

***THE NOVEMBER 13, 2018 COUNCIL PACKET MAY BE VIEWED  
BY GOING TO THE TOWN OF FRISCO WEBSITE.***

**RECORD OF PROCEEDINGS  
WORK SESSION MEETING AGENDA OF THE  
TOWN COUNCIL OF THE TOWN OF FRISCO  
NOVEMBER 13, 2018  
4:00PM**

Agenda Item #1: Peninsula Recreation Area Project Update 4:00pm

Agenda Item #2: Historic Property Discussion 4:30pm

Agenda Item #3: Housing Strategy Discussion 4:45pm

Agenda Item #4: Joint Work Session with the Summit County Board of Commissioners: Lake Hill 5:30pm

**RECORD OF PROCEEDINGS  
REGULAR MEETING AGENDA OF THE  
TOWN COUNCIL OF THE TOWN OF FRISCO  
NOVEMBER 13, 2018  
7:00PM**

**STARTING TIMES INDICATED FOR AGENDA ITEMS ARE ESTIMATES ONLY AND MAY  
CHANGE**

**Call to Order:**

Gary Wilkinson, Mayor

**Roll Call:**

Gary Wilkinson, Jessica Burley, Daniel Fallon, Rick Ihnken, Hunter Mortensen, Deborah Shaner, and Melissa Sherburne

**Public Comments:**

Citizens making comments during Public Comments or Public Hearings should state their names and addresses for the record, be topic-specific, and limit comments to no longer than three minutes.

NO COUNCIL ACTION IS TAKEN ON PUBLIC COMMENTS. COUNCIL WILL TAKE ALL COMMENTS UNDER ADVISEMENT AND IF A COUNCIL RESPONSE IS APPROPRIATE THE INDIVIDUAL MAKING THE COMMENT WILL RECEIVE A FORMAL RESPONSE FROM THE TOWN AT A LATER DATE.

**Mayor and Council Comments:**

**Staff Updates:**

## **Consent Agenda:**

Minutes October 23, 2018 Meeting

## **New Business:**

Agenda Item #1: First Reading Ordinance 18-10, an Ordinance Amending Chapter 110 of the Code of Ordinances of the Town of Frisco, Concerning the Licensing of Businesses, by Adding a New Article III, Concerning the Licensing and Regulation of Short-Term Rentals Within the Town STAFF: CHAD MOST 1) MAYOR OPENS PUBLIC HEARING 2) STAFF REPORT 3) PUBLIC COMMENTS 4) MAYOR CLOSES PUBLIC HEARING 5) COUNCIL DISCUSSION 6) MOTION MADE 7) MOTION SECONDED 8) DISCUSSION ON MOTION 9) QUESTION CALLED

Agenda Item #2: First Reading Ordinance 18-13, an Ordinance Appropriating Additional Sums of Money to Defray Expenses in Excess of Amounts Budgeted for the Town of Frisco, Colorado for the 2018 Budget Year STAFF: BONNIE MOINET 1) MAYOR OPENS PUBLIC HEARING 2) STAFF REPORT 3) PUBLIC COMMENTS 4) MAYOR CLOSES PUBLIC HEARING 5) COUNCIL DISCUSSION 6) MOTION MADE 7) MOTION SECONDED 8) DISCUSSION ON MOTION 9) QUESTION CALLED

Agenda Item #3: First Reading Ordinance 18-14, an Ordinance Repealing Certain Portions of Chapter 160 of the Code of Ordinances of the Town of Frisco, Colorado, Concerning Taxation, by Amending Section 160-1.1 Concerning Definitions, and Section 160-8.9, Concerning Transactions and Items Subject to Tax STAFF: THAD RENAUD 1) MAYOR OPENS PUBLIC HEARING 2) STAFF REPORT 3) PUBLIC COMMENTS 4) MAYOR CLOSES PUBLIC HEARING 5) COUNCIL DISCUSSION 6) MOTION MADE 7) MOTION SECONDED 8) DISCUSSION ON MOTION 9) QUESTION CALLED

## **Adjourn:**





## **MEMORANDUM**

P.O. Box 4100 ♦ Frisco, Colorado 80443

---

**TO: MAYOR AND TOWN COUNCIL**  
**FROM: TYLER LUNDSGAARD, PROJECT MANAGER – NV5**  
**DIANE MCBRIDE, INTERIM TOWN MANAGER**  
**RE: PENINSULA RECREATION AREA (PRA) PROJECT UPDATE**  
**DATE: NOVEMBER 13, 2018**

This PRA update is broken down into different phases. Phases I and IA include updates on 2018 projects that have both been completed and those that need to be finished in the spring of 2019. Phase II includes 2019 budgeted items for discussion at this time. Mr. Lundsgaard will be present at the November 13<sup>th</sup> Council meeting to present these updates.

### **PRA Phase I**

- The skatepark at the PRA is complete, less final landscaping in the center island of the park. Evergreen Skateparks completed final site grading the first week of October, and the park has been regularly used since demobilization.
- Removal of the cobble and asphalt on site to take place on 11/8/18 in preparation of parking spaces for the winter operations and site cleanup.
- The bouldering area has experienced production delays through ID Sculpture and is scheduled to be completed on 11/27 – 11/28 (the Tuesday and Wednesday following Thanksgiving). The tubing hill is closed on Tuesday and Wednesday, so schedules will work for logistics on site.

### **PRA Phase IA**

- Landscaping was unable to be completed this fall due to weather and staffing delays with Neils Lunceford. All work is contracted and to be complete as weather permits in spring 2019. This will include all site irrigation, although the water main trenching has been installed this fall to expedite spring work.
- Crusher fines pathways were considered if able to be installed this fall, but with scheduling and cost benefit in mind, it is recommended that final concrete sidewalks be installed with PRA Phase II work.

### **PRA Phase II**

- The parking lot expansion and civil infrastructure design work at PRA (Phase II) is contracted with Martin/Martin (M/M) under Phase I scope. To facilitate timely contractor procurement and planning, M/M will be working on final design through the remainder of 2018. This scope will provide ~80-90 parking spaces and upgrade the drainage system around the Day Lodge and base area at the PRA.
- An office/maintenance building and potentially a caretaker unit is currently planned to be part of Phase II at the PRA. It is recommended that the building, parking lot expansion and restrooms (planned Phase I) be included in one (1) comprehensive bid package to maximize the cost benefits/efficiency with a general contractor.

## Peninsula Recreation Area – Phase II



## Vision and Goals

- ***Create a central hub of activities within the Frisco Peninsula Recreation Area that will help define Frisco as a unique mountain town.***
- Diversify the Frisco Adventure Park by adding a multi-use sport court to the area.
- Expand and refresh the existing skate park area while maintaining character with the mountain environment.
- Expand the existing restroom facilities and create an exterior access point to them at the Day Lodge to accommodate additional uses in these areas.
- Improve upon and redirect historic drainage patterns away from existing structures.
- Plan for future growth of the parking area and trails while laying out proposed 2018 amenity improvements.
- Relocate bike park features in easily accessible areas.
- Improve pedestrian connections and provide outdoor gathering spaces.

## Office and Maintenance Building

- Office/ Maintenance / Housing building was planned for in SE Group report from 2016
- Norris Design charrette outlined further need and placement of building at PRA
- Continued operations at Adventure Park have further enforced the need for office/storage space and potentially 1-2 caretaker units

## Office and Maintenance Building



- 4,000 sqft
  - 3,000 sqft storage and maintenance
  - 1,000 sqft finished office space
  - 1-2 caretaker unit(s)
- Well serviced location at PRA
- Design/build project delivery

# Office and Maintenance Building



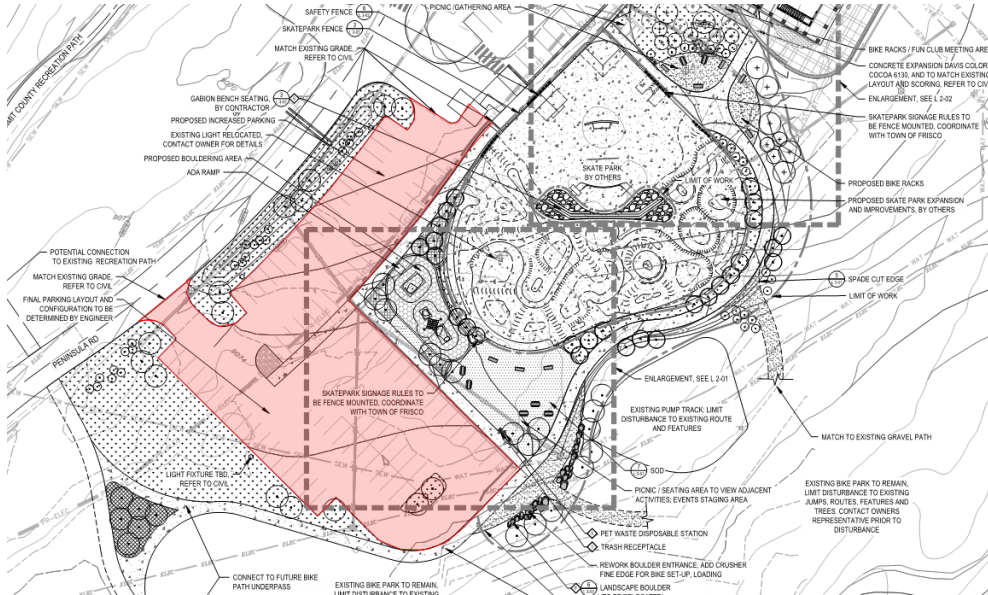
## PRA Building Additional Needs

- Need for housing
  - Units up to 900 sqft permitted
  - Deed restriction to be set with Planning dept
  - Risks with housing
    - Persons living on site could cause security concerns
    - Parties/extra curricular activities on site
- Need for space
  - Finished large room for TOF kids programs and activities
  - SNSC space longevity



# Parking Lot Expansion

- 80-90 parking spaces added to PRA
- Civil and drainage infrastructure to be added to control moisture at Adventure Park and Day Lodge







**TO: MAYOR AND TOWN COUNCIL**  
**FROM: BILL GIBSON, ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR**  
**RE: PROPOSED USE FOR EXCELSIOR HOUSE**  
**DATE: NOVEMBER 13, 2018**

**Summary Statement:** Larry Feldman recently presented a development proposal to Town Staff and the available referral agencies at a pre-application conference. This development proposal assumes the relocation and use of the “Excelsior House”. The Excelsior House is a historic building owned by the Town of Frisco currently located in temporary storage at the Peninsula Recreation Area (PRA). The Town Council has the authority to determine if it is in the best interest of the town to allow any entity, group, or individual to utilize town owned property. Before Mr. Feldman proceeds forward with submitting formal development applications, he must first obtain Town Council’s authorization to utilize this town owned asset as part of his development proposal.

The Town Council is not being asked to review or approve Mr. Feldman’s development proposal at this time. This development proposal will require multiple types of development applications that will be reviewed in accordance with the associated procedures outlined in the Town Code.

**Background:** The Excelsior House is a historic mining office building (constructed circa 1895) from the former Excelsior Mine. This building was relocated from the former mine in the North Ten Mile Canyon to private property at 208 Galena Street in 1938. In 2017, Mr. Feldman donated the Excelsior House to the Town of Frisco to accommodate the construction of the Estates on Galena multi-family residential project. On December 20, 2017, the Excelsior House was moved from 208 Galena Street to a temporary storage location on town property south of the Frisco Adventure Park.

In April and May of 2018, the Council considered a proposal by the Summit Nordic Ski Club (SNSC) to utilize the Excelsior House as a clubhouse for SNSC athletes, administrative staff, and coaches. That proposal involved relocating the building elsewhere at the PRA, restoring the building, and constructing renovations that would add storage and public restrooms. It was proposed that the Town of Frisco maintain ownership of the building and then lease it to the SNSC. The Town Council expressed interest in the proposal, but had concerns about the financial implications and the proposed location of the building. The Council did not find it to be in the town’s best interest to move forward with the SNSC proposal until such time as their concerns could be addressed.

**Staff Analysis:** Staff has reviewed Mr. Feldman’s request to utilize the town owned Excelsior House as part of a future development proposal. The Excelsior House is being stored at the PRA until such time as a permanent location and use have been determined. To date, the Town Council has not specified a permanent location or

permanent use for this building. Additionally, the town has not yet completed any comprehensive planning efforts to advise such a decision.

There are various ongoing and pending planning efforts which may assist the Town Council with this decision in the future, including:

- Frisco Community Plan Update: The town is in the process of updating the Frisco Community Plan. The Community Plan update will include an evaluation of community design and character, which will include a discussion about historic resources.
- Historic Building Locations Discussion: The Community Development Department's work plan includes preparing for a work session in the first quarter of 2019 to discuss alternative locations for accommodating the placement of the Town's historic structures such as the Lund House and the Excelsior House.
- Historic Survey Project: The 2018 and 2019 budgets including funding for consulting services for historic preservation projects. With assistance from historic preservation expert Reid Architects, the Community Development Department has submitted a State Historic Fund Grant Application requesting funding for a historic survey project. This project will involve a detailed historical analysis of various buildings in Frisco. Staff anticipates the Excelsior House being one of the buildings being examined as part of this project. The results of this grant application are not yet available.
- Historic Park and Museum Site Planning Project: The 2019 budget includes funding for a Historic Park and Museum site planning project. This project will create a land use plan for the park that takes into consideration future uses, including historic structures. Staff anticipates the Lund House and the Excelsior House being examined as part of this project.
- PRA Field House Feasibility Study: The 2019 budget includes funding for the continuation of the field house feasibility study. In part, this study would help frame discussions around future uses and structures at the PRA. The outcomes of this study could influence the towns evaluation of incorporating historic structures into the PRA.
- CO 9 in Frisco: Main Street to Iron Springs Project (aka Gap Project): CDOT is in the process of finalizing the design of the highway widening project between Frisco's Main Street and the County Commons. The preliminary design includes modifications to the highway access for Granite Street and a new roundabout at the South 8<sup>th</sup> Avenue and Summit Boulevard intersection. This highway project is located directly adjacent to Mr. Feldman's development proposal site. CDOT's final highway design is anticipated to be completed later this fall/winter.

**Staff Recommendation:** Staff recommends the Town Council determine if it is in the town's best interest to allow Mr. Feldman to utilize the Excelsior House in future development proposal applications.

**Attachments:** Lawrence Feldman, Town Centre LTD, letter dated October 29, 2018

# *Town Centre, Ltd*

October 29, 2018

Frisco Town Council  
Honorable Mayor Gary Wilkinson  
and  
Honorable Council Members

## **RE: Permanently Preserve the Historic Excelsior Mine Office As Originally Built in 1895 within a Town Park**

In 1983 I donated and moved the Bill Thomas residence from Bill's Ranch (Mountainside) to Frisco's new Historic Park where it remains as a showpiece of Frisco history 35 years later. I am delighted that this happened and remains available for all to see. I plan to do this again with the historic 1895 Excelsior Mining Office.



In 2016 and 2017 after unsuccessful attempts to preserve the 1895 Excelsior Mine Office on Galena Street I arranged, at my expense, to move the Excelsior Office to the PRA until a suitable preservation site could be found. The easiest thing for me to do would have been to demolish the building but I wanted to see this very historic and well-preserved example of 1890's Frisco architecture preserved to tell the story of Frisco's mining history and more. It was my expectation that a dignified way to preserve the venerable and historic Excelsior Office on a suitable site would be found so that it could be brought out of mothballs. It was not my intention that that identity of the building would be destroyed and that the Town or I would gift it to a private organization and contribute toward a \$250,000.00 modernization for a private use and not its preservation as built.





## Town Centre, Ltd

I now have a proposal to create a historic park at the highly visible corner of Summit Boulevard and Granite Street with the Excelsior Office as the centerpiece. It would be rehabilitated and set-up as an educational experience about Frisco's historic architecture, mining history, Frisco's first electrical power, the railroad that passed through and some of Frisco's founding fathers (Wiborg and Recen). The plan is to not only create the museum and a visitor's center but a locals gathering area with mining artifacts, a mine themed climbing wall, a kids splash pad, benches, a concrete chess table and maybe a concrete ping pong table. Hopefully, such a park, in such a high visibility area, would become a local attraction a gathering place and stop Breckenridge bound traffic with visitors being directed to Main Street merchants by use of discount coupons.



The construction of the Historic Park, that would house the Excelsior Office, would be in part on the vacated the 8<sup>th</sup> Avenue ROW (a later application) and the vacant Frisco Depot land being acquired and developed by me.

I hope the Town Council will support this noble effort to preserve the Excelsior Office with the clear understanding that all that is being approved by Council is our being allowed to retrieve the Excelsior Office should we succeed in an upcoming development application for the undeveloped Frisco Depot vacant land site together with the 8<sup>th</sup> Avenue ROW vacation. We fully understand and agree that the agreement to return the Excelsior Office in no way binds the Town to approve an upcoming 8<sup>th</sup> Avenue ROW vacation request, a request for an Historic Overlay District or our development application for a 10 unit deed restricted affordable rental apartment building and 30 market rate condominiums. Thus, we hereby respectfully request Council to conclude that should our upcoming applications be reviewed and approved the Town will agree to return the Excelsior Office for permanent preservation essentially as it was constructed in 1895.

Respectfully yours,

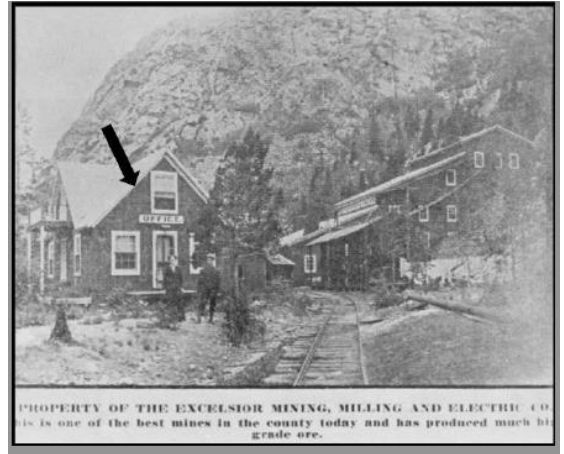
*Town Centre, Ltd*

By:

A handwritten signature in blue ink that reads "Lawrence Feldman".

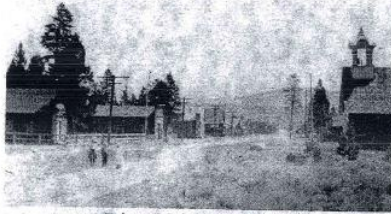
Lawrence Feldman, Member/Manager





## Historic Frisco

A Self Guided Walking Tour  
Of Historic Properties



Frisco Main Street 1910  
Photo courtesy of Colorado Historical Society

### A Brief History

Frisco first served as a favorite camp for the Ute Indians for almost 7,000 years. Founded in 1873 by Henry Reeen and named by Henry Learned, Frisco quickly boomed. Mining was the attraction, gold and silver mines covered the mountain sides.

By 1884 the permanent population reached 250 with two railroads, numerous businesses, hotels and saloons. Mining boomed until 1918. By 1930 the population dropped to 18. World War II had a strong impact on the economy shifting it from mining to skiing, with it another boom era began.

A friendly, warm, historic town, Frisco sits in the heart of Summit County. Having managed to keep several of its older buildings, Frisco has a unique appearance. Main Street blends the new with the old. A character all its own, Frisco has attracted many with its small town ambience.



**Old Excelsior Mine, 208 Galena Street:** This building was originally built as the office at the Excelsior Mine. The Excelsior Mine was located at the entrance of the Ten Mile Canyon in a cleft on Wichita's slope. It received local fame as being the first mine in the district to produce and use electricity. The mining office was moved to its present location in 1938. Former residence of the Homer Allen and Deke Throckmorton families. Now owned by Curtis and Pam Johnson.

### SUMMIT COUNTY ITEMS.

Frisco was honored this week by a visit from no less a personage than Nelson A. Miles, lieutenant-general of the United States army, retired. The general was the guest of Mr. Frank B. Wilborg, of Cheesman and Washington, millionaire ink manufacturer and principal stockholder of the Excelsior Mining, Milling and Electric company, which corporation owns valuable mining property at this place. Mr. Miles, although getting pretty well along in years, is still very alert, eagle-eyed, stands erect, aside from the tell tale look of gray, is to all appearances just as young as the day he succeeded in rounding up old Geronimo and his band of numerous Indians, some twenty-four years ago.

Attorney W. F. Robinson, of Denver, secretary of the Excelsior Mining, Milling and Electric company and George J. Bancroft, E. M., one of the foremost mining engineers of the United States, also of Denver, accompanied Mr. Wilborg and Mr. Miles to Frisco. The party came in early Tuesday morning on a special train over the Colorado & Southern railway. A carriage met them at the train and they were driven to the office of the Excelsior Mining company. Later they took a trip through several of the mines and in the afternoon made a journey up the mountain on horseback. Mr. Wilborg's private car was attached to the regular Denver train Wednesday morning, and the return trip began.

The work of transferring the air compressor of the King Solomon power house from a steam actuated to an electric belt driven machine has been completed. The new large electric motor runs as smoothly as a sewing

### THE MINING INVESTOR.

machine and with very little more noise, while the compressor, which is entirely automatic, slackens or increases its speed according to the amount of air used in the mine, responding to every turn of a valve with a sensitive-ness that seems almost human. The fact that Engineer H. B. Barnes of Denver, had charge of the installation is ample proof that everything will be O. K. Mr. Barnes has few peers in this line of business and his services are greatly in demand. The blocking out of the ore continues in the different veins already opened up in the mine, while the heading of the tunnel is being pushed on into the mineral zone. The information being encountered at this time is heavily mineralized and the cutting of another vein is expected most any day. Good progress is being made at the North American tunnel and it is believed another vein is about to be interrupted.—Summit County Journal.

### EXCELSIOR MINING, MILLING & ELECTRIC CO. COLORADO

Office: 401 Interstate Trust Bldg., Denver, Colo.  
Officers: F. B. Wilborg, pres.-treas.; W. F. Robinson, sec.; E. Flood, supt.

Cap. \$250,000; \$1 par, fully issued.  
Property: the Excelsior mine at Frisco, Summit county, shows lead-copper ore with gold and silver. Developed by 2,500' tunnel and 120' shaft. In 1917, the mill was remodeled to a 50-ton capacity, and a flotation unit added.



Some of them had been moved before, as Summit County went from boomtowns to bust towns to ski towns.

Frisco has a hands-off approach to historical preservation (<https://www.summitdaily.com/news/local/historic-preservation-is-a-mixed-bag-in-summit-lots-of-places-have-disappeared/>), preferring to offer incentives to keep old buildings rather than mandate their protection.

Recently, the town has extended historic overlay zoning deals to a pair of developments, offering code waivers in exchange for preservation. But the notion of horse-trading density allowances to keep the bulldozers away has made some on the town council uncomfortable with the process (<https://www.summitdaily.com/news/local/frisco-considers-changes-to-historic-zoning-rules-after-pair-of-tough-votes/>), called historic overlay zoning.

Feldman initially wanted to keep the Excelsior where it stood and turn it into a museum sandwiched between residential buildings. It was one of the first historic overlays ever proposed, but the Planning Commission nixed the project because of its size, Feldman said.

His new project will be a small cluster of townhomes, totaling 13 units in a mix of single-family homes and duplexes.

Frisco hasn't yet decided what to do with the old red cabin that kept the lights on in town for nearly two decades. More than a century of wear and two relocations have taken their toll, and it will likely need some restoration work.

"A lot of different people have lived in this house," Claudia Kreumelmeyer said. "It'll be interesting to see what happens with it. I hope they fix it up and make it into something cute."

### 3 Comments

Sort by Oldest



Add a comment...



**Tom Clancy**

I'm all for historic preservation to a point, but in this case a replaca of that building could have been built probabaly for 1/2 of what it cost to move it.

[Like](#) · [Reply](#) · 44w



**Scott Smith**

What a waste of resources. There are PLENTY of old buildings around the county.  
How much did this cost?

[Like](#) · [Reply](#) · 44w



**Cynthia Leslie Johnson**

An incredble gesture and a valuable piece of history!

[Like](#) · [Reply](#) · 44w

Facebook Comments Plugin



## MEMORANDUM

**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** JOYCE ALLGAIER, COMMUNITY DEVELOPMENT DIRECTOR  
**RE:** COUNCIL DISCUSSION – STRATEGIC HOUSING WORK SESSION  
**DATE:** NOVEMBER 13, 2018

**Summary:** Council would like to have a discussion about work force housing in order to strategically move forward on this front.

To assist in this discussion, on Wednesday, November 7, Diane McBride forwarded several background documents to the Council, including:

- Frisco Housing Task Force (Project Group) Interim Presentation
- Frisco Housing Task Force Workforce Housing Strategic Analysis to Projects (spreadsheet)
- 2018 Updated AMI for Summit County
- 2016 SCHA Updated Needs Assessment
- 2018 Frisco Housing Task Force Report
- 2018 Regional Housing Status Brochure (multi-jurisdiction project)

These documents are included as part of this staff memo for your use and for the public record. These documents should be helpful in this discussion by providing an overview of the work of the Frisco Housing Task Force as a starting point and information that documents the current state of housing in our region as well as the 10 Mile Basin.

