



Brown Ranch Annexation Committee  
Meeting No. 7  
Carver Conference Room and Via Zoom  
WEDNESDAY, APRIL 12, 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 10<sup>th</sup> Street, Steamboat Springs, CO

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**A. PRIOR MEETING RECAP**

**1. Approval of Minutes**

**1.a. March 29, 2023 Meeting Summary.**

**2. Population Assumptions of Brown Ranch Community Development Plan.**

**3. Exations/Dedications of Land.**

**4. DRAFT Annexation Agreement.**

**5. BRAC Agenda Topic Schedule.**

**6. Communications and Public Outreach Update.**

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**B. CURRENT DISCUSSION**

**7. Fiscal Impact Analysis (continued).**

**8. City Services/Operations/Maintenance Responsibilities.**

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**C. NEXT MEETING**

**9. Public Transportation Infrastructure.**

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**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.

**10. RAINBOW**

# AGENDA ITEM #1.a.

## BROWN RANCH ANNEXATION COMMITTEE

**FROM:** Emily Katzman, Yampa Valley Housing Authority

**DATE:** April 12, 2023

**ITEM:** March 29, 2023 Meeting Summary.

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**ATTACHMENTS:**

Attachment 1: March 29, 2023 Meeting Summary.

## ATTACHMENT 1

### Brown Ranch Annexation Committee (BRAC) Wednesday, March 29, 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, Rebecca Bessey, Dan Foote, Kim Weber, Mark Beckett, Chuck Cerasoli, Jamie Malone, Rich Brown, Brad Calvert, Jenny Carey, Craig Robinson, Matt Barnard, Aaron Suffard (City staff); Emily Katzman (YVHA staff) Sheila Henderson, Robin Schepper (YVHA consultants); Brian Duffany (City consultant - Economic & Planning Systems)

#### A. PRIOR MEETING RECAP

1. **Approval of Minutes** – Minutes (the official video recording) from the March 15, 2023 meeting were approved unanimously.
2. **Fiscal Impact Analysis** – Jason Lacy asked for any questions or follow up on the March 15, 2023 conversation regarding Fiscal Impact Study. There were no questions or comments.

#### 3. DRAFT Annexation Agreement

Dan Foote on behalf of the City of Steamboat Springs added language to the draft Annexation Agreement regarding alley maintenance. In summary, the language indicates the City of Steamboat Springs is open to the concept of assuming alley maintenance responsibilities but would want to make those decisions in the context of a development application.

YVHA requested an expectation of ratio of paved surface to snow storage easement, so decision is not left unilaterally to the City's Public Works Director. YVHA will propose additional alley maintenance language to the draft Annexation Agreement.

Motion to approve the current draft Annexation Agreement: Motion by Robin Crossan, second by Kathi Meyer. Approved unanimously.

#### 4. BRAC Agenda Topic Schedule

Jason Lacy asked for confirmation that all parties are comfortable with the BRAC discussion schedule. Robin Crossan suggested revisiting this conversation at the end of today's meeting.

#### B. CURRENT DISCUSSION

#### 5. Population Assumptions of Brown Ranch Community Development Plan

Jason Peasley explained that YVHA had an error on two pages (pp. 79 and 81) of the *Brown Ranch Community Development Plan* (CDP) that identified a range of population that is not accurate (6,895 – 7,590 people). This is an over-estimation, based on the number of units proposed in the CDP. The City and YVHA need to agree on how many people per unit are anticipated at Brown Ranch. YVHA suggests using census and State Demographer data on the current number of people per household in Steamboat Springs (2.32 people per household with



a .15 margin of error). According to YVHA, using 2.32 people/household as the multiplier, it is more accurate to project approximately 5,252 people living in 2,264 housing units at full buildout.

Goal: to ensure YVHA and City of Steamboat Springs agree on the average people per household multiplier, since it is fundamental to the metrics being utilized for parks, fire, and other services.

Questions and Discussion:

Q: Joella West: Does YVHA intend to limit the number of people who live in a rental unit at Brown Ranch? How do you prevent doubling up?

A: Jason Peasely: This is addressed through YVHA property management policies, which often have occupancy limits and do not allow subletting. YVHA handles this through lease compliance. Also, some financing programs YVHA utilizes to build affordable housing have occupancy limits on units.

Q: Robin Crossan: For the number of homes occupied year-round, what is the average household size?

A: Brad Calvert: 2.32

Q: Joella West: the 2.3 average spans a broad variety of housing types planned at Brown Ranch. Is there benefit to phasing services like parks and recreation based on neighborhood density?

A: Jason Peasley: the denser phases will actually skew the average down, because there will be studio and one-bedroom units in multi-family buildings. Single family homes will skew the average up because they will be occupied by families with children.

Gary Suiter clarified that all work that City staff has done in past many weeks, is based on the previous population assumptions. Staff was unable to re-do their analyses after this issue was identified late last week. It is important when we have an assumption this critical, that there is consensus on the number and the process to identify the number.

Discussion followed about whether 2.32 is an under-estimation, considering many families will live at Brown Ranch. The average household size in Steamboat has decreased. According to the 2010 census, there were 2.53 people/household. Robin Crossan emphasized the importance of agreeing to a number now, because there will be increasing stress on City services—which will be more difficult to address— if the multiplier is underestimated.

Gary Suiter suggested this is rescheduled for a future agenda. He requested additional information to inform future conversation. Suggested a spreadsheet with the national standard, state standard, and local standard of people/household, overlaid with a “workforce housing factor” that accounts for many families anticipated to live at Brown Ranch. BRAC should also hear from both economics firms, RCLCO and EPS.

- Jason Peasley clarified that RCLCO already confirmed 2.32 is the appropriate multiplier.

Next steps: Follow up on April 12, 2023 during the meeting recap. Agree on the people/household multiplier and margin of error.

## 6. Exactions and Dedications of Land

Angela Cosby, City of Steamboat Springs Parks and Recreation Director, presented on staff analysis of YVHA's Parks, Open Space, and Trails plan as presented in the *Brown Ranch Community Development Plan*. [Note: this meeting summary is not intended to capture the details of Angela Cosby's presentation. Please see the [meeting packet materials](#) and the recording at approximately 35:45 for additional details.]

Annexation + Requirements:

The City's adopted plans establish requirements for annexation. The Community Development Code is designed for infill development. All documents apply to Brown Ranch.

- These plans are most applicable to parks & recreation: [Area Community Plan](#), [West Steamboat Springs Area Plan](#), and the [Parks, Open Space, Trails and Yampa River Master Plan \(PROSTR\)](#)
- Community Development Code
  - Section 605.G states parks shall not include
    - Nature preserves
    - Steeply sloped hills
    - Riparian corridors
    - Sensitive habitat zones
    - Areas that are inappropriate for active or passive recreation.
  - Stormwater drainage only where compatible with intended park use.
  - Section 606 Traditional Neighborhood Design (TND) Parks and Open Space Standards:
    - Primary: Community Parks, Regional Parks, Natural Areas, etc. Typically improved and maintained by the City.
    - Secondary: Neighborhood Parks, Plazas, Civic Spaces. Typically improved and maintained by HOA/District.
    - Tertiary: Mini Parks, Mini Plazas, Community Garden, Playgrounds. Typically improved and maintained by HOA/District.
    - Note: In developments built prior to the 2006 CDC update, City typically improved and maintains secondary and tertiary parks.
- Existing/Future parkland levels of service according to Parks, Recreation, Open Space, Trails and Yampa River Mater Plan:
  - Mini/neighborhood park – 5.5 acres/1,000 population
  - Community parkland: 6 acres/1,000 population
  - At least 46-acre large multipurpose park:
    - Not to exceed 5% slope
    - Recreation center/special use facility
    - Four-field complex + multipurpose sport fields
    - Large playground
    - Sports courts
    - Group picnic shelters

- Angela Cosby reviewed the proposed Brown Ranch park types next to existing level of service in the City of Steamboat Springs and requirements per the PROSTR. The Brown Ranch requirements presented are based on a population assumption of 7,243. Some acreage of Neighborhood and Community parkland proposed in the Brown Ranch development does not currently comply with the Community Development Code because it includes riparian area and occasional storm water detention, and/or steep slopes. Some trail mileage and open space acreage was not counted in this analysis because the trails are proposed in area that may be developed in the future.
- Brown Ranch Community Development Plan calls for high density development with small/limited personal outdoor space (to conserve water used for outdoor irrigation). Angela Cosby expressed concern that limited private outdoors space calls for higher levels of Parks & Recreation service.

Existing Parks and Recreation system is over capacity:

- Demand for additional special use facilities
- Trail closures
- Long waitlists for athletic fields
- Core trail congestion
- General overuse

Equity

- When looking at proposed Brown Ranch plan through equity lens, Brown Ranch should provide more park space than current level of service and what plans call for to reduce barriers to recreation access and opportunities for low-income residents.
- Costs Parks & Rec agencies more to maintain smaller parks than larger parks, due to high use and additional wear & tear. Parks in high density areas are typically closed more often.

Special use facilities

- The City of Steamboat Springs currently provides .56 special use facilities per 1,000 residents. Includes: Community Center, Haymaker, Tennis Center, Howelsen Ice Center, etc.
- As the City looks to annex west, it would make sense to provide a special use facility in west Steamboat. It is also called for in the PROSTR.

Discussion Questions:

- *Should the Brown Ranch development adhere to the City's adopted plans and Community Development Code?*
- *Should Brown Ranch residents receive the same level of service as existing Steamboat Springs residents? If not, what is an acceptable level of service?*
- *Should a regional park, sports complex, and/or special use facility be included in the Brown Ranch development?*
- *Could the Brown Ranch population be balanced to improve the quality of life for its residents?*

- *Should development of parks and recreation amenities be equally phased with the Brown Ranch development? If not, what is an acceptable level of service?*
- *Should a neighborhood association or other local governing entity be responsible for maintaining secondary and tertiary parks?*

Questions:

Q: Gary Suiter: When steep slopes, riparian areas, and storm water areas are not compliant with CDC to be included within parks, could those areas count as open space?

A: Angela Cosby: Yes, those areas are perfect open spaces. If those areas were identified as open space areas instead of parks, that would be a good modification to the Brown Ranch plan. Open spaces and parks are treated differently by the City. For example, the City does not use fertilizer in open space areas.

Q: Kathi Meyer: You talked about identifying certain land that we're trying to work on. But you didn't talk about who builds the facilities? Who maintains them?

A: Angela Cosby: These issues are up to BRAC to discuss (open item). This presentation was focused on providing the land and service generally, not who is developing it. Rebecca Bessey, Planning Director added clarification: neighborhood and mini parks are typically built by the developer and maintained by the HOA.

Q: Kathi Meyer: If Brown Ranch were to provide all compliance with the four plans, how much land is left for housing?

A: Angela Cosby: It is clear the open space requirement is larger than the Brown Ranch property, and that is not realistic.

Q: Joella West: To clarify, the numbers this presentation is based on is from the population estimate of 7,243. So, these ratios will change by adjusting to the population projection.

A: Angela Cosby: Correct, this presentation is based on a projected population of 7,243.

Gary Suiter offered the following observation: in other annexations, a developer dedicates land to the City of Steamboat Springs along with seed money, then the City steps in to develop the park. This is also common with recreation centers: a developer may dedicate land for the center, then municipality goes to the voters to fund the center.

Q: Jason Peasley: When doing your level of service analysis of existing City parks, did you remove natural preserves, steeply sloped hills, riparian corridors, and sensitive habitats from the calculation of parks? Are we applying the same standards between Brown Ranch proposed parks and existing City parks?

A: Matthew Barnard: No, we are using raw acreage for both existing City parks and YVHA's proposed plan.

Q: Jason Peasley: As it relates to the CDC, 3% of gross area is for parks and 15% is for open space. For Brown Ranch, that would be a total requirement of 75+- acres. YVHA is on board with meeting the goals of the PROSTR plan. But as we reference the code, it does not require a 1,000 acre dedication of open space.

A: Angela Cosby: Yes, but the Community Development Code is designed for infill development, not for the significant population gain that will happen at Brown Ranch.

- The Community Development Code anticipates this area being part of the City and has a regulatory framework for that (TND Zone District). To be clear, the City's master plans are not the only tools to guide development in the Urban Growth Boundary.

Jason Peasely clarified the intent behind the Brown Ranch parks and open space plan:

- YVHA focused on the concept of proximity of parks as a measurement related to providing access. West Steamboat Springs is severely underserved by parks. YVHA focused on people being within a block or two of parks and open space.
- Context of "Future Development Areas" identified in the Brown Ranch Community Development Plan: land within southwest of site, close to former M&M auto parcel has been left open for some kind of "community use." YVHA has been engaging in conversation with community partners (Sports Barn, Boys and Girls Club, etc.) to figure out the best use for that land. Regarding the 114 acres outside Urban Growth Boundary: as YVHA studied the site and worked with steering committee, the group decided to hold the 114-acres in trust for whatever the future community need is. YVHA intends to treat that land as "open space for now" but it is a "pressure release valve" so the community has land resources for future community need.
- YVHA is engaging with local environmental groups like Yampa Valley Sustainability Council and Friends of the Yampa on restoration of Slate Creek.
- Less (or smaller) private open space (individual yards) is a water conservation tool, an opportunity to prevent "uncontrolled watering".
- Stormwater detention: City plans call for regional stormwater approach. Parks and stormwater can be designed to be compatible. Parks are often spillover areas for flooding, high water, and rain events. Good example of working with natural environment. When there is more space to approach stormwater from a regional standpoint, stormwater detention areas behave more like a park rather than a "bathtub basin."

Questions:

Q: Joella West: when we talk about storm water detention, what use would we see when those spaces are full of storm water? What hazards are present?

A: Jason Peasely: water gets captured, sediment is filtered, and water is released at a rate compatible with local flow. Angela Cosby clarified these areas could be great open space.

Q: Jason Peasely: are you going to require us to provide 1,390.66 acres on 543 acres of land?

A: Angela Cosby: There is an acknowledgement that mathematically, we'll never be able to provide this. Are there specific ways we can compromise so we're providing housing and quality parks and open space.

- Q: Jason Peasley: Regarding the 46-acre regional park, where are you suggesting this land dedication? 46 acres where we've planned housing has enormous opportunity cost. To the extent that we can work on location, YVHA is open to that. It will serve more than just Brown Ranch. Will have to analyze impact on traffic, as it will draw people to the neighborhood. YVHA objective: if there is a land exaction, it would be outside UGB that is not currently planned for residential development.
  - Robin Crossan: land has to be flat, buildable (under 5% grade).
  - Partnerships on building special use facility.
  - Look at feasibility and road access.

Jason Peasley: YVHA's top priority is housing. That's the crisis we are trying to solve. Recognition that by trying to solve one problem, we're contributing to another (over use of existing parks). To the extent possible, YVHA will try to help solve that too.

## Public Safety

Fire Chief Chuck Cerasoli and Interim Police Chief Mark Beckett presented on land dedications related to public safety at Brown Ranch. [Note: this meeting summary is not intended to capture the details of the presentation. Please see the [meeting packet materials](#) and the recording at approximately 2:04:10 for additional details.]

