



**TOWN OF
BRECKENRIDGE**

Town Council Work Session

Tuesday, January 9, 2024, 3:00 PM

Town Hall Council Chambers

150 Ski Hill Road

Breckenridge, Colorado

THE TOWN OF BRECKENRIDGE CONDUCTS HYBRID MEETINGS. This meeting will be held in person at Breckenridge Town Hall and will also be broadcast live over Zoom. Login information is available in the calendar section of our website: www.townofbreckenridge.com. If you will need special assistance in order to attend any of the Town's public meetings, please notify the Town Clerk's Office at (970) 547-3127, at least 72 hours in advance of the meeting.

I. TOWN OF BRECKENRIDGE ANNUAL GRANTS PRESENTATION (3:00-3:15pm)

II. PLANNING COMMISSION DECISIONS (3:15-3:20pm)

Planning Commission Decisions

III. LEGISLATIVE REVIEW (3:20-3:55pm)

2023 Budget Appropriations (Second Reading)

Ordinance to Approve Lease Renewal for US Bank (Second Reading)

Charter Amendment - Election Commissioner Term (Second Reading)

Charter Amendment - Board and Commission Appointee Qualifications (Second Reading)

Resolution to Approve Mail Ballot Election (Resolution)

Resolutions to Accept Mayoral Resignation and Set Mayoral Election Date (Resolutions)

Resolution to Accept Settlement and Approve MOU Pertaining to Lower Blue Reservoir (Resolution)

IV. MANAGERS REPORT (3:55-4:20pm)

Public Projects Update

Mobility Update

Sustainability Update

Housing and Childcare Update

Committee Reports

Financial Update

V. OTHER (4:20-4:40pm)

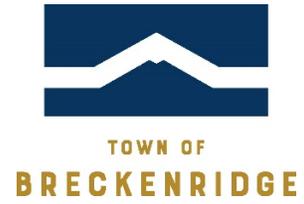
Equity Blueprint Presentation

VI. PLANNING MATTERS (4:40-5:40pm)

Historic Sheds

Firewise Development Code Discussion
Vestibules in Conservation District

VII. EXECUTIVE SESSION - Negotiations (5:40pm)



Memo

To: Breckenridge Town Council Members
From: Mark Truckey, Director of Community Development
Date: January 3, 2024
Subject: Planning Commission Decisions of the January 2, 2024 Meeting

DECISIONS FROM THE PLANNING COMMISSION MEETING, January 2, 2024:

CLASS A APPLICATIONS: None.

CLASS B APPLICATIONS: None.

CLASS C APPLICATIONS: None.

TOWN PROJECT HEARINGS: None.

OTHER: None.

PLANNING COMMISSION MEETING

The meeting was called to order at 5:33 pm by Chair Leas.

ROLL CALL

Mike Giller	Mark Leas	Allen Frechter	Susan Propper
Ethan Guerra	Steve Gerard	Elaine Gort	

APPROVAL OF MINUTES

With no changes, the December 5, 2023 Planning Commission Minutes were approved.

APPROVAL OF AGENDA

With no changes, the January 2, 2024 Planning Commission Agenda was approved.

PUBLIC COMMENT ON HISTORIC PRESERVATION ISSUES:

- None

WORK SESSIONS:

1. Window Signage (CC)

Mr. Cross presented an overview of current regulations on window signage and examples of window signage located in Town. The following specific questions were asked of the Commission:

1. Does the Commission support Code amendments that would allow whole window coverings in certain instances (e.g. non-primary facades and to conceal back of house operations)?
2. Are there other comments or suggestions that the Commission has?

Commissioner Questions / Comments:

Mr. Leas: The Town regulates building colors routinely; can we regulate sign colors? The most objectionable part of this window covering is the many colors. (Mr. Cross: No, we can only look at material, size, location, lighting, etc. Ms. Crump: It's a Supreme Court ruling on sign regulation regarding content-neutral regulations. It's not about trademarks. We can't consider the content of the sign.)

Ms. Gort: Has staff considered requiring only mountain scenes for the rear window coverings? (Mr. Cross: Currently, pictorial imagery is considered copy in the Code, we could not decline an application based on pictorial content. There are examples of whole window coverings installation where the Town has looked the other way because the installation did not have any message copy. Staff has a recommendation to not include "pictorial" and "graphic" in the sign code definition to allow for these larger non-lettered coverings.)

Mr. Guerra: Based on the current code, the window coverings at Patagonia would not be allowed? (Mr. Cross: Correct.)

Ms. Propper: If we remove pictorial and graphic terms from the sign code then those would not be considered signs. (Mr. Cross: Yes, staff supports being able to screen back-of-house operations from pedestrians. Mr. Kulick: This example building location on the Riverwalk was likely intended to have double store-frontages on both sides but over time as tenants have changed the rear has become more like a back-of-house function.)

Mr. Gerard: I gather, Patagonia did not apply for a permit for these rear window signs? (Mr. Cross: No, we are coming to a recommendation about how to approach that violation based on this discussion.)

Ms. Gort: Can you speak to what Staff believes is appropriate? (Mr. Cross: Staff would prefer non-message pictorial images if they were needed on the rear to screen back-of-house storage or operations.)

- Mr. Leas: What distinction is being made between the Patagonia window coverings and the Breck Sports example? (Mr. Cross: It is how it is used. One location is for screening, the other does not provide screening from back-of-house and is just a graphic window covering.)
- Mr. Truckey: We want to make a distinction between signage on front of house versus back of house. In the Historic District, there is specific language in the historic guidelines to preserve the character of the pedestrian way and allowing visitors to see in storefronts on Main Street.
- Mr. Leas: Will that not be the same issue on the alleyway if the Riverwalk becomes more pedestrian friendly?
- Mr. Truckey: I agree, that would be the goal to achieve in the future. However, that is not the reality of how the retail spaces on the Riverwalk are being used. They're being used for storage and other back-of-house operations, as it's not realistic for the retailers to maintain to customer entrances.
- Mr. Kulick: Over the past 30 years there have been attempts to increase pedestrian interest along the Riverwalk, but businesses have made a decision not to activate that entrance as a storefront.
- Mr. Frechter: Would they be allowed to go back 2 ft and have the same signage just not affixed to the window and have a display in front? (Staff: Yes, that is currently allowed.)
- Mr. Leas: All these businesses may have their own opinion on what is appropriate for the window but that doesn't mean the code has to adhere to the business decisions or accommodate them if it is different than the Town's desire.
- Mr. Truckey: Ideally, we would have storefronts on the Riverwalk but that is not the reality now. Is there a solution now for a code change that would allow businesses to screen these areas? We currently don't have the staffing or time to enforce these issues.
- Mr. Leas: That doesn't mean we shouldn't have a regulation even if it can't be enforced. We could point to that and enforce it in the future. We can choose not to enforce it but we shouldn't change regulations to accommodate what the business owners want.
- Ms. Propper: If the stores are not using the rear entrance for patrons, it doesn't seem to me that requiring the use of the area as a display area would be that useful. Patrons would still have to go to the front of the store to enter and see the product. Deleting the words "pictorial" and "graphic" do not address the problem. If we only want these coverings in the rear, we could add a new sub-section that allows only pictorial or graphic coverings in the rear as a separate provision. "If it is in the back and solely pictorial, with no wording or messaging copy, that would not be subject to the limitations of size for window signage." An extension of 9-15-5 as a new paragraph. That would be in the affirmative and allow retailers to know what they can do. Otherwise, the example Breck Sports sign would be allowed in the front windows too. (Mr. Kulick: It might make sense to have that provision in the development code to make clear it is development and not signage.)
- Mr. Frechter: What if a business has back-of-house operations in the front? (Mr. Cross: An example is Lululemon.)
- Ms. Propper: We could work on wording to only allow for screening of storage uses. How is symbolic defined in the code? This matters as it relates back to "pictorial" or "graphic." (Mr. Cross: Staff would use the general definition of symbolic as it is not defined in the code.)
- Mr. Guerra: Can these businesses frost their windows?
- Mr. Giller: That would be preferable, frosted windows. (Mr. Cross: Yes, that is allowed.)
- Mr. Guerra: There is no building code conflict with frosted windows.
- Ms. Gort: I would prefer to see mountain scenes than frosted windows.
- Mr. Kulick: Frosted glass does not provide the same solar protection benefits so may not be the preferred option for some locations.

- Mr. Guerra: They could also put up shades for screening.
- Mr. Frechter: They could also by-pass this by just having a curtain with the logo 1” off of the glass. (Mr. Cross: That would be allowed and is not considered a sign.)
- Mr. Guerra: I think that is outside the discussion. The way I see it, these window sign examples are excessive and we should not allow them. We have good reason to not like them and we should not allow them as the current codes states.
- Mr. Giller: Windows are an important part of the design guidelines and architectural design and we spend a lot of time working on getting the architectural features correct. These are easy cheap graphics and we are losing the window architectural character and gaining billboards. If we allow these we must require these to be affixed to the inside of the window like the Mountain Vibe example and not the outside like Patagonia.
- Mr. Gerard: Talking about the pictorial versus graphic images, those in my mind would be murals, which are not allowed in the historic district.
- Mr. Kulick: If you have a mural on the inside, we cannot regulate that content. (Mr. Cross: We don’t review signage on the interior unless it is affixed to the glass.)
- Mr. Frechter: Window wraps don’t count toward sign allowance, correct? (Mr. Cross: Correct.)
- Mr. Kulick: We could regulate the solid to void ratio per the handbook for window frontages. It would become a solid facade.
- Ms. Gort: What about the doors? It is strange that you can’t see in or out the rear. (Mr. Kulick: That is the purpose, to make the area closed off and secured from pedestrians. In some cases, the design standards conflict with activating the Riverwalk. The rear of buildings are to be utilitarian in nature according to the handbook but through precedent we have allowed buildings that appear to be more of a storefront on this river alley.)
- Ms. Propper: The UPS example, if they remove the wording and just had the photos would that be allowed under Staff’s proposal? (Mr. Kulick: That would actually fall under symbolic instead of having a generic scene. This example is branded and symbolic and would still be considered a sign. If it is just pictorial it isn’t attached to any commercial use.) I see the point, I don’t think it obviates what I was suggesting about the separate paragraph for these only be allowed in the rear. (Mr. Cross: In this location staff would recommend window wrap signage that doesn’t obscure the entire window from view.)
- Mr. Guerra: The code we have in place is adequate. If they are trying to obscure operations in back-of-house and hide operations, there are code compliant ways to do that. We should enforce the code we have.
- Ms. Propper: I agree with that and also my suggestion to not delete “graphic or pictorial” from the code. And add a paragraph regarding storage or areas to be non-customer facing allowed at the rear of buildings that can be solely pictorial or graphic with no wording.
- Mr. Giller: Graphics across a row of windows is detrimental to the Town’s character and architecture. If the purpose is just screening, we should just encourage frosting the interior without graphics and no “billboard style” windows.
- Mr. Gerard: We are better off doing nothing at this time. We have to consider murals in this discussion and whether the coverings are art or not.
- Ms. Gort: I think we should look into this more. I am not in favor of the exterior murals.
- Mr. Frechter: I think we have a sufficient code right now. I came up with a work-around in a few minutes; I don’t see a need to change what we have right now. If we want to change the code in the future to make the Riverwalk more enticing to pedestrians, we could revisit that. Pedestrian areas are different than areas like Airport Road, there may be different sign requirements for areas depending on who is viewing the signs, signage for cars can be different than for pedestrians.
- Mr. Leas: Mr. Giller said it eloquently, we need to let windows be windows. We should not have signs filling the window space. Window space is part of the architecture and character of the Town and we need to respect that.

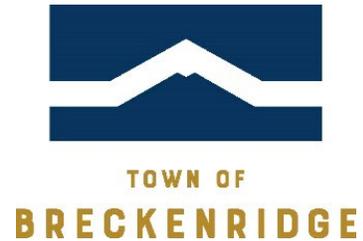
OTHER MATTERS:

1. Town Council Summary

ADJOURNMENT:

The meeting was adjourned at 7:03 pm.

Mark Leas, Chair



Memo

To: Breckenridge Town Council
From: Tracey Lambert, Senior Accountant
Date: December 27th, 2023 (for the January 9, 2024 meeting)
Subject: 2023 Supplemental Budget Appropriation

The Town Council approves a budget each year. From time to time, it is necessary to make changes to the budget as circumstances necessitate. This appropriation is being submitted based upon review of November year to date actuals and December projections by Fund. Any Fund with expenses over the 2023 Adopted Budget is included in this appropriation.

Please find below the ordinance appropriating the funds required for the Adopted Budget 2023. The ordinance is submitted for the second reading.

FUND	REVENUE	EXPENSE	RESTRICTIONS	NOTES
HEALTHCARE BENEFITS #18		\$750,000		Expense: \$750,000: Anticipated UMR payments for variable medical costs
PARKING & TRANSPORTATION #17		\$500,000		Expense: \$500,000: Interstate Parking Management fees-increase due to budgeting error
SPECIAL PROJECTS #13		\$121,000		Expense: \$100,000: Summit County Rescue grant Expense: \$21,000: Breck Create Paley Sculpture repair
AFFORDABLE HOUSING FUND #7	(\$338,192)	\$3,734,249	(\$3,396,057)	Revenue: \$338,192: Excise Fund transfer to offset Expense and Restriction changes Expense: \$300,000: Housing Helps-Summit County reimbursement recognized as revenue Expense: \$1,600,000: Stables-Timing budgeted in 2024 Expense: \$1,834,249: Reclass Assets Held for Resale for units with no intention of selling Restriction: (\$1,834,249): Reclass Assets Held for Resale for units with no intention of selling Restriction: \$3,555,679: Assets Held for Resale units with planned sell date of 2024 Restriction: (\$1,000,728): Alta Verde I loan update of DOLA grant payment Restriction: (\$4,061,218): Alta Verde II loan payments budgeted in 2024 Restriction: (\$55,541): Pinewood 2 loan principal payment
EXCISE FUND #6		\$338,192		Expense: \$338,192: Affordable Housing transfer to offset Expense and Restriction changes
GOLF #5		\$50,000		Expense: \$50,000: Pro shop merchandise
TOTAL	\$ (338,192)	\$ 5,493,441	\$ (3,396,057)	

COUNCIL BILL NO. XX

Series 2023

AN ORDINANCE OF THE TOWN OF BRECKENRIDGE SETTING FORTH THE ANNUAL SUPPLEMENTAL APPROPRIATION FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2023, AND ENDING DECEMBER 31, 2023

WHEREAS, at the direction of the Town of Breckenridge Council, the Town Manager has prepared and submitted a proposed budget for the fiscal year beginning January 1, 2023, and ending December 31, 2023, to the Town Council; and

WHEREAS, in accordance with the municipal charter, § 5.8, the Town Council hereby appropriates to the various funds as hereinafter stated to be used for the purpose for which these funds were created and exist.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BRECKENRIDGE THAT:

1. Town Council hereby approves the ordinance appropriating supplemental expenditure of the Town of Breckenridge for the year beginning January 1, 2023, and ending December 31, 2023, to the various funds as hereinafter stated to be used for the purpose for which these funds were created and exist.

FUND	REVENUE	EXPENSE	RESTRICTIONS
HEALTHCARE BENEFITS FUND #18		\$750,000	
PARKING & TRANSPORTATION FUND #17		\$500,000	
SPECIAL PROJECTS FUND #13		\$121,000	
AFFORDABLE HOUSING FUND #7	(\$338,192)	\$3,734,249	(\$3,396,057)
EXCISE FUND #6		\$338,192	
GOLF FUND #5		\$50,000	
TOTAL	(\$338,192)	\$5,493,441	(\$3,396,057)

2. The amounts set forth above and in the annual budget of 2023 as approved by Resolution No. _____, Series of 2023, are hereby appropriated to the uses stated and the Town Manager has the authority to expend the amounts shown for the purposes stated.

3. This ordinance shall be published and become effective as provided by Section 5.9 of the Breckenridge Town Charter.

INTRODUCED, READ ON FIRST READING, APPROVED AND ORDERED
PUBLISHED IN FULL this 12th day of December 2023.

ATTEST:

TOWN OF BRECKENRIDGE

Helen Cospolich, Town Clerk

Kelly Owens, Mayor Pro Tem

APPROVED IN FORM

Town Attorney

Date



Memo

To: Town Council
From: Scott Reid, Deputy Town Manager
Date: 12/26/2023 (for 1/9/24 Town Council meeting)
Subject: Ordinance to Approve USBank Lease Renewal (Second Reading)

USBank is a reliable tenant in good standing seeking to renew their lease in the Breckenridge Professional Building. Per Town Code, a lease renewal for a duration of more than one year must be approved by ordinance.

Attached, please find the ordinance approving the Fourth Amendment to the USBank lease, which would renew the lease for two years (June 1, 2024 – May 31, 2026) with an annual cost escalation as outlined in the ordinance. USBank will also have the option to extend the lease term once for a period of one (1) year. All other lease provisions are proposed to remain the same, including Section 2 in which "Operational Costs" (including common area maintenance and insurance) are prorated based on the square footage of the leased space.

There have been no changes to the ordinance since first reading.

Staff will be available Tuesday to answer any questions about this lease renewal.

1 COUNCIL BILL NO. __
2

3 Series 2023
4

5 **AN ORDINANCE APPROVING AN AMENDMENT TO A LEASE OF THE**
6 **BRECKENRIDGE PROFESSIONAL BUILDING.**
7

8 WHEREAS, the Town owns the real property commonly known as the Breckenridge
9 Professional Building (“Professional Building”) located at 130 Ski Hill Road, Breckenridge,
10 Colorado;

11 WHEREAS, the Town has leased the Professional Building to U.S. Bank National
12 Association (“U.S. Bank”) in a Lease Agreement dated May 7, 1997, which has been amended
13 as follows: First Amendment to Lease dated November 28, 2006, Second Amendment to Lease
14 dated April 19, 2013, and Third Amendment to Lease dated November 25, 2020 (collectively,
15 the “Lease”);

16 WHEREAS, the Town Council desires to approve a fourth amendment to the Lease with
17 U.S. Bank for a term of two years and further grants U.S. Bank an option to extend the term of the
18 Lease for an additional one (1) year period;

19 WHEREAS, Section 1-11-4 of the Breckenridge Town Code requires that leases of Town
20 real property longer than one year must be approved and authorized by ordinance;

21 WHEREAS, in the event U.S. Bank exercises its option to renew the lease for an additional
22 one-year period, the Town Manager is authorized to execute an amendment upon the terms and
23 conditions set forth in the Fourth Amendment to the lease.

24 NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF
25 BRECKENRIDGE, COLORADO:

26 Section 1. Town Council hereby approves the Fourth Amendment to the lease
27 between the Town of Breckenridge and U.S. Bank National Association, a copy of which is
28 attached hereto as **Exhibit A**.

29 Section 2. This ordinance shall be published and become effective as provided by
30 Section 5.9 of the Breckenridge Town Charter.

31 INTRODUCED, READ ON FIRST READING, APPROVED AND ORDERED
32 PUBLISHED IN FULL this 12th day of December 2023. A Public Hearing shall be held at the
33 regular meeting of the Town Council of the Town of Breckenridge, Colorado on the ___ day of
34 _____, 2024, at 7:00 P.M., or as soon thereafter as possible in the Municipal Building
35 of the Town.

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TOWN OF BRECKENRIDGE, a Colorado
municipal corporation

By: _____
Kelly Owens, Mayor Pro Tem

ATTEST:

Helen Cospolich, CMC,
Town Clerk

FOURTH AMENDMENT TO LEASE

THIS FOURTH AMENDMENT TO LEASE (the “Amendment”) is made as of _____, 2023, between the **Town of Breckenridge**, as successor in interest to Breckenridge Professional Building, LLC (“Landlord”) and **U.S. Bank National Association**, a national banking association (“Tenant”).

- A. Pursuant to the Lease Agreement dated as of May 7, 1997, First Amendment to Lease dated November 28, 2006, Second Amendment to Lease dated April 19, 2013, and Third Amendment to Lease dated November 25, 2020 (collectively, the “Lease”), Landlord leased to Tenant approximately 1,892 square feet of space in the Breckenridge Professional Building located at 130 Ski Hill Road, Breckenridge, Colorado, 80424, as more particularly described in the Lease (the “Premises”).
- B. Landlord and Tenant desire to amend the Lease to alter certain provisions thereof on the terms and conditions hereinafter set forth.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord and Tenant agree as follows:

1. **Lease Term.**
 - a. The Lease Term is hereby extended for a period of two (2) years commencing on June 1, 2024, and expiring on May 31, 2026 (the “Fourth Amendment Term”).
 - b. Tenant shall have one (1) option to extend the Lease Term for a period of one (1) year. In order to exercise the option, Tenant shall give Landlord written notice not less than six (6) months prior to the end of the then current term. All terms and conditions shall remain the same during the extension term, with the exception of base rent which shall be as set forth in Section 3 below.
2. **Premises.** The parties agree that the Premises and the Building have been remeasured, and that effective as of June 1, 2024:
 - a. the Premises shall be deemed to contain 1,918 rentable square feet,
 - b. the Building shall be deemed to contain 17,489 rentable square feet.
 - c. Tenant’s Fraction of Operating Costs shall remain at 11%.
3. **Minimum Rent:** The Minimum Rent payable for the Second Amendment Term shall be payable as follows:

<u>Period</u>	<u>Monthly Minimum Rent</u>
06.01.2024 – 05.31.2025	\$5,434.33
06.01.2025 – 05.31.2026	\$5,597.36
06.01.2026 – 05.31.2027*	\$5,765.28

*if exercised pursuant to Section 1(b) above.

4. **Authority.** Landlord and Tenant each represents and warrants that it has all the necessary approvals and authority to enter into this Amendment and shall indemnify and hold each other harmless for any breach of this representation and warranty.

5. **No Existing Defaults.** Landlord and Tenant represent that there are currently no defaults by either party under the Lease.

6. **Counterparts.** This Amendment may be executed in two or more identical counterparts and delivered by facsimile or by .pdf or other comparable electronic format, with the same force and effect as if all required signatures were contained in a single, original instrument.

7. **Ratification.** All of the terms of the Lease, as amended hereby, are hereby ratified and confirmed.

8. **Defined Terms.** Unless otherwise stated, all capitalized words in this Amendment that are not normally capitalized shall have the meaning ascribed in the Lease.

[Remainder of page intentionally left blank. Signature page follows.]

WHEREFORE, Landlord and Tenant have executed this Amendment as of the date first above written.

LANDLORD:

Town of Breckenridge

By: _____
Print Name: _____
Title: _____

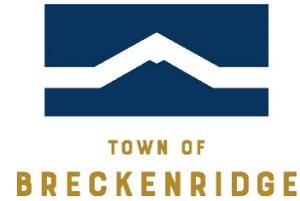
ATTEST:

By: _____
Print Name: _____
Title: _____

TENANT:

U.S. Bank National Association

By: _____
Print Name: _____
Title: _____



Memo

To: Breckenridge Town Council Members
From: Shannon Haynes, Deputy Town Manager
Date: January 3, 2024 (for January 9th Meeting)
Subject: Proposed Charter Amendment – Election Commissioner Terms

Section 3.5 of Town Charter requires the Council to appoint two electors to serve as Election Commissioners. This appointment is to take place every two (2) years in May, after the regular municipal election. The Town Clerk serves as the Chair of the Election Commission. The purpose of the Election Commission is to oversee the conduct of Town elections. The Election Commission will provide for ballots and sample ballots, voting machines or electronic voting equipment for determination of the winner by lot in the event of a tie vote, for canvass of returns and for the issuance of appropriate certificates. It will also provide procedures to establish proof of residency qualification where residency is in question.

This Council Bill proposes amending the Charter to set each Election Commissioner term at four (4) years. By extending the term length from two (2) to four (4) years, the Election Commissioners will be able to exercise valuable experience and knowledge over multiple election cycles.

This bill would set the Charter amendment question and ballot title for the April 2, 2024 Regular Municipal Election. A majority vote by the Town's registered electors is required to adopt the revised proposed charter amendment.

FOR AN ORDINANCE SUBMITTING TO A VOTE OF THE REGISTERED ELECTORS OF THE TOWN OF BRECKENRIDGE AT A REGULAR MUNICIPAL ELECTION TO BE HELD ON APRIL 2, 2024, A PROPOSED AMENDMENT TO THE CHARTER OF THE TOWN OF BRECKENRIDGE TO LENGTHEN THE TERM OF ELECTION COMMISSIONERS FROM TWO YEARS TO FOUR YEARS.

WHEREAS, election commissioners fill an essential role in the Town of Breckenridge municipal election process;

WHEREAS, there is a need to have commissioners who have experience and understanding of the election process; and,

WHEREAS, lengthening the term of election commissioners would allow for appointees to serve two election cycles.

BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF BRECKENRIDGE:

Section 1. There is hereby submitted to the registered electors of the Town of Breckenridge for their approval or rejection at a regular municipal election to be held on April 2, 2024, a proposed amendment to the Charter of the Town of Breckenridge, as follows:

Effective upon publication and filing with the Secretary of State in accordance with the Constitution and laws of the State of Colorado, the following section of the Charter of the Town of Breckenridge is amended to read as follows:

Section 3.5

ELECTION COMMISSION:

An election commission is hereby created, consisting of the town clerk and two electors of the town. Neither of the two electors during their term of office shall be town officers or employees or candidates or nominees for elective town office. These two electors shall be appointed by the council in May following a regular town election, for a term of ~~two~~ four ~~(2)~~ (4) years and shall serve without compensation.

The town clerk shall be chairman of the election commission. The election commission shall have charge of all activities and duties required of it by statute and this charter relating to the

1 conduct of elections in the town. In any case where election procedure is in doubt, the election
2 commission shall prescribe the procedure to be followed.

3
4 The commission shall provide procedures to establish proof of residency qualification where
5 residency is in question. Upon a showing for good cause, the election commission may require
6 proof of residency by any person registered to vote or attempting to register to vote in the town
7 of Breckenridge. Said person shall not be qualified to vote in any municipal election until the
8 election commission is satisfied that he has presented sufficient proof of residency as required
9 by statute or ordinance adopted pursuant to this charter.

10
11 The election commission shall provide for ballots and sample ballots, voting machines or
12 electronic voting equipment for determination of the winner by lot in the event of a tie vote, for
13 canvass of returns and for the issuance of appropriate certificates.

14 **Section 2.** The ballot shall contain the following title and submission clause:

15
16 **REFERRED QUESTION _____**

17
18 **Shall section 3.5 of the Charter of the Town of Breckenridge be amended to**
19 **lengthen the term of election commissioners from two years to four years?**

20
21 **Section 3.** The proper officials of the Town of Breckenridge as charged with duties
22 relating to the election shall, before the election, issue such calls, make such certifications and
23 publications, give such notices, make such appointments, and do all such other acts and things
24 in connection with the submission of this Charter amendment to the registered electors of the
25 Town of Breckenridge at the election as are required by the Constitution and laws of the State
26 of Colorado and the Charter and ordinances of the Town of Breckenridge.

27 **Section 4.** The ballots cast at such election shall be canvassed and the results
28 ascertained, determined, and certified in accordance with the requirements of the Constitution
29 and laws of the State of Colorado and the Charter and ordinances of the Town of Breckenridge.

30 **Section 5.** If any section, paragraph, clause, or other portion of this ordinance is
31 held to be invalid or unenforceable for any reason, the validity of the remaining portions of this
32 ordinance shall not be affected.

1 **Section 6.** This ordinance shall be published and become effective as provided by
2 Section 5.9 of the Breckenridge Town Charter.

3 INTRODUCED, READ ON FIRST READING, APPROVED AND ORDERED
4 PUBLISHED IN FULL this 12th day of December 2023. A Public Hearing shall be held at the
5 regular meeting of the Town Council of the Town of Breckenridge, Colorado on the ___ day of
6 January 2024, at 7:00 P.M., or as soon thereafter as possible in the Municipal Building of the
7 Town.

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9 TOWN OF BRECKENRIDGE, a Colorado municipal corporation

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By: _____
Kelly Owens, Mayor Pro-Tem

ATTEST:

Helen Cospolich, CMC,
Town Clerk

Memo



To: Town Council
From: Kirsten J. Crawford, Town Attorney
Date: January 3, 2024 (for January 9th Meeting)
Subject: Charter Amendment for Criteria for Appointment to Permanent Boards and Commissions

The Council is presented with a bill for an ordinance amending section 9.5 of the Charter that limits appointment to permanent boards and commissions solely to residents and electors of the Town. The bill also fixes section 9.2 of the Charter as the criteria for the Planning Commission and Election Commission will not be altered by this amendment both of which require appointees to be residents and electors. This bill would set the Charter question and ballot title for the April 2, 2024, regular municipal election. A majority vote by the Town’s registered electors is required to adopt the revised proposed Charter amendment.

Staff has determined that there are challenges with recruitment of diverse candidates to be considered for appointment to Town boards and commissions, specifically to the Town advisory boards including Breckenridge Social Equity Advisory Commission, Breckenridge Childcare Advisory Commission and Breckenridge Events Committee. Staff has further determined that there are benefits to including nearby residents on these boards as they are impacted by the Town’s programs. Thus, staff proposes that the Charter be amended to delete that limitation in the Charter. If the measure passes, staff will present Council with a proposed municipal code amendment establishing the criteria for appointment to these three permanent boards and commissions.

The proposed amendment to sections 9.2 and 9.5 of the Charter will not alter or amend the requirements for appointment to Charter established boards such as Planning Commission and the Election Commission.

Further, staff does not recommend Council change the qualifications for the boards existing in the municipal code, including the Breckenridge open space advisory commission (see §2-4-2) and the liquor and marijuana and licensing authority (see § 2-5-3) which both require that appointees be residents and electors of the Town. Staff believes that a broader pool of will improve recruitment, retention, and promote diversity in Town boards and commissions.

