



## **Keystone Planning and Zoning Agenda**

The Keystone Planning & Zoning Commission will have a meeting on May 15, 2025, at 5:30 p.m. at 1628 Sts. Road, Keystone, CO 80435 in the Council Chambers.

The Town of Keystone conducts hybrid meetings. This meeting will be held in person at Keystone Town Hall and will also be broadcast live over Teams. [Join the live broadcast available by computer here.](#) 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) 450-3500x1 via phone, or [clerk@keystoneco.gov](mailto:clerk@keystoneco.gov) via e-mail, at least 72 hours in advance of the meeting.

- I. CALL TO ORDER, ROLL CALL**
- II. APPROVAL OF AGENDA**
- III. CONSENT AGENDA**
  - A. Minutes – March 20, 2024**
- IV. DISCUSSION**
  - A. Comprehensive Plan Update**
    - 1. 3 – Mile Plan Discussion**
- V. PUBLIC HEARINGS**
- VI. OTHER**
- VII. ADJOURNMENT**



## **Keystone Planning and Zoning Minutes**

A Regular Meeting of the Town of Keystone Planning & Zoning Commission was held on March 20, 2025, at 5:30 p.m. at 1628 Sts. John Rd, Keystone, CO 80435. Full and timely notice of the meeting had been posted, and a quorum of the body was present.

### **I. CALL TO ORDER, ROLL CALL**

Chair Woytash called the meeting to order at 5:32 p.m. The roll was called, and it was found there were present and participating at that time the following members: Commissioner Tim Huiting, Commissioner Steve Jacobsen, Commissioner David Koch, Commissioner Peter Madland, Commissioner Kathy Rogg, Commissioner Wendy Timm, Alternate Member Diane Leavesley, Alternate Member Kaili Warren, and Chair Melanie Woytash.

### **II. APPROVAL OF AGENDA**

Chair Woytash presented the agenda. Seeing no objections, the Planning and Zoning Commission accepted the agenda as presented.

### **III. CONSENT AGENDA**

#### **A. Minutes – January 16, 2025**

Commissioner Madland moved to approve the consent agenda as presented. Commissioner Timm seconded.

By voice vote, the motion passed unanimously, and the consent agenda was approved as presented.

**IV. DISCUSSION**

**A. Comprehensive Plan Update**

Chair Woytash recognized Community Development Director Lindsay Hirsh to introduce Dillon McBride and Caleb Schmitz of SE Group. They presented an update to Planning Commissioners of Existing Conditions and Stakeholder Engagement Initial Insights.

**V. PUBLIC HEARINGS**

**VI. OTHER**

**VII. ADJOURNMENT**

Seeing no further business to conduct, Chair Woytash adjourned the meeting at 7:24 p.m.

# THREE MILE PLAN DISCUSSION

Photo credit: Town of Keystone

# DISCUSSION ITEMS

- Background Information
- Examples of 3-mile plans
  - Nederland, CO
  - Fruita, CO
- Annexation Considerations
- Keystone's 3-mile Plan



Photo credit: SE Group



# WHAT IS A THREE-MILE PLAN?

Legally....

- Colorado law limits municipal annexations to no more than 3 miles beyond current borders.
- **Municipalities are required to adopt an annexation master plan for the 3-mile area** prior to the completion of any annexation.

Practically...

The 3-mile plan is an opportunity to consider:

- **The areas that a municipality is interested in annexing;**
- **how a municipality will provide service** in the newly annexed areas;
- **and how a municipality will sustain adequate levels of service** throughout the rest of the municipality.



# UNDERSTANDING 3-MILE PLANS

Shoring up a common misconception:



3-mile plan means the municipality intends to annex everything within 3 miles of town.