The Workforce Housing Strategic Analysis serves as an inventory of properties and includes attributes describing the properties, status, zoning information, etc. This spreadsheet serves as a good resource for council and would then be updated to reflect your current direction and priorities. Staff sees this document as one that will continue to be revised over time to reflect opportunities, accomplishments, and budget decisions.

Staff has very recently been in touch with both the Colorado Department of Transportation (CDOT) and Centura. Both of those organizations continue to be excited and willing to work with the town on housing projects. Staff will be prepared to discuss more details of the arrangement with those entities at your work session. CDOT has made the development of housing in Frisco its top priority for work force housing development and their goal is to do this with the town of Frisco as a partner. A draft memorandum of understanding has been drafted but not yet executed by either entity at this point.

**Discussion Questions/Points:** Staff will assist the council in any way in this discussion. We have poised some threshold questions that may assist in framing up an approach.

- What are the town's options – considering budget and partnership opportunities? The spreadsheet is helpful to see all options.
- What type of housing is most pressing to address at this point? What type of worker do you want to target, considering the above? Rental, AMI, sale?
- “For sale” units allow for more immediate financial return to regenerate the budget and allows the town to be more nimble with a ready budget, while rental units are in high demand and have a longer payback time. (The needs assessment shows that the 10 Mile Basin is in need of a variety of housing types and price points.)
- What is the best opportunity for the next project? What might be considered “low hanging fruit” that the town can move forward with? Where would there be the greatest community support or least amount of opposition in order to move forward?
- What project takes best advantage of a partner who is willing to move forward?
- What role does the town want to play in the housing equation? (This question can be thought of broadly over the long term, or project-specific.) At this time, the town has limited capacity to be a housing manager and landlord but has some opportunity to provide land, and/or be a partner with the land of others. The town has options to put a project out to bid on its land (Sabatini, 1<sup>st</sup> & Main, Granite, etc.) and sell the project to a developer and manager (for rental).
- While usually accomplished one unit at a time, what kind of priority does the town place on buy-downs? Shall the town designate funds for this reason when needed so it may act quickly when an opportunity arises?

Staff very much believes in the importance of a strategic approach to moving a project forward to fruition. Once a project is decided upon, we stand ready to assist in public outreach and helping citizens understand the overall importance of workforce housing to a sustainable community, to creating educational materials and images to show what the project would look like, and otherwise, keep the community tuned into housing efforts.

Below is an excerpt from the 2019 Frisco Town Budget that shows the SCHAs revenues and town expenditures. Finance Director, Bonnie Moinet will be present at your work session to assist with budget and financing questions.



	A	B	C	D	E	F
1					Estimated	Proposed
2	Account	Account	2017	2018	2018	2019
3	Number	Title	Actual	Budget	Year End	Budget
4		<b>REVENUES:</b>				
5	55-5500-3007	County Sales Tax	\$1,285,175	\$1,080,000	\$1,100,000	\$1,100,000
6	55-5500-3101	Interest on Investments - 5A Portion of Allocation	\$13,209	\$7,000	\$15,000	\$9,000
7	55-5500-3110	Sale of Town property - Staley House/Galena Units	\$0	\$1,514,000	\$1,361,813	\$0
8	55-5500-3115	Rental Income	\$0	\$0	\$5,860	\$70,320
9	55-5500-3222	Miscellaneous Income	\$0	\$0	\$0	\$0
10	55-5500-3310	Building Permits and Fees	\$36,745	\$165,000	\$115,000	\$115,000
11		<b>TOTAL REVENUES</b>	<b>\$1,335,129</b>	<b>\$2,766,000</b>	<b>\$2,597,673</b>	<b>\$1,294,320</b>
12						
13		<b>EXPENDITURES</b>				
14	55-5500-4262	Capital Projects	\$0	\$2,850,000	\$855,000	\$2,000,000
15	55-5500-4263	Mary Ruth Place Project	\$120,292	\$0	\$1,150,000	\$0
16	55-5500-4264	113 Granite Project	\$206	\$0	\$0	\$0
17	55-5500-4265	3rd Avenue Project	\$206	\$0	\$0	\$0
18	55-5500-4270	Rental Expenses	\$0	\$0	\$4,050	\$14,490
19	55-5500-4276	Community Outreach	\$10,888	\$2,000	\$10,000	\$10,000
20	55-5500-4365	Administration Expense	\$49,510	\$126,320	\$65,000	\$68,250
21		<b>TOTAL EXPENDITURES</b>	<b>\$181,102</b>	<b>\$2,978,320</b>	<b>\$2,084,050</b>	<b>\$2,092,740</b>
22						

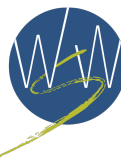
# 2016 Summit County Workforce Housing Demand Update — EXECUTIVE SUMMARY —

*August 2016*



Photo by Carl Scofield

*Prepared by:*



Wendy Sullivan, WSW Consulting  
San Anselmo, CA  
[wendy@wswconsult.com](mailto:wendy@wswconsult.com)

Melanie Rees, Rees Consulting, Inc.  
Crested Butte, CO  
[melanie@reesconsultinginc.com](mailto:melanie@reesconsultinginc.com)

## Executive Summary

This executive summary presents the primary findings from the 2016 Summit County Housing Demand Update. The main report can be referenced for more detail.

The 2016 Summit County Housing Demand Update updates the workforce housing needs estimated in the 2013 Summit County Housing Needs Assessment. The study identifies by basin:

- How many ownership and rental housing units are needed to house the Summit County workforce presently and through 2020; and
- Which AMI levels should be targeted by affordable workforce units.

As in the 2013 study, workforce housing need estimates are estimated based on *average annual employment* and do not represent peak season needs for seasonal workers residing in the area for only a few months during the year.

## Housing Market Changes

All trends since the 2013 Housing Needs Assessment point to decreased affordability of homes for the workforce and a scarce supply of housing.

### Housing has increased in price:

- The average sale price of homes has increased an average of 3.8% per year since 2012. Single family homes sold in 2015 averaged over \$800,000 and condominiums averaged about \$400,000.
- Market homes are now mostly priced for households earning over 150% AMI, compared to 120% AMI in 2012.
- Rents increased at least 10% in 2015 alone. The average rent of homes available at the end of the ski season this year (\$1,898) was affordable for a household earning over 110% AMI. In 2013, market rents were affordable at about 80% AMI.

Housing supply has decreased:

- The inventory of homes currently for sale is 60% lower than in January 2013.
- Inventory is particularly low for homes priced under \$400,000 (150% AMI), comprising just over a 1-month supply based on sales volumes in 2015.
- Rental vacancy rates were below 2% in 2012 and have since decreased.

Some households that could afford market-rate homes in 2012 no longer can:

- A household earning 100% AMI could afford to pay \$317,000 for a home in 2012 compared to \$271,300 today. This is due to:
  - A slight rise in interest rates since 2012. A 0.5% rise in interest rate decreases the affordable purchase price for a household by about 5%.
  - A decline in the HUD-calculated Area Median Income (AMI) for Summit County in 2016 (\$82,300) compared to 2012 (\$89,800).

## **Economy**

Trends in the economy show continued job growth and very low unemployment, making it increasingly difficult to fill jobs with local workers.

Job growth is slower than predicted in 2012, but still significant:

- It was estimated in the 2013 housing study that between 2,140 and 3,600 jobs would be added between 2012 and 2016. Based on revised State Demographer estimates, new jobs added fell near the mid-point of this range (2,755 new jobs).
- Jobs are projected to grow at a more modest pace in the county through 2020 – adding about 1,800 jobs.

Unemployment is very low:

- The unemployment rate fell to 2.25% from 6% in 2012. Because locals are now mostly employed, most new jobs created in 2016 through 2020 will need to be filled by workers from outside of Summit County who move into the area or commute.

## **Number of Units Needed**

About 1,685 units housing about 3,035 employees<sup>1</sup> need to be built or preserved for the local workforce that the market will not provide through 2020. This number represents:

---

<sup>1</sup>These are employees needed to fill new average year-round jobs and not peak seasonal jobs. Housing for these employees need to accommodate a variety of household sizes, types and preferences. The 2013

- The number of housing units needed to catch up to workforce housing needs from 2012 to 2016 (660 units), as updated from the 2013 Housing Needs Assessment. This includes estimates of total housing needs in 2012 through 2016 based on updated job growth estimates and other factors (1,048 units) *minus* the number of workforce housing units priced under 120% AMI that have been constructed or approved since 2012 and that are pending construction by 2020 (389 workforce housing units); plus
- The projected number of units that will be needed by 2020 to keep up with job growth, retiring employees and loss of homes to second homeowners (1,025 units), utilizing the same assumptions from the 2013 study, where applicable.

#### Workforce Housing Needs Through 2020: Summit County

	Summit County	Lower Blue	Snake River	Ten Mile	Upper Blue
2012-2016 Total Needs*	1,048	180	175	310	380
Units Built/Approved (2012 to 2016+)	389	67	5	61	256
Catch-Up (2016)	660	115	170	250	125
Keep-Up (2016-2020)	1,025	175	170	310	375
<b>Total Workforce Housing Needs (2016 to 2020)</b>	<b>1,685</b>	<b>290</b>	<b>335</b>	<b>560</b>	<b>500</b>
<b>Average # of Employees per Household</b>	<b>1.8</b>	<b>1.8</b>	<b>1.8</b>	<b>1.8</b>	<b>1.8</b>
<b># of Employees Housed (2016 to 2020)</b>	<b>3,035</b>	<b>520</b>	<b>605</b>	<b>1,010</b>	<b>900</b>

Note: Differences are due to rounding.

\*Updated from the 2013 Housing Needs Assessment. Reflects revised job growth estimates and spans a four-year timeframe.

The distribution of workforce housing units needed by ownership and rental, AMI affordability and location used the same assumptions as the 2013 Housing Needs Assessment, with one change. Because market prices of homes and rents have increased since 2012, workforce housing provided through 2020 should now include rentals up to 100% AMI (about \$1,700 for a 2+-person household) and ownership up to 150% AMI (about \$400,000).

Summit County Housing Needs Assessment provides more detail on the types of homes needed by these workers. See in particular Section 4 (What Employees Want – Design and Pricing of Workforce Housing) and Section 8 (Type).

**Workforce Housing Gap by Own/Rent and AMI by Basin:  
Summit County, 2016 to 2020**

	Summit County	Lower Blue	Snake River	Ten Mile	Upper Blue
<b>OWNERSHIP</b>					
<=60% AMI	227	51	37	64	75
60.1-80%	99	29	21	23	27
80.1-100%	194	57	41	45	50
100.1-120%	185	50	36	45	53
120.1-150%	76	17	12	21	26
<b>TOTAL</b>	<b>780</b>	<b>205</b>	<b>145</b>	<b>200</b>	<b>230</b>
<b>RENTALS</b>					
<=60% AMI	593	39	128	242	185
60.1-80%	130	25	29	62	14
80.1-100%	182	24	30	57	70
<b>TOTAL</b>	<b>905</b>	<b>85</b>	<b>185</b>	<b>360</b>	<b>270</b>
<b>TOTAL Gap</b>	<b>1,685</b>	<b>290</b>	<b>335</b>	<b>560</b>	<b>500</b>

Note: Differences are due to rounding.

By constructing 1,685 more workforce housing units for employees filling new jobs, this will allow Summit County to address both current housing needs and keep up with annual average job growth through 2020. Just as in the 2013 needs assessment,<sup>2</sup> this includes:

- Addressing the deficiency in below-market rental and ownership housing for residents. This does not address the need for seasonal worker housing during peak periods;
- Housing the 5% to 10% of in-commuters that would prefer to move to Summit County;
- Housing employees hired to replace retiring workers;
- Replacing the loss of resident-owned homes that have been sold to second homeowners. This does not include making up for the loss of long-term rentals to the short-term rental market due to the current lack of information to estimate this loss;

<sup>2</sup> Section 7 Workforce Housing Catch Up and 5-Year Keep Up Needs of the 2013 Summit County Workforce Housing Needs Assessment can be referenced for more detail.

- Housing 80% of the employees that are needed to fill new jobs within Summit County – this assumes that 20% of workers will continue to in-commute;<sup>3</sup> and
- Distributing housing needs among each basin based on multiple factors including: each area's share of jobs in the county, where workers prefer to live and maintaining a mix of incomes within each basin.

---

<sup>3</sup> About 20% of workers commuted in from residences located outside of Summit County in 2012. Because some workers will prefer commuting for multiple reasons, this ratio was kept consistent in the 2013 report and in the current update.

SCHA  
2018 SUMMIT COUNTY AREA MEDIAN INCOME (AMI)  
#’s outlined in RED are directly from HUD 4/1/18; other numbers have been extrapolated

Household size	HUD EXTREMELY LOW			HUD LOW		TRUE		90%	100%	110%	120%	125%	140%	160%
	INCOME	50%	60%	INCOME	80%									
1 person	\$19,050	\$31,750	\$38,100	\$50,350	\$50,800	\$57,150	\$63,500	\$69,850	\$76,200	\$79,375	\$88,900	\$101,600		
1.5 person	\$20,425	\$34,000	\$40,800	\$53,950	\$54,400	\$61,200	\$68,000	\$74,800	\$81,600	\$85,000	\$95,200	\$108,800		
2 person	\$21,800	\$36,250	\$43,500	\$57,550	\$58,000	\$65,250	\$72,500	\$79,750	\$87,000	\$90,625	\$101,500	\$116,000		
3 person	\$24,500	\$40,800	\$48,960	\$64,750	\$65,280	\$73,440	\$81,600	\$89,760	\$97,920	\$102,000	\$114,240	\$130,560		
4 person	\$27,200	\$45,300	\$54,360	\$71,900	\$72,480	\$81,540	\$90,600	\$99,660	\$108,720	\$113,250	\$126,840	\$144,960		
4.5 person	\$28,310	\$47,125	\$56,550	\$74,800	\$75,400	\$84,825	\$94,250	\$103,675	\$113,100	\$117,813	\$131,950	\$150,800		
5 person	\$29,420	\$48,950	\$58,740	\$77,700	\$78,320	\$88,110	\$97,900	\$107,690	\$117,480	\$122,375	\$137,060	\$156,640		
6 person	\$33,740	\$52,550	\$63,060	\$83,450	\$84,080	\$94,590	\$105,100	\$115,610	\$126,120	\$131,375	\$147,140	\$168,160		
7 person	\$38,060	\$56,200	\$67,440	\$89,200	\$89,920	\$101,160	\$112,400	\$123,640	\$134,880	\$140,500	\$157,360	\$179,840		
8 person	\$42,380	\$59,800	\$71,760	\$94,950	\$95,680	\$107,640	\$119,600	\$131,560	\$143,520	\$149,500	\$167,440	\$191,360		

FOR RENT

MAXIMUM AFFORDABLE MONTHLY RENT - includes utilities

Affordability = 30% of monthly household income  
Utilities that should be included: electric, gas, water, sewer, trash & snow removal

	HUD EXTREMELY LOW			HUD LOW		TRUE		90%	100%	110%	120%	125%	140%	160%
	INCOME	50%	60%	INCOME	80%									
Studio (1 person)	\$476.25	\$793.75	\$952.50	\$1,258.75	\$1,270.00			\$1,587.50	\$1,746.25	\$1,905.00	\$1,984.38	\$2,222.50	\$2,540.00	
1 bed (1.5 person)	\$510.63	\$850.00	\$1,020.00	\$1,348.75	\$1,360.00			\$1,700.00	\$1,870.00	\$2,040.00	\$2,125.00	\$2,380.00	\$2,720.00	
2 bed (3 person)	\$612.50	\$1,020.00	\$1,224.00	\$1,618.75	\$1,632.00			\$2,040.00	\$2,244.00	\$2,448.00	\$2,550.00	\$2,856.00	\$3,264.00	
3 bed (4.5 person)	\$707.75	\$1,178.13	\$1,413.75	\$1,870.00	\$1,885.00			\$2,356.25	\$2,591.88	\$2,827.50	\$2,945.31	\$3,298.75	\$3,770.00	
4 bed (6 person)	\$843.50	\$1,313.75	\$1,576.50	\$2,086.25	\$2,102.00			\$2,627.50	\$2,890.25	\$3,153.00	\$3,284.38	\$3,678.50	\$4,204.00	

FOR SALE

MAXIMUM MONTHLY PRINCIPAL AND INTEREST PAYMENT

Based on using the affordable monthly payment above, less \$350/month (as an allowance to cover taxes, insurance and HOA dues)

	HUD EXTREMELY LOW			HUD LOW		TRUE		90%	100%	110%	120%	125%	140%	160%
	INCOME	50%	60%	INCOME	80%									
Studio (1 person)	\$126.25	\$443.75	\$602.50	\$908.75	\$920.00			\$1,237.50	\$1,396.25	\$1,555.00	\$1,634.38	\$1,872.50	\$2,190.00	
1 bed (1.5 person)	\$160.63	\$500.00	\$670.00	\$998.75	\$1,010.00			\$1,350.00	\$1,520.00	\$1,690.00	\$1,775.00	\$2,030.00	\$2,370.00	
2 bed (3 person)	\$262.50	\$670.00	\$874.00	\$1,268.75	\$1,282.00			\$1,690.00	\$1,894.00	\$2,098.00	\$2,200.00	\$2,506.00	\$2,914.00	
3 bed (4.5 person)	\$357.75	\$828.13	\$1,063.75	\$1,520.00	\$1,535.00			\$2,006.25	\$2,241.88	\$2,477.50	\$2,595.31	\$2,948.75	\$3,420.00	
4 bed (6 person)	\$493.50	\$963.75	\$1,226.50	\$1,736.25	\$1,752.00			\$2,277.50	\$2,540.25	\$2,803.00	\$2,934.38	\$3,328.50	\$3,854.00	

MAXIMUM SALES PRICE

Based on interest rate of 5.45%, 30 year term, and 90% LTV. (Interest rate reflects the FHLMC 10 year trailing average, years 2008 - 2017)

	HUD EXTREMELY LOW			HUD LOW		TRUE		90%	100%	110%	120%	125%	140%	160%
	INCOME	50%	60%	INCOME	80%									
Studio (1 person)	\$24,843	\$87,320	\$118,558	\$178,821	\$181,035			\$243,511	\$274,749	\$305,988	\$321,607	\$368,464	\$430,941	
1 bed (1.5 person)	\$31,607	\$98,388	\$131,840	\$196,531	\$198,744			\$265,649	\$299,101	\$332,553	\$349,279	\$399,457	\$466,361	
2 bed (3 person)	\$51,654	\$131,840	\$171,983	\$249,660	\$252,268			\$332,553	\$372,695	\$412,837	\$432,909	\$493,122	\$573,407	
3 bed (4.5 person)	\$70,397	\$162,956	\$209,321	\$299,101	\$302,052			\$394,783	\$441,149	\$487,514	\$510,697	\$580,245	\$672,976	
4 bed (6 person)	\$97,109	\$189,644	\$241,347	\$341,653	\$344,753			\$448,159	\$499,862	\$551,565	\$577,417	\$654,971	\$758,377	

Effective 4/01/2018

THESE FIGURES ARE SUBJECT TO CHANGE WITHOUT NOTICE



Workforce Housing Strategic Analysis (update February 13, 2018)

Council Priority - (Short - 1-3 years) - (Medium 3-5 years) - (Long 5-10 years)

Priority	Property	Status	Window of Opportunity-Timeline	Lot size/Potential No. of Units	Partnership Opportunities	Rent/Sale	Target Worker	Cost/Public Investment	Additional Notes	Map ID2
In Progress	Mary Ruth Place on Galena Street	Construction drawings, design underway, site plan refinements, sketch plan process underway	Broke ground in 2018 with completion in November	0.24 Acres (10,500 SF) 9 units proposed (Mary Ruth House + 8 new)		Rental and/or sale - allows recovery of some funds, rental possible	Mix of TOF and Frisco-wide employees	\$1.3M budgeted in 2017 with additional 5A money likely; admin/project oversight costs; potential to sell a free market unit for project capital; long term maintenance and operation costs if rental	Delivery in 2018. Summit Homes as builder/NV5 as builders rep	2
Short	Granite Street Property (Historic Park)	3 units (2 occupied by TOF, 1 not habitable), planning for this property could be coupled with master plan for First and Main and Historic Park	2018	0.252 Acres (10,976 SF) 4 units + density bonus		Sale	Year Round Employees	Units exist & served with utilities, upgrade needed	RFP 2017/Build 2018 Potential Code Amendments	4
Short	TOF Community Center	No planning or analysis undertaken	2018	0.24 Acres (10,500 SF) 4 units + density bonus		Potential rental, condo sales	Year Round Employees	TBD	RFP 2017/Build 2018 Potential Code Amendments	6
Short	Sabatini Lot	Vacant land	Open	0.48 Acres (21,000 SF) 8 units + density bonus	Adjacent lot would like to design this year and break ground next year –would like to talk with Town about Sabatini lot and a block project, possibly create pocket park on 3rd	TBD	TBD	TOF-owned land	RFP 2018/Build 2019	7
Short	Frisco Transit Center								Add housing onsite on remainder parcels	
Medium	CDOT Property	Ongoing discussions with CDOT underway, CDOT desires to gain CDOT employee units, willing to work with TOF as partner, possibly providing land. CDOT currently undertaking design and cost analysis	TOF appears to be "first in line" with CDOT in discussions. CDOT is willing to work with the town to provide the land, allow town to build the project and provide number of units to CDOT. In spring 2017, CDOT seeking board approval to structure IGA with TOF	0.56 Acres (24,500 SF) 9 units + density bonus 23 units proposed		CDOT - rental, TOF-seasonal and other rental (could be condo sales)	Seasonal, year-round	TBD (Land appraised at 1.8M in 2016), As contemplated, CDOT would provide land, Town builds (possibly with others?) and CDOT gets some units in return.	Charrette 2018, Feasibility matrix , site plan/site study Possible to build a variety of scenarios. Parking requirements tend to limit number of units. Potential Code Amendments	5
Medium	Old Medical Center	Open to discussion Possible Partnership							Feasibility matrix, site plan, site visit, Charrette 2018. Planning requirements may limit site coverage. Potential code amendments.	
Medium	Walmart	Speaking to Walmart about land to the south of the current building								
Medium - Long	First & Main Building	Master plan to be developed for Historic Park and First & Main in 2018	Open	0.197 (8,572 SF) 3 units + density bonus		rent	Mixed Use /Apartments	\$1.2M purchase agreement underway, 2031 payoff, presently owe \$1,024,000	Disposition Planning 2018 Town in the process of purchasing building and land. Currently 2 apartments, abuts Town Alley. Joint venture with private developer	3
Long	South of Summit High School	Possible partnership, Town Manager in conversations with		13 acres	School District				Joint venture opportunity. Identify joint venture opportunity.	
Long	Sewer district property	Possible partnership?							Feasibility matrix, site plan, site visit, joint venture	
Long	Lake Hill	Master plan complete, no entitlements yet. County has invested in master plan process, acquired land.	Multi-phase, 10-20 year project	45± acres 436 units proposed		Both, many unit types - SFD, Duplex, Multi-fam	Wide variety of AMI's, year-round	Provide water service; attain water rights from county, possible cost of any financial or in-kind contributions such as reduced or waived tap fees	County requesting water service. Considerations for TOF include seeking additional water rights from county, preference to Frisco employees for # of units, other; traffic impact analysis involvement, transportation improvements. Possibility for annexation petition in future. Town should involve itself in entitlement hearings. Will public infrastructure meet town standards? Phasing plan to be coupled with transportation upgrades.	1
Other Potential Development Sites	County Commons				County				Potential partnership with County.	
Other Potential Development Sites	Old Country Kitchen	Land Acquisition Potential							Feasibility Matrix/Site Plan/Site Visit	
Long	Pioneer Park	Town owned land - Zone as Park, wetlands? Would have to go to vote.							Feasibility Matrix/Site Plan/Site Visit	
Long	Peninsula Recreation Area (PRA)								Identify location of units on the property	
Long	B1 Lot-Corner of Summit and Main								Suggested land uses to be developed with update of Marina Masterplan 2018	
Long	Excess/unused right away								Identify all parcels suitable for abandonment, reuse for housing	







# HOUSING TASK FORCE PROJECT GROUP UPDATE

## IDENTIFIED & REVIEWED POTENTIAL SITES FOR AFFORDABLE HOUSING

- Completed analysis of opportunities, challenges, strengths, status and potential partnerships
- Initiated contact with potential partners
- Continue to study potential buy-downs and incorporation of affordable housing units within new town projects