### Guiding Questions:

- *What are the anticipated financial impacts on Capital needs for Public Safety?*
- *What are the anticipated financial impacts on operational expenses for Public Safety?*
- *How are these expenses accounted for during BR development?*
- *Are there alternative funding mechanisms available to support Public Safety?*
- The Brown Ranch Community Development Plan shows a location for a fire station/public safety building that works well for the City, with the request of considering swapping the location for the proposed transit center. However, the City anticipates needing close to 2 acres, where YVHA has currently proposed dedicating 1 acre to the public safety building.
- Needs:
  - 2 acres of land or large corner lot (for 20K SF building w/large turnaround area for apparatus)
  - Flat site
  - Close proximity to US40 – ideally accessed by 2 secondary roads
  - Dedicated at the beginning of Phase 1.
- There is a general lack of public safety training facility in community. Request Public Safety Training Site:
  - 3-5 acres of flat land
  - Located in close proximity to US40 or CR42
  - To be utilized by first responders throughout the county.

- Interim Chief Beckett expressed concern about Routt County Rifle Club immediately adjacent to the proposed Brown Ranch development. RCRC is a regional training facility for all area law enforcement. However, there is an immediate conflict a safety concern with having housing and open space adjacent to the rifle range.

Questions:

- Q: Kathi Meyer: Combined Law Enforcement Facility (CLEF) was designed for growth for next 20 years. Can you clarify why current facility is not adequate? Isn't there 3000 SF that County uses for training?

A: Mark Beckett: CLEF is maxed out. If fully staffed, no room for expansion. Briefing rooms used as office space. Training facility: intention w/fire and public safety building is to have something specific for Steamboat Springs.

Q: Kathi Meyer: Other communities have used regional approach on training facilities. Any conversations with Moffat County? I understand there are federal grants for this approach.

A: Mark Beckett: The money from federal grants is not as good as presented. The challenge of collaborating with Moffat County for a training facility is the long drive. Responders must be close to area of service in case staff is training and needs to respond to an emergency. There is not enough staff to pull people off to train.

- Q: Kathi: City Police Department is 73% staffed. I understand the barrier is a lack of affordable housing, correct?
- A: Mark Beckett: Yes.
- Q: Kathi: what is the vision for Mountain Station:  
A: Chuck Cerasoli: To rebuild the station with 5 bays.
- Q: Kathi Meyer: Brown Ranch would serve more than Brown Ranch, including subdivisions in County that are within the fire district. Would there be a cost share with those populations?  
A: yes. Will discuss in April 12 meeting.

A: ISO ratings. How different insurance companies utilize ratings is up to them. Standard use to calculate insurance rates. Staffed station in close proximity is a benefit. Save residents of Brown Ranch and west of Steamboat Area money on insurance.

Jason Peasley stated that YVHA is happy to work with City to pinpoint where Public Safety building is located. YVHA wants to be as efficient as possible and provide an appropriate site to the community. Regarding 3-5 acres for Public Safety Training Facility: YVHA is open to exploring locations and concepts, weighed against loss of potential housing. Must also consider impacts of training facilities in residential neighborhood.

- Chief Cerasoli clarified that locating that fire/public safety station on a corner would reduce acreage needed. Robin Crossan expressed the importance of building for the future. These public facilities need to last for 50 years.

- Interim Chief Beckett clarified that City Police Department has had long conversations with Routt County Rifle Club. Thinks there are options to explore with RCRC, and the significant impact on quality of life for future residents of Brown Ranch must be weighed with the importance of that facility for regional law enforcement training.

### **BRAC Agenda Topic Schedule**

Robin Crossan suggested extending the 4/12 meeting and having working lunch. The April 12, 2023 BRAC meeting is now scheduled 9 am – 2pm.

Joella West requested data from first BRAC Town Hall. What were the results?

- 30 people in the room that were not staff + 30 people on Zoom.
- Recording: 4 listened after.
- Summary of community meeting, outreach, hours spent will be included in next packet.
- Add communications and public outreach to each agenda. Include written download of comment received between each meeting.
- City Council will forward public comment received so it can all be compiled and reviewed.

### **Summary of Decisions**

No decisions were made; however, the following next steps were identified:

- YVHA to work with City Planning Department to provide information on Brown Ranch population projections for 4/4/23 City Council Rainbow packet.
- YVHA will return to BRAC on 4/12/23 with a clarified or countered proposal.

### **C. NEXT MEETING**

- Wednesday, April 12, 2023 at 9am
- Agenda:
  - Follow-up on March 29 items
  - Fiscal Impact Analysis

### **D. PUBLIC COMMENT**

No public comment.

Meeting summary prepared by Emily Katzman, YVHA Development Project Manager  
March 29, 2023



# AGENDA ITEM #2.

## BROWN RANCH ANNEXATION COMMITTEE

**FROM:** Rebecca Bessey, Planning & Community Development Director

**DATE:** April 12, 2023

**ITEM:** Population Assumptions of Brown Ranch Community Development Plan.

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### **ATTACHMENTS:**

Attachment 1: Population Assumptions - to be provided as Rainbow.

# AGENDA ITEM #4.

## BROWN RANCH ANNEXATION COMMITTEE

**FROM:** Dan Foote, City Attorney  
**DATE:** April 12, 2023.  
**ITEM:** DRAFT Annexation Agreement.

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### **ATTACHMENTS:**

Attachment 1: Annexation Agreement, Working Draft - to be provided as Rainbow.

# AGENDA ITEM #5.

## BROWN RANCH ANNEXATION COMMITTEE

**FROM:** Rebecca Bessey, Planning & Community Development Director

**DATE:** April 12, 2023

**ITEM:** BRAC Agenda Topic Schedule.

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**ATTACHMENTS:**

Attachment 1: BRAC Agenda Topic Schedule (Revised).

## BRAC Agenda Topic Schedule

Meeting	Discussion Topic	Primary Party for Packet Material
<b>1:</b> January 20	<b>Meeting Procedures and Schedule</b>	City
<b>2:</b> February 1	<b>Community Outreach Plan</b>	City
	<b>General Plan of Development</b> a) Unit types and numbers b) Phasing plan c) Parks d) Wildfire mitigation e) Public Infrastructure Plan provided by YVHA <ul style="list-style-type: none"> <li>• Water, wastewater, stormwater, multi-modal transportation, Fire Station</li> <li>• Construction costs</li> <li>• Phasing</li> <li>• Maintenance</li> <li>• Onsite v offsite (offsite cost shares)</li> <li>• Exactions/Land Dedications</li> </ul> f) Private Infrastructure Plan provided by YVHA <ul style="list-style-type: none"> <li>• Cable, telecoms, wireless, gas, electricity</li> </ul>	YVHA
<b>3:</b> February 15	<b>City Services/Operations/Maintenance Responsibilities</b> a) City to provide City public utility services <ul style="list-style-type: none"> <li>• Timing dependent construction of infrastructure</li> <li>• Water service</li> <li>• Water Demand Report provided by YVHA</li> <li>• Wastewater, stormwater</li> <li>• Existing fee system</li> </ul>	City
<b>4:</b> March 1	<b>City Services/Operations/Maintenance Responsibilities</b> b) General Municipal Services <ul style="list-style-type: none"> <li>• Transit, streets</li> <li>• Capital equipment needs (Buses, snow removal)</li> <li>• Equitable service levels for SS and BR residents (parties to define)</li> <li>• Identification of equipment/maintenance responsibilities and costs</li> </ul>	City
<b>5:</b> March 15	<b>Fiscal Impact Analysis</b>	YVHA
<b>6:</b> March 29	<b>Exactions/Dedication of Land</b> a) Parks and open space and trails easement dedications b) Indoor Field House and Sports Complex c) Fire station d) Avigation easements e) Utility easements f) Other agencies, School District, Arts and Humanities	City & YVHA

Meeting	Discussion Topic	Primary Party for Packet Material
7: April 12	<b>Fiscal Impact Analysis (continued)</b> <ul style="list-style-type: none"><li>• Use of STR Tax Fund</li></ul>	City & YVHA
	<b>City Services/Operations/Maintenance Responsibilities</b> b) General Municipal Services <ul style="list-style-type: none"><li>• Public safety, parks and open space</li><li>• Capital equipment needs (fire/police/parks vehicles and equipment)</li><li>• Equitable service levels for SS and BR residents (parties to define)</li><li>• Identification of equipment/maintenance responsibilities and costs</li></ul>	
8: April 26	<b>Public Transportation Infrastructure</b> <ul style="list-style-type: none"><li>• Traffic Study</li><li>• Onsite v. offsite (offsite cost shares)</li></ul>	City & YVHA
9: May 10	<b>Affordability/Attainability of Housing</b> a) Ownership model and breakdown <ul style="list-style-type: none"><li>• YVHA rental, restricted sales, market rate sales</li></ul> b) Deed/rental restrictions? <ul style="list-style-type: none"><li>• Income, workforce, primary residence, STR, Pacaso, etc.</li><li>• Flexibility over time</li></ul> c) Conformance with WSSAP	YVHA
	<b>Sustainability Measures</b> a) Energy efficiency: LEED, Energy Star, etc., energy conservation, smart home and construction practice tech, living classroom b) Reflective roofs, airtight homes, passive solar, thermal mass, xeriscaping, graywater use, fireproofing, aircrete, permeable surfaces, sidewalks, parks, driveways, walkable neighborhood design, shared spaces/community gathering spaces, integrated pest management plan, EV chargers	YVHA
10: May 24	<b>Post Annexation Land Use Approval Process</b> a) Zoning <ul style="list-style-type: none"><li>• YVHA/City staff to propose TND Zoning with STR Overlay and Airport Overlay.</li><li>• Result of zoning ordinance cannot be guaranteed; petition may be withdrawn if TND Zoning not granted</li><li>• Property may be re-zoned per CDC procedures</li><li>• YVHA -- requested changes to administrative approvals</li></ul> b) Subdivision applications <ul style="list-style-type: none"><li>• Petition may be withdrawn if subdivision applications filed during the annexation process are not approved.</li></ul> c) CDC shall govern post annexation land use applications <ul style="list-style-type: none"><li>• Engineering, Water, and Sewer Standards shall apply to post annexation land use applications.</li></ul>	YVHA

Meeting	Discussion Topic	Primary Party for Packet Material
	<ul style="list-style-type: none"> <li>• YVEA requested exemptions for infrastructure bonding and surety</li> </ul> d) Fire, building, electrical, etc. Codes shall apply e) Vested Rights <ul style="list-style-type: none"> <li>• Term</li> </ul>	
<b>11:</b> June 7	<b>Contingencies</b> a) Legal Challenges b) Referendum/Referred Measure c) Annexation shall not occur until forty days have passed from approval of annexation ordinances. City shall not complete statutory process until the forty-day period has expired.	City
<b>12:</b> June 21	<b>Outstanding Topics and Issues</b>	

# AGENDA ITEM #6.

## BROWN RANCH ANNEXATION COMMITTEE

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

**DATE:** April 12, 2023

**ITEM:** Communications and Public Outreach Update.

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### **ATTACHMENTS:**

Attachment 1: Communication Outreach Summary, March 2023.  
Attachment 2: Public Comment.  
Attachment 3: Engage Steamboat Summary.

# ATTACHMENT 1

## MEMORANDUM

TO: BRAC Committee Members  
FR: Sheila Henderson and Robin Schepper  
RE: BRAC Communications and Community Engagement March Summary  
DA: April 7, 2023  
Cc: Mike Lane

As requested by the BRAC Committee members, the following memo summarizes our outreach activities in the month of March as well as recommendations to improve outreach in April and May.

### A. BRAC Town Hall focused on Water and Public Transport, March 22<sup>nd</sup>

- *Summary of meeting:* Jon Synder, Jonathan Flint, and Jason Peasley each gave summaries based on the BRAC meeting presentation at previous meetings. Approximately 30 people in person and 30 people on Zoom attended. Public comment focused more on the desire for Brown Ranch or the fear of building Brown Ranch.
- *Public Comment:* (need to add Emily's notes)
- *Activities for promoting and managing Town Hall:*
  - Recording and paying for 30 second radio ads in English and Spanish on Steamboat Radio
  - Advertising in Steamboat Pilot
  - Media advisory on event
  - Social media posts and boosts
  - Outreach to other partners such as Routt County, Steamboat Springs School District, Steamboat Chamber, LatinX and Brown Ranch Community Partners.
  - Newsletter outreach to 1884 contacts with a 42% open rate
  - Arranged interpretation and babysitting.
  - Comment cards were input into Engagesteamboat.net/annex
- *Recommendations for May 4<sup>th</sup> Town Hall on open space and parks*
  - Continue the same amplification on Steamboat Radio and Pilot
  - Continue same outreach on social media, email and City platforms
  - Add more tailored outreach to youth groups, environmental groups, YVHA residents that are concerned about parks and recreation and open space.
  - Post posters in community areas (library, post office, coffee shops, schools)



- o Change format of meeting to focus presentation on what annexation agreement is considering on these issues – will need more input from BRAC committee and staff.
- o Will need to include an update on the Housing Bill and how it will affect Steamboat and the Brown Ranch.

#### **B. Community Meetings – ongoing**

- *OREC – Outdoor Recreation Businesses* – The group was most interested in how we can help them with their lack of staff, seven business representatives were in attendance.
- *Human Resource Coalition (HRC)* – 32 members of the HRC coalition were in attendance and their questions about the BRAC process focused on the process.
- *Routt County Economic Development Partnership* – 17 people were in attendance including Councilor Joella West. There were questions about data and the annexation process.
- *Upcoming Meetings:* The following meetings are expected in the month of April:
  - o Morning Rotary
  - o Colorado Mountain School Social Ethics class.
  - o Routt County Rifle Club - Community Partner
  - o Steamboat Sports Barn - Community Partner
  - o Young Professionals Network
  - o Steamboat Springs Chamber Board
- *Recommendation:* Continue meeting with community groups where they meet and add more informal meetings with engaged stakeholders.
  - o 1st Impressions
  - o Businesses (restaurants, lodging, retail, etc)
  - o Chamber Lodging group
  - o UCHealth Board, Northwest Colorado Health Board
  - o Craig Scheckman Family Foundation Board
  - o Faith organizations (Methodist Church, Christian Center, Catholic Church, etc)
  - o Main Street Steamboat Board
  - o Montessori
  - o Old Town Hot Springs - staff and seniors
  - o Rex's restaurants
  - o Senior groups (Council on Aging)
  - o Steamboat Mountain School
  - o Steamboat Springs Education Association (SSEA)
  - o United Way Board
  - o Yampa Valley Community Foundation Board
  - o YVHA residents
  - o Youth Services Coalition

### **C. BRAC Content Amplification – ongoing**

- *Fact Sheets:*
  - YVHA created fact sheets about YVHA and the Brown Ranch to answer basic questions the public has asked.
  - The comms team is developing an Annexation 101 fact sheet to explain the process more clearly.
- *Newsletter:*
  - Information about the upcoming BRAC agenda as well as links to all the materials in the agenda packets is sent on Mondays prior to every BRAC meeting to subscribers to the newsletter. (1886 people so far)
- *Amplification with other groups:*
  - The Routt County PIO has included the Town Hall and BRAC information in her biweekly newsletter that goes to 5000 subscribers.
  - The Steamboat School District PIO has sent information to the school network.
  - The Steamboat Schools Education Association is also sharing BRAC and Town Hall information.
- *Social Media:*
  - BRAC meetings and the Town Hall are posted on YVHA and Brown Ranch social media accounts weekly, as well as any articles written about BRAC process.
- *Brown Ranch Website:*
  - BRAC meeting documents are posted and promoted on Brown Ranch website to make it easier to find:  
<https://brownranchsteamboat.org/category/brown-ranch-annexation/>
- *City Assets:*
  - City PIO team continues to update content on BRAC page  
<http://www.steamboatsprings.net/brac> and EngageSteamboat project  
<http://www.EngageSteamboat.net/Annex>
  - Media advisories
  - Materials posted at city posting locations
  - Social media posts
  - All BRAC meetings hosted on YouTube and available for viewing
- *Recommendation:* Continue amplification and partner with more organizations that have their own communications networks.

