



Keystone Town Council Agenda

The Keystone Town Council will have a Regular Meeting on July 23, 2024, at 7:00 p.m. at 1628 Sts. John Rd, Keystone, CO 80435.

- I. CALL TO ORDER, ROLL CALL
- II. APPROVAL OF AGENDA
- III. COMMUNICATIONS TO COUNCIL
 - A. *Public Comment (Pursuant to Resolution 2024-18, comment is limited to non-agenda items only; 3-minute time limit please)*
- IV. CONSENT AGENDA
 - A. FIRST READING OF ORDINANCES
 - 1. Ordinance 2024-O-10, An Ordinance of Town Council of the Town of Keystone, Colorado, Prescribing the Means of Publication for Enacting Local Legislation and Other Matters
 - B. RESOLUTIONS – NONE
 - C. MEETING MINUTES
 - 1. July 9, 2024 – Meeting Minutes
 - D. EXCUSED ABSENCES
 - E. OTHER
 - 1. TOK24-004 Class 2 Site Plan Staff Approval – My Epic Gear Slopeside Services
 - 2. Accounts Payable List
- V. DISCUSSION
 - A. CONSIDERATION OF ORDINANCES (SECOND READING/PUBLIC HEARING) -- NONE
 - B. RESOLUTIONS
 - 1. Resolution 2024-52, A Resolution of Town Council of the Town of Keystone, Colorado, Amending the Town Fee Schedule to add Short-Term Rental License Fees

2. Resolution 2024-53, A Resolution of Town Council of the Town of Keystone, Colorado, Approving a Request for Proposals for a Third Party Consultant to Develop the Town's First Comprehensive Plan

C. OTHER

1. Consideration of Submission of Grant Application for Energy Impact Assistance Fund Grant

- VI. PLANNING MATTERS
- VII. REPORT OF TOWN MANAGER AND STAFF
- VIII. REPORT OF MAYOR AND COUNCIL
- IX. OTHER MATTERS (Town Manager/Mayor/Councilmember may bring up items on other matters that are not on the agenda)
- X. SCHEDULED MEETINGS
- XI. EXECUTIVE SESSION
- XII. ADJOURNMENT

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers
THROUGH: John Crone, Town Manager
FROM: Jennifer Madsen, Town Attorney
DATE: July 23, 2024
SUBJECT: [FIRST READING] 2024-O-10, An Ordinance of Town Council of the Town of Keystone, Colorado, Prescribing the Means of Publication for Enacting Local Legislation and Other Matters

Executive Summary:

Ordinance 2024-O-10 prescribes the means of publication for ordinances and other matters. Generally, the Town will meet publication requirements by posting the documents on the Town's website.

Recommendation:

Staff recommends that Council approve Ordinance 2024-O-10 on first reading.

Background:

Article 6 Keystone's Home Rule Charter includes certain notice and publication requirements in conjunction with the enactment of legislation (ordinances) and budgets. The Charter does not specify the means by which this publication is to be accomplished. For statutory municipalities, this publication requirement is accomplished by placing a legal notice in a newspaper of general or limited circulation within the jurisdiction.

With the onset of the internet, as well as other means of electronic media, the newspaper may no longer be the most effective and efficient means to provide notice to

the citizens and general public of hearings and potential legislation.

Because the Charter does not address or define the term “publication,” Town Council may interpret the Charter and, by legislation, direct the means of publication with respect to the enactment of new ordinances. The proposed ordinance before you would authorize the fulfillment of the publication requirements of the Charter through electronic means, including without limitation, posting of notices and legislation on the Town’s website. The ordinance also allows meeting the publication requirement through the traditional means of publishing the information in newspaper of general or limited circulation.

The other reference to “publication” in the Charter is found in Article 10 pertaining to hearings on the proposed budget, notice of an adopted budget, and expenditure records. The proposed ordinance interpreting the Charter would apply to this section of the Charter and allows for publication on the website or in a newspaper

Council may be interested to know that if Council authorizes electronic publication/notification, Keystone would not be alone. State statutes were recently amended to allow posting of notices of public meetings on the internet. Also, a few home-rule municipalities (notably, Denver, Castle Rock, Golden, Montrose and Brighton) have authorized electronic notification and “publication” requirements.

Ordinance 2024-O-10 prescribes the means of publication for ordinances and other matters. The ordinance provides that the Town Clerk can publish Town documents by other means such as by newspaper and by posting in Town Hall.

Alternatives:

Town Council may provide alternative direction on publication ordinance.

Financial Considerations:

There are no financial considerations applicable to this ordinance.

Previous Council Actions:

The Town Attorney discussed this ordinance with Town Council at the work session on July 9.

Next Steps:

If Council approves this Ordinance on first reading, it will be scheduled for second reading and public hearing on August 13.

Suggested Motions:

Because this ordinance is on the consent agenda, a motion to approve the consent agenda will approve this ordinance.