FOR AN ORDINANCE SUBMITTING TO A VOTE OF THE REGISTERED ELECTORS OF THE TOWN OF BRECKENRIDGE AT A REGULAR MUNICIPAL ELECTION TO BE HELD ON APRIL 2, 2024, A PROPOSED AMENDMENT TO THE CHARTER OF THE TOWN OF BRECKENRIDGE TO REMOVE THE RESIDENCY AND ELECTOR REQUIREMENT FOR MEMBERSHIP ON PERMANENT BOARDS AND COMMISSIONS.

WHEREAS, the Town desires to provide a broader opportunity for community members working in the Town of Breckenridge and those living within the Upper Blue Basin to participate on the Town advisory boards including Breckenridge Social Equity Advisory Commission, Breckenridge Childcare Advisory Commission and Breckenridge Events Committee; and,

WHEREAS, there is a rational basis for amending the Charter, section 9.5, to broaden the opportunity for appointment to permanent boards and commissions to include, not only residents and electors of the Town, but also non-residents who are working within the Town of Breckenridge municipal boundaries or living in the Upper Blue Basin; and,

WHEREAS, the proposed amendment to section 9.5 of the Charter will not alter or amend the requirements for existing boards and/or commissions established in the Charter.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BRECKENRIDGE, COLORADO:

Section 1. There is hereby submitted to the registered electors of the Town of Breckenridge for their approval or rejection at a regular municipal election to be held on April 2, 2024, a proposed amendment to the Charter of the Town of Breckenridge, as follows:

Effective upon publication and filing with the Secretary of State in accordance with the Constitution and laws of the State of Colorado, the following sections of the Charter of the Town of Breckenridge are amended to read as follows:

Section 9.2

COMPOSITION OF BOARDS AND COMMISSIONS:

The following shall apply to the composition of all existing permanent boards and commissions and those created by this charter or subsequently by ordinance:

- 1 (a) Neither the mayor nor any town employees shall serve on any such board or commission.
2 (b) No board or commission shall have more than one council member appointed to serve on
3 such board or commission.
4 (c) Terms and conditions of appointment to such boards and commissions shall be determined
5 by ordinance, except as ~~provided in section 9.3 regarding the planning commission~~ otherwise
6 provided in this charter.

7 Section 9.5 RIGHT TO ESTABLISH:

8 In addition to those boards and commissions heretofore created by ordinance or this charter,
9 council shall have the power and authority to create boards and commissions, including
10 advisory and appeal boards. All permanent boards and commissions, including advisory and
11 appeal boards, shall be created by ordinance, which shall set forth the number of members,
12 the eligibility of members, and the powers and duties delegated to such boards and
13 commissions. ~~Members shall be residents and electors of the town.~~ Initial appointments by
14 the council to any board or commission shall specify the term of office of its members in order
15 to achieve overlapping tenure. All members shall be subject to removal by the council. Each
16 board and commission shall elect its own chairman and vice-chairman from among its
17 members. Each board and commission shall operate in accordance with its own rules of
18 procedure and its meetings shall be open to the public. Any board or commission created
19 under this article which is not required by statute or this charter may be abolished by the
20 council.

21 **Section 2.** The ballot shall contain the following title and submission clause:
22

23 **REFERRED QUESTION _____**
24

25 **Shall sections 9.2 and 9.5 of the Charter of the Town of Breckenridge be**
26 **amended to remove the requirement that appointees to permanent boards**
27 **and commissions be electors and residents thereby allowing Council to**
28 **create criteria for appointment by ordinance?**
29

30 **Section 3.** The proper officials of the Town of Breckenridge as charged with duties
31 relating to the election shall, before the election, issue such calls, make such certifications and
32 publications, give such notices, make such appointments, and do all such other acts and things
33 in connection with the submission of this Charter amendment to the registered electors of the

1 Town of Breckenridge at the election as are required by the Constitution and laws of the State
2 of Colorado and the Charter and ordinances of the Town of Breckenridge.

3 **Section 4.** The ballots cast at such election shall be canvassed and the results
4 ascertained, determined, and certified in accordance with the requirements of the Constitution
5 and laws of the State of Colorado and the Charter and ordinances of the Town of Breckenridge.

6 **Section 5.** If any section, paragraph, clause, or other portion of this ordinance is
7 held to be invalid or unenforceable for any reason, the validity of the remaining portions of this
8 ordinance shall not be affected.

9 **Section 6.** This ordinance shall be published and become effective as provided by
10 Section 5.9 of the Breckenridge Town Charter.

11 INTRODUCED, READ ON FIRST READING, APPROVED AND ORDERED
12 PUBLISHED IN FULL this 12th day of December 2023. A Public Hearing shall be held at the
13 regular meeting of the Town Council of the Town of Breckenridge, Colorado on the ___ day of
14 January 2024, at 7:00 P.M., or as soon thereafter as possible in the Municipal Building of the
15 Town.

16

17 TOWN OF BRECKENRIDGE, a Colorado municipal corporation

18

19

20 By: _____

21 Kelly Owens, Mayor Pro-Tem

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23 ATTEST:

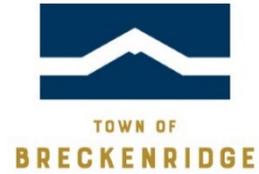
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25 _____

26 Helen Cospolich, CMC,

27 Town Clerk

Memo



To: Breckenridge Town Council
From: Helen Cospolich, Municipal Clerk
Date: 1/2/2024
Subject: Mail Ballot Election Resolution

This resolution, if approved, would set the April 2, 2024 Town of Breckenridge Municipal Election to be conducted by mail ballot. Section 1-12-8 of Breckenridge Town Code states that Council may choose to hold a municipal election as mail ballot by resolution. Since our last municipal election (2022) was conducted by mail ballot, and all subsequent coordinated elections have also been by mail ballot, staff believes conducting the April 2, 2024 Town of Breckenridge municipal election by mail ballot is consistent with the expectations of our electorate.

Staff will be present at the meeting to answer any questions you may have.

RESOLUTION NO. ____

SERIES 2024

A RESOLUTION DETERMINING THAT THE APRIL 2, 2024 REGULAR TOWN ELECTION SHALL BE A MAIL BALLOT ELECTION

WHEREAS, Section 1-7.5-104(1), C.R.S., and Section 1-12-8 of the Breckenridge Town Code authorize the Town Council, by resolution, to determine that any municipal election shall be conducted as a mail ballot election; and

WHEREAS, the Town Council determines that the regular Town election to be held on Tuesday, April 2, 2024 shall be conducted as a mail ballot election.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BRECKENRIDGE, COLORADO, as follows:

Section 1. The regular Town election to be held on Tuesday, April 2, 2024 shall be conducted as a mail ballot election.

Section 2. The mail ballot election to be held on Tuesday, April 2, 2024, shall be conducted under the supervision of the Colorado Secretary of State and pursuant to the rules for mail ballot elections promulgated by the Colorado Secretary of State.

Section 3. The mail ballot election to be held on Tuesday, April 2, 2024, shall be held in accordance with the Colorado Municipal Election Code of 1965 and the Uniform Election Code of 1992.

Section 4. This resolution is effective upon adoption.

RESOLUTION APPROVED AND ADOPTED this 9th day of January, 2024.

TOWN OF BRECKENRIDGE

By: _____
Kelly Owens, Mayor Pro Tem

ATTEST:

Helen Cospolich, CMC
Town Clerk

APPROVED IN FORM

Town Attorney Date



Memo

To: Breckenridge Town Council Members
From: Kirsten Crawford, Town Attorney
Date: 1/3/2024
Subject: Office of the Mayor, Resignation and Special Vacancy Election

Mayor Mamula has tendered the attached letter of his resignation from the office of mayor of the Town of Breckenridge. Council will be asked to take action on a resolution accepting the resignation thereby creating a vacancy in the office of mayor.

Council also will be asked to approve a proposed resolution calling a special municipal election to fill the office of mayor and establishing the date of that election. The special election to elect a new mayor will be held concurrently with the regular municipal election on April 2, 2024.

During the period of time between the resignation of Mayor Mamula and the April 2, 2024, election, the Charter provides that the mayor pro tem shall perform all duties and have all powers of the mayor. Charter, § 4.4 (“In the absence or disability of the mayor, the mayor pro tem shall perform all duties and have all powers of the mayor.”) Thus, Mayor Pro Tem Kelly Owens will preside over Council until the office is filled upon the April election.

12/21/23

Breckenridge Town Council, Town Manager Shannon Haynes, TOB Staff,

It is with genuine sadness that I write this letter of resignation to you. My time with the Town of Breckenridge in multiple roles, both elected and appointment, has been wonderful. The last 8 years as mayor have been incredibly rewarding, even during COVID and the STR discussions. I can truly say that the current Town council and staff are the most competent, most effective that I have had the pleasure to work with. As I transition to Summit County, please know that my heart will always be in Breckenridge. Thank you for everything.

A handwritten signature in black ink, appearing to read 'Eric Mamula', with a stylized, cursive script.

Eric Mamula

1 RESOLUTION NO. ____

2
3 Series 2024
4

5 **A RESOLUTION OF TOWN COUNCIL ACCEPTING THE RESIGNATION OF**
6 **MAYOR ERIC MAMULA.**

7 WHEREAS, Mayor Eric Mamula’s current term expires as of April 2, 2024;

8 WHEREAS, on December 18, 2023, the Summit County Democrats voted to appoint
9 Eric Mamula as County Commissioner for the Summit County Board of County Commissioners
10 to fill a seat vacated by Commissioner Elizabeth Lawrence who resigned effective December 8,
11 2023;

12 WHEREAS, on December 21, 2023, Mayor Mamula tendered the attached letter of
13 resignation to the Town Council;

14 WHEREAS, the Town Council has been presented with a Resolution to Accept the
15 Resignation hereby creating a vacancy in the office of the mayor;

16 WHEREAS, per section 4.8 of the charter, the office of the mayor shall become vacant
17 whenever a mayor resigns;

18 WHEREAS, contemporaneously filed with this Resolution Accepting the Resignation of
19 Mayor Mamula is a Resolution Calling a Special Election to be held on April 2, 2024, in
20 conjunction with the Regular Municipal Election;

21 WHEREAS, per the municipal charter, section 4.4, the mayor pro tem shall perform all
22 duties and have all powers of the mayor in the absence of the mayor and, as such, Mayor Pro
23 Tem Kelly Owens shall perform all duties and have all the powers of the Mayor of the Town of
24 Breckenridge until a new mayor is selected at the April 2, 2024 Special Election.

25 NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF
26 BRECKENRIDGE, COLORADO:

27 **Section 1.** The Town Council of the Town of Breckenridge hereby calls a Special
28 Election to select a new mayor of the Town of Breckenridge which shall be held on April 2, 2024,
29 in conjunction with the Regular Election.

30 **Section 2.** This resolution is effective upon adoption.

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RESOLUTION APPROVED AND ADOPTED this ____ day of ____, 2024.

TOWN OF BRECKENRIDGE

By: _____
Kelly Owens, Mayor Pro-Tem

ATTEST:

Helen Cospolich, CMC,
Town Clerk

APPROVED IN FORM

Town Attorney Date

1 RESOLUTION NO. ____

2
3 Series 2024
4

5 **A RESOLUTION OF TOWN COUNCIL CALLING A SPECIAL MUNICIPAL**
6 **ELECTION TO FILL A VACANCY IN THE OFFICE OF MAYOR TO BE HELD ON**
7 **APRIL 2, 2024, AT THE SAME TIME AND IN THE SAME MANNER AS THE**
8 **REGULAR MUNICIPAL ELECTION.**

9
10 WHEREAS, on December 18, 2023, the Summit County Democrats voted to appoint
11 Eric Mamula as County Commissioner for the Summit County Board of County Commissioners
12 to fill a seat vacated by Commissioner Elizabeth Lawrence who resigned effective December 8,
13 2023;

14 WHEREAS, Mayor Eric Mamula's term expires April 2, 2024 and prior to the expiration
15 of his current term, on December 21, 2023, Mayor Mamula tendered his letter of resignation
16 from the office of mayor of the Town of Breckenridge;

17 WHEREAS, filed contemporaneously herewith, the Town Council has for its
18 consideration a Resolution Accepting the Resignation of Mayor Mamula;

19 WHEREAS, by accepting the resignation of Mayor Mamula, a vacancy exists in the
20 officer of the mayor of the Town of Breckenridge;

21 WHEREAS, per the municipal charter, section 4.8(d), if a vacancy occurs in the office of
22 mayor, the council shall call a special municipal election within sixty days to elect a new mayor
23 and set the date for the special municipal election;

24 WHEREAS, the resolution of the council shall set forth the date and the purpose of such
25 special municipal election;

26 WHEREAS, because the term of Mayor Mamula expires in 2024, the office of mayor is
27 on the ballot for the regular municipal election to be held on April 2, 2024;

28 WHEREAS, to avoid the cost, redundancy and potential for confusion caused by holding
29 both a special municipal election close in time to the regular municipal election, and to meet
30 state and local requirements, the Town Council believes it is in the best interests of electors and
31 taxpayers that the Town shall hold the special municipal election to fill the office of mayor on the
32 same date, time, and in the same manner as the regular municipal election on April 2, 2024.
33

1 NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF
2 BRECKENRIDGE, COLORADO:

3 **Section 1.** The Town Council of the Town of Breckenridge hereby approves the calling
4 of a special municipal election for the purpose of electing a mayor of the Town of Breckenridge
5 and, further, sets April 2, 2024 as the date of the special municipal election to be held in
6 conjunction with the regular election.

7 **Section 2.** This resolution is effective upon adoption.

8
9 RESOLUTION APPROVED AND ADOPTED this ___ day of ___, 2024.

10
11 TOWN OF BRECKENRIDGE

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15 By: _____
16 Kelly Owens, Mayor Pro-Tem

17
18 ATTEST:

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22 _____
23 Helen Cospolich, CMC,
24 Town Clerk

25
26 APPROVED IN FORM

27
28
29 _____
30 Town Attorney Date



Memo

To: Breckenridge Town Council Members
From: Kirsten Crawford, Town Attorney & Glenn Porzak, Porzak Law
Date: 1/4/2024
Subject: Settlement Agreement Concerning Water Rights and Construction of Lower Blue Reservoir

Attached (via website link: <https://www.townofbreckenridge.com/home/showdocument?id=23967&t=638403024099228978> for your approval is the comprehensive Settlement Agreement Concerning Water Rights (“Settlement Agreement”) among the Town of Breckenridge, the Colorado Springs Utilities (“CSU”), the Colorado River Water Conservation District (“Colorado River District”), Summit County, the Grand Valley Water Users Association, Orchard Mesa Irrigation District and Ute Water Conservancy District. The Settlement Agreement requires approval from each entity’s governing body and that process is underway.

The elements of this agreement include support and approval of CSU’s effort to enlarge Montgomery Reservoir by 8100-acre feet. This is an existing reservoir in Park County that would be filled by diversions from CSU’s existing facilities in the Upper Bluer River (see the attached map of CSU’s Blue River Collection System). As these diversions would occur at high flows in the spring run off season, this would not adversely impact the Town’s water rights or diversions.

In return for this support and a Summit County 1041 permit for this project, CSU would pay 50% of the cost of building the Lower Blue Reservoir that would be owned by the Town and Summit County. The reservoir would be 600-acre feet and the Town and the County would each own 300 acre feet. Most of the details of this element of the Settlement Agreement are set forth in a separate agreement entitled the Lower Blue Reservoir Operating Agreement (“Operating Agreement”), which is attached to the Settlement Agreement.

The Settlement Agreement also contains the terms under which CSU will not oppose the west slope acquisition of the Shoshone power plant water right. This was the principal reason why the Colorado River District and Grand Valley entities were parties to this transaction.

1 RESOLUTION NO. ____

2
3 Series 2024

4
5 **A RESOLUTION APPROVING A SETTLEMENT AGREEMENT MADE AMONG THE**
6 **CITY OF COLORADO SPRINGS ACTING THROUGH ITS UTILITIES ENTERPRISE (“CSU”),**
7 **THE COLORADO RIVER WATER CONSERVATION DISTRICT, THE COUNTY OF SUMMIT,**
8 **THE TOWN OF BRECKENRIDGE, THE GRAND VALLEY WATER USERS ASSOCIATION,**
9 **THE ORCHARD MESA IRRIGATION DISTRICT, AND THE UTE WATER CONSERVANCY**
10 **DISTRICT, ACTING BY AND THROUGH THE UTE WATER ACTIVITY ENTERPRISE.**

11 NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF
12 BRECKENRIDGE, COLORADO:

13 **Section 1.** That the Town Council hereby approves a Settlement Agreement, a copy
14 of which is attached hereto as **Exhibit A**, between among the City of Colorado Springs Acting
15 Through Its Utilities Enterprise (“CSU”), the Colorado River Water Conservation District, the
16 County of Summit, the Town of Breckenridge, the Grand Valley Water Users Association, the
17 Orchard Mesa Irrigation District, and the Ute Water Conservancy District, acting by and through
18 the Ute Water Activity Enterprise (hereinafter referred to as the “Parties”).

19 **Section 2.** All resolutions, or parts thereof, inconsistent herewith are hereby repealed
20 to the extent only of such inconsistency. This repealer shall not be construed to revive any such
21 resolution, or part thereof, heretofore repealed.

22 **Section 3.** The Town Attorney is authorized to make minor modifications necessary
23 to satisfy the intent of the Parties.

24
25 **Section 4.** This resolution is effective upon adoption.

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27 RESOLUTION APPROVED AND ADOPTED this ____ day of ____, 2024.
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TOWN OF BRECKENRIDGE

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By: _____
Kelly Owens, Mayor Pro-Tem

ATTEST:

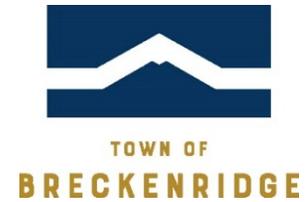
Helen Cospolich, CMC,
Town Clerk

APPROVED IN FORM

Town Attorney Date

Memo

To: Breckenridge Town Council Members
From: Town Staff
Date: 1/3/2024 (for the 01/09/24 work session)
Subject: Public Projects Update



Blue River Pathways

Schoonover Site: Upon the de-construction and demolition of the Schoonover building in May, a temporary bike plaza will be constructed at the site as part of the Living Lab. Staff previously presented bike plaza concepts to Council in September as part of the CIP and were directed to update the concept plan with reduced programming. The attached Schoonover site plan has been simplified to include bike racks, an E-Ride station, water bottle filling station, two ADA porta potties, trash and recycling, limited seating, and recycled asphalt and crusher fines in place of the previously proposed asphalt paving. Following Council approval of this site plan, staff will finalize plans for bidding the project.

Food & Beverage Delivery Pilot Program: Staff is currently working on an RFP for a vendor to provide services for a pilot food and beverage delivery program. The goals of the project are to increase safety along the River Walk and alleys, decrease truck traffic, and reduce emissions. The Tiger Dredge parking lot “horseshoe” was the location selected by the Council for the temporary structure and pilot delivery program. The RFP will include design-build of the temporary structure, docking and delivery services, and expansion of the pilot program to include a trash/recycling/compost in the second year.

Following the issuance of the RFP, staff will begin public outreach on the project to restaurants, retail, lodging, other interested businesses, and partner organizations in February.

Master Plan: Norris Design is completing a draft master plan document to present to the Town Council at the February 13th work session for review and feedback.

Rec Path Underpasses and Bridge Design: Staff is working with CDOT to finalize an RFP for consultant selection for the feasibility study and design of underpasses and pedestrian bridges in the Blue River Pathways project corridor. This project was funded at \$675,000 as a 50% grant match in 2023.

Asphalt and Concrete Repair

Staff is finalizing the asphalt conditions evaluation for our roadway system and will then select streets that will be included in the 2024 project. This year the asphalt conditions survey is being performed in-house using methodology developed by our GIS staff. Photos taken by a vehicle-mounted camera are automatically evaluated for defaults like cracks or potholes and then categorized using code written by staff. The project is anticipated to be bid in February 2024 and for construction to begin in May 2024.

McCain Access Road Construction

Construction documents for this project are being finalized by the design team for bidding in February 2024. Construction is anticipated throughout the summer of 2024.

LEGEND

- 1 BRECK E-BIKES (10 RACKS / 20 SPACES)
- 2 PUBLIC BIKE PARKING (23 RACKS / 46 SPACES)
- 3 ADA PORT-A-POTTIES (2)
- 4 TRASH AND RECYCLING
- 5 WATER STATION AND MAP KIOSK
- 6 LOADING / DELIVERY ZONE
- 7 OPTIONAL PEDESTRIAN ACCESS
- 8 PLANTING AREA
- 9 WILDFLOWER SEEDING
- 10 RAISED PLANTERS
- 11 FIRE HYDRANT
- 12 RECYCLED ASPHALT
- 13 CRUSHER FINES
- 14 CRUSHER FINES (OPTIONAL BRANDED GROUND TREATMENT)
- 15 SEATING



SURFACE MATERIALS

RECYCLED ASPHALT



CRUSHER FINES



TRASH AND RECYCLING



WATER STATION

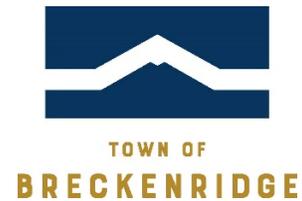


BIKE PARKING



OPTIONAL BRANDED GROUND TREATMENT FOR BRECK E-BIKES





Memo

To: Breckenridge Town Council Members
From: Mobility Staff
Date: 1/3/2024
Subject: **Mobility Update**

Parking

Staff met with BSR leadership to discuss Council's request to create a permit to be utilized in the South Gondola Parking Structure. BSR is supportive of the idea and worked with staff to create the framework of the program. Proposed below are some high-level concepts we believe to be in alignment with Council goals:

- A limited number of 75 permits to be issued through a lottery process in the "test" phase planned from January 22 through October 31, 2024
- Parking privileges will be Monday through Friday 6am to 2am (no overnight parking)
- After the test phase, permits will be available from November 1, 2024 through October 31, 2025 in order to align with our current permit program
- Proof of employment within the Town of Breckenridge will be required to be eligible for the lottery, and the applicant must have no outstanding citations

In creating a price for this permit, staff considered the value of each parking stall in the lot, which could be up to \$3,200 per ski season if the stall is utilized 100% of the days. Looking back throughout the past year, we are seeing an increasing average of 30% usage of the lot, which puts the value at just over \$950 per stall. As this will be a premium parking permit with covered parking and in/out privileges where, though not guaranteed, permit holders should be able to find a spot during the work week, staff recommends the pricing be set at \$750/permit for a full year and \$625/permit for the test period. Further, existing permit holders could be allowed to apply the purchase price of their existing permit to the cost of the South Gondola Parking permit and hold both permits for one license plate through this test year.

Airport Road Skier Parking lot numbers are being recorded and reported to town staff. It has been noted that day-time usage of this lot has decreased over the past two winters as the parking structure has been open.

In working to curb traffic on Ski Hill near the Peak 8 base area, Breck Ski Resort has asked Team Breck to move their drop-off location from the Peak 8 skier drop-off at Grand Colorado to the base of the Gondola. Mobility staff is working with the ski resort to install a vehicle counter at the skier drop-off at the Grand Colorado

Transit

During the month of December, the Free Ride moved 174,161 passengers, a 48% increase over December of 2022. Impressive increases on the Trolley with its updated route and three additional hours of service. Green route 2022 numbers are low as that route began during the third week of December in 2022; moving forward, we will see a more accurate comparison.

Route	December				YTD			
	Dec '23	Dec '22	+/-	%	2023	2022	+/-	%
Gold	7,257	7,950	-693	-8.7%	69,937	87,788	-17,851	-20.3%
Green	4,571	638	3,933	616.5%	42,676	638	42,038	6589.0%
Brown	69,489	0	69,489	-	83,393	198,127	-114,734	-57.9%
Trolley	10,644	1,752	8,892	507.5%	40,583	2,818	37,765	1340.1%
Purple A	10,171	7,573	2,598	34.3%	65,777	62,125	3,652	5.9%
Yellow	63,248	0	63,248	-	74,196	244,274	-170,078	-69.6%
Purple B	8,781	3,987	4,794	120.2%	49,153	35,454	13,699	38.6%
Gray	0	95,697	-	-	500,015	307,041	192,974	62.8%
Manual Counts					22,222	10,135		
TOTALS	174,161	117,597	56,564	48.1%	947,952	948,400	-448	0.0%

Late night New Year's Eve service saw strong ridership, thanks to good communication from the communications team and sharing the extended service hours across multiple platforms. There were many busy buses after midnight with no incidents.

Route	Dec 31 st - 2023	Dec 31 st - 2022	After midnight 2023	After midnight 2022
Gold	359	515	22	60
Brown	3,181	2,431	43	-
Trolley	544	-	53	-
Purple A	428	448	0	0
Purple B	457	261	34	23
Green	155	8	53	0
Yellow	2,827	3	140	-
Gray	-	4,100		104
TOTALS	7,951	5,332	345	187

Memo

To: Town Council
 From: Sustainability Staff
 Date: 1/9/24
 Subject: Sustainability Update

Plastic Pollution Reduction

The "Be Good At To-Go" campaign has officially launched with paid media, social, and business resources available. This information has been distributed through the DMMO Download, a Town email blast to businesses, and through the Connect with Breck newsletter. The [landing page](#) is still under development but can be accessed here. Jan. 1, 2024 began the state-wide prohibition on polystyrene. Inquiries and violations can be directed to sustainablebreck@townofbreckenridge.com. Staff has taken an educational approach to non-compliance and will continue to do so at this time.



PAYT/URO

Implementation of PAYT required bin swaps and deliveries for households that wanted to downsize and that were required to add recycling. Normally, bin deliveries range from \$40-75 depending on hauler and location. As part of this program, the major haulers agreed to lower the bin delivery costs for \$15-20 and the Town agreed to subsidize households for those who a) downsized their trash and/or b) those who received recycling carts. The results were as follows:

Individual Cart/Residential Account Results	
Downsized Trash	Added Recycling
258	367
\$11,861.28	

This table does not provide results for group accounts (individual carts but one HOA/neighborhood contract) and does not include data from our small independent haulers.

A reminder went out to all HOAs and businesses to apply for technical and financial assistance to help comply with upcoming Universal Recycling requirements. In 2023, we granted reimbursement to four out of the 18 applications we received totaling \$5,099.56. Most applicants were in the exploratory phase and were not able to complete the work in time to receive funding in 2023. The remaining applicants will roll into 2024 funding if they complete their projects and meet the requirements of the grant. Staff will continue outreach efforts and provide site visits to properties that need further assistance with compliance measures.

Material Management

Construction and Demolition

The High Country Conservation Center and SCRAP convened the first of several Zero Waste Task Force (ZWTF) meetings on the Construction and Demolition Waste (C&D) policy project. The County's 5-Year Construction and Demolition Plan (2023) sets sector level goals to divert 25% of C&D debris from the landfill by 2028 and 50% by 2035 to help achieve the community-wide goal of 40% landfill waste diversion. In it, the Plan describes four primary methods of achieving those outcomes.

1. SCRAP begins to record C&D disposal and diversion data.
2. Develop infrastructure and programs to increase C&D diversion (i.e. pallet chipping program, construction site pilot).
3. Initiate grant program to encourage voluntary C&D diversion
4. **Create local material diversion policies to recover C&D debris.**

The purpose of the current ZWTF convening is to engage in a stakeholder process to develop draft ordinances for local jurisdiction consideration. [Resource Recycling Services \(RRS\)](#) of Boulder has been retained to help facilitate the process. The [SustainableBreck Plan](#) has identified C&D waste diversion as a primary strategy to help achieve the Town's material management goals. Attached is the presentation and meeting notes from the ZWTF meeting that took place on 12.14.23.

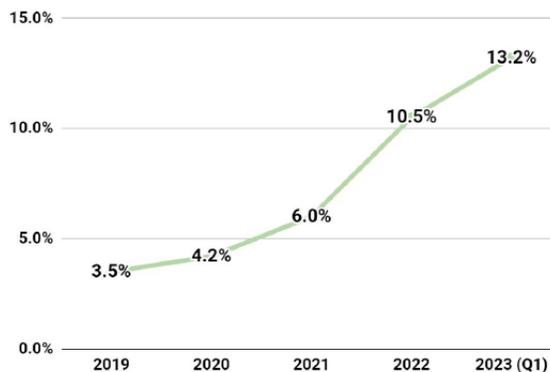
Energy CAP

In 2024, Staff will begin using [Energy CAP](#), an energy and sustainability software platform that consolidates our energy and resource portfolio into one central location to help manage resource consumption, reduce our carbon footprint, and drive utility savings. This will help us better track our 100% renewable electricity goals, energy efficiency projects, and more. The heavy lift will be in consolidating the information and automating workflows. We look forward to presenting actionable data sets to Council in Q2 of 2024.

Advanced Clean Cars II

Adopted by the Colorado Air Quality Control Commission in October, these second-generation Clean Car standards require automakers to sell an increasing volume of electric vehicles (EVs) in the state each year, culminating in 82% of market share by 2035. Through our work with Colorado Communities for Climate Action (CC4CA), Town staff provided comments advocating in support of this rule. The rule supports Breckenridge's EV Readiness Plan goals by promoting clean transportation, improving consumers vehicle choices, reducing climate emissions, and improving air pollution.