### **D. Budget:**

- For the month of March, Sheila and Robin spent a combined time of 70 hours, \$5,250.

**E. Public Comment:**

- a. Attached

# ATTACHMENT 2

**Mike Lane**

---

**From:** noreply@civicplus.com  
**Sent:** Friday, March 31, 2023 2:12 PM  
**To:** City Council  
**Subject:** Online Form Submittal: City Council Contact Form

CAUTION: EXTERNAL EMAIL - Do not click links or open attachments unless you recognize the sender and know the content is safe.

## City Council Contact Form

### Step 1

#### Note

*All communications to City Council through this website shall be deemed public documents and are subject to the Colorado Open Records Act. This includes email addresses and any personal information that you included in your email. A notation of "Confidential" on the communication does not protect the document from public review. The City Manager, City Attorney and City Clerk are copied on all emails.*

#### Contact Information

First Name	Eldon
Last Name	Hall
Email Address	eldon.hall1@gmail.com

#### Questions or Comments

Please select the department(s) you want to contact:	City Council
--	--------------

Please leave your comments or questions below.	City Council Members,  I am emailing the City Council to voice my support for the Brown Ranch development. My wife and I are both educators and it is becoming increasingly hard to justify staying in Steamboat or even Routt County. Brown Ranch provides a sliver of hope that we will be able to purchase a home and raise our children here long term.
--	---

Eldon Hall

Please add attachments  
here.

*Field not completed.*

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Email not displaying correctly? [View it in your browser.](#)

## FORUM TOPIC

## Public Comment

Visitors 20			Contributors 1	CONTRIBUTIONS 5
28 March 23 Town Hall Input			As a third grade teacher in town who has lived here 10 years, Brown Ranch is likely my last opportunity to buy in Steamboat. How & when would I be able to apply for this opportunity? Nick Maki	
AGREES 0	DISAGREES 0	REPLIES 0		
28 March 23 Town Hall Input			All of these millions being thrown around. It would help to have an estimate of what that means to an average resident. Also I agree our existing city lacks much; bike lanes on Tamarack & NO speed enforcement.	
AGREES 0	DISAGREES 0	REPLIES 0		
28 March 23 Town Hall Input			As you work through decisions, please publish Metadata.	
AGREES 0	DISAGREES 0	REPLIES 0		
28 March 23 Town Hall Input			1. How will rising interest rates affect the costs for homeowners in Brown Ranch? 2. Will property taxes at Brown Ranch be the same as the rest of Steamboat? 3. Will mill levy's apply?	
AGREES 0	DISAGREES 0	REPLIES 0		
28 March 23 Town Hall Input			Translated from Spanish: All of us Latinos are excited about the Brown Ranch and your plans, but are saddened that the bus will not come to the area. Already it is vital for the people that will live in that area so that they can travel to their work. Todos los latinos no se emocionamos con el proyecto Brown Ranch y sus planes, pero sena una lastima que el autobus no llegara hasta esta area. Ya que es vital para que la gente que vivira en esta area pueda transportarse hacia sus trabajos.	
AGREES 0	DISAGREES 0	REPLIES 0		

# AGENDA ITEM #8.

## BROWN RANCH ANNEXATION COMMITTEE

**FROM:** Chuck Cerasoli, Fire Chief  
Mark Beckett, Interim Police Chief

**DATE:** April 12, 2023

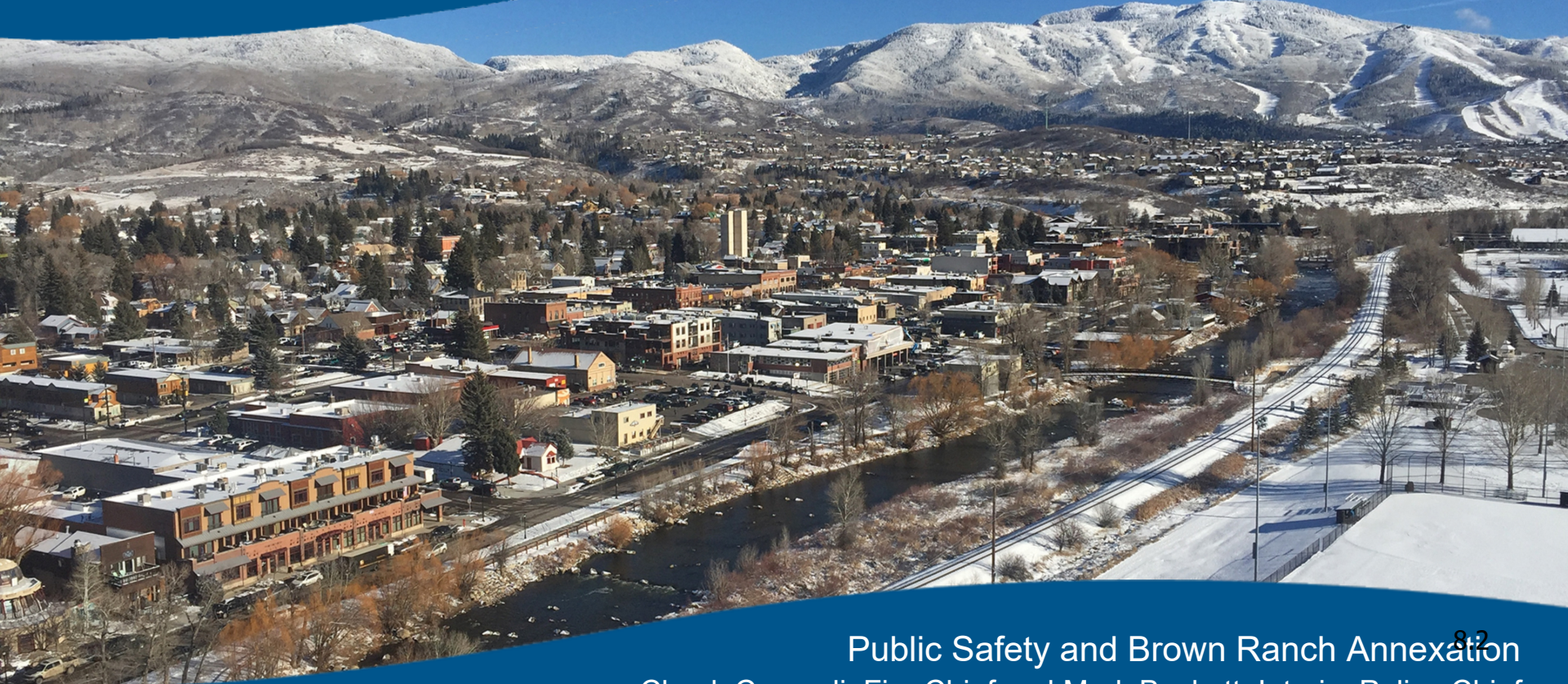
**ITEM:** City Services/Operations/Maintenance Responsibilities.

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### **ATTACHMENTS:**

Attachment 1: Presentation.  
Attachment 2: Supporting Data.







- What are the anticipated financial impacts on **Capital** needs for Public Safety?
- What are the anticipated financial impacts on **operational** expenses for Public Safety?
- How are these expenses accounted for during BR development?
- Are there alternative funding mechanisms available to support Public Safety?

## Fire/EMS and Police Department Goals:

- Respond to anticipated calls for service at a similar level as other areas within the City of Steamboat Springs.
  - Anticipated Population
  - Proposed single family/multi-family/commercial growth
  - Existing population in West Steamboat (Fire)
  - Call volumes associated with population
- Provide a level of proactive public safety and education at a similar service level as other areas within the City of Steamboat Springs and the Steamboat Springs Area Fire Protection District.

## Fire Department Capital Needs:

### West Side Fire Station –

- Need identified in the 2021 Fire Department Strategic Plan
- Fire Station land needs of 2 acres
- Public Safety Training Center 3-5 Acres
- Station (see spreadsheet): 21,550 sqft estimated at \$1,000/sqft
  - Living Quarters (kitchen, day room, six bedrooms)
  - Offices and Training/Community Center
  - 6 Bays (see spreadsheet)
  - Police needs (office, equipment, and bay space)
    - *Approximately 2040 sqft*

## Apparatus Needs:

(See spreadsheet for estimated percentages associated to Brown Ranch)

- Type I WUI/Structural Engine - \$1,000,000
- Type VI Brush Truck - \$275,000
- Ambulance - \$315,000
- Ladder Truck (75'-100') - \$1,300,000
- Water Tender (current)
- Staff Vehicle - \$80,000

## **Fire Department Capital Needs:**

- Fire Station/Public Safety Building: \$21,550,000
  - Estimated Brown Ranch Contribution: \$16,566,000
- Fire Apparatus: \$2,970,000
  - Estimated Brown Ranch Contribution: \$2,378,500

**Total Capital Costs: \$24,520,000**

**Total Brown Ranch: \$18,944,500**

## Fire/EMS Operational Needs:

(see spreadsheet)

- 3 FF/EMT's staffed 24/7
  - 11 FTE's needed for line Firefighters (\$155,641/FF)
- 1 Fire Inspector/Plan Reviewer (\$106,356/Inspector)
- 3 Battalion Chief/Administrative Personnel (\$507,704/BC)
- 1 Office Administrator (\$155,641/FTE)
- Equipment/PPE/Training for new FF's

**Overall estimated Operational Expense Increase: \$3,447,877**

- *Estimated Brown Ranch Impact: \$1,595,885*

## Currently:

- SSPD consists of 29 sworn personnel and 19 civilian personnel; we are currently staffed at 73%
- In 2022, SSPD handled 11,621 calls for service

## Proposed:

- Brown Ranch project population increase averages are yet to be established
- Based on FBI UCR data, the national standard for officers/1000 residents ranges between 1.9 and 4.2
- Brown Ranch will require 6 shifts with 2 officers per shift

To maintain similar levels of service, SSPD will require a 35% total increase in staffing

- The increase consists of 12 Officers and 5 support personnel (detailed in subsequent slides)

Police Personnel Needs (FTE Fully-loaded Costs = Salary+Benefits+OpExpenses\*)

- 2 Patrol Officers Staffed 24/7 = 12 FTEs (\$212,404 each)
- 1 Detective (\$215,067)
- 2 Community Service Officers (\$106,580 each)
- 1 Animal Control Officer (\$110,550)
- 1 Admin staff/Records Technician (\$100,697)

**Total Annual Operational Needs Costs: \$3,188,317**

Staffing could be phased in over the duration of the project, with total staffing needed by the beginning of Phase 3.

\*Not included in OpEx calculation; Fleet Charges, Contract Services



## Additional Up-Front Equipment Costs per Employee:

- Cell phone \$650
- Firearms \$2,500
- Body worn camera \$1,200
- Tazer \$750
- Radio \$5,000

For Patrol Officers/Detectives: \$10,100 each ACO/CSO: \$5,650 each; total \$148,250

## Vehicles:

- 6 Patrol vehicles  $\$71,000 \times 6 = \$426,000$
- 1 CSO vehicle \$51,000
- 1 ACO van \$86,000

Total vehicle costs: \$563,000

## Station Needs:

- Apparatus bays for 2 vehicles, large equipment
- Working space to include 4 report writing stations, separate supervisor office, conference room, and equipment storage
- If this is a publicly accessible facility, SSPD would also need a secure reception lobby for walk-in
- Estimated square footage of 2,040

Total estimated station costs: \$2,040,000

*\*PD station needs would be housed in Fire Station (sq ft estimates taken from Fire)*

Estimated Capital Costs: \$2,751,250

Capital Equipment Costs per Household: \$1,215

Annual Operating Expenses Attributed to Brown Ranch: \$3,188,317

Operating Expenses Cost per Household: \$1,408

- What are the anticipated financial impacts on Capital needs for Public Safety?
- What are the anticipated financial impacts on operational expenses for Public Safety?
- How are these expenses accounted for during BR development?
- Are there alternative funding mechanisms available to support Public Safety?

ATTACHMENT 2

Asset Additions	Expected Cost	Year of Purchase	% Applicable to Growth	Budget Needed	Impact Fees Collected	Impact Fund Balance	Remaining	Fire District	City
Station Design	\$ 3,902,000	2027	75%	\$ 2,926,500	\$ 5,080,267	\$ 2,153,766.67	\$ 975,500	\$ 325,167	\$ 650,333
Station Initial Con	\$ 11,706,000	2028	75%	\$ 8,779,500	\$ 6,350,333	\$ (5,355,666.67)	\$ 2,926,500	\$ 975,500	\$ 1,951,000
Type I WUI Engine	\$ 1,000,000	2029	75%	\$ 750,000			\$ 250,000	\$ 83,333	\$ 166,667
Ambulance	\$ 315,000	2029	75%	\$ 236,250			\$ 78,750	\$ 26,250	\$ 52,500
Type VI	\$ 275,000	2029	75%	\$ 206,250			\$ 68,750	\$ 22,917	\$ 45,833
Ladder Truck	\$ 1,300,000	2029	90%	\$ 1,170,000			\$ 130,000	\$ 43,333	\$ 86,667
Staff Vehicle	\$ 80,000	2029	20%	\$ 16,000	\$ 7,620,400	\$ (6,464,100.00)	\$ 64,000	\$ 21,333	\$ 42,667
Station Completion	\$ 3,902,000	2030	75%	\$ 2,926,500	\$ 8,890,467	\$ (8,120,533.33)	\$ 975,500	\$ 325,167	\$ 650,333
Police Space	\$ 2,040,000	2030	100%	\$ 2,040,000	\$ 10,160,533		\$ -	\$ -	
(Startup Equipment)?		2032	0%	\$ -	\$ 11,430,600		\$ -	\$ -	
		2033	0%	\$ -	\$ 12,700,667		\$ -	\$ -	
		2034	0%	\$ -	\$ 13,970,733		\$ -	\$ -	
		2035	0%	\$ -	\$ 15,240,800		\$ -	\$ -	
		2036	0%	\$ -	\$ 16,510,867		\$ -	\$ -	
		2037	0%	\$ -	\$ 17,780,933		\$ -	\$ -	
		2038	0%	\$ -	\$ 19,051,000	\$ -	\$ -	\$ -	
Total	\$ 24,520,000			\$ 19,051,000			\$ 5,469,000	\$ 1,823,000	\$ 3,646,000

Fire Station:	\$ 21,550,000	Fire Station:	\$ 16,672,500
Fire Apparatus:	\$ 2,970,000	Apparatus:	\$ 2,378,500