Attachment:

- Ordinance 2024-O-08, An Ordinance Of The Town Council Of The Town Of Keystone, Colorado, Prescribing The Means Of Publication For Enacting Local Legislation And Other Matters

**TOWN OF KEYSTONE
ORDINANCE NO. 2024-O-10**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF
KEYSTONE, COLORADO, PRESCRIBING THE MEANS OF
PUBLICATION FOR ENACTING
LOCAL LEGISLATION AND OTHER MATTERS**

WHEREAS, the Town of Keystone (“Town”) is a home rule municipality governed by the Keystone Home Rule Charter; and

WHEREAS, Article 6 of the Keystone Home Rule Charter establishes the procedure to be followed by the Town Council when enacting ordinances; and

WHEREAS, Sections 6.5 and 6.6 of the Keystone Home Rule Charter require the “publication” of ordinances approved on first reading, as well as the “publication” of ordinances following final passage; and

WHEREAS, Sections 10.6 and 10.12 of the Keystone Home Rule Charter requires the “publication” of hearings on the proposed budget and the adopted budget; and

WHEREAS, Section 10.14 of the Keystone Home Rule Charter permits the “publication” of records of expenditures; and

WHEREAS, the Keystone Home Rule Charter does not currently prescribe or otherwise address the manner by which such “publication” is to occur; and

WHEREAS, the Colorado courts have ruled that the manner by which a home-rule city enacts legislation is a matter of purely local concern; and

WHEREAS, with the advent of the internet and other electronic communication means, Town Council believes and finds that the use of a newspaper is no longer the most effective and efficient means to notify the Keystone community and the public of proposed legislation, or of adopted legislation; and

WHEREAS, the Colorado Open Meetings Law, at Section 24-6-402(2)(c)(II), recognizes a statewide policy to transition local governments from the past obligation and practice of posting notice in physical locations (such as at facilities and in newspapers) in favor of posting notices at the local government’s online website; and

WHEREAS, the Town Council further finds that publication is the act of giving or serving of notice; when applied to an ordinance, it is the act of serving of notice of the law’s existence and its contents to the public at large for inspection or scrutiny; and

WHEREAS, accordingly, the Town Council interprets the “publication” requirement in the Keystone Home Rule Charter to include such means as may be reasonably calculated to provide notice of the actions of Town Council pertaining to the enactment of legislation and budget matters; and

WHEREAS, Town Council wishes to authorize the use of electronic publication, including posting of notices and ordinances on the Town's official internet webpage, as a permissible means to publicize the actions of the Town and Town Council, including without limitation, notices of public hearings on budgets, proposed legislative actions and final legislative enactments.

**THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO,
ORDAINS:**

Section 1. The foregoing recitals are hereby affirmed and incorporated herein by this reference as findings of the Town Council.

Section 2. Town Council adopts the following requirement related to publication of proposed ordinances set forth in Section 6.5 of the Keystone Home Rule Charter:

Publication of ordinances and other legal notices.

When an ordinance, resolution, legal notice, or document is required to be published or posted by the Charter, ordinances of the Town, or applicable laws or regulations of the state or the United States, such publication shall be made by posting the ordinance, resolution, notice, or other Town document for public access to the Town's official website for a period of not less than five (5) consecutive days. The publication requirement is deemed complete as of the first date of such posting. When publication is completed as required by this section, the Town Clerk may certify the publication of the ordinance, resolution, notice, or other document in any court, and the Town Clerk's certificate of publication shall be conclusive evidence of the publication requirement.

A temporary technical disruption in the public's access to the Town's official website during a posting period will not invalidate a publication provided that at least one posting of the ordinance, resolution, notice, or document was available to the public for at least twenty-four hours. In addition to the posting to the Town's official website, the Town Clerk may provide a courtesy and secondary publication in a newspaper of general or limited circulation within the Town and/or by physically posting notice in a prominent location at the entrance of the Town Hall.

In the event that access to the Town's official website is rendered unavailable to the public for a period of time that will make online posting wholly ineffective, the Town shall publish the ordinance, resolution, notice or document at least once in a newspaper of general or limited circulation within the Town.

The provisions of this Section shall supersede and control the publication requirements contained in Titles 24, 29, and 31 of the Colorado Revised Statutes. Notwithstanding, the Town will complete the publication requirements related to annexation matters in the manner that is set forth in Article 12 of Title 31 of the Colorado Revised Statutes.

Section 3. Severability. Should any one or more sections or provisions of this Ordinance be judicially determined invalid or unenforceable, such judgment shall not affect, impair, or invalidate the remaining provisions of this Ordinance, the intention being that the various sections and provisions are severable.

Section 4. Codification. This ordinance may be codified and numbered for purposes of codification without the need for further approval by the Town Council.

Section 5. Effective Date. This ordinance shall take effect thirty (30) days after publication.

INTRODUCED, READ AND PASSED AS AN ORDINANCE, ON FIRST READING, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO, THIS _____ DAY OF _____, 2024.

Kenneth D. Riley, Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney

READ, PASSED AND ADOPTED WITH A ROLL CALL VOTE OF ___ IN FAVOR AND ___ OPPOSED ON SECOND READING, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO, THIS _____ DAY OF _____, 2024.

Kenneth D. Riley, Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney



Keystone Town Council Agenda

A Regular Meeting of the Keystone Town Council was held on July 9, 2024, at 7:00 p.m. at 1628 Sts. John Rd, Keystone, CO 80435. Full and timely notice of this meeting had been posted and a quorum of the body was present.