**Percent EV of Colorado New Vehicle Sales,
2019-2023**



Source: Colorado Automobile Dealers Association



HIGH COUNTY CONSERVATION CENTER MEETING 1: SETTING THE STAGE

December 14, 2023



TODAY'S AGENDA

ITEM	START TIME
Introductions	1:00pm
Project Background and Goals	1:15pm
Summit County - Work-to-Date	1:25pm
Task Force Process	1:45pm
Policy Examples	1:55pm
Questions	2:15pm
Small Group Discussion	2:20pm
Close Out	2:45pm



Managing change
in a resource-
constrained world.



ORGANICS
MANAGEMENT



WASTE
RECOVERY



GLOBAL CORPORATE
SUSTAINABILITY

since 1986



INTRODUCTIONS

Name and Organization

How long have you lived in Summit County?

What construction material is most important for us to keep out of the landfill?



MEETING GOAL

Gain basic understanding of Summit County's C&D programs and future policy options.



BACKGROUND



WHY C&D?

- 600 million tons of C&D debris were generated in US in 2018 (*EPA*)
- Up to 70% of materials can be recycled and up to 25% of materials can be reused in a typical home deconstruction (*Delta Institute*)
- Deconstruction creates 6 to 8 jobs for every 1 job that demolition creates (*Delta Institute*)
- >13 states have C&D material disposal ban, and >128 municipal C&D policies exist across the country

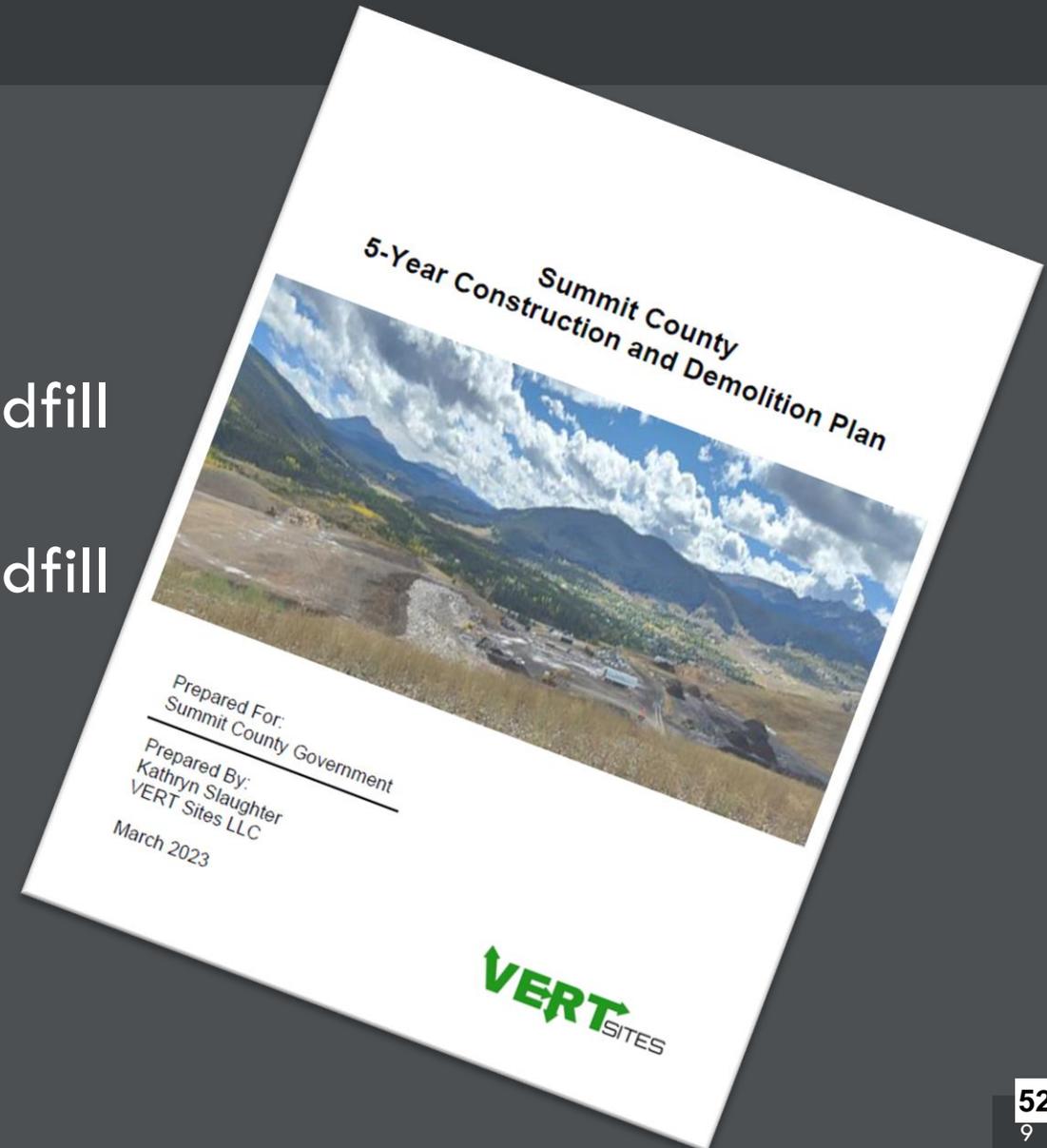


WHY SUMMIT COUNTY?

- 5-Year Construction and Demolition Plan (*Vert Sites, 2023*)
- C&D = 30% of Summit County's landfill stream, with 37% potential to be diverted
- Community goal of 40% diversion rate by 2035

SUMMIT COUNTY 5-YEAR CONSTRUCTION AND DEMOLITION PLAN

- Goal: 40% diversion rate.
- The plan objectives are:
 - Divert 25% of C&D debris from the landfill by 2028.
 - Divert 50% of C&D debris from the landfill by 2035.



GOALS



1: SCRAP to record C&D disposal and diversion data



2: Develop infrastructure and programs to increase C&D diversion.



3: Initiate grant programs to encourage voluntary C&D landfill diversion



4: Create local material diversion ordinances to recover C&D debris.

WORK TO DATE IN SUMMIT COUNTY



INFRASTRUCTURE UPDATES
AARON BYRNE, SUMMIT COUNTY



C&D PILOT
KAT SLAUGHTER, VERT

Construction & Demolition Waste General Contractor Pilot Results

Presented By:
Kathryn Slaughter
VERT Sites, LLC

Summit County, Colorado
Zero Waste Task Force
December 14, 2023



VERT SITES LLC

-  *Construction*
-  *Demolition*
-  *Hospitality*
-  *Tourism*
-  *Events*
-  *Commercial*

Hi. I'm Kat.



Pilot Goal

Assess materials management and waste diversion challenges and opportunities at local C&D project sites.

Timeline

**May
June**

- Planning
- Kick-off

**July
Aug.
Sept.
Oct.
Nov.**

- Contractor and site engagements
- Hauler engagements
- Material tracking
- Disposal and diversion plan development and implementation

Dec.

- Reporting

Selected Projects

General Contractors	Project Name	Project Type	Building Type	Project Description
Deneuve	Alta Verde II	Residential	Multi-family	New construction, workforce housing apartments, 4 buildings, 172 units
Summit Homes Construction	Après Shores	Residential	Multi-family	New construction, residential condos, 4 buildings, 70 units
Ashley Enterprises	Soda Ridge	Residential	Single-family	Residential home remodel and addition (1,200 sq. ft.)
Mathison Custom Builders	Fairways	Residential	Single-family	Residential home remodel and addition 2,400 sq. ft. addition + 2,400 sq. ft. remodel

Divertable Materials

- **Scrap Metal**
- **Cardboard**

- **Asphalt***
- **Concrete***

These materials are divertable but were not generated during the pilot.

- **Dimensional lumber****
- **Untreated pallets****

These materials are divertable but are currently not being processed for market.

Generation & Disposal Results

Material Stream	Pounds Generated
Material Segregation (Wood)	84,000
Recycle	5,240
Donation (Repurposing)	2,550
Reuse	925
Landfill	918,100
Total Pounds Generated	1,010,815
Total Pounds Segregated and Diverted	92,715

**Percentage of
Diversion &
Segregation**

9.2%

Challenges

- Space
- Labor/Resources
- Market Outlets



Alta Verde II



Fairways



Après Shores



Soda Ridge

** Pilot sites were a sample size and not representative of all C&D Waste in the county.*



Successes

- Construction Materials Management Plan (CMMP)
- Engagement
- Segregation and/or diversion



Alta Verde II



Alta Verde II

Fairways

Recommendations

- **Disposal policy for locally-divertable materials**
- **SCRAP C&D Composition Study**
- **Subject Matter Training/Education**
- ***Construction Materials Management Plan (CMMP)** **There was also ZWTF consensus support for Construction/Demolition Materials Management Plans during the development of the 5-year C&D Waste Diversion Plan*

THANK YOU!



Materials Management Specialist
Waste Diversion Expert
Founder

Kathryn@VERTSites.com

VERTSites@outlook.com

713.751.9664

LinkedIn *Kathryn Slaughter*





ZERO WASTE TASK FORCE



PROJECT GOAL

Develop a recommendation for a policy framework to increase the recycling and recovery of C&D waste in Summit County.

MEETING PROCESS

1. Setting the Stage
(December)

2. Assess Ordinance
Elements
(January)

3. Working Session
(March)

5. Consensus Check
(April)

RRS will also gather input from building professionals in Feb. 2024.



YOUR ROLE

- Attend all 4 meetings
- Be engaged
- Review materials
- Solicit input and bring it back



GROUND RULES

- Words stay, ideas are shared
- Be as specific as possible in your input
- This is discussion, not debate, don't try to "win"
- Speak with a "yes, and.." mindset, instead of a "yes, but.."
- Seek to understand other points of view and comments
- Take a deep breath and think before you speak



DECISION MAKING

COLLECTING INPUT

- Polling, breakout groups, written comments
- No “voting”
- This is a “consensus check” process

WHAT IS CONSENSUS CHECK?

NO STRONG OBJECTIONS

- Weighing in on major decision points and final meeting recommendations – polling and discussion used to compile



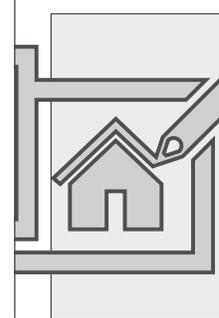
SETTING THE STAGE

POLICY TYPE OVERVIEW



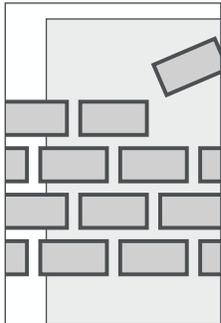
Diversion Plans

Voluntary or Required
Often tied to permitting



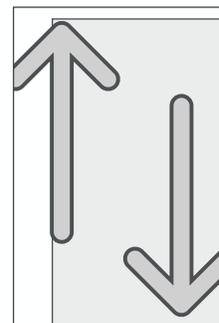
Incentives

Grants, permitting, zoning



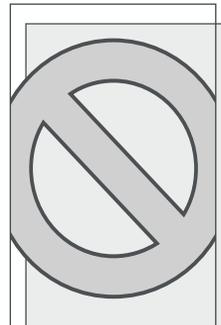
Mandatory Minimums or Materials

Required recycling for selected material (i.e. cardboard) or required rates (i.e. 35% min.)



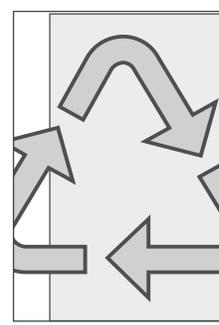
Deposits

Refundable deposits tied to diversion requirements



Material Disposal Bans

Selected items are banned from disposal at the landfill



Others

Deconstruction notices
Job training
Long term infrastructure policy

DIVERSION PLANS

(I.E., CONSTRUCTION MATERIALS MANAGEMENT PLAN)



- Report on debris that will be generated (types and est. amounts)
- Report on how waste streams will be handled
 - Recycling, salvage, reuse, disposal

Options: Voluntary or required, pre and/or post training, may or may not have goals

Examples: Pitkin County, Fort Collins, Boulder County, CO and Austin, TX

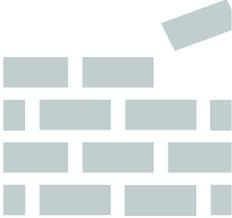


INCENTIVES

- Grants to support deconstruction
- Deconstruction permits for free vs. fee for demolition permits
- Fast-tracked permitting for deconstruction
- Zoning Relief

i.e., “Up to \$10,000 available per project (up to \$2 per square foot) based on eligible deconstruction expenses for commercial full building removal or renovation/remodeling projects.”

Examples: Seattle, WA, Hennepin County, MN

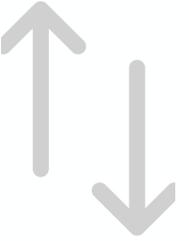


MANDATORY DIVERSION (MINIMUM OR MATERIAL)

- Requires specific materials to be diverted from disposal.
 - Can be a 'menu' of options
 - Point of enforcement varies
- Requires diversion a certain percentage of materials from projects.
 - Deconstruction vs. construction
 - Minimum rates
 - Enforcement

Examples: State of California, Lakewood, CO, Boulder County, CO

DEPOSITS



- Refundable deposit submitted with permitting, deposit return (all, portion, none) based on documentation of meeting diversion requirements
 - More common on demolition
 - Deposit often based on square footage project square footage with a minimum, some have max \$s

Examples: Pitkin County, CO, Boulder, CO, Nederland, CO, Pasadena, CA, Plano, TX, San Jose, CA



MATERIAL DISPOSAL BANS

- Identified materials (i.e., cardboard) banned from disposal. This can apply to commercial entities, residents, and C&D jobsites.
 - Typically enforced at the landfill, not point of generation
 - ‘No ban without a plan’

Examples: Fort Collins, CO, and Massachusetts



OTHERS

- Public announcements for deconstruction activities
- Job training – deconstruction and demo
- Long-term infrastructure policy

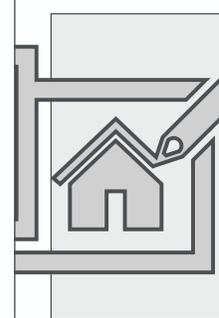
Examples: Los Angeles, CA, Boston, MA, San Antonio, TX, San Jose, CA

POLICY TYPE OVERVIEW



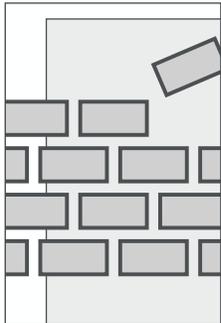
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Voluntary or Required
Often tied to permitting



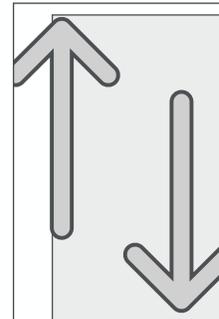
Incentives

Grants, permitting, zoning



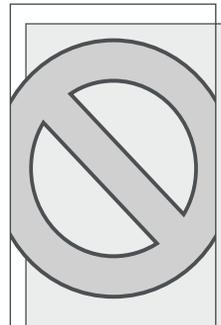
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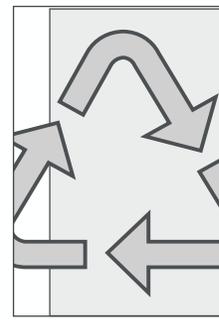
Deposits

Refundable deposits tied to diversion requirements



Material Disposal Bans

Selected items are banned from disposal at the landfill



Others

Deconstruction notices
Job training
Long term infrastructure policy

A black and white photograph of two female construction workers on a job site. They are both wearing hard hats and safety vests over plaid shirts. They are high-fiving each other, with their hands meeting in the center. The background shows the skeletal steel framework of a building under construction. A semi-transparent teal horizontal bar is overlaid across the middle of the image, containing the text 'GROUP DISCUSSION' in a bold, black, sans-serif font.

GROUP DISCUSSION



SMALL GROUP DISCUSSION

- A. Break into groups around each table
- B. Appoint a scribe and a spokesperson
- C. You have 15 minutes to answer 3 questions on the worksheet
- D. Please leave your notes on the table so we can collect them



STRENGTHS, CHALLENGES, QUESTIONS

- 1) One strength that exist within your community that could be leverage to advance C&D diversion (e.g. *strong builder network, SCRAP diversion options, etc.*)
- 2) Which policy idea(s) is the most interesting, which policy(s) would you like to learn more about?
- 3) Which policy is the most concerning, why?



REPORT OUT

- **Strengths:**

- 1) stakeholders are involved & community drop off
- 2) collaboration between haulers/municipalities/SC RAP
- 3) Dynamic community with strong networks and strong authentic interest to do better
- 4) Community interest and engagement
- 5) Diverting waste is shared community value

- **Policy Interests:**

- 1) construction management plans in place
- 2) incentives could be a good place to start and diversion plans (standardized plan to bring everyone in) and mandatory minimums are a place to start, and looking at deposits within reason
- 3) Incentives, and material bans (cardboard and rest of the community would ask for)
- 4) Deposit system & material management plan
- 5) Interested in diversion plans starting out as voluntary and then evolving to mandatory...and choosing more policies from the last within the C&D (building code/planning code could be included)

- **Policy Concern:**

- 1) incentives but fees go to specific parts of the city so removing those could be difficult (equitability could be challenge)
- 2) Material disposal ban b/c it can be tough to focus on one industry
- 3) Large deposits added to the already large costs
- 4) Material ban, and deconstruction because of the lack of viable markets
- 5) Public notice was a concern, and divided on the deposit (can be some teeth, but can those funds be focused on the appropriate stakeholders/infra)



NEXT UP

Zero Waste Task Force Meeting
Community & Senior Center in Frisco
January 24, 9:30-11:30am



CORYANNE MANSSELL
CMANSELL@RECYCLE.COM

JURI FREEMAN
JFREEMAN@RECYCLE.COM

TO: JENNIFER SCHENK, HC3 & RACHEL ZEROWIN, HC3
FROM: RESOURCE RECYCLING SYSTEMS
DATE: DECEMBER 15, 2023
RE: STEERING COMMITTEE MEETING NOTES

Attendees

- Jen Schenk, Rachel Zerowin, and Christy Turner, HC3
- Coryanne Mansell and Juri Freeman, RRS
- Aaron Byrne and Bill Schenk, SCRAP
- Kat Slaughter, VERT Sites
- Dan McCreery, Board of HC3
- Ashley Brubaker and Scott Hoffman Summit County Government
- Hayden van Andel, Town of Breckenridge
- Carol Saade, Breckenridge Town Council
- Jonnah Glassman, Silverthorne Town Council
- Kristi D'Agati, Town of Silverthorne
- Sally Ward, Town of Frisco
- Lisa Holenko, Frisco Town Council
- Dominique Giroux, Vail Resorts
- Mike Nathan, Arapahoe Basin
- Megan Wagaman and Jeff Grasser, Copper Mountain Resort
- Pete Campbell, Pete Campbell Construction
- Carolanne Powers, Summit Homes Construction
- Bobby Craig, Arapahoe Architects
- Stephen Oppito, Pinnacle Mountain Homes
- Bill Ashley, Ashley Enterprises
- Paul Camillo, Summit County Builders Association
- Gaston Feureisen, Timberline Disposal & Recycling
- Scott Hutchings (Hutch), Waste Management
- Jake Willemsen, Summit Rolloff's

Discussion

- SCRAP updates included diversion of pallets and grinding of concrete to create road-useable products. However, contamination can be a problem with their received loads.
- Questions included how the VERT Sites pilot is going from the perspective of the builders. Responses included the need for labor to execute the project (about one full-time-employee dedicated), and cardboard and metal were relatively easier to separate and divert. Food scraps were more challenging

because of the wildlife concerns. There were opportunistic diversion activities, such as the donation of windows.

- Overall, interest leaned towards new construction ordinance (in contrast to general concerns about an ordinance impacting deconstruction).

Summary of Responses

1) One strength that exists within your community that could be leverage to advance C&D diversion?

- Desire of the community to find a solution that works for everyone (x6)
- SCRAP infrastructure and space is growing (x3)
- Network is strong and SCBA support (x3)
- Collaboration between municipalities, builders, haulers, etc. (x2)
- Forward-thinking but also realistic
- Recycling of cardboard
- Community recycling drop off sites

2) Which policy idea(s) is the most interesting, which policy(s) would you like to learn more about?

- Diversion plans (x4)- good in theory, hard to implement and enforce. It is a good place to start, and already have diversion requirements in place
- Incentives (x6) interesting but the increase in fees are concerning and may be better for a larger city. Could be a solution rather than “punishment”
- Mandatory minimums (x3)- with divertable materials (cardboard and metal)
- Deposits (x3) are somewhere in the middle (large deposits are a hard no). Interested in learning about Pitkin
- Material Disposal Bans (x3)
- Long-term infrastructure policy (x1)

Additional thoughts:

- New vs deconstruction- interested in learning more about these differences
- Easy/low hanging fruit for new construction, and new “crazy” ideas for demo

3) Which policy idea is the most concerning, why?

- Deed restriction and mandatory policies
- Mandatory deconstruction and/or ban (x3)- could be confusing, hauler enforcement is a challenge, and communication about compliance.
- Deposits (x3)- which could have a significant impact on ability to keep construction affordable.

*HOUSING
WORKGROUP
MEETING AND
YEAR IN REVIEW
(BLUEPRINT
REPORT)*

December 12, 2023 (minutes)



AGENDA

Updated Rental Rates

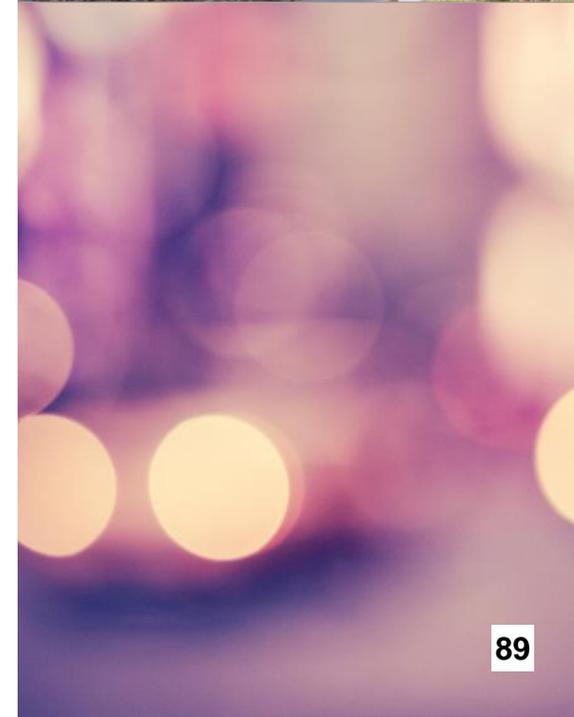
Wellington Addition Request

Lease to Own Wellington Request

2023 Blueprint Report-Housing
Year in Review

Other

NOTE: Workgroup Comments / Minutes from the 12/12/2023 meeting are highlighted in a text box on pertinent slides. Attendees – Dick Carlton, Shannon Haynes, Rick Holman, Scott Reid, Mark Truckey, Julia Puester, Melanie Leas, Darci Henning, Laurie Best and Corrie Burr.



UPDATED RENTAL RATES

Property	2023 Rental Rate	2024 Proposed Rental Rate	AMI of New Rate	Notes	
Huron Landing	\$1,650 (2/1) & \$1,800 (2/2)	\$1,700 (2/1) & \$1,850 (2/2)	70% AMI	NOTE: normal increase is 3% per year, some are recommended to go up more due to expense increases and some years without rent increases. Over time, AMI usually averages about 3% increases to wages annually.	The new rate will cover 50% of the debt service. Town subsidy will be \$150,000
COTO Flats	\$1,150 (1/1)	\$1,300 (1/1)	65% AMI		Town employees, costs have increased by 20% for 2024. No debt service.
ULLR	\$1,150 (1/1)	\$1,300 (1/1)	65% AMI		Rent will continue to be the same as COTO. Large debt service on this property. Rent to cover \$180k of the \$700k COP
Wayside	\$800 (0/1)	\$900 (0/1)	52% AMI		Due to the seasonality of the occupants, this property is operating at a \$70k deficit in 2023. Rent increase to cover costs only.
Pinewood 2	\$915 (0/1) & \$990 (1/1)	\$942 (0/1) & \$1,020 (1/1)	50-54% AMI	LIHTC property, rent increase of 3% is still far below LIHTC max.	
Breck Terrace		\$630 (shared) & \$956 (1/1)	Approx. 40% AMI	Rental rates set by Vail Resorts	
Justice Center		TBD	TBD	Proposed rates have not been fully approved. This property has a large debt service (\$1.4M / year).	
Pinewood 1	\$2,042 (1/1), \$2,425 (2/1), \$2,450 (2/2), \$2,828 (3/2)	Updated every year in June	Approx. 95% AMI	Rents are set by Corum (19 LIHTC Units range in rent from \$903 to \$1,277 or approximately 50% AMI). Prop Avg is 82% AMI.	
Alta Verde 1	\$623-\$1,247 1-bed \$748-\$1,497 2-bed \$1,440-\$1,728 3-bed	Updated every year in June	30% AMI to 60% AMI	LIHTC project with 16 non-LIHTC apartments, all income capped (30%-100%AMI). Gorman owns 90	



WELLINGTON REQUESTS

Wellington / LP Addition – is there support to allow expansion of a DR SF home to increase number of bedrooms provided the lot can accommodate the additional density. This would require density / development agreement OR masterplan amendment and additional capital improvement allocation.

Lease Agreement Buy Out in Wellington – a tenant has asked to buy out his 12-month lease at 6-months instead of waiting the full lease term. This could fall under additional consideration.

NOTE: This request came from an owner in Wellington living on a large lot that would allow for an addition. This requires an adjustment in density and potentially to the capital improvement cap to adjust for some of the cost of the addition. A masterplan amendment would require all current owners to agree. The public benefit would be an added room for workforce and updated deed restriction. For Development Agreement - create clear parameters that include analysis of the lot- can it accommodate additional development/parking etc. The Workgroup supports this conceptually, but also supports staff on language to negate any substantial precedent. The request would include waiving the density, so it would require a new deed restriction on any home included. Need to address capital improvement allotment.

The rent buy out is not supported by the committee. Staff to notify the group that inquired.



*FIVE-YEAR
BLUEPRINT
ANNUAL REPORT*

(PREVIOUS REPORT PROVIDED MARCH, 2023)

TIMELINE

Five-Year Blueprint Approval

February, 2022 – 1,130 restricted housing units (11% of the housing stock). Needs Assessment states that by 2023, there will be a 1,200 unit gap. In the past 20 years, 45 workforce units have been added annually.

The Five-Year Blueprint goal is to add 150 to 200 new units per year with a \$50M investment translating to over \$300M in private investment and 900+ added housing units (1/3 preservation, 2/3 new construction). (Projecting 2,060 total units)

Annual Goal

End of 2022

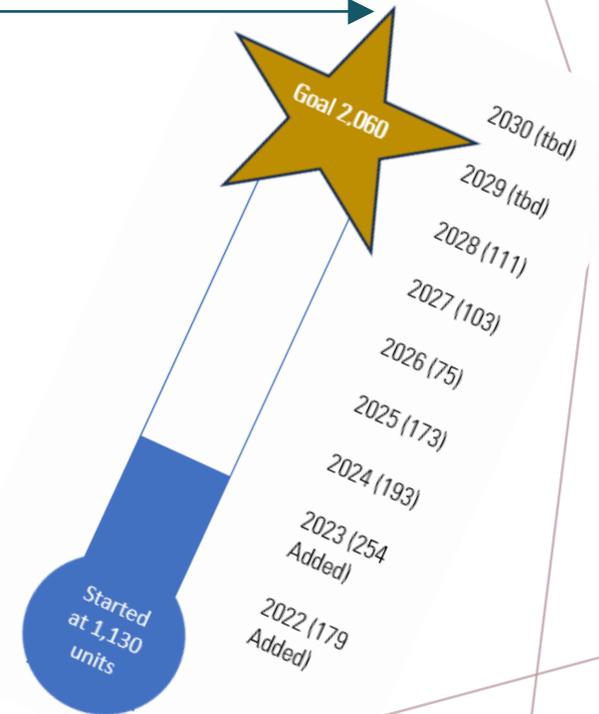
AV1 = 80 apartments McAdoo = 2 homes
 Wayside / Loge = 38 apartments
 Housing Helps = 20 homes
 Buy Down = 17 homes
 Development Code = 1
Total Added = 158

ULLR – 27 apartments
 Housing Helps = 21 homes
 Buy Down = 9 homes (sold prior owned)
 CMC Apartments = 36 apartments
 Development Code = 3 units
Total Added = 96

End of 2023

2024 Projection

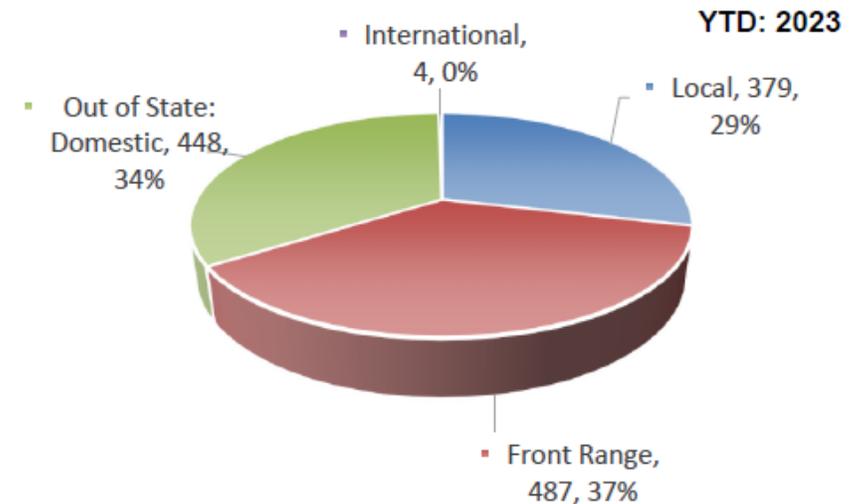
Justice Center = 52 units AV2 = 86 units
 Highland Riverfront = 7 homes
 Stables Village = 15 homes
 Housing Helps = 20 homes
 Buy Down = 10 homes Development Code = 3
Total Added = 193



IMPORTANCE OF WORKFORCE HOUSING PRESERVATION PROGRAMS

As of October 2023 Year-to-Date statistics of origin of buyer for all real estate purchases in Summit County.