## Fire Department Operational Needs Assessment

			<u>Percentage</u> <u>Attributed to Brown</u> <u>Ranch</u>		<u>Costs to Brown Ranch</u>			
<u>Fire Rescue Division</u>								
Net Operational Costs:	\$5,291,804							
Number of FF's:	34							
Cost/FF (2023)	\$155,641		75%		\$116,730.97			
<u>Fire Prevention Division</u>								
Net Operational Costs	\$212,711							
Number of Personnel	2							
Cost/Inspector	\$106,356		75%		\$79,766.63			
<u>Fire Administration</u>								
Net Operational Costs:	\$1,015,408							
Number of Personnel	2							
Cost/Admin	\$507,704		10%		\$50,770			
						<b>Costs Increases to City/District*</b>		
Staffing Needs:			Cost Totals:		Associated Brown Ranch	Remaining	City Costs	District Costs
							73.30%	26.70%
Line Firefighter/Paramedics	11		\$ 1,712,054		\$ 1,284,041	\$ 428,014	\$ 313,734	\$ 114,280
Fire Prevention	1		\$ 106,356		\$ 79,767	\$ 26,589	\$ 19,490	\$ 7,099
Battalion Chiefs	3		\$ 1,523,112		\$ 152,311	\$ 1,370,801	\$ 1,004,797	\$ 366,004
Office Administrator	1		\$ 106,356		\$ 79,767	\$ 26,589	\$ 19,490	\$ 7,099
							\$ -	\$ -
Total Operational Impacts:			\$ 3,447,877		\$ 1,595,885	\$ 1,851,992	\$ 1,357,510	\$ 494,482

## Brown Ranch Impact Analysis

Account Type      Count

CONDO	8,599
SF	4,324
THM	3,248
AGRES	348
DUPLEX	257
MULTRES	186
DUPTRI	9
TA SPLIT	5
SF_ATTACHED	2

Single Family	4,936
Multi	12,042

### Station Distances:

Mtn. Station to Downtown: 2.9 Miles

Downtown to Brown Ranch: 2.9 Miles

Population by Station:				
	1.5 miles		Calls (2022)	Ratio
Station 1	6165		639	9.7:1
BR (current)	2399	25%	148	16.2:1
Estimated				
BR (build out)	9642	100%	964	10:01

Estimated Brown Ranch Population:	7243	Estimated population: 2.32 people/household
-----------------------------------	------	---

Property Tax Analysis

Brown Ranch					
Estimated Mil Levy Revenue:	Property Taxable Value		Assessed Value		Estimated Tax Revenue
Current 2 mil levy					
Residential Property	\$ 662,721,423		\$ 45,562,097.83		
Commercial Property	\$ 140,932,000		\$ 40,870,280.00		
Totals:	\$ 803,653,423.00		\$ 86,432,377.83	\$ 172,865	2 Mils
				\$ 345,730	4 Mils
				\$ 432,162	5 Mils

Current City of Steamboat Springs					
			Assessed Valuation		
	2022		\$ 854,621,940	\$ 1,709,244	2 Mils
				\$ 3,418,488	4 Mils
				\$ 4,273,110	5 Mils
					Increase
					\$ 1,709,244
					\$ 2,563,866

Steamboat Springs Area Fire Protection District						
			Assessed Valuation			
	2022		\$ 248,895,060	\$ 2,346,334	9.427 Mils	Increase
				\$ 2,986,741	12 Mils	\$ 640,407
				\$ 3,484,531	14 Mils	\$ 1,138,197



STEAMBOAT FIRE Brown Ranch		
ROOM AREA SCHEDULE		
ROOM NUMBER	ROOM NAME	NET ROOM AREA
LEVEL 01		
101	ADMIN	122
102	ADMIN	118
103	ELECTRICAL	198
104	CONFERENCE	225
105	RECEPTION	68
106	VESTIBULE 1	76
107	LVL 1.1 CORRIDOR WEST	496
108	TRAINING	1,500
109	STORAGE	70
110	MEDICAL SUPPLY	116
111	WORKSHOP	262
112	VESTIBULE 3	57
113	UNISEX RESTROOM	56
114	UNISEX RESTROOM	56
113	UNISEX RESTROOM	56
114	UNISEX RESTROOM	56
115	FITNESS	850
116	MECHANICAL	418
117	LAUNDRY & JANITOR	138
118	SCBA	183
119	PPE	332
120	STORAGE	249
121	UNISEX RESTROOM	41
122	DECON	217
123	LVL 1.1 CORRIDOR SOUTH	201
124	WATER ENTRY	101
125	IT	107
126	APPARATUS BAY 6-50'x18'	
	bays with 10' circulation	5,900
	Police car bay 14'x30'	840
	Police office	1,200
129	SHOWER	23
130	ELECTRICAL CABINET	23
EL-1	ELEVATOR	58
ST-1	STAIR 1	340
ST-2	STAIR 2	263
TOTAL		15,016
LEVEL 2		
200	BUNK 1	146
201	RESTROOM	58
202	BUNK 2	156
203	BUNK 3	156
204	RESTROOM	63
205	BUNK 4	158
206	BUNK 5	159
207	RESTROOM	62
208	BUNK 6	168
209	RESTROOM	59
214	IT	69
215	PANTRY	95
216	LVL 2 CORRIDOR 1	606
217	KITCHEN & DINING	587
218	DAY ROOM	588
220	CREW STUDY	277
221	MEZZANINE STORAGE	441
222	LAUNDRY & JANITOR	102
223	UNISEX RESTROOM	87
224	LVL 2 CORRIDOR 2	216
225	LINE OFFICER	151
226	CREW OFFICE	113
228	ELEVATOR	58
TOTAL		4,575
GRAND TOTAL Net		19,591
Total with 10% added		21,550
Police square ft		-2,040
Fire Station sq ft		19,510

Total Fire Station/PD net Square Footage:		18171
	Gross Square Footage:	19988
	Land Requirement Needs:	Acres
	Fire Station:	1.5-2
	Training Site:	2.0-3.0

General Assumptions	
Apparatus:	
	1-Ambulance
	1-Type 1 Engine
	1-Brush Truck
	1-Aerial
	1-Water Tender
	1-Vacant for Future
	1-small bay for Police Department
Support Space matches current Station 1	
1,500 square foot Community/Training Center	
Additional Bathrooms for Community Room	
6 Bunk Rooms	
Office Space for Police Department	
Living Space matching Station 1	
Cost estimates based off of	
2023 construction estimates	
of \$1,000/sqft	

2,040

# AGENDA ITEM #10 BRAC Rainbow Agenda #2

The Brown Ranch Community Development Plan included a reference to an estimated total population at community buildout of between 6,895 and 7,590. This population estimate was used by City staff to apply standards to identify levels of service and land dedications necessary for the City of Steamboat Springs to serve Brown Ranch.

In preparation for the March 29 BRAC meeting, YVHA discovered that the estimate provided in the Plan was an error. The error was identified after City staff had used the published population assumption in their service analysis. City negotiators recommended an additional agenda item for the March 29 BRAC meeting (Population Assumptions of Brown Ranch Community Development Plan). In summary, on March 29 the Committee directed staff and City/YVHA technical experts to revisit the population assumption and provide a recommendation at the April 12 BRAC meeting.

Once the error in the Community Development Plan was identified, YVHA explored and identified other assumptions related to average persons per household at Brown Ranch. YVHA brought forward three new assumptions for average persons per household:

- **2.32 persons/HH:** based on 2021 Population Estimates for Steamboat Springs published by the State Demography Office.
- **2.60 persons/HH:** based on resident counts at occupied YVHA developments (Alpenglow, Hillside Village, Reserves, and Sunlight Crossing)
- **2.70 persons/HH:** an updated water demand assumption based on specific assumptions about persons per household across the unit mix assumed at Brown Ranch (percentage of 1BR/Studios, 2BR, 3BR, and 4 BR units)

The City recently retained an economic and financial consulting firm, Economic & Planning Systems (EPS), to work with City staff, YVHA, and their consultants to identify and reach agreement on reasonable assumptions, conditions, methodologies, and conclusions related to the Brown Ranch Fiscal Impact Analysis, including assumptions related to total population at Brown Ranch.

Since the March 29 BRAC meeting, EPS completed an analysis using Public-Use Microdata, a Census Bureau product, to estimate average household size for occupied units by the number of bedrooms and number of units in a structure (Table 1). A total population estimate was prepared by applying the “Units in Structure (aggregated categories)”, show in Table 1, to the Brown Ranch Development Program. Table 2 outlines the Project Population Estimate prepared by EPS based on methodology described above.

The EPS analysis used a Public Use Microdata Area (PUMA) that includes Pitkin, Eagle, Summit, Grand, and Jackson Counties, thought to be more reflective of a mountain resort market context. The PUMA that includes Routt County (Garfield, Moffat, Rio Blanco, and Routt) would likely reflect a more rural context.

Table 3 provides average persons per household provided by YVHA, the three analyses described above, as well as an initial estimate used in water use calculations. Table 3 also presents other publicly available data for average household size for three geographies: City of Steamboat Springs, Routt County, and the State of Colorado. In addition to the current Population Estimates from the State Demography Office, the table also includes three, non-overlapping periods of 5-Year ACS data, including an estimate based on the upper margin of error for each primary data value reported in the ACS data.

**Table 1****Average Household Size by Number of Bedrooms or Units in Structure**

Description	Sample Size	Average Household Size
<b>Bedrooms</b>		
Two or less	121	1.89
Three	179	2.55
Four	84	3.18
Five or more	29	2.85
<b>Units in Structure (aggregated categories)</b>		
Single Family Detached	283	2.56
Single Family Attached	34	2.42
Multifamily (2 or more units)	64	2.09
<b>Units in Structure (all categories)</b>		
Single Family Detached	283	2.56
Single Family Attached	34	2.42
2 Apartments	10	2.35
3-4 Apartments	13	2.25
5-9 Apartments	11	2.36
10-19 Apartments	10	2.59
20-49 Apartments	16	1.49
50 or More Apartments	4	1.50

Source: Economic &amp; Planning Systems analysis of US Census Public Use Microsample Data (2019 1-Year Sample)

Z:\Shared\Projects\DEN\233051-Steamboat Springs Brown Ranch Annexation\Data\233051 EPS Household Size and Population.xlsx\HH Size

**Table 2****Project Population Estimate**

Description	HH at Buildout	Structure Type	Avg. HH Size	Total Population
<b>Development Program</b>				
For-Sale MF Housing Units	451	Multifamily (2 or more units)	2.09	944
For-Sale SFA Housing Units	266	Single Family Attached	2.42	644
For-Sale SFD Housing Units	235	Single Family Detached	2.56	601
For-Rent MF Housing Units	1,040	Multifamily (2 or more units)	2.09	2,178
For-Rent SFA Housing Units	218	Single Family Attached	2.42	528
For-Rent SFD Housing Units	49	Single Family Detached	2.56	125
<b>Total/Average</b>	<b>2,259</b>		<b>2.22</b>	<b>5,021</b>

Source: Economic &amp; Planning Systems

Z:\Shared\Projects\DEN\233051-Steamboat Springs Brown Ranch Annexation\Data\PUMS\233051 - PUMS HH Size Analysis PUMA 200 2021 1yr HH Data.xlsx\T-Population

**Table 3 – Additional Brown Ranch Population Estimates**

Source	Geography	Total Units	Persons per Household	Population at Brown Ranch
American Community Survey (ACS), 2017-2021	Steamboat Springs	2264	2.34	5298
With upper margin of error (0.15)	Steamboat Springs	2264	2.49	5637
American Community Survey (ACS), 2017-2021	Routt County	2264	2.43	5502
With upper margin of error (0.11)	Routt County	2264	2.54	5751
American Community Survey (ACS), 2017-2021	Colorado	2264	2.52	5705
With upper margin of error (0.01)	Colorado	2264	2.53	5728
State Demography Office, DOLA, 2021	Steamboat Springs	2264	2.32	5252
State Demography Office, DOLA, 2021	Routt County	2264	2.36	5343
State Demography Office, DOLA, 2021	Colorado	2264	2.50	5660
American Community Survey (ACS), 2012-2016	Steamboat Springs	2264	2.49	5637
With upper margin of error (0.18)	Steamboat Springs	2264	2.67	6045
American Community Survey (ACS), 2012-2016	Routt County	2264	2.50	5660
With upper margin of error (0.10)	Routt County	2264	2.60	5886
American Community Survey (ACS), 2012-2016	Colorado	2264	2.56	5796
With upper margin of error (0.01)	Colorado	2264	2.57	5818
American Community Survey (ACS), 2007-2011	Steamboat Springs	2264	2.24	5071
With upper margin of error (0.14)	Steamboat Springs	2264	2.38	5388
American Community Survey (ACS), 2007-2011	Routt County	2264	2.30	5207
With upper margin of error (0.10)	Routt County	2264	2.40	5434
American Community Survey (ACS), 2007-2011	Colorado	2264	2.50	5660
With upper margin of error (0.01)	Colorado	2264	2.51	5683
Water Use Assumption, Brown Ranch Plan	Brown Ranch	2264	2.50	5660
Water Use Assumption, Brown Ranch Plan (revised)	Brown Ranch	2264	2.70	6113
Yampa Valley Housing Authority	YVHA Existing Assets *	2264	2.60	5886

\* Includes YVHA's Alpenglow, Hillside Village, Reserves, and Sunlight Crossings developments



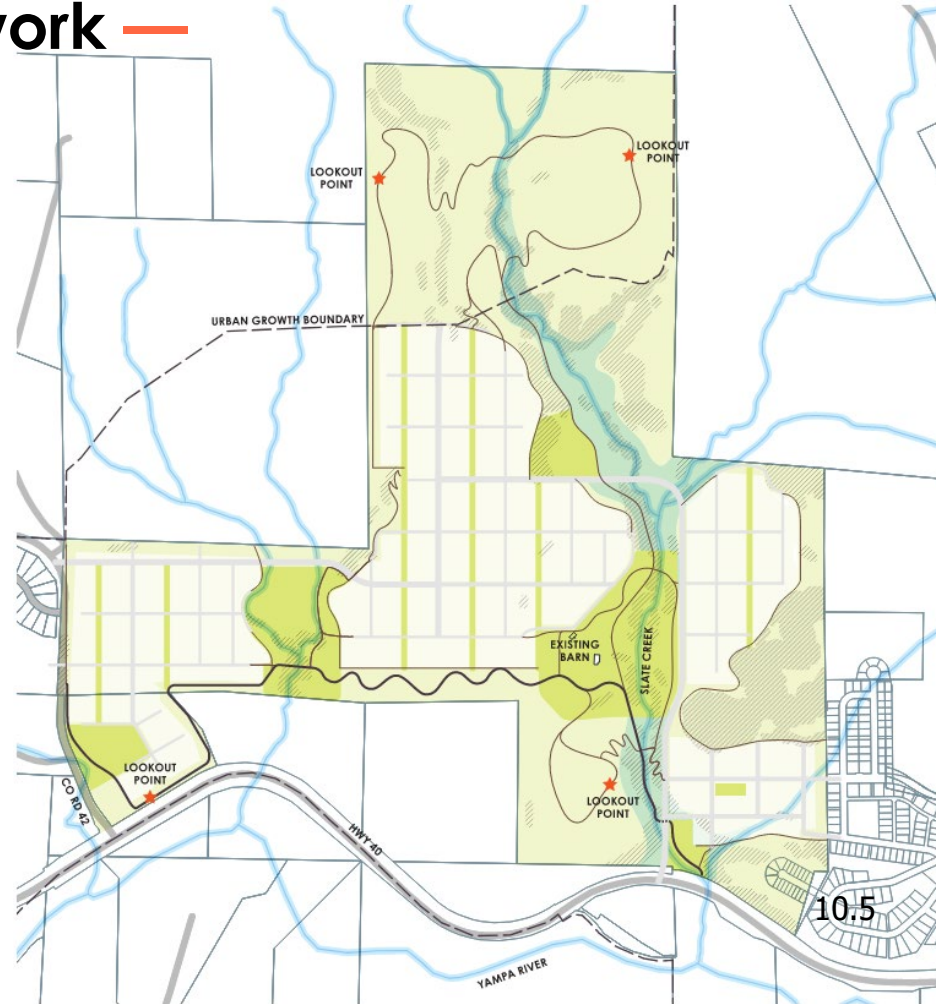
# BROWN RANCH EXACTIONS AND DEDICATIONS OF LAND—

April 12, 2023



# Parks & Open Space Framework —

- Key framework elements
  - Slate Creek corridor
  - Western drainage
  - Multi-modal trail alignment
- All units to have access to green space within a few blocks
- Trails within greenways, parks, fire resistant edges and open space
- Water use considerations