I. CALL TO ORDER, ROLL CALL

Mayor Riley called the meeting to order at 7:08 p.m. The roll was called, and it was found there were present and participating at that time the following members: Councilmember Gretchen Davis, Councilmember Carol Kerr, Councilmember Aaron Parmet, Councilmember Dan Sullivan, Councilmember Valerie Thisted, and Mayor Riley. The following member was absent: Councilmember Sarah Keel.

II. APPROVAL OF AGENDA

Councilmember Sullivan moved to approve the agenda as presented.
Councilmember Kerr seconded. The motion passed unanimously, and the agenda was approved as presented.

III. COMMUNICATIONS TO COUNCIL

Mayor Riley opened the floor for public comment.
Seeing no members of the public wishing to speak, Mayor Riley closed the floor for public comment.

IV. CONSENT AGENDA

- A. FIRST READING OF ORDINANCES -- NONE**
- B. RESOLUTIONS – NONE**
- C. MEETING MINUTES**

1. June 25, 2024 – Meeting Minutes

D. EXCUSED ABSENCES

1. Councilmember Carol Kerr – July 23, 2024 - Remote

E. OTHER

Mayor Riley called on Town Clerk Madeleine Sielu to read the consent agenda into the record.

Councilmember Davis moved to approve the consent agenda as presented.

Councilmember Thisted seconded. The motion passed unanimously, and the consent agenda was approved.

V. DISCUSSION

A. CONSIDERATION OF ORDINANCES (SECOND READING/PUBLIC HEARING)

1. Ordinance 2024-O-08, An Ordinance of Town Council of the Town of Keystone Colorado, Amending Ordinance No. 2024-O-05, Town of Keystone Land Use Code, and Declaring an Emergency

Mayor Riley read the ordinance title into the record and opened the public hearing. Town Manager John Crone, Community Development Director Lindsay Hirsh, and Town Attorney Jennifer Madsen presented Ordinance 2024-O-08, Amending Ordinance No. 2024-O-05, Town of Keystone Land Use Code, and Declaring an Emergency. Staff provided two versions of the ordinance for consideration, Version A and Version B.

Mayor Riley opened the floor for public comment.

Seeing no members of the public wishing to speak, Mayor Riley closed the floor for public comment.

Councilmember Davis moved to approve Version B of Ordinance 2024-O-08. Councilmember Parmet seconded.

On roll call, the result was:

Ayes: Councilmember Gretchen Davis, Councilmember Carol Kerr, Councilmember Parmet, Councilmember Sullivan, Councilmember Thisted, Mayor Riley (6)

Nays: (0)

Absent: Councilmember Sarah Keel (1)

The motion passed and Version B of Ordinance 2024-O-08 was adopted.

B. RESOLUTIONS -- NONE

C. OTHER – NONE

VI. PLANNING MATTERS

VII. REPORT OF TOWN MANAGER AND STAFF

Town Manager John Crone provided an update on meetings attended in the past two weeks and upcoming meetings with the following groups: Keystone Neighbourhood Company, Ski Tip Homeowner's Association, Keystone Ranch Homeowner's Association, Summit County Mayor's Managers and Commissioners, Verticomm, I-70 Coalition, Intermountain Transportation Planning Region, Fire Department, Vail Resorts. The mountain operations tour with Vail Resorts has been postponed from July 19.

The Town Manager is working with CDOT on potential options for additional signage on Highway 6 and on repairing potholes. Applications have closed for Public Works Director and the Town Manager is expected to begin interviews with candidates soon. The Town Planner position has been reposted for an additional two weeks. The Town Manager will work to reach out to Xcel Energy on potential additional repaving projects this summer, in addition to the existing projects happening in Town. The Town Manager has discussed the impacts of road closures associated with the Triple Bypass with the Fire Department to ensure that there is adequate emergency coverage in town. The Town Manager expects to bring back additional information on becoming a Dark Sky Certified Community at a future meeting.

VIII. REPORT OF MAYOR AND COUNCIL

Councilmember Davis shared positive feedback about meetings with various homeowner's associations.

Councilmember Sullivan shared that road maintenance came up as a topic of interest at the Keystone Neighbourhood Company meeting. He also shared an update on meetings with Northwest Council of Colorado Governments. The first Coffee with Councilmembers event has been scheduled for Monday, August 5, 2024, at 9:00 a.m. This will take place at Steep Coffee and Brewing in the Gateway location.

Mayor Riley shared that there is an upcoming Colorado Association of Ski Towns conference from August 22 to 23. He also shared that Vail Resorts is hosting an upcoming community conversation on climate on July 16, 2024, that Town Council is invited to attend.

IX. OTHER MATTERS (Town Manager/Mayor/Councilmember may bring up items on other matters that are not on the agenda)

Councilmember Kerr requested a discussion of code enforcement at an upcoming meeting or work session.

X. SCHEDULED MEETINGS

XI. EXECUTIVE SESSION

Councilmember Davis moved to enter an executive session pursuant to C.R.S. Section 24-6-402(4)(b) to receive legal advice related to potential issues associated with managing public forums and using Town-operated social media.

Councilmember Sullivan seconded.

The motion passed unanimously, and Town Council entered executive session at 7:48 p.m.

The Executive Session was adjourned at 8:43 p.m.