- 29% local buyers includes deed restricted sales.
- 114 of the 379 local buyers purchased an already deed restricted home. (Does not include all newly captured deed restricted homes through Housing Helps or Buy Down Programs.)



In some traditionally local single-family neighborhoods including Peak Seven, Silver Shekel, Blue River, Farmers Corner and French Creek the percent of non-local buyers is even higher if you do not include the homes that are purchased utilizing one of the Town's Housing Programs.

HOUSING HELPS

2023 HIGHLIGHTS

- 21 Homes funded (58 Applications submitted)
- Summit County split 11 properties (contributing \$1,243,553 in 2023)
- Total funds spent by the Town \$2,349,576
- The 2023 budgeted funds/ goal for Housing Helps was \$2,500,000 with the desired addition of 20 units.



STATISTICS

- 13 condos and 8 single family or townhome properties converted in 2023.
- 12 purchases and 9 current owners utilized the program.
- 48 total bedrooms for a cost of \$48,950 per bedroom.
- Average cost per unit for the Town \$111,885 (shared cost with County).



NOTE: of the 58 applications submitted that didn't go through to approval most were duplications or properties that did not qualify (already deed restricted, out of area etc).

BUY DOWNS

2023 HIGHLIGHTS

- 9 Homes purchased
- 23 Homes sold
- Total funds spent by the Town \$2,943,252
- The 2023 budgeted funds / goal for Buy Downs was \$3,274,000 with the desired addition of 10 units.

2023 STATISTICS

- 35 total bedrooms for a cost of \$116,785 per bedroom. There were several one-bedroom properties acquired in previous years sold in 2023 which increased this number prior to the focus shifting to larger properties.
- Average cost per unit for the Town \$127,968.
- The total funds spent did include revenue from 4 properties that were purchased prior to 2008 (\$1,144,206).



NOTE: the 2023 statistics do not include the 4 properties that were expensed prior to 2008, so as not to inappropriately skew the cost per bedroom etc.

CONSTRUCTION PROJECTS

COMPLETED 2023

- Ullr Apartments – 27 units
- Alta Verde 1 – 80 units

IN PROGRESS 2023

- Alta Verde 2 – 172 units
- Justice Center – 52 units
- Stables Village – 61 units
- Highlands Riverfront – 105 units total (7 in 2024 balance 2025-2028)
- CMC Apartment Building – 36 units

PRE-DEVELOPMENT 2024

- Block 11 Neighborhood- 100+/- units, plus ADUs
- Breckenridge Grand Vacations - ?

ULLR APARTMENTS

- 27 units- 18 for Town of Breckenridge employees, 9 for childcare employees
- Opened April of 2023
- Net Zero
- Project cost - \$15M Fully financed with COP funds



ALTA VERDE 1

- 80 units that opened Winter of 2022 consisting of 1, 2, 3 bed units
- Rents start at \$623/month
- Net Zero
- Deed Restricted for local workforce
- 9% LIHTC to assist low-income residents
- Project cost - **\$32M** with \$3.75M in water, utilities and Lomar along with a \$4M Town loan and \$2.26M in grants



ALTA VERDE II

- 172 units- Studios, 1, 2, and 3 bedrooms
- Net Zero
- Will have a lighter income restriction than phase 1
- Local workforce requirement
- Anticipated to open mid-2024 with a phased opening (86 in 2024 and remainder in 2025)
- Currently working on interior finishes
- Project Cost is over **\$74M** with \$3.2M for infrastructure, water and net zero along with a \$9.2M Town loan to the project



JUSTICE CENTER APARTMENTS

(THE LARKSPUR)



- 52 units- Studios, 1, and 2 bedrooms
- 10 units specific for Town and County employees
- First modular apartment complex in Summit County
- County/ Town partnership- County land
- All electric
- Opening March / April 2024
- Project Cost - **\$22.6M** plus water, financed with a **\$19.5M COP** and \$2.5M in DOLA Grants



STABLES VILLAGE NEIGHBORHOOD



- 61 Units - 5 single family, 28 duplexes, 18 triplexes (2, 3 and 4 bedroom units)
- Missing Middle focus
- All sold through lottery that will be split into 4 phases
- Net Zero & Carbon neutral – 1st of its kind
- Currently framing phase 1A
- First phase move-in Summer 2024, 15 units. 2025 anticipated 37 units and 9 in 2026.
- Second lottery planned for March 2024
- Project Costs - **\$65M**



BLOCK 11

NEIGHBORHOOD (THE RUNWAY)

PRE - DEVELOPMENT

- 100 +/- units, plus ADUs
- ~17 acres
- Single family, duplexes, townhomes
- Currently putting a team together to vet best practices moving forward
- Exploring alternative heating systems including geothermal and heat pump technology
- Anticipated to break ground-vertical in 2025 (with 10 opening in 2025, balance 2026-2028)
- Slated to be net-zero
- First-time homebuyer focus

SUMMARY OF IMPORTANT BLUEPRINT STRATEGIES



Increase Inventory and Maintain Pipeline/Momentum:

Keep a 5-year horizon-so now looking and projecting into 2029/2030
Original goal 924-974 units- now projecting 930 units for a total of 2,060 (not including BGV / Entrada).

Cost, Quality, and Diversity of Housing:

Rentals, for sale, first time home buyers to missing middle...
Net zero
Modular / Panelization

Importance of Partnerships and Leveraging Fund to **Incentivize** Private Investment:

Current Projects (AV1, AV2, Justice Center and Stables) have a combined cost of \$200M to build, a majority of this is private investment of \$140M along with \$20M in debt and \$40M (includes \$14.2M in loans) in Town subsidy utilized to incentivize the projects. Overall, the Town funds averaged \$110,000 per unit.

Back of House Items:

Housing Needs Assessment done in 2023
Employee Generation Report is underway (completion in 2024)
Administrative Guidelines Adopted in 2023
Social Media and PR Plan is in progress for 2024
Finalized the Lease to Locals program (phase out in 2024)

FORWARD FOCUS



- Increase grants as an additional way to leverage local funds
- Focus on social-equity
- Determine how Net Zero works in our environment
- Continue incentivizing private sector investment in housing & employer-provided housing
- Stay Innovative – Lead the Pack!
- Suggestions?

**HUGE THANK YOU TO RICK HOLMAN AND DICK CARLTON FOR SUPPORTING HOUSING IN BRECKENRIDGE.
WE WILL CARRY THE MOMENTUM FORWARD!**

BRECKENRIDGE HOUSING TEAM



Laurie Best

Housing Manager



Melanie Leas

Housing Project
Manager



Corrie Burr

Housing Program
Manager



Darci Henning

Housing
Specialist



Kelsey Reetz

Housing Admin



Matt Banas

Housing
Specialist

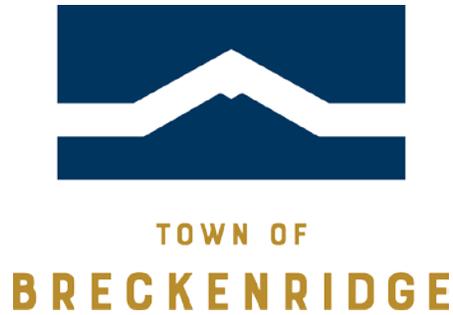


THANK YOU

The Housing Team is Ready for 2024!

History:

The Town of Breckenridge has a long history of supporting workforce housing with the first deed restrictions in 1980s. Historically, an average of 40 units have been added annually as a result of Town policies, programs, and investment. The first Affordable Housing Strategy was adopted in 2000 and the first local neighborhoods were launched. A permanent funding stream was approved by voters in 2006. In 2022, the first Workforce Housing Five-Year Blueprint was adopted establishing specific metrics and committing to incentivizing private sector participation through leveraging Town funds. This is expected to leverage private sector investment and grants of at least \$300 million dollars for workforce housing.



Breckenridge Social Equity Advisory Commission

December 18, 2023, 7:30am

*Striving for racial and social equity for all by removing barriers and
facilitating opportunities to thrive*

I. Call to Order (7:30-7:35)

Roll Call

Present: Eliana Crabb, June Walters, Laurie Moroco, Jordan Burns, Tahja Grier, Carol Saade, Silvia Vicuna (special seat- Isaura Cirillo)

Zoom: Joyce De La Torre

Absent: Jason Smith

Discussion/Approval of Agenda

Motion to Approve: Jordan Burns, Seconded: Tahja Grier

Discussion/Approval of the Minutes

Update to Previous Minutes: In the PD update under the fourth paragraph, add the word 'ask' after 'how the program is advertised'—Motion to approve from Carol Saade, seconded by June Walters. Minutes approved with minor change.

II. Presentation (7:35- 7:50)

ADA Update Presented by Dannie York

The town recently initiated an ADA evaluation encompassing town infrastructure, buildings, and public rights of way, engaging the services of Blue Accessibility consultants. The self-evaluation, mandated by law, involves four components: an assessment conducted in July, examination of public rights (including sidewalks, parking, and curb cuts), scrutiny of town-owned facilities, and a review of policies, procedures, programs, and the website. The focus now shifts to determining responsibility for addressing findings and devising a mitigation schedule.

Moving forward, staff meetings will delve into specifics, crafting a comprehensive plan expected to conclude in March. The subsequent phase involves public outreach, aligned with a 30-year plan in compliance with 2010 ADA standards.

In response to queries, it is clarified that public outreach is a legal requirement to solicit feedback. The town, which owns museums and historical buildings, faces added complexity due

to the involvement of a history expert from the consulting team. In addressing new construction, the town mandates ADA compliance in its building code; a town staff building inspector is also part of our internal ADA compliance team.

Eliana Crabb recommended staff work with the Breckenridge Tourism Office to offer a list of ADA compliant accommodations throughout town.

III. Staff Summary (7:50-7:55)

No staff summary presented.

IV. Social Equity Discussion (7:55-8:25)

Commissioner Appointment

The Town Council has announced key appointments for the upcoming term. Jordan Burns has been approved for a second term, while Isaura Cirillo and Jotwan Daniels will replace outgoing members Jason Smith and Joyce De La Torre. The newly appointed members will commence their terms in January 2024.

Chair and Vice Chair Appointment

The commission held its annual leadership vote, resulting in the unanimous approval of Jordan Burns as the new Chair, nominated by June Walters, and seconded by Carol Saade. Additionally, Tahja Grier was nominated by June Walters for the position of Vice-Chair, with Carol Saade seconding the nomination, and the unanimous vote approved her appointment.

Monthly Meeting Update and Vote

In the recent commission meeting, there was a proposal to change the monthly meeting time from the current third Monday at 7:30 am-9:00 am. June Walters suggested moving it to Wednesday morning, seconded by Eliana Crabb. However, due to potential conflicts, Mack Russo will circulate an online survey among commission members to vote on either maintaining the current time or selecting a new one based on additional feedback.

In the event of no change, the January 2024 meeting will be rescheduled to the fourth Monday, January 22nd, to avoid conflict with Martin Luther King Jr. Day.

Subcommittee Updates

Celebrate Diversity:

The Celebrate Diversity Subcommittee shared its 2024 calendar overview, urging other subcommittees to contribute directly to scheduling. Carol Saade emphasized its role in helping the entire commission with resource allocation. Recommendations include column labeling and organization, with Silvia Vicuna suggesting a new one for banners. Mack Russo will revamp the calendar presentation. Corrections in the proclamation's spelling are noted. For the Voter Registration event, contact Helen for guidelines and recommendations.

Community Influence & Education:

Due to recent modifications to the distribution list for the commissioner email, none of the commissioners received the script ahead of today's meeting. The script has been

resent to the entire group. Kindly review it, share any suggested changes or recommendations, and indicate your preferred role. This group would like to start scheduling the filming of the mission statement video once the script is approved by the entire commission.

Community Outreach & Engagement:

The subcommittee discussed the development of high-level best practices for celebrating diversity in events. The focus is on presenting these guidelines as a set of practices rather than authoritative rules, emphasizing our commitment to inclusivity. The goal is to encourage input from event producers to foster collaborative and diverse approaches.

Immigration Rights:

No major updates have been reported from the packet's memo. Mack Russo is preparing a price proposal for 10 translator devices to be sent to the Senior Leadership Team (SLT) of Breckenridge. SLT will also collaborate on prioritizing outreach questions for Mountain Dreamers with the immigration subcommittee.

Civic Engagement:

The commission has decided that the civic engagement subcommittee will now function as the review committee for grant applications, streamlining the process by eliminating the need for a new subcommittee. In email updates, a new internal commissioner communication group, BSEAC@townofbreckenridge.com, will be established. Meanwhile, equity@townofbreckenridge.com will be limited to Mack Russo to manage the volume of emails directed to the commission, allowing staff to manage distribution and responses.

V. Equity Blueprint (8:25-8:40)

Land Use Acknowledgment:

- Carol Saade highlighted the need for further discussion on incorporating land acknowledgment in town meetings or events, which will be addressed in subcommittees.
- June Walters expressed positivity about its inclusion.

Introduction Rewrite:

- Carol Saade suggested another rewrite to eliminate repetition and enhance readability, recommending consistency with terms like "our town" or "the town."
- It was suggested that staff merge the BSEAC and DEI committee pages and remove resolution bullet points if they are bulleted.
- Scott Reid recommended adding a line around the Blueprint as a culmination of our collective work.

Pictures:

- Chair and Vice Chair first
- Under Carol Saade for the town council, add "Liaison."
- Add "Liaison" for any additional town council members in the Blueprint.

Terminology Page:

- Change "culture competence" to "cultural competency."

Acronyms:

- Isaura Cirillo recommends spelling out acronyms once at the top of each page and subsequently using the acronym.

Metric Adjustment:

- Move the immigration metric "track monetary..." to civic engagement, removing the immigration service focus.

Editing Process:

- Mack Russo will make the above edits and share them with Shannon Haynes, Scott Reid, and Carol Saade for input.
- The finalized version will be submitted to the entire commission via email before the town council submittal and presentation.

In the updated Implementation Plan, Carol Saade suggests a strategic shift in the objective. The focus is now on promoting awareness of the comprehensive work conducted by the commission and the town, with the blueprint positioned as a vital tool in achieving the mission. The emphasis lies in communicating that the objective is not merely to attract media attention to the blueprint but to showcase the ongoing efforts and solicit community partners. Additionally, Jordan Burns and Laurie Moroco have volunteered to be featured in the two requested media videos.

VI. Upcoming Council Items (8:40-8:50)

The biggest project remains the BGV project, with ongoing efforts to finalize deal points and a scheduled presentation to the town council on the 23rd. Additionally, discussions on the 9th will include the Equity Blueprint, and the attendance of all commissioners is encouraged. Mack Russo will send out invites specifying the exact time the blueprint will be addressed on the agenda.

VII. Upcoming Agenda Topics

VIII. Other Matters

IX. Public Comment (Non-Agenda Items) (8:50-9:00)

Motion to Adjourn: Jordan Burns, seconded by June Walters

Recording:

https://us02web.zoom.us/rec/share/saAB_Z5ta6Pl-ljjkTfx9jQWq4mmlwQhCa38PwFM6il26y8IEfwnfyRxoSBvK9qZ.R9nM1_U4pPNEcuoA?startTime=1702909190000

Passcode: 3A^g.Oi2



TOWN OF
BRECKENRIDGE

November 30, 2023

Department of Finance



Executive Summary

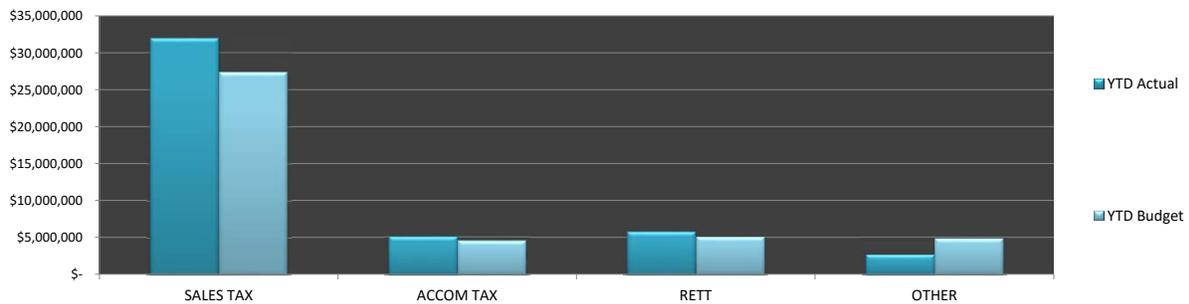
November 30, 2023

This report covers the 11 months of 2023. November is largely reflective of October tax collections

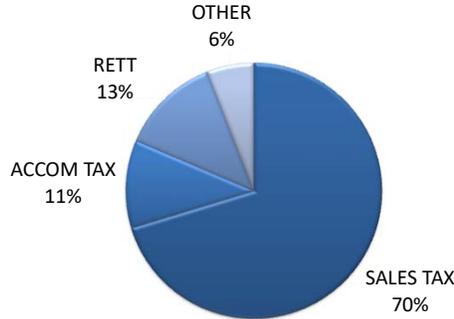
Overall, we are approximately \$3.5M over 2023 budgeted revenues in the Excise fund. Sales tax is currently \$4.5M over YTD budget, and \$1M ahead of prior year. Accommodations tax is \$.5M ahead of budget, and \$.2M behind from last year. Real Estate Transfer Tax is \$.6M ahead of budget, and \$.8M behind prior year.

See the Tax Basics section of these financial reports for more detail on the sales, accommodations, and real estate transfer taxes.

Excise YTD Actual vs. Budget - by Source



YTD Actual Revenues - Excise



	YTD Actual	YTD Budget	% of Budget	Annual Budget	Prior YTD Actual	Prior Annual Actual
SALES TAX	\$ 31,955,757	\$ 27,387,841	117%	\$ 32,551,152	\$ 30,991,370	\$ 34,470,250
ACCOMMODATIONS TAX	5,058,624	4,545,843	111%	5,476,500	5,301,680	6,224,551
REAL ESTATE TRANSFER	5,726,322	5,087,147	113%	5,405,283	6,478,860	6,872,481
OTHER*	2,713,622	4,843,050	56%	5,351,055	864,329	1,024,037
TOTAL	\$ 45,454,325	\$ 41,863,881	109%	\$ 48,783,990	\$ 43,636,239	\$ 48,591,318

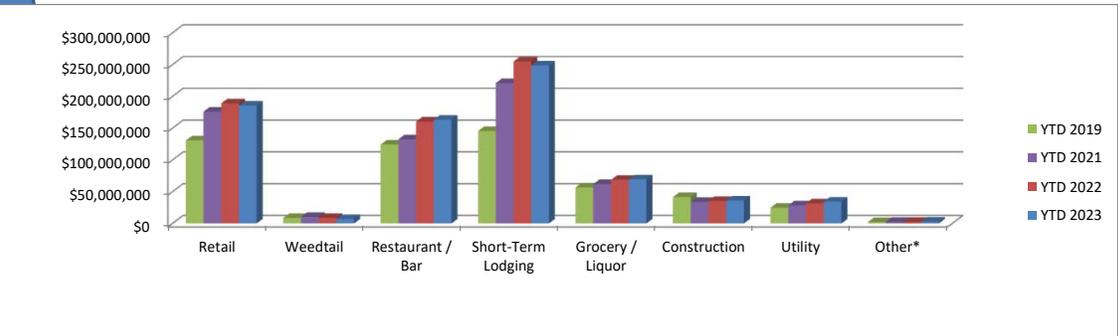
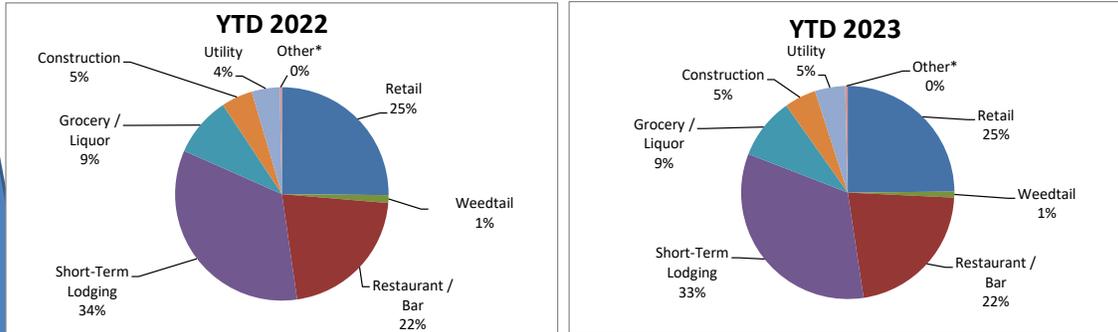
* Other includes Franchise Fees (Telephone, Public Service and Cable), Cigarette Tax, and Investment Income

The Tax Basics: October 2023

Net Taxable Sales by Industry-YTD

Description	YTD 2019	YTD 2021	YTD 2022	2022		2022/2023		2023
				% of Total	YTD 2023	\$ Change	% Change	% of Total
Retail	\$130,567,454	\$175,915,883	\$189,016,684	25.17%	\$185,523,862	(\$3,492,822)	-1.85%	24.84%
Weedtail	\$8,559,896	\$10,215,414	\$8,726,388	1.16%	\$6,801,422	(\$1,924,966)	-22.06%	0.91%
Restaurant / Bar	\$124,051,906	\$132,313,688	\$160,354,437	21.35%	\$163,317,237	\$2,962,800	1.85%	21.87%
Short-Term Lodging	\$145,415,469	\$220,907,371	\$254,712,032	33.92%	\$248,646,750	(\$6,065,282)	-2.38%	33.29%
Grocery / Liquor	\$56,696,158	\$61,949,647	\$68,502,330	9.12%	\$69,388,480	\$886,150	1.29%	9.29%
Construction	\$41,583,807	\$34,022,402	\$35,506,284	4.73%	\$36,094,279	\$587,994	1.66%	4.83%
Utility	\$24,728,350	\$28,385,102	\$31,575,476	4.20%	\$34,227,805	\$2,652,329	8.40%	4.58%
Other*	\$2,244,122	\$2,425,307	\$2,535,427	0.34%	\$2,922,218	\$386,791	15.26%	0.39%
Total	\$533,847,164	\$666,134,814	\$750,929,058	100.00%	\$746,922,052	(\$4,007,006)	-0.53%	100.00%

* Other includes activities in Automobiles and Undefined Sales.



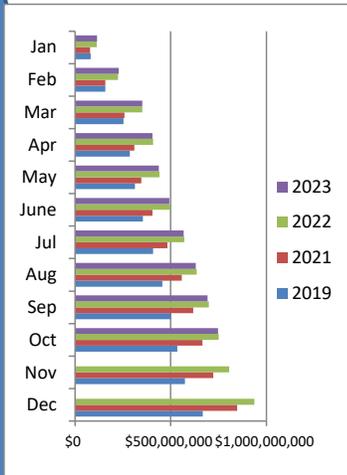
New Items of Note:

- October YTD net taxable sales are currently behind of YTD October 2022 by .53%.
- For October YTD 2023, there were increases in Restaurant/Bar (1.85%) Utilities (8.40%), Grocery/Liquor (1.29%), Construction (1.66%), and decline in Retail (-1.85%), Weedtail (-22.06%), Short-Term Lodging (-2.38%), compared to October YTD 2022.
- October YTD 2023 is ahead of October YTD 2019 by 39.91%.

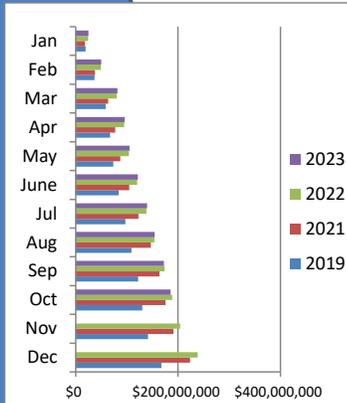
Historical Notes:

- Due to COVID-19, on March 16th, 2020 Town-Wide business closures/operating limitations went into effect. On November 22, 2020 indoor dining closed due to Summit County entering level red on the State COVID 19 dial dashboard on November 20th. Restaurants started reopening for indoor dining on December 18, 2020 through the five star certification program.
- By executive order, Town bag fees were waived for large grocers during the COVID-19 pandemic March 27, 2020 - September 9, 2020, and again November 19, 2020 - April 28, 2021.
- Short Term Lodging taxes are generally remitted based on reservation date.
- In 2014, a new category was added to the Sales by Sector pages for the Weedtail sector. The category encompasses all legal marijuana sales, regardless of medical or recreational designation.
- A section on Disposable Bag Fees was added in 2014.
- A section on Short Term Rentals was added in 2018.
- Taxes collected from the customer by the vendor are remitted to the Town on the 20th of the following month.
- Quarterly taxes are reported in the last month of the period. For example, taxes collected in the first quarter of the year (January – March), are included on the report for the period of March.
- Net Taxable Sales are continually updated as late tax returns are submitted to the Town of Breckenridge. Therefore, you may notice slight changes in prior months, in addition to the reporting for the current month.
- "Other" sales relate to returns that have yet to be classified. Much of this category will be reclassified to other sectors as more information becomes available.

