cetera. Would that be of value to the city?

[00:10:49] Joella West: Personally, I would love to see that. We've tossed that idea around. Because no matter how good your development partner is, it's always going to be regarded as your development partner, which it should be. That's yours. If we're just looking for advice from here until the ideal date at the end of June, that's, I think, very different. Although somebody with that wide experience is also somebody that I think we would dream about.

[00:11:29] Robin Crossan: I agree. I think that whoever you're bringing on board is a long-term and has your best interests at heart. We need someone more neutral or more leaning towards the city for us at this moment in time to ensure that our interests are met.

[00:11:46] Jason Lacy: Do you want to talk to council about putting out a similar RFQ for your needs, or Gary, any thoughts on that?

[00:11:55] Gary Suiter: Yes, I think we should have that discussion.

[00:11:58] Jason Lacy: You'll discuss that with counsel and come back, discuss with us. Discuss with us.

[00:12:03] Leah Wood: I would just like to say from our perspective, I think we've been really collaborative in these meetings so far, so I'm hoping that as you engage another party to bring into this meeting, that we can make it clear for the collaborative nature of the city and the housing authority as we work together in

File name: BRAC-02-15-23-video.mp4

these negotiations, so that partner, while they may be fed to the city side or have your best interest at heart, our development partner is really trying to execute our plan.

Which is our community plan, which is a plan that we're all working on in collaboration. Our concern with bringing another party into this negotiation is that I think that the meetings have been productive, and the tone has been really collaborative and wonderful so far. I just would hope that that would continue.

[00:12:49] Robin Crossan: I don't think there's any reason for it not to. I think we just want another set of eyes looking at it.

[00:12:55] Joella West: With the qualification, when you put out the RFQ, it has to be we don't need somebody who is adversarial by nature.

[00:13:04] Leah Wood: Yes.

[00:13:05] Jason Lacy: Right. I think that it's been pretty obvious throughout this whole process that we're all trying to get to the same goal. I think as long as we keep that spirit, yes, we'll be fine.

[00:13:17] Joella West: We have to answer to all the citizens of this city, some of whom may not be huge fans, some of whom may be very skeptical about whether this will work. One of the ways that we can help, I think, is to have that set of eyes.

[00:13:36] Jason Lacy: Great. Then we can follow up on that again. Let city council discuss. Thanks, everyone. Item two on the prior meeting recap is the community outreach plan. I understand that between our last meeting and now, the parties, city and housing authority parties were able to meet and discuss an updated plan with maybe reduced advocacy. I don't know, Mike, or who would like to introduce that updated plan.

[00:14:12] Mike Lane: Doesn't matter to me. We met. I'm not sure if you wanted to discuss it today since it came in after your deadline.

[00:14:18] Jason Lacy: Does the group feel comfortable discussing that today, or do you want to wait until the next meeting?

[00:14:23] Robin Crossan: I'm sure the presentation would be nice, but I don't want to make a decision today because it's not even something we discussed with council.

[00:14:30] Jason Lacy: Would the group want to at least see the updated proposal and then we could follow up on it next week or in two weeks?

[00:14:39] Robin Crossan: Yes. That's great. Because then we have more information to take back.

[00:14:43] Mike Lane: The proposal you have in the rainbow is the joint one put together by the housing authority, and the city has some updated financial numbers associated with it that we'll need you to take a look at and see if you're comfortable with those. We're happy to email it out to this group.

[00:15:07] Jason Jason Peasley: I think the point of the collaborating on this outreach component was that it's one message coming from the Brown Ranch Annexation Committee out to the community, being delivered via a variety of different outlets and methods. The idea being that however we get to this agreement on this, it's Brown Ranch Annexation Committee's scope, we agree on who's delivering out the messaging and it's all consistent, if that makes sense. It's not you get a slightly different version coming from the city, a slightly different version coming from the housing authority, it's all just the same content being pushed out. The scope there is related to getting information out in a variety of different methods so that we can hit the broadest swathe of the community. Is that a fair statement?

[00:16:09] Mike Lane: Yes.

[00:16:09] Robin Crossan: Two things. Number one, it would be good for us to have the original to take back to council, the original that you have worked up, Mike, and so that we can compare what the city would have planned on doing with what the collaborative plan is. If somebody wants to go through this for five minutes or something and give us the overview of what's changed and what's been added?

[00:16:35] Jason Lacy: For anyone who had a chance to take a look at the updated plan, any questions or comments from the group? Kathi or Leah, did you get a chance to look at it.

[00:16:51] Robin Crossan: We need a presentation on this. We need to understand what the city wanted to do. We understand what the proposal was, and now let's see how it meshed together and what are we getting. That means everybody felt comfortable with it.

[00:17:07] Jason Lacy: Is that what the group would like to see? Maybe at the next meeting, we can put this in prior meeting recap?

[00:17:14] Gary Suiter: Makes sense.

[00:17:15] Leah Wood: Sure.

[00:17:16] Jason Lacy: All right.

[00:17:18] Jason Jason Peasley: Yes, it sounds like a real presentation is needed, so it might actually need to be an actual just topic item.

[00:17:23] Robin Crossan: Agenda item.

[00:17:24] Jason Jason Peasley: Yes, so it can be a more robust presentation.

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[00:17:30] Jason Lacy: I think in some of these prior meeting recap sections, I think we will have some pretty robust discussion. I think particularly next time, I would envision that the meeting recap on today's topic will be very robust, would be my guess. I don't really care where we put it.

[00:17:49] Jason Jason Peasley: That's fine. I don't mind.

[00:17:50] Jason Lacy: I think we can keep it in the prior meeting recap, and then maybe we can just plan on a 5, 10-minute presentation. Then we can get some feedback from the group.

[00:18:00] Mike Lane: Sounds good.

[00:18:01] Jason Lacy: All right. We won't do a motion on that one today because we need to wait for the presentation. Let's move to agenda item three. That's the general plan of development, which we spent most of the time last meeting discussing. We have the working draft of the annexation agreement that the housing authority put together. I think for today what I'd like to do, and going forward I want to make sure we're all on the same page with the working draft, so I'll be looking for a motion to approve that working draft as it stands.

Obviously, as things develop throughout the process, this is not binding, this is just to signify your agreement with the document as it exists right now based on the information we have at the moment. Before we ask for a motion, I'll probably ask every time, is there anything in this agreement that's a non-starter, any unacceptable provisions, anything that made you feel uncomfortable based on the way the working draft reads right now? I'm assuming the answer's no from the housing authority since they produced the first draft. From the city perspective, any specific concerns with the working draft?

[00:19:22] Gary Suiter: You're talking about the development plan?

[00:19:24] Jason Lacy: I'm talking about the annexation agreement.

[00:19:26] Gary Suiter: The annexation agreement itself.

[00:19:27] Jason Lacy: The working draft.

[00:19:28] Gary Suiter: Okay.

[00:19:32] Joella West: I need to go back in and re-read it. I have no big concerns of any kind. I want to make very sure that the language in there that spells out which one, how many, what kind of, is very clear that there is flexibility in that, as Jason has said all along. There needs to be, I think, some guardrails around that once the annexation is complete. There will still be lots of time for conditions to change. At what point does the city have need to get involved in adjustments? In which one? How many? What kind of, or for that matter even, where?

[00:20:30] Robin Crossan: For me to approve this today with lots of blank spaces on items we haven't discussed yet, doesn't make sense to do this annexation agreement.

[00:20:44] Jason Lacy: For me, I think the whole purpose is just to make sure that just knowing what we have now, you're okay with what you see. Obviously as things change, numbers get filled in, language changes with new sections, et cetera, your opinion might change. I feel like, from my perspective, it feels like it would be helpful to know that what we have in front of us at the moment is acceptable or not.

[00:21:14] Joella West: I'm still lost. Are you looking for an approval of the entire document or just those portions that we've discussed after that?

[00:21:23] Jason Lacy: Just the portions we've discussed, which all we have discussed, really, is this general plan of development and the kind of working skeleton draft of the annexation agreement. That's all we have. We have lots of sections still to fill in. [laughs]. That was my thought is each time we meet as part of the prior meeting recap, we would take a look at the working draft for the annexation agreement and say, this looks good, or here are the one, two, three, how many items that we still have concerns about and we need to focus on and work on. That's where I think we would focus discussion on prior meeting recap if there are still open items that we have concerns about.

[00:22:08] Joella West: You have my note on it. Subject to that note, I'm absolutely fine. I'm only speaking for whatever 50% I'm representing today.

[00:22:21] Robin Crossan: The only thing for me is we had a very general discussion, because we talked with council, because we said this is just an initial conversation. We did not convey to them that we would be approving, in theory, the general kind of development at our next meeting. Because we had so much more to go through. I would like to at least hold off until our next meeting so that on the Tuesday night before our meeting, we can make it perfectly clear that we are being asked to generally agree with this, and have the ability to do that through their consensus and approval as well.

[00:23:04] Jason Lacy: Like I said, this isn't a binding vote, this is really just for purposes of this committee to feel like we're making the progress that we like, we like what we see so far. Obviously as new topics come in, new sections of the agreement are started, beginning to be drafted, your thoughts on the overall agreement may change based on-- because the direction you go in some areas might influence your feelings on other sections of the annexation agreement.

I don't view this as any kind of binding, there's no turning back type of vote. This is really more just your confirmation as a committee that what you see right now looks good, and that you're comfortable with it. Obviously things can change as topics develop over time. I think that I just like to get some kind of confirmation that we're progressing in the right direction. That's really what I'm looking for.

[00:24:01] Robin Crossan: Because I'm just looking at the phasing plan, except the first, phase one will consist of 1,100, 1,200 units, but we're going to talk today about the fact that we need to do a lot of infrastructure changes before even the units are done. Then I'm saying, yes, this is okay, but yet, in fact today, our conversation says this probably won't work. I need help.

[00:24:22] Gary Suiter: Robin, in terms of the general feeling of the structure of the annexation agreement, reading it through once, I was fine with it. I thought that it had all the basic components and they look fine. I viewed it as, comparing it to a meal, like appetizer. We still have to get to the entrees and the potatoes.

[00:24:43] Jason Lacy: The entrees start today.

[00:24:44] Gary Suiter: Right. Given the structure, I'm fine with how it's set up. I looked at all of that and thought, boy, these are going to be some big long bridges to cross here as we get into the heavier topic. I was fine with that. When we get to the meat and potatoes, it's going to present some challenges, I'm sure.

[00:25:09] Joella West: I think the word "approval" is probably the one that's giving both of us pause.

[00:25:16] Jason Lacy: We did, at our organizational meeting, say we were going to take motions and follow standard meeting protocol. Again, this isn't a city council collective vote. That comes later when the approval or not of the annexation agreement comes. To me, this is just as we move along, I think it is important for both sides to confirm what we have in front of us as of now seems to be on point. That could change over time as different sections develop and different topics come up. I just think some kind of confirmation that we're on the right track as of now is important. With that, I'm happy to entertain a motion on the confirmation that the working draft of the annexation agreement as it is currently presented is accepted.

[00:26:17] Robin Crossan: For the general plan of development, section 3.

[00:26:21] Jason Lacy: Yes. That's all we have right now.

[00:26:24] Robin Crossan: That would be A through D.

[00:26:29] Jason Lacy: Right, on the draft. Those are the only substantive sections we have as of now. Two of you are welcome to make a motion too.

[00:26:47] Leah Wood: I just wanted to make sure that council was comfortable with whatever we were talking about **[inaudible 00:26:51]** we dropped in the language so I would make a motion that I'm comfortable with the language, what it is so far.

[00:27:04] Kathi Meyer: I would second that with the caveat that it will be the expectation that it will change over time as we move through the meat and potatoes topics.

[00:27:16] Jason Lacy: Which start next. [chuckles] All right, that's a motion by Leah, a second by Kathi. Any other discussion on that motion? Okay. All the question, all those in favor, signify by saying aye.

[00:27:29] Multiple: Aye.

[00:27:30] Jason Lacy: Any opposed? Passage unanimously. That brings us to today's current discussion, which is item four. This is city services, operations, and maintenance responsibilities. Jon, I think you're going to lead this discussion.

[00:27:48] Jon Snyder: Yes, sir.

[00:27:49] Jason Lacy: Before we dive into that, I did want to make sure I understood-- I didn't see an update to the annexation agreement draft in here. I assume that's purposeful. We had discussed that we would be updating this as we move along, but I assume you need some key input from the group and particularly your city colleagues before you make a proposal. Is that--?

[00:28:15] Jon Snyder: That's correct?

[00:28:15] Jason Lacy: Then the plan would be hopefully we get some movement on the discussion today, especially on the key questions. Then for the next meeting in the follow-up, we'll have an updated annexation agreement draft with these sections included.

[00:28:31] Jon Snyder: Potentially. Either that or it will come in our April discussion when we have the water and the land report.

[00:28:39] Jason Lacy: With the tight timeline that I've been given here, I just want us to make sure we're staying on top of moving the annexation agreement draft along, because I know it's only February but June will come pretty quickly. Hopefully we can get some movement on these key entree meaty discussion items today and then update that draft as soon as we can. All right, Jon, with that, I'll let you take it away and give us a presentation.

[00:29:13] Jon Snyder: Thank you. Again, Jon Snyder, public works director. We did author the material in your packet, and we will make sure we clarify that in the future. With me here today, we have several staff members. We have Gilbert Anderson, who is the wastewater treatment plant superintendent. We have Julie Baxter, who is our water resources manager. In particular, with this discussion, she'll be our expert in water conservation. Then we have Michelle Carr, who is our distribution collection manager. In this discussion, she's our expert in basically treatment and delivery.

As far as expectations for today, these are the meaty topics, they're the beginning of the meaty topics. What staff's intention was was to give the committee an introduction to these topics. Most of the introduction is in the packet material. The packet material is long, so I won't go into great detail on the packet material today.

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We'll try to focus the discussion on what needs to be in the annexation agreement as we move forward. Again, I don't think you're going to be in a position to make decisions today, but hopefully this prepares you to start forming your positions for future discussion.

[00:30:33] Gary Suiter: Quick question, Jon. How important is the water demand analysis in informing our ultimate decision from this?

[00:30:40] Jon Snyder: Great question. I understand that will be presented to this group in April, and that really is the foundational document, especially from a legal perspective, that we're going to be using for this annexation.

[00:30:52] Gary Suiter: Thank you.

[00:30:55] Jon Snyder: I'll just say, going into this, that we were running off the assumption that if this annexation was approved, that the city were going to be providing water services, and wastewater services. We'll say that right off the bat. We did not create this, assuming that there was going to be a third water district in the city limits. Our first slide here, just a vicinity map to get everybody oriented. In particular, wanted to remind everybody watching online that the city is comprised of two water districts, the Mount Warner Water District, which is basically South Fish Creek, and then the city district, which is for the most part north of Fish Creek.

Our analysis was mindful of both districts because the two districts are intertwined. However, the demand modeling projections we are running is specifically for the city district, because if this gets annexed, it will be the city's responsibility to provide these services, not Mount Warner's, but we have to do so in a way that does not harm Mount Warner. It's also worth noting that you see Steamboat II out there on the far left of the screen. We do augment Steamboat II with 150,000-plus gallons of water per day through a water main that traverses through the Brown Ranch property.

Again, questions at any point, feel free to speak up and stop me. Now, in preparation for these negotiations, staff did our best to articulate what we believe are the community's biggest questions. I have them up here on the screen. These were front and center in your packet. Now, question number one here, is there a reliable and secure supply of water? The city is obligated by law to answer that question before we can approve development. Now, it's worth noting that it does not have to be prior to annexation, but it does have to be prior to development.

There is a state statute that requires the city to make a finding that there is an adequate water supply before it will improve a development. We also have a municipal ordinance, a pair of municipal ordinances really. One of those municipal ordinances is a water rights dedication policy which requires new development to either dedicate water rights for the development, or pay a fee in lieu. Now, that is not a state statute, so it is entirely within the council's discretion to decide whether or not they want to do that. Questions two and three.

There's a big six projects or six categories of projects that are necessary to serve the proposed annexation. We're going to cover four of those in the next slide. Then question number four here, I believe this is going to be your toughest decision as an annexation committee. I would, for the most part, in fact, I think we're in alignment with the development team right now about what infrastructure needs to be constructed, but the debatable part of that is who pays for what. Then lastly, number five. Happy to say I think we're in pretty good alignment with aspiring to have this be a very water-conscious development.

We do have some suggestions that the committee could consider for the annexation agreement, which we'll go over later. This table here hopefully summarizes some of the infrastructure that's needed to make this a reality, what those costs, and what the thresholds are? I mentioned in the last slide there's a big six. Here, I'm showing four. The two that are not on here are the West Area Water Tank and the Infiltration Gallery expansion. The reason these are not on this list is because they'll be completed before this annexation agreement would be done.

They'll be completed this year, so they're a moot point, although they are highly necessary for this to be a success. Let's take them one by one. A booster station near the West Area Water Tank. West Area Water Tank, for those of you who don't know, is a tank that was substantially completed last year. It's up by the airport and off of Game Trails Lane in the county. It can feel about halfway full right now based off current demands. However, once we start building Brown Ranch, we will need a booster station in order to fill that tank completely. Now, that is funded currently by the city of Steamboat Springs in our six-year enterprise fund CIP.

We estimate that to cost 1.2 million. That would need to be online before any EQRs out there are occupied. I got a detailed slide on EQR coming up next. Again, booster station near the West Area Water Tank, \$1.2 million currently funded by the city. The next is the redundant delivery pipeline along US 40. This was a point of discussion with the Brynn Grey annexation, for those involved in that discussion. That is the 12-inch pipeline that runs from roughly Snowball to the KOA campground for redundant delivery service through and to that zone.

We currently have the project designed and we plan to build it as part of the core trail project. It basically goes underneath the core trail. When we build the core trail, we'll also build the water line. We estimate it to cost \$1 million. The money is currently appropriated and ready to go. As soon as the grant funding comes in for the core trail, we will build that delivery pipeline. Again, has to be in prior to any new EQRs but I would certainly anticipate that gets built next summer.

[00:36:58] Gary Suiter: Jon, does that create a loop system then?

[00:37:00] Jon Snyder: That's exactly what it does. They-

[00:37:02] Gary Suiter: Thank you.

[00:37:02] Jon Snyder: -will create the opportunity for a loop system. This third one here, that's the big one. That is the Elk Harbor water supply. When I say water supply, I'm talking about a treatment plant, a raw water diversion, pumps, the whole nine yards. That's the big one. Estimated costs right now are anywhere between \$40 million and \$58 million. That needs to be online by 800 EQRs. When I say 800, I'm talking about new EQRs outside of the existing city limits. We arrived at that through distribution system model. We have that.

The packet mentions this is there's five different thresholds that limit capacity and it's our distribution system delivery capacity that is the first threshold that we bump up against. That is at 800 EQRs. Then lastly, we have all the onsite infrastructure. That's pipelines, pump stations, pressure reducing valves, all that kind of stuff. That will come online as development progresses as the neighborhoods get built out. The way the housing authority has presented it so far, and the way the annexation agreement currently reads is that would be funded by the developer with potential STR tax money and grants. Funded by the developer would be consistent with what we do in the rest of the city.

Let's talk about EQR real quick because it's important everybody understands EQR for this discussion. An EQR does not equal a dwelling unit. Everybody needs to understand that right off the bat. When we say a house or an apartment, that does not necessarily equal an EQR. Now, many communities model their present demands and their future demands on a per capita unit basis. Per capita is not a particularly useful unit to use in resort communities like Steamboat. We have a large demand from tourists and visitors that we have to account for.

We also have a large influx of daily transient workers. That would be somebody like me who lives in Hayden, so I wouldn't be counted on a per capita basis, but I come to Steamboat every day and use the water system. We have to account for transient workers. We also have to account for the highly fluctuating seasonal demand. In order to come up with a common unit to do all of our modeling, we develop what we call an equivalent residential unit. Now, conceptually, the easiest way to think of this is a 2,500-square-foot house. Three beds, two baths, and a yard.

That's how you can think of an EQR. More importantly, on a granular level, what staff thinks of it is 140 fixture unit points. What I mean by a fixture unit point, it's a plumbing term for how you try to rate the demand that a given attribute of a property will have on a plumbing system. For instance, a toilet in somebody's house is assessed as 8.1 fixture unit points. When we go through an EQR, we count up all the fixtures, all their different assessments on the plumbing system, and we come up with fixture unit points. Conversely, if you have a public toilet, that is assessed at 16.2 fixture unit points.

That's how EQRs can be used to account for visitors, transient workers, all that kind of stuff. Again, at staff level, we use 140 fixture unit points and that's what the housing authority is using for their water demand report, but conceptually, think of it as a 2,500-square-foot single-family residence. What this means then is if you have

an apartment unit or a condo unit, that is two bedrooms, one bath, you're probably somewhere at about 0.25, 0.3 EQRs. You can fit a lot more units if they are smaller multifamily units.

[00:41:14] Jason Lacy: Jon, I think that's an important point to emphasize, because on your previous slide, you showed the trigger for the plan upgrade to be the 800 EQRs. That's not 800 units, especially considering this development looks like it will be primarily multifamily and single-family detached, probably much smaller units than what we're talking about as an EQR here.

[00:41:38] Jon Snyder: That's absolutely right. The value of using this EQR-based system is it allows you to be flexible with what kind of developments you want bringing in. It can be a park with soccer fields. You can convert that to EQR. It can be a store, it can be an apartment building, it can be a **[unintelligible 00:41:58]** To make decisions on how you're going to fund all these things, it's important to understand that the water utilities and the wastewater utilities are TABOR enterprise funds. Now, the stormwater system is not the TABOR Enterprise Fund. We'll talk about stormwater at the end.

Water and wastewater are TABOR enterprise funds. They receive no tax dollars. The general fund does not contribute to the water and sewer fund. The revenue comes entirely from two places; monthly customer bills, that's the bill that comes every month and you pay based off how much water you use. Then plant investment fees more commonly known as tap fees, and that's what's paid at the time of building permit application.

The amount of the tap fee is entirely dependent on the intensity of use that you're proposing to build. The monthly customer bills are designed to pay for operations maintenance, which would include personnel replacements. They do pay for capital replacements. Anytime we replace a water line or replace components at the plant, that all comes from monthly customer bills. As well as upgrades, especially state-mandated upgrades. When the state comes in and says you need to increase your treatment level at the water plant, that all comes from monthly customer bills.

[00:43:27] Gary Suiter: For replacements, Jon, does that include water meters, remote water meters? That program--

[00:43:33] Jon Snyder: It does, yes. That's absolutely right. Plant investment fees, tap fees, are designed to pay for a capacity. That's system expansions. That can be either expansions of the distribution collection systems, or it can be expansions of the plants. Tap fees are meant to pay for things that enable you to grow, that make things bigger. As I mentioned, they are collected once. They're collected at building permit application, and then that's it. We never collect tap fees on that particular property again unless they apply for another building permit.