XII. ADJOURNMENT

Seeing no further business to discuss, the Town Council meeting was adjourned at 8:44 p.m.

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers
THROUGH: John Crone, Town Manager
Jennifer Madsen, Town Attorney
FROM: Lindsay Hirsh, Community Development Director
DATE: July 23, 2024 – Town Council Meeting
SUBJECT: [Consent Agenda] TOK 24-004: Class 2 Site Plan – My Epic Gear Slopeside Services

Executive Summary:

On July 9, 2024, the Town Council approved Ordinance 2024-O-08 Amending Ordinance No. 2024-O-05, Town of Keystone Land Use Code, And Declaring an Emergency. This ordinance was in response to the Council's desire to improve the process of reviewing planning department decisions related to Class 2 development reviews. Consistent with Ordinance 2024-O-08, the Planning Department's decision on TOK24-004 is placed on the Consent Agenda to allow Council the opportunity to consider a review of that decision.

[The application materials are available at this link.](#)

Recommendation:

The Community Development Director approved the Class 2 Site Plan – My Epic Gear Slopeside Services. The Community Development Director has not identified any reason for Council's review (and call up) of that decision.

Background:

The subject Class 2 application TOK24-004 is an approximately 400 square foot ski rental storage/valet structure located adjacent to the River Run ticket office. The application was submitted in mid-June 2024 and after the three-week review and referral period, the

Community Development Director approved the application. On July 11, 2024, per the Amended Land Use Code, Staff sent a Notice of Action to Town Council, the Town Attorney, and the Town Manager. In accordance with Ordinance 2024-O-08, the planning department has scheduled the notice of action as an agenda item for the next Town Council meeting. A decision to review (or call up) that decision must be made within 21 days. Consistent with the Home Rule Charter, Town Council decides to appeal by an affirmative vote of the majority of the Town Council present at that meeting.

Financial Considerations:

If the application is not appealed by Council, there are no financial considerations applicable to the application. If Council calls up or appeals the Community Development Directors decision to approve the subject request, the appeal fees per the adopted fee schedule would be applicable.

Previous Council Actions:

None.

Alternatives:

If there is interest by Council to potentially hear/appeal the item, then Council will need to remove the item from the Consent Agenda and then vote on an appeal process of the Community Development Director's decision to approve the subject Class 2 Site Plan request. If a majority of Council members vote to appeal the decision of the Community Development Director's approval, Staff will initiate the Appeal process per Chapter 12 of the Code.

Financial Considerations:

Taking on the responsibilities of Short-Term Rental regulations and administration will cost staff time and resources. The proposed amended fee schedule takes this into account to cover these costs.

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers
THROUGH: John Crone, Town Manager
Jennifer Madsen, Town Attorney
FROM: Madeleine Sielu, Town Clerk
DATE: July 23, 2024 – Town Council Meeting
SUBJECT: Resolution 2024-52, A Resolution of Town Council of the
Town of Keystone, Colorado, Amending the Fee Schedule
for Town Services to Include Short-Term Rental License
Fees

Executive Summary:

Town Council adopted Ordinance 2024-O-07 regulating Short-Term Rentals on June 25, 2024. The Ordinance indicates that the Town Council will set license fees with the passage of a Resolution. To administer Short-Term Rental licenses, the Town will need to amend the fee schedule to include Short-Term Rental license fees.

Recommendation:

Staff recommends passage of the proposed resolution.

Background:

On April 23, 2024, Town Council adopted its initial fee schedule. This fee schedule was amended to include road and bridge fees on May 28, 2024. To administer Short-Term Rental licenses, the Town will need to amend the fee schedule to include Short-Term Rental license fees.

Summit County currently charges \$285 for a Short-Term Rental License in the Resort-Overlay Zone. This cost is the same for initial issuance of the licenses and each

subsequent renewal. They re-evaluate these costs annually based on the costs of administering Short-Term Rental licenses. Since the Town of Keystone has not yet implemented and operated a Short-Term Rental licensing program, it makes the most sense to use existing numbers related to regulation and administration provided by Summit County. Staff plans to continue to track and monitor the STR licensing program over the course of the next year to determine what costs are incurred in managing the licensing program.

The Town has entered into agreements with two different vendors. Blue Vector AI is being contracted with for the administration of the Town's licensing. This contract involves \$15,000 for initial development and \$40,000 in continued support and refinement of the licensing process. Deckard Technologies is being contracted with for compliance monitoring and enforcement. The total cost of this contract is \$62,500.

Staff have spent several hours working with these vendors to configure the software solutions to provide a responsive and operational experience for management companies, property owners, renters, residents, and all members of the Keystone community. Staff will continue to dedicate time to developing and refining these solutions. Staff will also dedicate time to manually reviewing aspects of the license applications that need to be verified, issuing licenses, and providing additional support to applicants. Staff will also dedicate time each week to monitoring compliance and providing appropriate follow-up for any violations or concerns related to licensing.

Financial Considerations:

The cost of administering a Short-Term Rental Licensing program.

Previous Council Actions:

Town Council adopted Ordinance 2024-O-07 on June 25, 2024. Town Council approved a contract with Deckard Technologies on June 25, 2024. Town Council approved a contract with Blue Vector AI on May 28, 2024.