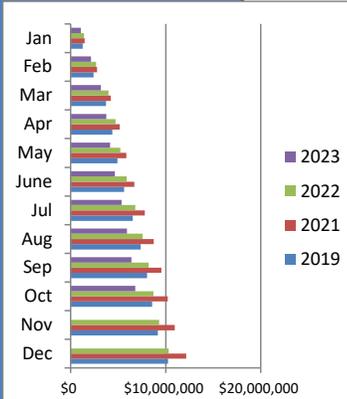
Net Taxable Sales by Sector-Town of Breckenridge Tax Base



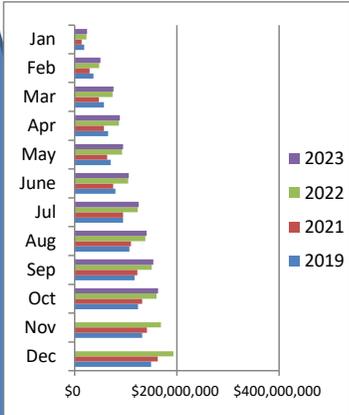
Total Net Taxable Sales						
	2019	2021	2022	2023	% change from PY	% change from '19
Jan	\$82,299,822	\$79,027,402	\$113,608,612	\$115,041,140	1.26%	39.78%
Feb	\$75,794,630	\$79,746,002	\$111,338,870	\$113,774,418	2.19%	50.11%
Mar	\$95,149,766	\$100,238,414	\$125,730,058	\$122,615,993	-2.48%	28.87%
Apr	\$33,990,319	\$50,992,310	\$56,511,723	\$53,618,588	-5.12%	57.75%
May	\$26,568,743	\$35,691,412	\$34,483,662	\$32,484,115	-5.80%	22.26%
June	\$41,034,094	\$58,731,629	\$56,236,235	\$54,715,056	-2.70%	33.34%
Jul	\$53,755,920	\$77,837,497	\$72,932,160	\$75,024,810	2.87%	39.57%
Aug	\$48,082,114	\$74,672,013	\$64,936,860	\$63,618,019	-2.03%	32.31%
Sep	\$44,873,811	\$60,886,780	\$63,716,141	\$61,876,586	-2.89%	37.89%
Oct	\$32,297,945	\$48,311,353	\$51,434,737	\$54,153,327	5.29%	67.67%
Nov	\$39,928,187	\$55,422,486	\$53,839,033	\$0	n/a	n/a
Dec	\$93,931,782	\$125,002,690	\$131,423,245	\$0	n/a	n/a
YTD	\$533,847,164	\$666,134,814	\$750,929,058	\$746,922,052	-0.53%	39.91%
Total	\$667,707,132	\$846,559,990	\$936,191,336	\$746,922,052	-20.22%	11.86%



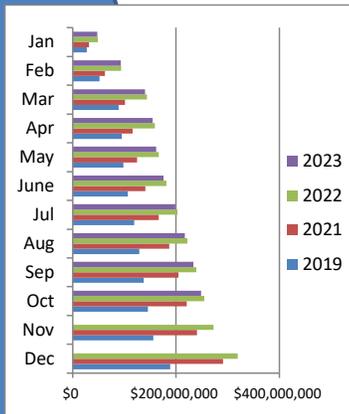
Retail						
	2019	2021	2022	2023	% change	% change
Jan	\$19,611,835	\$18,328,034	\$24,325,450	\$25,174,080	3.49%	28.36%
Feb	\$17,374,017	\$19,258,101	\$24,775,008	\$25,059,975	1.15%	44.24%
Mar	\$21,694,451	\$25,930,382	\$31,202,313	\$31,559,278	1.14%	45.47%
Apr	\$8,706,284	\$13,935,565	\$14,392,188	\$14,295,884	-0.67%	64.20%
May	\$6,284,885	\$9,996,861	\$9,127,641	\$9,356,622	2.51%	48.87%
June	\$10,801,783	\$17,030,464	\$16,358,439	\$16,223,654	-0.82%	50.19%
Jul	\$12,825,192	\$18,225,327	\$17,950,555	\$17,818,650	-0.73%	38.93%
Aug	\$12,050,490	\$24,632,916	\$15,930,361	\$15,227,936	-4.41%	26.37%
Sep	\$13,040,263	\$16,791,863	\$19,789,493	\$17,908,169	-9.51%	37.33%
Oct	\$8,178,255	\$11,786,370	\$15,165,234	\$12,899,614	-14.94%	57.73%
Nov	\$10,979,043	\$15,376,472	\$15,616,902	\$0	n/a	n/a
Dec	\$25,856,507	\$32,406,097	\$33,685,189	\$0	n/a	n/a
YTD	\$130,567,454	\$175,915,883	\$189,016,684	\$185,523,862	-1.85%	42.09%
Total	\$167,403,004	\$223,698,452	\$238,318,774	\$185,523,862	-22.15%	10.82%



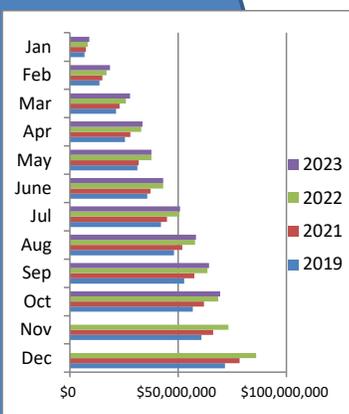
Weedtail						
	2019	2021	2022	2023	% change	% change
Jan	\$1,278,628	\$1,478,465	\$1,390,691	\$1,085,499	-21.95%	-15.10%
Feb	\$1,143,834	\$1,294,638	\$1,290,570	\$1,071,374	-16.98%	-6.33%
Mar	\$1,291,752	\$1,441,196	\$1,310,491	\$1,021,416	-22.06%	-20.93%
Apr	\$682,583	\$942,276	\$732,968	\$577,496	-21.21%	-15.40%
May	\$525,557	\$695,750	\$499,512	\$382,445	-23.44%	-27.23%
June	\$691,544	\$841,867	\$670,484	\$513,462	-23.42%	-25.75%
Jul	\$905,548	\$1,116,858	\$912,870	\$697,911	-23.55%	-22.93%
Aug	\$845,682	\$936,140	\$777,363	\$578,590	-25.57%	-31.58%
Sep	\$658,693	\$802,336	\$611,456	\$463,014	-24.28%	-29.71%
Oct	\$536,078	\$665,889	\$529,983	\$410,214	-22.60%	-23.48%
Nov	\$605,820	\$737,780	\$581,583	\$0	n/a	n/a
Dec	\$1,088,987	\$1,195,620	\$1,014,636	\$0	n/a	n/a
YTD	\$8,559,896	\$10,215,414	\$8,726,388	\$6,801,422	-22.06%	-20.54%
Total	\$10,254,704	\$12,148,814	\$10,322,606	\$6,801,422	-34.11%	-33.68%



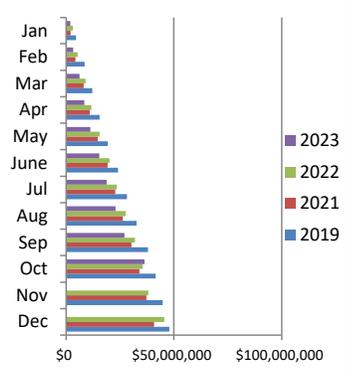
Restaurant / Bar						
	2019	2021	2022	2023	% change	% change
Jan	\$19,257,344	\$14,372,467	\$23,591,432	\$25,009,257	6.01%	29.87%
Feb	\$18,251,145	\$15,293,976	\$24,974,867	\$25,865,915	3.57%	41.72%
Mar	\$20,276,191	\$18,001,752	\$26,280,138	\$25,821,441	-1.75%	27.35%
Apr	\$8,183,550	\$10,082,518	\$12,415,528	\$12,209,139	-1.66%	49.19%
May	\$4,752,756	\$6,065,196	\$5,669,343	\$5,883,754	3.78%	23.80%
Jun	\$9,334,516	\$12,074,689	\$11,796,384	\$11,309,552	-4.13%	21.16%
Jul	\$14,827,380	\$19,085,898	\$18,692,700	\$19,294,323	3.22%	30.13%
Aug	\$12,693,004	\$15,737,756	\$14,956,807	\$15,634,595	4.53%	23.17%
Sep	\$10,012,989	\$12,545,273	\$12,668,238	\$13,197,620	4.18%	31.80%
Oct	\$6,463,032	\$9,054,163	\$9,309,000	\$9,091,640	-2.33%	40.67%
Nov	\$8,198,131	\$9,429,392	\$9,038,337	\$0	n/a	n/a
Dec	\$17,310,078	\$20,911,542	\$24,150,159	\$0	n/a	n/a
YTD	\$124,051,906	\$132,313,688	\$160,354,437	\$163,317,237	1.85%	31.65%
Total	\$149,560,115	\$162,654,623	\$193,542,933	\$163,317,237	-15.62%	9.20%



Short-Term Lodging						
	2019	2021	2022	2023	% change	% change
Jan	\$26,949,830	\$31,752,606	\$48,613,697	\$47,461,191	-2.37%	76.11%
Feb	\$24,811,525	\$30,596,998	\$45,169,344	\$45,736,673	1.26%	84.34%
Mar	\$37,039,296	\$38,833,031	\$49,654,941	\$47,131,088	-5.08%	27.25%
Apr	\$6,084,075	\$14,789,263	\$15,604,892	\$14,579,098	-6.57%	139.63%
May	\$3,269,759	\$8,839,478	\$7,736,666	\$6,909,013	-10.70%	111.30%
Jun	\$8,610,039	\$16,110,696	\$14,454,476	\$13,800,668	-4.52%	60.29%
Jul	\$12,259,971	\$25,496,064	\$21,720,310	\$23,247,770	7.03%	89.62%
Aug	\$9,993,911	\$20,237,398	\$19,219,232	\$18,159,297	-5.51%	81.70%
Sep	\$8,743,032	\$17,984,049	\$17,234,547	\$16,963,450	-1.57%	94.02%
Oct	\$7,654,030	\$16,267,787	\$15,303,928	\$14,658,502	-4.22%	91.51%
Nov	\$10,638,959	\$19,659,292	\$18,013,772	\$0	n/a	n/a
Dec	\$32,392,791	\$50,715,608	\$46,896,490	\$0	n/a	n/a
YTD	\$145,415,469	\$220,907,371	\$254,712,032	\$248,646,750	-2.38%	70.99%
Total	\$188,447,219	\$291,282,271	\$319,622,294	\$248,646,750	-22.21%	31.95%



Grocery / Liquor						
	2019	2021	2022	2023	% change	% change
Jan	\$6,728,312	\$7,287,839	\$8,170,578	\$8,997,217	10.12%	33.72%
Feb	\$6,986,584	\$7,698,418	\$8,753,193	\$9,587,315	9.53%	37.22%
Mar	\$7,555,406	\$7,875,044	\$9,019,659	\$9,151,128	1.46%	21.12%
Apr	\$4,143,198	\$5,116,542	\$6,998,996	\$5,851,774	-16.39%	41.24%
May	\$5,770,430	\$3,756,571	\$4,744,379	\$4,092,212	-13.75%	-29.08%
Jun	\$4,477,840	\$5,487,526	\$5,436,849	\$5,335,000	-1.87%	19.14%
Jul	\$6,441,916	\$7,596,984	\$7,431,072	\$7,828,316	5.35%	21.52%
Aug	\$6,036,270	\$7,082,310	\$7,177,335	\$7,441,155	3.68%	23.27%
Sep	\$4,599,869	\$5,595,731	\$5,816,776	\$5,964,152	2.53%	29.66%
Oct	\$3,956,333	\$4,452,681	\$4,953,494	\$5,140,210	3.77%	29.92%
Nov	\$3,980,326	\$4,209,254	\$4,692,648	\$0	n/a	n/a
Dec	\$10,973,358	\$12,158,623	\$12,887,729	\$0	n/a	n/a
YTD	\$56,696,158	\$61,949,647	\$68,502,330	\$69,388,480	1.29%	22.39%
Total	\$71,649,842	\$78,317,524	\$86,082,707	\$69,388,480	-19.39%	-3.16%

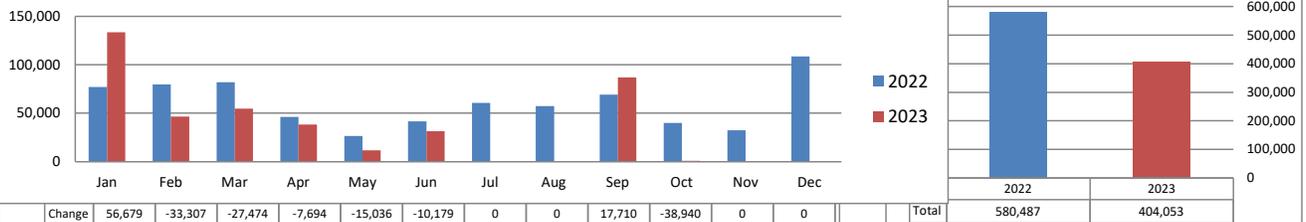


Construction						
	2019	2021	2022	2023	% change	% change
Jan	\$4,617,707	\$2,068,745	\$3,087,979	\$1,896,022	-38.60%	-58.94%
Feb	\$3,924,001	\$2,195,750	\$2,329,985	\$1,329,535	-42.94%	-66.12%
Mar	\$3,626,832	\$3,880,970	\$3,659,430	\$2,951,113	-19.36%	-18.63%
Apr	\$3,340,641	\$2,799,808	\$2,689,995	\$2,240,117	-16.72%	-32.94%
May	\$3,847,480	\$3,695,521	\$3,753,221	\$2,827,484	-24.67%	-26.51%
Jun	\$4,753,416	\$4,674,905	\$4,564,514	\$4,172,315	-8.59%	-12.22%
Jul	\$4,225,825	\$3,429,834	\$3,420,384	\$3,400,460	-0.58%	-19.53%
Aug	\$4,380,782	\$3,559,510	\$4,155,216	\$3,807,444	-8.37%	-13.09%
Sep	\$5,278,007	\$4,014,804	\$4,369,014	\$4,145,518	-5.12%	-21.46%
Oct	\$3,589,116	\$3,702,555	\$3,476,544	\$9,324,271	168.21%	159.79%
Nov	\$3,210,387	\$3,262,427	\$2,663,371	\$0	n/a	n/a
Dec	\$3,173,337	\$3,496,696	\$7,432,985	\$0	n/a	n/a
YTD	\$41,583,807	\$34,022,402	\$35,506,284	\$36,094,279	1.66%	-13.20%
Total	\$47,967,531	\$40,781,525	\$45,602,640	\$36,094,279	-20.85%	-24.75%

Disposable Bag Fees

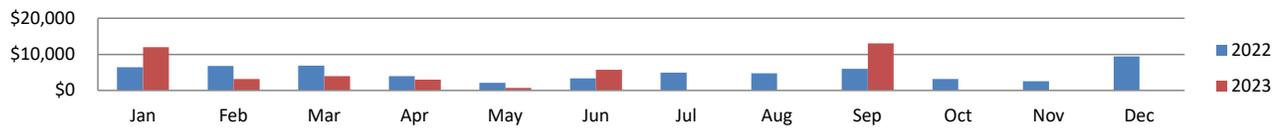
The Town adopted an ordinance April 9, 2013 (effective October 15, 2013) to discourage the use of disposable bags, achieving a goal of the SustainableBreck Plan. The \$.10 fee applies to most plastic and paper bags given out at retail and grocery stores in Breckenridge. The program is intended to encourage the use of reusable bags and discourage the use of disposable bags, thereby furthering the Town's sustainability efforts. Revenues from the fee are used to provide public information about the program and promote the use of reusable bags.

of Disposable Bags Reported by Month



Bag Fees Remitted by Month

Net of Retained Percentage*



*As of May 4th 2023 a change has taken into effect and retailers are permitted to retain 40% of the fee (up to a maximum of \$1000/month through October 31, 2014; changing to a maximum of \$100/month beginning November 1, 2014) in order to offset expenses incurred related to the program. The retained percent may be used by the retail store to provide educational information to customers; provide required signage; train staff; alter infrastructure; fee administration; develop/display informational signage; encourage the use of reusable bags or promote recycling of disposable bags; and improve infrastructure to increase disposable bag recycling. Filing changed to quarterly as of May 2023.

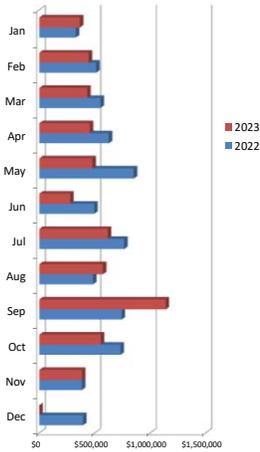
Real Estate Transfer Tax

New Items of Note:

- Revenue November YTD is ahead of the budget by \$.6M and below the prior year by \$.8M.
- Single Family sales account for the majority of the sales (28.68%), with Timeshare sales in the second position of highest sales (23.80%) subject to the tax. Timeshare sales are lower YTD by -2.83% and Single Family sales are lower YTD by -25.38%. Condominium activity is representing 24.59% of the activity.
- November 2023 churn was 47.99% below November 2022.

Continuing Items of Note:

- 2023 Real Estate Transfer Tax budget is based upon a 5 year historical budget phasing.

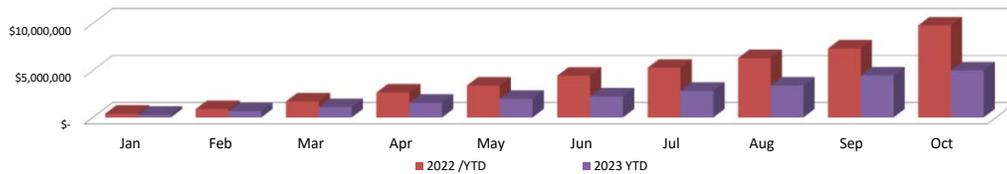


Total RETT								
	2019	2021	2022	2023	% change	2023 budget	+/- Budget	
Jan	\$536,802	\$394,201	\$328,719	\$366,761	11.57%	\$298,205	\$68,556	
Feb	\$441,411	\$493,987	\$512,843	\$445,546	-13.12%	\$342,714	\$102,832	
Mar	\$454,470	\$813,726	\$551,693	\$431,380	-21.81%	\$382,978	\$48,402	
Apr	\$674,070	\$946,247	\$627,842	\$456,127	-27.35%	\$433,275	\$22,852	
May	\$781,528	\$743,447	\$851,657	\$478,584	-43.81%	\$454,505	\$24,079	
Jun	\$480,111	\$1,052,494	\$495,925	\$278,784	-43.79%	\$386,322	-\$107,538	
Jul	\$510,302	\$841,992	\$765,641	\$617,133	-19.40%	\$441,027	\$176,106	
Aug	\$784,245	\$1,024,008	\$484,573	\$574,378	18.53%	\$558,753	\$15,625	
Sep	\$684,950	\$1,027,878	\$742,908	\$1,139,485	53.38%	\$674,590	\$464,895	
Oct	\$561,093	\$2,446,257	\$732,723	\$553,836	-24.41%	\$748,951	-\$195,115	
Nov	\$604,298	\$579,469	\$384,336	\$384,307	-0.01%	\$365,827	\$18,480	
Dec	\$653,338	\$674,950	\$393,620	\$0	n/a	\$318,136	n/a	
YTD	\$6,513,279	\$10,363,707	\$6,478,860	\$5,726,322	-11.62%	\$5,087,147	\$639,175	
Total	\$7,166,618	\$11,038,657	\$6,872,481	\$5,726,322		\$5,405,283		



by Category						
Description	2022 YTD	2023 YTD	\$ change	% change	% of Total	
Commercial	\$ 520,889	\$ 546,550	\$ 25,660	4.93%	9.56%	
Condominium	\$ 1,522,624	\$ 1,405,520	\$ (117,104)	-7.69%	24.59%	
Timeshare	\$ 1,400,280	\$ 1,360,609	\$ (39,670)	-2.83%	23.80%	
Single Family	\$ 2,196,723	\$ 1,639,235	\$ (557,487)	-25.38%	28.68%	
Townhome	\$ 653,230	\$ 643,774	\$ (9,456)	-1.45%	11.26%	
Vacant Land	\$ 185,114	\$ 120,849	\$ (64,266)	-34.72%	2.11%	
Total	\$ 6,478,860	\$ 5,716,552	\$ (762,308)	-11.77%	100.00%	

YTD Churn Analysis

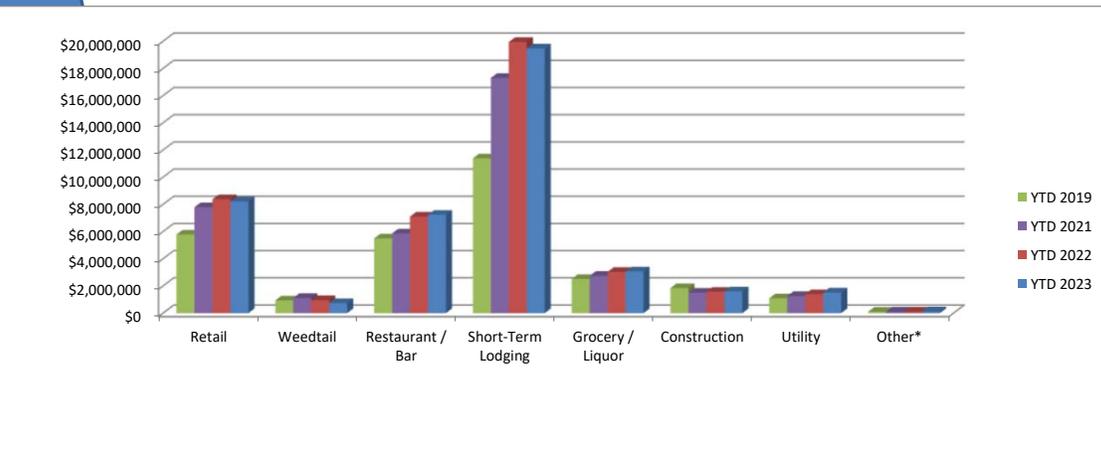
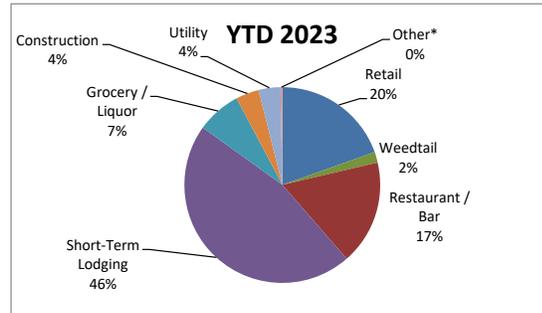
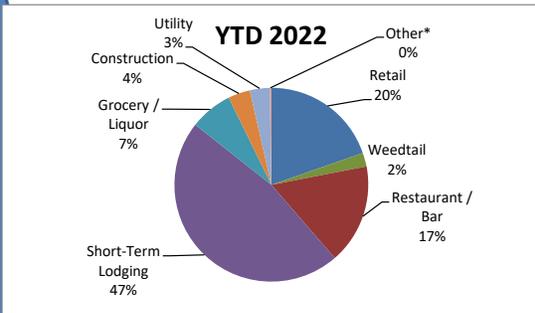


TAXES DUE - SALES, ACCOMMODATIONS, AND MARIJUANA TAXES

Tax Due by Industry-YTD

Description	YTD 2019	YTD 2021	YTD 2022	2022 % of Total	YTD 2023	2022/2023 \$ Change	2022/2023 % Change	2023 % of Total
Retail	\$5,784,138	\$7,793,074	\$8,373,439	19.71%	\$8,218,707	(\$154,732)	-1.85%	19.58%
Weedtail	\$935,597	\$1,116,545	\$953,794	2.24%	\$743,395	(\$210,399)	-22.06%	1.77%
Restaurant / Bar	\$5,495,499	\$5,861,496	\$7,103,702	16.72%	\$7,234,954	\$131,252	1.85%	17.23%
Short-Term Lodging	\$11,386,031	\$17,297,047	\$19,943,952	46.93%	\$19,469,041	(\$474,912)	-2.38%	46.37%
Grocery / Liquor	\$2,511,640	\$2,744,369	\$3,034,653	7.14%	\$3,073,910	\$39,256	1.29%	7.32%
Construction	\$1,842,163	\$1,507,192	\$1,572,928	3.70%	\$1,598,977	\$26,048	1.66%	3.81%
Utility	\$1,095,466	\$1,257,460	\$1,398,794	3.29%	\$1,516,292	\$117,498	8.40%	3.61%
Other*	\$99,415	\$107,441	\$112,319	0.26%	\$129,454	\$17,135	15.26%	0.31%
Total	\$29,149,949	\$37,684,625	\$42,493,582	100.00%	\$41,984,729	(\$508,853)	-1.20%	100.00%

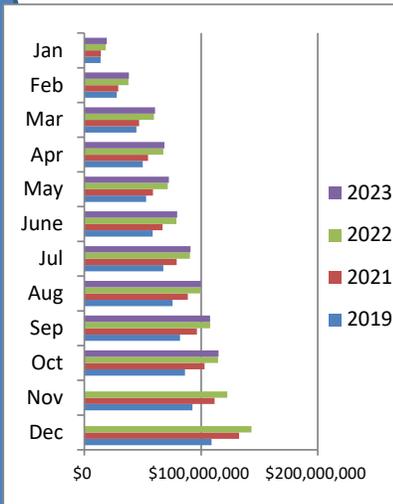
* Other includes activities in Automobiles and Undefined Sales.



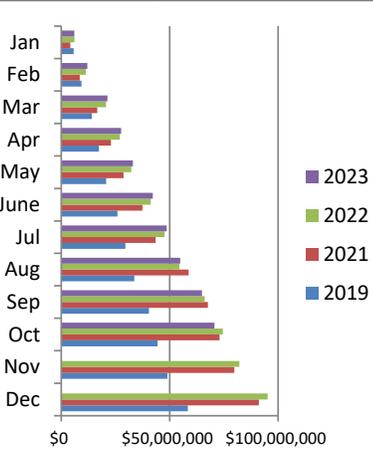
Items of Note:

- The general sales tax rate includes the 2.5% Town sales tax + 1.93% County sales tax distributed to the Town.
- The Short -Term Lodging sector includes an additional 3.4% accommodation tax.
- Weedtail includes an additional 5% marijuana tax (recreational and medical). The 1.5% distribution from the State is also included in this category. While the State distribution is only due on recreational sales, the majority of weedtail sales are recreational and the distribution has been applied to the entire sector.
- Report assumptions include: applying tax specific to a sector to the entire sector, as well as assuming the same tax base across the State, County, and Town taxes due. As a result, the numbers indicated above are a rough picture of taxes due to the Town and not an exact representation. Additionally, the data is representative of taxes due to the Town and not necessarily taxes collected year to date.

The Tax Basics: Retail Sales Sector Analysis



Retail: In-Town						
	2019	2021	2022	2023	% change from PY	% change from '21
Jan	\$13,860,469	\$14,070,779	\$18,204,678	\$19,127,175	5.07%	35.94%
Feb	\$13,746,839	\$14,969,471	\$19,528,272	\$19,065,385	-2.37%	27.36%
Mar	\$16,900,890	\$17,816,402	\$21,854,939	\$22,241,006	1.77%	24.83%
Apr	\$5,467,223	\$7,655,565	\$8,019,288	\$8,050,188	0.39%	5.15%
May	\$2,935,796	\$4,165,067	\$3,832,298	\$3,866,176	0.88%	-7.18%
June	\$5,597,579	\$8,285,404	\$7,387,981	\$7,089,007	-4.05%	-14.44%
July	\$9,130,328	\$12,125,904	\$11,598,821	\$11,432,885	-1.43%	-5.72%
Aug	\$7,903,256	\$9,485,415	\$9,135,961	\$8,979,611	-1.71%	-5.33%
Sep	\$6,323,517	\$7,844,155	\$8,120,998	\$7,879,177	-2.98%	0.45%
Oct	\$4,201,719	\$6,426,498	\$6,769,123	\$7,143,103	5.52%	11.15%
Nov	\$6,417,661	\$8,598,590	\$7,954,084	\$0	n/a	n/a
Dec	\$16,456,906	\$21,081,287	\$20,710,193	\$0	n/a	n/a
YTD	\$86,067,616	\$102,844,660	\$114,452,359	\$114,873,714	0.37%	11.70%
Total	\$108,942,183	\$132,524,537	\$143,116,636	\$114,873,714		



Retail: Out-of-Town						
	2019	2021	2022	2023	% change	% change
Jan	\$5,743,986	\$4,253,183	\$6,120,772	\$6,046,904	-1.21%	42.17%
Feb	\$3,620,496	\$4,288,630	\$5,246,737	\$5,994,590	14.25%	39.78%
Mar	\$4,778,924	\$8,101,068	\$9,329,438	\$9,318,271	-0.12%	15.03%
Apr	\$3,232,289	\$6,280,000	\$6,372,900	\$6,245,696	-2.00%	-0.55%
May	\$3,344,204	\$5,830,145	\$5,295,343	\$5,490,446	3.68%	-5.83%
June	\$5,191,800	\$8,731,143	\$8,952,902	\$9,134,646	2.03%	4.62%
July	\$3,688,871	\$6,099,423	\$6,344,892	\$6,385,765	0.64%	4.69%
Aug	\$4,140,238	\$15,147,501	\$6,794,400	\$6,248,326	-8.04%	-58.75%
Sep	\$6,708,104	\$8,925,186	\$11,668,495	\$10,028,992	-14.05%	12.37%
Oct	\$3,971,294	\$5,359,872	\$8,396,111	\$5,756,512	-31.44%	7.40%
Nov	\$4,557,068	\$6,777,882	\$7,662,818	\$0	n/a	n/a
Dec	\$9,391,371	\$11,311,521	\$12,974,996	\$0	n/a	n/a
YTD	\$44,420,206	\$73,016,151	\$74,521,991	\$70,650,148	-5.20%	-3.24%
Total	\$58,368,645	\$91,105,554	\$95,159,805	\$70,650,148		



New Items of Note:

- Starting in March 2019, the Finance Department has split the Retail sector into two categories, In-Town Retail sales and Out-of-Town Retail sales. In-Town Retail sales comprise businesses that are in Town limits, the sector had an overall increase of 5.52% in October 2023 as compared to 2022. The Out-of-Town Retail Sales had a overall decrease in sales of 31.44% for October 2023 compared to 2022.