## DISCUSSED ZONING OPPORTUNITIES AND IMPEDIMENTS TO WORKFORCE HOUSING ON SELECT PROPERTIES

- Discussed parking, setbacks and density bonus calculations

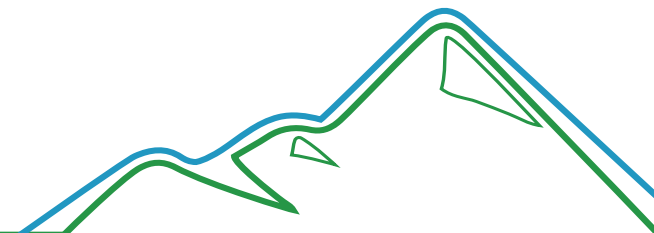
## CONTEMPLATED FUNDING OPTIONS AND RESOURCE ALLOCATION

## ORGANIZED AND CONDUCTED CHARRETTE BASED ON 3 KEY PRIORITY PARCELS

- Occurred on 8/17/17

## PROJECTS GROUP MEMBERS

- Mark Sabatini
- Joe Maglicic
- Brian Blankenmeister
- Dan Fallon
- Lindsay Newman
- Deborah Shaner
- Brodie Boilard
- Randy Ready





# CHARRETTE OVERVIEW

## GOALS

- Determine appropriate unit mix for each site
- Achieve the maximum units possible while maintaining required parking and fitting into the character of the Central Core
- Creating connectivity and complementary uses between the identified sites

## HOUSING NEED

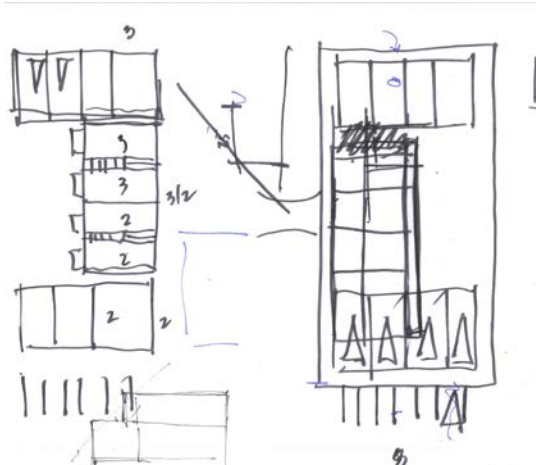
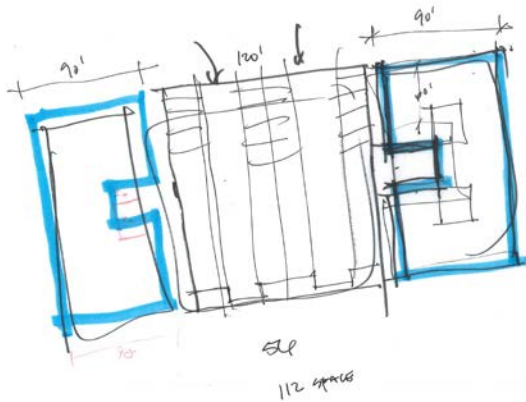
- Summit County Housing Needs Assessment 2016 Updates states the need for:
  - 200 Ownership Units
  - 360 Rental Units
- Current in-progress affordable housing within the Town - 36 units:
  - 16 Ownership Units (Basecamp)
  - 15 Rental Units (Boatyard, Wendy's/Conoco, Foote's Rest)
  - 5 Not yet determined (317 Granite)
- Housing Task Force has identified a priority need for rental units, on the correct site

## FIRST PRIORITY SITES - TOWN OWNED LAND

- Old Community Center - 110 3rd Avenue
- Sabatini Lot
- 113, 115, 117 Granite Street & 1st Avenue and Main Street

## TOTAL ACRES FOR STUDY: 1.21 ACRES

## DEVELOPED PRELIMINARY CONCEPTS



## ATTENDEES

- Mark Sabatini.....Galena Street Planning | Housing Task Force
- Joe Maglicic.....Ten Mile Engineering | Housing Task Force
- Dan Fallon.....Business Owner | Housing Task Force
- Lindsay Newman.....Norris Design | Housing Task Force
- Megan Testin.....Norris Design
- Brock Reimer.....Norris Design
- Deborah Shaner.....Frisco Town Council | Shaner Life Safety
- Jason Dietz.....SCHA Executive Director | Summit County
- Brodie Boilard.....Executive Assistant | Town of Frisco
- Joyce Allgaier.....Planning Director | Town of Frisco
- Randy Ready.....Town Manager | Town of Frisco
- Bill Gibson.....Assistant Director | Town of Frisco
- John Payne.....Studio PBA
- JV DeSousa.....Reveal Design
- Yong Cho.....Studio Completiva
- Tom Connolly.....tc3 Architects
- Cynthia Leibman.....Studio Completiva
- Gabe Bergeron.....Studio Completiva





# STUDY SITES - CONNECTIVITY



## CREATING COMPLEMENTARY USES

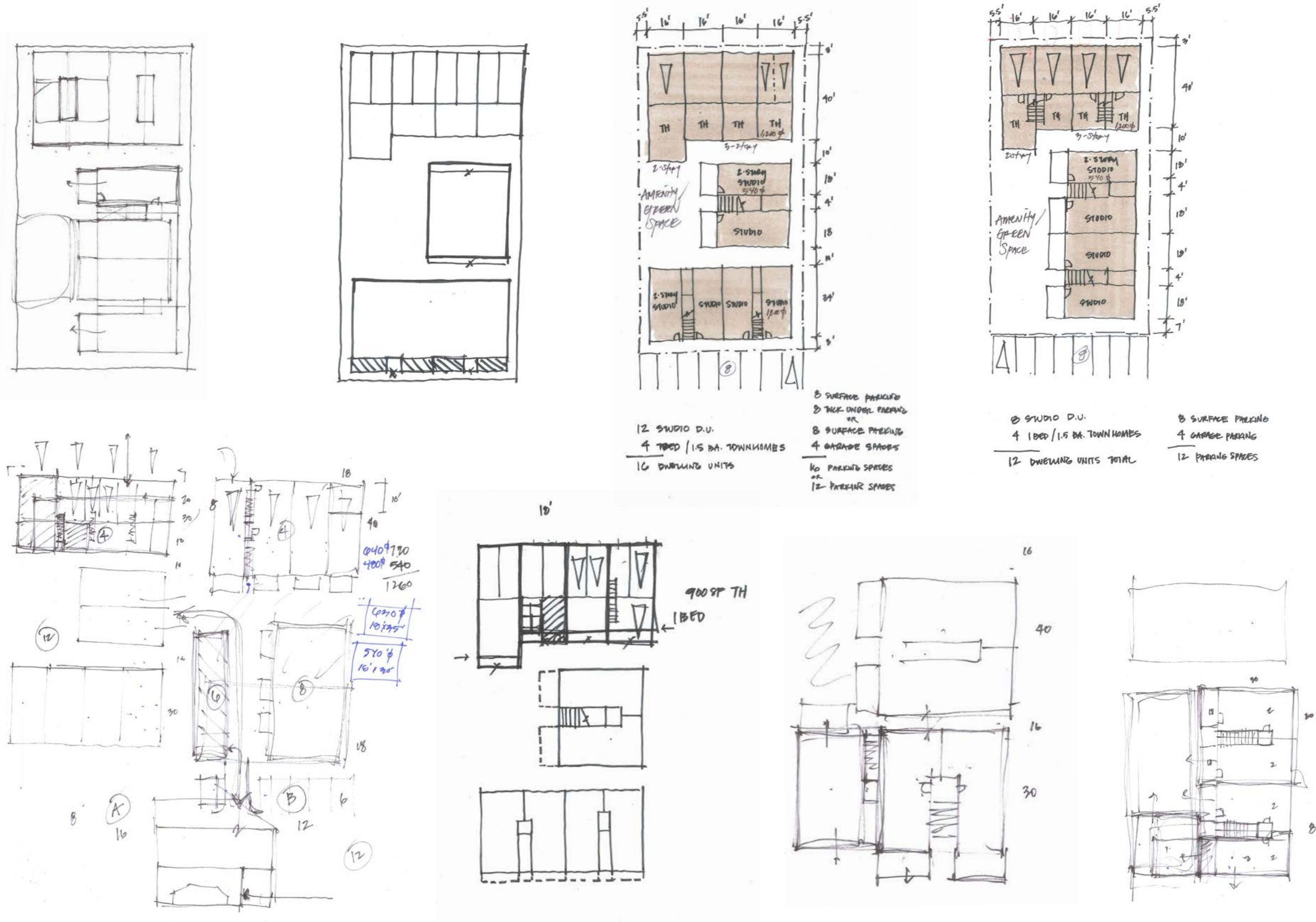
- Accomplished the goal of offering multiple housing types for the different need categories
- Site size and location created clear, efficient uses and programs
- All of the concepts are preliminary and will need to be studied further to determine exact unit mix
- Total acres of study - 1.21



# MORNING SESSIONS

## OLD COMMUNITY CENTER

- At only .24 acres the site will function best with compact building footprints and unit types
- Existing grade transition from the alley towards Granite Street creates potential for tuck under parking at the townhome units





# STUDY SITES



## OLD COMMUNITY CENTER | OPTION A

- Housing Type:
  - Townhomes
  - Studios
- Smaller site with less room for parking lends itself to smaller units
- Townhomes are parked using tuck-under parking off of Granite Alley
- The program of this site could be for-sale or for-rent
- Enhanced streetscape on Granite with sidewalks and street trees



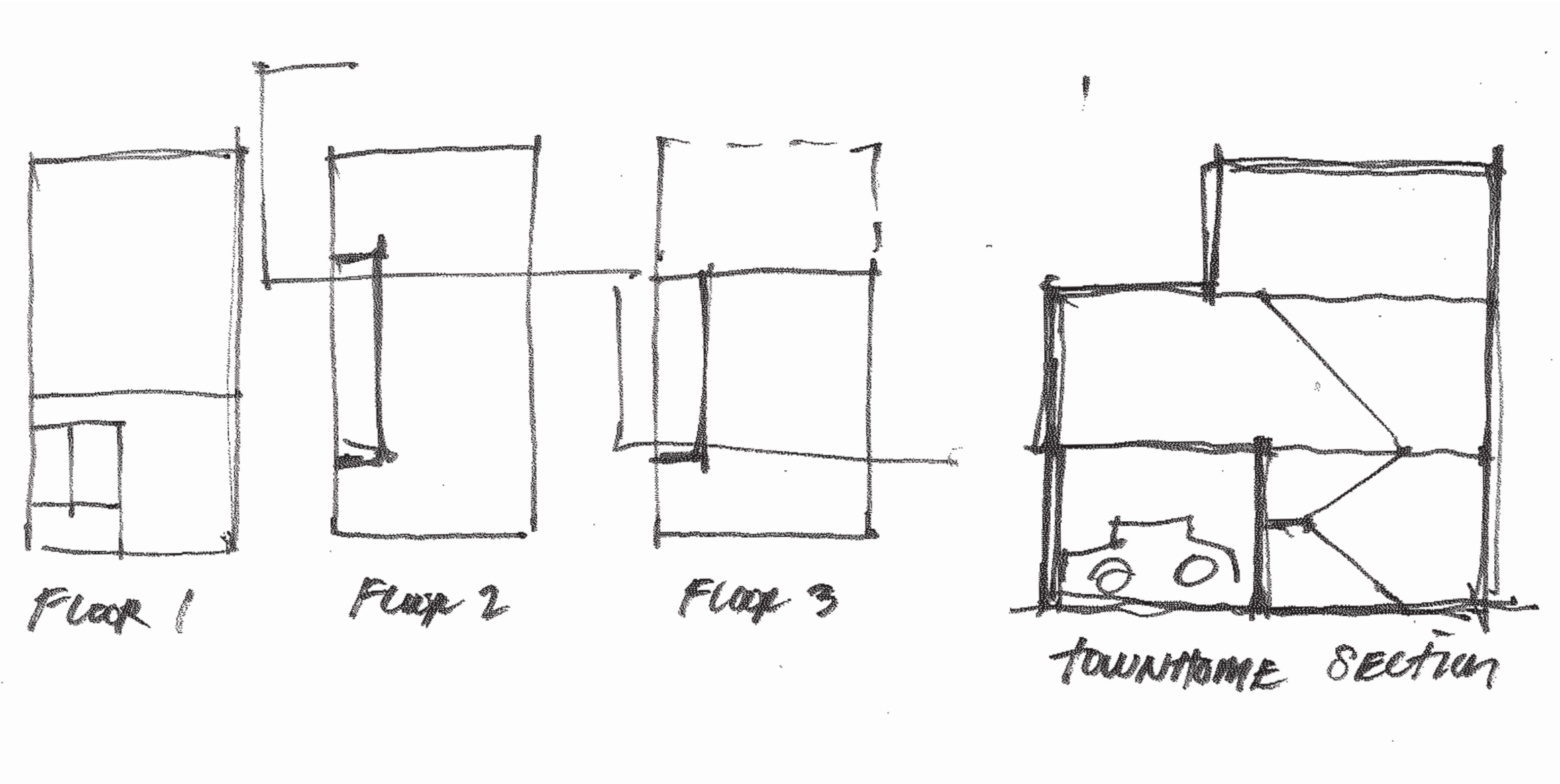
# STUDY SITES



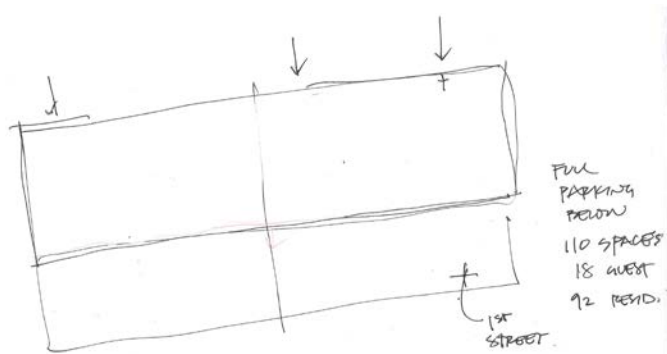
## OLD COMMUNITY CENTER | OPTION B

- Housing Type:
  - Townhomes
  - Studios
- Smaller site with less room for parking lends itself to smaller unit types
- Townhomes are parked using tandem tuck-under parking off of Granite Alley
- The program of this site could be for-sale or for-rent
- Enhanced streetscape on Granite with sidewalks and street trees



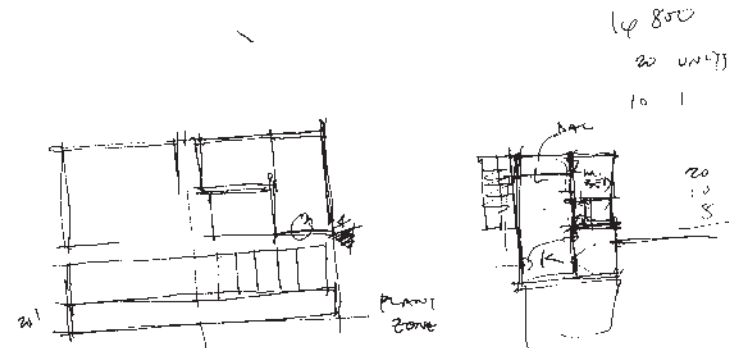
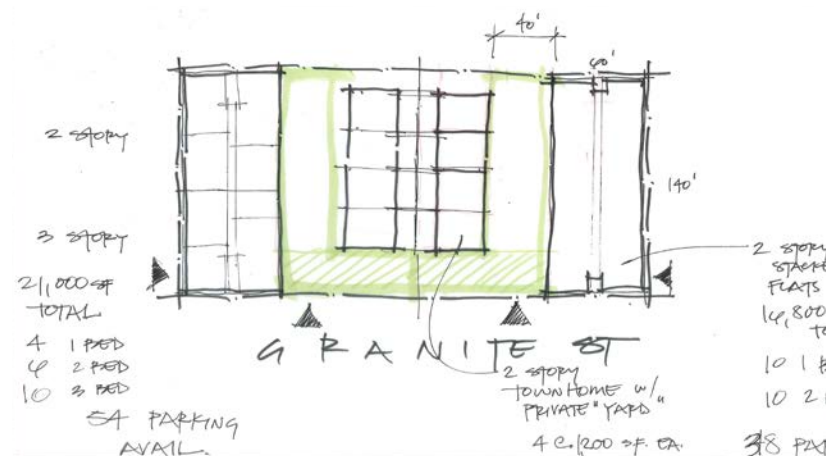


## MORNING SESSIONS

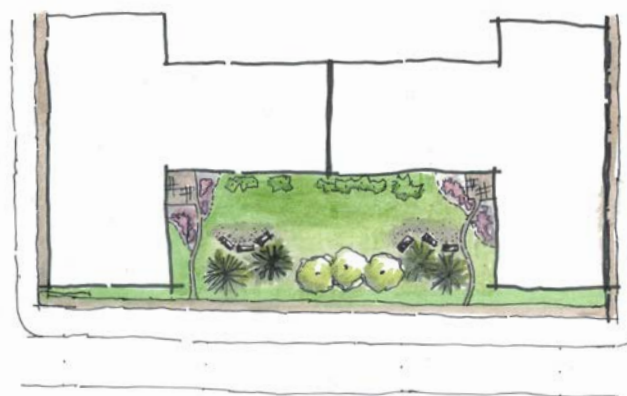
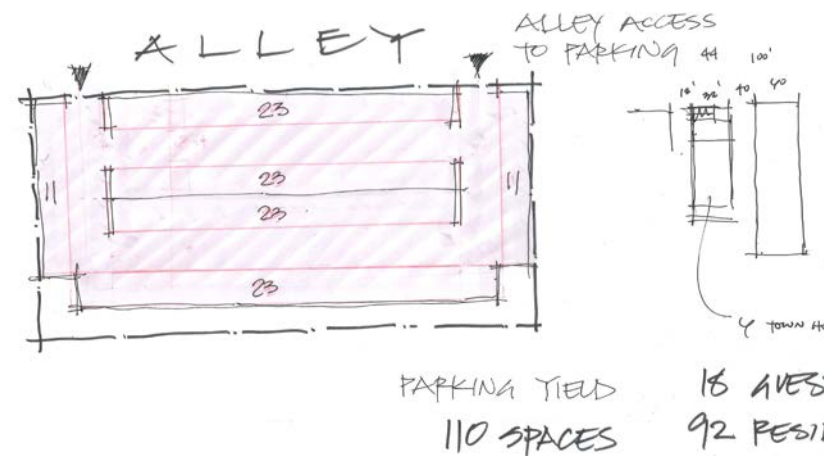
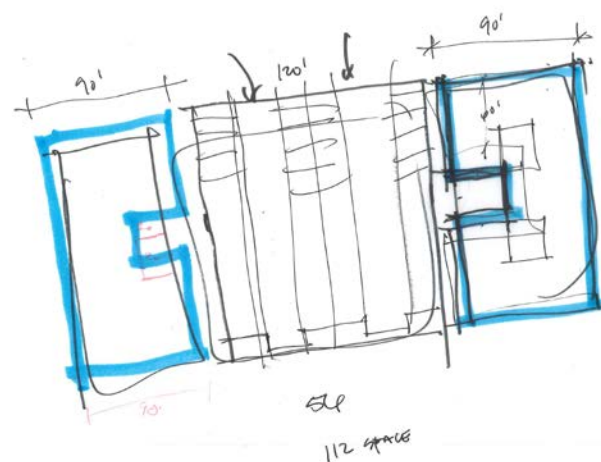
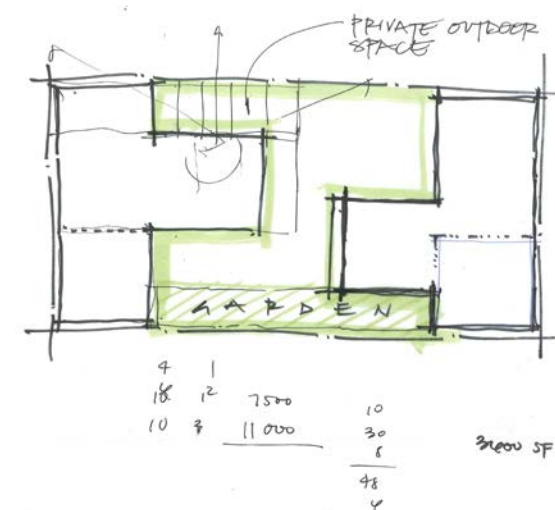
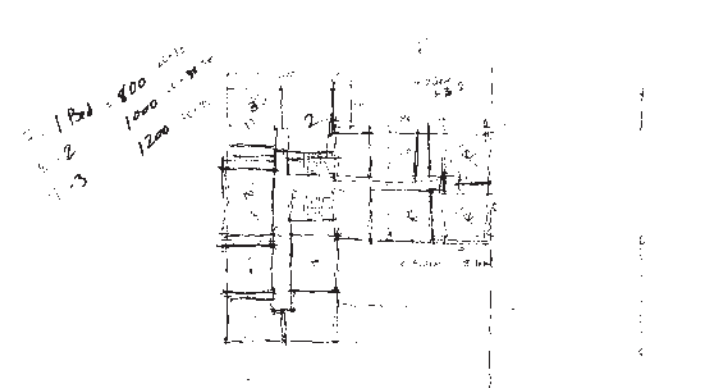


50 MFT  
25 2 PPD  
17 3 PPD  
 $10 \pm 9 + 10 \pm 9 = 20$   
 $10 \pm 9 + 5 \pm 9 + 12 \pm 9 = 18$   
24  
24  
24

50 PARKING  
TO MKT  
42 PARKINGS  
TO DEED  
21 2 PWD  
42 1 PWD  
10 2B + 42 1  
14 2B - 14 1



12 -  
38

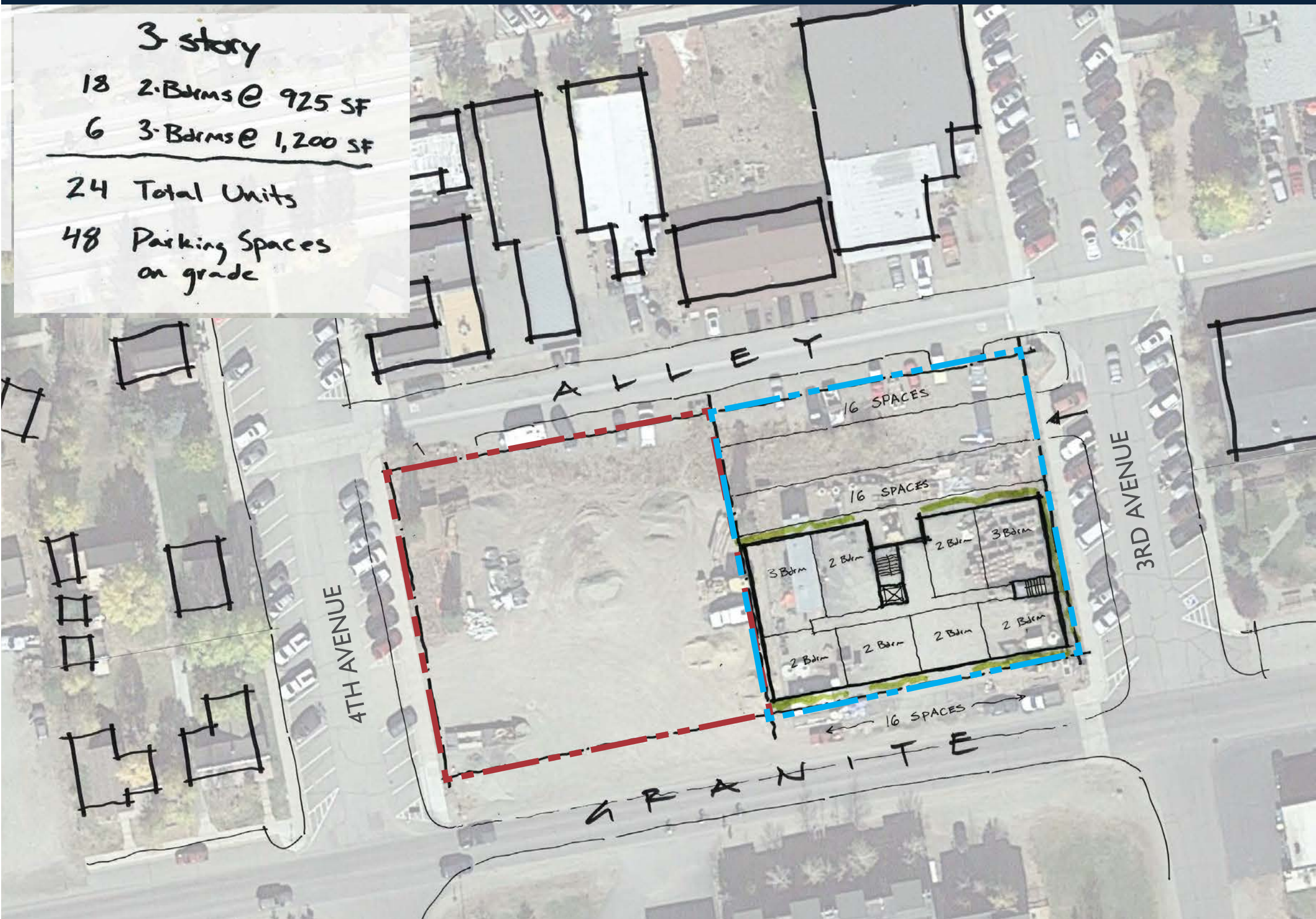


## SABATINI LOT

- The largest study site at .48 acres.  
Important to maximize efficiency to ensure we meet the needs of Frisco now and into the future
- Design the site to be flexible for future development both of adjacent site and land banking of parking lots
- Provide community benefits:
  - *Enhanced streetscape on Granite Street and traffic calming to create a pedestrian friendly zone*
  - *Begin the revitalization of this block*
- Could be developed separate or as a partnership with the adjacent landowner