The way we assess it is we have a big spreadsheet, and we use those fixture unit points that I talked about last time. We basically count all the plumbing fixtures, the quantity of square footage, the size of the yard, all that kind of stuff, and that spits

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out our number for tap fees. If you plug in 140 fixture unit points to this spreadsheet, you will get about \$12,150 for your water tap fee, and about \$6,950 for your wastewater tap fee. Then with that, let's take a closer look at the Elk River Supply project, because this is really the heart of the discussion.

For the Elk River Supply, which again needs to be online by the 800 EQR in Brown Ranch. We anticipate the capacity of that plant to be 3.5 million gallons per day. To put in perspective, that is substantially smaller than the Fish Creek plant, but it's the same size as the Yafa Well field plant. We projected these costs out to 2028 because that's the earliest we think we would begin construction. We anticipate anywhere from \$48 million to \$58 million for total construction. That includes everything that I have up here.

The raw water diversion that's located at the Elk River, the pump station to pump the water up the hill, the raw water delivery pipeline, the treatment plant, the clear well. A clear well is a form of water tank that sits right next to water plant that gives you residence time. Then the treated water distribution lines to get the water from the plant down into town. Annual operating costs, we're looking at just under \$650,000. Then, assuming town continues to build out at this same rate and assuming that Brown Ranch builds out at what Jason mentioned last meeting, we would be looking at having this online and operational by the year 2030.

Now, how you pay for this is probably something that you're going to want to identify in the annexation agreement. When we talk about the real goal of this committee, which is to come up with a draft annexation agreement, how you pay for the Elk River probably should be a clause somewhere in that. Now, the question of how do you divvy up the cost for the Elk River Supply, you can think of there's three general ways that you could do this.

Number one here, you can assume Brown Ranch and the developers and residents within Brown Ranch cover 100% of the costs through tap fees, through STR tax, through grants, through monthly bills, whatever. Number two, you could keep rates within Brown Ranch consistent with rates within the rest of the city and the city's district. This is how the agreement currently reads in Section 3E, and this is the way that we have always done it in the city. Then number three here is a hybrid, which is you could basically divvy up the cost based off the distribution system model.

Now, let me be very clear here that staff does not advocate or recommend option number one. We do not think that is the right way to go. We do not think that's the fair way to go. The reason is because water systems are integrated. When I say integrated, it's a pressurized system that's all tied together. An element in one part of town impacts another part of town and vice versa. Though Elk River Supply, the trigger would be the construction of Brown Ranch.

The Elk River Supply would inevitably benefit the existing city as well as Mount Vernon Water District. Right now, as we mentioned in that one slide, we have two water supplies. We have the Fish Creek Supply and we have the Elk River Supply.

Anybody that believes we will not have a wildfire in the Fish Creek drainage basin at some point is probably fooling themselves. It's likely to happen. When it happens, the Yampa Well Field Supply becomes a primary supply, but it can only support indoor and limited outdoor watering, which makes Elk River Supply particularly important from a resiliency standpoint. Again, staff would not recommend we go with option number one.

Option number two is clean, it's simple, it is consistent with the way we've always funded things in Steamboat Springs in that we've never assessed one particular area more money for major structure than we assess another area. Number three here is the compromise though. What we can do, and we could probably have this taken care of by early May, is we can model a full build-out scenario and where the water is actually going from the Elk River Supply to Brown Ranch versus the rest of the city.

Maybe it comes up to a two-thirds, one-third split. Maybe we're able to say, "A third of the water is going to the rest of the city. Two-thirds of the water is going to Brown Ranch." I don't know, I'm just guessing. That could be a way if you wanted to try to find some middle solution. Of course, the City Council could decide to use STR tax to offset some of this. We will explore every grant opportunity we can. In the scheme of things, I would not recommend that you rely on grants to save the day here, we might get lucky and get two to \$4 million worth of grants but that's certainly not going to change the discussion when you're talking \$40 to \$50 million. Water conservation, we do have a water conservation plan that's been adopted by council that's on the books. That aims to achieve a 10% reduction in water consumption over the next 10 years.

In addition to the water conservation plan, which at Brown Ranch is an annex wouldn't also be subject to the water conservation plan. These are six other suggestions that you could consider. You could consider putting them into the annexation agreement or giving guidance to the development teams to consider these with future land development applications. Then, as we start to wrap up water, I'll bring up these five key questions again, is there a reliable and secure supply of water to serve the proposed annexation? Now, again, we will be able to finalize that answer hopefully didn't want to demand reports on now.

I will say based of previous calculations and modeling the city has done and in preliminary modeling and calculations of round ranches done, I'm pretty confident the answer to that question is going to be yes. Especially because we did secure a 1,200-acre feet perpetual storage contract out of Steamboat lake back in 2020. This was the major tripping point for all previous annexations, not really the tripping point now but everybody does have to understand that Elk River resupply has to be online before we go over 800 DQRs.

What infrastructure improvements are necessary? Again, we have that table, we have those four major projects or categories of projects that answer but hopefully answer two and three. Number four is really the challenging decision that this

committee has to make. Again, I wouldn't expect that the committee would be able to answer that question today but you can start forming your positions on **[unintelligible 00:52:35]**. With that, I'll wrap up water and turn it over to questions before we want to waste **[unintelligible 00:52:42]**, if that's okay.

[00:52:43] Jason Lacy: Yes, that's great. Okay, any questions. Kathi or Leah on the water presentation?

[00:52:49] Kathi Meyer: Yes.

[00:52:50] Jason Lacy: Go ahead.

[00:52:52] Kathi Meyer: I'm going back to kind of Water101. Let's start at the beginning. What additional capacity does the city have for water storage up either at long or Fish Creek restaurant?

[00:53:13] Jon Snyder: It's pretty extensive. It far exceeds the DQRs.

[00:53:18] Kathi Meyer: We have no issue with currently storage, what we have a problem with is if there was a fire, the impact of those because I was told a long time ago, in the month of May, we let the equivalent of a year's worth of use flow down the--in other words, should we be looking at as a community anyway, expanding that capacity, or have you looked at that lately?

[00:53:49] Jon Snyder: We can add about another 60% of capacity out of Fish Creek. We wouldn't need to increase the size of the reservoirs but the size of the plant. Right now, the plant has 10 different filtration bays. The most we can go up to a 16. Now, Mount Werner has first right of refusal on for those and the city has first right of refusal two of those.

[00:54:18] Kathi Meyer: I'm starting at the top and working my way through here. What number is the city using for full build-out of current city limits as far as capacity?

[00:54:33] Jon Snyder: Do you remember **[unintelligible 00:54:34]**?

[00:54:35] Kathi Meyer: No I have to look at the water supply master plan.

[00:54:38] Jon Snyder: We do have that number. I can't recall--

[00:54:40] Kathi Meyer: I like that because the question is, if I remember going back years ago, it assumed a lot of infill and whether or not those assumptions are on track, high or low, because that all builds into whether that 800 EQR number is correct.

[00:55:03] Jason Lacy: Well, maybe on that point, I see in your presentation in memorandum Jon, the 800. EQR is is really based on delivery capacity-

[00:55:14] Jon Snyder: Yes.

[00:55:14] Jason Lacy: -limitations, whereas, if we were just looking at treatment and supply issues, we'd be more 1700.

[00:55:21] Jon Snyder: Correct. [crosstalk].

[00:55:24] Kathi Meyer: My third question is what can we do from a cost-effective basis to increase the distribution before we have to add? I mean, are there any other alternatives we can do as a community-

[00:55:39] Jon Snyder: To increase the capacity. [crosstalk]

[00:55:40] Kathi Meyer: -to increase the distribution capacity?

[00:55:42] Jon Snyder: We've done the three major ones already. Back in 2012, we put in a 12-inch watermain from Allison to Fairview. 2012, we increase the trunk line runs down 13th Street, and then we're finishing up the west area water tank. The 800 EQR was assuming those weren't completed, and then we're also assuming full build-out at sea. With those three items, I actually suspect we're closer to 1,000 EQRs, but that gives us a factor of safety just in case we're a little late on delivery point.

[00:56:29] Jason Lacy: Kathi, to answer your question about the infill. The 2010 analysis-- Yes. They anticipated that there would be roughly 4,500 EQRs of infill. From 2010 until a full build-up to the city. Now, I'm almost certain that I gave that build-up numbers to the consultant here. You might want to double-check that.

[00:56:56] Jon Snyder: You're not accurate there?

[00:56:57] Jason Lacy: Yes.

[00:56:59] Kathi Meyer: Especially since it's been 12 years.

[00:57:01] Jason Lacy: Well, yes. It was based on an infill study that I had done for civil **[unintelligible 00:57:05]**. All of that is within this sort of master plan, analysis that I think it's feeding into what you're talking about.

[00:57:21] Kathi Meyer: Okay. We'll get, we'll get an update of that, whether that number was good and bad or a high low.

[00:57:27] Jason Lacy: I'm not sure.

[00:49:47] Leah Wood: When we evaluated that number in 2019, when we did the water supply master plan, we've added that against what we have as far as available raw water capacity and treatment capacity, and we were able to serve that with our groundwater capacity, treatment capacity, were able to serve full build-out of the city, including the additional EQRs upwards of 4,000 at the last area. That was looking at

between 2019 and 2040 assuming that that's what would happen. As far as raw water supply and treatment capacity, we have no concerns about supplying a full build-out. It's just the infrastructure to get there.

[00:58:17] Kathi Meyer: The distribution?

[00:58:19] Leah Wood: Yes.

[00:58:20] Kathi Meyer: Brown Ranch was delayed or never happened, what are the kinds of things that are in your 6-year CIP plan that you're already planning on spending money for?

[00:58:34] Jon Snyder: A large part of it is pipeline replacements. Typical pipeline should have a lifespan of between 60 and 80 years depending on when it was built, what material is built out of. We spent over a million dollars a year just replacing pipelines. We also have a lot of plant upgrades and we spent a great deal of money. As far as new infrastructure, again, we are planning to do that pipeline around along Highway 40 regardless, and we made that decision after sleepy bear started having marijuana problems because this could sleepy bear failing to connect to. We're planning to do the pump station regards because as town builds out, that will become more important.

[00:59:18] Kathi Meyer: Those are in the next year or two. I was wondering anything a little further out down the road.

[00:59:25] Jon Snyder: Anything come to mind was shut off beyond replacements and upgrades.

[00:59:29] Leah Wood: Not until that the Elk River plant is **[unintelligible 00:59:32]**.

[00:59:34] Kathi Meyer: All right. Thank you. Those are my questions.

[00:59:36] Jason Lacy: Any questions, Leah?

[00:59:39] Leah Wood: Kathi asked my question.

[00:59:40] Jason Lacy: Okay. **[unintelligible 00:59:41]** Robin.

[00:50:13] Robin Crossan: Just to provide some context related to the EQR discussion, we've been doing some preliminary modeling with Jon and with our engineers in terms what's the EQR demand from Brown Ranch. The total, at least as of right now, and this is obviously subject to a little bit of more misogyny, is that the total would be 1,550.

[01:00:18] Leah Wood: For total buildup?

[01:00:19] Robin Crossan: For total buildup. We talk about that first phase being 1,100 to 1,200, that would fit within that 800 EQR threshold. Probably just within it. That's part of why that first phase is scaled to that number, because we were tying into that is the first natural threshold. That would be that we would have to cross it that makes sense.

[01:00:56] Jason Lacy: You feel like you're going to get through phase one, without triggering--

[01:00:59] Robin Crossan: Essentially half the project, right. Before the **[unintelligible 01:01:04]** plant needs to be operational. That doesn't mean that work doesn't need to be done, and money needs to be spent to get that going because it's a lot-- it takes time to get those things online. I agree with what Jon is saying, as well related to the need to figure out how this is paid for, and how it gets done, because it's a huge conversation for the resiliency of the community, the reliability of our water system in general, and facilitating the second half of the development of plumbing.

We definitely need to have that conversation of how it gets built, but to answer your specific question about how that first phase relates, it can be handled within that 800 EQR. Sounds like we have a little bit of even buffer to work with, given the system upgrades that have either been done or anticipated in the next couple of years.

[01:01:59] Leah Wood: Right. Somewhere in here, I think the first phase included A, B, and part of C.

[01:02:03] Robin Crossan: Yes.

[01:02:04] Leah Wood: That's a lot of units, that's good.

[01:02:06] Robin Crossan: Yes, exactly. Okay.

[01:02:11] Jason Lacy: Any other questions on Jon's water presentation? As you-- Yes, **[unintelligible 01:02:16]** please.

[01:02:18] Participant 6: I understand Jon, that there's benefit in building entire Elk River water supply, the infrastructure improvements, but there's benefits to the overall system, the overall community. What we need to figure out then, the negotiations can be what percentage of that benefit is to the existing system and what percentage benefits Brown Ranch directly?

[01:02:41] Jason Lacy: That's if you know what the distribution modeling approach. I think wasn't your number three option.

[01:02:48] Participant 6: Then that was my question. Is there a methodology to help us get there, or are we just going to be throwing darts until it feels good?

[laughter]

[01:02:56] Jon Snyder: Yes, the methodology really, is that option number three, where staff will do distribution system modeling, to try to figure this out.

[01:03:04] Participant 6: That's what I thought. Thank you. That's all.

[01:03:07] Jason Lacy: I think we probably want to figure out the question related to the STR tax utilization, before we go down that road, because of the limitations on the utilization of the SGR tax. If you say, it's 100% primary interest responsibility, that's new affordable housing, that meets the criteria for utilization of SGR tax, then you can utilize all of the SGR tax to pay for that entire infrastructure, understanding that it has additional benefits.

[01:03:39] Leah Wood: Or it's a 60,40 split and only the 40% or 60%, that is affected by Brown Ranch, then we had to back the numbers into that.

[01:03:49] Jason Lacy: It's all right. Then the idea would be whatever the 40% that's not attributed to Brown Ranch on new affordable housing has to be paid for by the existing rate users attached fees with the city. Right. That's the other side of that. I think that's why having that conversation about the SGR tax utilization is important before you go down the road of analyzing.

[01:04:16] Leah Wood: Yes, but at the same point, I think we have these options in front of us. We figure out which option works best for the Brown Ranch for you guys and whole community. Then we have those numbers and we look **[unintelligible 01:04:30]**. I don't want the SGR money to drive all of these conversations. It should be what is right for the development and for the community. Then it backs into, where's the money coming from? What's fair and equitable? Then we'll get back to there and maybe it's 100%, maybe it's 63%. We don't know what that number is yet. I think saying we have a a million dollars, how are we going to spend it? Oh, let's make the numbers work so we can spend it all on this project. I don't think the community would appreciate that very much.

[01:05:13] Participant 7: We don't know if it's a million dollars or, \$10 at this point. I would anxiously await the study because I also think that our current community needs to understand if it's going to be called on to pay increased rates, then it is not that they are sponsoring Brown Ranch.

[01:05:48] Kathi Meyer: Is there any way you can get a finer definition of the cost of the Elk River because the difference between 40 and 58 million is you can drive a truck through it.

[01:06:03] Participant 6: That's so dark, Kathi.

[01:06:05] Kathi Meyer: Well, I know, but--

[01:06:07] Leah Wood: It's money, they've just been finishing a wastewater facility and they are putting in a new water treatment facility. They've got today numbers. I

don't know what their capacity is [unintelligible 01:06:20]. I can't imagine they can't get today numbers.

[01:06:23] **Kathi Meyer:** I think the loose end is the cost of the acquiring easements.

[01:06:30] **Jason Lacy:** In the property building.

[01:06:31] **Kathi Meyer:** The building, yes. We know what a treatment plan costs. We don't know what it's going to cost to acquire the land.

[01:06:40] **Participant 7:** Well, and that was one of my comments was start negotiating the land now, something going to go up.

[01:06:46] **Robin Crossan:** Kathi, are you thinking net present value? Is that what you're thinking?

[01:06:51] **Kathi Meyer:** No, I'm thinking more kind of along the way. I know land along the Elk River is highly desirable. If we're going to need it as a community, regardless whether it's 20 years or 40 years out as Robin said, we should start looking now.

[01:07:12] **Jason Lacy:** Thank you. I think the sequencing of events, I think the sequencing of expenses, and projects is probably important to understand for the purpose of this group because I'm certainly interested. Because you don't just go and build the plant tomorrow. You've got to do like 10 other things before you're ready to build the plant. What are those and what are you supposed to cost them?

[01:07:38] **Kathi Meyer:** Well, you laid that out pretty well.

[01:07:41] **Jon Snyder:** Yes, there's a brief outline of that.

[01:07:43] **Kathi Meyer:** Yes.

[01:07:45] **Jason Lacy:** The threshold question here is who's going to pay for this and then what percentages basically but I assume at this point Seth, you haven't had a chance to present this to all city council. We don't have any and basically, what I heard from you earlier you want to wait to see this water demand analysis is that before any recommendations are made and for the city will have a proposal ready for that or?

[01:08:14] **Participant 8:** Yes. Exactly. Our demand analysis sounds like there is some enthusiasm to do the distribution system modeling, so do that as well.

[unintelligible 01:08:25] associated.

[01:08:26] **Jason Lacy:** Is that correct from the housing authority perspective, distribution modeling, is feel comfortable with that? Obviously, we need to see how the modeling works out but theoretically, that sounds like an unapproachable.

[01:08:38] Participant 8: No, I think it's good for, like, as you mentioned, describing the value that it provides to Brown Ranch and the development of affordable housing there and the benefits that it provides to the entire system. There is some break. There's some share of that. We've talked about that in non-specific terms for a while. It'd be good to get an understanding of whether it's 64, 75.

[01:09:06] Jason Lacy: You feel you can work on that modeling in-house internally and collaborate with the Housing Authority to work on that model.

[01:09:14] Participant 8: Yes, we'd be happy to do that. We can circle up on timing to make sure we can get that together. That way, in April, maybe we can get in a decision point.

[01:09:24] Leah Wood: The other piece of that is once we kind of come up with something and Jim, I know you're raising your hand, but we can **[unintelligible 01:09:29]** comment at 1130. Sorry.

[01:09:31] Jason Lacy: Oh, yes, so I didn't see you raising your hand. [crosstalk]

[01:09:34] Participant 9: **[unintelligible 01:09:34]** this particular discussion, it'll take me just a few seconds.

[01:09:38] Jason Lacy: Yes, that's I think it's right. That's what this group wants us to do.

[01:09:44] Leah Wood: My comment was, we get all this information, we make a decision, we take it back to our groups and everything, and let the community understand it. Then we're doing a rate study next year anyway, right. That plays into the next rate study analysis **[unintelligible 01:10:00]** completely. It all flows nicely so to speak.

[01:10:07] Jason Lacy: Cool. **[inaudible 01:10:08]**. Also, in your presentation, Jon, you had the water conservation discussion. Any feedback from housing authority on the commitment to using these approaches to help water conservation?

[01:10:24] Jon Snyder: We're all in. That was something we heard loud and clear from the community that they want to see. One of the major water conservation I'd say land use planning takes that top bullet point there is just a significant reduction in private yards and more focus on common green space, open space, irrigated turf space that has the opportunity to either be, essentially centrally managed if that makes sense. It's not 800 yards, it's one park.

It's also something where we can look at the feasibility of using raw water for irrigation so that we aren't creating that draw on the treated water system. We're open to all of those things. We think that's the direction that we need to be going with Brown Ranch, with everything in the city. I know the city's done a really good job of transitioning a lot of their parks to Broadwater irrigation. That's made a big difference in water consumption. We're open to all of those concepts.

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[01:11:50] Jason Lacy: Jon, I assume that would play, implementing these types of things would impact the EQR analysis as well.

[01:11:58] Jon Snyder: Correct, especially for outdoor irrigating.

[01:12:03] Jason Lacy: I think that the water budget concept is probably the best. That creates flexibility to both utilize monitoring to know what water we're actually using and confirm that we truly are a quarter of an EQR or maybe we're 20% of an EQR we're doing better than we thought. Then secondly, it allows you to do other things like integrate raw water irrigation to reduce EQR usage and maybe utilize that for more dwelling units or something along those lines. I think that's the type of flexibility that we're thinking about with a commitment towards making sure that we're monitoring what that water usage is and then being very deliberate about when and where we use water.

[01:12:57] Leah Wood: I have a question about the water reuse capabilities. What exactly does that mean?

[01:13:02] Jon Snyder: Gray water.

[01:13:04] Leah Wood: Just using the gray water. [crosstalk] I was going to say probably rainwater or stormwater harvesting is **[inaudible 01:13:11]** a specific way to say that too because I thought I had been told in the past that we weren't supposed to be harvesting rainwater. We were supposed to allow it to go into the ground.

[01:13:24] Kathi Meyer: That rule changed a couple of years ago. **[inaudible 01:13:27]** [crosstalk] encouraged now.

[01:13:32] Leah Wood: That all gets included in all the analyses of how much snow we get and everything but maybe a certain percentage of it used to go back and now that percentage is less because more people are harvesting **[inaudible 01:13:43]** or whatever.

[01:13:44] Jon Snyder: The way to monitor that is through the water budget agreement model.

[01:13:50] Jason Lacy: I think what we can do is create some assumptions on what we think we're going to do but ultimately, we have to verify that we're doing the right thing. If we're not, we need to be investing in more that we're using less water. If not, we need to be investing in more conservation so that we can meet that water budget as we develop out. I think we can put into this agreement and all of that, whatever the **[inaudible 01:14:23]** but we're ultimately going to need to be verifying and then adjusting as necessary.

[01:14:33] Leah Wood: I think the second and third bullets is really where ICS **[unintelligible 01:14:40]** is having a specific water conservation and efficiency plan that has the water budget agreement as part of that. Maybe in terms of the

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annexation agreement, it just says, "Hey, these are what we need to do, and then the specifics of the commitments we've got.

[01:15:00] Robin Crossan: Just wanted to help manage expectations here. I think those concepts were all spot on, Jason. They've been around for a while with new **[unintelligible 01:15:09]** development, which is old **[unintelligible 01:15:11]** because it's been around decades. I think it's important for folks to know that if you aren't-- kids are going to want to place to go play. If you're sharing a private courtyard to do that, you need an entity to manage that. It's usually an HOA to do that. When they're developing these private courtyards for multifamily or single-family, and minimizing yards, typically, you're going to need an HOA to maintain those.

I think it's important to note that because the city will not be able to go in and manage and maintain hundreds of private courtyards in this development. Pocket parks, yes, open space, yes, regular-sized parks. If you're doing those private courtyards, much like you see in Central Park in Denver, there's a lot of them around there. There are HOAs to pay for those for that **[unintelligible 01:15:57]**. The **[unintelligible 01:15:58]** small, they pay for it, but it's packed with kids and parents out there every weekend. The kids have a place to play.

[01:16:07] Jason Lacy: As far as putting some of these items into an annexation agreement, as Housing Authority have you been working on a comprehensive water conservation efficiency plan, with those commitments and water budget agreement? Have you been looking at things like that?