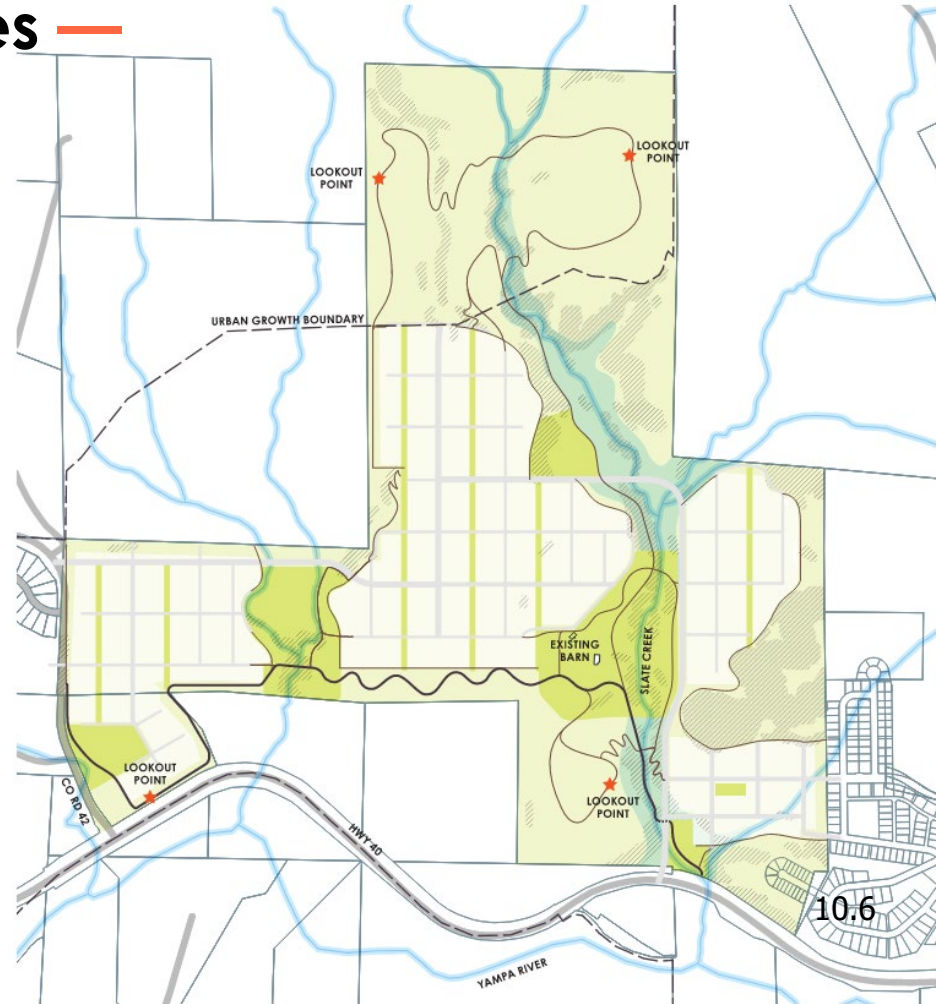
# Parks & Open Space Activities

- **Goals**

- Provide nearby opportunities to engage in outdoor recreation and adventure
- Progressive elements and entry-level opportunities
- Proximity to housing

- **Programs + Activities**

- Sledding hill
- Bike progression course
- Playgrounds
- Nature play
- Skate park
- Court sports



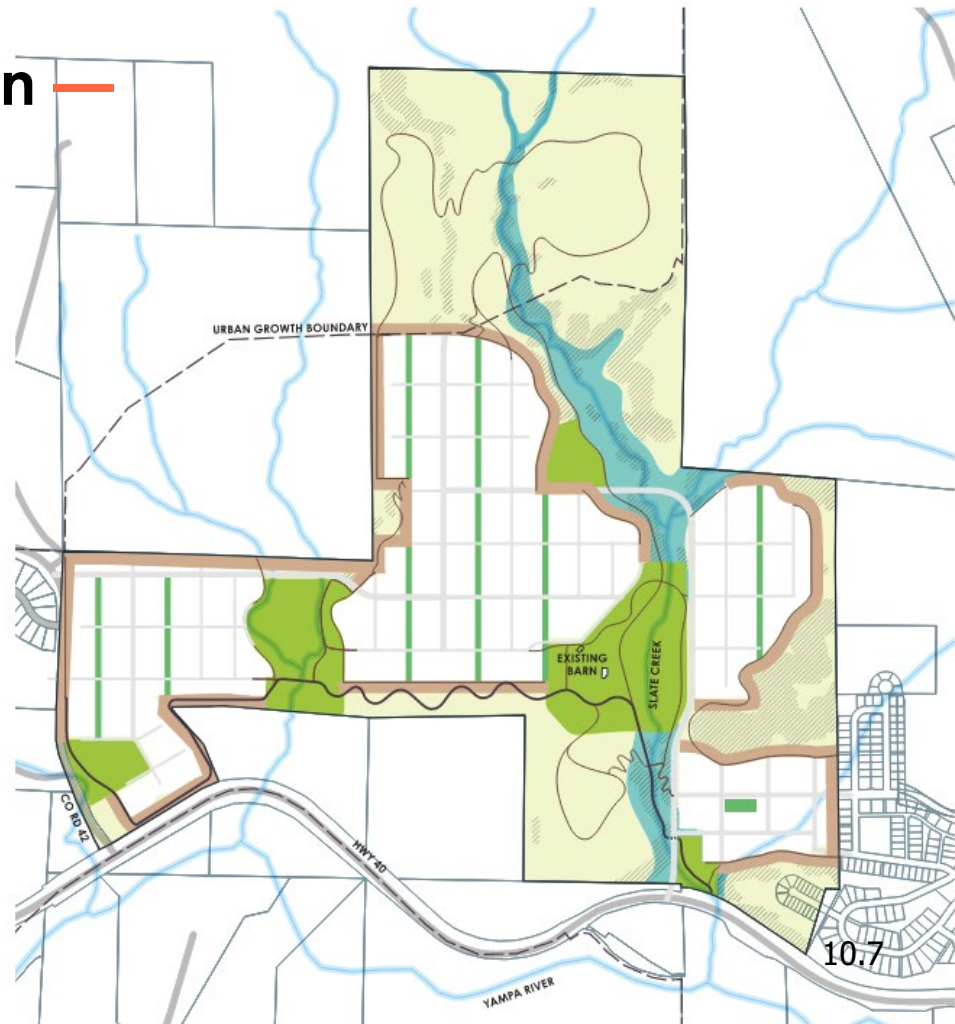
# Community Development Plan

## Goals

- Ecosystem balance
- Parks for the community
- Access to nature
- Living infrastructure
- Water conservation
- Nature & community interface

## Types

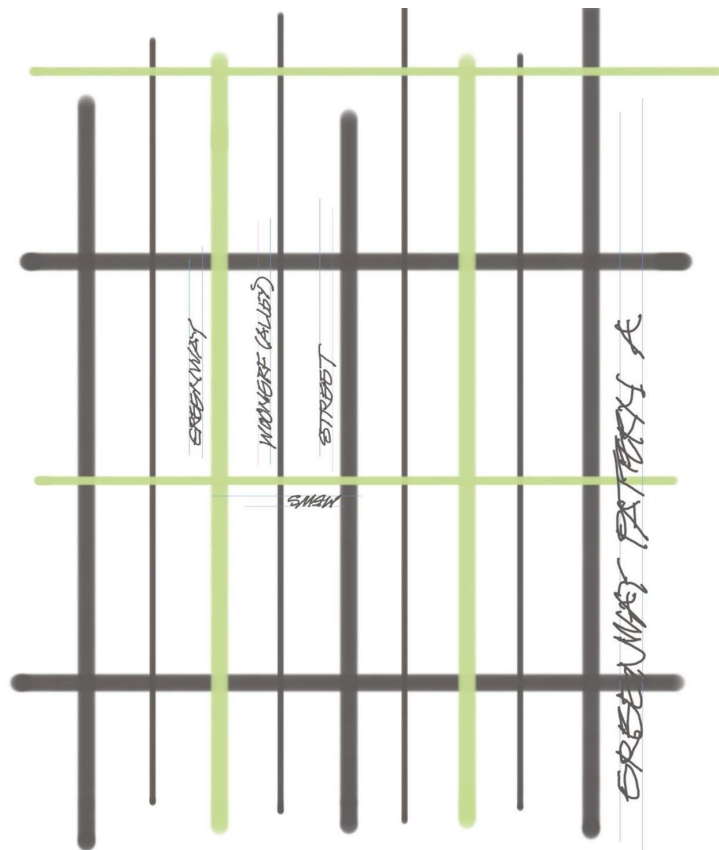
- Open Space
- Fire Resistant Edge
- Community Park
- Neighborhood Parks
- Greenways





# Designing for People First —

- Design community to be **compact and walkable** making it comfortable for pedestrians
- Replace some roads with **linear greenways** that connect to the Multi-Modal Trail
- Locate **parks, trails and community services** within walking and biking distance to every home
- Greenways **within 1 block** of most homes and intended to **serve as mini parks**



# GREENWAYS & PLAZA

## SOCIAL CENTERS FOR GATHERING

Greenways and plazas are small green spaces designed for social activities, play, and small gatherings.

The greenways are oriented north-south to connect people to the multimodal trail to the south. These spaces are located between neighborhood streets to provide better access to green space such that all residents are within three blocks of green space. The greenways are designed to support gatherings, play spaces, and community gardens. Plazas should be located in places with greater housing density and accommodate small community events.

### WATER USE



### LANDSCAPE & IRRIGATION DEMAND



### CHARACTER IMAGES



Provides pockets of program along greenways



Flexible lawns for various forms of gathering and events gathering



Provide adequate seating and lighting for gathering



Greenway with path and amenities

### GRASSES



Switchgrass  
*Panicum virgatum*



Large Blue Fescue  
*Festuca amethystina*



Side-oats Grama  
*Bouteloua curtipendula*



Prairie Dropseed  
*Sporobolus heterolepis*

### SHRUBS



Common Juniper  
*Juniperus communis*



Kinnikinnick  
*Arctostaphylos uva-ursi*



Twinberry Honeysuckle  
*Lonicera involucrata*



Red-osier Dogwood  
*Cornus sericea*

### TREES



Honeylocust  
*Gleditsia triacanthos*



Hackberry  
*Celtis occidentalis*



Kentucky Coffeetree  
*Gymnocladus dioica*



Sugar Maple  
*Acer saccharum*

# GREENWAY PLAN EXAMPLE

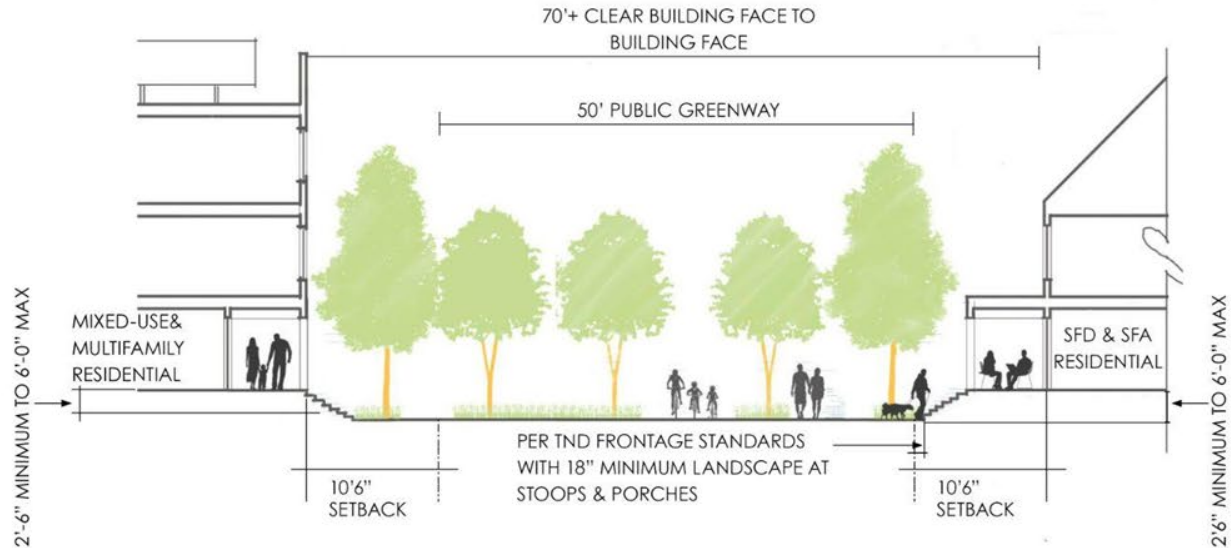
Intended to provide accessible park space within a short walk of every home. Greenways include pathways, small playgrounds, gardens, and places to gather.



# GREENWAY & OPEN SPACE EDGE FRONTAGES

Guidelines for building-to-sidewalk relationships that support a vibrant pedestrian experience.

Greenway & Open Space frontages follow the Steamboat TND Zone frontage standards, with an adjustment for residential uses fronting the urban sidewalk. The 50' public greenway is surrounded on both sides by a 10' min, 15' max setback to the building face, creating a 70'+ wide area between buildings.



NEIGHBORHOOD GREENWAY



## View of a greenway & "Oak" blocks

Greenways replace every other north-south oriented street, prioritizing pedestrians and cyclists over cars. Homes fronting the greenways enjoy a park-like experience, reducing reliance on private back yards. This strategy reduces paving, which improves stormwater conditions and minimizes heat islands. The greenways can be designed with features like community gardens, play structures, and basketball hoops or left as flexible open space for block parties and other gatherings.