Town Council approved a fee schedule for various Town services on April 23, 2024. Town Council amended this fee schedule on May 28, 2024.

Alternatives

Town Council could reject the proposed amended fee schedule and approve an alternate fee schedule.

Financial Considerations:

Taking on the responsibilities of Short-Term Rental regulations and administration will cost staff time and resources. The proposed amended fee schedule takes this into account to cover these costs.

Next Steps:

N/A.

Suggested Motions:

I move to APPROVE Resolution-52, Amending the Fees for Various Town Services to Include Short-Term Rental License Fees

I move to DENY Resolution-52, Amending the Fees for Various Town Services to Include Short-Term Rental License Fees

Attachments:

- Resolution 2024-52, A Resolution of Town Council of the Town of Keystone, Colorado, Amending the Fees for Various Town Services to Include Short-Term Rental License Fees
- Proposed Amended Town of Keystone Fee Schedule (new fees in red)

TOWN OF KEYSTONE
Summit County, Colorado

RESOLUTION 2024-52

**A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO
AMENDING THE TOWN FEE SCHEDULE TO ADD SHORT-TERM RENTAL
LICENSE FEES**

WHEREAS, the Town of Keystone (“Town”) is a home rule municipality governed by the Keystone Home Rule Charter; and

WHEREAS, by approval of Resolution 2024-33, the Town Council set fees for various Town services in the Town of Keystone 2024 Fee Schedule; and

WHEREAS, by approval of Resolution 2024-45, the Town Council amended the fees for various Town services in the Town of Keystone 2024 Fee Schedule; and

WHEREAS, on October 1, 2024, the Town of Keystone will take over the licensing and administration of Short-Term Rental regulations from Summit County in the Town boundaries; and

WHEREAS, pursuant to the Town of Keystone Ordinance No. 2024-O-08, section F, Town Council is required to adopt by resolution a fee schedule for review of applications and issuance of licenses for Short-Term Rental Licenses; and

WHEREAS, the Town Council finds that the fee amounts as set forth in the Amended Fee Schedule and including fees for Short-Term Rental Licenses are reasonable and appropriate, and where applicable, are based on the costs incurred by the Town for administering the Town services or for providing the license and permits.

Now, Therefore, be it Resolved by the Town Council of the Town of Keystone, Colorado, that:

Section 1. Adoption of Fee Schedule. The Town of Keystone, Amended Fee Schedule, attached as Exhibit A, which includes the Short-Term Rental License Fee Schedule is hereby adopted.

Section 2. Effective Date. This Resolution shall take effect upon its approval by the Town Council.

ADOPTED by a vote of __ in favor and __ against, this _____ day of _____, 2024.

By: _____
Kenneth D. Riley, Mayor

ATTEST:

Approved as to Form:

By: _____
Town Clerk

By: _____
Town Attorney



| Development Review Fee Schedule | |
|--|---|
| Work Sessions: | |
| Planning Commission Only | \$2305 |
| Planning Commission & Town Council | \$7790 |
| Zoning: | |
| Preliminary | \$5,240 plus \$235 per unit/lodge room |
| Final | \$3,440 plus \$235 per unit or lodge room |
| PUD Amendments | |
| Major | \$5,240 plus \$235 per unit/lodge room |
| Minor | \$1,760 plus \$235 per unit or lodge room |
| Site Plans | |
| Multifamily | \$5240 plus \$235 per unit or lodge room |
| Commercial | \$5,240 plus \$875 per 1,000 sq ft for the first 30,000 sq ft, and \$170 per 1,000 sq ft thereafter |
| Other Site Plan Reviews | Hourly rate |
| Variances | |
| All Types | \$2,305 |
| Renewals | \$1,125 |
| Conditional Use Permits (CUPs) | |
| All Types | Hourly rate |
| Temporary Use Permits (TUPs) | |
| All Types | Hourly rate |
| Non-Conforming Parcel Plan Review | |
| Un-platted Parcels | \$2,305 |
| Renewals | \$1,125 |
| Subdivisions | |
| Preliminary | \$5,240 plus \$235 per lot |
| Final | \$2,380 plus \$235 per lot |
| General Subdivision Exemptions | All \$2,530 plus \$235 per lot |
| Marijuana | |



| | |
|---|--|
| Medical | \$3,890 plus hourly rate after initial 10 hours of review time |
| Retail | \$3,890 plus hourly rate after initial 10 hours of review time |
| Home Occupations | |
| Low Impact | \$205 |
| Moderate | \$3,255 |
| Code Amendments | |
| All | \$2,305 plus hourly rate after initial 10 hours of review time |
| Development Agreements | |
| All | \$2,305 plus hourly rate after initial 10 hours of review time |
| Signs | |
| Sign Programs | \$1,855 plus hourly rate after initial 10 hours of review time |
| Sign Program Amendments | \$1,125 plus hourly rate after initial 10 hours of review time |
| Sign Permit | \$205 |
| All Other Applications | |
| All | Hourly Rate |
| Hourly Rate | |
| Planning | \$205.00/hour |
| Engineering | \$210.00/hour |
| Other consultants (including attorney review) | As provided by agreement |