NOVEMBER
ALL FUNDS
REVENUE AND EXPENDITURE SUMMARY
INCLUDES TRANSFERS AND FULL APPROPRIATIONS OF FUND BALANCES

	BUDGET FY23	YTD			VARIANCE EXPLANATION
		ACTUAL FY23 YTD	BUDGET FY23 YTD	ACTUAL vs BUDGET FY23 YTD	
FUND BALANCE, JANUARY 1, 2023	\$ 255,492,157	\$ 255,492,157	\$ 255,492,157		
REVENUE SUMMARY					
GENERAL GOVERNMENT (GF)	\$ 143,000	\$ 73,988	\$ 131,076	\$ (57,088)	
EXECUTIVE MANAGEMENT (GF)	\$ 1,425,442	\$ 1,173,089	\$ 1,306,608	\$ (133,519)	
MISCELLANEOUS (GF)	\$ 22,440,839	\$ 21,254,664	\$ 20,574,119	\$ 680,545	BUDGET PHASING NICOTINE TAX FAVORABLE PROPERTY TAX: \$307K; INVESTMENT INCOME \$610K
FINANCE (GF)	\$ 33,000	\$ 15,310	\$ 30,250	\$ (14,940)	
PUBLIC SAFETY (GF)	\$ 81,350	\$ 58,429	\$ 78,145	\$ (19,716)	
COMMUNITY DEVELOPMENT (GF)	\$ 1,102,253	\$ 1,206,785	\$ 1,035,863	\$ 170,922	
PUBLIC WORKS (GF)	\$ 797,316	\$ 1,063,324	\$ 757,453	\$ 305,871	BEAR PROOF TRASH CANS GRANT: \$159K; INSURANCE RECOVERIES: \$122K INCREASED PARTICIPATION
RECREATION (GF)	\$ 3,755,984	\$ 4,494,194	\$ 3,438,205	\$ 1,055,989	FAVORABLE INVESTMENT INCOME: \$1.6M; HOUSING ALLOCATION: \$120K. CRCA (\$985K) DELAYED
UTILITY FUND	\$ 9,813,588	\$ 10,479,008	\$ 9,077,755	\$ 1,401,253	FAVORABLE ACCOMMODATION TAX FAVORABLE GREEN FEES: \$754K; INVESTMENT INCOME: \$282K
CAPITAL FUND	\$ 11,674,712	\$ 14,346,606	\$ 10,790,249	\$ 3,556,357	FAVORABLE ACCOMMODATION TAX FAVORABLE GREEN FEES: \$754K; INVESTMENT INCOME: \$282K
MARKETING FUND	\$ 4,588,917	\$ 4,894,411	\$ 4,206,345	\$ 688,066	FAVORABLE SALES TAX: \$2.3M, RETT: \$254K
GOLF COURSE FUND	\$ 3,875,671	\$ 4,302,926	\$ 3,769,735	\$ 533,191	\$338K SUPPLEMENTAL APPROPRIATION REQUESTED: EXCISE FUND TRANSFER FAVORABLE SALES TAX: \$411K; INVESTMENT INCOME: \$265K
EXCISE TAX FUND	\$ 48,783,990	\$ 45,454,325	\$ 41,863,881	\$ 3,590,444	REDUCED GRANT REVENUE - BUSES
HOUSING FUND	\$ 27,489,969	\$ 27,093,112	\$ 23,060,674	\$ 4,032,438	TRANSFER FROM OPEN SACE \$100K
OPEN SPACE ACQUISITION FUND	\$ 3,609,967	\$ 4,238,438	\$ 3,272,335	\$ 966,103	
CONSERVATION TRUST FUND	\$ 55,000	\$ 50,413	\$ 41,250	\$ 9,163	
GARAGE SERVICES FUND	\$ 7,105,991	\$ 6,617,842	\$ 6,722,471	\$ (104,629)	
INFORMATION TECHNOLOGY FUND	\$ 1,661,777	\$ 1,556,275	\$ 1,523,236	\$ 33,039	
FACILITIES MAINTENANCE FUND	\$ 1,117,311	\$ 1,169,048	\$ 1,024,133	\$ 144,915	
SPECIAL PROJECTS FUND	\$ 4,741,263	\$ 4,484,869	\$ 4,345,979	\$ 138,890	
MARIJUANA FUND	\$ 650,000	\$ 515,432	\$ 582,491	\$ (67,059)	
CEMETERY FUND	\$ 15,605	\$ 35,329	\$ 14,300	\$ 21,029	
CHILD CARE FUND	\$ 2,034,000	\$ 2,116,599	\$ 1,869,434	\$ 247,165	BGV CONTRIBUTION: \$100K; INVESTMENT INCOME: \$127K
PARKING & TRANSPORTATION FUND	\$ 8,380,158	\$ 10,032,779	\$ 7,496,654	\$ 2,536,125	FAVORABLE PARKING AND CITATIONS: \$1.3M; LIFT TICKET TAX: \$663K FAVORABLE STOP LOSS: EMPLOYEE PAID PREMIUMS SHORT \$220K
HEALTH BENEFITS FUND	\$ 5,235,498	\$ 4,881,604	\$ 4,803,389	\$ 78,215	CDOT E-BIKE GRANT SHORT REVENUE REDUCED LICENSE RENEWALS; 2022 AUDIT ADJUSTMENT
SUSTAINABILITY FUND	\$ 2,927,921	\$ 2,754,748	\$ 2,681,037	\$ 73,711	
ACCOMMODATION UNIT COMPLIANCE FUND	\$ 7,720,004	\$ 10,665,319	\$ 7,720,004	\$ 2,945,315	
TOTAL REVENUES	\$ 181,260,527	\$ 185,028,866	\$ 162,217,071	\$ 22,811,795	
EXPENDITURES BY CATEGORY					
PERSONNEL	\$ 35,554,395	\$ 29,933,827	\$ 32,127,519	\$ 2,193,692	
MATERIALS & SUPPLIES	\$ 3,699,489	\$ 3,620,109	\$ 3,386,736	\$ (233,373)	
CHARGES FOR SERVICES	\$ 35,549,757	\$ 30,554,703	\$ 32,521,548	\$ 1,966,845	
MINOR CAPITAL	\$ 64,438,508	\$ 45,968,229	\$ 52,820,092	\$ 6,851,863	
FIXED CHARGES	\$ 711,219	\$ 953,212	\$ 700,800	\$ (252,412)	
DEBT SERVICES	\$ 7,301,112	\$ 6,521,264	\$ 4,817,526	\$ (1,703,738)	
GRANTS/CONTINGENCIES	\$ 4,408,851	\$ 4,235,892	\$ 4,103,205	\$ (132,687)	
ALLOCATION	\$ 6,963,699	\$ 6,383,391	\$ 6,383,135	\$ (256)	
TRANSFERS	\$ 57,091,727	\$ 52,705,681	\$ 52,318,624	\$ (387,057)	
TOTAL EXPENDITURES BY CATEGORY	\$ 215,718,757	\$ 180,876,308	\$ 189,179,185	\$ 8,302,877	
EXPENDITURES BY PROGRAM					
GENERAL GOVERNMENT (GF)	\$ 954,099	\$ 798,831	\$ 880,709	\$ 81,878	
EXECUTIVE MANAGEMENT (GF)	\$ 4,627,259	\$ 3,978,802	\$ 4,200,295	\$ 221,493	
MISCELLANEOUS (GF)	\$ 903,623	\$ 757,647	\$ 468,435	\$ (289,212)	
FINANCE (GF)	\$ 1,473,373	\$ 1,176,739	\$ 1,349,121	\$ 172,382	
PUBLIC SAFETY (GF)	\$ 5,090,492	\$ 4,263,738	\$ 4,735,913	\$ 472,175	
COMMUNITY DEVELOPMENT (GF)	\$ 2,272,231	\$ 1,908,444	\$ 2,100,705	\$ 192,261	
PUBLIC WORKS (GF)	\$ 10,709,357	\$ 8,372,613	\$ 9,855,379	\$ 1,482,766	
RECREATION (GF)	\$ 8,357,035	\$ 7,002,772	\$ 7,595,057	\$ 592,285	
UTILITY FUND	\$ 11,357,465	\$ 8,424,666	\$ 10,844,287	\$ 2,419,621	
CAPITAL FUND	\$ 26,533,443	\$ 14,035,089	\$ 20,369,648	\$ 6,334,559	
MARKETING FUND	\$ 4,835,755	\$ 4,583,226	\$ 4,826,045	\$ 242,819	
GOLF COURSE FUND	\$ 3,583,097	\$ 3,508,230	\$ 3,362,552	\$ (145,678)	
EXCISE TAX FUND	\$ 43,168,076	\$ 40,480,123	\$ 39,922,678	\$ (57,445)	
HOUSING FUND	\$ 38,823,083	\$ 36,772,444	\$ 31,975,227	\$ (4,797,217)	
OPEN SPACE ACQUISITION FUND	\$ 6,386,881	\$ 5,299,098	\$ 6,170,081	\$ 870,983	
CONSERVATION TRUST FUND	\$ 55,000	\$ 50,417	\$ 50,413	\$ (4)	
GARAGE SERVICES FUND	\$ 6,894,972	\$ 5,280,842	\$ 6,536,048	\$ 1,255,206	
INFORMATION TECHNOLOGY FUND	\$ 1,535,003	\$ 1,100,071	\$ 1,406,499	\$ 306,428	
FACILITIES MAINTENANCE FUND	\$ 821,976	\$ 616,160	\$ 753,770	\$ 137,610	
SPECIAL PROJECTS FUND	\$ 4,819,763	\$ 4,696,143	\$ 4,508,366	\$ (187,777)	
MARIJUANA FUND	\$ 909,292	\$ 774,998	\$ 836,643	\$ 61,645	
CEMETERY FUND	\$ 18,586	\$ 79	\$ 17,048	\$ 16,969	
CHILD CARE FUND	\$ 1,904,644	\$ 581,659	\$ 1,752,986	\$ 1,171,327	
PARKING & TRANSPORTATION FUND	\$ 14,587,778	\$ 13,160,592	\$ 11,473,557	\$ (1,687,035)	
HEALTH BENEFITS FUND	\$ 5,250,000	\$ 4,515,971	\$ 4,145,148	\$ (370,823)	
SUSTAINABILITY FUND	\$ 2,927,776	\$ 2,410,236	\$ 2,686,884	\$ 276,648	
ACCOMMODATION UNIT COMPLIANCE FUND	\$ 6,918,698	\$ 6,326,677	\$ 6,355,691	\$ 29,014	
TOTAL EXPENDITURES BY PROGRAM	\$ 215,718,757	\$ 180,876,308	\$ 189,179,185	\$ 8,302,877	
PROJECTED FUND BALANCE DECEMBER 31, 2022	\$ 221,033,927	\$ 259,644,714	\$ 228,530,043		
RESTRICTIONS	\$ 161,367,486	\$ 161,367,486	\$ 161,367,486		
NET FUND BALANCE	\$ 59,666,441	\$ 98,277,228	\$ 67,162,557	\$ 31,114,672	
FYFE FTE	214.32	199.88	214.32	14.44	

2023 BUDGET WALKTHROUGH
REVENUE AND EXPENDITURE SUMMARY
INCLUDES TRANSFERS AND FULL APPROPRIATIONS OF FUND BALANCES

	NOVEMBER BUDGET RETREAT	BUDGET CHANGES	NOVEMBER BUDGET RESOLUTION	FEBRUARY BUDGET APPROPRIATION	REVISED 2023 BUDGET	JULY BUDGET APPROPRIATION	REVISED 2023 BUDGET	DEC BUDGET APPROPRIATION	REVISED 2023 BUDGET
FUND BALANCE, JANUARY 1, 2023	\$ 259,179,822	\$ (15,744,520)	\$ 243,435,302	\$ -	\$ 253,807,962	\$ -	\$ 253,807,962	\$ -	\$ 253,807,962
REVENUE BY FUND									
GENERAL FUND	\$ 29,779,984	\$ -	\$ 29,779,984	\$ -	\$ 29,779,984	\$ (800)	\$ 29,779,184	\$ -	\$ 29,779,184
UTILITY FUND	\$ 16,274,088	\$ -	\$ 16,274,088	\$ (549,193)	\$ 15,724,895	\$ (5,911,307)	\$ 9,813,588	\$ -	\$ 9,813,588
CAPITAL FUND	\$ 16,230,000	\$ -	\$ 16,230,000	\$ (4,554,488)	\$ 11,675,512	\$ (800)	\$ 11,674,712	\$ -	\$ 11,674,712
MARKETING FUND	\$ 4,588,917	\$ -	\$ 4,588,917	\$ -	\$ 4,588,917	\$ -	\$ 4,588,917	\$ -	\$ 4,588,917
GOLF COURSE FUND	\$ 3,875,671	\$ -	\$ 3,875,671	\$ -	\$ 3,875,671	\$ -	\$ 3,875,671	\$ -	\$ 3,875,671
EXCISE TAX FUND	\$ 45,383,990	\$ -	\$ 45,383,990	\$ 3,015,000	\$ 48,398,990	\$ 385,000	\$ 48,783,990	\$ -	\$ 48,783,990
HOUSING FUND	\$ 16,764,273	\$ 8,362,188	\$ 25,126,461	\$ 2,025,316	\$ 27,151,777	\$ -	\$ 27,151,777	\$ 338,192	\$ 27,489,969
OPEN SPACE ACQUISITION FUND	\$ 3,609,967	\$ -	\$ 3,609,967	\$ -	\$ 3,609,967	\$ -	\$ 3,609,967	\$ -	\$ 3,609,967
CONSERVATION TRUST FUND	\$ 55,000	\$ -	\$ 55,000	\$ -	\$ 55,000	\$ -	\$ 55,000	\$ -	\$ 55,000
GARAGE SERVICES FUND	\$ 7,105,991	\$ -	\$ 7,105,991	\$ -	\$ 7,105,991	\$ -	\$ 7,105,991	\$ -	\$ 7,105,991
INFORMATION TECHNOLOGY FUND	\$ 1,661,777	\$ (599)	\$ 1,661,178	\$ 599	\$ 1,661,777	\$ -	\$ 1,661,777	\$ -	\$ 1,661,777
FACILITIES MAINTENANCE FUND	\$ 939,058	\$ -	\$ 939,058	\$ 178,253	\$ 1,117,311	\$ -	\$ 1,117,311	\$ -	\$ 1,117,311
SPECIAL PROJECTS FUND	\$ 3,595,000	\$ -	\$ 3,595,000	\$ 1,146,263	\$ 4,741,263	\$ -	\$ 4,741,263	\$ -	\$ 4,741,263
MARIJUANA FUND	\$ 650,000	\$ -	\$ 650,000	\$ -	\$ 650,000	\$ -	\$ 650,000	\$ -	\$ 650,000
CEMETERY FUND	\$ 15,605	\$ -	\$ 15,605	\$ -	\$ 15,605	\$ -	\$ 15,605	\$ -	\$ 15,605
CHILD CARE FUND	\$ 1,974,000	\$ 60,000	\$ 2,034,000	\$ -	\$ 2,034,000	\$ -	\$ 2,034,000	\$ -	\$ 2,034,000
PARKING & TRANSPORTATION FUND	\$ 8,865,158	\$ -	\$ 8,865,158	\$ (485,000)	\$ 8,380,158	\$ -	\$ 8,380,158	\$ -	\$ 8,380,158
HEALTH BENEFITS FUND	\$ 5,279,675	\$ -	\$ 5,279,675	\$ (44,176)	\$ 5,235,499	\$ -	\$ 5,235,499	\$ -	\$ 5,235,499
SUSTAINABILITY FUND	\$ -	\$ -	\$ -	\$ 2,927,921	\$ 2,927,921	\$ -	\$ 2,927,921	\$ -	\$ 2,927,921
ACCOMMODATION UNIT COMPLIANCE FUND	\$ 7,353,612	\$ -	\$ 7,353,612	\$ 366,392	\$ 7,720,004	\$ -	\$ 7,720,004	\$ -	\$ 7,720,004
TOTAL REVENUE BY PROGRAM	\$ 174,001,766	\$ 8,421,589	\$ 182,423,355	\$ 4,026,887	\$ 186,450,242	\$ (5,527,907)	\$ 180,922,335	\$ 338,192	\$ 181,260,527
EXPENDITURES BY CATEGORY									
PERSONNEL	\$ 33,549,006	\$ -	\$ 33,549,006	\$ 1,255,389	\$ 34,804,395	\$ -	\$ 34,804,395	\$ 750,000	\$ 35,554,395
MATERIALS & SUPPLIES	\$ 3,649,489	\$ -	\$ 3,649,489	\$ -	\$ 3,649,489	\$ 250,000	\$ 3,899,489	\$ 50,000	\$ 3,949,489
CHARGES FOR SERVICES	\$ 28,090,918	\$ 2,293,200	\$ 30,384,118	\$ 4,286,628	\$ 34,670,746	\$ 58,011	\$ 34,728,757	\$ 821,000	\$ 35,549,757
MINOR CAPITAL	\$ 63,737,927	\$ (12,524,781)	\$ 51,213,146	\$ 3,196,665	\$ 54,409,811	\$ 6,344,448	\$ 60,754,259	\$ 3,434,249	\$ 64,188,508
FIXED CHARGES	\$ 801,442	\$ -	\$ 801,442	\$ (90,223)	\$ 711,219	\$ -	\$ 711,219	\$ -	\$ 711,219
DEBT SERVICES	\$ 9,418,493	\$ 750	\$ 9,419,243	\$ (2,118,131)	\$ 7,301,112	\$ -	\$ 7,301,112	\$ -	\$ 7,301,112
GRANTS/CONTINGENCIES	\$ 3,504,189	\$ -	\$ 3,504,189	\$ 204,662	\$ 3,708,851	\$ 600,000	\$ 4,308,851	\$ 100,000	\$ 4,408,851
ALLOCATION	\$ 6,807,830	\$ -	\$ 6,807,830	\$ 155,869	\$ 6,963,699	\$ -	\$ 6,963,699	\$ -	\$ 6,963,699
TRANSFERS	\$ 35,554,395	\$ 20,999,744	\$ 56,554,139	\$ 149,396	\$ 56,703,535	\$ 50,000	\$ 56,753,535	\$ 338,192	\$ 57,091,727
TOTAL EXPENDITURES BY CATEGORY	\$ 185,113,689	\$ 10,768,913	\$ 195,882,603	\$ 7,040,255	\$ 202,922,856	\$ 7,302,459	\$ 210,225,316	\$ 5,493,441	\$ 215,718,757
EXPENDITURES BY PROGRAM									
GENERAL FUND	\$ 32,501,216	\$ -	\$ 32,501,216	\$ 988,241	\$ 33,489,457	\$ 891,262	\$ 34,380,719	\$ -	\$ 34,380,719
UTILITY FUND	\$ 13,203,020	\$ -	\$ 13,203,020	\$ (1,845,555)	\$ 11,357,465	\$ -	\$ 11,357,465	\$ -	\$ 11,357,465
CAPITAL FUND	\$ 20,771,483	\$ -	\$ 20,771,483	\$ 5,549,012	\$ 26,320,495	\$ 212,948	\$ 26,533,443	\$ -	\$ 26,533,443
MARKETING FUND	\$ 4,835,755	\$ -	\$ 4,835,755	\$ -	\$ 4,835,755	\$ -	\$ 4,835,755	\$ -	\$ 4,835,755
GOLF COURSE FUND	\$ 3,268,503	\$ -	\$ 3,268,503	\$ 264,594	\$ 3,533,097	\$ -	\$ 3,533,097	\$ 50,000	\$ 3,583,097
EXCISE TAX FUND	\$ 36,500,775	\$ 8,362,188	\$ 44,862,963	\$ (2,033,079)	\$ 42,829,884	\$ -	\$ 42,829,884	\$ 338,192	\$ 43,168,076
HOUSING FUND	\$ 43,941,076	\$ (10,216,968)	\$ 33,724,108	\$ 1,354,726	\$ 35,078,834	\$ 10,000	\$ 35,088,834	\$ 3,734,249	\$ 38,823,083
OPEN SPACE ACQUISITION FUND	\$ 2,672,155	\$ -	\$ 2,672,155	\$ 52,226	\$ 2,724,381	\$ 3,669,250	\$ 6,393,631	\$ -	\$ 6,393,631
CONSERVATION TRUST FUND	\$ 55,000	\$ -	\$ 55,000	\$ -	\$ 55,000	\$ -	\$ 55,000	\$ -	\$ 55,000
GARAGE SERVICES FUND	\$ 4,339,486	\$ -	\$ 4,339,486	\$ 36,486	\$ 4,375,972	\$ 2,519,000	\$ 6,894,972	\$ -	\$ 6,894,972
INFORMATION TECHNOLOGY FUND	\$ 1,521,454	\$ -	\$ 1,521,454	\$ 13,549	\$ 1,535,003	\$ -	\$ 1,535,003	\$ -	\$ 1,535,003
FACILITIES MAINTENANCE FUND	\$ 818,164	\$ -	\$ 818,164	\$ 3,812	\$ 821,976	\$ -	\$ 821,976	\$ -	\$ 821,976
SPECIAL PROJECTS FUND	\$ 3,540,000	\$ 12,500	\$ 3,552,500	\$ 1,146,263	\$ 4,698,763	\$ -	\$ 4,698,763	\$ 121,000	\$ 4,819,763
MARIJUANA FUND	\$ 908,311	\$ -	\$ 908,311	\$ 981	\$ 909,292	\$ -	\$ 909,292	\$ -	\$ 909,292
CEMETERY FUND	\$ 18,500	\$ -	\$ 18,500	\$ 86	\$ 18,586	\$ -	\$ 18,586	\$ -	\$ 18,586
CHILD CARE FUND	\$ 1,924,843	\$ (26,364)	\$ 1,898,479	\$ 6,165	\$ 1,904,644	\$ -	\$ 1,904,644	\$ -	\$ 1,904,644
PARKING & TRANSPORTATION FUND	\$ 15,077,892	\$ -	\$ 15,077,892	\$ (990,114)	\$ 14,087,778	\$ -	\$ 14,087,778	\$ 500,000	\$ 14,587,778
HEALTH BENEFITS FUND	\$ 4,500,000	\$ -	\$ 4,500,000	\$ -	\$ 4,500,000	\$ -	\$ 4,500,000	\$ 750,000	\$ 5,250,000
SUSTAINABILITY FUND	\$ -	\$ -	\$ -	\$ 2,927,776	\$ 2,927,776	\$ -	\$ 2,927,776	\$ -	\$ 2,927,776
ACCOMMODATION UNIT COMPLIANCE FUND	\$ 7,353,612	\$ -	\$ 7,353,612	\$ (434,914)	\$ 6,918,698	\$ -	\$ 6,918,698	\$ -	\$ 6,918,698
TOTAL EXPENDITURES BY PROGRAM	\$ 197,751,245	\$ (1,868,644)	\$ 195,882,601	\$ 7,040,255	\$ 202,922,856	\$ 7,302,460	\$ 210,225,316	\$ 5,493,441	\$ 215,718,757
PROJECTED FUND BALANCE DECEMBER 31, 2023	\$ 235,430,343	\$ (18,091,844)	\$ 229,976,056	\$ (3,013,368)	\$ 237,335,348	\$ (12,830,367)	\$ 224,504,981	\$ (5,155,249)	\$ 219,349,732
RESTRICTIONS	\$ 162,534,319	\$ (7,867,270)	\$ 154,667,049	\$ 6,700,437	\$ 161,367,486	\$ -	\$ 161,367,486	\$ (3,396,057)	\$ 157,971,429
NET FUND BALANCE	\$ 72,896,024	\$ (10,224,574)	\$ 75,309,007	\$ (9,713,805)	\$ 75,967,862	\$ (12,830,367)	\$ 63,137,495	\$ (1,759,192)	\$ 61,378,303
FTYR FTE	214.32	0	214.32	0	214.32	0	214.32	0	214.32

Memo

To: Town Council
From: Mack Russo, Community Outreach & Engagement Liaison
Subject: Request for Approval: Equity Blueprint Publication
Date: December 29, 2023 (for January 9, 2024 Work Session)

With strong support from the Breckenridge Social Equity Advisory Commission (BSEAC), staff seeks Town Council's review and approval of the attached Equity Blueprint for the Town of Breckenridge.

The BSEAC, established in 2020, developed the Equity Blueprint to serve as a comprehensive, long-term plan with the goal of eliminating barriers related to racial and social inequities to foster a more equitable community. The Blueprint is the culmination of work by the Equity Project, BSEAC commissioners, and Town staff, and has evolved based on the commission's experiences and insights gained over the past three years. As the work is ongoing, it's noteworthy to highlight that the Commission has already made significant progress towards the goals outlined in the Blueprint, showcasing a dedicated commitment to fostering positive change in the community.

These latest edits, comprising a land use acknowledgment, an introduction summarizing the commission's ongoing efforts, and a terminology page for standardized language, are crucial additions to the initial blueprint. It is important to note that each iteration of the Blueprint preceding these updates was considered a draft, reflecting the evolving nature of this comprehensive document. The recent incorporation of metrics and a community impact section further signifies the dynamic and iterative nature of the Equity Blueprint, showcasing ongoing refinement and responsiveness to community needs.

The BSEAC developed the **External: Community & Partnerships** portion of the Equity Blueprint. The commission has continually adjusted its goals and strategies to promote a more inclusive and collaborative community, aiming to overcome repetitive patterns and silos in their work. Notable successful initiatives include organizing a Town Pride event- 10 Mile Pride in June- recognizing opportunities to highlight diversity, equity, and inclusion through proclamations and educational videos, working with Town housing staff to remove barriers for Spanish-speaking community members in accessing Town's housing programs, and securing translator devices for Town facilities.

The BSEAC's overarching goals are:

- **Celebrating Diversity:** The Breckenridge Social Equity Advisory Commission will celebrate our broad community culture to increase awareness, understanding, and recognition of diverse cultures, perspectives, and lived experiences.
- **Community Influence and Education:** The Breckenridge Social Equity Advisory Commission will facilitate and amplify racial and social equity educational opportunities and collaborations to encourage actions that advance equity and inclusion in our community.
- **Community Outreach and Engagement:** The Breckenridge Social Equity Advisory Commission will connect with, involve, and inform our diverse community in meaningful ways to build relationships, foster collaboration, and address community needs and interests related to racial and social equity.
- **Immigration Rights and Advocacy:** The Breckenridge Social Equity Advisory Commission will make Town programs, resources, and services more equitable in serving our immigrant community members, as well as advocate for these community members with other organizations and businesses.

- **Civic Engagement:** The Breckenridge Social Equity Advisory Commission will equip, educate, and create systems for community members to engage in decision-making for fairness, justice, and the well-being of all individuals, especially the historically marginalized.

The Town established an internal Diversity, Equity, and Inclusion (DEI) committee in June of 2023 to help develop the **Organizational: People, Policy & Practice** goals in the Blueprint. This committee is comprised of thirteen Town staff members from various departments, who voluntarily joined due to their personal experiences, backgrounds, and interest in equity. This committee has applied strategies similar to those of the BSEAC to the organizational section of the Blueprint. In their revision, they aligned Blueprint goals with the Town's Core Values and emphasized influencing community partners and encouraging equitable practices throughout Town of Breckenridge as an organization.

Their goals include:

- **Commitment to Diversity and Inclusivity:** The Town of Breckenridge is committed to fostering an inclusive and respectful work environment that celebrates the unique contributions of all employees, promoting unity and appreciation for every staff member, regardless of their background.
- **Commitment to Community:** The Town of Breckenridge strives to foster a strong sense of community through trust, inclusivity, active partnership seeking, and collaboration with community members and organizations dedicated to breaking down barriers and creating opportunities for all residents to thrive.
- **Development of DEI Strategic Plan:** The Town of Breckenridge will develop and implement a comprehensive diversity, equity, and inclusion (DEI) strategic plan, ensuring that all town committees actively prioritize diversity and equity in their decision-making processes, representation, and outreach efforts.
- **Leadership Commitment and Training:** The Town of Breckenridge aims to cultivate inclusive leadership by offering comprehensive training programs to leadership and all staff, enhancing their equity awareness.
- **Recruitment and Retention:** The Town of Breckenridge is committed to identifying and addressing specific departmental barriers that may unknowingly hinder recruitment and retention of underrepresented populations to enhance workforce diversity.

Staff are creating an awareness campaign to promote the release of the Equity Blueprint upon its approval by Town Council, which will highlight the ongoing work of the BSEAC and the Town. There are also plans to collaborate with external organizations to enhance the effectiveness of the Equity Blueprint.

Staff seek Council approval for the publication of the Equity Blueprint, and we welcome any feedback, changes, or additions you have. Your insights are crucial as we present this Blueprint to the public, serving as evidence and an outline of the roadmap guiding our equity initiatives.

Staff will be available at the January 9th work session to answer any questions.



TOWN OF
BRECKENRIDGE

EQUITY BLUEPRINT

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STATEMENT OF PURPOSE

Striving for racial and social equity for all by
removing barriers and facilitating opportunities
to thrive

LAND ACKNOWLEDGEMENT

The Town of Breckenridge acknowledges that our community resides on the traditional and unceded territories of the Ute tribe. We recognize the enduring relationship that Indigenous peoples have maintained with this land for countless generations.

Furthermore, we acknowledge the 48 contemporary Indigenous Tribes and Nations that have historically called Colorado home, as outlined in the [Colorado Tribal Acknowledgement List](#). This recognition is an essential step towards honoring the rich cultural heritage that has shaped the region.

We pay our respects to Elders past, present, and future, and express gratitude to all those who have stewarded the land, air, and water for generations. Honoring the diverse stories of all people connected to this place—be they good or bad, simple or complex, inspiring or contemptible—we commit to understanding the inequities of our past and strive for a more inclusive and equitable future, where the voices and experiences of all community members are valued and respected.

INTRODUCTION

Following the nationwide racial unrest sparked by the murder of George Floyd, and magnified by the COVID-19 pandemic, the Town of Breckenridge grappled with how to address its own community disparities. Since then, the Town has been actively engaged in multiple equity initiatives, including the creation of this Equity Blueprint. This plan is a culmination of the Town’s collective work and commitment to fostering diversity, equity, and inclusion within our community and beyond.

In collaboration with The Equity Project, led by Dr. Dwinita Mosby Tyler and Monica Williams, the Town began its equity journey by laying the groundwork for this Blueprint. The Equity Project conducted an organizational assessment, and from there, the Town established its foundation for equity work. This collaborative effort led to the creation of the Breckenridge Social Equity Advisory Commission (BSEAC) in June 2020, and the introduction of tools such as the Equity Lens, designed to foster conscious consideration of equity in Town-wide decision-making processes.

INTRODUCTION

The Breckenridge Social Equity Advisory Committee (BSEAC) plays a crucial role in promoting racial and social justice. The nine commissioners consist of community members with diverse backgrounds, expertise, and lived experiences. The commission's core responsibilities include advising the Town Council on equity priorities, championing and advancing equitable policies, programs, and events, enhancing accessibility, and creating a safe and welcoming environment for a more inclusive Breckenridge. The BSEAC developed the community-driven External: Community & Partnerships goals in the Equity Blueprint.

In 2023, to further equity efforts, the internal Diversity, Equity, and Inclusion (DEI) committee was formed. This committee, consisting of town staff from various levels and departments, developed the Organizational: People, Policy & Practice goals included in the Equity Blueprint. This committee works in partnership with BSEAC to address staff needs, reform internal policies and procedures, and ensure DEI principles are integrated into the Town's organizational culture.

The Equity Blueprint serves as a roadmap with key deliverables and strategies aimed at dismantling barriers and cultivating opportunities for all community members. The Town's involvement in initiatives—such as a customized workshop on Deconstructing Equity—demonstrates the Town's commitment to narrowing the divide between the current and desired future state of diversity, equity, and inclusion in the community.

INTRODUCTION

With this Equity Blueprint, the Town acknowledges the importance of measuring progress to maintain accountability. The Town is further committed to transparency in its progress of addressing inequities and will present an annual performance review via a community impact report while also providing regular updates during monthly Breckenridge Social Equity Advisory Committee (BSEAC) meetings. Further, Town staff will conduct a mid-year internal review each June and an annual review to celebrate achievements and pinpoint areas for enhancement in the Town's ongoing pursuit of racial and social equity.

The evaluation process will include quantitative and qualitative assessments, drawing on insights from equity training evaluations and Town and County surveys. The Town will continue to actively seek input from the community to gain a deeper understanding of areas for improvement and evaluate the effectiveness of programs and projects. Periodically, adjustments to the Blueprint's goals and tactics will be made to ensure the tool is truly reflective of the evolving community's needs.

INTRODUCTION

We are publishing the Equity Blueprint to share our strategic plan with the community and partner organizations, many of whom are already making significant strides in advancing equity. In the interest of transparency and accessibility, progress that occurs between annual reports will be communicated periodically through Town Council memos, documents included in Breckenridge Social Equity Advisory Committee (BSEAC) meeting packets, social media posts, and via the Town’s website. This proactive approach ensures that the public remains well-informed about the ongoing progress of the Equity Blueprint.