# STUDY SITES



## SABATINI LOT | OPTION A

- Housing Type:
  - 1,2 and 3 bedroom
  - Market Rate
- Larger unit types could be for small family or roommate situation
- The program of this site could be for-sale or for-rent
- Could add on-street parking to Granite for visitors and business owners
- Enhanced streetscape on Granite with sidewalks and street trees

LEGEND

— = Sabatini Lot

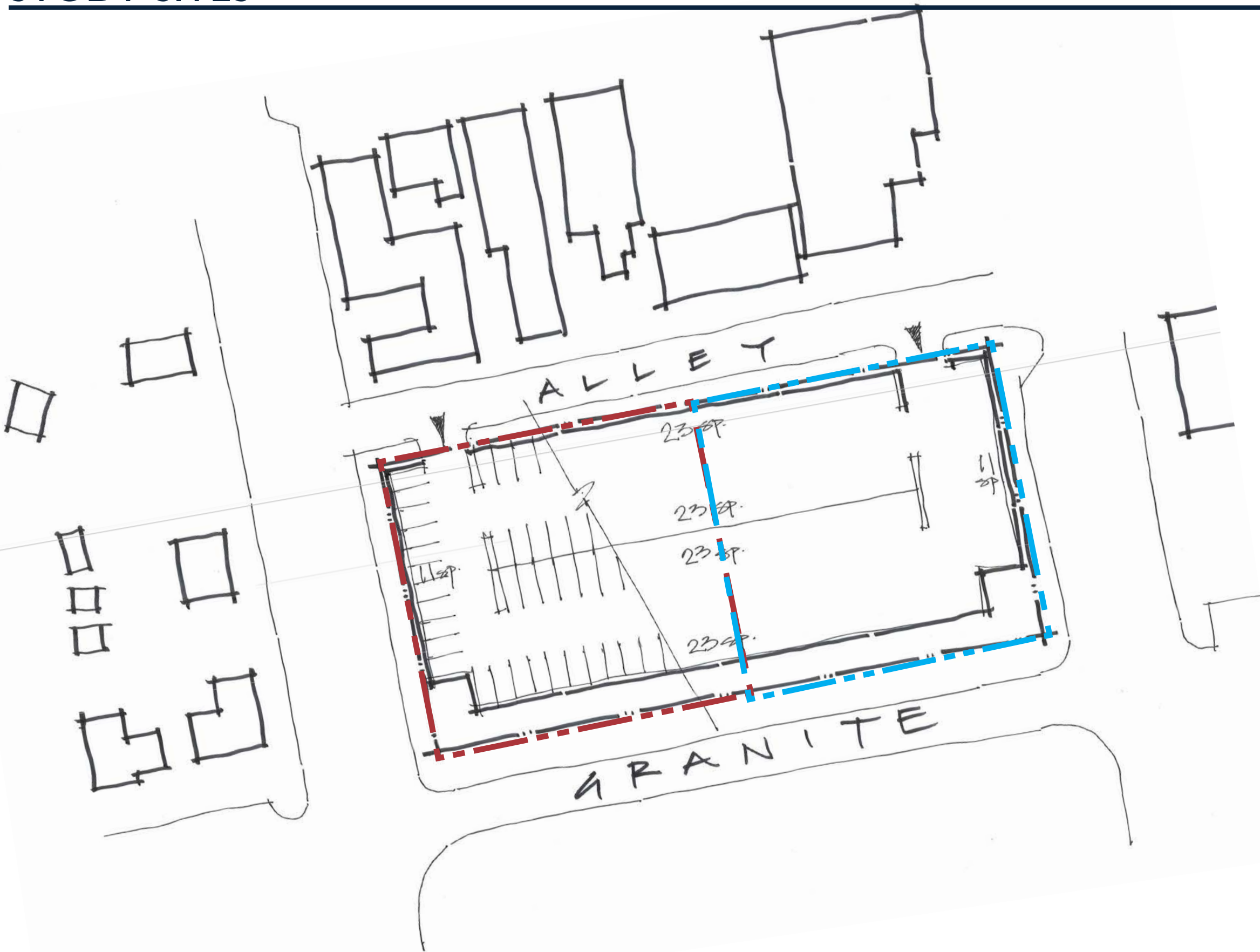
— = Glassman Property



# STUDY SITES

## SABATINI LOT | PARKING GARAGE

- 114 spaces on the entire site
- Approximately 50 spaces on Sabatini Lot



LEGEND

— = Sabatini Lot

— = Glassman Property



# STUDY SITES



## SABATINI LOT | OPTION B

- Housing Type:
  - 1,2 and 3 bedroom - variety of sizes possible
  - Market Rate
- Underground parking garage - covers approximately 90% of the site
- Larger unit types could be for small family or roommate situation
- Would require partnership for full site build out, or could be bifurcated in the middle and still maintain program for affordable housing
- The program of this site could be for-sale or for-rent
- Could add on-street parking to Granite for visitors and business owners
- Enhanced streetscape on Granite with sidewalks and street trees

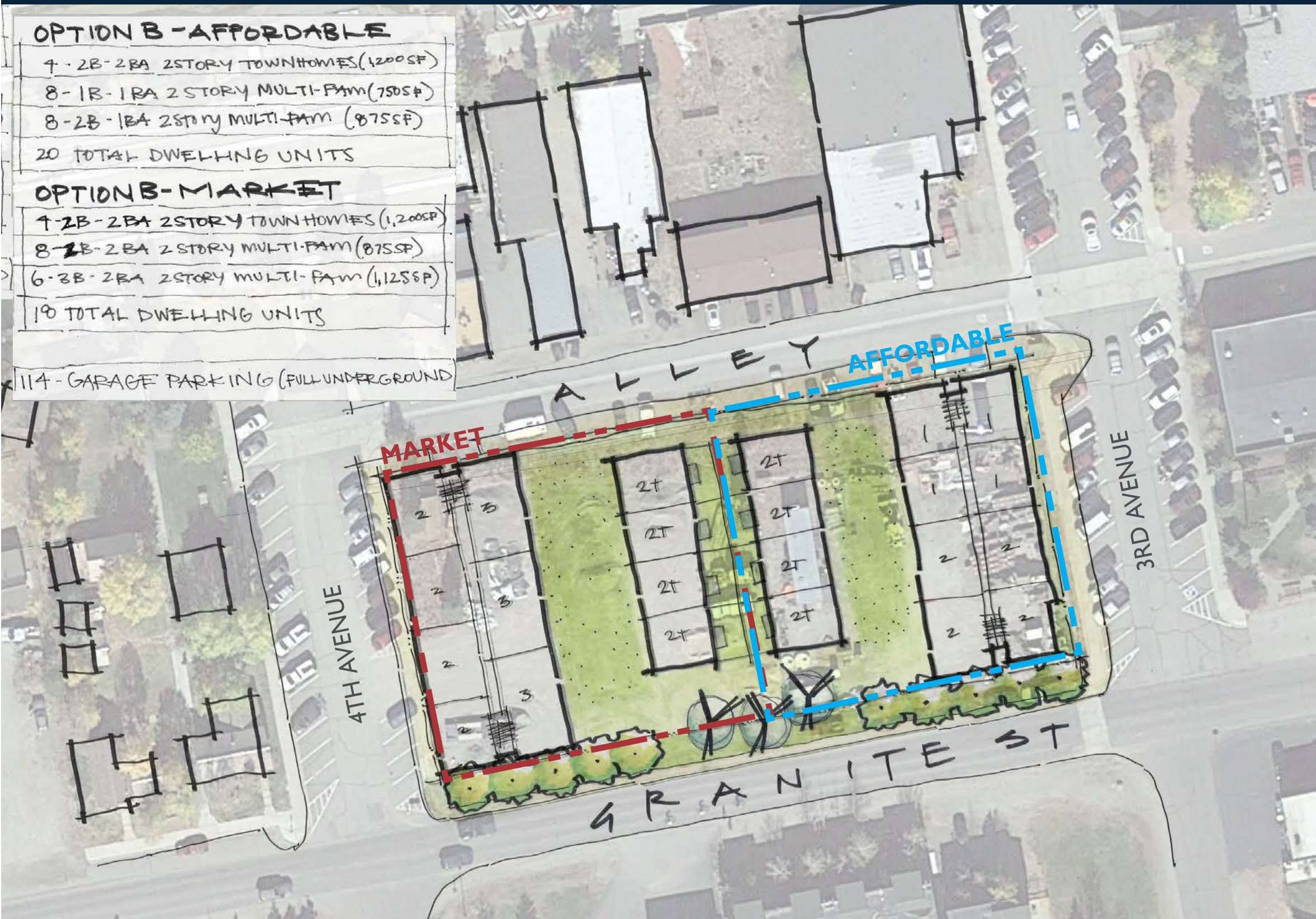
LEGEND

— = Sabatini Lot

— = Glassman Property



# STUDY SITES



## SABATINI LOT | OPTION C

- Housing Type:
  - 1,2 and 3 bedroom
  - Market Rate
- Underground parking garage - covers approximately 90% of the site
- Larger unit types could be for small family or roommate situation
- Would require partnership for full site build out, or could be bifurcated in the middle and still maintain program for affordable housing
- The program of this site could be for-sale or for-rent
- Could add on-street parking to Granite and potential reduce needed garage spaces
- Enhanced streetscape on Granite with sidewalks and street trees

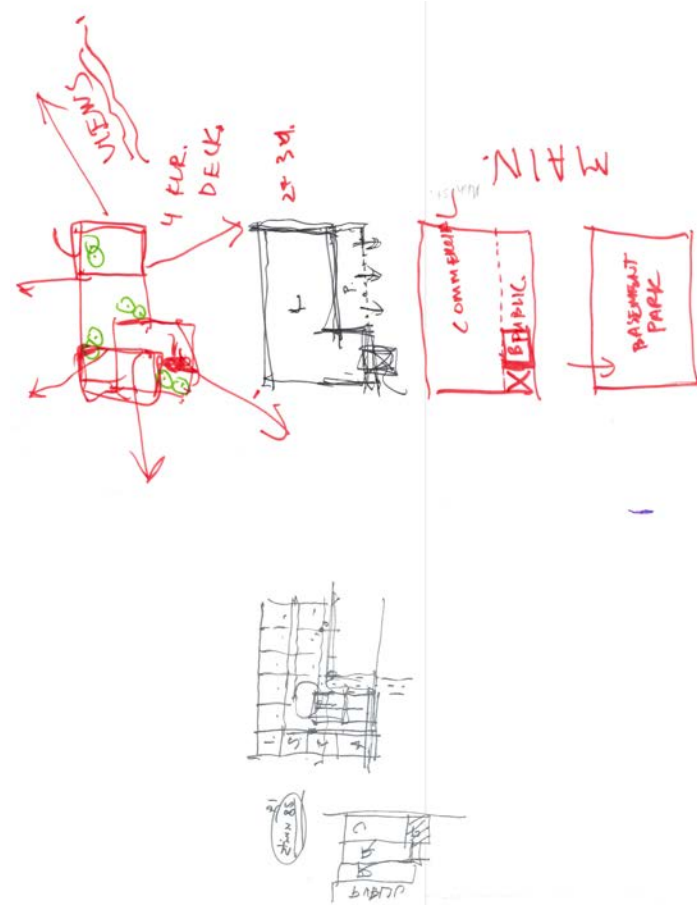
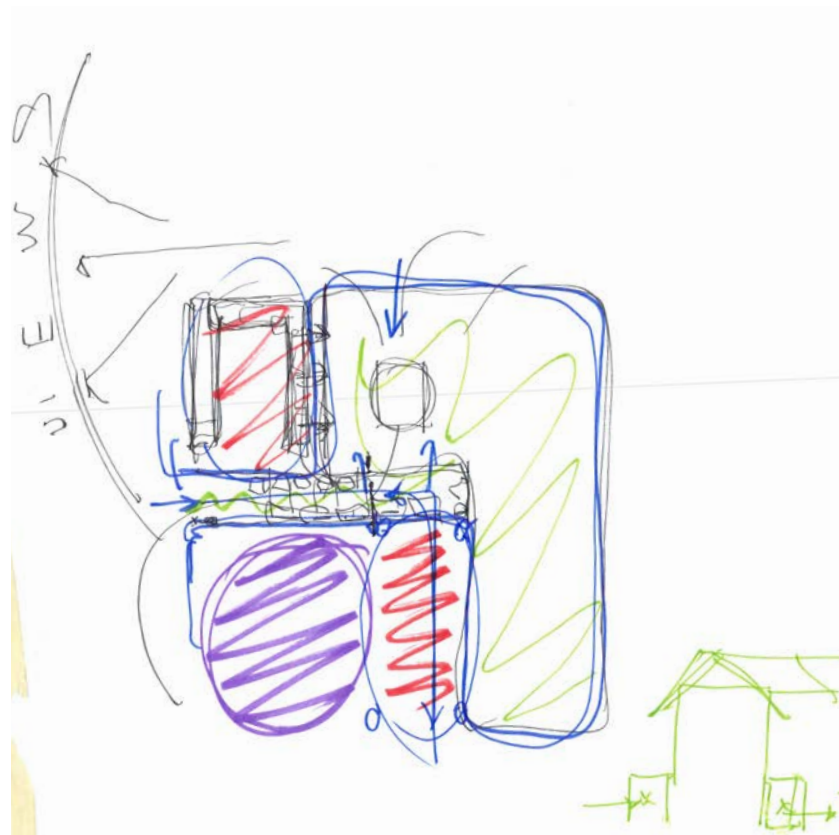
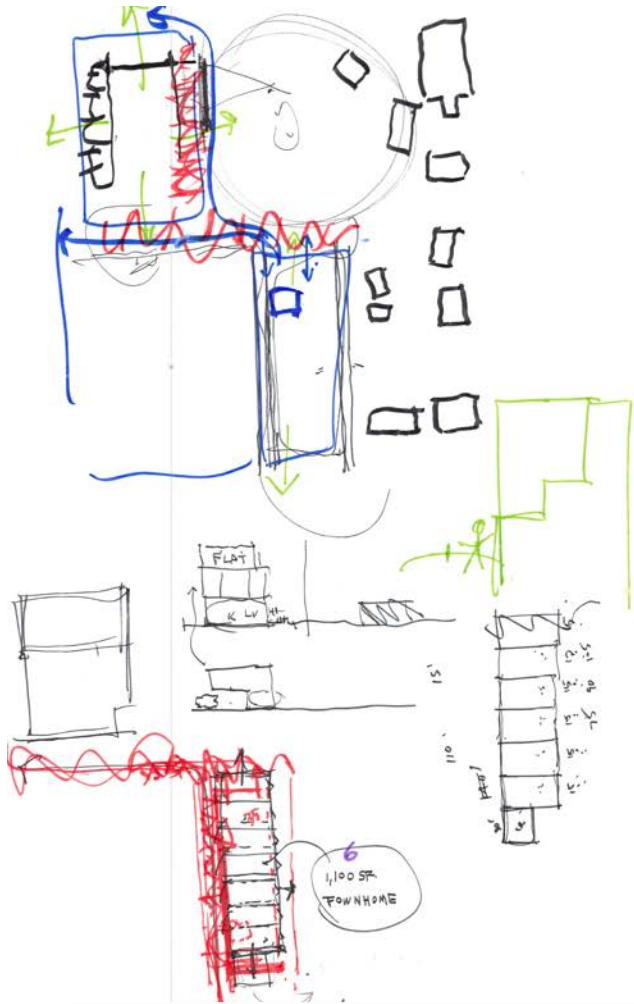
LEGEND

— = Sabatini Lot

— = Glassman Property

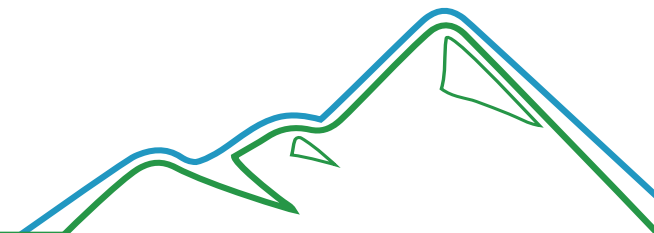
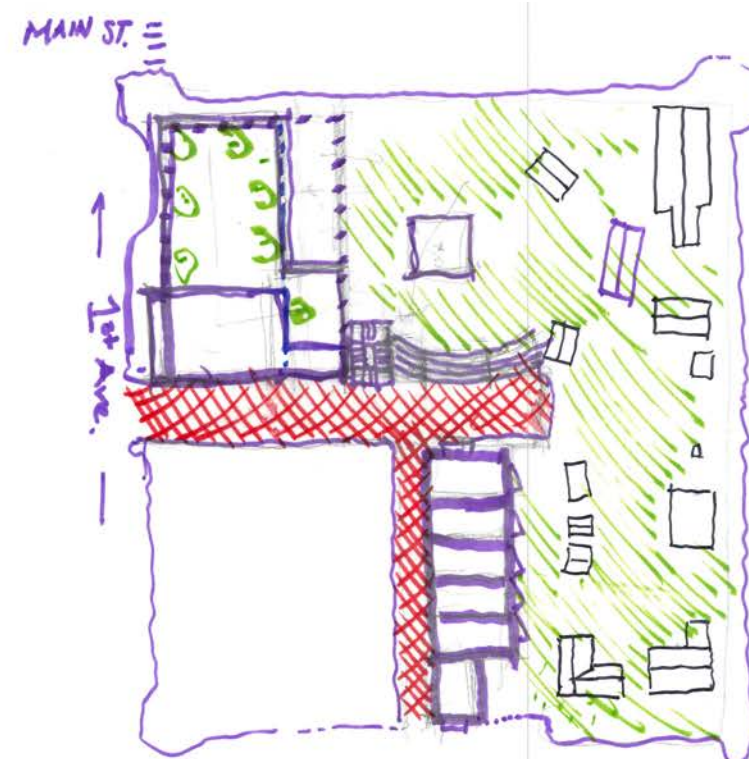
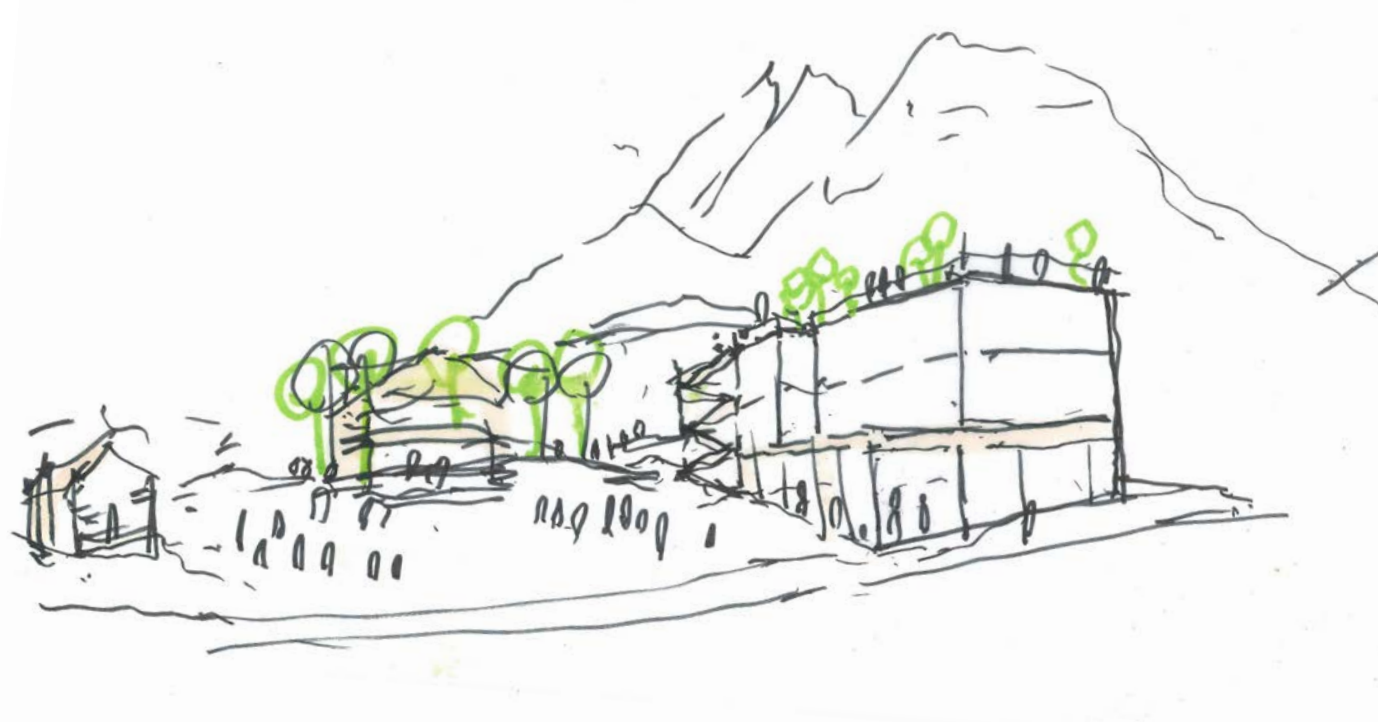


# MORNING SESSIONS



## 1ST AVE AND MAIN STREET & 113 GRANITE STREET

- Concepts enhance the relationship between indoor and outdoor spaces
- Create a multi-use building at 1st and Main
- Create a spatial sense of discovery and intimate scale
- Acknowledge the sacred and public nature of the site
- Reinforce and showcase the cultural history of the site
- Reinforce Main Street
- Create a gateway and set a standard





# STUDY SITES



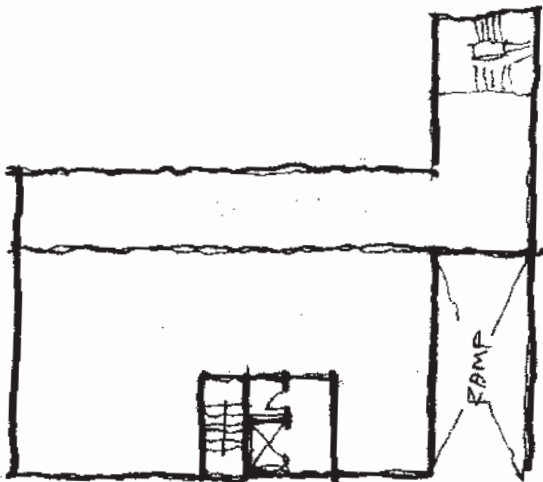
## 1ST AVE AND MAIN STREET & 113 GRANITE STREET

- Housing Type:
  - 1 bedroom
  - Townhomes
- Underground parking garage at multi-family building
- Townhomes have at grade parking on west side
- Plan contemplates connections to enhanced alley and historic park with opportunities to enhance existing spaces, provides indoor flexible community / commercial space and roof top deck
- The program of this site was recommended to be for rent apartments and for sale townhomes

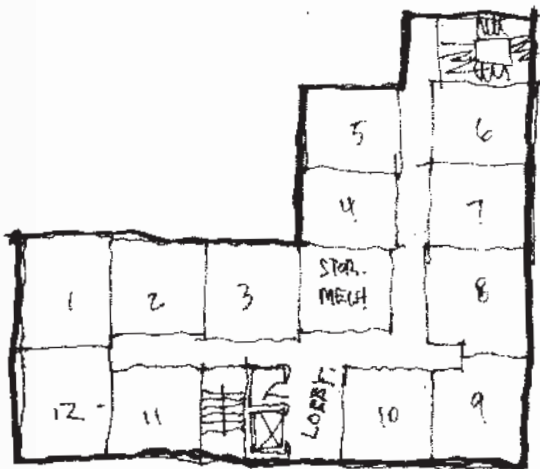


# FLOORPLANS

## 1ST AVE AND MAIN STREET & 113 GRANITE STREET

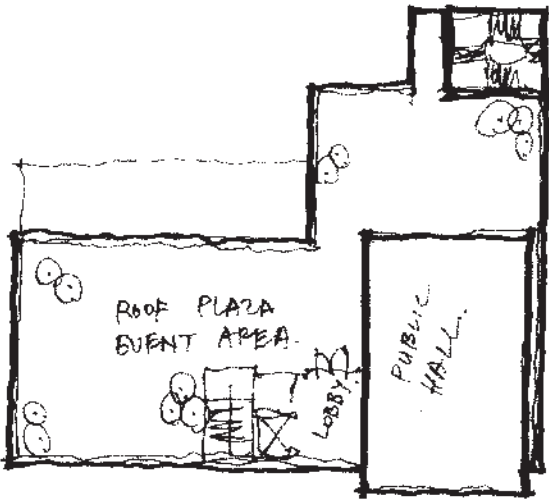


LEVEL 1.