| Colorado Open Records Act Request Fee Schedule | |
|---|---|
| Research & Retrieval Fees | |
| First hour | Free |
| Each additional hour | \$33.58 per hour, pro-rated by the quarter of an hour |
| Photocopy fees | |
| Copies of a public record | \$0.25/page |



| Liquor Licensing Fee Schedule | |
|---|---|
| Application Fees | |
| Application Fee | \$1,000 |
| Application Fee with Concurrent Review | \$1,000 |
| Application Fee Transfer of Ownership | \$750 |
| Application Fee Additional Liquor-Licensed Drugstore | \$1,000 |
| Application Fee Additional Liquor-Licensed Drugstore | \$1,000 |
| Application Late Renewal Fee (Not more than 90-days of license expiration date) | \$500 |
| Application Reissue Fee (More than 90-days but less than 180-days of license expiration date) | \$500 |
| Application Reissue Fine (More than 90-days but less than 180 days of license expiration date) | \$25.00 per day beyond 90-day expiration date |
| Annual Renewal Application Fee | \$100 |
| Annual Art Gallery Fee | \$100 |
| Retail License Fees | |
| Local license fees will be assessed in accordance with the license fees outlined in C.R.S § 44-3-505. | |
| Additional Fees | |
| Change of Location | \$750 |
| Corporate/LLC Change (Per Person) | \$100 |
| Manager Registration (Hotel & Restaurant; Tavern; Lodging & Entertainment; Campus Liquor Complex) | \$30 |

| Tobacco Licensing Fee Schedule | |
|---------------------------------------|-------|
| Application Fee | \$600 |
| Renewal Fee | \$200 |



| Road and Bridge Fee Schedule | |
|--|---|
| Floodplain Development | |
| Permits | \$1,255 |
| Grading Permits | |
| Single Family | \$1,835 +\$55 for each inspection over the allowed 3 |
| Duplex | \$2,760 +\$55 for each inspection over the allowed 3 |
| Multi Family, Commercial | \$2,760 plus \$35.00/1,000 SF of disturbance over 10,000 SF + \$55 for each inspection over the allowed 5 |
| Road Construction | Same as above |
| Plan Review | \$55.00 Plan review projects not requiring a grading permit |
| Right of Way/Road Easement Vacation | |
| Review | \$1,160.00 |
| Variance to Road and Bridge Standards | |
| Individual Request | \$365.00 |
| Project Request | \$765.00 |
| Bond/Letter of Credit Admin Fee | |
| Less than or equal to \$5,000 | \$365.00 |
| Greater than \$5,000 | 2% of the bond/letter of credit amount plus \$365.00 to a maximum fee of \$6,455.00 |

| Short Term Rental Fee Schedule | |
|---------------------------------------|-------|
| License Fee (renewals & new licenses) | \$285 |

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers
THROUGH: John Crone, Town Manager
Jennifer Madsen, Town Attorney
FROM: Lindsay Hirsh, Community Development Director
DATE: July 23, 2024 – Town Council Meeting
SUBJECT: Resolution 2024-53, A Resolution of Town Council of the
Town of Keystone, Colorado, Approving a Request for
Proposals for a Third Party Consultant to Develop the
Town's First Comprehensive Plan

Executive Summary:

Per State Statute, the Town of Keystone is required to have a comprehensive plan.

Recommendation:

Review the attached RFP and direct staff to amend accordingly and approve the attached Resolution authorizing Town Staff to initiate the RFP process to retain a third-party consultant to assist in the development and approval of the Town's first master plan.

Background:

On May 14, 2024, the Town of Keystone formally adopted the County's Comprehensive and Snake River Master Plans as an interim measure until such time the Town adopts its own master plan. On July 9, 2024, work session staff drafted a staff report that outlined the major components of the planning process.

The approval of the attached RFP and initiating the process will be the first step in the ultimate adoption of the Town's own comprehensive plan. Staff anticipates that once a consultant is selected it will be approximately a 9-month process until formal adoption of

the plan.

As the attached draft RFP illustrates, the major elements include:

- Overall Introduction
- Background
- Request
- Scope of Work
- Meetings
- Submittal Requirements
- Evaluation and Selection
- Estimated Budget
- Schedule

Alternatives:

Retain additional Town Staff and develop the comprehensive plan in-house.

Financial Considerations:

The draft RFP estimates the fee for the consultant to range from \$150,000-\$200,000.

Previous Council Actions:

None.

Next Steps:

Approve the attached RFP and resolution authorizing staff to initiate the RFP process.

Suggested Motions:

Approval:

I move to APPROVE Resolution 2024-53, A Resolution of Town Council of The Town of Keystone, Colorado Approving a Request For Proposals for a Third Party Consultant to Develop the Town's First Comprehensive Plan

Denial:

I move to DENY Resolution 2024-53, A Resolution of Town Council of The Town of Keystone, Colorado Approving a Request For Proposals for a Third Party Consultant to Develop the Town's First Comprehensive Plan

Attachments:

- Resolution 2024-53, A Resolution of Town Council of The Town of Keystone, Colorado Approving a Request For Proposals for a Third Party Consultant to Develop the Town's First Comprehensive Plan
- Draft Request for Proposals for Town of Keystone Comprehensive Plan

**TOWN OF KEYSTONE
Summit County, Colorado**

RESOLUTION 2024-53

**A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO
APPROVING A REQUEST FOR PROPOSALS FOR A THIRD-PARTY CONSULTANT
TO DEVELOP THE TOWN’S FIRST COMPREHENSIVE PLAN**

WHEREAS, the Town of Keystone (“Town”) is a home rule municipality governed by the Keystone Home Rule Charter; and

WHEREAS, per State Statute, the Town of Keystone is required to have a master plan; and

WHEREAS, on May 14, 2024, the Town of Keystone formally adopted the County’s Comprehensive and Snake River Master Plans as an interim measure until such time the Town adopts its own master plan; and

WHEREAS, the Town Council finds it in the best interest of the Town to retain a third-party consultant to develop the Town’s Comprehensive Master Plan.