ORGANIZATION: PEOPLE, POLICY & PRACTICE

MEET OUR DIVERSITY,
EQUITY & INCLUSION
(DEI) COMMITTEE
MEMBERS

Anne Lowe, Open Space & Trails Manager

Bela Del Valle, Accommodations Compliance Program Manager

Brian Backes, Facilities Asst Manager

Dana Laverdiere, Director of Human Resources

Darci Henning, Housing Specialist

Hayden van Andel, Sustainable Materials Management Coordinator

Kyle Flowers, Senior Parks Operator

Mack Russo, Community Outreach and Engagement Liaison

Maddy Norgard, Municipal Court Administrator

Pam Ness, Revenue Manager

Patricia Reyes, Recreation Manager

Shannon Haynes, Deputy Town Manager

TJ Reynolds, Water Operator

GOAL 1 COMMITMENT TO DIVERSITY & INCLUSIVITY



The Town of Breckenridge is committed to fostering an inclusive and respectful work environment that celebrates the unique contributions of all employees, promoting unity and appreciation for every staff member, regardless of their background.

TACTICS

- Increase strategic use of interpretation and translation services.
- Facilitate language classes for employees wanting to learn Spanish or English.
- Provide opportunities for staff to engage in meaningful conversations about diversity, equity, and inclusion (DEI) topics.
- Build components that foster inclusive behaviors, clearly defining what inclusivity entails and disseminating this understanding throughout the organization. Additionally, acknowledge and celebrate the ways in which diverse viewpoints and perspectives are embraced.
- Leverage the DEI Committee to ensure equity is embedded in policies, strategies, and Town of Breckenridge initiatives.
- Improve community engagement in DEI discussions and initiatives by regularly providing updates on the DEI Committee. This includes featuring DEI employee recognition that spotlights individuals from diverse backgrounds and their contributions to the community in the town-wide newsletter.

METRICS

- Track number of engagement opportunities, staff participation and conversation topics.
- Track the number of nominations and recipients of the DEI employee recognition.
- Assess the success of a language course by measuring participation rates and conducting post-program surveys to gauge increased employee competency in communication.

GOAL 2 COMMITMENT TO COMMUNITY



The Town of Breckenridge strives to foster a strong sense of community through trust, inclusivity, active partnership seeking, and collaboration with community members and organizations dedicated to breaking down barriers and creating opportunities for all residents to thrive.

TACTICS

- Identify organizations and community members interested in partnership and work together to establish ways we can collaborate.
- Leverage Diversity, Equity, and Inclusion (DEI) committee members in outreach and engagement within the community.
- Promote accessible community engagement through town resources and community partners.
- Join and participate in Governing Alliances for Racial Equity (GARE) and other professional groups committed to advancing equity.

METRICS

- Track the number of projects and working group processes, effective integration of feedback into engagement processes.



GOAL 3 DEVELOPMENT OF A DEI STRATEGIC PLAN

The Town of Breckenridge will develop and implement a comprehensive diversity, equity, and inclusion (DEI) strategic plan, ensuring that all town committees actively prioritize diversity and equity in their decision-making processes, representation, and outreach efforts.

TACTICS

- Outline the policies and procedures that need to be updated or created to support diversity, equity, and inclusion (DEI) initiatives within internal committees.
- Provide introductory Equity Training to committees.
- Include committees progress toward DEI goals in the annual Equity Community Impact Report
- Improve communication through regular DEI updates in the town-wide newsletter to engage all staff in DEI discussions and initiatives.

METRICS

- Conduct regular surveys or assessments among employees to gauge their perceptions of inclusion and satisfaction with DEI efforts.

GOAL 4 LEADERSHIP COMMITMENT AND TRAINING

2023



The Town of Breckenridge aims to cultivate inclusive leadership by offering comprehensive training programs to leadership and all staff, enhancing their equity awareness.

EQUITY BLUEPRINT

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TACTICS

- Conduct diversity, equity, and inclusion (DEI) trainings, available in both English and Spanish, and integrate it into the New Employee Orientation.
- Encourage leaders to incorporate DEI principles into their employee reviews to actively promote these principles within their respective teams.
- Leverage the DEI Committee to organize Equity Teams responsible for leading implementation of the Equity Lens within their respective departments.
- In the Equity Training, use a “train-the-trainer” model to continue to build internal expertise.
- Provide training in communications and messaging about equity to appropriate staff.
- Encourage the Leadership Development Team to prioritize a project related to DEI within the Leadership Challenge Program. This project should challenge participants to create innovative solutions that address DEI issues within the local government.

METRICS

- Track number of trainings held number of participants and staff levels (e.g., managers) trained and participation rate.
- Conduct surveys to gather feedback from participants and assess their perception of the impact of the diversity-focused project on their leadership skills and awareness.
- Conduct pre/post training surveys



GOAL 5 RECRUITMENT & RETENTION

The Town of Breckenridge is committed to identifying and addressing specific departmental barriers that may unknowingly hinder recruitment and retention of underrepresented populations to enhance workforce diversity.

TACTICS

- Promote equity in outreach and recruitment processes and broaden outreach efforts through collaborations with institutions to attract a more diverse range of applicants.
- Make implicit bias and microaggression training mandatory for recruiters and hiring managers.
- Evaluate new and existing position descriptions to reduce barriers to access (e.g., higher education, English proficiency).
- Explore and implement compensation for language skills.

METRICS

- Track the diversity index within the workforce, measuring the representation of different demographics compared to the overall population of Breckenridge.
- Number of partnerships formed; Increase in diverse applicants and hires through community outreach efforts.



EXTERNAL: COMMUNITY & PARTNERSHIPS

MEET THE BRECKENRIDGE SOCIAL EQUITY ADVISORY COMMISSION



JORDAN BURNS
CHAIR



TAHJA GRIER
VICE CHAIR



CAROL SAADE
TOWN COUNCIL LIAISON



ELIANA CRABB



ISAURA CIRILLO



JOTWAN DANIELS



JUNE WALTERS



LAURIE MOROCO



SILVIA VICUNA

GOAL 1 CELEBRATING DIVERSITY



The Breckenridge Social Equity Advisory Commission will celebrate our broad community culture to increase awareness, understanding, and recognition of diverse cultures, perspectives, and lived experiences.

TACTICS

- Research and promote various events, holidays, and annual recognition dates that could play a role in celebrating diversity.
- Work with community partners and individuals to ensure any efforts to celebrate a culture, perspective, or lived experience includes representation from that community in the planning process.
- Work with non-profits, art organizations, business owners, other community partners, and town staff to create media highlighting diversity
- Utilize median banners to promote the Town's recognition of the broader community, as well as other media & forms of communication.
- Partner with other organizations on existing community events that celebrate diversity and align with the commission's values

METRICS

- Track number of events/ campaigns
- Track community involvement through attendance, social media, and other engagement



GOAL 2 COMMUNITY INFLUENCE & EDUCATION

The Breckenridge Social Equity Advisory Commission will facilitate and amplify racial and social equity educational opportunities and collaborations to encourage actions that advance equity and inclusion in our community.

TACTICS

- Collaborate with the Breckenridge Tourism Office (BTO) to offer educational resources and learning opportunities to businesses on the topics of diversity, equity, and inclusion, microaggressions, and recognizing implicit bias.
- Develop an equity resource landing page featuring instructional video content.
- Build partnerships with community organizations, non-profits and businesses to help them advance their equity impact and outreach.
- Launch public education campaigns using social media, flyers, and other mediums to spread awareness about racial and social equity issues.
- Help facilitate trainings and workshops for community partners and residents to effect a measurable change in equity and social practices.

METRICS

- Track participation and interaction within the community
- Track visits to the Breckenridge Social Equity Advisory Commission University page
- Utilize surveys, quizzes, or follow-up assessments to gauge the educational impact and influence on the community over time



GOAL 3 COMMUNITY OUTREACH & ENGAGEMENT

The Breckenridge Social Equity Advisory Commission will connect with, involve, and inform our diverse community in meaningful ways to build relationships, foster collaboration, and address community needs and interests related to racial and social equity.

TACTICS

- Identify how individuals and groups receive information and what are barriers to community engagement.
- Obtain community feedback and communicate how community engagement influenced decisions in the Breckenridge Social Equity Advisory Commission (BSEAC).
- Update and expand the BSEAC web page.
- Work with the Breckenridge Tourism Office (BTO) to incorporate BSEAC projects within their communications channels.
- Provide the community with information to assist individuals and businesses in understanding identified problems, opportunities and decisions.
- BSEAC members will join community organizations in an ongoing interactional process to increase equity through outreach and engagement strategies.

METRICS

- Track the number of people who attend community outreach events
- Track the number of people who provided feedback
- Track visits to the BSEAC website
- Track the participation of BSEAC members on community coalitions and committees

GOAL 4 IMMIGRATION RIGHTS & ADVOCACY

2023



The Breckenridge Social Equity Advisory Commission will make Town programs, resources, and services more equitable in serving our immigrant community members, as well as advocate for these community members with other organizations and businesses.

TACTICS

- Meet with immigrant community members and partner organizations that serve the immigrant community to better understand their needs and identify opportunities.
- Identify avenues for supporting community partner initiatives and existing programs.
- Evaluate and enhance the process, outreach, and translation efforts for the Town's programs, resources, and services, prioritizing housing, childcare, and recreation programs.
- Host an open house or listening session to engage with the immigrant community, gather feedback, provide information about Town programs, resources, and services, and foster trust.
- Collaborate with partner organizations and businesses to advocate rights and promote equity for the immigrant community.

METRICS

- Measure and report number of individuals and community partners actively participating in/ and or providing outreach events, leveraging resources, and establishing connections.
- Measure the level of active participation and influence in meetings and the subsequent policies affected for housing, childcare, and recreation programs.

GOAL 5 CIVIC ENGAGEMENT



The Breckenridge Social Equity Advisory Commission will equip, educate, and create systems for community members to engage in decision-making for fairness, justice, and the well-being of all individuals, especially the historically marginalized.

TACTICS

- Establish an engagement system that advises Town Council on action steps to advance equity goals.
- Organize and participate in community events to reach diverse community members and understand their concerns and ideas.
- Utilize different communication channels to keep the public informed and engaged on upcoming policies that could have an impact on racial and social equity.
- Develop and collaborate on educational learning opportunities to raise awareness of civic engagement and encourage involvement among community members.
- Educate community members on how to advocate for policy that promotes racial and social equity within the state and local governments, and the broader community.

METRICS

- Track total monetary value contributed to community partners towards the Breckenridge Social Equity Advisory Commission (BSEAC) grant fund.
- Track the number of policies and ordinances where our input has had an impact
- Track the number of individuals engaged

BRECKENRIDGE SOCIAL EQUITY ADVISORY COMMISSION ANNUAL REPORT

Community Impact Report 2023, *coming soon*



RESOURCES

TERMINOLOGY

When addressing racial and social equity, establishing a shared and consistent terminology is essential to ensure a common foundational understanding of the language employed in this context. The following terms are integral to the blueprint and crucial for advancing this important work.

Bias: Prejudice in favor of or against one thing, person, or group compared with another, usually in a way that's considered unfair.

Diversity: the presence of a wide variety of differences and similarities among people. These differences can encompass various aspects, including but not limited to race, ethnicity, gender, age, sexual orientation, socioeconomic status, physical abilities, religious beliefs, and cultural backgrounds.

Equity: concerned with achieving fairness and justice by addressing the specific needs of different individuals or groups. Unlike equality, which treats everyone the same, equity recognizes that people may start at different points and face varying barriers. It involves redistributing resources, support, or opportunities to ensure that all individuals have an equal chance of success.

TERMINOLOGY

Historically Marginalized: a community that has historically suffered from discrimination and has not had equal access to public or private economic benefits due to the race, ethnicity, gender, geography, language preference, immigrant or citizen status, sexual orientation, gender identity, socioeconomic status, or disability status of its members.

Implicit bias: Bias that occurs without awareness, often influenced by societal stereotypes or cultural conditioning.

Inclusion: is the practice of creating environments, systems, and policies that welcome and embrace diversity.

Microaggressions: Subtle, often unintentional, actions or comments that convey negative or derogatory messages about someone's race, gender, or other characteristics.

Racial equity: The fair and just treatment of all races, ensuring that historically marginalized groups have equal access to opportunities and resources.

Social Justice: A form of activism based on principles of equity and inclusion that encompasses a vision of society in which the distribution of resources is equitable, and all members are physically and psychologically safe and secure.

Underrepresented: Groups or individuals who are not adequately represented in a particular context, such as in education or employment.

ADDITIONAL RESOURCES

In crafting the equity blueprint and supporting principles for the town of Breckenridge's equity work, our staff has diligently leveraged supplementary resources beyond **the Equity Project**. These resources have played a pivotal role in shaping our approach and ensuring a comprehensive foundation for our equity initiatives.

[Government Alliance on Race & Equity \(GARE\)](#)

[International City/County Management Association](#)

[Race Forward](#)

[National Associations of Counties DEI Key Terms](#)

COMMISSIONER ACKNOWLEDGMENTS

We extend our gratitude to the commissioners- past and current, whose invaluable contributions were pivotal in shaping our equity blueprint. Your dedication and expertise have left an enduring impact on our mission.

Alexandria Carns

Andrew Brottman

Carol Saade, Town Council Liaison

Dick Carleton, Town Council Liaison

Eliana Crabb

Erin Gigiello, Town Council Liaison

Isaura Cirillo

Jason Smith

Jordan Burns

Jotwan Daniels

Joyce De La Torre

June Walters

Laurie Moroco

Silvia Vicuna

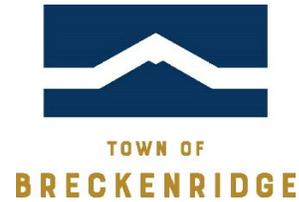
Tahja Grier

THANK YOU

Original Blueprint created by
THE EQUITY PROJECT

revised December 2023 by staff





Memo

To: Breckenridge Town Council
From: Ellie Muncy, Planner I
Date: December 28, 2023 (For January 9, 2024 Meeting)
Subject: Historic Sheds Work Session

At the September 5, 2023 Planning Commission meeting, during public comment, architect Janet Sutterley addressed the Commission with a concern that various sheds and secondary structures within the Historic District were not being properly maintained. She also believed that some structures were in danger of collapse. Staff followed up by inventorying 99 historic sheds and secondary structures in the Conservation District. Of these 99 structures, staff found 11 were poorly maintained, and 2 not maintained and in danger of imminent collapse. An [interactive map](#) with photos and property information has been created to track historic shed conditions throughout time.

Staff and Breckenridge History have discussed how they could be involved in assisting property owners that have secondary structures classified as poorly maintained or not maintained. Assistance could include providing technical advice and possibly grant funding to incentivize owners to take action to stabilize and repair their historic secondary structures. This assistance could be administered in part by Breckenridge History and supported by Town staff to guide owners through the Town's development review process.

Staff is supportive of an outside non-profit such as Breckenridge History assisting property owners. Although some property owners may initiate stabilization work on their own, we feel establishment of a grant program could entice property owners to take the steps necessary to stabilize and repair their secondary structures. Such a grant program would likely need to be funded by the Town. Staff would explore opportunities for outside funding such as from the State Historic Preservation Fund, but we do not have a high level of confidence that there will be much funding available for secondary structures.

Current Town Code only requires property owners to stabilize historic structures on locally landmarked properties (Code Section 9-11-7: Property Stabilization Required). Only 24% percent of the inventoried properties are landmarked. However, in inventorying the properties staff found that locally landmarked properties have secondary structures that are all in good condition. The biggest concerns we found were on properties that are not landmarked. One way to address this gap would be to extend the Property Stabilization requirements to all historic properties. Such code requirements, typically referred to as a "demolition by neglect ordinance", require property owners to maintain any historic structure or resource on their property to a point that it is structurally sound and not in danger of collapse. **Would the Town Council be interested in extending our property stabilization requirements to other historic properties in Town?**

When brought back to the Planning Commission during the November 21st meeting, the Planning Commission was appreciative of the map and felt it was important to work to protect these structures. They proposed ideas to raise awareness and entice owners to better maintain their secondary structures.

Staff will be available at the Town Council work session for discussion and has the following questions for Town Council.

Questions for Town Council

1. Does the Council support further pursuing the creation of a Town funded grant program, facilitated by Breckenridge History, to continue to maintain historic sheds and secondary structures?
2. Would the Town Council be interested in a work session regarding a broader demolition by neglect code (requiring stabilization of all historic structures)?



Memo

To: Town Council
 From: Clif Cross, Planner II
 Date: December 29, 2023 (for meeting of January 9, 2024)
 Subject: Worksession: Defensible Space Update; PL-2023-0378

The purpose of this work session is to continue to discuss the Defensible Space guidelines set forth by *Policy 22A: Landscaping* and *Policy 48A: Voluntary Defensible Space* of the Development Code. The Planning Commission previously held two worksessions on this topic June 20 and August 15 where staff discussed existing code in comparison to the guidance to the Firewise standards. The Commission requested staff review how the Town Code could be amended to align with the Firewise standards adopted by our community partners while preserving the visual buffers and scenic backdrops within the Town as a whole, but specifically the Downtown Core. Based on the Planning Commission’s direction, staff has amended the relevant sections of the two policies regarding Defensible Space below for consideration.

The proposed changes in both Policy 22A Landscaping and Policy 48A Voluntary Defensible Space are specifically on the guidance for implementing voluntary or involuntary defensible space on private property. There are no changes proposed to the procedural aspects completed by staff or when the implementation of defensible space is required by new construction or major remodels. The two policies are compared below.

Policy 22A: Landscaping	Policy 48A: Voluntary Defensible Space
Specific to Defensible Space, the intention of this policy is to create required wildfire mitigation for all new construction and for major remodels that affect the exterior of a structure. As a whole, the policy intends on ensuring the installation, maintenance, and protection of landscaped areas.	The intent of this policy is to allow landowners to voluntarily reduce fuels that can feed fire, create breaks around their structure, and encourage a diverse forest while preserving visual buffers to the greatest extent. Simply, this Policy provides guidance for landowners to protect life and property.

The proposed changes would 1) create a new zone one (0 – 5’) and 2) reorganize the existing zones to align with the distance measurements of the Firewise standards, and 3) create a new map for policy implementation within and outside of the Downtown Core. Between the two policies, the implementation guidance would be the same, but Policy 22A is only triggered for new construction and other major classified projects.

Staff has attached the entirety of Policy 22A and Policy 48A which includes Code not directly related to the discussions regarding the implementation of Defensible Space. The amended sections of the Policies are highlighted in red.

Town Council Discussion:

Staff would like to hear any questions, comments, or concerns from the Council members at this time on the proposed amendments to Policy 22A and Policy 48A.

Staff will be available at the worksession to answer any questions.

9-1-5: DEFINITIONS:

DOWNTOWN CORE: a delineated land area of the Town established by the Downtown Core Map located in Policy 22A and Policy 48A used to distinguish properties that require additional consideration of the site in regard to the implementation of Defensible Space.

9-1-19-22A: POLICY 22 (ABSOLUTE) LANDSCAPING:

A. General Statement: The town finds that it is in the public interest for all developments to maintain healthy trees and to provide landscape improvements for the purposes of: complementing the natural landscape and retaining the sense of a mountain environment; improving the general appearance of the community and enhancing its aesthetic appeal; preserving the economic base; improving the quality of life; delineating and separating use areas; increasing the safety, efficiency, and aesthetics of use areas and open space; screening and enhancing privacy; mitigating the adverse effects of climate, aspect, and elevations; conserving energy; abating erosion and stabilizing slopes; deadening sound; and preserving air and water quality.

To ensure that landscaping is provided and maintained, the following requirements for the installation, maintenance, and protection of landscaped areas must be met for every project for which a development permit is issued under this chapter.

B. Landscaping Requirements:

1. Each property shall provide a separation of uses, enhancement of privacy, and the protection of viewsheds from public rights-of-way as appropriate for each neighborhood. These requirements shall be met through existing vegetation, or with new landscaping providing adequate screening of the property as provided in this policy. The individual character of each neighborhood shall be considered by the Planning Commission in determining compliance with this requirement.
2. An unscreened industrial or commercial storage area shall be screened from view from adjacent public rights- of-way and adjacent properties by use of landscaping, berms, or a combination of landscaping and other features. Required screening shall be a minimum height of six feet (6').

3. When a parking lot and a public right-of-way are contiguous, a landscaped area a minimum of five feet (5') in width separating the parking lot from the right-of-way shall be provided to effectively screen the parking lot.
4. All planting materials proposed in areas also designated as snow stacking areas or anticipated snow shedding areas shall be of a size and type that will not be adversely affected by the proposed snow storage. To the extent possible, newly planted trees shall not be located in areas that will be used for snow storage or snow shedding.
5. Any site contiguous to or facing any existing or future residential use shall screen its parking lot, loading dock, and similar uses from view from adjacent properties through the use of landscaping elements. Required screening shall be a minimum height of four feet (4').
6. All surface areas of the approved landscaping plan that will not be a hard surface shall be planted with adequate native or high altitude ground cover as approved by the town, and shall be top dressed with a minimum of two inches (2") of topsoil prior to planting. In addition, irrigation shall be provided when determined by the town to be necessary to assure the proper growth and maintenance of the landscaping being provided. A required irrigation system shall be maintained on an annual basis.
7. Revegetation measures, including, but not limited to, seeding with native or high altitude seed mixtures, biodegradable netting, straw, mulching, and irrigation to establish plantings on cut/fill slopes, are required. Cut and fill slopes intended for plantings shall not exceed a two to one (2:1) gradient. Retaining walls shall be required for all gradients greater than two to one (2:1).
8. Not less than six percent (6%) of the interior area of a parking lot shall be landscaped.
9. Not less than six percent (6%) of a site containing a business with a drive-through facility shall be landscaped.
10. Site plans shall be designed to avoid conflicts with parking areas and landscaping materials. Wheel retention devices shall be utilized for parking areas to protect landscaping where possible. The design of wheel retention devices will be reviewed on a case by case basis to allow for positive drainage and so as not to interfere with snow removal operations.

11. At least fifty percent (50%) of all tree stock shall be of a size equal to or greater than six feet (6') in height for evergreen trees and one and one-half inches (1 1/2") caliper for deciduous trees, measured six inches (6") above ground level. Such trees shall be in a minimum of: a) five (5) gallon containers, if container stock; b) twelve inch (12") root spread, if bare root stock; or c) fourteen inch (14") ball diameter if balled and burlapped with the ball depth not less than seventy five percent (75%) of diameter or three-fourths (3/4) of width. Size adjustments reflecting the growth habits of particular species may be made if approved by the planning commission. (Refer to "Landscaping Guidelines" for further details.)

12. At least fifty percent (50%) of all shrub stock shall be of a size equal to or greater than type 2, four (4) cans or more, two feet (2') and up, if deciduous; type 1, twelve inch (12") spread, if creeping or prostrate evergreens; or type 2, twelve inch (12") spread and height, if semispreading evergreens. Size adjustments reflecting the growth habits of a particular species may be made if approved by the planning commission. (Refer to "Landscaping Guidelines" for further details.)

13. All plant materials shall be specified and provided according to the nursery stock standards and adapted to a high altitude environment, or an elevation appropriate for the site. Applicants are encouraged to provide additional information to the town beyond the minimum information stated in the nursery stock standards including, but not limited to, a more definitive indication of size, quality, shape, confirmation, condition, and/or the method of transplanting the plant materials.

14. Large trees shall be staked in compliance with the nursery stock standards.

C. Required Wildfire Mitigation:

1. The creation of defensible space around structures is required for all new construction and for major remodels¹ that affect the exterior of a structure and/or a structures footprint.

2. Properties that 1) have been identified as being located within the ~~conservation district~~ Downtown Core, and 2) those master planned properties with approved setbacks smaller than the setbacks described in section 9-1-19-9A, "Policy 9 (Absolute) Placement Of Structures", of this chapter, shall be given special consideration to allow for site buffers and

screening to be created ~~and~~, maintained, and protected while still meeting the intent of reducing wildfire fuels.

3. The following standards shall apply to the creation of defensible space around a structure:

a. The property shall be divided into ~~three (3) zones~~ four (4) zones shown below. The zones shall measure from the eaves of the building or structure including attached structures or protrusions, such as a deck on the property. Zone one shall be measured thirty feet (30') from the eaves of the building or structure including attached structures or protrusions, such as a deck on the property. Zone two shall be measured seventy five feet (75') or greater from the eaves of the building or structure including attached structures or protrusions, such as a deck on the property, depending on slope from the eaves of the building or structure on the property, and shall exclude the portion of the property located within zone one. Zone three shall extend beyond zone two to the property boundary.

<u>Zone</u>	<u>Distance</u>
<u>Immediate Zone</u>	<u>0' to 5'</u>
<u>Intermediate Zone</u>	<u>5' to 30'</u>
<u>Extended Zone 1</u>	<u>35' to 60'</u>
<u>Extended Zone 2</u>	<u>60' and greater</u>

b. Except as may be required to comply with the requirements of title [5](#), chapter [11](#) of this code concerning mountain pine beetle infested trees, no portion of any property may be "clear cut" in order to achieve defensible space.

c. Except as may be required to comply with the requirements of title [5](#), chapter [11](#) of this code concerning mountain pine beetle infested trees, no more trees shall be allowed to be removed than are necessary in order for the landowner to create defensible space around his or her property.

d. Both the horizontal clearance between aerial fuels, such as the outside edge of the tree crowns or high brush, as well as the vertical clearance between lower limbs of

aerial fuels and the nearest surface fuels and grass/weeds, shall be considered when determining compliance with the defensible space requirements of this policy.

e. Each property shall be reviewed individually, and the location and other physical characteristics of the property shall be considered. Without limiting the generality of the preceding provisions, the planning commission shall consider the property's proximity to a roadway, parking lot, and other similar areas that create fuel firebreaks. Similarly, large tracts of open space and forest service land that may require larger buffers shall be considered.

4. The following specific standards apply to the creation of defensible space within the Immediate zone (0 – 5’):

1. All dead and diseased trees, shrubs, and other landscaping materials shall be removed.

2. All vegetation and combustible and flammable material shall be removed from under all eaves and decks. This includes:

a. Mulch

b. Combustible ground debris

c. Flammable plants

d. Leaf and needle clutter

e. Firewood piles

3. All grasses and ground cover shall be kept under six inches (6") in height.

Exception: Plantings located in an irrigated planting bed, and wildflowers or native grasses; however, wildflowers and native grasses shall be cut back to under six inches (6") in height in the fall of each year once they go to seed.

4. Mulch within landscape beds that are irrigated may be maintained at a maximum depth of three inches (3").

5. Additional Firewise landscaping material is encouraged and may be authorized by the development permit.

~~4.~~ 5. The following specific standards apply to the creation of defensible space within the Intermediate zone ~~one~~ (5'- 30'):

- a. Healthy trees, shrubs, and other landscaping materials that provide visual buffers shall be preserved if they are well spaced so as to reduce the risk of a fire spreading to other vegetation or structures, but shall be pruned to remove dead branches.
- b. Healthy trees, shrubs, and other landscaping material required by an existing approved landscape plan shall be preserved if they are well spaced so as to reduce the risk of a fire spreading to other vegetation or structures, but shall be pruned to remove dead branches.
- c. Other healthy firewise trees, shrubs, and other landscaping material shall be preserved if they are well spaced so as to reduce the risk of a fire spreading to other vegetation or structures, but shall be pruned to remove dead branches.
- d. Irrigated trees, shrubs, and other landscaping material may be preserved if they are pruned to remove dead branches and well spaced to reduce the risk of a fire spreading to other vegetation or structures.
- e. All dead and diseased trees, shrubs, and other landscaping material shall be removed.

~~f. All vegetation and combustible material shall be removed from under all eaves and decks.~~

~~g.~~ f. All leaf clutter, dead branches, and dead standing trees shall be removed from the property. Dead branches on living trees shall be trimmed to a minimum height of six feet (6') and a maximum height of ten feet (10') above the ground.

~~h.~~ g. All grasses and ground cover shall be kept under six inches (6") in height.

Exception: Plantings located in an irrigated planting bed, and wildflowers or native grasses; however, wildflowers and native grasses shall be cut back to under six inches (6") in height in the fall of each year once they go to seed.

~~i.~~ h. All leaf and needle clutter and combustible ground debris shall be removed. Mulch within landscape beds that are irrigated may be maintained at a maximum depth of three inches (3").

~~j- i.~~ All firewood shall be removed unless covered by a canvas tarp, or as approved by the fire district.

~~5- 6.~~ The following specific standards apply to the creation of defensible space within the Extended zone 1 two (30' – 60'):

- a. Healthy trees, shrubs, and other landscaping material required by an approved landscape plan shall be preserved.
- b. Healthy trees, shrubs, and other landscaping material that provide visual buffers shall be preserved if they are well spaced so as to reduce the risk of a fire spreading to other vegetation or structures, but shall be pruned to remove dead branches.
- c. Other healthy firewise trees, shrubs, and other landscaping material shall be preserved if they are well spaced so as to reduce the risk of a fire spreading to other vegetation or structures, but shall be pruned to remove dead branches.
- d. Irrigated trees, shrubs and other landscaping material may be preserved if they are pruned to remove dead branches and are well spaced to reduce the risk of a fire spreading to other vegetation or structures.
- e. All dead and diseased trees, shrubs, and other landscaping material shall be removed. However, one snag per acre may be preserved for wildlife habitat if it is well spaced to avoid the spread of fire to other vegetation or structures.
- f. Trees shall be thinned to open up crown spacing to a minimum of ~~ten feet (10')~~ twelve feet (12') between the widest portion of individual crowns of the trees.
- g. Groups of trees with a minimum of ten feet (10') between the edges of the widest portions of crowns of each grouping shall be preserved to allow buffers to remain and to prevent wind throw.
- h. Firewood may be maintained if an adequate buffer around the firewood is determined to exist by the fire district.