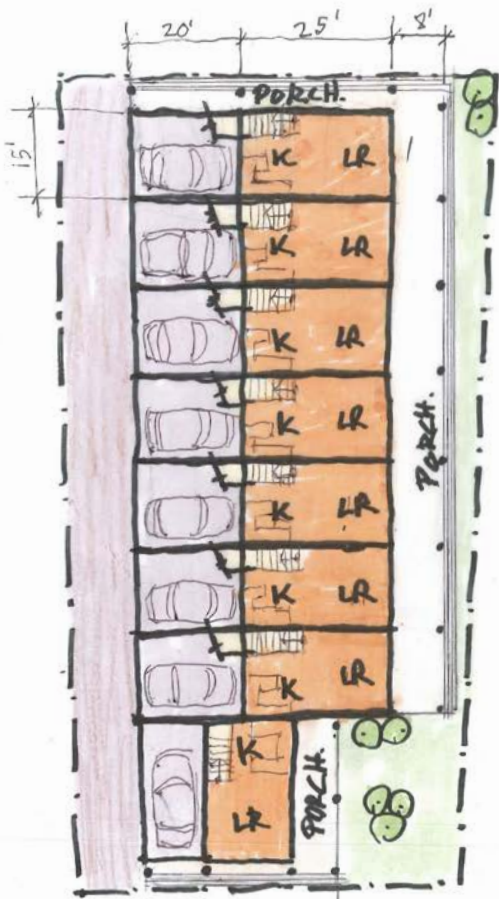
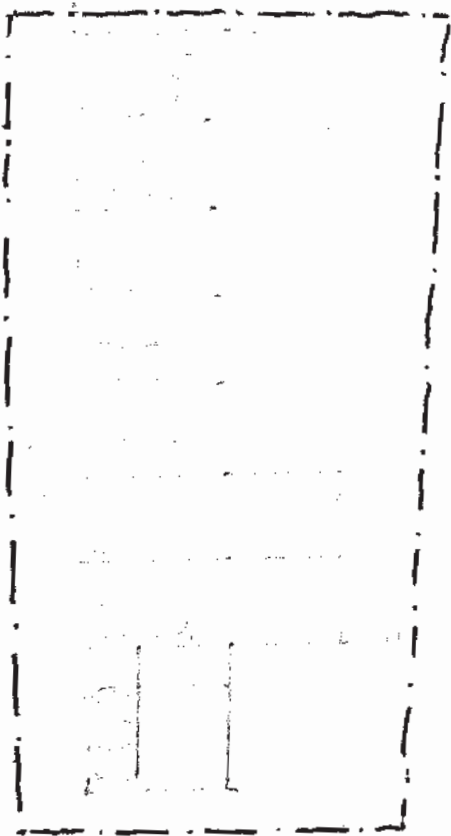


12 UNITS/FLOOR.  
 $25' \times 25' = 625 \text{ SF}$   
1 BDRM/1 BATH.

LEVELS 2 & 3.

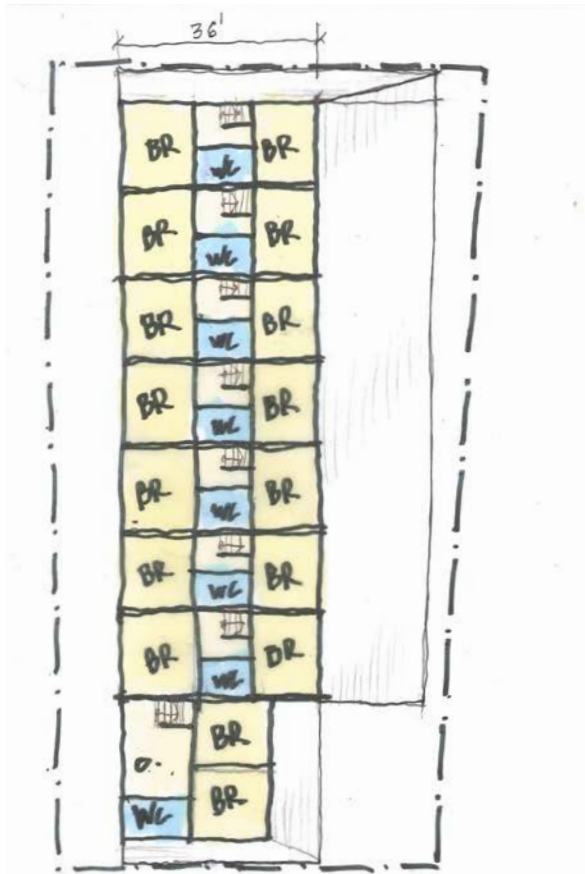


ROOF LEVEL

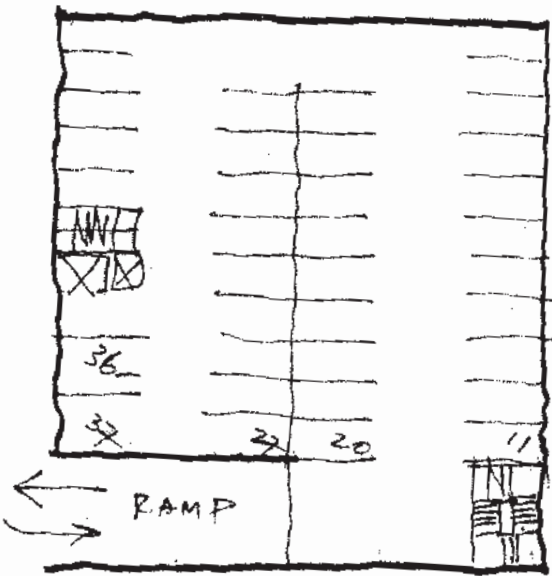


• 8 units  
• 2 BRs  
• 1000 SF + Garage (1 car)

Ground Floor



2nd Floor



# CONCEPTUAL PROFORMA - SABATINI LOT

Housing Program - For Sale (18 - 2 bdrm & 6 - 3 bdrm)	
Land Costs	\$-
Design and Approval Costs	\$250,000.00
Infrastructure Costs	\$450,000.00
Vertical Construction Costs (235/sf)	\$5,640,000.00
General Conditions/Contractor Fees - 7%	\$426,300.00
Insurance and Legal - 3%	\$169,200.00
<b>Subtotal Costs</b>	<b>\$6,935,500.00</b>
Contingency 10%	\$346,775.00
<b>Total Costs</b>	<b>\$7,282,275.00</b>
Sales Income - 100% AMI	\$7,656,000.00
Sales/Marketing 3%	\$(229,680.00)
<b>Total Revenue</b>	<b>\$7,426,320.00</b>
<b>Profit/Loss</b>	<b>\$144,045.00</b>
<b>Per Unit</b>	<b>\$309,430.00</b>

HOUSING PROGRAM - For Rent (8 - 2 bdrm & 24 - 1 bdrm)	
Land Costs	\$-
Design and Approval Costs	\$300,000.00
Infrastructure Costs	\$1,750,000.00
Vertical Construction Costs (275/sf)	\$6,875,000.00
General Conditions/Contractor Fees - 7%	\$603,750.00
Insurance and Legal - 3%	\$206,250.00
<b>Subtotal Costs</b>	<b>\$9,735,000.00</b>
Contingency 10%	\$973,500.00
<b>Total Costs</b>	<b>\$10,708,500.00</b>
Monthly Rental Income - 100% AMI	\$55,440.00
<b>Profit/Loss</b>	<b>\$10,708,500.00</b>
<b>Per Unit</b>	<b>\$334,640.63</b>

NOTE: Proformas and schedule are based on conceptual plans, intended to provide opinion of probable cose and are subject to change during the design process.



# CONCEPTUAL PROFORMA - OLD COMMUNITY CENTER

Housing Program For Sale (4 - 1 bdrm townhomes) & For Rent (8 studios)	
Land Costs	\$-
Design and Approval Costs	\$250,000.00
Infrastructure Costs	\$350,000.00
Vertical Construction Costs (235/sf)	\$2,232,500.00
General Conditions/Contractor Fees - 7%	\$180,775.00
Insurance and Legal - 3%	\$66,975.00
<b>Subtotal Costs</b>	<b>\$3,080,250.00</b>
Contingency 10%	\$308,025.00
<b>Total Costs</b>	<b>\$3,388,275.00</b>
Monthly Rental Income - Studios	\$12,320.00
For Sale 4 One Bed - 100% AMI	\$1,196,000.00
Sales/Marketing/Transfer Tax - 3%	\$(35,880.00)
<b>Total Revenue</b>	<b>\$1,160,120.00</b>
<b>Profit/Loss</b>	<b>\$(2,228,155.00)</b>
<b>Per Unit</b>	<b>\$(185,679.58)</b>

Housing Program For Rent (4 - 1 bdrm townhomes & 12 - studios)	
Land Costs	\$-
Design and Approval Costs	\$250,000.00
Infrastructure Costs	\$350,000.00
Vertical Construction Costs (235/sf)	\$2,561,500.00
General Conditions/Contractor Fees - 7%	\$203,805.00
Insurance and Legal - 3%	\$76,845.00
<b>Subtotal Costs</b>	<b>\$3,442,150.00</b>
Contingency 10%	\$344,215.00
<b>Total Costs</b>	<b>\$3,786,365.00</b>
Monthly Rental Income - 100% AMI	\$25,080.00
<b>Profit/Loss</b>	<b>\$(3,786,365.00)</b>
<b>Per Unit</b>	<b>\$(236,647.81)</b>

NOTE: Proformas and schedule are based on conceptual plans, intended to provide opinion of probable cose and are subject to change during the design process.



# CONCEPTUAL PROFORMA - 1ST AND MAIN & 113 GRANITE STREET

113 Granite Street Housing Program For Sale (4 - 1 bdrm townhomes) & For Rent (8 studios)	
Land Costs	\$-
Design and Approval Costs	\$150,000.00
Infrastructure Costs	\$250,000.00
Vertical Construction Costs (235/sf)	\$1,880,000.00
General Conditions/Contractor Fees - 7%	\$149,100.00
Insurance and Legal - 3%	\$56,400.00
<b>Subtotal Costs</b>	<b>\$2,485,500.00</b>
Contingency 10%	\$248,550.00
<b>Total Costs</b>	<b>\$2,734,050.00</b>
Total Sales 8 units @ \$299,000 (100% AMI)	\$2,392,000.00
Sales/Marketing/Transfer Tax - 3%	\$(71,760.00)
<b>Total Revenue</b>	<b>\$2,320,240.00</b>
<b>Profit/Loss</b>	<b>\$(413,810.00)</b>
<b>Per Unit</b>	<b>\$341,756.25</b>

1st and Main - Housing Program For Rent (4 - 1 bdrm townhomes & 12 - studios)	
Land Costs	\$1,000,000.00
Design and Approval Costs	\$350,000.00
Infrastructure Costs	\$400,000.00
Underground Parking	\$1,850,000.00
Roof Top Public Garden	\$750,000.00
Vertical Construction Costs Residential(275/sf)	\$4,191,000.00
Vertical Construction Costs Commercial(300/sf)	\$2,700,000.00
General Conditions/Contractor Fees - 7%	\$321,370.00
Insurance and Legal - 3%	\$125,730.00
<b>Subtotal Costs</b>	<b>\$11,688,100.00</b>
Contingency 10%	\$1,168,810.00
<b>Total Costs</b>	<b>\$12,856,910.00</b>
24 unit monthly rental @ \$ 1650 per month	\$39,600.00
<b>Profit/Loss</b>	<b>\$(12,856,910.00)</b>
<b>Per Unit</b>	<b>\$364,710.83</b>
<b>TOF Non 5A Costs</b>	<b>\$4,100,000.00</b>

NOTE: Proformas and schedule are based on conceptual plans, intended to provide opinion of probable cose and are subject to change during the design process.



# CONCEPTUAL SCHEDULE

Task	August				September				October				November				December				January				February				March				April				May				June				July			
Submit and Award RFP (6 weeks)																																																
Design (10-12 weeks)																																																
Town Approval Process (10 weeks)																																																
Construction (26 weeks, townhomes & 48 weeks multi-family)																																																

COMPLETION OCTOBER 2018 - APRIL 2019

NOTE: Proformas and schedule are based on conceptual plans, intended to provide opinion of probable cose and are subject to change during the design process.



# NEXT STEPS

---

FURTHER STUDY COST AND FINANCING OPTIONS  
FOR PREFERRED SITES

IDENTIFY MEDIUM TO LONG TERM PRIORITIES

CREATE SAMPLE RFP

POLICY GROUP TO GIVE COUNCIL UPDATE











# 2018 TOWN OF FRISCO HOUSING TASK FORCE REPORT







TABLE OF CONTENTS

Background

5A Funding	2
Housing Assessment	4

Procedure

Policy Group	5
STR Panel Discussion	12
Project Group	13
Charrette	19

Appendix

Housing Strategic Analysis	2
Population Data	26
SCHA Housing Needs	27

Acknowledgements

INTRODUCTION

As Frisco continues to grow as a community and tourist destination, the enriched economy and housing costs have created a divide between what workers can afford and what’s available. Living in smaller spaces and taking on extra roommates can only go so far in making the area more affordable, which is why the Town of Frisco is taking action and seeking creative new solutions. In November 2006, Frisco, Summit Combined Housing Authority (SCHA), Summit County, and the other incorporated municipalities received funding from voters in the form of Measure 5A, a sales/ use tax and impact fee. The sales tax and impact fee were extended in perpetuity in 2015, and in November 2016, voters added a 0.6% sales tax for 10 years to be used for “affordable housing purposes to help local workers and their families continue to live in our community, including but not limited to constructing affordable workforce rental and owner-occupied housing units.”

The affordability of housing for workers in Frisco is an ever-evolving problem that requires innovative and collaborative solutions. The Town of Frisco recognizes that there is not one single solution to deal with this issue, but it rather requires a multi-pronged approach. An update to the 2013 Housing Needs Assessment created by the SCHA shows that as of 2016, even workers making 120% of the Area Median Income (AMI), need help to be able to live in Summit County. For 2015, the average residential home sale came in at \$554,432 in Frisco, considerably higher than the \$407,000 price point considered affordable for workers making 150% of the AMI. The cost to purchase or rent a home in Summit County has continually increased with the average price of homes sold in 2015 coming in 12-13% higher than those sold in 2012. In Frisco, there was a more than 20% increase in cost over the same time period.

With these figures and challenges in mind, the Frisco Town Council created a Housing Task Force to look at how the Town can help to fill in the gap through workforce housing initiatives. In March 2017, 15 individuals from the community were selected as members of the Task Force to help create a dynamic and comprehensive approach to dealing with affordable housing in the Town of Frisco. The members of the Task Force each brought a unique perspective and background to the group from developers and local business people to mortgage specialists and a land use planner. The Task Force quickly split into two groups, Policy and Project, and spent the next six months working on solutions. Their approach to this subject involved extensive recommendations, a design charrette, and evaluation of multiple sites for potential use as affordable housing.

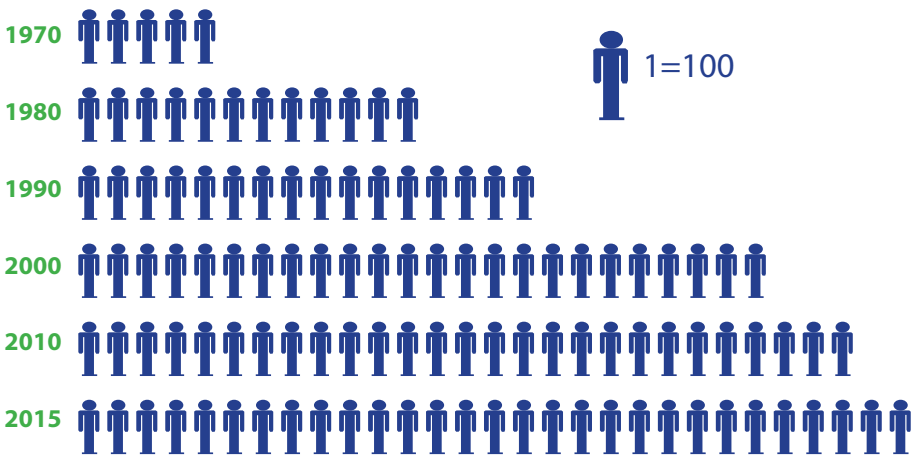
BACKGROUND

Summit County’s permanent resident population has consistently grown since 1970, with Frisco alone growing from 471 residents in 1970 to 2,927 in 2015 according to data from the State Demographer and U.S. Census. Since 2000, the County population has grown by 28.7% with Breckenridge seeing the largest rate of growth at 109% in the same time period. This growth has led to consistent difficulties in finding affordable housing for people who want to live and work within the County.

In 2002, Summit County, Breckenridge, Dillon, Frisco, Montezuma and Silverthorne formed the Summit Combined Housing Authority, authorized by state statute, to combat the housing crisis facing the community. The purpose of SCHA is to “effect the planning, financing, acquisition, construction, reconstruction or repair, maintenance, management and operation of housing

Year	REVENUES		EXPENDITURES	
	.125% Tax	Impact Fee	Capital Projects <sup>2</sup>	Admin. Fees (SCHA)
2007	\$65,050	\$6,300	--	\$27,822
2008	\$197,084	\$39,957	\$40,000	\$35,881
2009	\$139,408	\$71,914	\$53,919	\$39,668
2010	\$146,438	\$53,040	\$110,361	\$86,336
2011	\$128,311	\$58,691	\$156,176	\$42,711
2012	\$136,896	\$76,515	\$134,076	\$36,941
2013	\$148,941	\$54,950	\$156,586	\$44,762
2014	\$164,435	\$200,279	\$134,761	\$44,282
2015	\$186,973	\$139,848	\$33,129	\$35,962
2016	\$204,393	\$116,626	\$405	\$42,323
Total	\$1,517,929	\$818,120	\$819,413	\$436,688

Frisco Population Growth Over Time<sup>1</sup>



projects or programs pursuant to a multijurisdictional plan in order to provide dwelling accommodations at rental prices or purchase prices within the means of families of low or moderate income and to provide affordable housing projects or programs for employees of employers located within the jurisdiction of the authority.” The Authority is governed by a Board of Directors, comprised of one director for each jurisdiction.

Since its inception, the SCHA has put a number of initiatives in front of voters with Referred Measure 5A. The measure was initially approved by voters in November 2006, authorizing a temporary sales and use tax of .125% and a scaled impact development fee for affordable housing for a period of 10 years. In November 2015, SCHA again went to the voters receiving approval to extend the tax in perpetuity.

Finally, on Nov. 1, 2016, voters authorized an additional temporary sales tax of .6% for housing for a 10-year period. The impact fee and enhanced tax – at a rate of .725% – are estimated to contribute \$11,300,000 over the next 10 years to SCHA. The impact fee is expected to bring in \$50,000 per year and the sales tax is expected to contribute \$1,070,000 per year for the same time period.

The Frisco Housing Task Force used this information as well as information on the town’s collateral, buying options, and current debt to examine how best to move forward with new and existing housing opportunities.

BACKGROUND

In 2013, the Summit Combined Housing Authority released a Workforce Housing Needs Assessment to evaluate the need for affordable housing and develop strategies with the County and municipalities for new and existing initiatives. The assessment was then updated in 2016 to show how conditions had changed in terms of available and needed units as well as the demographics of the workforce.

Eligibility for many of the income- or deed-restricted housing units in Summit County is determined by using the Area Median Income (AMI) – a figure calculated by the U.S. Department of Housing and Urban Development (HUD). In

**30% AMI : \$18,500**  
In 2016, a single person making \$18,500 made 30% of the Area Median Income

**60% AMI : \$36,960**

**80% AMI : \$49,280**

**100% AMI : \$61,600**

**120% AMI : \$73,920**

**140% AMI : \$86,240**

**160% AMI : \$98,560**

2012, the AMI was calculated to be \$89,800, but by 2016 it had dropped to \$82,300. Since the initial needs assessment was conducted, HUD has changed how it calculates AMI, and mortgage interest rates have increased meaning that at each AMI level workers can afford to pay less in rent every month than was possible in 2012. This factor combined with rising housing costs and a shrinking inventory of available units means that more and more people are in need of assistance. Given all of the above factors, even households earning more than 120% AMI may be in need of assistance.

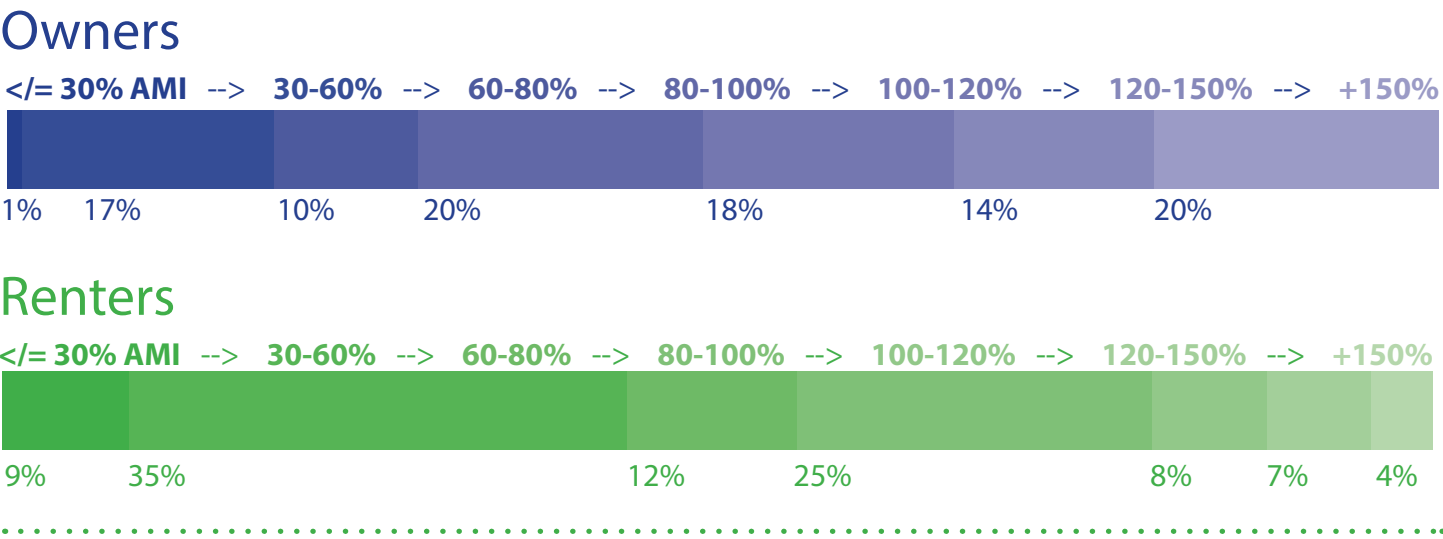
Summit has also seen the unemployment rate drop from 6% in 2012 to 2.25% in 2016, lower than the pre-recession rate of 2.7% in 2007. This means that many workers will need to move into the area to fill open positions, creating a larger need for affordable housing. Currently, SCHA estimates that 659 units will need to be constructed to catch-up with the current workforce needs, and 1,025 units will need to be constructed by 2020 to keep-up with the workforce needs. Of those units, 249 will be needed in the Ten Mile Basin to catch-up; 310 units will be needed by 2020 to keep up.

Based on U.S. Census and State Demographer data, the Ten Mile Basin is home to 14% of Summit County's permanent resident population and has already constructed 586, or 24%, of the workforce housing units in the County. Between 2012 and 2016, Frisco built or approved 61 workforce units and as of 2017 has Request for Proposals out for two new developments.