Now, Therefore, be it Resolved by the Town Council of the Town of Keystone, Colorado, that:

Section 1. The Town Council authorizes Town staff to initiate the Request for Proposals (RFP) process in substantially the form attached hereto as Exhibit A. The Town Manager is authorized to publish the RFP on behalf of the Town.

Section 2. Effective Date. This Resolution shall take effect upon its approval by the Town Council.

ADOPTED by a vote of __ in favor and __ against, this _____ day of _____, 2024.

By: _____
Kenneth D. Riley, Mayor

ATTEST:

Approved as to Form:

By: _____
Town Clerk

By: _____
Town Attorney



Request for Proposals Town of Keystone First Comprehensive Plan



Date Issued: July 29, 2024

Submittal Deadline: August 30, 2024

This Request for Proposals (RFP) is not a competitive bid based on price only. The request for proposals allows the Town of Keystone, Colorado Town Council to select the service provider that best meets the needs of the Town, taking into consideration proposer qualifications, price, products, service capabilities and other factors relevant to the Town's policies, programs, administrative resources, and budget.

Introduction:

The Town of Keystone is seeking the services of a professional consulting firm to assist the Town of Keystone in the development of the Town's first Comprehensive Plan. This document will guide the Town's development, redevelopment and decision making at all levels for the Town's future.

The Town will provide a project manager to coordinate and communicate with during the Comprehensive Plan process. Additionally, the Town will provide additional resources to assist with the various topics that will be discussed during the Comprehensive Plan process.

The firm must have extensive experience and skills in the development of comprehensive plans, as well as facilitation of community visioning and public outreach in both in-person and on-line settings. The Town encourages and promotes public outreach and input.

The Town will receive proposals in response to this RFP until 4:00 pm on August 30, 2024. Proposals received after that date and time will not be reviewed or considered.

Interested firms shall submit (1) bound copy of their proposal and one (1) digital copy. Proposals can be dropped off or mailed to:

Town of Keystone
Attn. Lindsay Hirsh, Community Development Director
1628 Sts. John Road

Keystone, CO 80435

Questions regarding the RFP may be submitted to LHirsh@keystoneco.gov. Phone calls will not be accepted. The deadline for questions is August 23, 2024. All questions and answers will be published online.

Interviews of those selected for an interview will begin the week of September 2, 2024. Final selection is anticipated for the second or third week of September 2024, with contract approval in October.

Background:

The Town of Keystone became Colorado's newest Town on February 8, 2024. It is an exciting and challenging time. Located in Summit County, Colorado, Keystone is a mountain resort community which is home to approximately 1,300 full time residents, over 3,600 condominiums and homes, a deed restricted workforce housing area including 2,100 seasonal housing beds, a business community, and has a peak ski weekend population of 25,000. The Town is a year-round resort community with Keystone Resort located within its boundaries.

The community in Keystone has an opportunity to chart its own course for the first time and address the issues that it has faced for years.

Request:

Keystone's first comprehensive plan should provide clear land use, planning, environmental preservation, and economic diversification and resilience for the next 10-15 years in a 21st Century attractive and user-friendly product. The Town seeks the Consultant's recommendation on the appropriate format for the Town's first comprehensive plan.

The comprehensive plan will recognize the unique characteristics of all the various areas located within the Town boundaries and develop appropriate and anticipated land use designations for those locations. Areas of specific interest/concerns will likely be

related to Highway 6 traffic impacts, pedestrian safety, parking, economic development, workforce housing, and possibly goals/policies implementation measures directed at a more functional method to work cooperatively with the owners of the ski resort. In general, the consultant should have the ability to acknowledge and reinforce the need to evaluate and outline the features necessary to ensure the development of a healthy, functional municipality, as it evolves from a resort into an established town with the potential for growth and sustainability.

The comprehensive plan should include a three-mile plan for the purposes of consideration of future annexation petitions. In addition, the consultant shall also prepare a Housing Needs Assessment Plan and a Housing Action Plan meeting the requirements of SB24-174. Lastly, a consultant will provide some limited assistance working with Town staff with the development of any applicable grant applications.

Scope of Work:

The Town of Keystone seeks a consultant with strong writing skills, the ability to facilitate an inclusive public engagement process, and the ability to illustrate concepts with supporting maps, renderings, graphics, charts and photos. Community outreach may include stakeholder meetings, surveys, public meetings, website and on-line engagement, and other creative ways to engage all members of the community in an equitable manner. The consultant will need to understand the unique dynamics of a mountain community with a resort component.