[01:16:26] Jason Jason Peasley: We have not worked on any water budget agreements or anything like that. We do have a lot of stuff in our community development plan about water conservation, about our efforts to reduce water utilization. Then I think a lot of this conversation is going to roll into the park's conversation because the buildings themselves as far as the fixture counts and all of that, they're relatively-- it's a pretty simple calculation. Everyone uses low-flow toilets now, and you just can't buy high-flow toilets. They don't exist. From that standpoint, I think it's really going to become a conversation about volume of units and outdoor irrigation.

[01:17:17] Jason Lacy: Is that fair?

[01:17:18] Jon Snyder: I totally agree.

[01:17:19] Leah Wood: The one thing I think the community and I know council will be interested in we've had the general conversation is saying, in this agreement, that we will develop a water conservation efficiency plan, and we will have a water budget agreement might not cut it. I think they're going to want an outline of what those are going to be. Maybe not the specifics, to say that we anticipate our goals are, water conservation should be at a certain percent. I don't know, but I think it's not just going to be to say, yes, we're going to do it. There's got to be more

substance to it **[unintelligible 01:17:59]**. I think we need to think about that we can take that back and talk to. [crosstalk]

[01:18:03] Jason Lacy: The expectation would be at least some high-level commitments on major categories. Obviously, we're not going to dive into the minutia.

[01:18:09] Leah Wood: No, and we can't because it's going to change, but to say we will do it, I don't think it's going to cut **[unintelligible 01:18:15]**.

[01:18:17] Jason Lacy: Yes, and I would urge you guys to take a look at the details that we've provided from the plan. There's really good stuff about our sustainability framework related to water. It's in the rainbow packet. It's also on pages 108 to 113 of the Brown Ranch community development plan. It talks about use of low-flow fixtures in all buildings, minimizing external Hose Bibs, minimizing water use during high-demand periods, considering rain barrels. I think we're on track with everything that we're talking about here. I don't think we have any disagreements in focusing on water conservation. For all of the reasons, that it's a good idea.

[01:19:09] Kathi Meyer: Right. Well, affordability is our first goal. Sustainability is our second. We're totally on board.

[01:19:17] Jason Lacy: Maybe then we **[inaudible 01:19:19]** who the right people are from each housing authority in the city. We need to have those people who are really well-versed in water conservation, and these efforts to start working on some draft language to incorporate into the annexation agreement. Maybe if staff could collaborate city and housing authority on working on that draft language, that'd be great. Then as far as moving the ball forward on the water overall, particularly the Elk River water supply discussion, what I heard from the group is we have a pretty good agreement that the distribution modeling is what we want to look at. We don't know exactly where those percentages will shake out yet, but that's the direction we're going. Staff will begin working in the city, and collaborate with housing authority staff to work on that model, and hopefully, have a model ready by the April timeframe, when we'll have that water demand analysis, which will really help finalize the discussion. Does that sound fair, Leah?

[01:20:25] Leah Wood: Yes, that sounds fair. I just wanted to follow up on the water budget agreement. Is that something that the city has with other developers' language that we could potentially look at? I'm all for entering into one, but I was just wondering if there's a document that we can start reviewing in advance of the April meetings to get a better sense of what Michelle's saying, no.

[01:20:50] Jon Snyder: Yes, we did not.

[01:20:51] Jason Lacy: Let's see at first.

[01:20:52] Leah Wood: We don't, but it's a best practice. I believe promoted by the state right now. I think it's a great opportunity though. One, and then is the city going

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to take a lead on potentially putting together language for that? Why don't we find another community? Here's a lot of resources right now to give us examples from how to do this.

[01:21:17] Jason Lacy: The city feels comfortable taking the lead on that part too, so can you Julia, be you?

[01:21:24] Leah Wood: Yes.

[01:21:24] Jason Lacy: I think it's just important that we know who's take the ball on that lead, and obviously, both housing authority, and city staff will work together on it, but somebody needs to take the lead, so thank you. I think that's a plan as far as how we move the water discussion forward. Was there anything else, Jon, you wanted direction on that part or no key discussion?

[01:21:50] Jon Snyder: No, I'm good on water.

[01:21:52] Jason Lacy: I just want to thank the city, because they have been very diligent about expanding their water capacity over the last three, or four years, and that's been a lot of difference in this conversation. We would not be having such a casual conversation if you didn't have that storage right on the Elk and--

[01:22:16] Jon Snyder: Took a lot of time. Good. Great.

[01:22:21] Robin Crossan: It was years.

[01:22:22] Jason Lacy: Yes. It takes years to put all this stuff together great foresight. I just want to thank you guys for the hard work on that part.

[01:22:29] Robin Crossan: Thank you. Appreciate that.

[01:22:32] Jason Lacy: Jon, should we move to wastewater?

[01:22:35] Jon Snyder: Let's move to wastewater. You have this aerial in your packet, and what this aerial shows is, if you see my cursor here, the wastewater treatment plant is this facility down here in the lower left-hand corner. The Yampa River is of course right here. We have Heritage Park, and Steam Two, and then the Brown Ranch property is everything north of the highway right here. There is a topographical divide that bisects the Brown Ranch property that from a wastewater perspective, divides it into an Eastern basin and a Western basin.

The offsite infrastructure for the Eastern basin is already built and in place, and it's this yellow line right here. This yellow line is a trunk line that the city has built over the years to enable development within overlooked park subdivision as well as the Eastern basin of Brown Ranch. All that is in and ready to go. In the Western basin, there are basically three options for how to service this wastewater. Option one, which will probably be the preferred option is that you gather it into some central low

point, and then you pump it up over that topographical divide and dump it into the Eastern basin.

To do that, the engineers for the housing authority will have to assess the capacity of the pipeline system in order to convey that. That will probably be the preferred option. The other option would be to convey flows through the Steamboat II Metro District. Now, this would involve working with Steamboat II Metro District. You'd have to get their agreement to do it, and you would probably end up looking at upsizing pipelines through Steamboat II because Steamboat II does have a system that ends up down with the treatment plant.

The third option is an independent option, which is basically gathering it in some low point, crossing the highway, crossing the river, and coming down with a separate pipeline to the plant. Typographically, that may be infeasible. If you're familiar with that drive, there is a bit of a cliff there going down to the river. That could be a challenge to convey way slow, close through. Anyway, point B, the offsite infrastructure or the eastern basin is in place, and the western basin is to be determined. Going back again to key questions that staff anticipates that the community would have is, what if the structure improvements are necessary? When will the treatment plan need to be expanded, and is this going to affect my monthly bill or my tap fees? We covered number one in that previous slide. The infrastructure improvements are pretty much in the ground ready to go for that eastern basin, western basin to be determined.

The next slide we will get into the treatment plant, how much capacity we have, and when it will need to be expanded. At our waste-water treatment plant, we have three different parameters that govern capacity. We have the high season flow, which you can think of as run-off season, and Gilbert that's, what, March through June, where we can have 7.5 million gallons per day of capacity.

We have low season flow, which is all the rest of the months, which is 5 million gallons per day of capacity, and then we have what's called loading, which is 9600 pounds per day. What loading is, is it's a measure of the strength of the wastewater, it is biochemical oxygen demand, and it's the quantity of oxygen that bacteria produce while eating away at the wastewater. We have the capacity for 9600 pounds per day.

We're currently at 73% of our capacity. The state mandates how we have to quantify it. They say that we have to use a peak month, and that is a 30 day average. Right now our peak month is March of 2021, and that's when we hit our 73% threshold. The state also mandates that at 80% of capacity, you have to start designing your capacity increases, and at 90% capacity, you have to start constructing your increases. Those are all laid out in state statute.

If we assume that the city and Mt. Werner to continue to build out at our historical rates, which is about 110 EQRs per year, and if we assume that Brown Ranch delivers the first unit in 2026, and that Brown Ranch delivers 200 EQRs per year,

which I understand are aspirational or stretched goals but they're good goals for the city to plan around, then we'd be looking at designing the expansion in 2027 and constructing the expansion 10 years from now in 2033.

I'll say all this with the caveat that this is provided that state mandates do not change. Like I mentioned earlier, we are governed, we are regulated by the state health department, which in turn is regulated by the EPA. If they end up saying, "Hey, you can't use loading anymore as your capacity, you have to use low season flow or something along that nature," then we'll have to go back and reassess. Typically they give you a four to five year runway for that kind of thing as they issue their new permits. Is that fair, Gilbert?

[01:28:25] Gilbert Anderson: Yes.

[01:28:30] Jon Snyder: Again, wastewater discussion much shorter than the water discussion. What if the structure improvements are necessary? Basically, you're looking at expansion of the wastewater treatment plant. When will it need to be expanded? Again, it's something we have to continuously monitor. Everybody out there has a different opinion on rate of growth. Again, monitor and assess, but with current assumptions, we're looking at 2033.

Will monthly bills or tap fees change as a result of that Brown Ranch? As Robin mentioned previously, we are doing a rate study next year which will take a deep dive into all of our expected costs and will help us design our rates. No, your monthly sewer bills will not change as a result of Brown Ranch because the incremental costs to treat Brown Ranch are no greater than the incremental cost to serve the rest of the city.

Will tap fees change? Maybe. Tap fees could change if we have to expand the treatment plant quicker. If we look at a 20 year threshold, it could be worst case scenario that tap fees increased by \$2,000 per EQR over the next 20 years due to the expected increase from Brown Ranch. I would say that that is a guesstimate at this point, and that that would be a number that would be refined next year during the rate study.

Again, I wouldn't anticipate any change to monthly sewer bills as a result of Brown Ranch and tap fees. This would be for any new development. It could have been increased by maybe \$2,000 per year. That's all I have on wastewater. Definitely easier discussion in the water. I know **[unintelligible 01:30:26]**

[01:30:27] Jason Lacy: All right. Any questions for Jon on the wastewater discussion?

[01:30:33] Robin Crossan: Between the two, I'm not remembering the diameter of the trunk lines. Is this one where in 2007, we put in the 15-inch diameter sewer trunk line? Then is there someplace else where it's a 12-inch, or it's a 9-inch that's coming into it, or, we have to build something, it goes from 12 to 9, I can't remember what it

was, but one is bigger and the other smaller, and it seems like it moves in the opposite order.

[01:30:58] Jon Snyder: The smaller diameter pipes are upstream, and the larger diameter pipes are downstream.

[01:31:03] Robin Crossan: That makes sense. Okay.

[01:31:04] Jon Snyder: The other thing that drives your pipe diameter is the grade that the pipe is laid at. The steeper the pipe, the less diameter you need for your pipe. The pipelines down by the plant are exceptionally large because they are flat.
[inaudible 01:31:19]

[01:31:22] Jason Lacy: Other questions for Jon?

[01:31:23] Robin Crossan: Well, if the east side, you know how you talked about how it's going to-- eastern basin is in place. How many units-- If we look at it from this viewpoint, how much are we going to be able to build before we actually have to deal with the western side?

[01:31:43] Jason Peasley: Probably 70% of the project.

[01:31:46] Robin Crossan: That's fantastic.

[01:31:48] Jason Peasley: Yes. There's the neighborhood D, which is the western neighborhood, is the only one that really is impacted by that threshold. You're teetering on the edge of that, at that middle of neighborhood C, but I think it's possible to get the most of that to flow back. I'm not an engineer, but--

[01:32:13] Robin Crossan: No, the fact that we can build and everything's in place. Up to **[unintelligible 01:32:20]** that's in place.

[01:32:23] Jason Peasley: Yes, great foresight once again.

[01:32:25] Jon Snyder: Well, it's already being used by KOA and **[unintelligible 01:32:27]** it is active today.

[01:32:30] Jason Peasley: Then overlook walls would tap into it because their sewer line goes right through there.

[01:32:38] Jason Lacy: Just to summarize your discussion, Jon, it's basically that you have to increase capacity based on the state thresholds, 80%, 90%, et cetera. You're saying basically, the community should not expect any change in their monthly bills per sewer based on this annexation. However, tap fees may change going forward, based on the rate study, and obviously, bills could change based on the rate study, just based on changes in costs and upgrades necessary for a regular treatment, et cetera.

[01:33:14] Jon Snyder: That's exactly correct.

[01:33:16] Jason Peasley: It's safe to assume that if Brown Ranch projects pay their tap fees, then we're good. Right?

[01:33:23] Jon Snyder: Correct.

[01:33:25] Robin Crossan: They're going to be paying whatever the sewer rate is. [crosstalk]

[01:33:31] Jason Lacy: Any concerns with that as the authority?

[01:33:34] Robin Crossan: I wish we could do everything like this.

[01:33:39] Jason Lacy: Right.

[01:33:39] Robin Crossan: Great.

[01:33:39] Jason Lacy: The one question you may receive from constituents is should there be a different tap fee for Brown Ranch **[unintelligible 01:33:48]** That is one question you may receive from them. Why would a different tap fee be appropriate? Just talk about that.

[01:33:59] Jon Snyder: People who **[unintelligible 01:34:01]** would reach your growth threshold quicker. The accelerated timing of the expansion would drive the desire to have them pay higher tap fee. I'm not sure I would support that. I would say keep it the same.

[01:34:21] Gary Suiter: For the purpose of the wastewater treatment plant, growth is growth. They don't care. When it comes to people, it doesn't care about location. It's just sewage running down to the plant and filling up that capacity. It could be units at the base area, this area, it could be a new city hall or whatever. All of that stuff is contributing to that capacity.

[01:34:54] Jon Snyder: Yes, tap fees are designed such that new developments buys their way into the capacity of the system. It's not more expensive for the city to serve any typographical area out there, whether it be Brown Ranch, Steamboat **[unintelligible 01:35:14]** circle, who knows? It's all the same to us.

[01:35:21] Jason Lacy: Any concerns with the tap piece just being the same for everyone, or?

[01:35:27] Robin Crossan: Not at the moment. I think we have to listen to public comment. We have to take it back. We might hear more concerns as opposed to you guys with your board, but it makes sense the way it's set out now.

[01:35:44] Jason Lacy: This one is a softball.

[01:35:49] Robin Crossan: That means when we get to it, this is the one we're going to do first. We got to win before we go the nitty gritty.

[01:35:56] Jason Lacy: Stormwater. Dan, any other feedback or any other concerns on wastewater?

[01:36:01] Dan Foote: No.

[01:36:06] Jason Lacy: Let's talk about stormwater.

[01:36:09] Jon Snyder: Stormwater, if the last one was a softball, this is a Wiffle ball. In all honesty, though stormwater is a hit to the budget, it is not part of the table enterprise fund. It's part of the general fund. Maintenance and upkeep here we assume a cost of about \$1.2 million a year for stormwater citywide right now. Our streets division maintains the existing stormwater system, and our engineering division is charged with oversight of the functionality of the stormwater system.

When I say stormwater, I'm basically talking about drainage in general. I actually don't have a presentation on this because the annexation committee does not have to weigh in on this if you don't want to. You can choose not to mention stormwater in the annexation agreement, and it will basically then run with existing codes and existing policies and from a staff standpoint, that's fine. The only reason you would need to mention stormwater in your annexation agreement is if there was a reason to change what we're already doing.

In your packet under stormwater, there's a section on rules and responsibilities. I think that's what we end up calling it. In that, we outline who does what. Section 2, rules and responsibilities. The city responsibilities versus the initial developer responsibilities, versus the private property owner responsibilities. That is per existing city code. If the annexation committee wants to change that, then you would want to mention that in the annexation agreement. If you're satisfied with the roles and responsibilities as currently outlined, you don't have to mention anything in the annexation.

I will say that staff is excited to see the housing authority take a regional approach to their stormwater. Right now in Steamboat Springs, stormwater is not addressed on a regional basis. It's addressed on a site-specific basis. All new developments you see have these little detention ponds sitting next to them, but if you take it on a more regional basis, it can be more cost-effective, it can use less property, and it enables you to double up the use of some other use, perhaps as park land or some other beautification effort.

We like the direction that they're going with this regional stormwater approach. Again, for the annexation committee, it boils down to Section 2, roles and responsibilities. If you want to change that, we can talk about this probably as these negotiations continue and put a clause in the annexation agreement. Otherwise, you can stay silent in the annexation agreement and we'll do business as usual.

[01:39:02] Jason Peasley: I think it impacts the fiscal impact model a little bit because most of these are planned on being within the parks and open space, which is the whole point of regional **[unintelligible 01:39:13]** that you can get double utilization of it as opposed to having a usable bathtub next to your apartment complex. Yes, I think probably a key aspect here is if it's in the park system, who's maintaining the parks?

The stormwater could be the same, could be different. That's really the crux of the conversation here. As far as how much we provide and all of that, the city's got a great system for stormwater that is already within the regulatory framework and we would just be happy to utilize and it's going to change over time based on new technology and all that. I think it's an appropriate way to do it.

[01:39:54] Kathi Meyer: Does it hurt to at least mention that we intend to comply with all current rules and regulations, and that way people don't say, "Well, you didn't talk about them." Maybe just an acknowledgment.

[01:40:12] Robin Crossan: To your point, when we get to parks and rec, that's when we're going to have the conversation about the water

[01:40:22] Jason Peasley: It's not as simple as like, "Oh, this is clearly a stormwater responsibility," because it's going to be essentially very low-lying basins that are maybe a sports field that in the case of a huge runoff event or rain event, fill up with water for a period of time and then slowly discharged. It's not going to be super simple as saying like, "That's clearly a drainage thing, that's on X." Anyhow, I think that's where we're going to want to have a little bit more conversation about that.

We have some examples of what we intend to do. That map that you have there is just sort of an idea of sort of the off-channel stormwater management concepts that we're working with based on the different basins as Jon was talking.

[01:41:19] Jason Lacy: Okay. Any concerns with going with the standard regulatory approach of stormwater?

[01:41:25] Robin Crossan: To Kathi's point, we just have to acknowledge it and the fact that we acknowledge the fact that if it changes over time, it will work within the new framework or a different framework.

[01:41:37] Jason Lacy: Which everybody required to do

[01:41:39] Kathi Meyer: Yes.

[01:41:40] Jason Peasley: Just one other things related to the regional stormwater approach is that we won't have to have onsite detention, so you actually can utilize a full block of development for the development itself, as opposed to having to create a space for stormwater detention. It can happen offsite which is what doesn't currently happen in the city.

[01:42:11] Leah Wood: Does that affect at all if you're able to move forward with your geothermal team? This is an aside, I'm sorry, but I'm just-- we're going to dig how many thousands of holes probably.

[01:42:24] Jon Snyder: I'm not sure it's going to have any effect.

[01:42:26] Leah Wood: Okay.

[01:42:29] Jason Peasley: The geothermal is going to be way far underground compared to this

[01:42:35] Jon Snyder: In the next meeting, we're slated to talk about streets for part of the discussion. Our streets division performs stormwater maintenance, so we will look a little bit more into stormwater maintenance at our next meeting, how streets does it, and how it's funded.

[01:42:52] Jason Peasley: Okay. I think from the funding of-- or who performs the maintenance, our objective with a lot of these things is who's the most efficient at doing that job? Because we're just spending community resources, right? The city's paying for it or the housing authority is paying for it, or the residents in Brown Ranch are paying for it, whoever it might be.

We need to figure out who's the most efficient at providing that level of service, and my goal would be to start there because we don't necessarily need to create a streets crew and a stormwater crew when you guys have one that we can invest more resources in and have them perform that job that they're already very good at doing in just another larger area, if that makes sense.

That's sort of our initial concept around a lot of those thoughts, is to think about who does that the best right now, and see how we can make sure that they have the resources to continue to do that, if that makes sense, from an ongoing maintenance and operations.

[01:44:06] Jon Snyder: Now, right now, stormwater maintenance is dictated by property ownership. The city maintains everything that sit on the city property or **[unintelligible 01:44:20]** or city easements, but if it's located on private property, then the maintenance is performed by the private property owner.

[01:44:26] Jason Peasley: Or not.

[laughter]

[01:44:28] Jon Snyder: Or neglected by the private property owner.

[01:44:28] Jason Peasley: That's a problem that we have within the city right now is that a lot of those private dispersed stormwater facilities aren't really very well managed.

[01:44:43] Jon Snyder: As part of our **[unintelligible 01:44:43]**, we are required to enforce that. That is something that **[unintelligible 01:44:49]** would get after.

[01:44:50] Robin Crossan: The point is that you're trying to make is we probably need to have a conversation somewhere in this as to even whether the city would want to be responsible for all the stormwater maintenance within Brown Ranch, possibly with a fee being charged to the housing authority to do it, so you don't have to do it.

[01:45:23] Jason Peasley: I think we're just open to figuring out who's the most effective at doing it, and how to get the resources to that. When there's a fee, we're open to all these different- [crosstalk]

[01:45:38] Jason Lacy: That's a little bit opposite of what we just said, because basically, what we just said five minutes ago was we're going to follow the codes of regulations as they exist, but now we're talking about something that's not that.

[01:45:51] Robin Crossan: What I'm hearing from Jason is he wants the experts to take care of it, and he's inferring that the experts are the city when in fact, the city traditionally throughout the community does not take care of it, as that become a contract with the city.

[01:46:08] Jason Peasley: Right. Maybe that could be a post annexation things if we just handle it by landownership, which is the way it's handled now. If there is some collaboration that can save resources, then we could look at that. That'll be sort of down the line conversation not so that we're not changing up what we literally just agreed to.

[01:46:41] Leah Wood: Although we're theoretically, are mediating the parks in the city, and then if our water storage basins are part of our parks then **[inaudible 01:46:52]**

[01:46:54] Robin Crossan: If that's the direction that we go on **[unintelligible 01:46:56]**.

[01:46:56] Kathi Meyer: I think that's something we all-- that's for the conversation that we get to parks now [laughs].

[01:47:00] Robin Crossan: Yes.

[01:47:01] Jason Peasley: It adds a layer of complexity to the discussion on the parks lane dedication.

[01:47:07] Robin Crossan: Yes.

[01:47:08] Jason Lacy: For purposes of the current stormwater regulations, does the city handle stormwater issues related to that?

[01:47:16] Jon Snyder: We do.

[01:47:17] Jason Lacy: Got it. I'm not sure I don't know. Does the group feel comfortable with-- it seems like a pretty big discussion item. Do you really want to save that discussion for later? Because this seems pretty important that you're agreeing to follow the regulations as they exist, but it sounds like there's some potential appetite for a later discussion, which is that the appropriate time or is now the appropriate time? Seems like now would be--

[01:47:43] Robin Crossan: How much time are we given for parks? How many meetings are we going to go through parks?

[01:47:50] Jason Lacy: Is that really what's driving this, is the parks component, that's?

[01:47:54] Jason Peasley: It just so happens that you want to co-locate these with parks, because that's the best practice related to regional stormwater so you can get dual usage from these facilities, because 99% of the time, they're not filled with water. Now you get to utilize them as a green space or whatever it might be. I think, if you look at the stormwater concepts overlaid with the parks, it's essentially the exact same as far as the land that would be parks and/or open space within the plant.