~~6- 7.~~ The following specific standards apply to the creation of defensible space within the Extended zone 2 three (60' and greater):

a. All dead and diseased trees, shrubs, and other landscaping material shall be removed. However, one snag per acre may be preserved for wildlife habitat if it is well spaced to avoid the spread of fire to other vegetation or structures.

7. New landscaping installed on a property shall comply with the requirements of subsections C(4), C(5) ~~and~~, C (6), and C(7) of this section.

8. The director has the authority from time to time to adopt, amend, alter and repeal administrative rules and regulations as necessary for the proper administration of this policy. Such regulations shall be adopted in accordance with the procedures established by title 1, chapter 18 of this code. The director's administrative rules may include, without limitation, spacing guidelines for trees, shrubs, and other vegetation and, if adopted, shall provide that the allowed distances between vegetation will depend on slopes, vegetation size, vegetation type (trees, shrubs, grass), and other fuel characteristics (including, but not limited to, fuel compaction and chemical content).

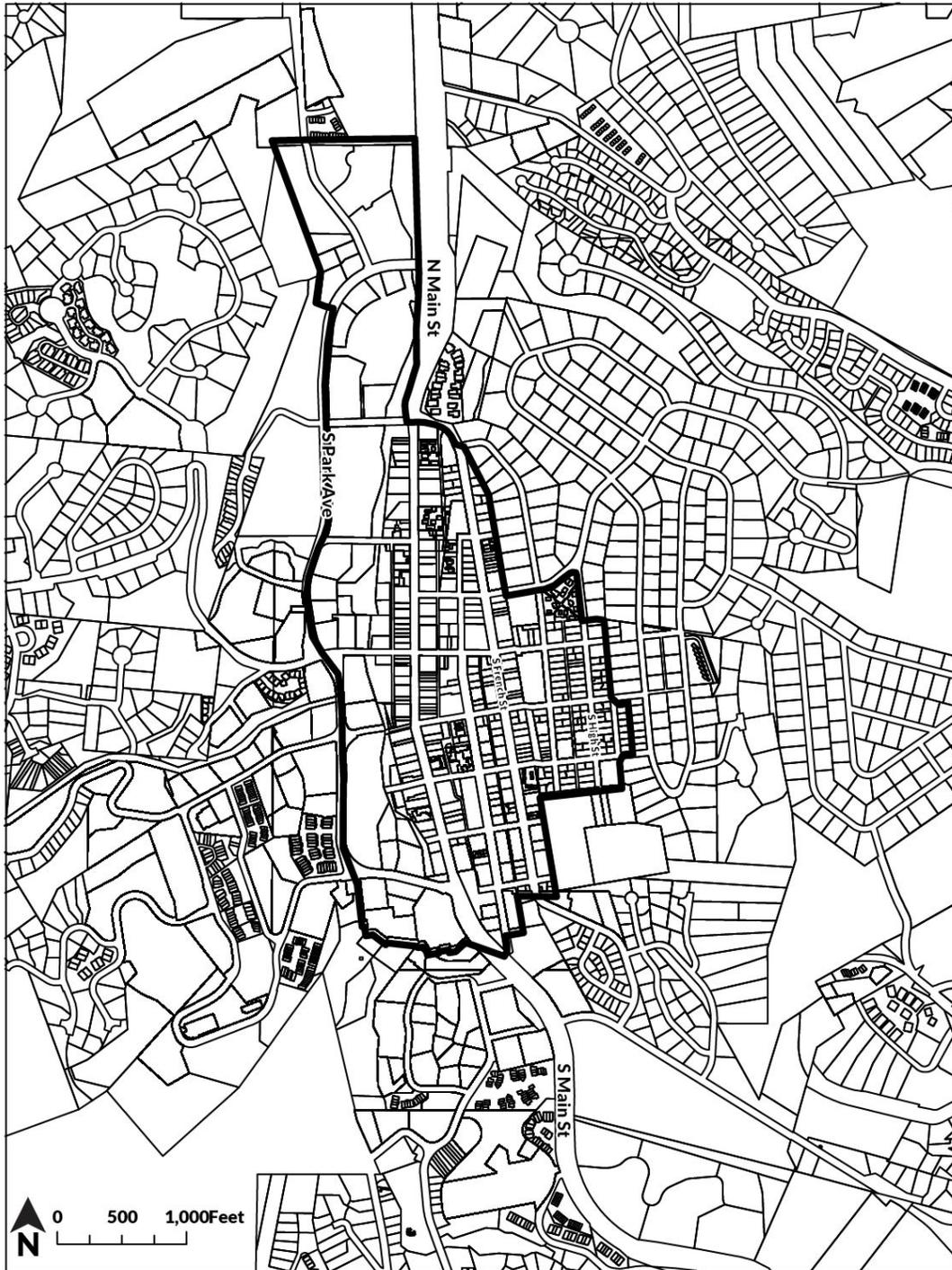
9. For the purpose of attempting to make certain that tree removal contractors working within the town are familiar with the goals of this policy, but not to regulate the means, methods, training, equipment, or business practices of tree removal contractors, the director shall maintain a list of town approved tree removal contractors. The town makes no guarantees or representations whatsoever concerning the qualifications, experience, ability, competence, or business practices of any town approved tree removal contractor. The town has no liability to any person with respect to the work or business practices of a town approved tree removal contractor, and no action at law or in equity shall lie against the town as a result of a person being placed on or removed from the director's list of town approved tree removal contractors. The director may provide in his rules and regulations for the removal of a contractor from the list of town approved contractors.

10. Trees, shrubs, and other landscaping authorized by the director to be removed by the landowner in order to achieve the required defensible space shall be clearly identified in the field and photographed or located by global positioning satellite software by the director.

11. Prior to issuing a development permit authorizing the creation of defensible space the director or the fire district shall conduct a physical inspection of each building, structure, or property that is the subject of the application.

11. Downtown Core Map

Properties that have been identified within the Downtown Core Map are areas that were developed in a manner that includes many roadways and other hard surface features that act as fire breaks. Further, due to the Downtown Core's tight development pattern, a limited number of plantings would be able to be planted, maintained, and preserved within this delineated area if the full extent of the standards were applied.



D. Water Features:

1. A water feature shall meet all required setbacks for structures. A water feature shall not be located on a site outside of a disturbance envelope. A water feature shall not be permitted if the construction of the water feature would result in the removal of an existing specimen tree, or a tree that provides required site buffering; provided, however, that: a) if

a tree that provides site buffering must be removed to allow for the installation of a water feature, a replacement tree comparable in type, height, and caliper shall be placed in a location designated by the planning commission so as to provide equal site buffering from adjoining properties; or b) if a specimen tree must be removed to allow for the installation of a water feature, a replacement specimen tree comparable in type, height and caliper shall be placed in a location designated by the Planning Commission.

2. The use of glycol or other antifreezing additives within a water feature is prohibited.

3. An application for a water feature that is proposed for year round use may be assessed negative points under section [9-1-19-33R](#), "Policy 33 (Relative) Energy Conservation", of this chapter.

E. Required Maintenance Of Landscaping:

1. The following maintenance is required of all landscaping contained within an approved landscape plan:

a. All plantings on the property shall be maintained in a healthy and attractive condition. Maintenance shall include, but not be limited to, watering, fertilizing, weeding, cleaning, pruning, trimming, spraying, and cultivating.

b. The property shall be kept free of noxious weeds as designated in the town's noxious weed management plan adopted in title [5](#), chapter [10](#) of this Code, as amended from time to time.

c. Structural features installed on the property in connection with an approved landscape plan, such as fencing and planter boxes, shall be maintained in a sound structural and attractive condition.

d. Whenever plants that are part of an approved landscape plan are removed or die, they shall be replaced by planting materials as soon as possible. This includes existing vegetation and/or specimen trees that are important to the intent of the overall landscape plan. Replacement plantings shall meet the original intent of the approved landscape design as appropriate for the character of the neighborhood.

2. The following maintenance is required of all landscaping located on a property, regardless of whether such landscaping is described in an approved landscaping plan:

- a. Selective tree cutting/thinning to maintain the health of the tree stand and to allow for greater species diversity is appropriate; provided that effective screening is maintained to protect viewsheds, blend the development into the site, and provide privacy between properties.
- b. Dead and terminally diseased trees shall annually be: 1) cut as close to the ground as possible; 2) removed from the property; and 3) disposed of properly. (Refer to the "Landscaping Guidelines" for references on common diseases and infestations that affect vegetation at a high altitude.) (Ord. 1, Series 2011)

Notes:

¹ See "major remodel" contained within the definition of "Class D development" in section [9-1-5](#) of this chapter.

9-1-19-48A: POLICY 48 (ABSOLUTE) VOLUNTARY DEFENSIBLE SPACE:

A Class D minor development permit may be issued to authorize a landowner to voluntarily create defensible space around his or her building or structure, or on the landowner's parcel of land, in accordance with the following requirements: (Ord. [1](#), Series 2014)

A. The intent of this policy is as follows:

1. To allow landowners to voluntarily reduce fuels that can feed a fire. This will reduce the chance of a structure fire spreading to the surrounding forest or other lands or structures.
2. To allow landowners to voluntarily provide areas around their structures or on their land where fire suppression personnel and equipment can more effectively fight fires.
3. To protect life and property.
4. To encourage the development of new diverse forests.
5. To preserve visual buffers to the greatest extent possible consistent with the ability of a landowner to voluntarily achieve defensible space in accordance with this policy.
6. To protect the town's scenic backdrop which is vital to the economic well being of the town and its citizens.

This policy shall be interpreted and applied consistently with this intent.

B. Prior to issuing a development permit authorizing the voluntary creation of defensible space the director or the fire district shall conduct a physical inspection of each building, structure, or property that is the subject of the application.

C. Properties that 1) have been identified as being located within the Downtown Core by the map below, and 2) those master planned properties with approved setbacks smaller than the setbacks described in section 9-1-19-9A, "Policy 9 (Absolute) Placement of Structures", of this chapter, shall be given special consideration to allow for site buffers and screening to be created, maintained, and protected while still meeting the intent of reducing wildfire fuels.

~~C.~~ D. The following standards shall apply to an application for the voluntary creation of defensible space:

1. The property shall be divided into ~~three (3) zones~~ four (4) zones shown below. The zones shall measure from the eaves of the building or structure including attached structures or protrusions, such as a deck on the property. Zone one shall be measured thirty feet (30') from the eaves of the building or structure including attached structures or protrusions, such as a deck on the property. Zone two shall be measured seventy five feet (75') or greater from the eaves of the building or structure including attached structures or protrusions, such as a deck on the property, depending on slope from the eaves of the building or structure on the property, and shall exclude the portion of the property located within zone one. Zone three shall extend beyond zone two to the property boundary.

<u>Zone</u>	<u>Distance</u>
<u>Immediate Zone</u>	<u>0' to 5'</u>
<u>Intermediate Zone</u>	<u>5' to 30'</u>
<u>Extended Zone 1</u>	<u>35' to 60'</u>
<u>Extended Zone 2</u>	<u>60' and greater</u>

2. Except as may be required to comply with the requirements of title [5](#), chapter [11](#) of this code concerning mountain pine beetle infested trees, no portion of any property may be "clear cut" in order to achieve defensible space.
3. Except as may be required to comply with the requirements of title [5](#), chapter [11](#) of this code concerning mountain pine beetle infested trees, no more trees shall be allowed to be removed than are necessary in order for the landowner to create defensible space around his or her property.
4. In reviewing an application for the voluntary creation of defensible space the director shall consider both the horizontal clearance between aerial fuels, such as the outside edge of the tree crowns or high brush, as well as the vertical clearance between lower limbs of aerial fuels and the nearest surface fuels and grass/weeds.
5. Each property that is the subject of an application for the voluntary creation of defensible space shall be reviewed individually, and the location and other physical characteristics of the property shall be considered. Without limiting the generality of the preceding provisions, the director shall consider the property's proximity to a roadway, parking lot, and other similar areas that create fuel firebreaks. Similarly, large tracts of open space and forest service land that may require larger buffers shall be considered.

E. The following specific standards apply to the creation of defensible space within the Immediate zone (0 – 5'):

1. All dead and diseased trees, shrubs, and other landscaping materials shall be removed.
2. All vegetation and combustible and flammable material shall be removed from under all eaves and decks. This includes:
 - a. Mulch
 - b. Combustible ground debris
 - c. Flammable plants
 - d. Leaf and needle clutter
 - e. Firewood piles

3. All grasses and ground cover shall be kept under six inches (6") in height.

Exception: Plantings located in an irrigated planting bed, and wildflowers or native grasses; however, wildflowers and native grasses shall be cut back to under six inches (6") in height in the fall of each year once they go to seed.

4. Mulch within landscape beds that are irrigated may be maintained at a maximum depth of three inches (3").

5. Additional Firewise landscaping material is encouraged and may be authorized by the development permit.

~~D. E.~~ The following specific standards apply to the creation of defensible space within the Intermediate zone ~~one~~ (5' - 30'):

1. Healthy trees, shrubs, and other landscaping materials that provide visual buffers shall be preserved if they are well spaced so as to reduce the risk of a fire spreading to other vegetation or structures, but shall be pruned to remove dead branches.
2. Healthy trees, shrubs, and other landscaping material required by a town approved landscape plan shall be preserved if they are well spaced so as to reduce the risk of a fire spreading to other vegetation or structures, but shall be pruned to remove dead branches.
3. Other healthy firewise trees, shrubs, and other landscaping material shall be preserved if they are well spaced so as to reduce the risk of a fire spreading to other vegetation or structures, but shall be pruned to remove dead branches.
4. Irrigated trees, shrubs, and other landscaping material may be preserved if they are pruned to remove dead branches and well spaced to reduce the risk of a fire spreading to other vegetation or structures.
5. All dead and diseased trees, shrubs, and other landscaping material shall be removed.
- ~~6. All vegetation and combustible material shall be removed from under all eaves and decks.~~
- ~~7. 6.~~ All leaf clutter, dead branches, and dead standing trees shall be removed from the property. Dead branches on living trees shall be trimmed to a minimum height of six feet (6') and a maximum height of ten feet (10') above the ground.

~~8.7.~~ All grasses and ground cover shall be kept under six inches (6") in height.

Exception: Plantings located in an irrigated planting bed, and wildflowers or native grasses; however, wildflowers and native grasses shall be cut back to under six inches (6") in height in the fall of each year once they go to seed.

~~9.8.~~ All leaf and needle clutter and combustible ground debris shall be removed. Mulch within landscape beds that are irrigated may be maintained at a maximum depth of three inches (3").

~~10.9.~~ All firewood shall be removed unless covered by a canvas tarp, or as approved by the fire district.

~~11.10.~~ Additional firewise landscaping material is encouraged and may be authorized by the development permit.

~~E.G.~~ The following specific standards apply to the creation of defensible space within the Extended zone 1 two (30' – 60'):

1. Healthy trees, shrubs, and other landscaping material required by a town approved landscape plan shall be preserved.
2. Healthy trees, shrubs, and other landscaping material that provide visual buffers shall be preserved if they are well spaced so as to reduce the risk of a fire spreading to other vegetation or structures, but shall be pruned to remove dead branches.
3. Other healthy firewise trees, shrubs, and other landscaping material shall be preserved if they are well spaced so as to reduce the risk of a fire spreading to other vegetation or structures, but shall be pruned to remove dead branches.
4. Irrigated trees, shrubs and other landscaping material may be preserved if they are pruned to remove dead branches and are well spaced to reduce the risk of a fire spreading to other vegetation or structures.
5. All dead and diseased trees, shrubs, and other landscaping material shall be removed. However, one snag per acre may be preserved for wildlife habitat if it is well spaced to avoid the spread of fire to other vegetation or structures.

6. Trees shall be thinned to open up crown spacing to a minimum of ~~ten feet (10')~~ twelve feet (12') between the widest portion of individual crowns of the trees.
7. Groups of trees with a minimum of ten feet (10') between the edges of the widest portions of crowns of each grouping shall be preserved to allow buffers to remain and to prevent wind throw.
8. Firewood may be maintained if an adequate buffer around the firewood is determined to exist by the fire district.
9. Additional firewise landscaping material is encouraged and may be authorized by the development permit.

~~F. H.~~ The following specific standards apply to the creation of defensible space within the Extended zone 2 ~~three (60' and greater)~~:

1. All dead and diseased trees, shrubs, and other landscaping material shall be removed. However, one snag per acre may be preserved for wildlife habitat if it is well spaced to avoid the spread of fire to other vegetation or structures.
2. Additional firewise landscaping material is encouraged and may be authorized by the development permit.

~~G. I.~~ The director has the authority from time to time to adopt, amend, alter and repeal administrative rules and regulations as necessary for the proper administration of this policy. Such regulations shall be adopted in accordance with the procedures established by title 1, chapter 18 of this code. The director's administrative rules may include, without limitation, spacing guidelines for trees, shrubs, and other vegetation and, if adopted, shall provide that the allowed distances between vegetation will depend on slopes, vegetation size, vegetation type (trees, shrubs, grass), and other fuel characteristics (including, but not limited to, fuel compaction and chemical content).

~~H. J.~~ For the purpose of attempting to make certain that tree removal contractors working within the town are familiar with the goals of this policy, but not to regulate the means, methods, training, equipment, or business practices of tree removal contractors, the director shall maintain a list of town approved tree removal contractors. The town makes no guarantees or representations whatsoever concerning the qualifications, experience, ability, competence, or business practices of any town approved tree removal contractor. The town has no liability

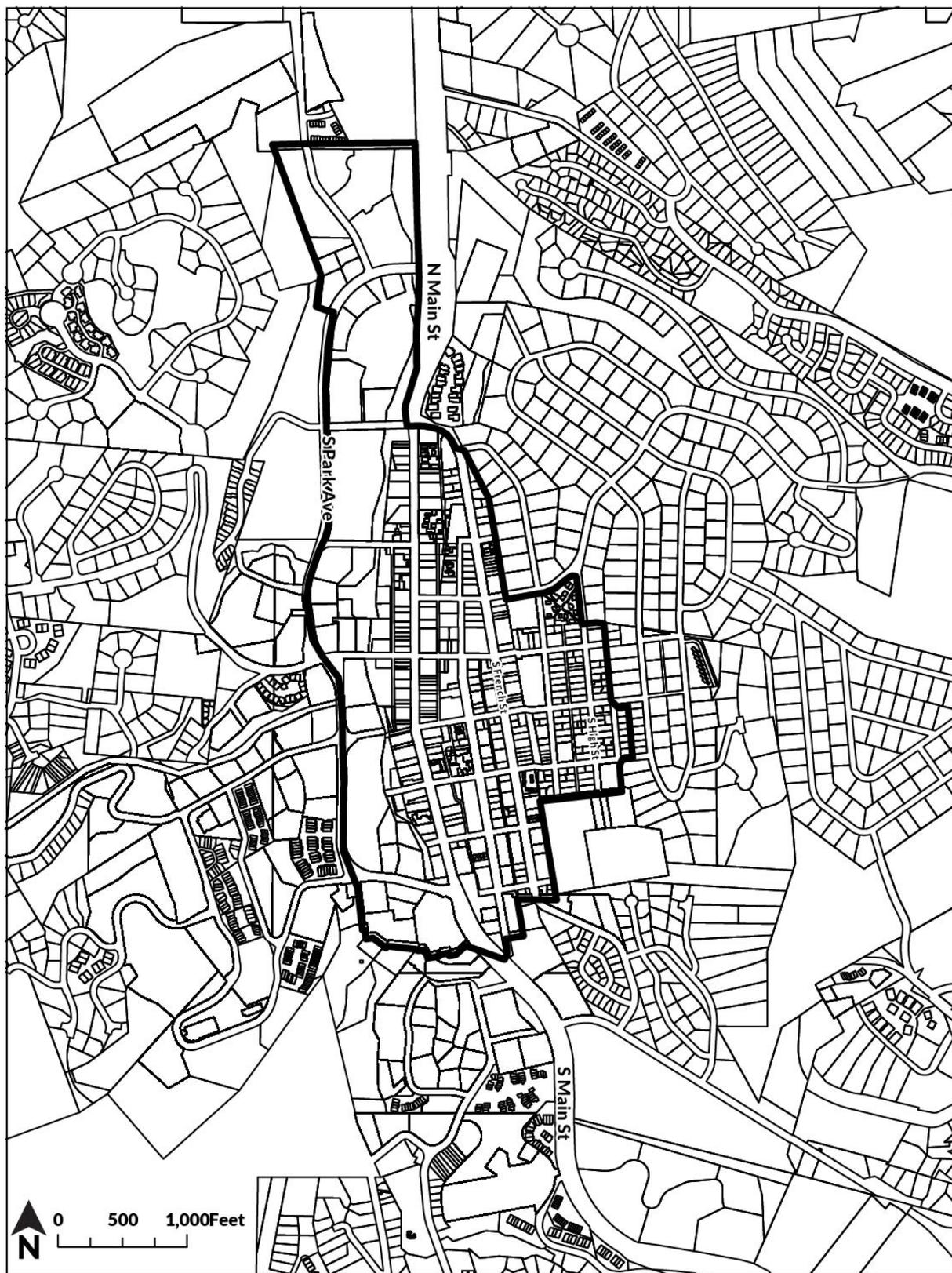
to any person with respect to the work or business practices of a town approved tree removal contractor, and no action at law or in equity shall lie against the town as a result of a person being placed on or removed from the director's list of town approved tree removal contractors. The director may provide in his rules and regulations for the removal of a contractor from the list of town approved contractors.

K. Trees, shrubs, and other landscaping authorized by the director to be voluntarily removed by the landowner in order to achieve the required defensible space shall be clearly identified in the field and photographed or located by global positioning satellite software by the director.

L. The fire district may assist the director in administering this policy if authorized by an intergovernmental agreement with the town. The intergovernmental agreement shall be consistent with the provisions of this policy. All personnel involved in the enforcement of this policy shall be trained by the director to make sure that they are aware of the town's goals of preserving buffers and required landscape materials while creating defensible space. (Ord. 27, Series 2009)

M. Downtown Core Map

Properties that have been identified within the Downtown Core Map are areas that were developed in a manner that includes many roadways and other hard surface features that act as fire breaks. Further, due to the Downtown Core's tight development pattern, a limited number of plantings would be able to be planted, maintained, and preserved within this delineated area if the full extent of the standards were applied.



The Breckenridge Town Code is current through Ord. 17, Series 2023, passed May 23, 2023.

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Disclaimer: The town clerk's office has the official version of the Breckenridge Town Code. Users should contact the town clerk's office for ordinances passed subsequent to the ordinance cited above.

[Town Website: www.townofbreckenridge.com](http://www.townofbreckenridge.com)

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Memo

To: Town Council
From: Mark Truckey, Community Development Director
Date: January 3, 2024 (for January 9 Work Session)
Subject: Vestibules in the Conservation District

Staff has observed several examples of exterior vestibules in the Conservation District (examples shown below). Our interpretation of the Town's Handbook of Design Standards for the Conservation District is that exterior vestibules are not allowed in the Conservation District. However, it is recognized that vestibules can help provide a barrier of sorts in the wintertime that prevents excessive heat loss within a commercial structure. As such, the use of vestibules may help encourage sustainable energy use, especially in the winter with cold temperatures. Staff discussed the potential use of vestibules with the Planning Commission at its December 5, 2023 work session. The Commission's comments are included towards the end of this memo. This work session is intended to further explore vestibules to see if there is any merit in allowing them under certain conditions within the Conservation District.

Please note the examples below are exterior vestibules that were allowed during the COVID period relaxation of rules for businesses downtown. Staff finds these meet the definition of temporary structures, which are generally not allowed in the Conservation District.



Design Standards and Historic Properties

Staff believes the Handbook of Design Standards does not allow for the use of exterior vestibules on historic structures. There are numerous policies that support this interpretation, some of which are listed below. The placement of a non-historic vestibule addition on the front façade of an historic structure acts to obscure the historic entrance door and thus alter the appearance of the structure in a way that may compromise its historic integrity.

Policy 23

Avoid removing or altering any historic material or significant character defining features.

Preserve original doors, windows, and porches. » *Preserve original facade materials.* » *Examples of historically significant character defining features include architectural features such as porches, turned columns, brackets, and jig-saw ornaments. Other significant elements may be the overall building form, or roof form. (emphasis added)*

Priority Policy 37 (excerpted)

The historic building front facade shall remain the primary front facade. The addition should be set back behind the historic building and not compromise the front façade.

Staff believes that a permanently constructed exterior vestibule on a historic structure would conflict with the Design Standards. However, staff would like to get Council input on whether the use of temporary vestibules during the winter months is something that might be acceptable. Staff notes we have seen temporary exterior vestibules on historic structures in other cold weather climates in the country and there may be a case for their use from a sustainability perspective (see discussion later). The primary reason staff is asking this question is because the use of a temporary structure is reversible and does not permanently alter the character of the historic front façade. Priority Policy 36 addresses this:

Design additions to historic buildings such that they will not destroy any significant character defining features of historic architectural or cultural material. » *Additions also should not obscure significant character defining features.* » *Set back additions from primary facades in order to allow the original proportions and character to remain prominent, or set them apart from the main building and connect them with a “connector element.” See Policy 80A and 80B.* » ***They should be “reversible,” such that a future owner may be able to restore the building to its historic condition if they so desire.*** (emphasis added)

Staff acknowledges that the temporary vestibules may not be aesthetically pleasing and it may be difficult to regulate their appearance. If they were allowed, some limitation on size and timeframe when they can be used would need to be established and a development permit would be required.

New Development

The Design Standards are less clear on whether non-historic structures can have an exterior vestibule constructed. In some locations, such as the Core Commercial Character Area (100 Block South Main Street), the Design Standards clearly desire storefronts against the sidewalk (with a recessed entrance door) and there is no room for exterior vestibules to be placed at the front door. However, in many other downtown commercial areas there is room in the front yard to allow for a vestibule.

There are also areas, such as the southern portions of Main and Ridge streets, that are located in the transition area and the standards do not appear to conflict with the use of exterior vestibules:

South Main Transition Character Area

Design Standard: 352. The character of windows, doors and architectural details generally are not as critical in the South Main Transition Character Area. An exception is when such elements

are so configured as to affect the overall scale or character of a building as it relates to other design standards in this document. (emphasis added)

Staff believes that, with the exception of the Core Commercial Area, permanently constructed exterior vestibules could be permitted on new or existing non-historic buildings. [Does the Town Council agree? What are the Council's thoughts on allowing temporary exterior vestibules on non-historic buildings?](#)

Density

In many cases commercial buildings are at or over their allowed density and thus could not add on an exterior vestibule. In this case a vestibule area could be created on the interior of the building. However, that would reduce the useable square footage within the building for commercial purposes. As a result, we have seen some of these temporary exterior vestibules pop up. [Staff would like to hear Council comments on the appropriateness of waiving density to allow for these exterior temporary vestibules on commercial structures.](#)

Sustainability

There would appear to be a decrease in heat loss and energy use if a vestibule is used to provide a barrier between the interior and outside. Staff has had some initial discussions with our Sustainability Division regarding this. Their initial reaction is that the vestibules do act as a thermal buffer between inside and outside air. However, they have not yet located any studies that would substantiate the amount of energy efficiency that this represents.

Another option to a vestibule is to install an air curtain. An air curtain is equipment that is installed above an entrance doorway which fans air downwards to the floor and acts as a barrier that keeps cold air outside and warm air inside. Air curtains work by emitting a downward flow of air strong enough to form a barrier across the door opening to protect the interior of a building from the unwanted conditions found outside of the buildings, specifically cool air. Additionally, air curtains do not create an obstruction that pedestrians and plowing equipment must navigate around.



Although staff is not very familiar with air curtains, they seem to provide a good alternative approach to addressing heat loss issues. We have talked with commercial property owners about these, and we received some feedback that air curtains can not always be implemented in existing buildings. Other comments we heard were that they can be noisy and that the air curtains themselves are energy consumptive.

In a quick check with other Colorado mountain towns staff received some input from Aspen. In Aspen, either a vestibule/airlock or an air curtain is required for most commercial buildings. Their Planning staff discourages the use of exterior vestibules because of similar historic integrity issues that Breckenridge has. Thus, Aspen's experience has been that most new developments opt to use an air curtain as opposed to using valuable interior space for a vestibule.

Planning Commission Input

At their December 5 work session, the Planning Commission had a number of comments on vestibules.

- Air curtains are not necessarily a good alternative. They tend to be noisy and use a lot of energy to run.

- If we allowed temporary vestibules, we would want to limit their size and the types of materials used.
- The first option should be for the property owner to construct the vestibule within the interior space.
- The temporary vestibules do not fit with the architectural character of our Historic District.
- Look at using the Energy Code to incentivize interior vestibules.

Overall, the Commission made the following recommendations:

- Not in support of the use of temporary vestibules on historic structures. Several Commissioners felt these might be allowed only under special circumstances as a last priority.
- Agreed that permanently constructed vestibules could be allowed on non-historic structures outside the Core Commercial Area. The design would need to meet the Town's Historic Standards.
- Not in support of temporary vestibules on non-historic structures.
- Not in support of waiving density requirements for exterior vestibules.

Questions for Council

- Does the Council believe that the use of temporary vestibules on historic structures during the winter months is something that might be acceptable?
- Does the Council agree with staff's interpretation that permanently constructed exterior vestibules can be permitted on new or existing non-historic buildings, with the exception of the Core Commercial Area?
- Does the Council believe that temporary exterior vestibules on non-historic buildings are appropriate?
- Does the Council support waiving density requirements for exterior vestibules?
- Does the Council have other comments?