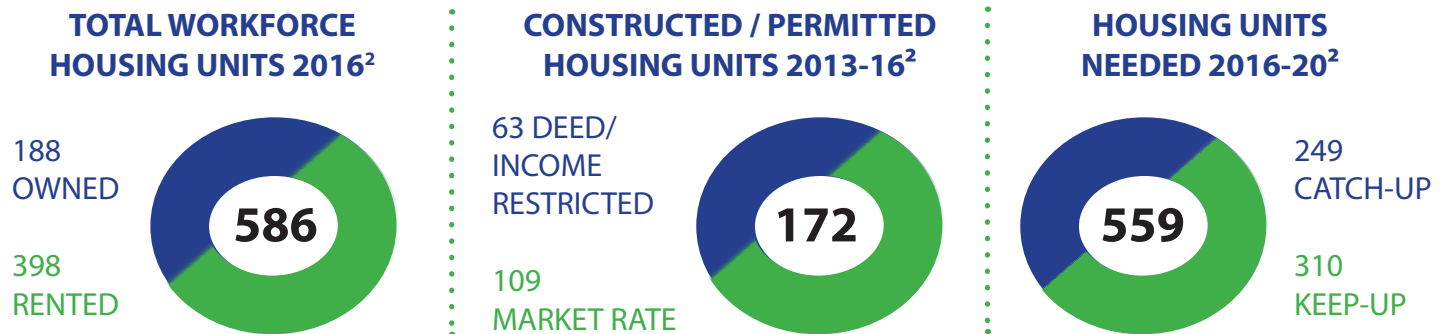
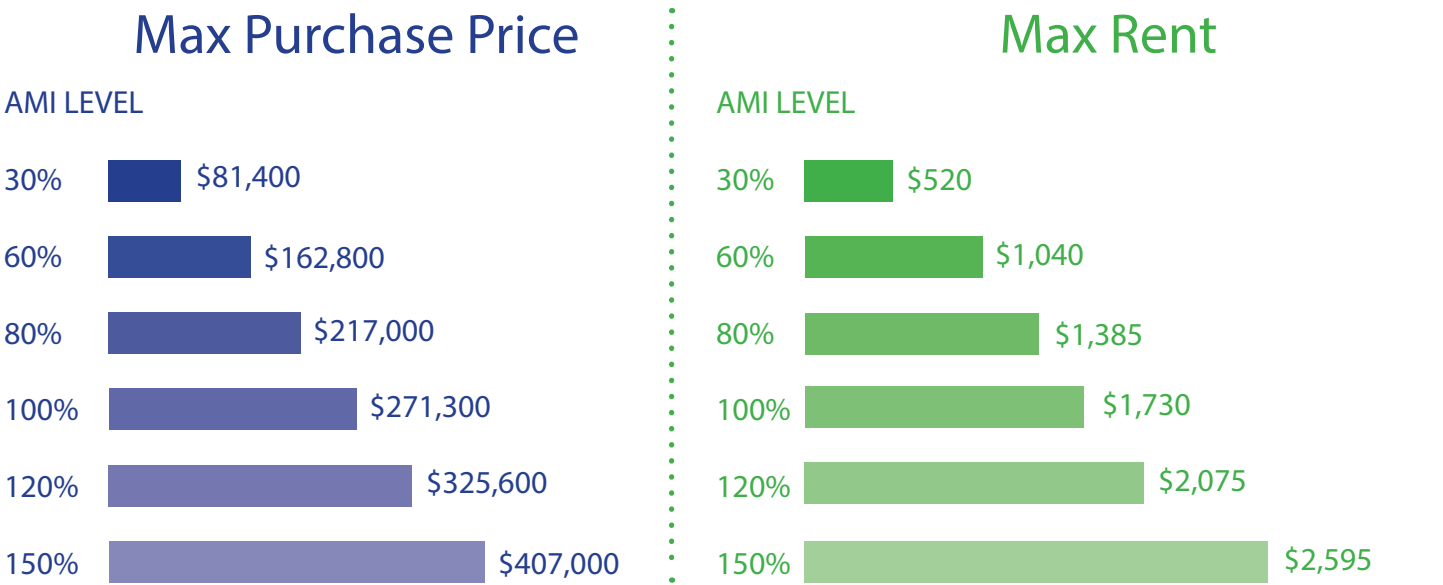
Vacancy rates across the County have remained near 2%, while in 2015 the rental vacancy rate was near zero percent. Market units are also being lost to short-term rentals and second homeowners as local workers retire or move away. It is estimated that 56 units are lost per year to second homeowners, while there is currently no official estimate of units that have moved from long-term to short-term rentals. According to SCHA, the lack of available units has continued to drive up the market rate – at a pace exceeding 10% per year – so that “households must now earn over 100% AMI to afford median market rates.” The median countywide rent was calculated at \$1,898 per month, affordable to anyone making 110% AMI.

With this in mind, Frisco established a Housing Task Force to come up with strategies to help workers in the Ten Mile Basin and in Summit County as a whole. Over a period of six months in 2017, the town hosted multiple meetings with the Housing Task Force – which was divided into two groups, a project-based group and policy-based group – to look at areas that would be good for housing developments; create a tool kit for the town, developers, and citizens; as well as strategies for how to ease the strain on local workers. In October, the town also held a panel discussion with other municipalities in the Rocky Mountain region to determine what policies areas have found beneficial when dealing with short-term rentals.

SCHA Housing Assessment Data<sup>1</sup>  
HOUSEHOLDS BY AMI



2016 MAXIMUM AFFORDABLE HOUSING COSTS BY AMI



1 - Source:: 2016 Summit County Housing Demand Update, SCHA. See Appendix B for data set. 2- Information for Ten Mille Basin only.





## HOUSING TASK FORCE POLICY GROUP MEMBERS

### COMMUNITY MEMBERS

Brett Amedro

Doug Berg

Tom Castrigno

Lina Lesmes

Kasey Provorse

Elena Scott

Doug Sullivan

### TOWN COUNCIL MEMBER

Kim Canselosi

### TOWN STAFF

Joyce Allgaier  
*Community Development  
Director*

Bill Gibson  
*Assistant Director*

## POLICY GROUP

Over the course of six months the Policy Group, consisting of community members, town staff, and a town council member met to establish the following goals and recommendations for affordable housing in the Town of Frisco:

### REGULATORY DIRECTIONS

#### GOAL

Stimulate the increase of production and creation of affordable housing through town policies, incentives, and regulatory procedures.

#### RECOMMENDED ACTIONS

- Waive or reduce development application, water tap, and building permit fees and expedite reviews for projects that include deed-restricted affordable housing.
- Subsidize sanitary sewer tap fees for deed-restricted affordable housing. (The Frisco Sanitation District operates as a municipal district and charges its own fees that, due to regulatory constraints, cannot be waived or reduced.)
- Provide property tax rebates for long-term rentals and deed-restricted affordable housing.
- Establish an Affordable Housing Overlay District that incentivizes workforce housing projects by allowing waivers and/or deviations from the underlying zoning and development standards, but ensure compatibility with the neighborhood.
- Evaluate the exemption of parking space areas from lot coverage calculations for deed-restricted accessory units in order to allow for more density.



The Peak One Neighborhood provides affordable-housing units for the local workforce.

- Eliminate the 100% AMI income restriction for deed-restricted accessory units and instead only apply the “workforce restriction” of at least 30 hours per week yearly in the county.
- Replace the for-sale-by-owner transactions of affordable housing with a prioritized lottery system for projects involving public property or funding.

#### ACTIONS CONSIDERED BUT NOT RECOMMENDED AT THIS TIME

- Eliminating the density bonus affordability restrictions (max. % of AMI).
- Increasing or decreasing the density bonus requirement that one-half (½) of the on-site bonus units be deed restricted as affordable housing.
- Reducing the density bonus requirement that two off-site deed-restricted affordable units must be provided in lieu of one on-site affordable unit.
- Expanding the density bonus program to the residential zone districts.
- Replacing the for-sale-by-owner transactions of affordable housing with a prioritized lottery system for projects involving private property and funding (example: density bonus units).

#### POTENTIAL ACTIONS NEED- ING FURTHER EVALUATION

- Reduce the parking requirements for all deed-restricted affordable-housing units and long-term rental lock-offs.
- Require workforce housing mitigation with development projects (examples: inclusionary zoning, commercial linkage, annexation requirements, etc.).



Partnerships between businesses, the town, and nonprofits can help local businesses retain workers.

### ASSISTING LOCAL BUSINESSES

#### GOAL

Help local businesses maintain a reliable and sustainable workforce base through potential partnerships (between businesses, governments, nonprofits, etc.) tax benefits, deed restrictions, and the creation and retention of affordable-housing options.

#### RECOMMENDED ACTIONS

- Increase marketing efforts to inform local businesses about workforce-housing opportunities and incentives, and identify financial institutions willing to assist local businesses with housing. Ensure that businesses and business groups/associations are aware of options for helping to create workforce-housing options, including information about zoning incentives (ADUs and bonus units), that businesses can qual-

ify as the owners and renters of deed-restricted housing units, and other incentives as they become available.

- Explore financial incentives for local businesses to create workforce housing (example: down payment assistance).
- Sell deed-restricted, buy-down units to local businesses to manage themselves for housing employees.
- Create business incentive program priorities and standards, and a housing “tool kit” of information that can assist businesses in developing workforce housing.

#### POTENTIAL ACTIONS NEED- ING FURTHER EVALUATION

- Research additional business incentive opportunities.

### BUY DOWNS

#### GOAL

Capitalize on retaining existing housing for locals as an option to building all new units.



RECOMMENDED ACTIONS

- Establish a buy-down program (buy, deed restrict, and then re-sell units; pay property owners to deed restrict their property; negotiate with developers of new buildings; etc.) Include funds to support this initiative in annual town budget.
- Create buy-down program priorities and standards. Evaluate the costs and benefits of buy downs compared to the construction of new units.
- Explore income tax incentives for the “donation” of an affordable-housing deed restriction.
- Establish a reserve fund for the purchase of deed-restricted affordable-housing units in foreclosure to preserve the deed restriction. Coordinate with SCHA and lenders to assist owners in financial difficulty to keep their loan current while selling the property to avoid a foreclosure.
- Support the SCHA and other organizations providing financial assistance to buyers and renters (example: down payment and security deposit loans).
- Establish requirements that protect affordable-housing units from future home owner

association special assessments caused by poor maintenance and management practices of the association to preserve the affordability of the unit.

- Establish limitations on home owner association dues for affordable-housing units and dues related to common area elements (example: swimming pools) to preserve the affordability of the unit.
- Implement a town program whereby, the town may take quick action to secure a contract or option on a property. Consider authorizing the town manager or other town representative to work directly with real estate agents to make offers. Establish a fund within the town budget for such acquisitions. Reach out to real estate entities to inform them of the town’s goals and make them aware of our nimbleness to take action.
- Evaluate opportunities to utilize Colorado Housing and Finance Authority (CHFA) and United States Department of Agriculture Rural Development funds along with the Summit Combined Housing Authority as a means to leverage funding.

ACTIONS NOT RECOMMENDED

- Use of public funds to offset ownership costs (example: HOA dues and assessments).
- Use of public funds to assist with rental costs (example: first/last month deposits).

SHORT-TERM RENTALS

GOALS

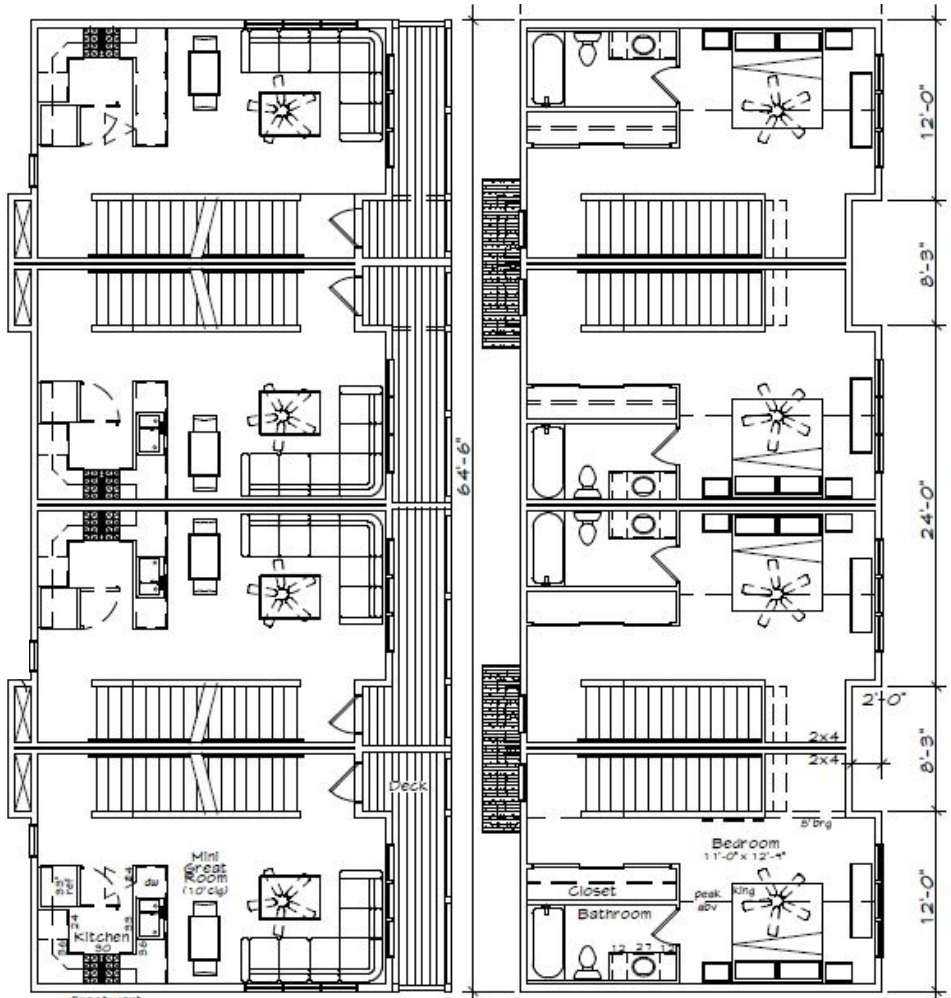
- Preserve and build Frisco’s sense of community as a place where people live year round. Maintain Frisco’s small town residential character by minimizing the impacts that can arise from short-term rentals.
- Acknowledge that Frisco has an economy driven by tourism and we must tailor our short-term rental approach to our own values and goals versus those of front range or other communities.
- Reclaim and encourage the preservation of the long-term rental stock by making long-term renting more appealing, or just as appealing as short-term rentals, to property owners.
- Strive for a balance in the community between being a community that is characterized

by year-round, local residents and tourism lodging and uses.

- Level the playing field between vacation-rental homes and other commercial lodging, licensing, impact mitigation, parking, and life/safety requirements, among others.
- Acknowledge that there is a long history of vacation-rental homes in the Frisco community. Vacation rentals are an important source of “hot beds”, keep lights on in neighborhoods, increase visitorship to Main Street, and add to a sustainable economy. There is a reliance on income by some short-term rental hosts.
- Short-term rentals should “pay their own way” in terms of licensing, administration, enforcement, monitoring, and mitigation impacts, among other costs.

RECOMMENDED ACTIONS

- Adopt a definition of short-term rentals that means, “the rental of property for a time period of 30 days or less.”
- Upgrade town licensing provisions with new specifications and requirements for property owners of short-term rentals including:
  - Increase fees to levels that are directly proportional to the costs to the town associated with licensing, tracking, enforcement, monitoring, and other administrative tasks.
  - Require documentation from the short-term rental owner that basic life/safety standards are met with regard to egress, smoke alarms, fire extinguisher, carbon monoxide detection, etc. Such building inspection documentation would be pro-



ABOVE AND OPPOSITE PAGE: Illustrations of proposed housing development at Mary Ruth Place.

vided and signed by a private licensed building professional, paid for by the property owner.

- Require that the owner provide a local contact for the property that is available for contact 24 hours a day (for contact by the renter, neighbors, and town) for tenant assistance, emergencies, and violation and complaint management. All licensed short-term rental properties will be listed on the Town of Frisco’s website, including license and registration number (with Airbnb, VRBO, FlipKey, etc.), property address, name of owner, name and phone number of 24-hour contact, and other pertinent information.

- Require that notice be provided to property owners in the vicinity and associated HOA (if one exists) at the time of issuance of a short-term rental license. Applicants shall provide a list of mailing addresses of the associated HOA and property owners within 200 feet of the boundary of the subject short-term rental property. (Such mailing labels are attainable from Summit County Assessor’s Office at a fee to be paid by the applicant and submitted at the time of license application.) Such notice of the short-term rental license application and approval would be prepared and sent by the town and at a minimum include short-term







The sketch plan for the Peak One Neighborhood, an affordable housing development for the Frisco workforce.

rental property address, owner's name and phone number, and name and number of 24-hour contact.

- Require owner to create an information sheet that is posted inside the unit, regarding 24-hour contact, emergency phone numbers, refuse and recycling rules/processes. Town can create template for this information sheet.
- Require that application includes floor plan (including number of bedrooms), site plan, including parking spaces, and description of refuse/recycling operations.
- Create loss of license/fine schedule for violations with town attorney. Take a "three strikes, you're out," approach with the

penalty of a revoked license. Confirm and memorialize what constitutes a violation.

- Establish a maximum occupancy for the short-term rental unit. Allow maximum of two people per unit plus two per bedroom. A scaled floor plan showing unit layout, bedroom locations and dimensions must be provided at time of license application in order to determine occupancy and enforce.
- Limit the number of people allowed at outdoor gatherings and events on the property to no more than twice the number of allowed occupants.
- Parking must be provided on the subject property in designated parking spaces that conform to code standards. (Parking is not

allowed on streets, neighboring properties or on lawn/landscaped areas.) A scaled parking site plan must be provided at time of license application.

- Require mitigation of nuisances and impacts such as:
  - Require motion sensors on exterior lights and require dark sky outdoor lighting in compliance with code.
  - Require bear-proof refuse and recycling containers.
  - No amplified music is allowed for outdoor gatherings in residential areas.
  - No outdoor camping tents, temporary sleeping structures, or RV use is allowed.
  - Visiting pets must abide by nuisance and leash laws.
- Short-term rental provisions will

be enforced by the town. Licenses may be revoked if violations are found and renewal fee will be required, once allowed to reapply for a license after a six-month waiting period. Complaints received by the town will be documented and forwarded to the property owner and 24-hour contact.

- Amend the licensing provisions to require owners, owner's representatives, and property management firms to file a license for each short-term rental unit, including a discreet address for each unit.
- Implement license purchase of a required two-year time period with a six-month waiting period to disincentive speculation housing construction for short-term rental use.
- Implement a monitoring and tracking program of short-term rental license numbers, geographic location, number of rentals, complaints and violations, license

drop-outs, and other data that would be helpful to evaluating the potential for other actions or amendments to the licensing program, such as a cap or geographic area limitations.

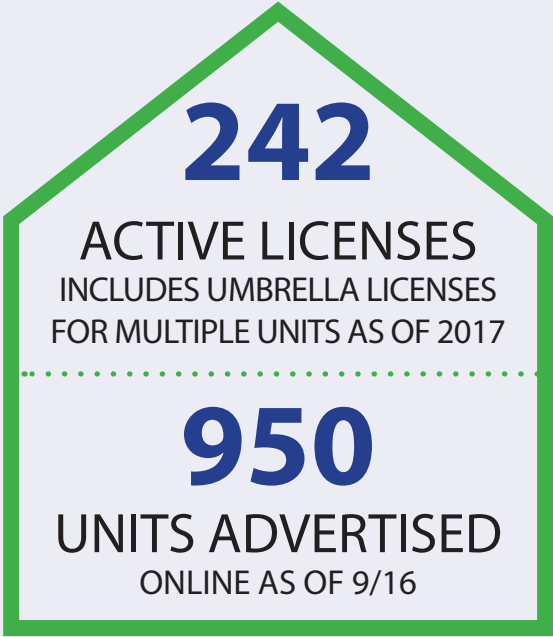
- Increase marketing efforts to encourage long-term rentals.
- Support programs and partnerships with local nonprofits and property management companies that make the long-term rental process easier for property owners.

### ACTIONS NOT RECOMMENDED

- Use of a formal conditional use permit process due to prolonged processing time, staff time, and planning commission time. (Instead, use prescribed licensing standards that must be met by property owner in order to attain a license and official notification to owners in the vicinity of short-term rental licensee.)

- Restriction of short-term rental licenses by zone district or geographic area.
- Establishment of a cap or limit to the number of short-term rental units allowed in the town. (Reconsider a cap after monitoring and auditing for one to two years, and collecting better data to understand impacts, economic implications, and relationship to long-term rentals.)
- Requirement of sign-off by HOA, but yes, to notification.
- Prohibit market rate density bonus units from being short-term rented. (Note: deed-restricted affordable housing bonus units are already prohibited from short-term rental through the deed-restriction language.)
- Use of licensing fees to go into a dedicated fund for workforce housing due to legal limitations for use of fees (vs. taxes).

## FRISCO SHORT-TERM RENTAL STATISTICS



ALL REVENUE FIGURES ARE FOR THE FULL YEAR IN 2016





Members of neighboring communities that are also dealing with short-term housing rentals came to a panel discussion in Frisco in October 2017. From left to right: Michael Yerman, Crested Butte; Frank Lancaster, Estes Park; Jennifer Yobski, Georgetown; Jay Brunvard, Minturn; and Monica Wehner, Salida.

### FRISCO'S APPROACH

As of 2017, Frisco requires short-term rental owners to acquire a business license and pay sales and lodging taxes. As of the same time, there were 242 active business licenses for short-term rentals in Frisco. Some of these licenses do cover multiple units, as property management firms and individual owners are allowed to host multiple units under one license. Staff estimates that 100-200 additional units operate under these umbrella licenses.

As of September 2016, third-party service providers estimate that 950 unique units were available to rent in Frisco.

A business license with the Town costs \$75 annually and must be renewed every year to remain in compliance.

### TAX BREAKDOWN

Frisco Sales	2.0%
Frisco Lodging	2.35%
State Sales	2.9%
County Sales	2.0%
County Mass Transit	0.75%
Special District Sales	0.125%
<b>TOTAL TAX = 10.125%</b>	

Overall, the Town of Frisco collects 4.35% in taxes on short-term rentals with the state collecting an additional 5.775%. The full breakdown for Frisco's tax collection is shown in the figure above.

Proceeds from the lodging tax benefit the Frisco Information Center, economic development initiatives, recreational amenities, and open space.

The Special District tax is used to help fund the Summit Combined Housing Authority and its initiatives, including education for potential homebuyers, renters, and landlords.

The County Mass Transit tax benefits the Summit Stage. The Stage offers free transportation services throughout Summit County for commuters with transfer centers in Breckenridge, Frisco, and Silverthorne. The bus line also services the major ski areas within the County and provides a commuter line for Lake County residents.

### HOW'S IT DONE?

To hear how other communities are handling short-term rentals, view the Town of Frisco panel discussion at: [youtu.be/ZNweASHJuX0](https://youtu.be/ZNweASHJuX0)



## SHORT TERM RENTAL PANEL DISCUSSION MEMBERS

### COMMUNITITES OUTSIDE OF SUMMIT COUNTY

Jennifer Yobski  
*Town Clerk, Georgetown*

Michael Yerman  
*Community Development  
Director, Crested Butte*

Frank Lancaster  
*Town Administrator,  
Estes Park*

Scott Shine  
*Planning Manager,  
Durango*

Jay Brunvard  
*Treasurer, Minturn*

Monica Wehner  
*County Clerk, Salida*

*Several Summit County and  
local municipality officials were  
also in attendance, along with  
members of our local  
communities.*

## SHORT TERM RENTAL PANEL DISCUSSION

How to regulate short-term rentals has proven to be a perplexing problem for communities across the Rocky Mountain region. These accommodations are offered for less than 30-31 consecutive days, with some people choosing to rent out their entire home or condo unit and others renting out a room in their otherwise-occupied space.

Units switching from long-term to short-term rentals have accounted for a loss of available workforce housing, and can cause tension with neighbors in terms of parking, noise, and trash regulations in particular. In a study conducted four years ago with Town of Frisco employees, several noted that they were forced to leave their housing because the unit switched to a short-term rental. Several local employers have also noted losing employees when a unit switched.

According to the Colorado Association of Ski Towns' "Vacation Home Rentals: Issues, Emerging Trends and Best Practices," Airbnb offered more than 800,000 listings in 34,000 cities worldwide in 2015; HomeAway hosted more than 1 million listings. This growing business accounted for 36% of Frisco's lodging tax revenue in 2016 with hotels, inns, and B&Bs still accounting for the majority of revenue. The same split is true for sales tax revenue in terms of lodging and short-term rentals accounted for 3.4% of all sales tax revenue.

As these numbers are sure to increase in the coming years, Frisco officials felt it necessary to sit down with other Colorado communities to discuss what innovative approaches have worked well in dealing with this issue. Officials from six communities<sup>1</sup> outside of Summit County came to Frisco in October 2017 to discuss their approaches, what has worked and where issues are still occurring.

Regulating these units has proven to be a complex issue with communities taking a variety of approaches, and usually combining a number of different regulatory procedures. Several communities limit the amount of licenses available and then create a waiting list for any applications over the allotment. In Durango, Fort Collins and Manitou Springs, officials are using zoning laws to try to control how many units switch to short-term rentals. Durango, for example, only allows a set amount of rentals in each zone and only one unit is allowed on any street segment.

Both Fort Collins and Manitou Springs, along with several other communities, only allow short-term rentals by a primary resident, meaning that second homeowners and investment property groups are not allowed to host units.

1 - Scott Shine from Durango joined the panel discussion via conference call.



HOUSING TASK FORCE  
PROJECT GROUP  
MEMBERS

COMMUNITY MEMBERS

Brian Blankenmeister

Dan Fallon

Joe Maglicic

Lindsay Newman

Mark Sabatini

TOWN COUNCIL MEMBER

Deborah Shaner

TOWN STAFF

Randy Ready  
Town Manager

Brodie Boilard  
Executive Assistant

PROJECT GROUP

Over the course of six months the Project Group, consisting of community members, town staff, and a town council member met in order to respond to the challenges surrounding workforce housing in the mountain community. The goal of the projects group was to develop a “business plan” for the delivery of workforce housing.