If we took the business as usual approach and we deeded the parks and open space to the city, that would mean that the city would then be responsible for the stormwater.

[01:48:52] Robin Crossan: I think we need to have a real presentation on this as to what it all entails as opposed to making or having a conversation today without any information.

[01:49:04] Jason Lacy: It feels like we're kind of stepping ahead on to the parks and open space discussion, which I know is coming up on a future agenda. What I'm hearing is, at least conceptually at a high level, the group is comfortable with following the status quo and regulations as they currently exist. We'll get into some more meaty discussion on this when we get to the parks and rec, or parks and open space discussion to see if there's any potential change to responsibilities there.

[01:49:31] Gary Suiter: I'd like to know more about it. Usually I see separate detention basins and collection basins. It's a new concept for me that we have an event, we flood our parks.

[01:49:41] Jason Peasley: We probably would want to hear from [crosstalk]

[01:49:42] Gary Suiter: I haven't heard that yet. [laughs] When we get [unintelligible 01:49:47]

[crosstalk]

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[01:49:49] Jason Lacy: When we get **[unintelligible 01:49:49]** let's be sure to do some presentation.

[01:49:52] Jason Peasley: Okay. It's not unheard of to see Emerald Park completely underwater, it's **[unintelligible 01:49:59]**

[crosstalk]

[01:50:06] Jason Lacy: Okay, there we go. Jon, anything else you wanted to cover on stormwater, wastewater, water?

[01:50:16] Jon Snyder: No, I have nothing else to present, but we can be helpful answering questions.

[01:50:23] Jason Lacy: Any other questions from the group on these topics right now? What I heard based on our discussion today, I'll just go backwards, stormwater, we're going to follow the current regulations and codes as they exist. Would we be able to for our next meeting, could we start updating the annexation agreement draft to acknowledge that piece? Also for wastewater, I heard we were just agreeing, as of now, that tap fee should cover the cost of any necessary upgrades to the wastewater treatment plant. Can we just confirm that in any updated annexation agreement draft as well, just relating to-- we'll just follow the tap fee approach on that.

As far as the water discussion goes, we agreed that the group would work on this distribution modeling approach where there will be some split between the city and the housing authority on paying for the significant Elk River water supply upgrade. We don't know what those percentages are yet, but the two staffs will work together on that distribution modeling approach.

Really, we'll need to not only have that, but also once we get that water demand analysis report, which is slated hopefully for April, that will help us with finalizing the language around the water discussion, and particularly in the annexation agreement, and maybe we could at least start working on a rough outline, even if it has some blanks on we're agreeing to this distribution modeling approach.

We also discussed under the water headline, all the water conservation options that Jon listed, all those sounded acceptable. If we could start crafting some language around those water conservation options, and that the city will start taking the lead on the water budget draft and collaborate with housing authority on finalizing that. Those were the highlights I had from water, wastewater, and stormwater discussion today. Did I leave anything out that we need to at least start drafting language on for the draft annexation agreement?

[01:52:40] Jason Peasley: I think the big one that we skipped over was the water rights dedication policy and whether that is something the city is intending to implement in this case or not, it will be the first question.

[01:53:03] Jason Lacy: Jon, maybe you could just remind everyone what the city's water rights dedication policy is.

[01:53:10] Jon Snyder: The water rights dedication policy requires any annex development or a new development over 50 EQRs outside the city lines to either bring water rights to the table equal to 110% of their water demand, or to pay a fee in lieu for water rights so that the city can then go get them. It is entirely up to City Council's discretion as to power and to exercise that, but it was developed back in 2008 to run with the adequate water supply for development policy.

[01:53:51] Jason Lacy: Then the question will be, whether the city is going to require-- It sounds like based on our discussion from water earlier, we have the water rights developed from the Steamboat Lake water contract mentioned earlier. The question is whether really, you'd be looking to the housing authority for a fee in lieu is essentially what I'm hearing?

[01:54:14] Jason Peasley: Correct, because we don't have any water rights.

[01:54:17] Jon Snyder: That may be a question that your two want to take back to the rest of council.

[01:54:23] Robin Crossan: Again, that's something we'll probably want to do an executive session with good background.

[01:54:35] Jason Lacy: Yes, that's good catch. Thanks for that. City will follow up on its stance on the water rights dedication policy and whether the fee in lieu will be required assuming the housing authority is not interested in trying to go buy some water rights.

[01:54:54] Jason Peasley: I believe as Kathi said, our first goal is affordable.

[01:55:00] Jason Lacy: We'll follow up on that piece as well. Was there anything else that needed to be addressed that we didn't cover on the water, wastewater or stormwater? Don't remember anything else that we would've missed. I know obviously we have some work to do on the distribution, modeling, and water demand analysis, but, any other key items missed?

[01:55:24] Jon Snyder: No. Okay.

[01:55:25] Jason Lacy: Nothing else? Okay. Anything else from Housing Authority, City? Anything else from the committee on today's discussion here?

[01:55:40] Gary Suiter: Can I just check with staff and see if you all are thinking on either side, did we miss any major points?

[01:55:57] Jason Lacy: All right, well then in that case, we've wrapped up a little bit early, so we will go to public comment. Public comment is scheduled for 30 minutes and it shall begin at 11:30 AM or the conclusion of the above agenda items,

whichever comes first. Those addressing the committee are requested to identify themselves by name and address. All comments should not exceed three minutes and all comments shall relate only to topics of discussion on today's agenda.

Anybody in here for public comment? Jim, did you have a public comment for us? If you could give us your name and address and we'll give you three.

[01:56:27] Jim Engelken: My name is Jim Engelken. I'm at 750 Pamela Lane. You missed a very key component in your water discussion, your distribution model. To remind you, when it comes to water, there is no whole community here. There is a very hard line between the Mount Warner Water District and the city. When you talk about cost-sharing from the city to the Brown Ranch or what some people may call, something else, but the Mount Warner Water District will not help you pay.

You are setting up the existing city service area for higher costs because the Mount Warner Water District will not pay, you don't have the ability to force them to pay. This is not one community when it comes to water. Please, don't lose sight of that. I don't know how you get the Mount Warner Water District to help out. It's a good question for Dan, and I suspect it involves a long needed heavy-duty legal action, but that's a whole another topic. The idea that this is one community that is going to help out with the Brown Ranch and cost-sharing is just not real.

[01:57:49] Jason Lacy: Okay. Thank you, Jim. All right. Anybody else in here? I don't think there's anybody else here for public comment. Anybody online for public comment? Let's see. Well, anyone else in public would like to make comment. I don't see anybody with their hand up online. Okay, and nobody else in here? All right, so I'll close public comments. Jon, did you want to follow up on the comment about the Mount Warner versus the city district and whether it could cause just the city district rates to go up?

[01:58:31] Jon Snyder: Yes. Mr. Engelken is correct in that it is two separate water districts and the city has no authority to impose any sort of water rate on the Mount Warner. In the context of these discussions, staff certainly was not intending to ask Mount Warner for any assistance. When we spoke of one committee, we were speaking in terms of our district not Mount Warner, so we are not anticipating any financial assistance from them.

[01:59:01] Jason Lacy: Okay. Thank you.

[01:59:05] Robin Crossan: All right. Can I just ask a follow-up then? Who does Mount Warner want to cover?

[01:59:17] Jon Snyder: For the most part, everything's south of Fish Creek. There's a very specific dividing line, but it more or less follows the creek.

[01:59:25] Robin Crossan: Okay. South.

[01:59:26] Jon Snyder: South.

[01:59:30] Robin Crossan: How much of that is in the county versus the city?

[01:59:34] Jon Snyder: It's virtually all in the city. They only have a couple of properties that are county line.

[01:59:40] Robin Crossan: Okay. Cool.

[01:59:41] Jon Snyder: [unintelligible 01:59:42]

[01:59:45] Speaker: Jason, if I can make one more point to Robin since she may not know. Current water rates for the city versus the Mount Warner Water District for residential are currently roughly three to one.

[02:00:00] Robin Crossan: Mount Warner is higher?

[02:00:02] Jason Lacy: City is higher. All right. Okay. All right, thanks, everyone. I think that wraps this up.

[02:00:13] Jason Peasley: We still need to go over the [unintelligible 02:00:14]

[02:00:15] Jason Lacy: Yes, I was going to do that.

[02:00:15] Jason Peasley: Okay.

[02:00:16] Jason Lacy: Yes, next meeting, I understand is the city's going to come back and talk to us about general municipal services. I understood that was going to focus on streets and any other specific topics?

[02:00:29] Jon Snyder: Transit.

[02:00:30] Jason Lacy: Streets and transit, yes, okay. You will be leading that presentation, Jon?

[02:00:37] Jon Snyder: Correct.

[02:00:37] Jason Lacy: Okay.

[02:00:39] Jason Peasley: All right, and they'll be including excerpts from our plan related to those specific items.

[02:00:47] Jason Lacy: Okay. Could you coordinate with Jon and make sure those are noted in his presentation, or--

[02:00:53] Jason Peasley: It'll be essentially just a separate attachment that is basically just chopping up the 190 pages of the community development plan into bite-sized pieces so that you can digest those as we're talking about specific topics.

[02:01:10] Jason Lacy: Okay. Perfect. Okay, and then of course, sooner rather than later, when we can get that, it'd be great. As far as also for a follow-up next week,

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we'll do our regular approval of minutes. We'll get the presentation on community outreach plan, so we can discuss that in more detail. We'll also follow up on the water and wastewater and stormwater discussion from today.

Hopefully, we can have some additional language on our draft annexation agreement even if it's-- hopefully, it's as detailed as possible, but we still obviously, have some holes to fill in on the water with the demand analysis and the distribution modeling that we'll work on going forward.

[02:01:53] Gilbert Anderson: Jason, I do have a question for you that. Is the expectation that we're providing language in anticipation of what we're discussing next week? Are we just chasing what we've discussed today?

[02:02:06] Jason Lacy: I think where we want to see updated draft annexation agreement language based on what we've discussed today.

[02:02:12] Gilbert Anderson: Okay, good. I'd rather not anticipate what we're going to talk about next week so that **[unintelligible 02:02:17]**.

[02:02:19] Jason Lacy: Okay. Perfect.

[02:02:21] Jason Peasley: I'll say we're doing it essentially post-

[02:02:25] Gilbert Anderson: Yes, to reflect what we've discussed, and what we agreed on at least in a working draft concept.

[02:02:31] Jason Peasley: That will then I guess, be the document that we would review related to the previous-

[02:02:37] Jason Lacy: We'll review-- we obviously, may not have had our discussion today on water, wastewater, and stormwater. We'll have our updated annexation agreement draft as part of the prior meeting recap.

[02:02:48] Jason Peasley: Got it.

[02:02:48] Jason Lacy: We'll cover that as part of that.

[02:02:50] Jason Peasley: Okay. I think that's a good plan.

[02:02:53] Jason Lacy: That should give time for feedback from each board and city council to see if there's any feedback to see if they have any concerns outside of this committee.

[02:03:02] Jason Peasley: Yes, because conceivably, you'd have the language in the packet that goes out tomorrow or Friday afternoon, whatever.

[02:03:10] Jason Lacy: My guess is that might be a rainbow item this time for the annexation draft, right?

[02:03:17] Gilbert Anderson: For the meeting in two weeks?

[02:03:19] Jason Lacy: Yes.

[02:03:21] Gilbert Anderson: It's not going to take me that long to put it together, but we'll have to do a little bit of an internal review, so yes, it's going to take a couple of days, at least.

[02:03:28] Jason Lacy: Okay.

[02:03:29] Robin Crossan: We don't have a council meeting until the 27th. We'll have whatever it is in the council meeting packet **[unintelligible 02:03:36]** so that we're looking at correct information to get direction on for the 20.

[02:03:44] Gilbert Anderson: In my mind, this is a document that will have the sign-off as it were from the negotiating team, but not necessarily the whole council. It **[unintelligible 02:03:57]** will be necessarily contention.

[02:03:58] Jason Lacy: It's contention to further continuing review by the full Housing Authority body and the city council.

[02:04:05] Leah Wood: Is the intention that we're going to present the language? Because I think on our side, as this is a working document, we're going to continue to present it to our board. We're getting feedback in real time.

[02:04:16] Robin Crossan: Okay, great.

[02:04:16] Jason Lacy: Yes, I think as you're ready to move along, and it's certainly as we have a presentation from you, if you're ready to propose your language, I think sooner rather than later it's better.

[02:04:25] Leah Wood: Okay.

[02:04:25] Gilbert Anderson: Yes, I think the goal is this document is continually progressing forward, but it's possible we may end up in a situation where the city's team does something the rest of the council is not happy with and we might have to take a step back, but the goal would be a series of steps forward after **[unintelligible 02:04:42]**

[02:04:44] Robin Crossan: At the end, it should be edit as opposed to write it.

[02:04:47] Gilbert Anderson: Yes.

[02:04:48] Leah Wood: Yes.

[02:04:50] Jason Lacy: In June, we have this document that just needs some fine-tuning. Anything else before we meet again on March 1st? We're good? All right, then we're adjourned. See you on March 1st. **[unintelligible 02:05:07]** Thank you very much.

File name: BRAC-02-15-23-video.mp4



[02:05:09] Robin Crossan: Thank you.

[background conversation]

[02:05:50] [END OF AUDIO]

AGENDA ITEM #2.

BROWN RANCH ANNEXATION COMMITTEE

FROM: Mike Lane, City Communications Manager
Robin Schepper
Sheila Henderson

DATE: March 1, 2023

ITEM: Community Outreach Plan.

ATTACHMENTS:

Attachment 1: Presentation.

Attachment 2: Draft BRAC Community Outreach Plan (February).

Attachment 3: Original City Proposal (January).

Attachment 4: Original YVHA Proposal (January).



BRAC Outreach & Engagement ^{2.2}

Michael Lane, City of Steamboat Springs
Robin Schepper, Wayfinder, Inc.

Brown Ranch Annexation Committee

- Transparent, open, and easily accessible
- Share information and gather feedback throughout the process
- Make materials, collateral, meetings, and public comment seamless and available throughout all portions of the discussion.
- Reach diverse audience across community

ANNEXATION BROWN RANCH



STEAMBOATSPRINGS.NET/BRAC

The City of Steamboat Springs and the Yampa Valley Housing Authority are developing a draft agreement to annex 420-acres of the Brown Ranch into the city.

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- Key Dates
- Lifecycle of Project
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- Polls/Surveys
- Public Comment
- Streaming Options
- Subscribe to Project



steamboatsprings.net
yvha.org/brown-ranch

2.3

City

- Media Relations & Website
 - steamboatsprings.net/brac
- Public Awareness
- Engage Steamboat
- Town Hall (1-2 sessions)
- Additional Paid Avenues
 - Advertising, Social, Collateral

~ \$8K to \$10K

YVHA

- Advertising/Marketing
- Translation/Interpretation
- YVHA Outreach
- Research & Analysis
- Editorial Calendar & Target Audiences
- Community Presentations

~ \$35.5K to \$63K

- **Advertising/Marketing (\$10K)**
 - Social (\$1.5K), Print/Radio (\$7.5K), Collateral (\$1K)
- **Translation/Interpretation (\$6.5K)**
 - Translations of materials (\$4K), interpretation of town halls (\$2.5K)
- **Consultant Enhancement (\$33K)**
 - Interagency Collaboration (\$9K), Community/Partner Outreach & Meetings (\$8K), YVHA Content Amplification (\$8K), Presentation Prep (\$4K), BRAC Fact Sheets (\$4K)

Total: \$49,500



Questions



**YAMPA VALLEY
HOUSING AUTHORITY**

Brown Ranch Annexation Committee (BRAC) Community Engagement Plan

PURPOSE/GOALS:

Both the City of Steamboat Springs and the Yampa Valley Housing Authority agree that a comprehensive community outreach effort needs to be implemented for the Brown Ranch annexation process. The Brown Ranch Annexation Committee outreach efforts will focus on the following goals:

- Educate the community about the Brown Ranch Annexation Committee (BRAC) process
- Inform the community on ways to provide input to the BRAC
- Educate the community about the Brown Ranch Community Development Plan (CDP) and the City's infrastructure plans
- Avoid duplication between City efforts and YVHA efforts

CONSIDERATIONS:

- The education effort is guided by the Brown Ranch Annexation Committee members
- Unlike other annexation processes, the Yampa Valley Housing Authority is a government institution governed by a board that includes one City Council member and one County Commissioner.
- The final annexation recommendations from the Brown Ranch Annexation Committee need to be approved by the City Council.
- To be transparent, open, and easily accessible to the community, the following outreach strategies and opportunities are being recommended by the city to share information and gather feedback throughout the process to reach a draft annexation agreement for city council review.
- Make materials, collateral, meetings, and public engagement including public comment seamless and available throughout all portions of the discussion.

IMPLEMENTATION:

The following plan includes strategies and tactics that will be implemented by both City and YVHA staff/consultants. When there are extra fees beyond staff time, a budget is indicated on the bottom of this document.

I. Prepare/Brief BRAC members for bi-monthly meetings

- City staff prepares issue papers for BRAC members on different issues like water, utilities, open space that are included in the public agenda packets.
- YVHA staff and consultants prepare issue papers on the same issues adding information from the Brown Ranch Community Development Plan (CDP) and recommendations from the Urban Land Institute.

- Both the City and YVHA state linkages to other existing plans that are relevant to the issues (i.e., West Steamboat Springs Area Plan, Routt County Master Plan, Climate Action Plan, Parks and Recreation Plan, etc.)
- City posts issue papers on City communications channels
- YVHA posts issue papers on Brown Ranch website
- City and YVHA post calendar of topics for each BRAC on communications assets

Feb 15: Water, Wastewater, Stormwater
March 1: Transit, streets, public safety, open space, buses, snow removal, fire/police/parks vehicles
March 15: Funding for City services, use of STR taxes,
March 29: Funding for City services, use of STR taxes, Exactions/dedication of land (indoor field house, fire station, etc
April 12: Exactions/dedication of land (indoor field house, fire station, utility easement, water rights, school district,etc
April 26: Public Transportation Infrastructure (traffic study)
May 10: Affordability/Attainability of Housing (ownership, deed restrictions, Conformance with West Steamboat Springs Area Plan); Sustainability Measures (Energy Efficiency, Climate Action Plan, EV infrastructure, etc.)
May 24: Post Annexation Land use Approval Process (zoning, subdivision applications, codes, vested rights
June 7: Contingencies: (Legal challenges, referendum/referred measure, 40 day period)

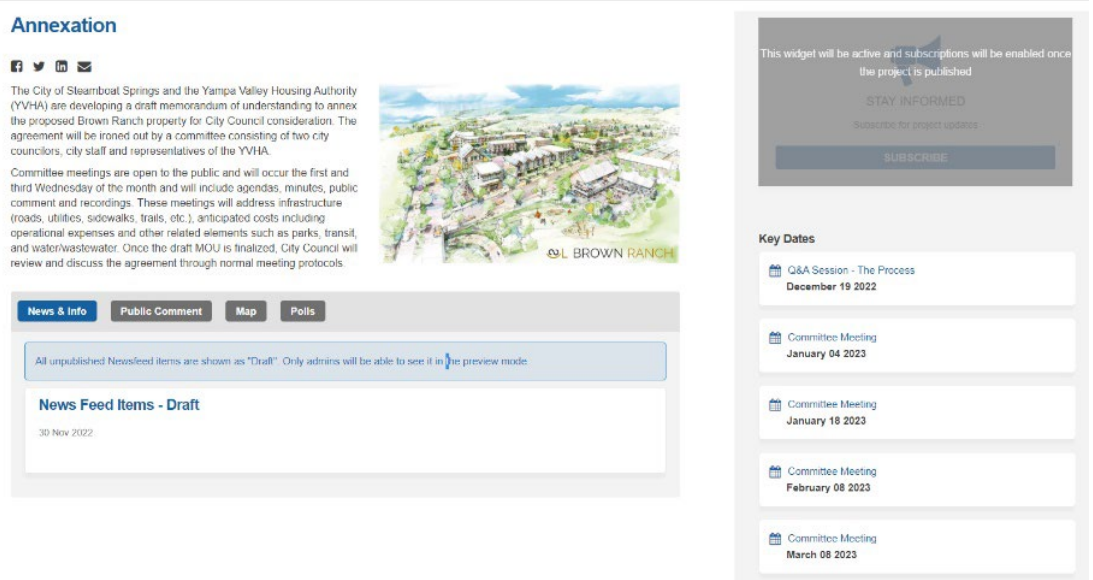
II. **Host monthly community presentations**

- BRAC hosts monthly community presentations at Citizens Hall with the expectation of a meeting in March, April, May, June, and July, if needed.
- City to post meetings live and post on YouTube Channel
- Topics will cover the issues discussed in the previous BRAC meetings leading up to the community meeting date
- City and YVHA staff serve as experts on issues
- YVHA coordinates interpretation/translation services
- YVHA drafts power point presentation for each community meeting reviewed by City Staff
- Community meetings are recorded and placed on City and Brown Ranch websites for viewing afterward
- City uses their communications mechanisms to generate participation

- YVHA uses their communications assets (newsletter, social media) to generate participation.
- YVHA and City gather input from community to share with the BRAC members
- YVHA and City draft summaries after the meetings for distribution on communications assets for each agency.

III. Utilize City asset called Engage Steamboat to generate more public input

- Publicizes key dates and milestones
- Shares agendas, schedules, minutes, and materials
- Allows public to subscribe to BRAC and remain aware/involved
- Uses platform to conduct polls/surveys after community meetings and share results with public and BRAC members.
- Updates newsletter
- url: Engagesteamboat.net/Annex



IV. Reach different target audiences by updating City and YVHA Brown Ranch websites

- **City:**
- City created landing page steamboatspring.net/brac with information and link to Engage
- Added Committee meeting dates and other associated events listed on main city website calendar and other community locations (ie Happenings)
- Post Agendas, Synopsis and Videos available on this page
- Homepage spotlight linking to Engage
- **YVHA:**
- Created annexation process section on Brown Ranch website
- Continue to add key dates, milestones, issue papers on Brown Ranch website
- Promote Engage platform on Brown Ranch website to drive to public comment section.

V. City to continue media relations/community engagement and YVHA will amplify to their target audiences

- City to draft press releases when appropriate

- City continues editorial coverage of meetings/progress
- YVHA to amplify BRAC press releases/editorial coverage on YVHA platforms (newsletter, social media)
- YVHA to work with Integrated Community to ensure press release information is translated and distributed to immigrant community in print and video form on Integrated Community/LatinX communications assets
- City posts BRAC information on City social media assets
- YVHA leverages City posts on YVHA/Brown Ranch communications assets
- City uses City Limits Radio Show to promote BRAC process
- City and YVHA assist BRAC members to write editorial columns about facts in the annexation process
- Utilize other regular radio opportunities like Harvey's Huddle on Steamboat Radio and Gary Suiter's regular radio shows.



