

Town of Keystone
Town Council Work Session
March 12, 2024 at 4:00 p.m.
1628 Sts John Rd
Keystone, CO 80435

WORK SESSION AGENDA

- I. CALL TO ORDER, ROLL CALL
- II. DISCUSSION OF CONTINUATION OF SERVICES FOR THE INTERGOVERNMENTAL AGREEMENT WITH SUMMIT COUNTY
- III. DISCUSSION OF PLANNING & ZONING PRIORITIES
- IV. DISCUSSION OF LICENSING PRIORITIES
- V. DISCUSSION OF MEMBERSHIP/REPRESENTATION IN COUNTYWIDE, REGIONAL, AND STATEWIDE ORGANIZATIONS
- VI. ADJOURNMENT

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers

FROM: Lindsay Hirsh, Community Development Director

DATE: March 12, 2024

SUBJECT: Discussion on Initial Steps to Establish the Town of Keystone Core Planning and Zoning Functions

Executive Summary:

There are several necessary steps that need to be implemented upfront to get the Town of Keystone's Planning and Zoning Department up and running to serve the citizens of the Town. It is Staff's intent to get the Department up and running before the 90-day statutory obligation of the County expires.

Staff is seeking Town Council direction/authorization on initiating the basic Planning and Zoning functions of the Town's Community Development Department.

Recommendation:

Staff recommend that the Council provide direction on the timing of providing basic planning and zoning functions.

Background:

As the Council is aware, now that the Town has been established, there are certain services/functions that need to be provided to the residents, businesses, and Keystone Resort that are now located within the Town boundaries. Per State Statute and an IGA with the County, Planning functions with the exception of decision making, will be handled by the County for a period of 90 days from the date of formal incorporation (February 8, 2024). The following is a list of five (5) primary functions that need to be accomplished to provide the basic functions of the Town's Planning and Zoning Department:

1. **Land Use and Development Code** – The Town needs to adopt a Land Use and Development Code. Staff believes that the most efficient method is to adopt the County's Land Use and Development via references amendments.
2. **Town of Keystone Zoning Map** – The Town needs to adopt the Town's Official Zoning Map. Staff has initiated contact with the County's Geographic Information's Systems Department (G.I.S.) and has produced a draft map indicating all the applicable zoning designations that are now located within the Town limits. The map will need to be approved by Council in conjunction with the Land Use and Development Code. In addition, the Town also has approximately 30 separate

Planned Unit Developments (“PUD’s”) located within its Town boundaries. These separate zoning documents will also need to be officially brought into the Town’s jurisdiction.

3. **Adoption of the Snake River Master Plan:** A majority of the land use related applications require the consideration of a master plan. Since the Town has yet to adopt a master plan, staff believes that it is appropriate to also adopt the County’s Snake River Basin Master Plan via references amendments.
4. **Application Forms, Submittal Requirements and Fee Schedule:** The Town needs to develop and adopt these documents for all applicable planning land use applications (i.e. site plans, conditional use permits, temporary use permits, rezonings, subdivisions, development agreements, etc.) Staff recommends that Council direct staff to develop these items.
5. **Establishment of a Planning Commission:** Per the Town’s Charter, the Town is required to have a Planning Commission to review and make decisions and recommendations of pending land use applications. There are several steps that need to be taken to formulate a Planning Commission. Staff recommends that Council direct staff to initiate the process with advertising, interview process, adoption of bylaws, appointment, and training.

Alternatives:

Town Council may provide alternative direction on the implementation of Planning and Zoning functions including extending the 90 day agreement with the County. Staff believes that they can provide basic planning and zoning functions prior to the expiration of the 90 day County obligation.

Financial Considerations:

There may be minor financial considerations if the Council wants to contract the planning functions with the County past 90 days.

Previous Council Actions:

No previous actions on this topic have been taken.

Suggested Motions:

As a discussion item, no specific motion is required.