# Fire Resistant Edge —

- Includes soft surface trail
- Low water use and native plants
- Intended to blend with the open space while providing fire resistant buffer for the development areas

## WATER USE



## LANDSCAPE & IRRIGATION DEMAND



## CHARACTER IMAGES



Trail as fire break



Plant in clusters and avoid large masses



Road or trail at edge of development



Use gravel to provide better fire barrier

## GROUND COVER



Moss Phlox  
*Phlox subulata*



Hens and Chicks  
*Sempervivum sp.*



Blue Mist Penstemon  
*Penstemon virens*



Small-leaf Pussytoes  
*Antennaria parvifolia*

## SHRUBS



Pinemat Manzanilla  
*Arctostaphylos nevadensis*



Mountain Lilac  
*Ceanothus fenderi*



Oregon Grape Holly  
*Mahonia aquifolium*



Mountain Ninebark  
*Physocarpus monogynus*

## TREES



Quaking Aspen  
*Populus tremuloides*



Hawthorn  
*Crataegus spp.*



Mountain Mahogany  
*Cercocarpus ledifolius*

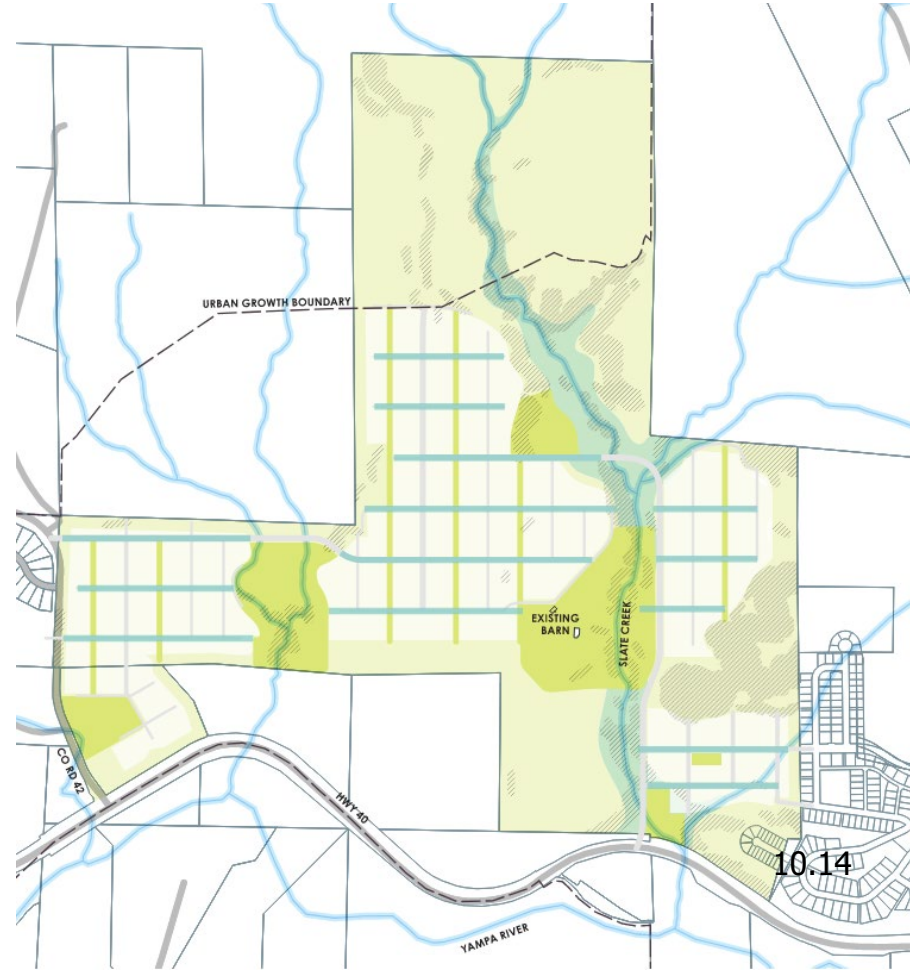


Ginnala Maple  
*Acer ginnala*



# Drainage and Stormwater —

- **Goals**
  - Integrate stormwater and drainage needs with open space to the greatest extent possible
  - Surface level stormwater flows to benefit landscaped areas
  - Educational opportunities
- **CDC 605.G** - The integration of stormwater drainage facilities and water quality features within parks is **encouraged** where they are compatible with the intended open space use. The Planning Director and Director of Public Works may approve such combined use areas as counting toward the minimum open space standards.



# Stormwater Solutions—BMPs

## Grass Swale

Linear conveyance for stormwater. Typically along streets or other corridors.



## Grass Buffer

Located within riparian areas and open space. Stormwater sheets flows across the buffer and water infiltrates.



## Bioretention Basin

Capture stormwater from small basin. Rain garden and stormwater planter are common solutions.



## Detention Basins

Large basin area (1 sq mile) designed to hold back stormwater for many hours and released at a slower rate.



## Permeable Pavement

Pavement that allows the movement of water into the layers below. Is used in place of concrete or asphalt.





# Stormwater Solutions—BMPs

Streetside Stormwater Planters



Streetside Stormwater Swales

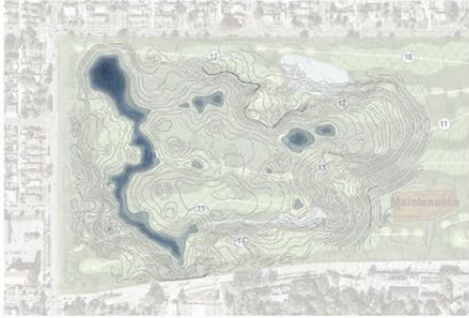


Water Quality within Open Space



# City Park Golf Course (Denver) —

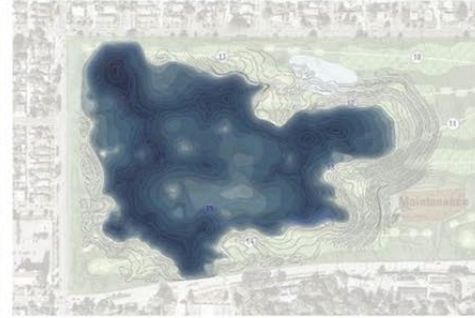
5-YEAR STORM



10-YEAR STORM



100-YEAR STORM





# Crestmoor Park (Denver) —

Designed to flood during major storm events.



Daily condition



During major storm

10.18

# Update since March 29 BRAC Meeting— What we heard

- Need for agreement between City & YVHA re: proposed parks & open space acreage calculations + trail miles.
- Increase acreage of mini and neighborhood parkland.
- It is a priority of the City to secure 40+ acres of land for a regional park w/Special Use Facility.
- It is a priority of the City to conserve in perpetuity land identified by YVHA for “future development” as open space.



# Revised acreage and mileage calculations

## Brown Ranch Proposed Parks, Trails and Open Space Totals

### Greenways 9.95 ac

Typical sections 50'wide

9,675ftx50'wide=483,750sf

Intersections 50'x50'=2500eachx20intersections=50,000sf

483,750sf of greenspace - 50,000sf of intersections=433,750sf

433,750sf/43,560sf/ac=9.95ac

### Open Space 129.8 ac

Area C1

Upland	44 ac
Riparian	5.6 ac
Total Open Space	49.6 ac

Area B

Upland	21.9 ac
Riparian	0 ac
Total Open Space	21.9 ac

Area A1

Upland	5.2 ac
Riparian	0.3 ac
Total Open Space	5.5 ac

Area C4

Upland	11.1 ac
Riparian	0 ac
Total Open Space	11.1 ac

Area C3

Upland	1.7 ac
Total Open Space	1.7 ac

Fire Edge Condition

100'widex17,466lf=1,746,600sf/43,560sf/ac=40ac

Total Open Space	40 ac
------------------	-------

### Developed Parkland

Brown Ranch Park (Mini/Neighborhood Parkland)

Park Size	2.7 ac
Riparian	0.5 ac
Total Developed Park	2.2 ac
Proposed Parkland >5% slope	0 ac
Developed Park <5% slope	2.2 ac

Community Park (Community Parkland)

Park Size	17.2 ac
Riparian	3.4 ac
Total Developed Park	13.8 ac
Proposed Parkland >5% slope	4.5 ac
Developed Park <5% slope	9.3 ac

Slate Creek Park (Community Parkland)

Park Size	27.2 ac
Riparian	2.2 ac
Total Developed Park	25 ac
Proposed Parkland >5% slope	25 ac
Developed Park <5% slope	0 ac

Hillside Park (Mini/Neighborhood Parkland)

Park Size	4.2 ac
Riparian	0 ac
Total Developed Park	4.2 ac
Proposed Parkland >5% slope	2.1 ac
Developed Park <5% slope	2.1 ac

Plaza (Mini/Neighborhood Parkland)

Park Size	0.5 ac
Riparian	0 ac
Total Developed Park	0.5 ac
Proposed Parkland >5% slope	0 ac
Developed Park <5% slope	0.5 ac

### Future Development 146.6 acres

Area C2 (Outside Urban Growth Boundary)

Upland	108.8 ac
Riparian	4.2 ac
Total Open Space	113 ac

Area C5

Upland	23.8 ac
Riparian	7.6 ac
Total Open Space	31.4 ac

Area A2

Upland	2.2 ac
Riparian	0 ac
Total Open Space	2.2 ac

### Trails 6.31 miles

Concret Trails	19,284 lf
Soft Surface	10,504 lf
OpenSpace/ Fire Edge	15,166 lf
Total Trails	44,954 lf
Future Development Areas	11,650 lf
Dedicated Trails	33,304 lf

# Mini and Neighborhood Parks—

- YVHA and consultant team evaluated ways to add acreage of Mini and Neighborhood Parks to existing plan.
- YVHA must evaluate tradeoffs and opportunity costs (losing planned housing units and/or changing density mix) with Board of Directors.



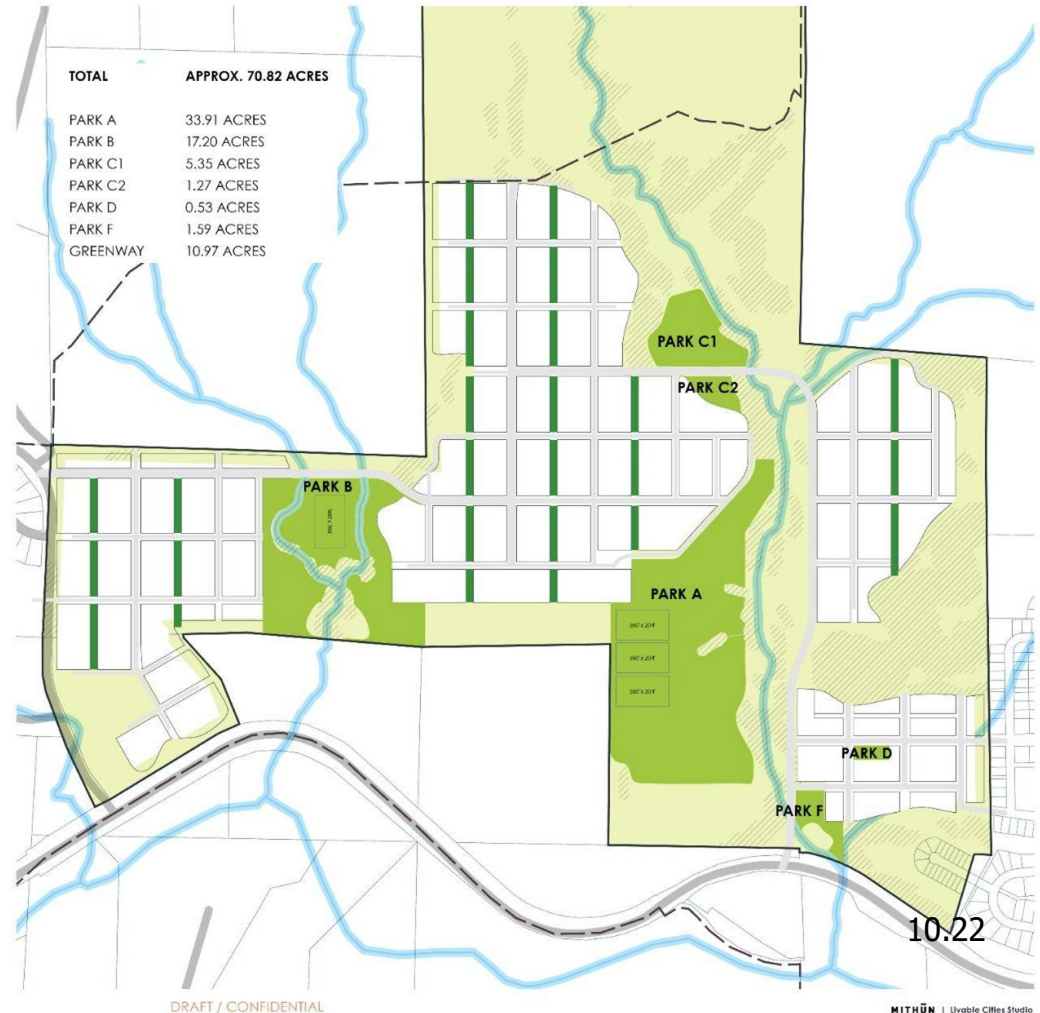


# Alternative 1 —

## Expand Existing Parks

### Considerations & Trade-offs

- Park A southern expansion impacts future development on the ridge
- Fields within Park A may be difficult due to grading
- Park B western expansion into development

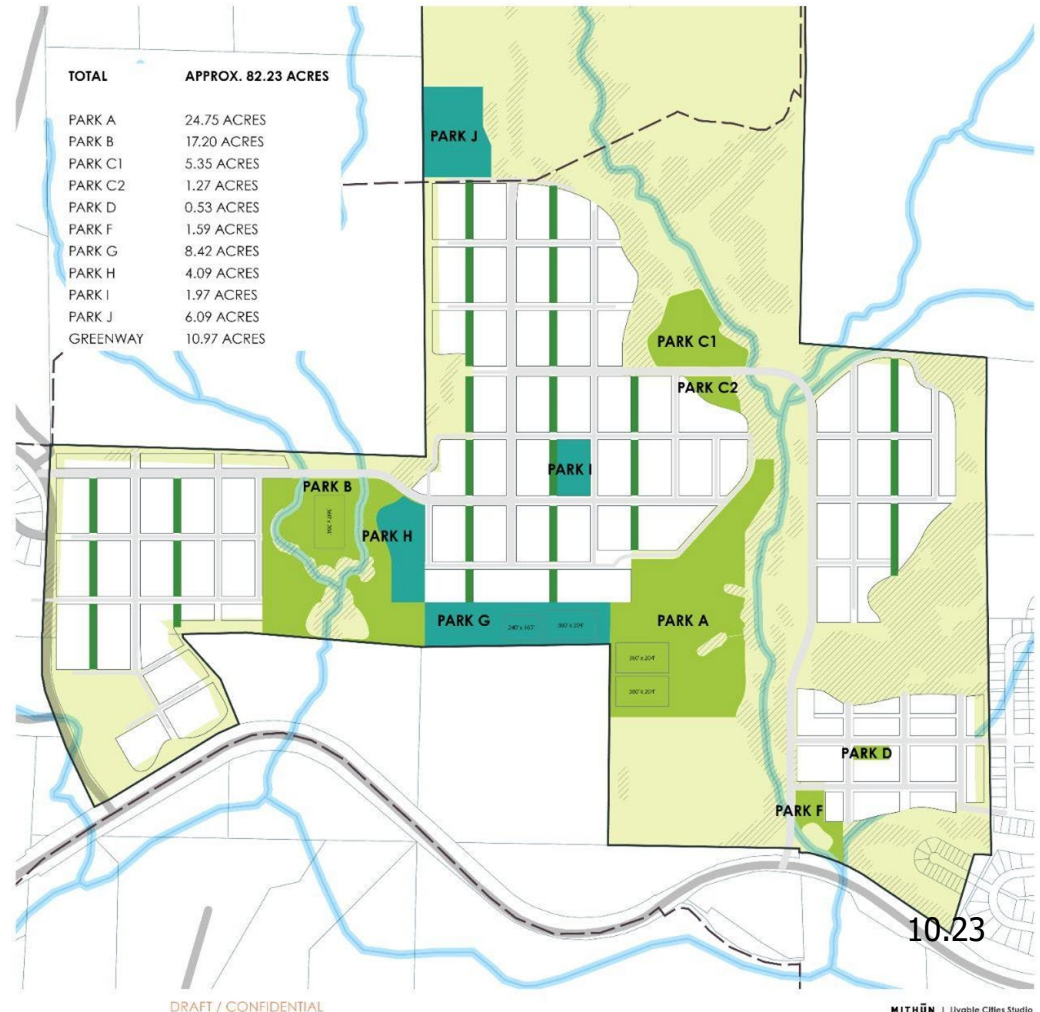


# Alternative 2 —

## Additional Neighborhood Parks

### Considerations & Trade-offs

- Fields within Park A may be difficult due to grading
- Park B western expansion into development
- Park G adjacent to Routt County Rifle Club property in conflict with shot fall easement
- Park H will impact school site. School would need to shift east
- Park I replaces development
- Park J outside of urban growth boundary. Will lead to more traffic through neighborhood streets. Along future potential road connection