Annexation

ANNEXATION

BROWN RANCH



STEAMBOATSPRINGS.NET/BRAC

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or the end of earlier agenda items,
whichever comes first

EngageSteamboat.net/Annex

The EngageSteamboat site will host all annexation materials and documents as well as provide a convenient and easy way for citizens to stay up-to-date on the process and provide public comment.

- Annexation Documents
- Committee Agendas/Minutes
- Key Dates
- Lifecycle of Project
- Maps/Graphics
- News & Information
- Newsletter Updates
- Photos/Videos
- Polls/Surveys
- Public Comment
- Streaming Options
- Subscribe to Project



steamboatsprings.net
yvha.org/brown-ranch

VI. Increase Public & Council Awareness (YVHA and City)

- Write Monthly Update in City Manager Report (City)
 - Same report used in e-newsletter
 - Add community input when appropriate
- Create Awareness Posters (City)
 - Post at public locations including the three City Clerk locations – City Hall, Parks & Recreation and Post Office.
 - YVHA posts at YVHA housing developments and other locations frequented by target populations (current and potential Brown Ranch residents)
- Work with other organizations to share information on BRAC process (city and YVHA)
 - Ask County PIO to share BRAC information on County assets including community newsletter (5K subscribers), social media, website
 - Leverage communications assets of other partners organizations to share BRAC information including:
 - Chamber of Commerce
 - Human Resources Coalition
 - Yampa Valley Community Foundation
 - Integrated Community
 - United Way
 - First Impressions
 - Other non-profits
- YVHA continues outreach to community groups about process
 - Share updates and how to get involved with process
 - Groups include Rotary, Young Professional Network, Economic Development Council, school groups, youth groups (40 meetings)
- YVHA ensures that materials are multi-lingual and provide both translation and interpretation:
 - Websites already have translations options: Steamboatsprings.net and YVHA.org/brown-ranch
 - Create materials in print and video format

VI. Use Advertising and Marketing to expand reach to community (City)

- Work with Steamboat Pilot and Steamboat Radio on advertising
 - Print
 - Radio
 - Social media boosts on City and YVHA assets
- Create collateral materials in English and Spanish
 - Posters
 - Door hangers
 - Translation

VII. Budget Estimate: The following budget is an estimation of time/services spent during the BRAC process (January – end of July.) Work past August 1st will need an additional budget.

- *Advertising/Marketing*
 - Social media

- Print/radio
- Collateral materials
- Subtotal: \$10,000
- City to pay costs directly

- *Translation/Interpretation*
 - Translation of materials: \$4,000.
 - Interpretation at meetings: \$2,500.
 - Subtotal: \$6,500
 - Integrated Community to bill YVHA

- *YVHA Community outreach and engagement:* Due to the capacity limitations of YVHA, two consultants will be hired to work on the following tasks.
 - Interagency coordination
 - Meetings between City and YVHA, BRAC meetings. Etc.
 - \$9,000
 - Community/partner outreach & small meetings
 - Outreach to 40 groups
 - \$8,000
 - YVHA amplification of city content
 - Twice a month after BRAC meetings
 - Before and after community presentations
 - \$8,000
 - BRAC community presentations outreach and prep
 - Build audience for monthly meetings
 - \$4,000
 - BRAC materials drafted
 - Presentations for community meetings
 - External fact sheets on BRAC
 - \$4,000
 - Subtotal: \$33,000
 - Outreach consultants to bill YVHA

- **TOTAL:**
 - Advertising/Marketing (City) \$10,000
 - Translation/Interpretation (YVHA) \$ 6,500
 - Community outreach and engagement (YVHA) \$33,000.
 - **TOTAL** **\$49,500**

- Please note that YVHA will contract with translation/interpretation and community outreach consultants directly and reconcile billing at the end of the BRAC process with the City of Steamboat Springs.

Updated February 9, 2023

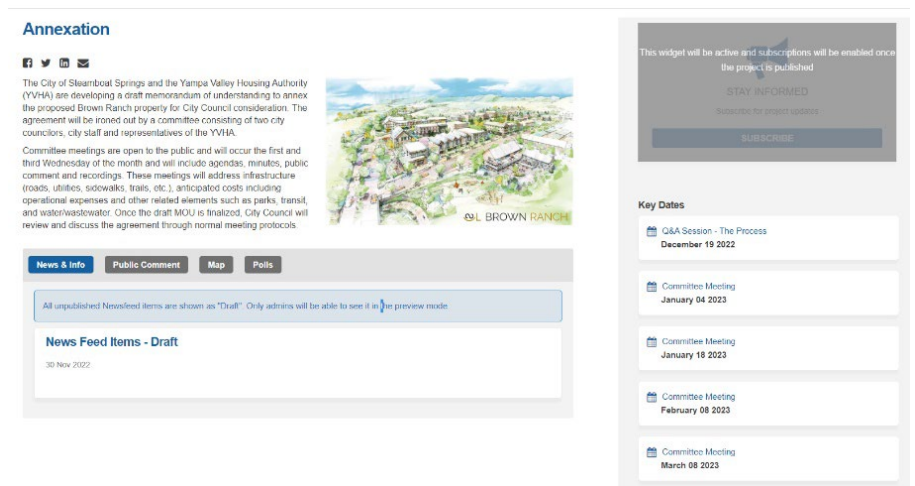
Annexation Outreach Plan

In an effort to be transparent, open, and easily accessible to the community, the following outreach strategies and opportunities are being recommended by the city to **share information and gather feedback** throughout the process to reach a draft annexation agreement for city council review.

The primary goal is to make materials, collateral, meetings, and public engagement including public comment seamless and available throughout all portions of the discussion. The following is similar to outreach for other board & commission meetings and conversations.

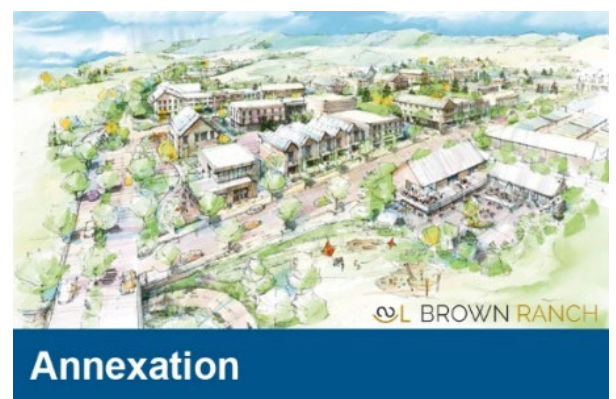
Engagesteamboat.net/Annex

- Home Base Repository
- Public Comment | Surveys | Opinion Portal
- Committee - Agendas, Schedule, Minutes & Materials
- Key Dates & Milestones
- Update Newsletter
- Permits Public to Subscribe to Project and remain aware/involved
- Leverage Previous Projects Subscribers to participate in project



Steamboatsprings.net

- Dedicated landing page steamboatspring.net/brac with information and link to Engage
- Committee meeting dates and other associated events listed on main city website calendar and other community locations (ie Happenings)
- Agendas, Synopsis and Videos available on this page
- Homepage spotlight linking to Engage



Media Relations

- Press Releases – Launch, Process, Key Milestones
- Editorial Coverage of Meetings/Progress (Print/Radio)
- Social Media Posts
- City Limits Radio Show
- Editorial Columns – About the process/public participation – no advocacy

Public & Council Awareness

- Monthly Update in City Manager Report
 - Same report used in e-newsletter
- Awareness Poster
 - public locations including the three City Clerk locations – City Hall, Parks & Recreation and Post Office.
- Partner Resources – Leverage community partners to share information on the process
- Multi-Lingual – sites already have translations options
 - Steamboatsprings.net
 - YVHA.org/brown-ranch

Q&A Sessions/Town Meeting

- Host public information Q&A sessions
 - (streamed/in-person)
- Live and Post on YouTube Channel

Additional Opportunities


Advertising/Marketing

(Estimates if interested in doing any aspects - \$8-10K)

- Local Advertising
 - Meeting schedule, topics, public input & town halls (~\$5,000)
 - Print, radio, digital are options
- Social – Boosted posts or advertising (~\$1,500)
- Collateral (\$2,500)
 - Posters
 - Door Hangers
 - Copy Translation
- Other?

NOTE:

- Advocacy for the overall annexation project (for or against) should be done by outside organizations separate from the city/committee outreach process.



ANNEXATION

YVHA BROWN RANCH

STEAMBOATSPRINGS.NET/BRAC

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• Committee Agendas/Minutes	• News & Information	• Public Comment
• Key Dates	• Newsletter Updates	• Streaming Options
• Lifecycle of Project	• Photos/Videos	• Subscribe to Project

City of Steamboat Springs | YVHA

steamboatsprings.net
yvha.org/brown-ranch



TO: Jason Peasley, Yampa Valley Housing Authority (YVHA)
 FR: Robin Schepper, Wayfinder Strategies and Sheila Henderson, SS Solutions, Inc.
 RE: Communications and Community Engagement Proposal for Brown Ranch Annexation Process
 DA: January 19, 2023

As long-time supporters and organizers for the Brown Ranch, it is with pleasure that we submit this community engagement and communications proposal to the Yampa Valley Housing Authority for the Brown Ranch Annexation process. Since we both worked in different capacities for the community outreach and communications for the Brown Ranch Development Plan and the short-term rental tax, we believe we are well-positioned to help both the City and the YVHA inform and educate the community on annexation.

Below you will find our recommended course of action

Process:

Here are the steps that we recommend moving forward.

1. Conduct research and analysis on issues that will be discussed at BRAC
2. Draft editorial calendar
3. Develop messages and materials for distribution to target audiences
4. Implement communications outreach
5. Develop and execute paid advertising
6. Conduct community presentations/small group presentations
7. Work with community partners and stakeholders

Each area is described in more detail below.

- **Conduct Research and Analysis:**
- **Draft Editorial Calendar:** Working with the City of Steamboat Springs and YVHA, our team would develop an editorial calendar that would outline key dates and milestones for the annexation process as well as a timeline on when certain issues would be discussed by the BRAC. This is extremely important for transparency and community engagement.
- **Identify target audiences:** Tailoring materials and messages is necessary to be successful. We will work with YVHA and the City to identify all the target audiences and include others already identified including:
 - a. 25-40 targeted outreach as identified by the Urban Land Institute panel

- b. Intentional focus on businesses employing potential residents
- **Develop messages and materials for distribution to target audiences:** To reach our different target audiences, we will need to develop materials for community engagement. Some examples include:
 - a. **Information sheets:** A few weeks prior to Brown Ranch Annexation Committee (BRAC) meetings on key subjects, the YVHA communications team will gather relevant information from City and/or YVHA staff, technical experts, etc. and will develop a simple 1–2-page information sheet. It could include links to primary sources for people who want to go deeper. Information sheet could also include link to provide written public comment on the subject.
 - b. **Key Educational Messages:** In addition to in depth information on key issues for the annexation process, we will also develop key educational messages about the annexation process as well as the benefits and considerations for Steamboat Springs residents.
 - c. **Press releases:** YVHA in conjunction with the city may need to write press releases on announcements for agreements or events.
 - d. **Presentations:** To help with the community engagement process, we will develop PowerPoint presentations on certain issues (water, energy, parks, partners, etc.)
 - e. **Website:** Content developed will be housed on the Brown Ranch website and the City website page dedicated to the Brown Ranch.
 - f. **Social media content:** In order to reach different target audiences (i.e. 20-40 year old's), the team will develop social media content (graphics, video, etc.)
- **Implement Communications Outreach:** Once materials are developed, the team will use all the communications channels available to reach the public including:
 - Latinx and Integrated Community for distribution through www.elranchobrown.org and others determined by them.
 - On Brown Ranch English website www.brownranchsteamboat.org
 - Brown Ranch Constant Contact email blasts.
 - Brown Ranch social media (focus on 25-40 age group)
 - City website (engagesteamboat.net/annexation)
 - City social media
 - City email blasts
 - The Pilot and Valley Voice
 - Steamboat Public Radio
 - Routt County Newsletter
- **Develop and execute paid advertising:** To ensure that YVHA and the City are reaching more individuals and groups, the team would develop and execute paid advertising which could include print and digital advertising with the Pilot, radio ads with Steamboat Radio and social media boosts.
- **Conduct community presentations/small group presentations:**
 - a. *Community presentations:* Hold meetings community-wide to present key decisions and how the decisions were reached.
 - i. First meeting should explain BRAC and the process.
 - ii. Key negotiation points with feedback from participants.

- b. **Small group meetings/presentation** – Ongoing meetings and presentations to smaller groups to keep residents updated (Individual Businesses, Chamber, Rotary, Nonprofits, Lodging etc.)
- **Work with community partners and stakeholders:** As part of the process, we would work with numerous community partners, including those who have requested to be part of the Brown Ranch as well partners who can reach different constituencies in the area including the Routt County workforce, potential Brown Ranch residents and providers and services as well as opinion leaders in the community. Some of the key community partners include:
 - a. Latinx & Integrated Community
 - b. CMC classes for engagement of young adult engagement (Prof. Staib and Rilos)
 - c. Young Professionals Network
 - d. Chamber and business groups
 - e. Routt County
 - f. Health and Human Service/Arts/Environmental nonprofits
 - g. Moffat County/City of Craig

Expectations:

To be successful, we will need the technical expertise of subject matter experts, (water, energy, etc) to develop information for the public. We will also need a clear and concise vetting process for all materials/messaging created.

Budget:

For the work described above, we anticipate 40 hours of time per week for our combined team. At a rate of \$75, we anticipate a \$12,000 a month retainer to complete our work. We will keep detailed logs of our work and submit monthly invoices.

About the team

Sheila Henderson

Sheila Henderson led the community engagement process of the Brown Ranch Community Development plan along with the Health Equity Action Plan. As a longtime resident and former YVHA Board member she is well versed on our current housing crisis. In 2019 she retired as the Executive Director of Integrated Community, a nonprofit that supports immigrant and limited English-speaking community members. Prior to her nonprofit work, she managed several local businesses such as Gondola General, the Strawberry Park Hot Springs, and Steamboat Lumber.

Robin Schepper

Robin Schepper uses her background in public policy, communications, events, and campaigns to develop comprehensive strategies for her clients. She is an experienced and dedicated manager who develops communications and public affairs strategies; facilitates meetings and retreats; trains and

coaches executives; provides organizational and communications counsel and writes numerous types of documents for her clients.

Over the past 30 years, Robin has worked in many arenas. She worked on three Democratic presidential campaigns and in the Clinton Administration, organizing trips and events like the 1997 G-8 Summit and the 50th Anniversary of NATO. She was a small business owner, co-founding Pyramid Communications, a Seattle-based public affairs company that specializes in environmental, health and Native American issues. She served as staff director for the Senate Democratic Technology and Communications Committee under Senator Daschle working with the Democratic Caucus on their TV, Radio, and Internet strategies. Robin spent four years working as a consultant to the Athens 2004 Olympic Games providing communications expertise; building their press office; and serving as a spokesperson and advisor to the President of the Athens Olympic Organizing Committee. Robin also was the first Executive Director of First Lady Michelle Obama's children's anti-obesity initiative, *Let's Move!*

Robin most recently worked with Rout County as the public information officer during COVID and was the community outreach manager for the update of the Routt County master plan. She worked with YVHA on the Brown Ranch Development Plan and writes YVHA's press releases, presentations, and social media. She is president of the Board of Integrated Community.

AGENDA ITEM #4.

BROWN RANCH ANNEXATION COMMITTEE

FROM: Dan Foote, City Attorney
DATE: March 1, 2023
ITEM: DRAFT Annexation Agreement.

ATTACHMENT:

ATTACHMENT 1: Annexation Agreement - Working Draft – to be provided in Rainbow packet.

AGENDA ITEM #5.

BROWN RANCH ANNEXATION COMMITTEE

FROM: Jon Snyder, Public Works Director

DATE: March 1, 2023

ITEM: City Services/Operations/Maintenance Responsibilities – General Municipal Services (Streets and Transit).

ATTACHMENTS:

ATTACHMENT 1: City Briefing Paper - Streets.

ATTACHMENT 2: City Briefing Paper - Transit.

ATTACHMENT 3: YVHA Briefing Paper - to be provided in Rainbow packet.

Streets

March 1, 2023

Authors: David Van Winkle, Streets Superintendent
Jia Carroll, Public Works Coordinator
Jon Snyder, Public Works Director

Purpose

The purpose of this paper is to provide a background of City streets maintenance and snowplowing to the Brown Ranch Annexation Committee to frame and inform annexation negotiations pertaining to Brown Ranch. This paper is intended to only address Brown Ranch's internal network of streets. Offsite roads will be the topic of a later conversation.

Decision Points

Maintaining the streets and stormwater systems of Brown Ranch will involve an estimated \$846,500 upfront capital investment, and a projected \$800,040 annual cost thereafter (in 2023 dollars). Streets services are entirely funded out of the General Fund. Therefore, the largest decision the Brown Ranch Annexation Committee faces is how to fund these additional streets services should the incremental sales taxes received from the additional population within Brown Ranch fall short of anticipated expenses.

Other decisions that the Annexation Committee should consider include the following:

1. Should street cross sections conform with City Engineering Standards, or is there a desire to consider alternative cross sections?
2. Will overnight on-street parking be prohibited consistent with existing City ordinances, or is there a desire to utilize overnight on-street parking within Brown Ranch?
3. Who will maintain parking lots, especially if parking lots are utilized overnight? Will parking lots be paved?
4. Who will maintain alleys?
5. What is the Annexation Committee's opinion on the feasibility of cost-effective winter maintenance and the corresponding amount of onsite snow storage currently proposed?

Section 1: Background

The City of Steamboat Springs Streets Division provides the following services for all City-owned streets, rights-of-way, and parking lots:

1. Pavement maintenance; including pothole repair, crack filling, seal coating, and overlays
2. Snow plowing
3. Striping; including roadway shoulder, turn lane, and centerline striping; crosswalk marking, curb painting, bike lane marking, and parking lot striping
4. Sign installation and maintenance
5. Sweeping
6. Stormwater and drainage maintenance; including inlet cleaning, ditch cleaning, culvert cleaning, and minor capital improvements or replacement efforts
7. Spring scoria pickup

8. Bridge maintenance
9. Guardrail maintenance
10. Noxious weed management within unimproved portions of public rights-of-way

In addition to these typical services that are provided for all City-owned streets and parking lots, Streets also provides offsite snow removal for downtown, Ski Time Square, and all parking lots. The Streets Division is also responsible for all traffic signals that are not located on Highway 40.

Through the Streets Division, the City maintains all paved alleys within Old Town, Brooklyn, Fairview, and West End Village. However, the City does not maintain any new alleys, such as those found in Steamboat Barn Village or Sunlight. This is because adequate snow storage is not provided along alleys, making them cost-prohibitive for the City to maintain.

There are currently 160 lane-miles of City-owned streets and 6 miles of City-owned alleys, for a combined total of 166 lane-miles that the Streets Division is responsible for. Additionally, the Streets Division is responsible for 37 City-owned parking lots.

It is anticipated that the City will provide streets services for Brown Ranch. Currently, Brown Ranch estimates there will be 23.53 lane-miles of new streets within the Brown Ranch property, one mile of which is a neighborhood alley.

Section 2: Costs of Service

Based upon 2023 budget numbers, the City spends \$25,092 per lane-mile annually on Streets operations and maintenance. This is an all-in unit cost which includes personnel, administration, equipment, materials, etc. In practice busier streets, as well as streets with minimal snow storage, cost more to maintain; while less-busy streets and streets with adequate snow storage cost less to maintain. Another \$1.79M is spent on annual milling and overlays, which is not a part of this annual lane-mile unit cost.

Currently the City operates five snow plowing routes. Each route takes approximately 10 hours to complete for an average snowstorm. To plow Brown Ranch the City will need to add a sixth plow route. To add a sixth plow route, the City will need to add the following:

1. One motor grader with a wing: \$360,556
2. One sand truck with a plow: \$201,826
3. One loader with a bucket and blade: \$209,132
4. Storage facilities for these new pieces of equipment: cost unknown, but assume \$75k
5. Minimum of three new operators: combined \$265,287 annually (based on 2023 costs)

Once the initial capital equipment investment is made and Brown Ranch builds out, the City's annual unit costs are anticipated to decrease to \$24,541 per lane-mile in 2023 dollars. The unit cost decreases slightly because at full buildout Brown Ranch will add another 23.53 lane-miles to the system, thereby increasing the denominator.

2022 costs for milling and overlays totaled \$21.50 per square yard. Assuming Brown Ranch constructs 23.53 lane-miles of roads at full buildout, and assuming a 16-year average lifespan on pavement surfaces, \$222,594 annually should be added to cost-of-service analyses for periodic milling and overlay of streets within Brown Ranch.

Upon full buildout of the 23.53 lane-miles of streets within Brown Ranch, the City estimates it will cost an additional \$577,448 for annual operations and maintenance, and an additional \$222,594 for overlays. The total annual cost to serve Brown Ranch is therefore estimated to be \$800,042. Actual costs associated with various types of streets are almost impossible to quantify. Therefore, these estimates should be considered high-level budgetary estimates that are intended to assist with the fiscal analysis and funding discussions.

Section 3: Design Considerations

Street design and right-of-way layout is typically addressed during the development review process. The Engineering Division is charged with reviewing development applications for conformance with standards and specifications, and the Engineering Standards provide a variety of cross-sectional designs for various types of streets. During previous annexation negotiations, this was a point of contention with the developer, as the developer desired to construct cross sections that did not conform to the cross sections that were offered within the Engineering Standards.

In Steamboat Springs, snow plowing and snow storage drive most of the design requirements for rights-of-way. More snow storage yields a more cost-effective operation and a more effective transportation system. Staff encourages the Annexation Committee and the design team to account for snow plowing and snow storage when making land use decisions. Staff offers the following six considerations that the development team and the Annexation Committee may want to weigh in on:

1. On-street parking

To provide effective snow plowing, existing City ordinances prohibiting overnight on-street parking should be applied to Brown Ranch as well. It is unclear at this time if the applicant is proposing to utilize overnight on-street parking. Staff recommends that on-street parking not be relied upon as a reliable means to park residential developments.

2. Onsite snow storage

The feasibility of cost-effective winter maintenance should be considered. Initial site renderings indicate minimal onsite snow storage. Public Works staff strongly recommends that renderings be re-drawn with snow storage in mind and site planning be reconsidered with snow storage in mind.

Streets that provide the most effective onsite snow storage and provide the most effective multimodal transportation options have a ten-foot horizontal offset between the edge of the road and the sidewalk. Steamboat Barn Village and the Parkview neighborhood are good examples of this, as their cross sections work well during the winter. On streets where less than ten feet of offset are provided, snow storage becomes an issue. This results in the streets narrowing as snow accumulates. Sidewalks become very difficult to shovel due to the presence of large windrows. Sunlight Subdivision is a good example of this. Sunlight Subdivision's cross sections do not work particularly well during the winter.