The Town anticipates the planning process for the Comprehensive Plan to be completed within approximately a 9-month period. Work will begin in the fall of 2024, with anticipated completion and adoption in mid-2025.

The proposed scope of work includes:

- Evaluation of relevant historic and current documents and data pertaining to the Town of Keystone.

- Public/Stakeholder Engagement: The public's participation is crucial to the development of the Town's first comprehensive plan that reflects the needs, desires, and decisions of the community as a whole. The Town desires a strong public outreach and input gathering process.
- Background in characteristics and fundamentals necessary to establish a sustainable municipality from scratch.

Meetings:

Staff anticipates numerous meetings throughout the Comprehensive Plan process.

Such meetings will include:

- Advisory meetings with Town Staff.
- Stakeholder meetings, including property owners, citizen groups, businesses, and local non-profits.
- This likely will include work sessions with the Town Council.
- Public outreach, community open houses, and other public events to garner input.
- Work sessions with the Planning Commission and Council to discuss content and provide updates.
- Presentations before the Planning Commission and Council for Comprehensive Plan adoption.

Submittal Requirements:

Letter of Proposal and Commitment – The letter should identify the firm and key staff who will be working on the project, and commit them for the duration of the project, if selected. The letter should also state that the firm has read and understands the requirements of the RFP.

Firm Background and Project Team – Provide background information on the consulting firm, including location, resources, and experience. Identify the project team members and provide a statement of qualifications, expertise, and level of experience. The Town encourages the use of local team members.

Qualifications – This portion of the RFP should include at least three examples of projects (with contact information) completed within the past five years and will confirm the proposer’s expertise in providing comprehensive plan services.

Scope of Work – Provide a detailed scope of work, clearly illustrating tasks to be accomplished and final work product. Please also provide a scope of work specific to the proposed engagement and input process.

Understanding of the new Town of Keystone – Provide information that demonstrates the firm’s understanding of the Town of Keystone, and how that research will support the approach to a successful planning process.

Schedule – Provide a timeline for completion of the projects and a detailed schedule of public meetings, community outreach, and milestones for project completion.

Fee Schedule – Provide hourly fee schedules for each member of the team and team and total costs applicable to the deliverables outlined in this RFP. Include a “not to exceed” total project costs. The “not to exceed cost” should be based on the services to be provided including all expenses.

Town Staff Time and Resources – Provide an estimate of Town staff time and any additional resources that will be required for input into the project.

Insurance – Provide a summary of the team’s insurance coverage, including public liability, property damage, worker’s compensation, automobile, and professional liability.

Estimated Budget:

\$150,000-\$200,000

Evaluation and Selection:

The Town intends to engage the most qualified contractor available for this project, while minimizing the costs to the Town. Responsiveness to the RFP will be a principal

basis for evaluation. Proposals shall provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP, including:

- The firm's stated philosophy and approach to this project. Respondents are encouraged to provide an innovative approach and methodology to address the expressed objectives.
- Past record of performance on similar projects for other public agencies in terms of quality of work, cost control, and ability to meet established deadlines.
- Capacity of the personnel to perform the work within the allotted timeframe.
- Qualifications of individuals who will have direct involvement in identified tasks.
- Proposed project schedule for the duration of the project.
- The proposed fee.

Schedule:

Publication of RFP: July 29, 2024

Deadline for questions: August 23, 2024

Proposals due by 4:00 pm, August 30, 2024

Interviews begin Mid-September

Consultant selection and award of contract: approximately September 30, 2024

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers
FROM: John Crone, Town Manager
DATE: July 23, 2024
SUBJECT: Approval for Staff to Apply for Energy Impact Assistance Fund Grant

Executive Summary:

The purpose of this item is to secure Town Council approval for staff to apply for a Department of Local Affairs (DOLA) grant to offset the cost of a consultant to draft the Town's Comprehensive Plan.

Background:

As the Town moves forward in securing a consultant to draft the Town's Comprehensive Plan and the subplans included in the RFP, it is the staff's intention to apply for a DOLA EIAF (energy impact assistance fund) grant to offset the cost of the consultant.

EIAF grants use money raised from the severance taxes on energy and mineral production and from a portion of the state's share of royalties paid to the federal government for mining and drilling of minerals and mineral fuels on federally-owned land. Because of the impact of mining on our area, especially the Climax Molybdenum facilities, Keystone is given priority over other communities that apply for EIAF grants.

EIAF grants are 50% matching grants. That means that, if a grant is awarded, the Town will still need to provide one-half of the money. Staff estimates that the total cost of the Comprehensive plan and its subplans will be around \$200,000.

DOLA is currently in one of four application cycles for this grant. The application deadline is August 1, 2024. Staff would like to apply for a \$100,000 grant. Under DOLA rules, in order to apply for the grant, the Town Council must pass a motion of approval. The Town must also enter a contract with DOLA for the grant before the Town enters into a contract with a consultant.

Alternatives:

Choose not to apply for the grant.

Financial Considerations:

The grant may provide up to \$100,000 to help fund the development of the comprehensive fund.

Previous Council Actions:

None

Suggested Motions:

I move to approve the application for an EIAF grant to fund the development of a comprehensive plan.

Or

I move to deny the application for an EIAF grant to fund the development of a comprehensive plan