# Alternative 3 —

## Two Recreation Parks

### Considerations & Trade-offs

- Fields within Park A may be difficult due to grading
- Park B western expansion into development
- Park G adjacent to Routt County Rifle Club property in conflict with shot fall easement
- Park H replaces development. Keeps regional traffic to the edge of the site
- Traffic impacts to fields within Park A and Park G

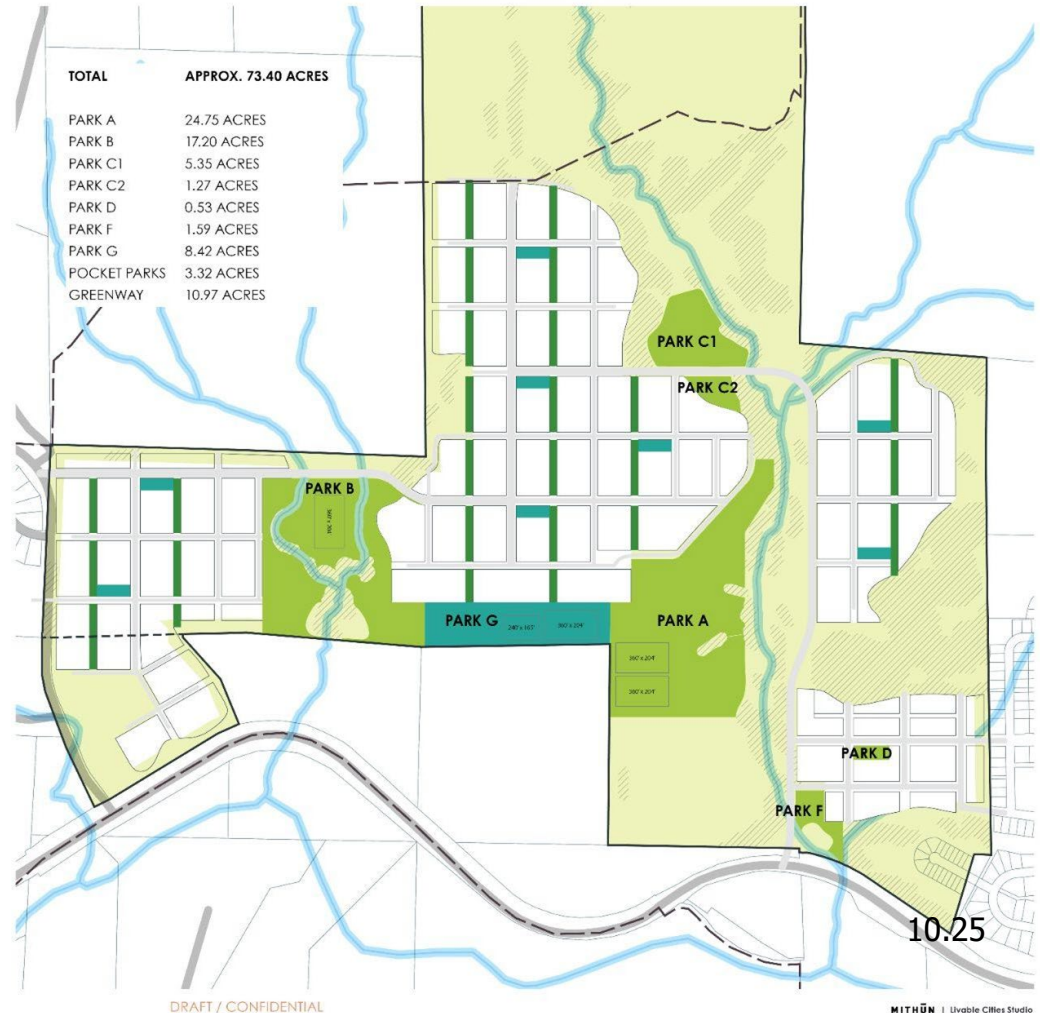


# Alternative 4 —

## Expand Existing Parks & Add Pocket Parks

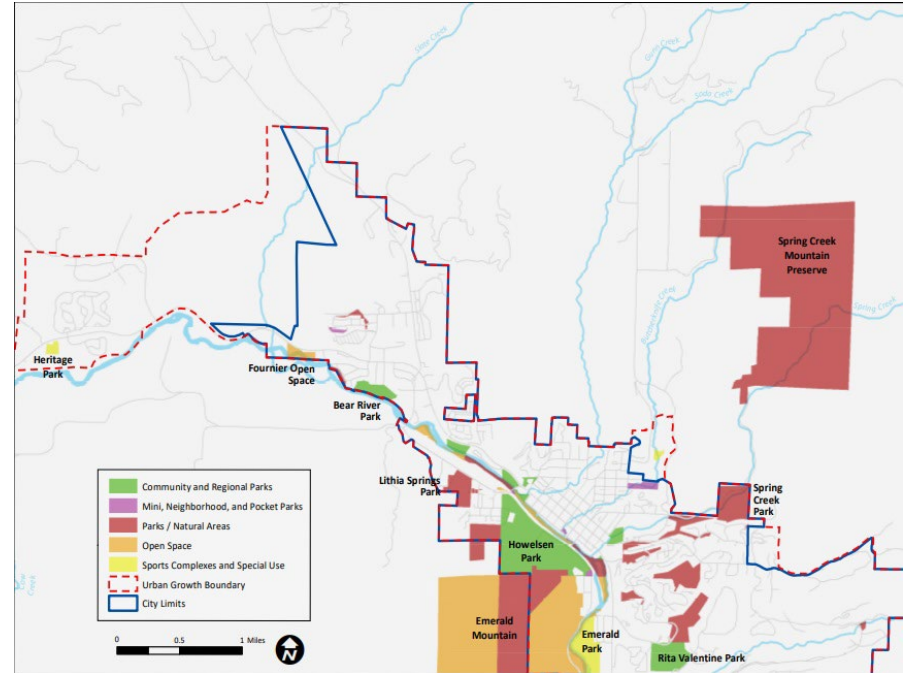
### Considerations & Trade-offs

- Fields within Park A may be difficult due to grading
- Park B western expansion impacts developable parcels
- Park G adjacent to Routt County Rifle Club property in conflict with shot fall easement
- Pocket parks can serve as snow storage



# Regional Park—

- 46+ Acres
- “This park would serve the entire community and should be developed on land that does not exceed 5% in slope.” (p. 52 PROSTR)
- Potential program:
  - Multi-purpose recreation center
  - Four-field ballfield complex
  - Multi-purpose sports fields
  - Community amenities: large playground, group picnic shelters, and few sports courts for basketball, tennis or pickleball
  - Parking





# Topographic Context —



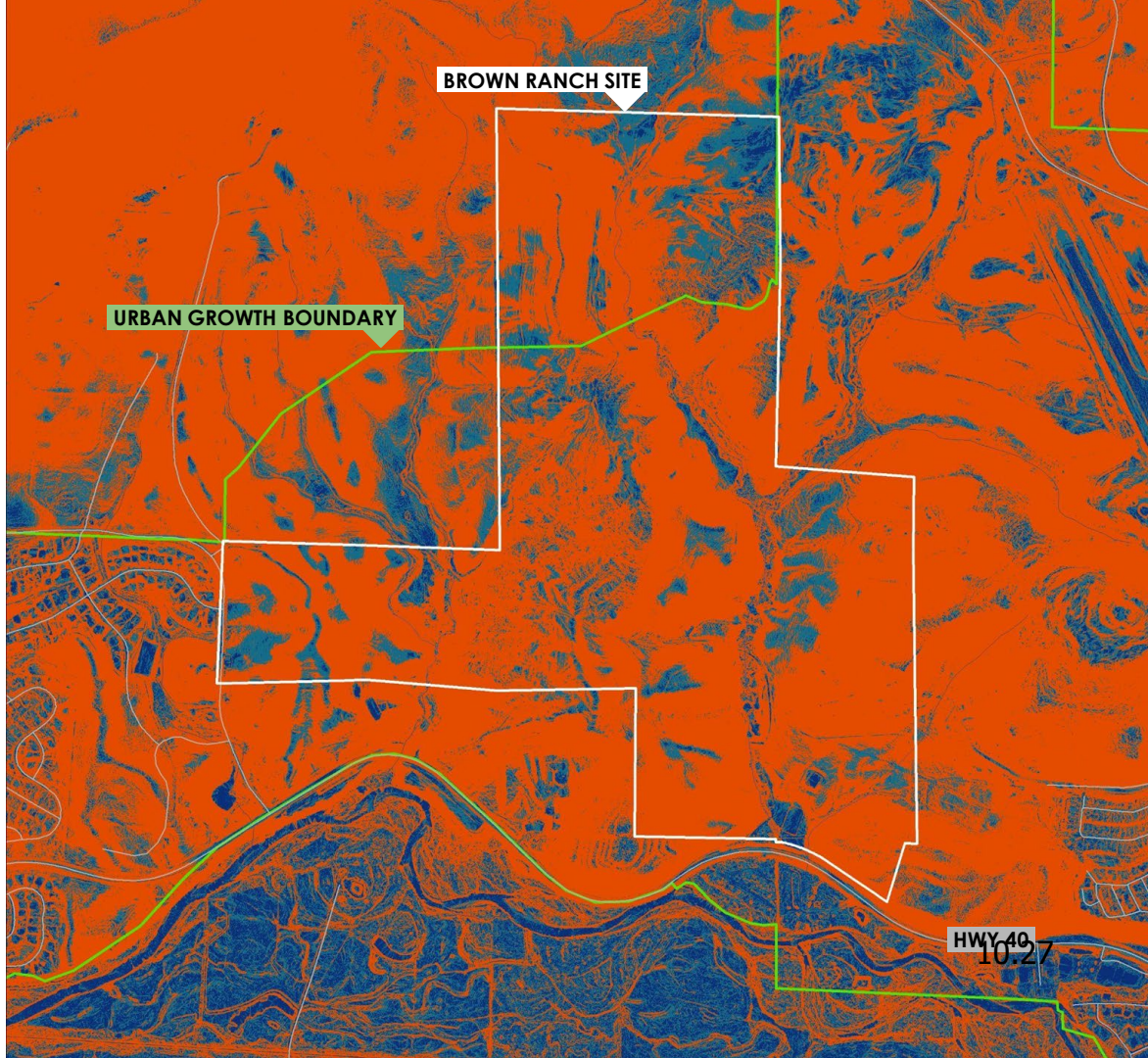
AREAS 0-2% SLOPE



AREAS 2-5% SLOPE



AREAS ABOVE 5% SLOPE





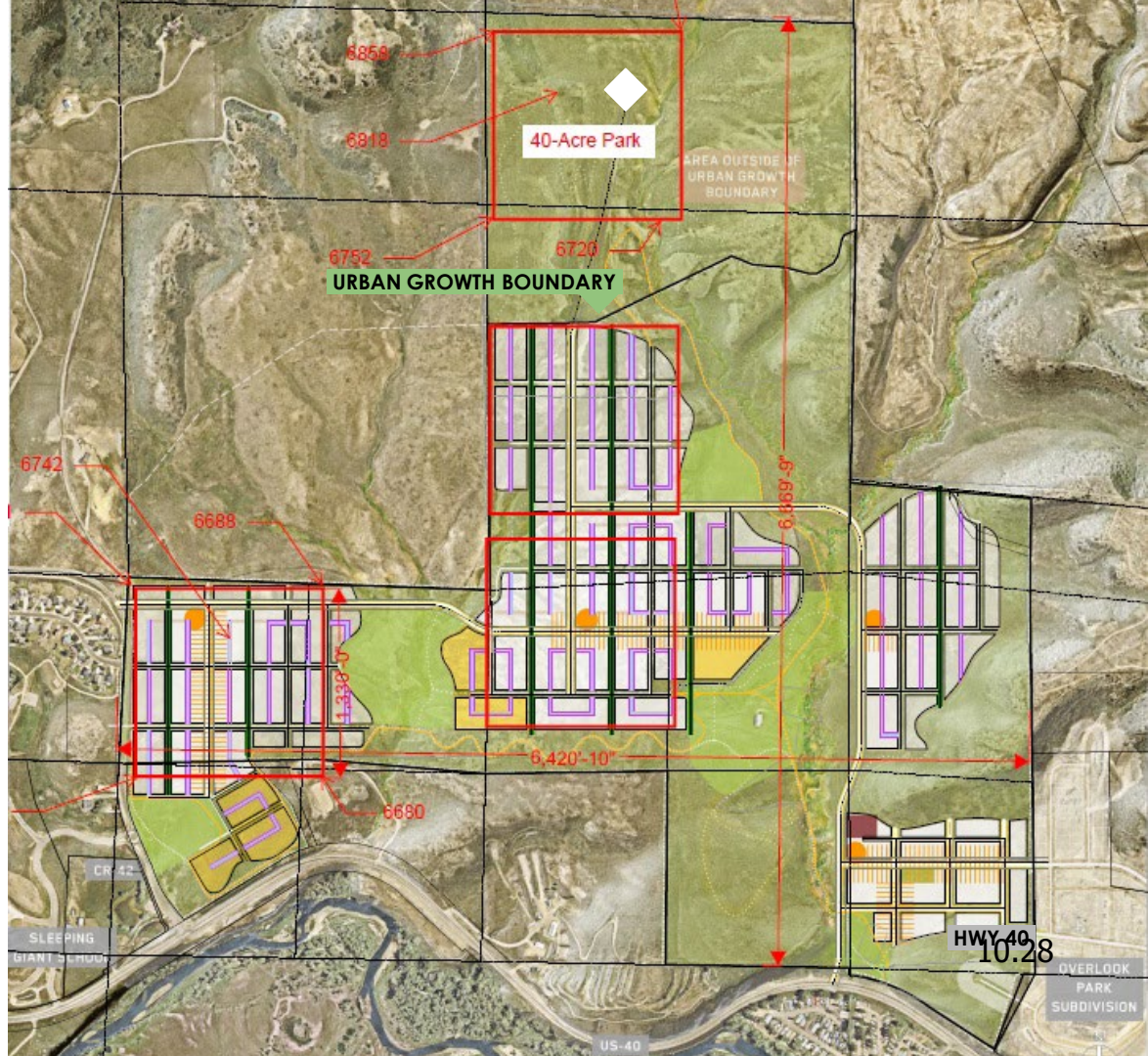
# Regional Park—

Cost to YVHA:

- Unimproved land: \$2,067,416
- Grading & utilities: ~\$10,000,000

Opportunity Cost to community:

- 12+ blocks of housing
- Neighborhood D = 480 – 510 housing units
- Affordability (\$5,330 per unit in extra cost)



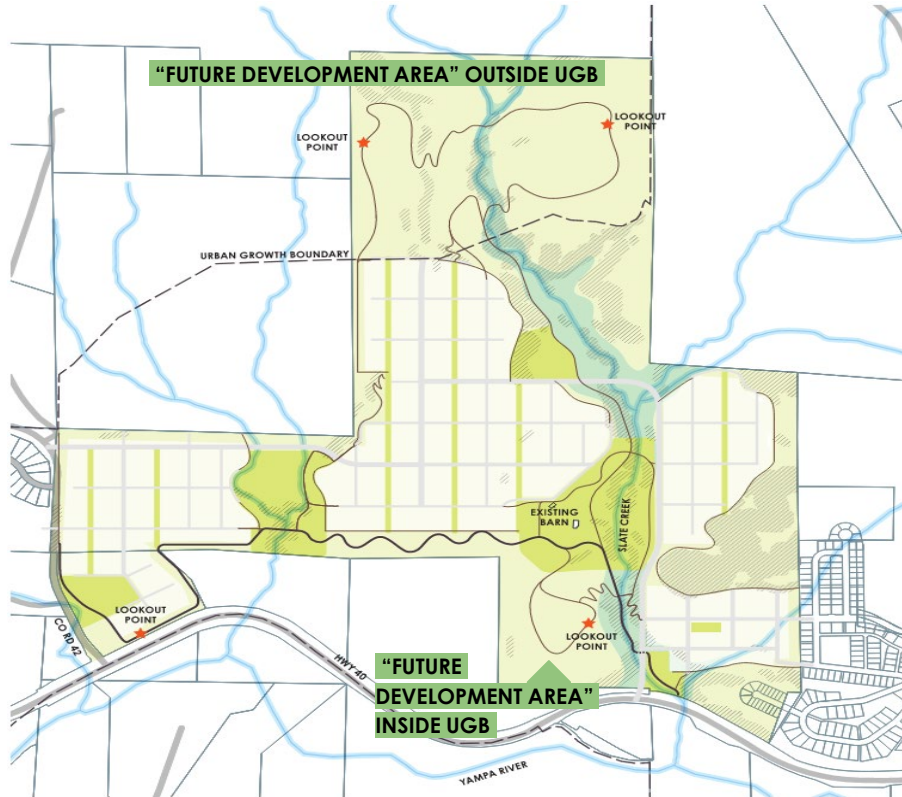
# Special Use Facility—

YVHA in conversation with  
Steamboat Sports Barn



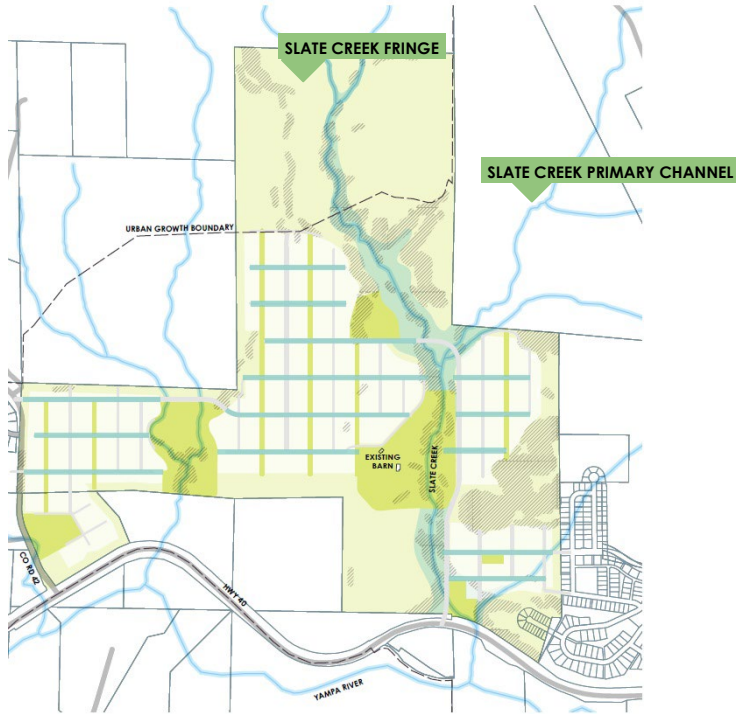


# “Future Development Areas”— Open Space



- 146.6 acres / 534-acre Brown Ranch property
- Proposed 2.2 miles soft surface trail in “future development area”
- Distinction between land outside UGB and within boundary
  - 33.6 acres within Urban Growth Boundary
  - 113 acres north of Urban Growth Boundary

# Open Space — Slate Creek



"The northern end of the Slate Creek drainage may provide the best opportunity to restore and enhance a large natural area within the West Steamboat area. A combination of steep slopes, unstable soils, potential wildlife habitat, and proximity to the airport precludes cost effective development of this area." – West Steamboat Springs Area Plan (2006)



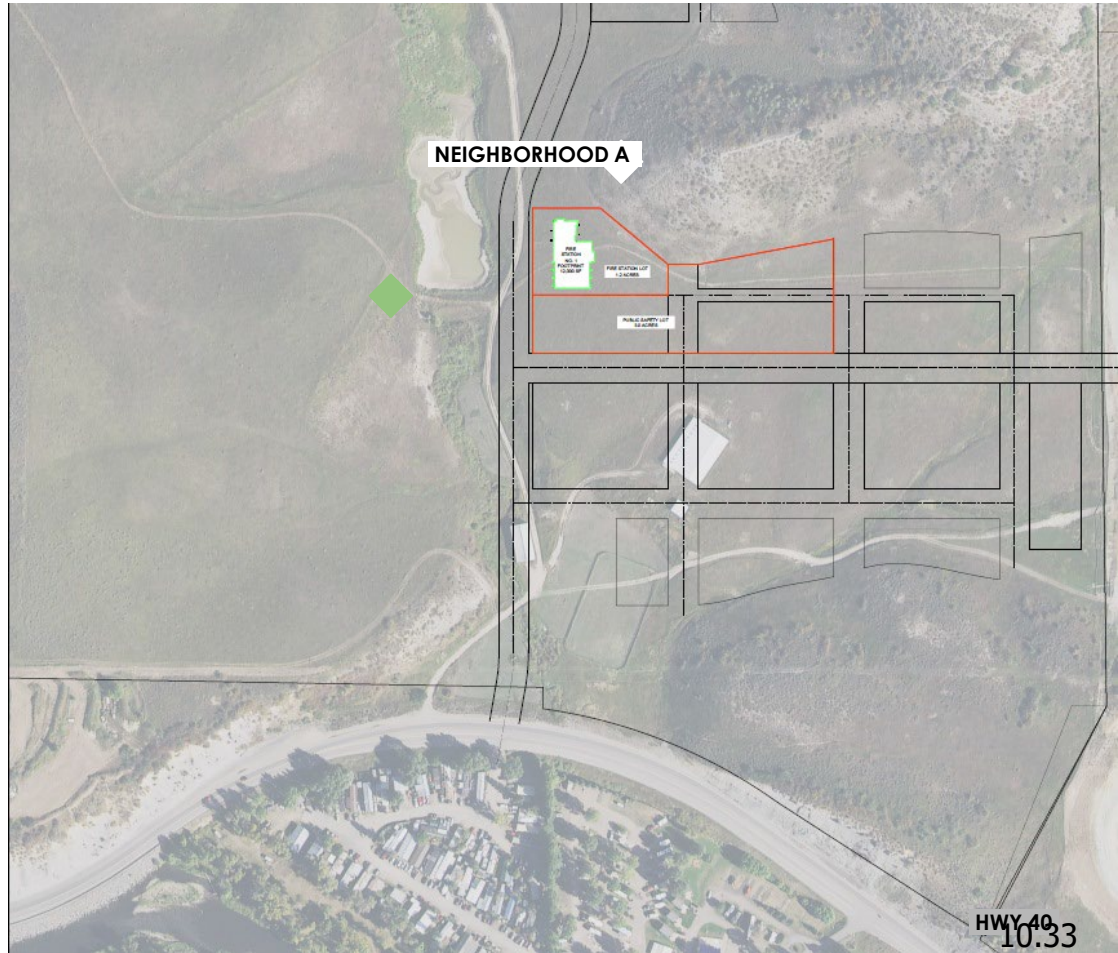
## View of the Multi-Use Trail and the Log Barn in the Community Park

Trails are a primary feature of the transportation network throughout Brown Ranch. The multi-use trail shown below is the "connector" trail for the greenways, mid-block paths, edge-condition trails, and secondary trails that run through the site. Together, they create a robust network that allows residents to choose biking and walking over driving.



# Public Safety —

- YVHA will work with Steamboat Springs Fire Department and Steamboat Springs Police Department on size and location of Public Safety Building in Neighborhood A.
- First Responder Training Center:  
Concern about incompatibility of use  
Opportunity cost: 60-120 housing units



# Other Dedications —

- Avigation easement: dedication of avigation easements per the City of Steamboat Springs Community Development Code is acceptable to YVHA. YVHA seeks clarity on whether there are limitations on installing rooftop solar due to the Airport Overlay.
- Utility easements: The dedication of utility easements per the City of Steamboat Springs Community Development Code is acceptable to Yampa Valley Housing Authority. YVHA expects all public and private utilities to be located within right-of-way unless pocket easements are needed for specific equipment.
- Other (Steamboat Springs School District, Boys and Girls Club, arts and humanities, etc.): In 2022, YVHA began a formal, systematic process to identify opportunities for community partnerships at Brown Ranch to develop special residential, nonprofit, commercial, or other uses that meet community needs and are aligned with the Brown Ranch vision and priorities. YVHA would prefer to handle future land dedication through its own process, rather than tying these negotiations to the annexation process.

## MEMORANDUM

TO: BRAC Committee Members  
FR: Sheila Henderson and Robin Schepper  
RE: BRAC Communications and Community Engagement March Summary  
DA: April 9, 2023  
Cc: Mike Lane

As requested by the BRAC Committee members, the following memo summarizes our outreach activities in the month of March as well as recommendations to improve outreach in April and May.

### A. BRAC Town Hall focused on Water and Public Transport, March 22<sup>nd</sup>

- *Summary of meeting:* Jon Synder, Jonathan Flint, and Jason Peasley each gave summaries based on the BRAC meeting presentation at previous meetings. Approximately 30 people in person and 30 people on Zoom attended. Public comment focused more on the desire for Brown Ranch or the fear of building Brown Ranch.
- *Public Comment:* comments will be inputted into Engage
- *Activities for promoting and managing Town Hall:*
  - Recording and paying for 30 second radio ads in English and Spanish on Steamboat Radio
  - Advertising in Steamboat Pilot
  - Media advisory on event
  - Social media posts and boosts
  - Outreach to other partners such as Routt County, Steamboat Springs School District, Steamboat Chamber, LatinX and Brown Ranch Community Partners.
  - Newsletter outreach to 1884 contacts with a 42% open rate
  - Arranged interpretation and babysitting.
  - Comment cards were input into Engagesteamboat.net/annex
- *Recommendations for May 4<sup>th</sup> Town Hall on open space and parks*
  - Continue the same amplification on Steamboat Radio and Pilot
  - Continue same outreach on social media, email and City platforms
  - Add more tailored outreach to youth groups, environmental groups, YVHA residents that are concerned about parks and recreation and open space.
  - Post posters in community areas (library, post office, coffee shops, schools)

- o Change format of meeting to focus presentation on what annexation agreement is considering on these issues – will need more input from BRAC committee and staff.
- o Will need to include an update on the Housing Bill and how it will affect Steamboat and the Brown Ranch.

#### **B. Community Meetings – ongoing**

- *OREC – Outdoor Recreation Businesses* – The group was most interested in how we can help them with their lack of staff, seven business representatives were in attendance.
- *Human Resource Coalition (HRC)* – 32 members of the HRC coalition were in attendance and their questions about the BRAC process focused on the process.
- *Routt County Economic Development Partnership* – 17 people were in attendance including Councilor Joella West. There were questions about data and the annexation process.
- *Upcoming Meetings:* The following meetings are expected in the month of April:
  - o Morning Rotary
  - o Colorado Mountain School Social Ethics class.
  - o Routt County Rifle Club - Community Partner
  - o Steamboat Sports Barn - Community Partner
  - o Young Professionals Network
  - o Steamboat Springs Chamber Board
- *Recommendation:* Continue meeting with community groups where they meet and add more informal meetings with engaged stakeholders.
  - o 1st Impressions
  - o Businesses (restaurants, lodging, retail, etc)
  - o Chamber Lodging group
  - o UCHealth Board, Northwest Colorado Health Board
  - o Craig Scheckman Family Foundation Board
  - o Faith organizations (Methodist Church, Christian Center, Catholic Church, etc)
  - o Main Street Steamboat Board
  - o Montessori
  - o Old Town Hot Springs - staff and seniors
  - o Rex's restaurants
  - o Senior groups (Council on Aging)
  - o Steamboat Mountain School
  - o Steamboat Springs Education Association (SSEA)
  - o United Way Board
  - o Yampa Valley Community Foundation Board
  - o YVHA residents
  - o Youth Services Coalition



### **C. BRAC Content Amplification – ongoing**

- *Fact Sheets:*
  - YVHA created fact sheets about YVHA and the Brown Ranch to answer basic questions the public has asked.
  - The comms team is developing an Annexation 101 fact sheet to explain the process more clearly.
- *Newsletter:*
  - Information about the upcoming BRAC agenda as well as links to all the materials in the agenda packets is sent on Mondays prior to every BRAC meeting to subscribers to the newsletter. (1886 people so far)
- *Amplification with other groups:*
  - The Routt County PIO has included the Town Hall and BRAC information in her biweekly newsletter that goes to 5000 subscribers.
  - The Steamboat School District PIO has sent information to the school network.
  - The Steamboat Schools Education Association is also sharing BRAC and Town Hall information.
- *Social Media:*
  - BRAC meetings and the Town Hall are posted on YVHA and Brown Ranch social media accounts weekly, as well as any articles written about BRAC process.
- *Brown Ranch Website:*
  - BRAC meeting documents are posted and promoted on Brown Ranch website to make it easier to find:  
<https://brownranchsteamboat.org/category/brown-ranch-annexation/>
- *City Assets:*
  - City PIO team continues to update content on BRAC page  
<http://www.steamboatsprings.net/brac> and EngageSteamboat project  
<http://www.EngageSteamboat.net/Annex>
  - Media advisories
  - Materials posted at city posting locations
  - Social media posts
  - All BRAC meetings hosted on YouTube and available for viewing
- *Recommendation:* Continue amplification and partner with more organizations that have their own communications networks.

### **D. Budget:**

- For the month of March, Sheila and Robin spent a combined time of 70 hours, \$5,250.