3. Windrows on gutter pans and catch basins

Gutter pans and catch basins provide viable means for drainage conveyance. However, special attention should be given during the design phase to the location of gutter pans and catch basins relative to windrows. During the winter, windrows block gutter pans and catch basins, which then promotes poor drainage.

4. Turnarounds

All City-maintained streets that have dead-ends must have adequate turnarounds for large snowplowing equipment, trash trucks, emergency vehicles, and delivery vehicles.

5. Parking areas

It would be helpful to identify up front who will be responsible for maintaining parking areas. If parking areas are intended to accommodate overnight parking, staff suggests those areas be privately maintained, as Streets is not equipped to provide this type of plowing.

It is also worth noting that code requires parking lots within Steamboat Springs be paved. Paving is required for water quality and air quality purposes as well as to reduce mud tracking. There is language in the applicant's development plan that indicates they may want to pursue aggregate surface parking lots. This would be a departure from current code and should be discussed by the Annexation Committee and potentially addressed within the Annexation Agreement.

6. Alleys

It would be helpful to identify up front who will be responsible for maintaining alleys. There are two ways to look at this. If the desire is to allow property owners to utilize as much property up to the edge of the alley as possible, then alleys should be privately maintained due to the extreme lack of snow storage along the alleys. But if the desire is to have the City maintain alleys, then snow storage easements running the length of the alleys should be provided that preclude the installation of any improvements that impede snow storage.

Transit

March 1, 2023

Authors: Jonathan Flint, Transit Manager
Jon Snyder, Public Works Director

Purpose

The purpose of this paper is to provide a background of local transit services to the Brown Ranch Annexation Committee to frame and inform annexation negotiations pertaining to Brown Ranch.

Decision Points

The single biggest issue facing mass transit service as it relates to Brown Ranch is that there is absolutely no way to afford any appreciable increases in transit service - anywhere within the system - without a dedicated funding source. The community has already outgrown the sales tax-based General Fund structure that currently funds transit service. Steamboat Springs Transit (SST) is currently experiencing overall increases in ridership despite offering 20% less service. This is an issue affecting the community under existing conditions, so it is by no means an issue created by Brown Ranch. To achieve the aspirational desire to make Brown Ranch a transit-friendly development, either new revenue sources must be in place or a substantial cut to existing service must be made.

Staff outlines two general service options in Section 2. Option 1 would provide service aligning with the applicant's proposal and would represent a service similar to that seen in the rest of town. However, Option 1 is quite expensive. Option 2 provides for one stop in Neighborhood A, replacing the stop currently located in the KOA campground, but provides no additional service. While Option 2 is not the comprehensive service the development aspires to have, it could be instituted with negligible increases to current costs.

Section 1: Transit Background

Steamboat Springs Transit (SST) began service as a City of Steamboat Springs division in 1980-1981. Transit service has included operations to Steamboat II twice but was discontinued both times due to low ridership. Current operations conclude within the western city limits at the KOA campground.

Funding for SST operations comes from the City of Steamboat Springs' General Fund. Limited funding for operations also comes to the City via a Federal 5311 grant administered by the Colorado Department of Transportation (CDOT). Capital expenditures for equipment typically come from Federal or State grants. These grants are non-formulaic and therefore a competitive process.

Current SST service is declining in operational hours due to budget constraints while expanding in ridership. Anticipated cost for service increases predict that this trend will continue unless a dedicated funding source can be obtained to secure current service with the potential to increase service.

Existing service consists of Fixed Route, deviated Fixed Route, Demand Response and Paratransit services.

Fixed Route service is scheduled service that operates on a consistent basis with published routes, stops and schedules. Deviated Fixed Route is a fixed route operation that has certain published areas that the bus can be detoured to pick up passengers. Detours are typically on-call and in Steamboat Springs includes Selbe Apartments on a year-round basis and the YVMC in the summer. Demand Response is typically a "first and last mile" micro-transit system that provides curb to curb service within a published service area during set hours. Currently the Yellow Zone operates as a demand response system. Paratransit service is a complementary system that provides service to individuals that have a physical, mental or cognitive barrier that prevents them from using the Fixed Route system. This service is limited to any area that is within $\frac{3}{4}$ of a mile from a fixed bus stop during the hours of operation for the Fixed Route system. Steamboat Springs Transit's AccessTheboat provides this service.

Section 2: Service Options

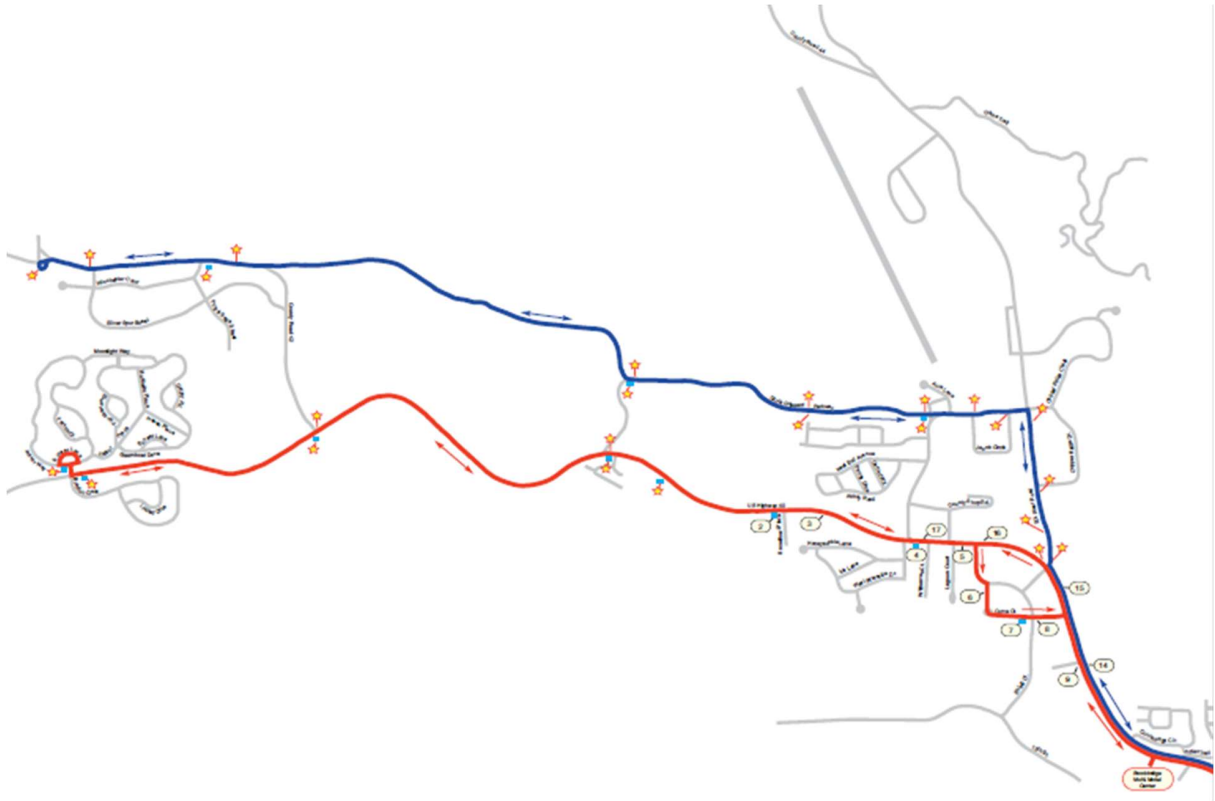
The applicant is proposing to have Fixed Route and Paratransit service to the Brown Ranch. Currently 4 stops are shown.

Steamboat Springs Transit has two suggestions for servicing this area. With all Transit expansion to the west, Steamboat Springs Transit believes that all west end neighborhoods should be included in future service models. These neighborhoods include Silver Spur, Sleeping Giant, Steamboat II and Heritage Park. A challenging aspect to this is that some of the service area is within the proposed annexation area, while some is outside City limits and within the County. A cost sharing plan will have to be negotiated for local service outside the future City limits, similar to the agreement for the operation of the Regional Bus.

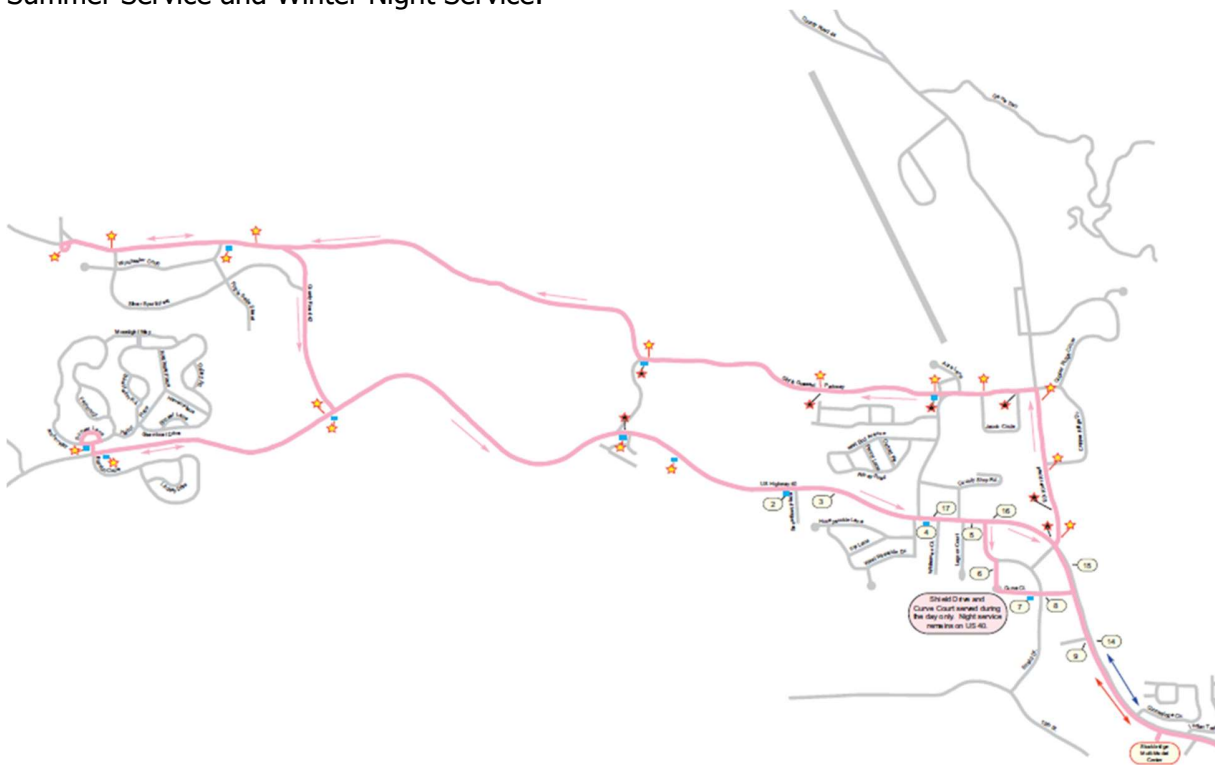
Option 1.) Fixed route service.

- Service provided every 20 minutes.
- The Blue Line would add a northern turn onto Elk River Road, a western turn onto Downhill Drive and turn around at/in Silver Spur and make the reverse trip.
- The Red Line would stay on US Highway 40 to Steamboat II, turn around and make the reverse trip.
- The Summer Line and Winter Night Line would add a northern turn onto Elk River Road, a western turn onto Downhill Drive, take the connector between Silver Spur and Steamboat II and return to downtown via US Highway 40.
- Bus stops on main arterials would incorporate a bus pull out, a shelter pad and pedestrian connections to sidewalks.
- Bus stops would be built at a minimum $\frac{1}{4}$ mile distance apart and would incorporate major points of potential ridership.

Winter Service:



Summer Service and Winter Night Service:



- Winter operations would cost \$5,806.50 per day. 133 days (average) of operation for an estimated annual cost of \$772,264.50.
- Summer operations would cost \$3,081.00 per day. 232 days (average) of operation for an estimated annual cost of \$714,792.00.
- Expected annual operational cost of \$1,487,056.50 in 2023 dollars.
- Equipment needs would include 6 new buses at \$750,000 per bus (Hybrid). Buses need to be replaced every 12 years. Initial equipment cost would come to \$4.5 million. Replacement fund would be \$393,750.00 per year.
- Approximately 20 stops constructed at \$165,000 per stop. Total cost \$3.3 million.

Option 2.)

- Build a large transit turn around/center at the entrance to Brown Ranch opposite Sleepy Bear for the fixed route service to utilize as the western terminus of the current Fixed Route System. This option would provide only one bus stop within Brown Ranch, and this bus stop would replace the current bus stop located in the KOA campground. Thus, there would be no additional cost for service above and beyond current costs. If this option is selected, easements should be dedicated for future bus stops as designated for fixed route service when appropriate. Additionally, utilities should be routed based on future bus stop development and roads should be designed for 45' transit vehicles.

This limited Fixed Route service could be augmented by a contracted Demand Response micro transit system in the west end neighborhoods. Costs would be dependent on the size and scope of the requested service. For comparison purposes only, currently SST pays approximately \$400,000 for year-round service on the Yellow Zone. This service currently uses a single vehicle with capacity reserved between the hours of 7:00 am and 6:20 pm.

Under either option, the construction of bus stops, including pull-outs, shelters, and sidewalk connections, would be borne by the developer. Ongoing maintenance of pull-outs and shelters would be borne by the City, and ongoing maintenance of the sidewalk connections would be borne by the adjoining property owner.

AGENDA ITEM #6.

Rainbow Agenda #4

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BROWN RANCH ANNEXATION AGREEMENT

THIS ANNEXATION AGREEMENT ("Agreement") is made and entered into this ____ day of _____, 2023, by and between the CITY OF STEAMBOAT SPRINGS, a Colorado municipal corporation ("City") and the Yampa Valley Housing Authority, a multi-jurisdictional housing authority ("YVHA").

WHEREAS, YVHA owns the real property described in Exhibit A ("Brown Ranch"), which consists of approximately 420 acres; and

WHEREAS, Brown Ranch is contiguous with the city limits and within the Urban Growth Boundary; and

WHEREAS, YVHA filed a Petition for Annexation with the City on October 18, 2022, to annex Brown Ranch into city limits; and

WHEREAS, the City has determined that it would be in the best interest of the public health, safety, and welfare of its citizens to impose certain terms and conditions on YVHA in connection with the annexation of Brown Ranch to the City;

NOW, THEREFORE, in consideration of the recitals, promises, and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. DEFINITIONS. As used in this Agreement, unless the context clearly requires otherwise:

"Annexation Ordinance" shall mean the ordinance adopted by the City Council of the City of Steamboat Springs pursuant to the Municipal Annexation Act of 1965 (Section 31-12- 101, et seq., C.R.S.) officially annexing the Property into the City of Steamboat Springs.

"Applicable City Ordinances" shall mean all ordinances of the City which regulate the development, subdivision and use of the Property, as in effect from time to time.

"Regulating Plan" shall mean document which establishes density, uses, patterns, open space and parks, and primary streets and their general locations within the Property, to be approved by the City pursuant to the requirements and procedures set forth in the TND Standards in effect as of the date this annexation becomes effective.

[TO SUPPLEMENT AS NEEDED]

2. POST ANNEXATION LAND USE APPROVAL PROCESS.

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3. GENERAL PLAN OF DEVELOPMENT

A. Unit Types & Numbers.

YVHA may develop up to 2,264 residential units at Brown Ranch through full build-out. YVHA may develop up to 419,000 square feet of non-residential uses at Brown Ranch.

Brown Ranch shall generally consist of four neighborhoods, currently identified by letter. Neighborhood A shall consist of 400 to 480 Units. Neighborhood B shall consist of 330 to 360 Units. Neighborhood C shall consist of 1030 to 1070 Units. Neighborhood D shall consist of 480 to 510 Units.

The contemplated unit composition at full build-out will consist of 1,486 multi-family units (65.5% of total units), 484 single-family attached units (21.5% of total units), and 294 single-family detached units (13% of total units).

RESIDENTIAL	PROGRAM		Phase 1	Phase 2	Phase 3	Total per
			# UNITS			type
	Multi-family	Rental	593	221	221	1486
		Condo	179	136	136	
		Sub-Total	772	357	357	
	Single Family Attached	Rental	126	46	46	484
		Owner	104	81	81	
		Sub-Total	230	127	127	
	Single Family Detached	Rental	28	11	10	294
		Owner	94	76	75	
Sub-Total		122	87	85		
		Total by Phase	1124	571	569	2264

	PROGRAM		Phase 1	Phase 2	Phase 3	Total per
			Area in square feet			type
		Building Type				
COMMERCIAL / COMMUNITY	Grocery	Mixed Use	15,000			15,000
	Retail Space (coffee, restaurant, etc)	Mixed Use	48,000	22,000	26,000	96,000
	Office Space/ Non-Profit Center	Mixed Use	10,000	8,000	10,000	28,000
	Childcare accepting CCAP	Mixed Use	5,000		5,000	10,000
	Fire Station	Free Standing		50,000		50,000
	K-8 School (site area)	Free Standing		200,000		200,000
	Unspecified Community Program	TBD		10,000	10,000	20,000
	Total by Phase		78,000	290,000	51,000	419,000

The unit numbers and composition outlined above are based upon current assumptions about housing need, community preferences, and available subsidies. It is YVHA's intention the

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unit numbers, composition, and size of non-residential uses, will be updated over time to account for changes in local housing need. Based upon the same, YVHA may seek to amend the Regulating Plan consistent with the Applicable City Ordinances, including seeking to add additional Units or square feet of non-residential uses to respond to changes in demand.

B. Phasing Plan

The Brown Ranch phasing plan is shown in the attached Exhibit _____. Phase 1 will consist of between 1,100 and 1,200 Units and XXX square feet of non-residential uses. Phase 2 shall consist of between 550 and 600 Units and YYY square feet of non-residential uses. Phase 3 shall consist of 550 to 600 Units and ZZZ square feet of non-residential uses.

Unit composition and density may be shifted between phases during the development approval process. YVHA may, in response to market conditions, funding, development capacity, and site conditions, seek to amend the Regulating Plan consistent with the Applicable City Ordinances.

C. Parks, Trails, and Open Space

YVHA shall provide at least 46.1 acres of parks, as generally shown in the attached Exhibit ____, or as may be amended through the development review process.

At least 68.6 acres of Brown Ranch shall be designated as Open Space through the development approval process, as generally shown on the attached Exhibit _____. The specific location of Open Space shall be determined through the development review process.

YVHA shall provide trails as generally shown on the attached Exhibit _____. The specific location and character of trails shall be determined through the development review process.

Parks, trails, and open space shall be phased with the development of each Neighborhood, and as the CDC requires.

Dedication and maintenance provisions for Brown Ranch parks, open space, and trails are provided for in Section 4 below.

Brown Ranch will not be subject to any further requirements for the provision of parks, open space, or trails as a condition of any City approval during the vesting term provided in Section ____, or any future extension of such term.

D. Wildfire Mitigation

Health Equity, Sustainability, and Resiliency Guidebook will impose a private regulatory scheme on development within Brown Ranch. The Guidebook will include recommendations identified in the *Increasing Wildfire Resilience at Brown Ranch* report prepared by the Community Wildfire Planning Center. These strategies may include 1) incorporating design features that

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reduce wildfire susceptibility in the Home Ignition Zone; 2) managing open space vegetation in strategic locations to support fire suppression tactics and further support defensible space; 3) providing adequate setbacks on peripheral edges of all neighborhoods from hazardous fuels and terrain features; 4) planning for the strategic location of trail networks to support fire suppression resource access and tactics; and 5) planning for evacuation opportunities.

Maintenance provisions for the wildfire mitigation measures are provided for in Section 4 below.

e. E. On-Site Public Infrastructure Plan

YVHA shall pay all costs for the design and construction of all on-site public improvements to serve Brown Ranch, including, but not limited to, roads, curbs, gutters, sidewalks, sanitary and drainage sewers, water, and street lights, in accordance with applicable City or public utility company standards and specifications. YVHA shall dedicate to the City and applicable public utility companies without charge, free and clear of all liens and encumbrances, those easements and rights-of-way necessary for installation and maintenance of said public improvements, including public streets, and in addition shall convey the public improvements to the appropriate entity upon completion and acceptance of the improvements.

[WATER PLACEHOLDER]

All Units within Brown Ranch shall pay Plant Investment Fees ("tap fees"), in the amount charged for other properties within the City's water and wastewater district, with such fees being due prior to the issuance of a building permit, as provided in the Applicable City Ordinances, except as noted in Section 3.G.3 below. Brown Ranch will not be subject to any further sewer related payments as a condition of any City approval during the vesting term provided in Section ____, or any future extension of such term.

YVHA shall construct stormwater systems within Brown Ranch in conformance with City Engineering Standards.

YVHA shall construct multi-modal transportation within Brown Ranch in conformance with City Engineering Standards.

The Parties agree that YVHA shall be entitled to reimbursement of certain costs of construction of certain public improvements. The City agrees that it will require, as a condition of annexation of any portion of the West Steamboat Area Plan adopted June 19, 2006 (the "Benefited Property") that YVHA will be reimbursed by the developer of such portion of the Benefited Properties a proportionate share of the cost of such infrastructure which serves a Benefited Property. The proportionate share shall be reasonably determined by the City Council at the time of annexation and as a condition of annexation of a Benefitted Property based upon the benefits received by the Benefited Property, which shall be determined, without limitation, by reference to:

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the cost savings to the Benefited Property by YVHA's construction of the additional infrastructure; age and physical condition of the infrastructure; and the length and capacity of utilities and roadways infrastructure used by the Benefited Property. Nothing in this Paragraph shall prohibit YVHA from making application to the City for a Public Improvements Reimbursement Agreement pursuant to the requirements of the City's Community Development Code for reimbursement of expenses not otherwise reimbursable under this Paragraph. This provision shall not apply to any property annexed pursuant to an annexation ordinance adopted more than twenty (20) years from the effective date of the ordinance annexing the Brown Ranch.

Commented [df2]: What parcels do we think will be benefitted and what types of improvements are going to be the subject of reimbursement?

~~Contributions from YVHA for off-site infrastructure improvements will be paid for using funding from the Short-Term Rental Tax.~~

The terms of the provision of City services related to the public infrastructure, and the maintenance of same, are provided for in Section 4 below.

F. Off-site Public Infrastructure Plan

Commented [df3]: This section needs review. It was not the subject of discussion at the Feb. 15, 2023 BRAC meeting

Except as otherwise provided in this Annexation Agreement as to offsite water and wastewater improvements and other offsite improvements, ~~Contributions from YVHA for off-site infrastructure improvements will be paid for using funding from the Short-Term Rental Tax.~~

G. Off-site Water and Wastewater Facilities

1) The City will provide water and wastewater services through its existing water and wastewater utility, which presently operates as an enterprise fund for purposes of the Taxpayers Bill of Rights ("TABOR"), Article X, Section 20 of the Colorado Constitution and which the City intends to continue to operate as an Enterprise Fund for purposes of TABOR.