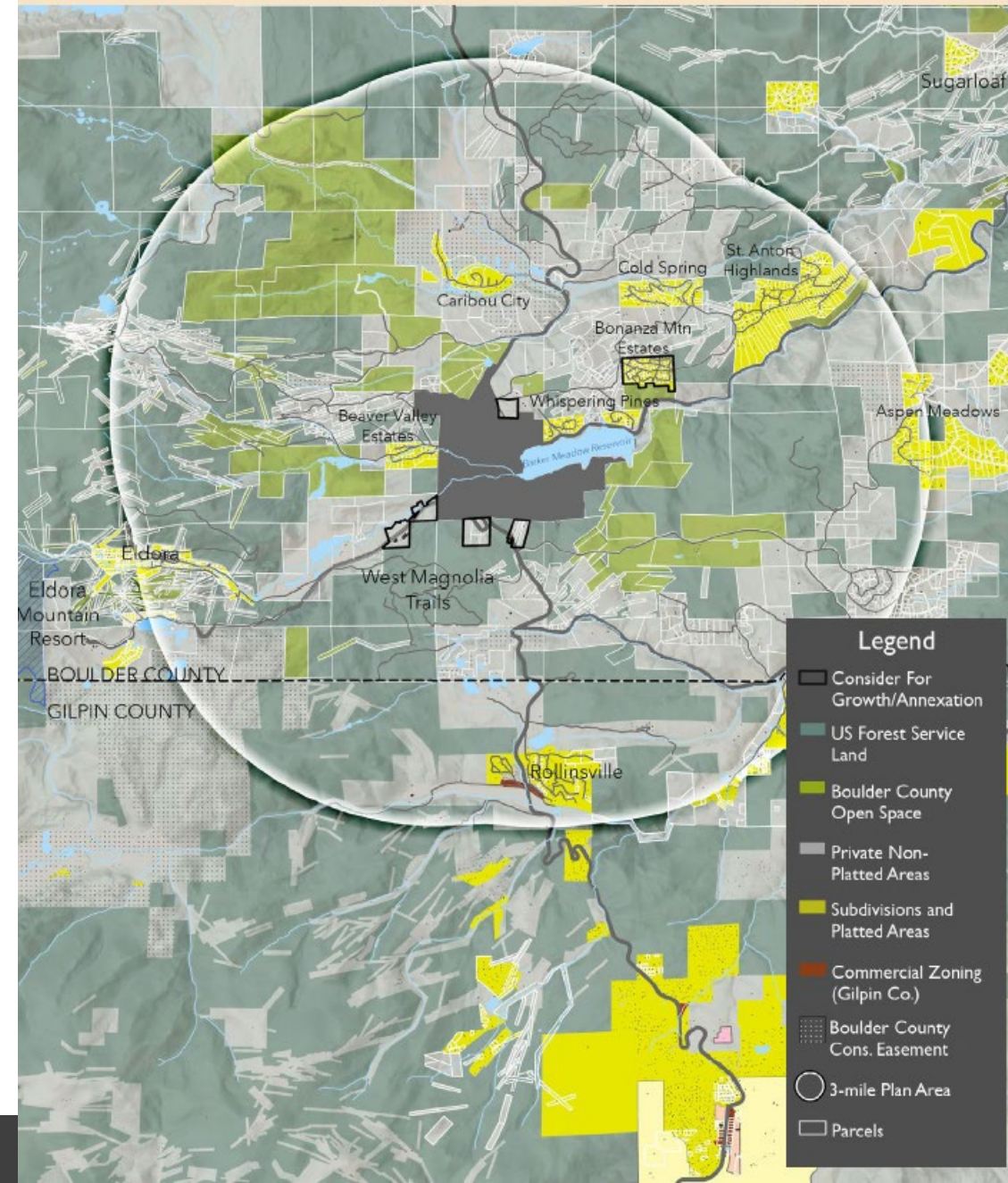
Municipalities cannot force landowners to annex, nor can landowners force municipalities to annex them.

The 3-mile plan **sets up the necessary conditions** for future annexation to be on the table. By identifying areas for growth and discussing how you would provide adequate service to the new area.

## EXAMPLE: NEDERLAND, CO

- Similarly surrounded by USFS lands which limit growth opportunities.
- The Planning Commission identified a few targeted areas under consideration for growth/annexation.
- Simple and effective.