The “business plan” included the following elements:

- 1. Identification of vacant land parcels suitable for delivery of workforce housing.
- 2. Prioritization of parcels by short term (1 year out), medium term (1-3 years), long term (3-5 years or longer) or in progress (currently happening).
- 3. Analysis for each of the prioritized land parcel including potential number of units, partnership opportunities, utilities needed, and for sale versus for rent.

WHEN PRIORITIZING LAND FOR DEVELOPMENT IN THE SHORT TERM (1 YEAR) THE FOLLOWING WAS CONSIDERED:

- Identify immediately available land or town owned land which included developed, undeveloped and underdeveloped lands.

WHEN PRIORITIZING LAND FOR DEVELOPMENT IN THE MEDIUM TERM (1-3 YEARS), THE FOLLOWING WAS CONSIDERED:

- Identify lands suitable for annexation, and lands suitable for development as a partnership. Strategic partnerships with other governmental entities may include: Centura Health, Summit County, CDOT, School District, Sanitation District and Copper Mountain Resort.

WHEN PRIORITIZING LAND FOR DEVELOPMENT IN THE LONG TERM (3-5 YEARS), THE FOLLOWING WAS CONSIDERED:

- Land without utilities
- Large projects that require joint partnerships
- May need rezoning

NEXT STEPS CONTINUED:

- Evaluate town budget and explore other funding sources to acquire land outside of 5A money, use 5A money to build.
- Survey businesses to see if there is interest to create a Master lease/sale program – how to create a model to work with small businesses engagement.
- Include workforce housing units at all town sites.
- Manage sales/use tax collections and revenue streams to ensure the delivery of workforce housing remains a priority for the community.

WORKFORCE HOUSING  
STRATEGIC ANALYSIS  
IN PROGRESS

Development of the following properties is in progress

Mary Ruth Place on Galena Street - MAP ID 2

STATUS - Construction drawings, design underway, site plan refinements, sketch plan process underway

TARGET WORKER - Mix of TOF and Frisco-wide employees

WINDOW OF OPPORTUNITY / TIMELINE - Town Council goal to have completed in 2018, broke ground in 2018

COST / PUBLIC INVESTMENT - \$1.3M budgeted in 2017 with additional 5A money likely; admin/project oversight costs; potential to sell a free market unit for project capital; long term maintenance and operation costs if rental

LOT SIZE / POTENTIAL UNITS - 0.24 Acres (10,500 SF) 9 units proposed (Mary Ruth House + 8 new)

NOTES -Completion in 2018. Compass Homes as builder/NV5 as builders rep

RENT / SALE - Rental and/or sale - allows recovery of some funds, rental possible

SHORT TERM

Development of the following properties is a short-term (1-3 year) priority

Granite Street Property (Historic Park) - MAP ID 4

STATUS - 3 units (2 occupied by TOF, 1 not habitable), planning for this property could be coupled with master plan for First and Main and Historic Park

RENT / SALE - Sale

TARGET WORKER - Year Round Employees

WINDOW OF OPPORTUNITY / TIMELINE - 2018

COST / PUBLIC INVESTMENT - Units exist & served with utilities, upgrade needed

LOT SIZE / POTENTIAL UNITS - 0.252 Acres (10,976 SF) 4 units + density bonus

NOTES - RFP 2017/Build 2018. Potential Code Amendments

Town of Frisco Community Center - MAP ID 6

STATUS - No planning or analysis undertaken

TARGET WORKER - Year Round Employees

WINDOW OF OPPORTUNITY / TIMELINE - 2018

COST / PUBLIC INVESTMENT - TBD

LOT SIZE / POTENTIAL UNITS - 0.24 Acres (10,500 SF) 4 units + density bonus

NOTES - RFP 2017/Build 2018. Potential Code Amendments

RENT / SALE - Potential rental, condo, for sale



# SHORT TERM

Development of the following properties is a short-term (1-3 year) priority

## Sabatini Lot - MAP ID 7

STATUS - Vacant land.

WINDOW OF OPPORTUNITY / TIMELINE - Open

LOT SIZE / POTENTIAL UNITS - 0.48 Acres (21,000 SF) 8 units + density bonus.

PARTNERSHIP OPPORTUNITIES - Adjacent lot would like to design this year and break ground next year –would like to talk with Town about Sabatini lot and a block project, possibly create pocket

park on 3rd.

RENT / SALE - TBD

TARGET WORKER - TBD

NOTES - RFP 2018/Build 2019

## Frisco Tansit Center

NOTES - Add housing on-site on remainder parcels.

# MEDIUM

Development of the following properties is a medium (3-5 year) priority

## CDOT Property - MAP ID 5

STATUS - Ongoing discussions with CDOT underway, CDOT desires to gain CDOT employee units, willing to work with TOF as partner, possibly providing land. CDOT currently undertaking design and cost analysis.

WINDOW OF OPPORTUNITY / TIMELINE - TOF appears to be “first in line” with CDOT in discussions. CDOT is willing to work with the town to provide the land, allow town to build the project and provide number of units to CDOT. In spring 2017, CDOT seeking board approval to structure IGA with TOF.

LOT SIZE / POTENTIAL UNITS - 0.56 Acres (24,500 SF)

RENT / SALE - CDOT - rental, TOF-seasonal and other rental (could be condo sales)

TARGET WORKER - Seasonal, year-round

COST / PUBLIC INVESTMENT - TBD (Land appraised at 1.8M in 2016), As contemplated, CDOT would provide land, Town builds (possibly with others?) and CDOT gets some units in return.

NOTES - Charrette 2018, Feasibility matrix , site plan/site study Possible to build a variety of scenarios. Parking requirements tend to limit number of units. Potential Code Amendments

## Walmart

NOTES - Speaking to Walmart about land to the south of the current building

# MEDIUM

Development of the following properties is a medium (3-5 year) priority

## Old Medical Center

STATUS - Open to discussion Possible Partnership.

NOTES - Feasibility matrix, site plan, site visit, Charrette 2018. Planning requirements may limit site coverage. Potential code amendments.

## First and Main Building (medium to long-term priority) - MAP ID 3

STATUS - Master plan to be developed for Historic Park and First & Main in 2018

WINDOW OF OPPORTUNITY / TIMELINE - Open

LOT SIZE / POTENTIAL UNITS -0.197 (8,572 SF) 3 units + density bonus

RENT / SALE - Rent

TARGET WORKER - Mixed Use /Apartments

COST / PUBLIC INVESTMENT - \$1.2M purchase agreement underway, 2031 payoff, presently owe \$1,024,000

NOTES - Disposition Planning 2018 Town in the process of purchasing building and land. Currently 2 apartments, abuts Town Alley. Joint venture with private developer

# LONG TERM

Development of the following properties is a long-term (5-10 year) priority

## South of Summit High School

STATUS - Possible partnership,

LOT SIZE / POTENTIAL UNITS - 13 acres.

PARTNERSHIP OPPORTUNITIES - School District

NOTES - Joint venture opportunity. Identify joint venture opportunity.

## Sewer District Property

STATUS - Possible partnership?

NOTES - Feasibility matrix, site plan, site visit, joint venture.

## Peninsula Recreation Area (PRA)

NOTES - Identify location of possible units on the property .



# LONG TERM

Development of the following properties is a long-term (5-10 year) priority

## Lake Hill - MAP ID 1

**STATUS** - Master plan complete, no entitlements yet. County has invested in master plan process, acquired land.

**WINDOW OF OPPORTUNITY / TIMELINE** -Multi-phase, 10-20 year project.

**LOT SIZE / POTENTIAL UNITS** - 45± acres. 436 units proposed.

**RENT / SALE** - Both, many unit types - SFD, Duplex, Multi-family.

**TARGET WORKER** - Wide variety of AMI's, year-round

**COST / PUBLIC INVESTMENT** - Provide water service; attain water rights from county, possible cost of any financial or in-kind contributions such as reduced or waived tap fees.

**NOTES** - County requesting water service. Considerations for TOF include seeking additional water rights from county, preference to Frisco employees for # of units, other; traffic impact analysis involvement, transportation improvements. Possibility for annexation petition in future. Town should involve itself in entitlement hearings. Will public infrastructure meet town standards? Phasing plan to be coupled with transportation upgrades.

## Pioneer Park

**STATUS** - Town owned land - Zone as Park, wetlands? Would have to go to vote.

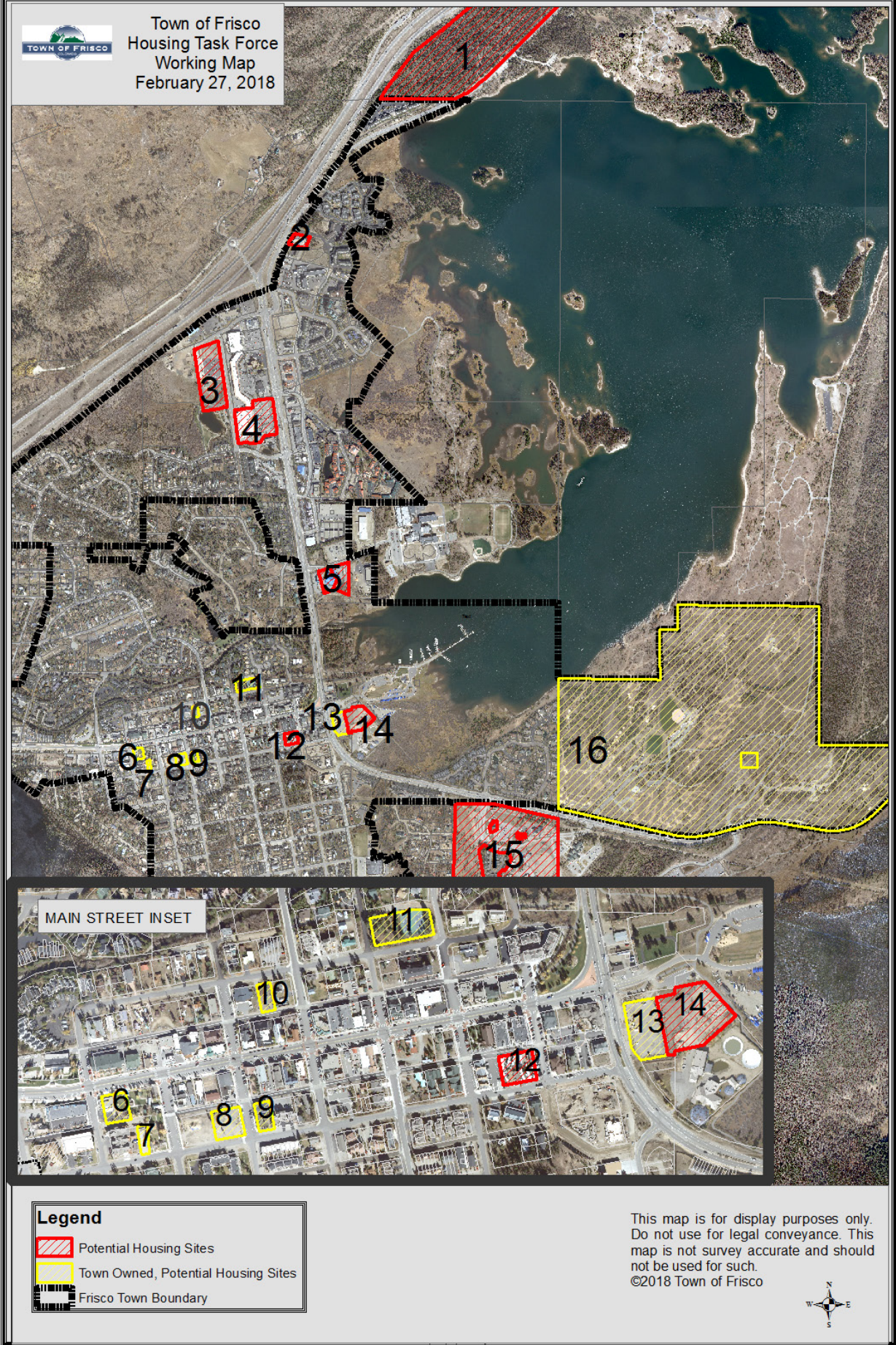
**NOTES** - Feasibility Matrix/Site Plan/Site Visit.

## B1 Lot - Corner of Summit and Main

**NOTES** - Suggested land uses to be developed with update of Marina Masterplan 2018.

## Excess / unused right of way

**NOTES** - Identify all parcels suitable for abandonment, reuse for housing.







## CHARRETTE PARTICIPANTS

John Payne  
Studio PBA

JV DeSousa  
Reveal Design

Yong Cho  
Studio Completiva

Chris Jahn  
Davis Urban

Brock Reimer  
Norris Design

Megan Testin  
Norris Design

Tom Connolly  
tc3 Architects

Nicole Bleriot, Summit County  
Housing Director

Jason Dietz, SCHA Executive  
Director

Staff in attendance: Randy  
Ready, Town Manager,  
Joyce Allgaier, Comm. Dev. Di-  
rector, Bill Gibson, Comm. Dev.  
Asst. Director, Brodie Boilard,  
Executive Assistant

## WORKFORCE HOUSING CHARRETTE

The Projects group created the “business plan” and then decided the best way to move forward was having a charrette. The goal was to create a vision for affordable housing in downtown Frisco on Town owned sites by working together with industry affordable housing experts to create unique solutions that fit with the character of downtown and that are executable.

Day of charrette goals:

- Develop a program and yield for each site
- Develop complementary uses across town owned sites
- Build an understanding of the site for future study of financing, cost and phasing

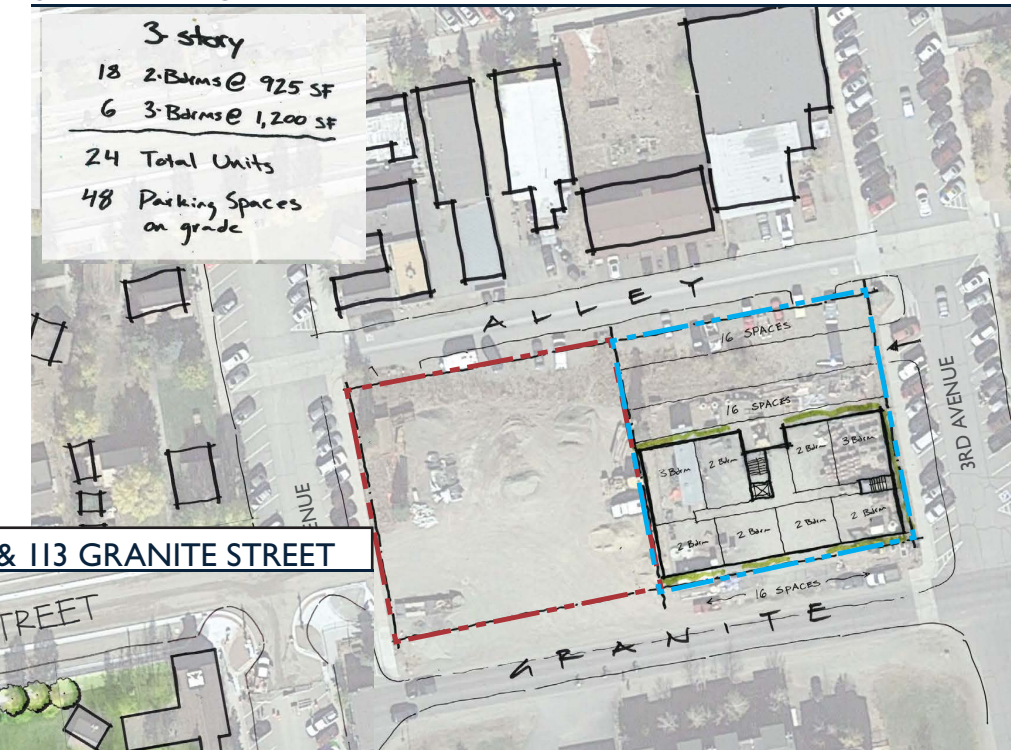


In the morning the group broke into 3 teams and were given a study site (Sabatini Lot, Sabatini Lot and Old Community Center, 1st and Main and 113 Granite St.) First the teams did a physical walk-through of respective study site. They then came back and developed sketches.

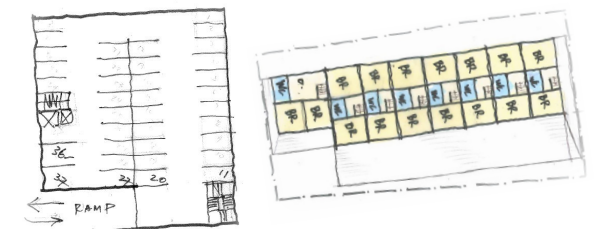


Mid-day each team “pinned up” to present concepts to the whole group. The teams discussed strengths, weaknesses, opportunities and challenges. The teams were challenged to describe how the sites work together, what is the variety of housing provided, and how do the sites completed each other uses integrated on each site.

### SABATINI LOT



### 1ST AVE AND MAIN STREET & 113 GRANITE STREET



In the afternoon the teams refined sketches and programs for their respective site and at the end each team did a recap after observing the other teams sketches. Presenting priorities for site development.

### OLD COMMUNITY CENTER



### OLD COMMUNITY CENTER







Old Community Center at 3rd & Granite St.

## RESULTS:

The identification of lands suitable for development included both vacant parcels and those immediately suitable for redevelopment. The discussions resulted in full day charrette session and development of a vision for development on the parcels best suited for immediate use within the Town. The properties looked at during the charrette were the Old Senior Center / Community Center property at 3rd Avenue and Granite Street, 113 Granite Street (adjacent to the Frisco Historic Park), the 1st & Main parcel, and the Sabatini Lot (looked at the Town owned portion and the potential to partner with the land owner of the other portion of land). The parcels that emerged as immediate priorities from the detailed charrette process included:

1. The Old Senior Center / Community Center property at 3rd Avenue and Granite Street
2. 113 Granite Street (adjacent to the Frisco Historic Park)

The Projects Group and staff per the direction of council created a draft Request for Proposals for Planning/Development Services for the Old Senior Center / Community Center property at 3rd Avenue and Granite Street and 113 Granite Street (adjacent to the Frisco Historic Park).

Direction given in the RFP included a variety of housing options for development on the two parcels and should be dependent upon the type, the creativity of the developer and the design for each project. The RFP recommended that proposals for each parcel refer to



1st & Main Property

the recommendations from the Charrette as community context was an essential element of the visioning for the properties. Proposals were asked for rental and/or owner-occupied dwelling units targeted at income levels averaging 100% of the AMI.

Town Council is reviewing the two submitted RFPs and is pending a vote in early April.

## NEXT STEPS:

- Continue to have conversations with potential partners (CDOT, Centura, School District, County, Copper, and Sanitation District).
- Conceptual site analysis on potential private properties including; CDOT land on 7th and Granite, Centura Health Care land at old hospital location at Summit Boulevard and School Road, Summit County Transit Center, Sanitation District land on corner of Summit Boulevard and Marina Road, and the School District Middle School property.
- Explore all possible land acquisitions.

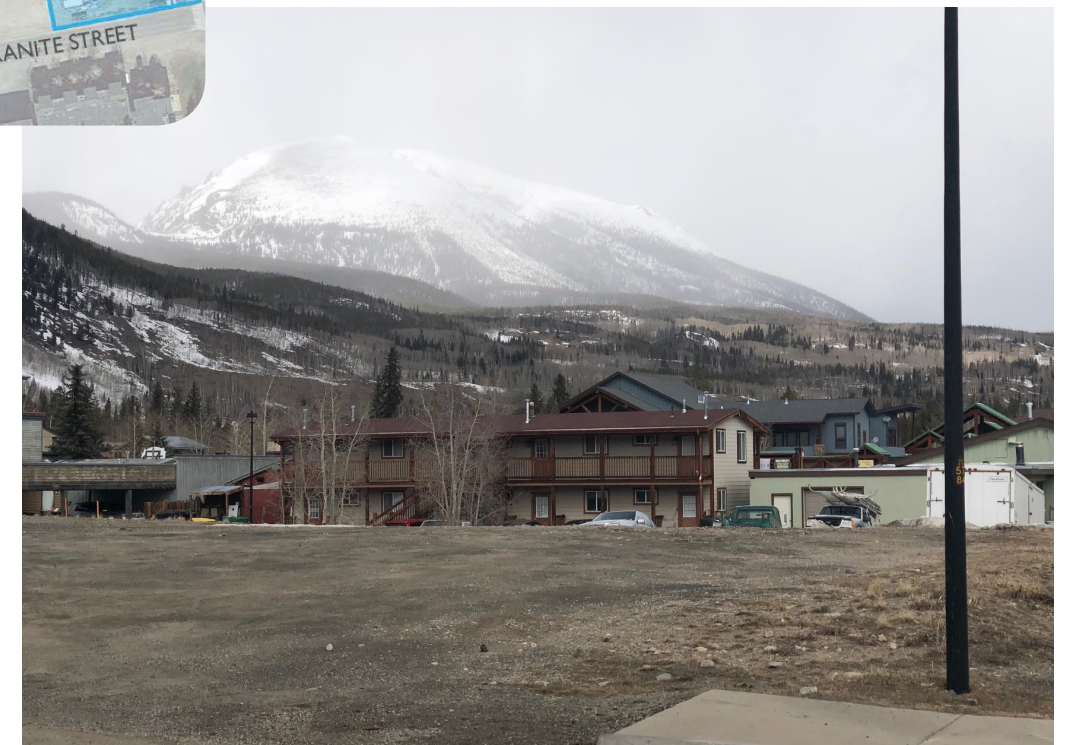


113 Granite Street Property

## AFFORDABLE HOUSING OPTIONS

The Sabatini Lot, First and Main Street, 113 Granite Street, and Old Community Center were focal points of the Housing Task Force Design charrette. The group focused on creating a wide variety of unit and parking options.

Sabatini Lot Property





WORKFORCE HOUSING

Priority	Property	Status	Window of Opportunity-Timeline	Lot size/Poten-tial No. of Units	Partnership Opportunities
Medium - Long	First & Main Building	Master plan to be developed for Historic Park and First & Main in 2018	Open	0.197 (8,572 SF) 3 units + density bonus	
Long	South of Summit High School	Possible partnership, Town Manager in conversations with		13 acres	School District
Long	Sanitation District	Possible partnership			Sanitation Dis- trict
Long	Lake Hill	Master plan complete, no entitlements yet. County has invested in master plan process, acquired land.	Multi-phase, 10-20 year project	"45± acres 436 units pro- posed"	
Other Potential Development Sites	County Com- mons				County
Other Potential Development Sites	Old Country Kitchen	Land Acquisition Potential			
Long	Pioneer Park	Town owned land - Zoned as Park, wet- lands? Would have to go to vote.			
Long	Peninsula Recreation Area (PRA)				
Long	B1 Lot-Corner of Summit and Main	Possibly part of the Marina Master Plan?			
Long	Excess/unused right away				

STRATEGIC ANALYSIS

Rent/Sale	Target Worker	Cost/Public Investment	Additional Notes	Map ID2
rent	Mixed Use / Apartments	\$1.2M purchase agreement underway, 2031 payoff, presently owe \$1,024,000	Disposition Planning 2018 Town in the process of purchasing building and land. Currently 2 apartments, abuts Town Alley. Joint venture with private developer	3
			Joint venture opportunity. Identify joint venture opportunity.	
			Feasibility matrix, site plan, site visit, joint venture	
Both, many unit types - SFD, Du- plex, Multi-fam	Wide variety of AMI's, year- round	Provide water service; attain water rights from county, possible cost of any financial or in-kind contributions such as reduced or waived tap fees	County requesting water service. Consid- erations for TOF include seeking additional water rights from county, preference to Frisco employees for # of units, other; traffic impact analysis involvement, transportation improvements. Possibility for annexation pe- tition in future. Town should involve itself in entitlement hearings. Will public infrastruc- ture meet town standards? Phasing plan to be coupled with transportation upgrades.	1
			Potential partnership with County.	
			Feasibility Matrix/Site Plan/Site Visit	
			Feasibility Matrix/Site Plan/Site Visit	
			Identify location of units on the property	
			Suggested land uses to be developed with update of Marina Masterplan 2018	
			Identify all parcels suitable for abandon- ment, reuse for housing	

WORKFORCE HOUSING

Priority	Property	Status	Window of Opportunity-Timeline	Lot size/Poten-tial No. of Units	Partnership Opportunities
In Progress	Mary Ruth Place on Galena Street	Construction drawings, design underway, site plan refinements	Broke ground in 2018	0.24 Acres (10,500 SF) 9 units pro-posed (Mary Ruth House + 8 new)	
Short	113 Granite Street Property (Historic Park)	3 units (2 occupied by TOF, 1 not habitable), planning for this prop-erty could be coupled with master plan for First and Main and Historic Park	2018	0.252 Acres (10,976 SF) 4 units + densi-ty bonus	
Short	TOF Old Community Center 3rd & Granite	No planning or analysis undertaken	2018	0.24 Acres (10,500 SF) 4 units + densi-ty bonus	
Short (1-3 years)	Sabatini Lot	Vacant land	Open	0.48 Acres (21,000 SF) 8 units + densi-ty bonus	Adjacent lot would like to design this year and break ground in 2019 – ap-proach on possible block project, pos-sibly create pocket park on 3rd
Short	Frisco Tran-sit Center				County
Medium (3-5 years)	CDOT Property	Ongoing discussions with CDOT under-way, CDOT desires to gain CDOT employee units, willing to work with TOF as partner, possibly providing land. CDOT currently undertaking design and cost analysis	TOF appears to be "first in line" with CDOT in dis-cussions. In spring 2017, CDOT seeking board approval to structure IGA with TOF	"0.56 Acres (24,500 SF) 9 units + density bonus 23 units proposed"	CDOT
Medium	Old Medical Center	Open to discussion Possible Partnership			Centura
Medium	Walmart	Will contact Walmart about land to the south of the current building			

STRATEGIC ANALYSIS

Rent/Sale	Target Worker	Cost/Public Investment	Additional Notes	Map ID2
Rental and/or sale -	Mix of TOF and Frisco-wide employees	\$1.3M budgeted in 2017 with additional 5A money likely; admin/project oversight costs; long term maintenance and opera-tion costs if rental	Delivery in 2018. Summit Homes as builder/ NV5 as builders rep	2
Sale	Year Round Employees	Units exist & served with utilities, up-grade needed	RFP 2017/Build 2018 Potential Code Amendments	4
Potential rental, condo sales	Year Round Employees	TBD	RFP 2017/Build 2018 Potential Code Amendments	6
TBD	TBD	TOF-owned land	RFP 2018/Build 2019	7
			Add housing onsite on remainder parcels	
CDOT - rental, TOF-season-al and other rental (could be condo sales)	Seasonal, year-round	TBD (Land appraised at 1.8M in 2016), As contemplated, CDOT would provide land, Town builds (possibly with others?) and CDOT gets some units in return.	Charrette 2018, Feasibility matrix , site plan/site study Possible to build a variety of scenarios. Parking requirements tend to limit number of units. Potential Code Amendments	5
			Feasibility matrix, site plan, site visit, Char-rette 2018. Planning requirements may limit site coverage. Potential code amendments.	