2) The parties acknowledge that the determination as to whether the City has a reliable and secure water supply to serve the Brown Ranch and whether the City can make the determination regarding adequacy of the City's water supply required by C.R.S. 29-20-301, et. seq. and Section 25-78 of the City's municipal code depends on the completion of a Water Demand Analysis, which is expected to be complete in May, 2023. Based on current information, the parties acknowledge that the provision of water to Brown Ranch by the City will require the construction of the following four additional elements to the City's water infrastructure:

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a) The West Area Water Tank booster station, which must be constructed and accepted prior to the occupancy of any units at the Brown Ranch. This project will be constructed at City expense at an estimated cost of \$1,200,000.

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b) US Hwy 40 delivery pipeline, which must be constructed and accepted prior to the occupancy of any units at the Brown Ranch. This project is underway and will be constructed at City expense at an estimated cost of \$1,000,000.

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c) New water treatment facility, diversion system, pumps, raw water delivery line, clearwell, and treated water distribution lines (together "Elk River Water Treatment Facility"), which must be constructed and accepted prior to the issuance of building permits at Brown Ranch that would cause Brown Ranch water demand to exceed 800 EQRs.

i) Estimated costs of construction are \$40,000,000-\$58,000,000.

ii) The parties' current estimate is that construction could begin at the earliest in 2028 with the treatment facility completed and operational by 2030.

iii) The parties acknowledge that the City does not own a site for this treatment facility or the necessary easements or property rights for distribution to Brown Ranch.

iv) The parties acknowledge that the City owns certain water rights with authorized points of diversion and related storage rights that are adequate to provide sufficient raw water to the proposed treatment plant to allow for the full development of the Brown Ranch as described in this Section 3.

d) Onsite distribution facilities. Construction of these facilities shall be the responsibility of YVHA as provided in Subsection 3.e.

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3) The parties acknowledge that the Elk River Water Treatment Facility will benefit the existing City water utility customer base by providing needed resiliency and redundancy to the City's existing treatment facilities. The parties intend to allocate responsibility for the costs of constructing the Elk River Water Treatment Facility by modelling the distribution throughout the City system of water from that source and allocating costs on a pro rata basis. The model is expected to be complete in early May.

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a) YVHA shall be responsible for paying that share of the costs of the Elk River Water Treatment Facility allocated to the Brown Ranch project on the following terms:

i) A surcharge on plant investment fees (i.e. tap fees) collected by the City for development at Brown Ranch attributable to the Elk River Water Treatment Facility, the amount of which shall be determined and adjusted from time to time by the City through periodic rate studies.

ii) YVHA shall be responsible for payment of the difference, if any, between the Brown Ranch payment share and anticipated plant investment fee surcharge revenues from YVHA revenue including without limitation YVHA tax revenues, grant proceeds, contributions from the City, and any other source in YVHA's discretion.

iii) The timing of payments by YVHA shall be as determined by future negotiations of the parties.

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b) City shall be responsible for payment of that share of the costs of the Elk River Water Treatment Facility allocated to City water utility customers within the current district boundaries from revenue sources to be determined by the City, including without limitation City utility plant investment fees collected from City utility customers not located at the Brown Ranch.

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4) YVHA shall implement a water conservation and efficiency plan outlining commitments.

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a) The plan shall meet or exceed the City's policy of a 10% reduction in treated water use in ten years.

b) The parties' staffs will collaborate to develop a water conservation and efficiency plan including, without limitation, the following elements:

i) Significant reduction in private yards in favor of common spaces that are centrally managed;

ii) Integrate water conservation with land use planning;

iii) water budget agreement and monitoring plan (draft document to be provided by Julie Baxter/City)

iv) Water-efficient building practices such as low flow fixtures;

v) Site design that preserves areas important for water quantity or quality;

vi) Water re-use capabilities.

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5) YVHA shall comply with the City's water rights dedication policy set forth in Section 25-77 of the City's municipal code. The parties acknowledge that YVHA does not have water rights to dedicate and that payment of a fee-in-lieu is contemplated by the policy.

6) The parties acknowledge that the provision of wastewater services to Brown Ranch by the City will require the following offsite improvements:

a) Connection from onsite collection facilities in the Brown Ranch "West Basin" to the existing City trunk line running from Sleepy Bear/KOA to the existing wastewater treatment plant. The parties acknowledge that existing facilities provide the necessary connection from the Brown Ranch "East Basin". Costs of constructing these facilities shall be the responsibility of YVHA.

b) Expanding the capacity of the existing wastewater treatment facility.

i) Governed by state law, design must commence when plant is at 80% capacity, construction to commence when plant is at 90% capacity, plant currently at 73%.

ii) Projections based on 200 EQRs/year in Brown Ranch starting in 2026 triggers design requirement in 2027, construction 2033.

iii) These improvements to be funded by City utility fund, monthly service fees are not expected to increase as a result of the expansion project. There is potential for plant investment fees to increase as a result of the expansion project. The 2024 rate study will determine whether plant investment fees will increase and, if so, by how much.

iv) Projections assume no changes in relevant regulatory requirements.

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£ **H. Private Infrastructure Plan**

YVHA shall pay all costs for the design and construction of all utility services necessary to serve the Brown Ranch, including, but not limited to, electricity, telephone, gas, and cable

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television service, in accordance with applicable City or public utility company standards and specifications. YVHA shall dedicate to the City and applicable public utility companies without charge, free and clear of all liens and encumbrances, those easements and rights-of-way necessary for installation and maintenance of said utility lines. Any contribution for offsite electrical infrastructure will be agreed upon between YVHA and YVEA and paid for by YVHA and/or the Short-Term Rental Tax.

The construction of utility services shall be phased with the development of each Neighborhood, and as the CDC requires.

The terms of the provision of City services related to the utility services are provided for in Section 4 below.

4. CITY SERVICES/OPERATIONS/MAINTENANCE RESPONSIBILITIES.

5. AFFORDABILITY/ATTAINABILITY OF HOUSING.

6. EXACTIONS/DEDICATION OF LAND.

7. SUSTAINABILITY MEASURES.

8. VESTED PROPERTY RIGHTS.

a. **Vested Property Rights.** The City will approve the creation of vested property rights for the Property pursuant to the Vested Property Rights Act, C.R.S. §24-68-101 et seq. In the event of conflict between this Agreement and the Vested Property Rights Statute or Municipal Code, this Agreement shall prevail. In recognition of the size of the development contemplated under this Agreement, the substantial investment and time required to complete the development, the potential for phases of the development and the possible impact of economic cycles and varying market conditions during the course of the development, YVHA and the City agree that vested property rights are approved under the following conditions: the rights to be vested shall extend only to the permitted uses and densities set forth in the Regulating Plan adopted and approved by the City as described in Paragraph ____ and to _____ and other requirements set forth in this Agreement.

b. **Vesting Term.** The term of vesting shall be ____ years commencing upon the date of recording the Annexation Ordinance and Map.

c. **Site-Specific Development Plans.** YVHA and the City agree that the Regulating Plan constitutes an approved "site specific development plan" as defined in the Vested Property Rights Statute, and that pursuant thereto, YVHA and its successors and assigns shall have vested rights to undertake and complete the development and use of the Property under the terms and conditions thereof during the vesting term established in Paragraph (b) above. The vesting term shall be memorialized in a Development Agreement in connection with the approval of the Regulating Plan ("Regulating Plan Development Agreement").

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d. **Rights Not Vested.** The establishment of rights vested under this Agreement, the Regulating Plan, and Regulating Plan Development Agreement shall not preclude the application by the City of City ordinances and regulations, including, without limitation, the following:

- i. City building, fire, plumbing, engineering, electrical, and mechanical codes and other similar technical codes and standards of the City;
- ii. City architectural, landscaping, and other development standards that are not inconsistent with the uses and densities permitted by the approved Regulating Plan;
- iii. City regulations regarding the subdivision of land to the extent the same do not conflict with the uses and densities permitted by the approved Regulating Plan;
- iv. Traditional Neighborhood Development standards to the extent the same do not conflict with the uses and densities permitted by the approved Regulating Plan;
- v. Applicable federal regulations;
- vi. Any other general City ordinance or regulation that does not conflict with the uses and densities permitted by the approved Regulating Plan.

9. TERM.

10. ANNEXATION CONTINGENCIES.

Final approval of the Annexation Ordinance shall not be deemed to have occurred if on or before the thirtieth (30th) day following the effective date of the Annexation Ordinance either a) legal proceedings are commenced challenging the Annexation Ordinance or b) a petition is submitted to the City Clerk for a referendum on the Annexation Ordinance. Either party may, but shall have no obligation, to defend legal proceedings concerning the validity of the Annexation Ordinance.

In the event of a legal challenge and/or referendum, final approval shall occur upon final and non-appealable resolution of legal proceedings and/or referendum results affirming annexation of the Property. The annexation of the Property to the City shall not be effective until the occurrence of final approval.

If a referendum challenge to the Annexation Ordinance succeeds, this Agreement and all provisions contained herein shall be null and void and of no further effect. In the event the Annexation Ordinance or any portion thereof is voided by the final action of any court, this Agreement and all provisions contained herein shall be null and void and of no further effect unless the parties agree in writing to ratify the Agreement and seek to cure the legal defect(s) that resulted in the court action. If the parties agree in writing that such a cure is successful, YVHA may re-apply for annexation.

YVHA may withdraw the petition for annexation and terminate this Agreement if any legal challenge remains unresolved one (1) year after the effective date of the Annexation Ordinance. City shall not be responsible for processing applications for land use approvals relating to the

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Property and YVHA shall not be responsible for making payment, constructing improvements, or dedicating interests in real property to the City during the pendency of any legal challenge to or referendum regarding the Annexation Ordinance.

11. MISCELLANEOUS.

a. **Effective Date.** This Agreement is contingent upon the City approval of the annexation and shall become effective as provided for in Paragraph __.

b. **Parties' Authority.** The City and YVHA represent that each has the authority to enter into this Agreement according to applicable Colorado law and the City's Home Rule Charter and Ordinances, and each represents that the terms and conditions hereof are not in violation of any agreement previously entered into by such party. This Agreement shall not become effective until a resolution or other necessary authorizations for the execution of the Agreement are effective.

c. **Recording.** This Agreement shall be recorded in the Routt County Clerk and Recorder's Office in order to put prospective purchasers of the Property or other interested parties on notice as to the terms and conditions contained herein.

d. **Entire Agreement.** This Agreement and the exhibits hereto represent the entire understanding between the parties, and no other agreement concerning the Property, oral or written, made prior to the date of this Agreement, which conflicts with the terms of this Agreement shall be valid as between the parties.

e. **Modification.** This Agreement may be modified by the written agreement of the City and YVHA. No approval of a modification to this Agreement shall be required of any owner or person or entity holding any interest in any portion of the Property unless such right of approval has been specifically assigned to such owner, person, or entity in a written instrument of assignment, but nothing herein shall prohibit the City from requiring the approval of any such amendment in appropriate cases by other owners within the Property as a condition of the City agreeing to such amendment. An amendment to the TND zone district regulations, Regulation Plan, or City ordinances or other City regulations shall not constitute or require an Amendment to this Agreement. All amendments to this Agreement shall be in writing, shall be recorded with the County Clerk and Recorder of Routt County, Colorado, shall be covenants running with the land, and shall be binding upon all persons or entities having an interest in the Property, unless otherwise specified in the amendment.

f. **Additional Remedies.** If at any time any material part hereof has been breached by YVHA, the City may, in addition to other remedies, withhold approval of any or all building or other permits applied for by YVHA on its Property, or withhold issuance of certificates of occupancy, until the breach or breaches has or have been cured.

g. **Binding Effect.** Once the contingencies set forth in Section __ have been satisfied, the agreements and covenants as set forth herein shall be binding upon YVHA and its successors

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and assigns, and shall constitute covenants or servitudes that shall touch, attach to, and run with the land that constitutes the Property. The burdens and benefits of this agreement shall bind and inure to the benefit of all persons who may hereafter acquire an interest in the Property, or any part thereof. YVHA shall as a condition of approval of the Annexation Ordinance execute and record a document acknowledging and ratifying the binding effect of this Annexation Agreement on its successors and assigns to the Property.

h. **Severability.** In case one or more of the provisions contained in this Agreement shall be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions of this Agreement shall not in any way be affected or impaired thereby.

i. **Incorporation of Exhibits.** Exhibits __ through __, inclusive, which are attached hereto, are incorporated herein by reference.

j. **Attorney's Fees.** If any action is brought in a court of law by either party to this Agreement concerning the enforcement, interpretation or construction of this Agreement, the prevailing party, either at trial or upon appeal, shall be entitled to reasonable attorney's fees, as well as costs, including expert witness' fees, incurred in the prosecution or defense of such action.

k. **Notices.** Any notices required or permitted hereunder shall be sufficient if personally delivered or if sent by certified mail, return receipt requested, addressed as follows:

City: Dan Foote
City Attorney
City of Steamboat Springs
137 10th St.
Steamboat Springs, CO 80487

with copy to: Gary Suitor City Manager
(which shall not City of Steamboat Springs
constitute notice) 137 10th St.
Steamboat Springs, CO 80487

YVHA: Yampa Valley Housing Authority
Attn: Jason Peasley
2100 Elk River Road
Steamboat Springs, CO 80477

with copy to: Elevation Law Group, P.C.
Attn: George M. Eck III
P.O. Box 770908
Steamboat Springs, CO 80487

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Notices mailed in accordance with the provisions of this Paragraph shall be deemed to have been given on the 2nd day following mailing. Notices personally delivered shall be deemed to have been given upon delivery. Nothing herein shall prohibit the giving of notice in the manner provided for in the Colorado Rules of Civil Procedure for service of civil process

l. **Waiver.** The failure of either party to exercise any of its rights under this Agreement shall not be a waiver of those rights. A party waives only those rights specified in writing and signed by either party waiving such rights.

m. **Applicable Law.** This Agreement shall be interpreted in all respects in accordance with the laws of the State of Colorado.

n. **Counterparts.** This Agreement may be executed in several counterparts and/or signature pages and all counterparts and signature pages so executed shall constitute one agreement binding on all parties hereto, notwithstanding that all the parties are not signatories to the original or the same counterpart or signature page.

o. **Paragraph Headings.** Paragraph headings are inserted for convenience only and in no way limit or define the interpretation to be placed upon this Agreement.

p. **Terminology.** Wherever applicable, the pronouns in this Agreement designating the masculine or neuter shall equally apply to the feminine, neuter and masculine genders. Furthermore, wherever applicable within this Agreement, the singular shall include the plural, and the plural shall include the singular.

q. **Assignment.** The rights and obligations of YVHA under this Agreement may not be assigned without prior written approval of the City, which may be granted or withheld by the City Council acting in its sole and exclusive discretion. Such approval shall not be unreasonably withheld or delayed unless the City Council reasonably believes such denial is justified based upon the reputation, credit, standing, or other similar qualifications of the proposed assignee. The express assumption of any of YVHA's obligations under this Subsection with the written consent of the City will thereby relieve YVHA of such obligations with respect to the matter so assumed and assigned.

r. **No Third-Party Beneficiaries.** Enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the City and YVHA, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other third party. It is the express intent of the City and YVHA that any party other than the City or YVHA receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

s. **Colorado Constitution, Article X, Section 20.** This Agreement is not intended by the parties to create, and does not create, any multi-fiscal year financial obligation of the City or YVHA. All financial obligations of the City or YVHA hereunder are expressly subject to the

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annual appropriation of funds by the City Council or the Board of Directors, acting in their sole discretion.

IN WITNESS WHEREOF, the parties have executed this Agreement the date first written above.

[Signature pages follow]

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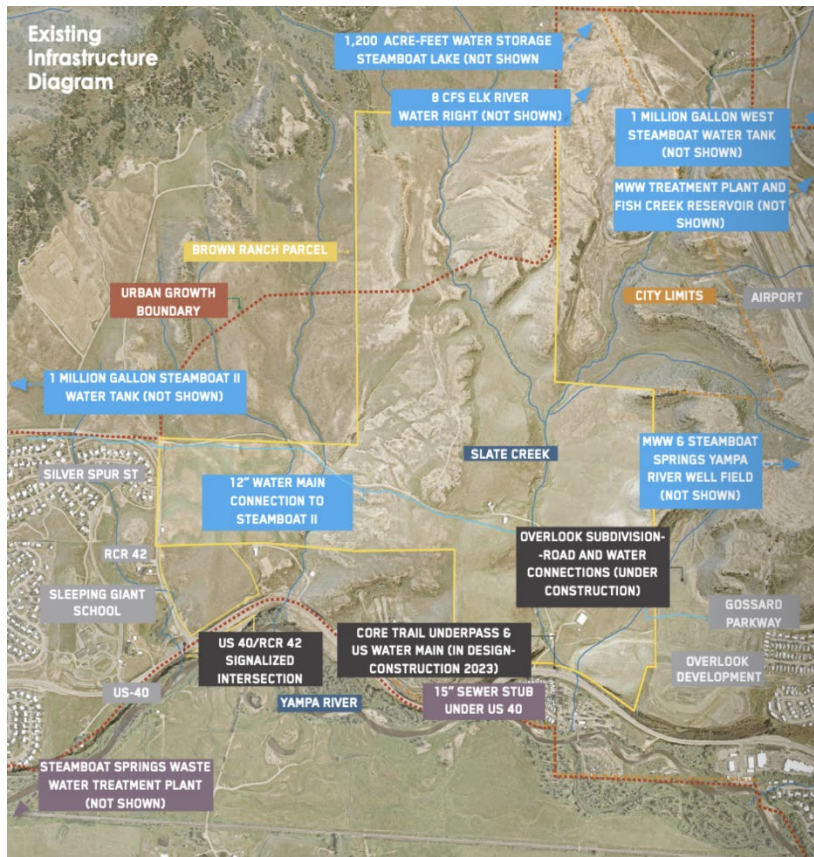
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DRAFT



Brown Ranch Community Development Plan

Issue Areas: Streets and Transit



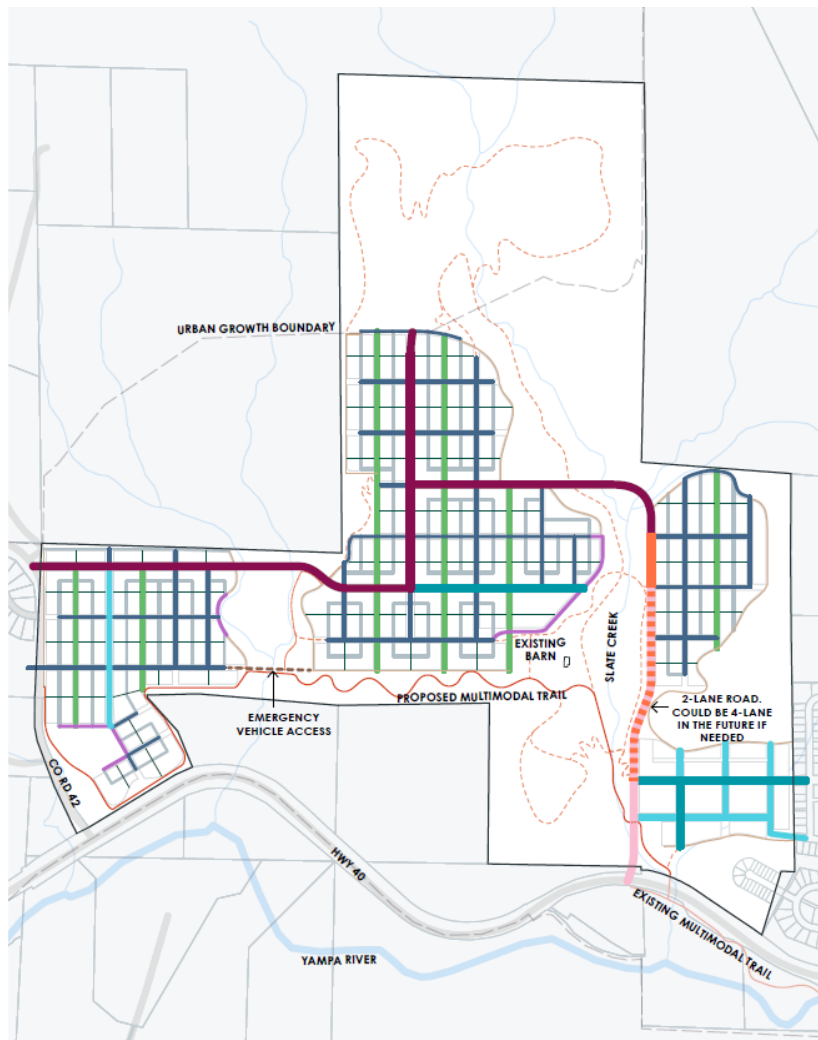
Background/History: The Yampa Valley Housing Authority (YVHA) spent a year in 2022 engaging the community to understand local housing needs, as well as community members' hopes and concerns about Brown Ranch. To date, YVHA has connected with over 3,300 community members. YVHA paired this unprecedented community input with technical study by local and national experts and consultants. The result is the *Brown Ranch Community Development Plan*, a comprehensive vision to guide development of the Brown Ranch. The Plan is available for review [using this link](#). As the Brown Ranch Annexation Committee (BRAC) members discuss topics integral to the annexation agreement, it is important to include the priorities already identified by the community during the Brown Ranch community outreach efforts, as well as sustainability and health equity measures YVHA has built into the vision for Brown Ranch.

This paper includes highlights from the *Brown Ranch Community Development Plan* and *Health Equity Action Plan*. More information can be found on the Brown Ranch website: www.brownrachsteamboat.org

STREETS

Brown Ranch Community Development Plan - Mobility Guiding Principles (p. 64)

- PEOPLE FIRST
 - Design for people before cars by prioritizing safe and comfortable pedestrian, bike, and transit infrastructure.
 - Locate a transit stop or hub within a ½ mile of all homes.
 - Implement a gridded street network to reduce street widths and improve walkability.
 - Provide designated bike lanes throughout the neighborhoods, connected to the multimodal trail.
 - Provide a network of pedestrian-focused spaces (greenways) that connect to the multimodal (Core) trail.
- ACCESS
 - Ensure safe and clear access throughout the neighborhood for people with a range of physical, visual, and auditory abilities.
 - Minimize street slopes where possible to accommodate a range of physical abilities.
 - Prioritize 5% maximum slope in neighborhood centers, especially areas adjacent to transit stops.
 - Provide accessible pedestrian signals at intersections within neighborhood centers.
 - Provide a multi-modal trail that is a maximum of 5% slope and provide wayfinding maps to identify routes through the community that are 5% or less, to the greatest extent possible.
- CONNECTIVITY
 - Provide easy and intuitive connections from all homes to the neighborhood centers, school site, transit stops, multi-modal trail, and parks and open spaces.
 - Use a grid network to facilitate easy connections from all homes, and create multiple options for routes.
 - Distribute neighborhood centers, transit stops, and parks to allow access within ¼ mile from all homes.
 - Create shared streets, or woonerfs,* along key edges that front community park space. *woonerf: a Dutch term which means a circulation area shared by pedestrians, wheeled users, and vehicles, and accessible to surrounding uses.
- EDGES
 - Create a trail network along the perimeter of development areas to navigate wildland urban interfaces.
 - Provide a fire-break between undeveloped areas and housing for fire fighting management.
 - Create a space for people to visually connect to nature while protecting wildlife habitat.
 - Provide a gradual, flexible transition from the grid of the developed portion of the site to the undeveloped, natural portion of the site.