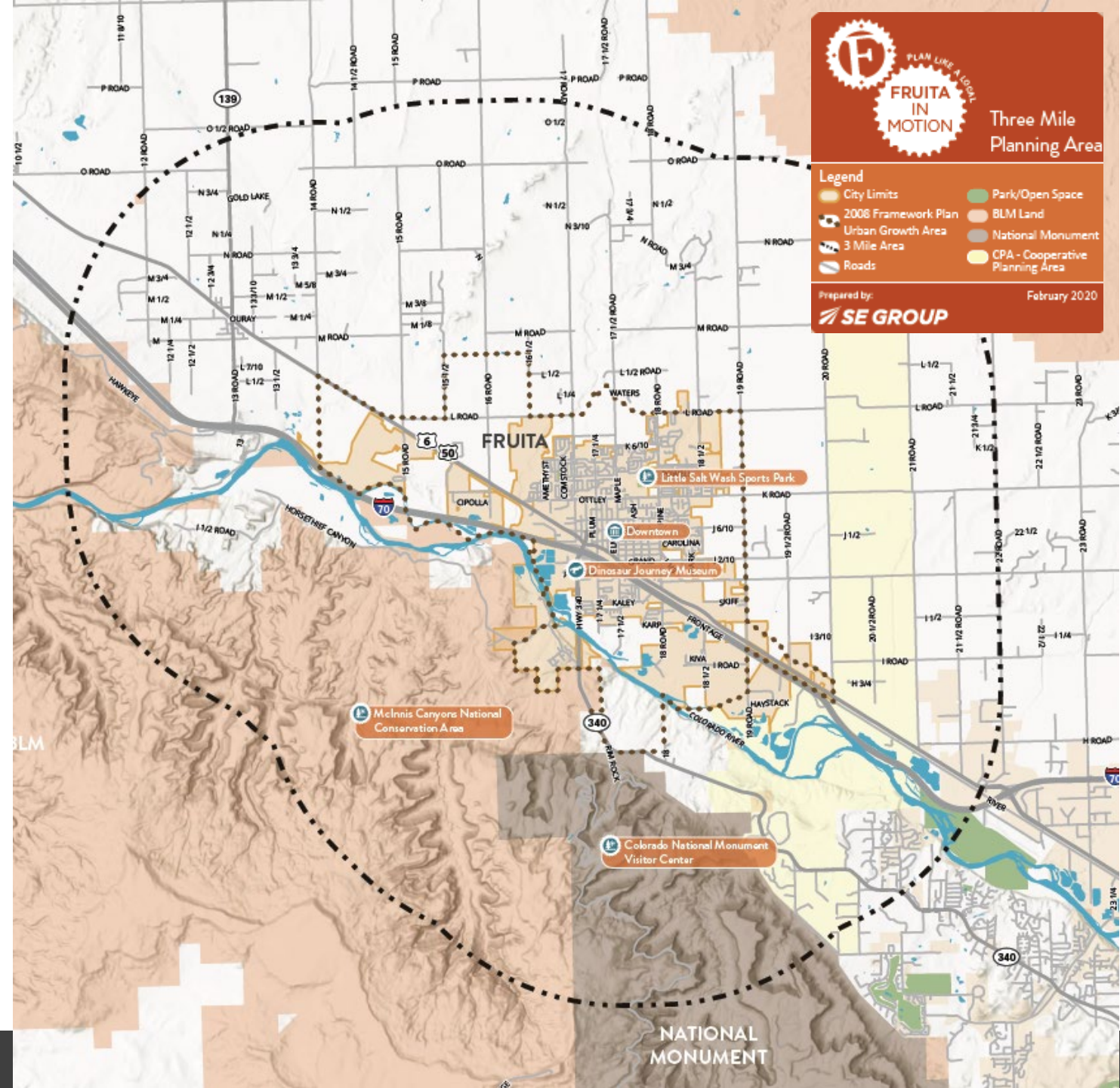
FIGURE 2.6  
THREE-MILE FUTURE LAND USE MAP





# EXAMPLE: FRUITA, CO

- Identified an urban growth boundary (UGB).
- The future land use map describes planned uses with the UGB.
- These maps taken together plan for annexation within the UGB, but nowhere else in the 3-mile area.



# ANNEXATION CONSIDERATIONS

- **Some advantages of annexation**

- Greater control over land use in surrounding areas.
- May expand tax base.
- Opportunities for expanding housing options, commercial spaces, and public facilities.
- Increasing population within the town could allow for greater participation in town boards and voting.

- **Some disadvantages of annexation**

- Expanding can strain existing infrastructure and public services and spur significant need for new investment.
  - Consider utilities, roads, maintenance, and emergency services.
- Disruption of natural landscapes and rural character and increasing development pressure.



# Discussion Questions

- Where would it be appropriate for the Town of Keystone to potentially annex in the next 10-15 years?
- Where would it be inappropriate for the Town of Keystone to annex in the next 10-15 years?
- Are there any other town growth goals that should be shown?