Brown Ranch Community Development Plan - Street Hierarchy and Street Sections (p. 66)

The Brown Ranch street network is designed to prioritize safe pedestrian and bicycle circulation over vehicle speeds through the site. Multiple smaller streets with slower speeds are provided in lieu of arterials that prioritize car speed. Prioritizing pedestrian, bicycle, and transit circulation requires a shift in thinking about vehicle movement through neighborhoods. The measure of success should not be the speed that the vehicles can pass through the space, but rather the number of residents that choose to walk, bike or take transit for daily trips, as well as the elimination of vehicle collisions with pedestrians and cyclists.

The proposed street hierarchy relies on multiple smaller streets to accommodate traffic rather than arterials that allow for fast vehicle movement. This grid of smaller streets creates redundancy in the system, providing multiple options for emergency vehicles while limiting traffic volumes on any one street.

LEGEND

- CONNECTOR | RESIDENTIAL
- CONNECTOR | RESIDENTIAL 2
- CONNECTOR | FOUR TRAVEL LANES
- VILLAGE CORE | NO BIKE LANE
- VILLAGE CORE | WITH BIKE LANE
- NEIGHBORHOOD STREET | NO PARKING
- NEIGHBORHOOD ALLEY WOONERF
- WOONERF EDGE
- SIDEWALK EDGE
- MULTIMODAL TRAIL
- SECONDARY TRAILS
- GREENWAY
- MIDBLOCK SEASONAL PATH
- EMERGENCY VEHICLE ACCESS

Following are pages 117- 122 of the *Community Development Plan* showing example proposed street sections at Brown Ranch. Please note, YVHA is committed to working with the City on mutually agreeable street sections.

CONNECTOR

Connector streets balance through-travel needs with access to local property. Brown Ranch's connector streets will see the highest traffic volumes, connecting Highway 40 to the west side of the site as well as a future connection to the north. The varied street sections are reflective of anticipated traffic volumes and adjacent land uses.

The Connector Four Travel Lanes is the street type at the entry of the site, running from Highway 40 to the main street of Neighborhood A. This is the only four-lane segment within the community. Due to the larger volumes anticipated, on-street parking will not be provided nor will bike lanes. Instead, adjacent off-road trails will accommodate bikes.

The Connector Residential street type is the most common connector street in Brown Ranch. This section has on-street bike lanes, and a detached sidewalk. On-street parking is not provided. The Connector Residential 2 street type is similar, however it provides on-street parking due to the adjacent land uses and destinations.

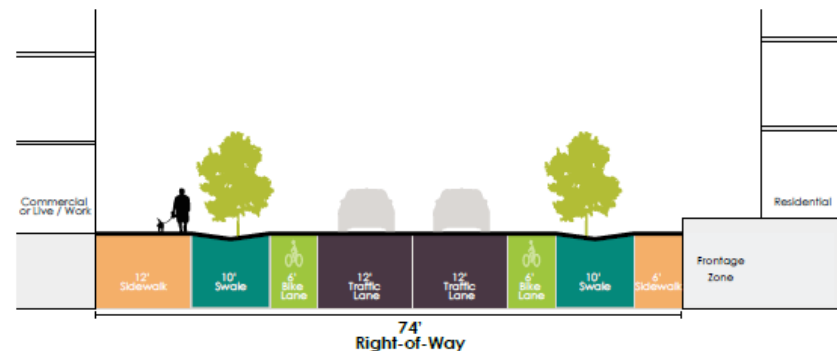
Each connector street type will feature large swales for landscape, snow storage, and water quality.

Note: At full build-out, four travel lanes will be needed up to the middle of Neighborhood B. The dashed line area should be two travel lanes initially to align with the scale of build-out, but be designed for easy expansion to four lanes once the traffic loads require it.



CONNECTOR FOUR TRAVEL LANES

CITY STREET STANDARDS: BOULEVARD - NO MEDIAN



CONNECTOR RESIDENTIAL

CITY STREET STANDARDS: CONNECTOR



CONNECTOR RESIDENTIAL 2

CITY STREET STANDARDS: CONNECTOR - PARKING ON BOTH SIDES

NEIGHBORHOOD STREET VILLAGE CORE

Streets within commercial zones, or village cores, should be highly walkable and more urban in character. These streets have a sidewalk and amenity zone combined into a larger space. Curbs and gutters define the space between vehicles and pedestrians.

The Village Core Without Bike Lanes street type will provide narrow travel lanes, on-street parking, and a wide sidewalks and pedestrian zones. The pedestrian zone is wide enough to accommodate walking, street furniture, bike racks, lighting, and other streetscape elements. The Village Core With Bike Lanes is similar, but is wider to accommodate bike lanes. Space for snow storage is not provided within these street types and will need to be plowed to strategic nearby locations, to be identified during design.



VILLAGE CORE WITHOUT BIKE LANES
CITY STREET STANDARDS: NEIGHBORHOOD STREET I



VILLAGE CORE WITH BIKE LANES
CITY STREET STANDARDS: NEIGHBORHOOD STREET I - BIKE LANE

NEIGHBORHOOD STREET & ALLEY

Local neighborhood streets provide direct access from collector streets to properties. The primary purpose of these streets is to provide access to private properties.

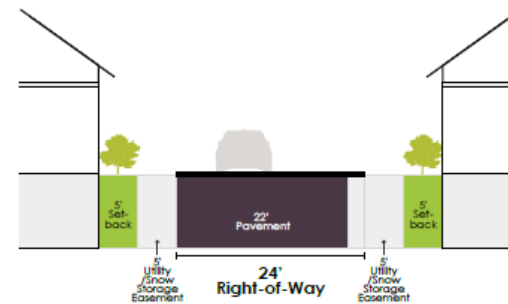
Neighborhood streets and alleys are the most common street types in Brown Ranch, knitting together much of the neighborhood fabric. The Neighborhood Street type minimizes pavement as much as possible and gives more space to bikes. Swales are provided for snow storage and detached sidewalks line all neighborhood streets. On-street parking is not provided.

The Neighborhood Alley Woonerf provides alley access but also creates a comfortable pedestrian environment with landscaping within the setback. Snow storage is not provided and needs to be accommodated at the ends of the alleys.



NEIGHBORHOOD STREET

CITY STREET STANDARDS: NEIGHBORHOOD STREET III - BIKE LANES



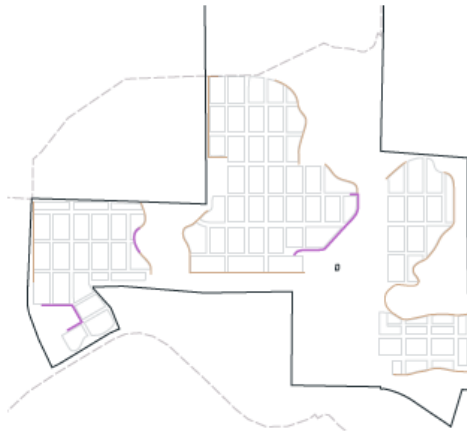
NEIGHBORHOOD ALLEY WOONERF

CITY STREET STANDARDS: LANE

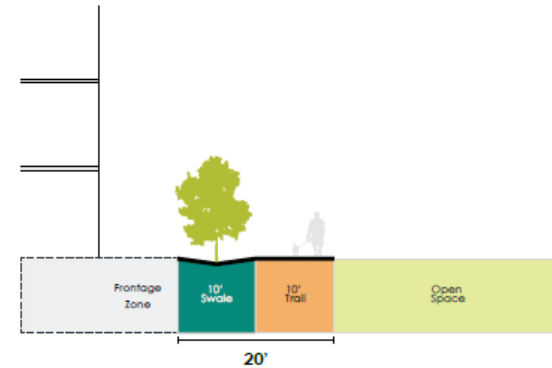
EDGE CONDITIONS

Edge conditions are a critical component of wildfire protection for mountain communities.

Brown Ranch's edge conditions provide publicly accessible spaces around all development zones. The Woonerf Edge condition has a pavement zone that prioritizes pedestrians and bikes but is also open to cars. A wide landscape/swale provides a buffer and space for snow storage and water quality. The Trail Edge only provides space for bikes and pedestrians while also having space for snow storage.



WOONERF EDGE
CITY STREET STANDARDS: NEIGHBORHOOD STREET III - BIKE LANES

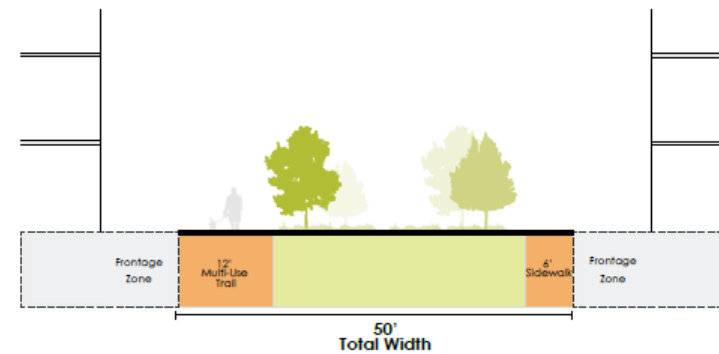


TRAIL EDGE
CITY STREET STANDARDS: LANE

GREENWAY & SEASONAL MIDBLOCK PATH

Providing more green space and connections through neighborhoods increases health, wellness, and overall walkability of a community.

The Greenways throughout Brown Ranch improve access to community-oriented green space and increase mobility options. These spaces are within two to three blocks of all residents. These spaces can be programmed for activation while also improving safe mobility options. The Seasonal Midblock Paths are optional paths to improve connectivity in key areas, especially to schools and other destinations.



— GREENWAY



— SEASONAL MIDBLOCK PATH
CITY STREET STANDARDS: BACK COUNTRY TRAIL

INTERSECTIONS & TRAFFIC VOLUMES

The Brown Ranch intersection design will prioritize the safety of pedestrians, bicyclists, and transit users.

The intersections at Brown Ranch will feature a combination of roundabouts, stop control, and traffic signals to provide safe and efficient operations while promoting traffic calming.

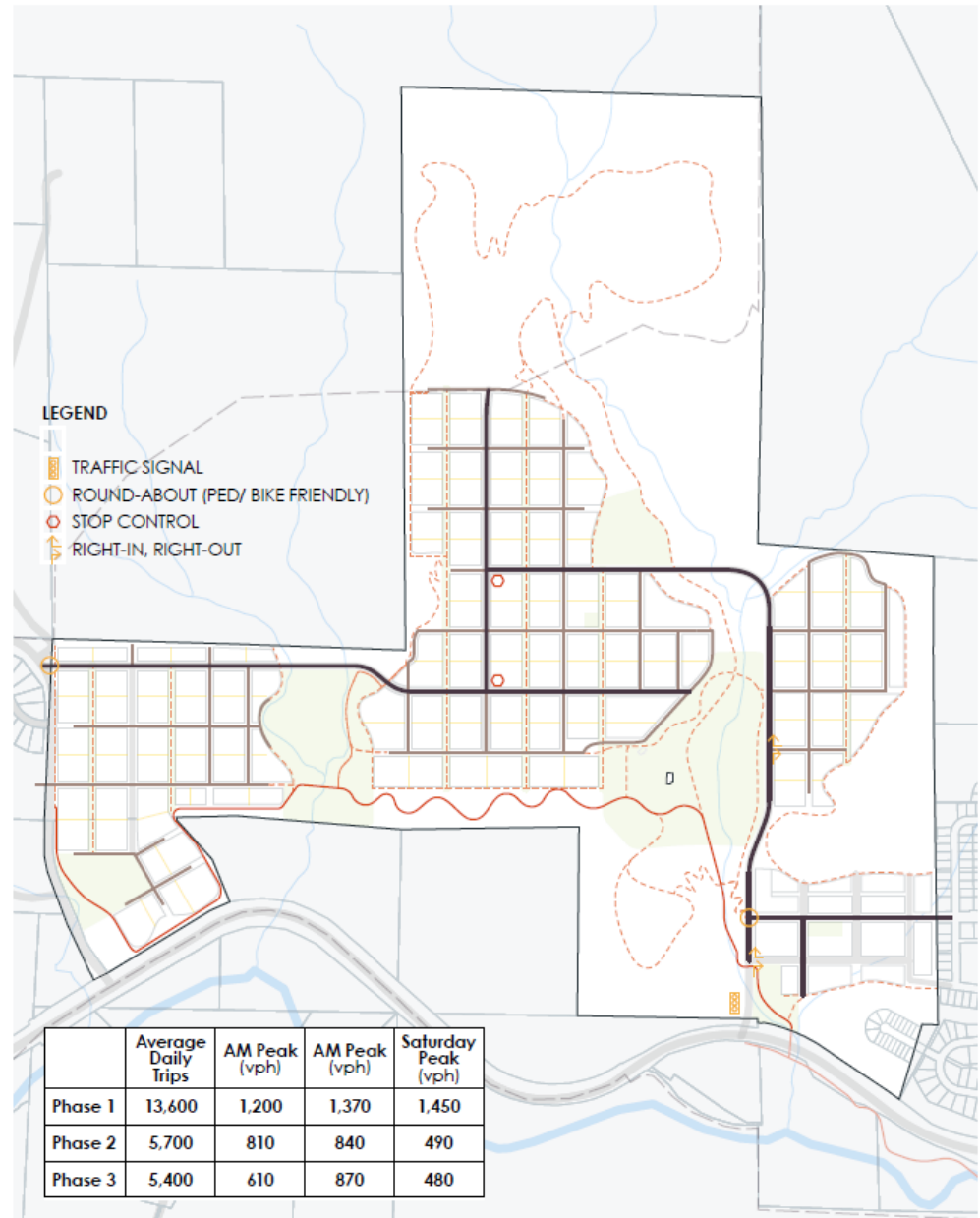
The following strategies should be considered when developing detailed traffic design:

- Raised crosswalks simplify roadway crossings for pedestrians (particularly for strollers, wagons, people with disabilities). They also serve as traffic tables to slow traffic at intersections.
- High profile crossings should be supplemented with Rectangular Rapid Flashing Beacons (RRFB) for additional visibility and safety, especially along busier vehicle segments.
- Right-in, right-out intersections can facilitate traffic flow without widening intersections by adding turn lanes, and should be considered wherever possible.

Roundabouts should be considered where high vehicle volumes would require turn lanes, as the roundabouts can provide shorter crossing distances. However, the roundabouts should be designed to prioritize pedestrian and bicycle safety, with continuous sidewalks, raised crossings, and possibly separate bike lanes. See the Massachusetts Department of Transportation example below:



These strategies are general considerations for the the Brown Ranch. Creating a mobility network that truly prioritizes safety requires more than just design guidelines. The "Vision Zero Network" provides a framework for designers, policy makers and public health officials, as well as local community groups and stakeholders to collaborate on specific solutions, and should also be considered as an approach for Brown Ranch and beyond.



Brown Ranch Community Development Plan - Parking Strategy (pp. 124-125)

“The proposed design for Brown Ranch uses a “District Parking” strategy to balance individual car ownership with the larger community goals tied to transit, bike, and pedestrian infrastructure. Solving for parking is often one of the biggest factors shaping housing developments. America has eight parking spaces for every car. These spaces and drive aisles consume enormous amounts of land and add significant cost to development, which are ultimately passed on to the residents. The design for Brown Ranch assumes that all homes will have direct access to one covered parking space, but that the second parking space, if provided, will be located in a common surface parking lot that may not be directly adjacent to the home it serves. The total parking ratio provided at Brown Ranch will be approximately 1.6 spaces per unit, with smaller homes having one dedicated parking space, and larger homes having two spaces. This ratio was derived from YVHA’s experience with parking space utilization in current properties, and is allowed for in the zoning code through the provision for deed restricted or workforce housing. Investing in a robust transit network with the features described in the Transportation Demand Management (TDM) plan and ensuring that critical services and amenities are provided on site within walking or biking distance of homes, will reduce reliance on car use and allow the proposed parking ratio to adequately address the need.

Parking for the school and fire station will be provided on their sites. Parking for other nonresidential uses at Brown Ranch such as retail, office, and the work portion of live/work will be provided as aggregated on-street parking in the Neighborhood Core, mixed-use portions of the neighborhoods.”

WHY DISTRICT PARKING?

- **Flexibility** - It is impossible to predict the Brown Ranch parking needs 50 years from now, but aggregating parking into lots separate from housing allows changes in parking needs to be addressed at a community scale rather than forcing individual property owners to take on this burden. It also allows for the possibility of developing these sites in the future, should housing needs expand and car reliance dwindle.
- **Affordability** - Structured parking, whether it’s in a shared garage of an apartment building or in a small individual garage serving single family attached or detached units, is very expensive to build. Reducing the number of covered spaces provided will reduce the cost of housing. Surface parking in a district lot could be dedicated to a specific property as part of the deed, or be held by the Housing Authority and be leased on a monthly basis. If the parking is leased, the costs can be adjusted to align with the AMI of the tenant. Tenants can lease parking spaces based on their needs, which may change over time.
- **Sustainability** - District lots have the potential to become carbon-free energy generators by extensively covering the lots with solar panels owned by YVHA, a district energy association, or energy provider.

Note: For streets on which on-street parking is allowed, YVHA intends to comply with the City’s existing on-street parking rules and seasonal restrictions. YVHA recommends private maintenance of residential surface parking areas. YVHA recommends the City of Steamboat Springs maintains all streets and alleys.

PARKING STRATEGY

DISTRICT PARKING RECOMMENDATIONS

District parking lots should be located in a way that minimizes the impact to the neighborhood while providing adequate access to the parcels they serve.

- District lots should not be located in active street use zones and ideally not front onto greenways.
- Their size should be limited to approximately 1/4 of the total parcel area on a block.
- They should be located throughout the neighborhood such that all the parking for Lincoln blocks occurs within the Lincoln blocks, and the parking for the Oak blocks occurs within the Oak blocks.
- Current zoning should be revised to allow flexibility with this strategy, while still discouraging large full-block parking lots.
- District parking lots can provide an excellent opportunity for large installations of community photovoltaic solar panels.



TRANSIT

Brown Ranch Community Development Plan – Transportation Demand Management (P. 123)

Providing safe, convenient access to public transit is a critical part of the Transportation Demand Management (TDM) plan for Brown Ranch. YVHA's long-term goal is to ensure all residents are within ½ mile of a transit stop. At full build-out, that would require three transit stops, as well as the proposed transit hub in Neighborhood A. In the short and mid-term, one transit stop, plus a "demand response micro transit system" like the City's Yellow Line, would be an appropriate solution. See excerpts below from the Brown Ranch Transportation Demand Management Plan for additional explanation and details.

"Transportation Demand Management (TDM) is a set of strategies aimed at providing a range of choices for mobility, and reducing reliance on cars. It is a critical component in achieving health equity, reducing air pollution, and reducing traffic congestion. The TDM plan for Brown Ranch builds on surveys conducted by the City of Steamboat Springs, Focus Team discussions, and best practices for bikable, walkable communities. It relies on an urban design framework with a connected grid and a program that includes neighborhood serving commercial and community spaces that reduce trip generation outside of Brown Ranch."

The TDM plan includes a transit hub, transit stops, amenities that promote biking and walking, and a range of programs and strategies that encourage walking, biking, and transit as the preferred modes for residents.

TRANSIT HUB - Brown Ranch will provide one transit hub for local/ regional/ shuttle bus connections in the town core developed as part of Neighborhood A. The transit hub should include amenities to encourage use of public transit and other mobility options that reduce reliance on single occupancy vehicles. The transit hub should include the following:

- An Americans with Disabilities Act (ADA) accessible transit building with restrooms, indoor waiting area, and a real-time posted transit schedule.
- Secure, covered bike parking.
- Bicycle repair stations and e-bike charging stations.
- Small parking area for deliveries, carpool/ vanpool waiting areas, ADA parking, and carshare parking spaces.
- Bikeshare and/ or scooter-share station.

TRANSIT STOPS - The Community Development Plan proposes three transit stops will be located in Brown Ranch in addition to the transit hub. These stops should also incorporate amenities to encourage use of transit including:

- Covered bus shelter with ADA accessibility, seating, trash bins, transit signage, pedestrian scale lighting, and posted transit schedule (preferably real-time).
- Bus pullout from roadway.
- Secure bike parking.

NON-TRANSIT AMENITIES

Transportation amenities should be distributed throughout the site, not just in close proximity to transit. TDM amenities should be available at all places of employment, key destinations, and residential centers. Suggested amenities include:

- Secure bicycle parking, preferably covered.
- Direct, detached sidewalk.
- Landscaping to encourage sense of place and pleasant multimodal travel conditions.
- Traffic calming features as applicable.
- Bikeshare access
- End-of-trip facilities such as showers, personal lockers, changing spaces, etc.

ADDITIONAL TDM RECOMMENDATIONS

The following programs are recommended for Brown Ranch to encourage pedestrian, bicycle, and transit travel:

- Unbundle the parking associated with residential rental units.
- Eliminate or reduce free parking.
- Provide wayfinding for cyclists and pedestrians.
- Support Steamboat Spring's free transit system.
- Provide real-time transit data.
- Shuttle services to major employers, ski resort, etc.
- Market the benefit of alternative travel.
- Offer bicycle safety classes.
- Hold multimodal awareness events.
- Meet the City's EV readiness plan / charging capability goals.

Brown Ranch Health Equity Action Plan – pp. 31 and 40

In addition to the Community Development Plan, YVHA partnered with community-based organizations to create the *Brown Ranch Health Equity Action Plan* so all residents, regardless of their income, background, or social position, will be able to achieve their full health potential as a result of the services, amenities, and housing stability provided at Brown Ranch. [A draft of the plan can be found here.](#) “Mobility for all ages and abilities” is a key goal identified in the plan. Actions to achieve that goal include:



- “Provide/promote car sharing in the neighborhood, provide car sharing spaces in new buildings.”
- “Provide a new bus stop and shuttle service within Brown Ranch supported by transit centers, through coordination with the bus operator.”
- “Provide bike, scooter, and adaptive bike sharing options within Brown Ranch, coordinate with transit hubs.”