SUMMIT COUNTY PERMANENT RESIDENT POPULATION

AREA	1970	1980	1990	2000	2010	2015
INCORPORATED						
Breckenridge	548	818	1,285	2,408	4,540	5,027
Blue River	8	230	440	685	849	911
Dillon	182	337	553	802	904	955
Frisco	471	1,221	1,601	2,443	2,683	2,927
Montezuma	--	--	60	42	65	71
Silverthorne	400	989	1,768	3,196	3,887	4,394
UNINCORPORATED						
Lower Blue River Basin	--	--	2,533	4,592	3,672	4,051
Snake River Basin	--	--	1,765	4,187	6,726	7,422
Ten Mile Basin	--	--	532	837	1,292	1,425
Upper Blue Basin	--	--	2,344	4,356	3,376	3,726
SUMMIT COUNTY TOTAL	2,665	8,848	12,881	23,548	27,994	30,299

1970-2010 population is based on U.S. Census data.

2015 population is based on estimates from the State Demographer.

Additional information is available through the Summit County Government website at: [summitcountyco.gov/517/Permanent-Resident-Population](http://summitcountyco.gov/517/Permanent-Resident-Population).

HOUSEHOLDS BY AMI			
AMI	OWNERS	RENTERS	TOTAL
<=30%	1%	9%	4%
30.1-60%	17%	35%	23%
60.1-80%	10%	12%	11%
80.1-100%	20%	25%	21%
100.1-120%	18%	8%	14%
120.1-150%	14%	7%	12%
150+	20%	4%	15%

TOTAL WORKFORCE HOUSING UNITS BY REGION: 2016					
	COUNTY TOTAL	UPPER BLUE	SNAKE RIVER	LOWER BLUE	TEN MILE
OWNERSHIP	692	451	44	14	188
RENTAL	1,748	532	541	278	398
TOTAL NUMBER	2,446	983	585	292	586
TOTAL PERCENT	100	40	24	12	24

CATCH-UP AND KEEP-UP NEEDS 2016-2020					
	COUNTY TOTAL	UPPER BLUE	SNAKE RIVER	LOWER BLUE	TEN MILE
CATCH-UP	659	124	170	113	249
KEEP-UP	1,025	375	170	175	310
TOTAL UNITS	1684	499	340	288	559

All data from the 2016 Summit County Workforce Housing Demand Update.  
Available at: <http://www.summithousing.us/wp-content/uploads/2015/03/SC-2016-Update-final.pdf>



## ACKNOWLEDGEMENTS

### Contributors from neighboring areas:

Jay Brunvard  
*Treasurer, Minturn*

Frank Lancaster  
*Town Administrator,  
Estes Park*

Scott Shine  
*Planning Manager,  
Durango*

Monica Wehner  
*County Clerk, Salida*

Michael Yerman  
*Community Development  
Director, Crested Butte*

Jennifer Yobski  
*Town Clerk, Georgetown*

### Town council and town staff:

Kim Canselosi  
*Frisco Town Council*

Deborah Shaner  
*Frisco Town Council*

Randy Ready  
*Town Manager*

Bonnie Moinet  
*Finance Director*

Joyce Allgaier  
*CDD Director*

Bill Gibson  
*Assistant CDD Director*

Katie Kent  
*Planner*

Brodie Boilard  
*Executive Assistant*

Susan Gilmore  
*Administrative Assistant*

### Community members:

Brett Amedro

Doug Berg

Brian Blankenmeister

Tom Castrigno

Dan Fallon

Lina Lesmes

Joe Maglicic

Lindsay Newman

Kasey Provorse

Mark Sabatini

Elena Scott

Doug Sullivan





# BUILDING HOUSING

**Community Preservation, Economic Health,  
& Sustainability in Summit County, Colorado**

October 2018



INTRODUCTION 01

An introduction to housing in Summit County.



Who We Are  
Why Housing is Important

HOUSING IN SUMMIT COUNTY 02

Demographics and what drives local housing development in our community.



The Local Housing Market  
Community Preservation  
Economic Vitality  
Sustainability

TOOLS & STRATEGIES 03

How housing gets built in Summit County.



Funding  
Policies  
Partnerships  
Support

HOUSING PROJECTS 04

A look into different housing projects and local neighborhoods throughout Summit County.



Upper Blue Basin Housing  
Lower Blue Basin Housing  
Ten Mile Basin Housing  
Snake River Basin Housing



**Summit County** is located among the high peaks of the Colorado Rockies, immediately west of the Continental Divide. Located in central Colorado, Summit County is only an hour's drive from the Denver metropolitan area. Our dry, high-alpine climate brings snowy winters that have attracted world-class ski resorts. When it isn't snowing, we have beautiful summers that are ideal for outdoor summer activities.

As a result of the desirable location, activities, and amenities that are abundant in Summit County, providing housing for the local community is a challenge. This is an issue throughout all of Colorado, especially in resort communities where employee recruitment and retention is critical to sustain the local economy. Summit County includes six jurisdictions (Blue River, Breckenridge, Dillon, Frisco, Montezuma, and Silverthorne), 5 of which joined with the County in 2006 to create the Summit Combined Housing Authority (SCHA), a Multi-Jurisdictional Housing Authority operating under an Inter-Governmental Agreement. The mission of SCHA is to enhance the County by helping those who define our community attain a safe, long-term housing solution and build a community in which to thrive. Together, the community is taking a proactive approach to meet the needs of local employees, and is addressing the issue through a variety of tools and strategies.

Deed restricted inventory in the County dates back to the 1970s limiting short term rentals and requiring local employment. Since then, covenants, policies, and strategies have greatly evolved. Some of these progressions include the approval of the 5A impact fee and local affordable housing sales tax, zoning incentives, annexation policies, land banking, and strategic partnerships that have helped us preserve a 'real' community where people live work and play.



# SUMMIT COUNTY

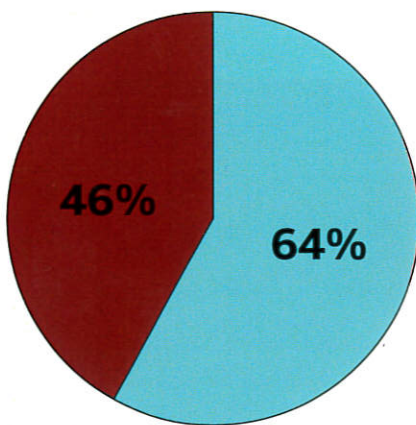




# HOUSING IN SUMMIT COUNTY 02

There are many contributing factors that impact the price and availability of housing in Summit County. These include geographical, social, legal and financial constraints. Given the existence of these factors, Summit County and the Towns within, place high value on sustaining our community by implementing housing solutions for the local workforce.

Approximately 64% of the workforce in Summit County (Region 12) works in the Tourism industry, meaning there is a large part of our community that works multiple jobs at relatively low wages. Approximately 77% of the workforce are making low to mid- range salaries (less than \$55,000 per year). With the high costs of living, these salaries make life in the mountains challenging.



**Tourism**  
**Other Income**  
**Regional Services, Retirees, Government, Manufacture, Agriculture**

Source: 2018 NWCCOG Regional Economic Summit (DOLA)

## BARRIERS TO HOUSING IN SUMMIT COUNTY

**Mountains, lakes and rivers.**  
Limited remaining developable land.

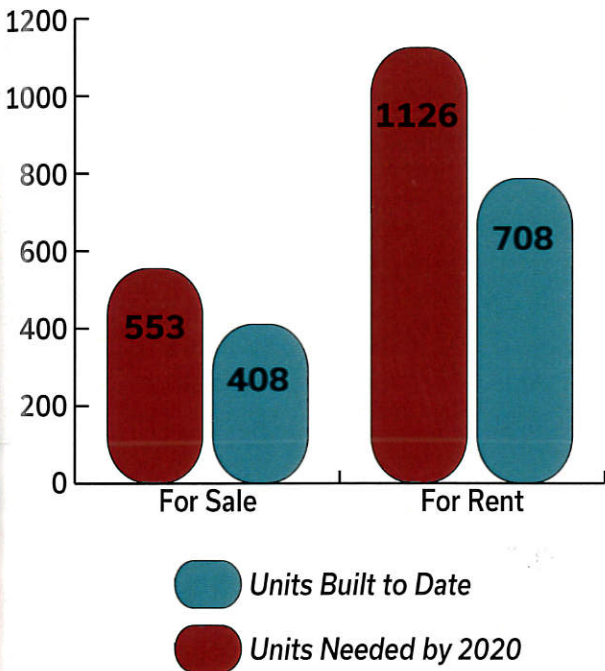
**Surrounded by National Forest lands.**  
Land trades, conservation easements, & zoning restrictions on private lands.  
Rent control is illegal.

**Desire to live in Colorado & Summit County.**  
**NIMBYISM & BANANAS.**  
The value open space.

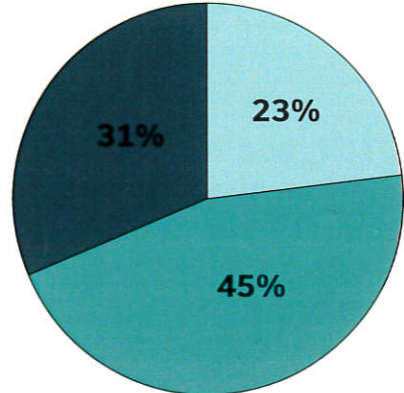
**Limited supply of land & housing.**  
High land \$ + High const.\$ = High \$ homes.  
Low paying service jobs.  
Short term rentals = flexibility & high income.

With the increasing cost of homes, limited land, low-wage jobs, and short-term rentals reducing long-term rental inventory, the demand for affordable housing continues to rise.

The 2016 Summit County Housing Needs Assessment identified how many units are needed in Summit County by the year 2020. Illustrated in the bar graph below, by 2020, 553 for sale units are needed and 1126 rental units are needed. While a significant number of units have been added in the County, we still have not reached the number of units needed by 2020 and this number is likely growing.



Data was adjusted to show all 60% AMI need (rent & for sale in the rental data set). Source: Summit County 2016 Needs Assessment Update



**Low-Wage (\$30,900-\$33,600)**  
**Mid-Wage (\$33,700-\$55,000)**  
**High-Wage (>\$55,100)**

Source: 2018 NWCCOG Regional Economic Summit (DOLA)

Our need exists in both for sale and rental, but is most significant for rental units below 60% AMI. Approximately 65% of the needed inventory is below 60% AMI, a reflection of low wage job prevalence in the County. Although this product type is the most difficult to finance and build, future projects in the County are focusing on serving this need.

Finding solutions to housing issues in Summit County is a high priority. The benefits associated with providing housing are strong values of the community. Having housing available for our workforce supports a strong and vibrant local economy, a local tax base, a sustainable community with lower vehicle miles traveled, and most importantly, a real community where those who choose to come here can access the live, work, play lifestyle!



## Partnerships

Strategic partnerships are essential in making affordable housing a reality. Many of the projects that have been constructed throughout the County are a result of a public-private partnership with private developers or employers. Another partnership structure that is very effective are public-public partnerships that can be between government entities or with non-profits. Summit County and the municipalities have leveraged this type of partnership to build more housing. As a community, all entities are working together to find new opportunities to create new housing options.



## Funding

Summit County has two local designated funding sources for employee housing. There is a voter approved local 5A sales tax of .125% that is effective in perpetuity. On November 8, 2016, voters approved a .6% increase for 10 years that will go to the construction of affordable housing. With a new rate of .725%, the County-wide collection in 2017 was \$9.4 million to be distributed proportionally to each municipality based on revenue generation.

## Policies

In addition to the approval of the 2006 5A sales tax, an impact fee was also approved as a part of the initiative. The Development Impact Fee of two dollars or less per square foot is applied to all new development, dependent on the use and size of a project. The fees collected are used towards providing affordable housing to the local workforce.

Density incentives and TDRs are available with a density ratio of 1:2 for affordable housing, making it less expensive to add density to affordable housing projects. In the County, ADU policies require that new ADUs be deed restricted. Breckenridge provides affordable housing incentives in their Development Code for the construction or buy down of deed restricted units. Fee waivers are also considered for deed restricted units based on the project. The combination of these policies has led to the creation of dispersed deed restricted units throughout the County while helping private developers make building deed restricted housing more feasible.

Another policy that has resulted in a significant number of units is the Town of Breckenridge's Annexation Policy. All annexed properties are required to provide 80% of their project units in deed restricted housing in exchange for access to utilities.

## Political and Community Support

One of the most important aspects of affordable housing in a community is having local and political support. In Summit County, there is great support for providing housing to locals by both political leaders and the community. With this support, we have been able to obtain a local funding source and create local neighborhoods that ensure that our community will be sustainable long into the future.





# HOUSING PROJECTS UPPER BLUE BASIN

04



## PROJECTS

- |   |                            |
|---|----------------------------|
| 1 WELLINGTON NEIGHBORHOOD<br>& LINCOLN PARK | 11 DENISON COMMONS         |
| 2 HURON LANDING                             | 12 BRECKENRIDGE APARTMENTS |
| 3 VALLEY BROOK                              | 13 KENINGTON TOWNHOMES     |
| 4 BLUE 52                                   | 14 FARMERS GROVE           |
| 5 VISTA POINT                               | 15 MOOSE LANDING           |
| 6 GIBSON HEIGHTS                            | 16 BRECK 365               |
| 7 VIC'S LANDING                             | 17 MONARCH TOWNHOMES       |
| 8 MAGGIE POINT                              | 18 ADUs                    |
| 9 PINWOOD VILLAGE 1                         | 19 BRECK TERRACE           |
| 10 PINWOOD VILLAGE 2                        | 20 BOEC EMPLOYEE LODGE     |



# 1 THE WELLINGTON NEIGHBORHOOD & LINCOLN PARK



# of Units: 226 Restricted, 56 Market

Density: 4 UPA

Type: Single Family, Duplex, & Triplex

Occupancy: Owner Occupied

Initial Pricing: \$177,000-\$519,000

AMI Target: 80%-120% AMI

Neighborhood Amenities: Parks, Trails,  
Public Transit

Construction Complete: Phased 2001-2018



Private Development on existing vacant land. The property was primarily dredge rock located in unincorporated Summit County. Through annexation, the Town required 80% of the units developed be deed restricted and 20% market. Approximately \$2,750,000 Water Plant Investment Fees(PIFs) and planning fees were waived.



The Developer manages the initial sale of the homes at Wellington & Lincoln Park. All applicants for deed restricted homes must meet the employment requirement of 30 hours per week in Summit County. Applicants must also income qualify for the designated income tested units. Income testing ranges from 80% - 150% AMI.



Employment: 30+ hours per week in Summit County  
Income Limits: 80% - 150% AMI  
Property: Owners are allowed to own other property  
Appreciation Limit: 3% per year or the change in AMI from year of purchase to sale date  
Commission: 3-7% of sale price  
Capital Improvements: 10% - 15% of initial purchase price  
Retirement: Partial retirement at age 55 - Full retirement at age 65  
Rent: No Short Term Rental Allowed. Owners can rent rooms to qualified tenants



## 2 HURON LANDING



# of Units: 26

Density: 17 UPA

Type: 2bd Apartments

Occupancy: Renter Occupied

Initial Pricing: \$1,550-\$1,700 (90% AMI)

AMI Target: 100% AMI

Neighborhood Amenities: Proximity to Trails, On-Site Storage, Public Transit

Construction Complete: 2017



Huron Landing was developed in partnership between Summit County and the Town of Breckenridge. The County provided the land that was being used as a storage yard and the Town financed the project through Certificate of Participation (COP) financing. The total cost of the project was \$8.5 million with approximately \$210,000 PIFs and planning fees waived.



Tenant qualifications are managed through a property manager. The initial leasing process was completed by lottery that prioritized the applicants who lived in the Upper Blue Basin and who met all of the occupancy requirements.

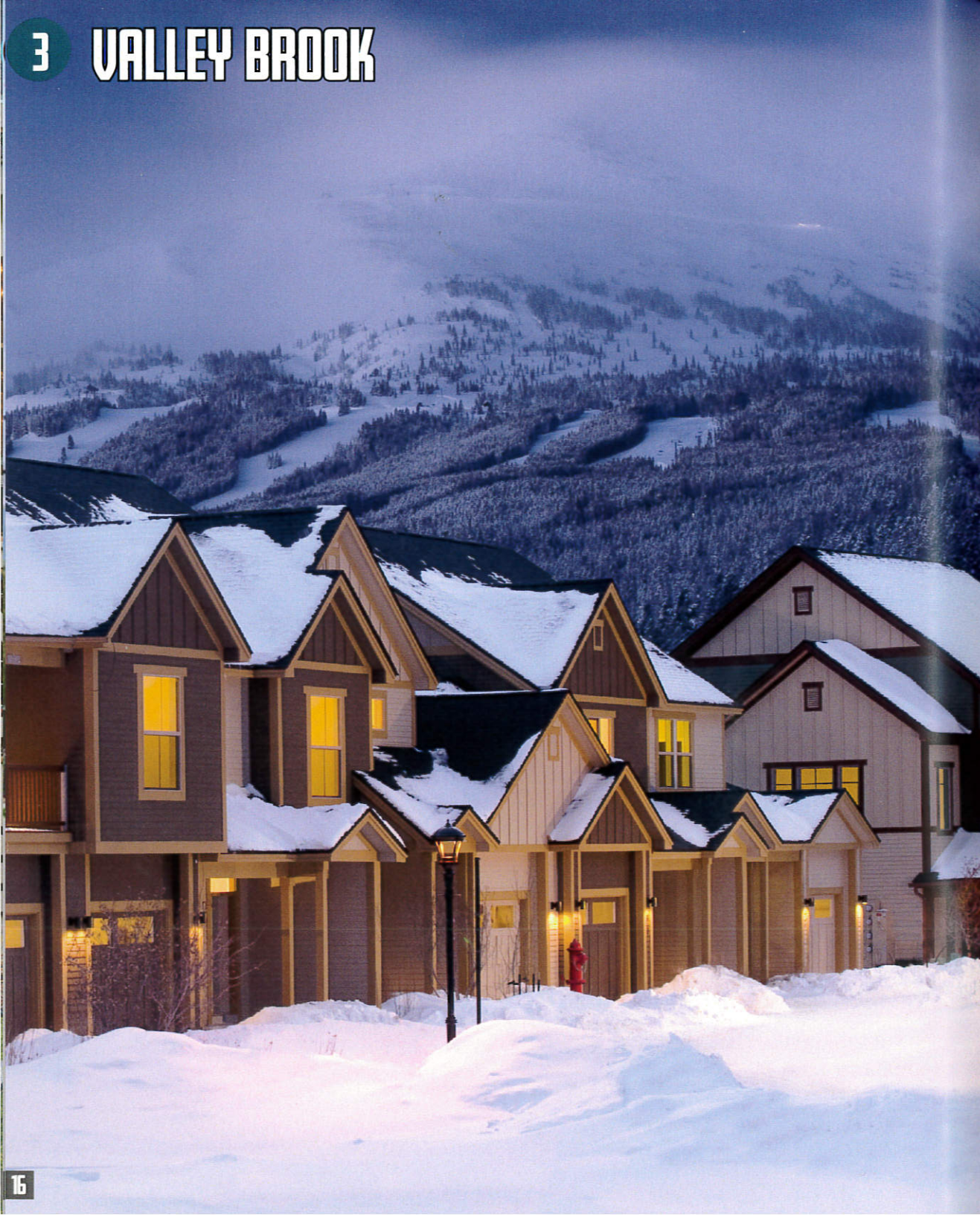


Employment: 30+ hours per week in Summit County

Income Limits: 150% AMI

Master Lease: No Short Term Rental Allowed. Master leasing to businesses is not allowed, but the County and Town both retained two units to house employees





# of Units: 41 Deed Restricted

Density: 5.9 UPA

Type: 2bd & 3bd Townhomes

Occupancy: Owner Occupied

Initial Pricing: \$165,000-\$328,000

AMI Target: 80%-120% AMI

Neighborhood Amenities: Park, Rec Path,  
Public Transit, Solar Panels

Construction Complete: 2011



Town of Breckenridge served as the developer. The land was land banked by the Town for housing. This project was funded by Division of Housing grants and the Town of Breckenridge.

The total project cost was \$11.4 million with approximately \$281,959 waived in PIFs and planning fees.



The initial sales at Valley Brook were managed by the developer and were first come, first serve with owners camping over night to line-up for a home. All owners were required to be pre-qualified to meet the requirements of the deed restriction. Subsequent owners are required to be qualified by SCHA and the property is managed by an HOA.



Employment: 30+ hours per week in Summit County

Income Limits: 80% - 120% AMI

Property: Not allowed to own other property

Appreciation Limit: 3% per year or the change in AMI from year of purchase to sale date, whichever is less

Commission: 2% of sale price

Capital Improvements: 10% of initial purchase price

Retirement: Full retirement at age 65

Rent: No Short Term Rental Allowed. Owners can rent rooms to qualified tenants





# of Units: 52

Density: 9.2 UPA

Type: 1-, 2-, and 3-bd Townhomes

Occupancy: Owner Occupied

Initial Pricing: \$203,000-\$515,000

AMI Target: 80%-120% AMI

Neighborhood Amenities: Rec Path,  
Proximity to Parks, Trails, Public Transit

Construction Complete: November 2018



The most recent development constructed by the Town of Breckenridge, Blue 52 is a land banked project that cost approximately \$16.4 million. Land was also contributed and not included in the cost. Approximately \$460,000 PIF and planning fees were waived.



The initial buyers at Blue 52 were chosen by a weighted lottery. All applicants who met the requirement of working 30+ hours per week in Summit County were in the lottery, but preference was given to applicants who worked in the Upper Blue Basin and those who have been in the County the longest. All owners were required to be pre-qualified by SCHA and the property is currently managed by an HOA.



Employment: 30+ hours per week in Summit County

Income Limits: 110% - no limit

Assets: cannot exceed \$225,000. Exempt assets include primary residence equity, retirement accounts, health savings and college savings accounts.

Property: Not allowed to own other property in Summit County

Appreciation Limit: 2% fixed per year

Commission: 0.5%-1% of sale price

Capital Improvements: 10% of initial purchase price

Retirement: Partial retirement at age 60 - Full retirement at age 65

Rent: No Short Term Rental Allowed. Owners can rent rooms to qualified tenants





## 5 VISTA POINT



# of Units: 18 Restricted, 39 Market  
Density: 5.1 UPA  
Type: Single Family, Duplex, Triplex  
Occupancy: Owner Occupied  
Initial Pricing: \$233,000-\$450,000  
AMI Target: 120% AMI  
Neighborhood Amenities: Rec Path,  
Childcare Center, Trails, Public Transit  
Construction Complete: 2004



Employment: 30+ hours per week in  
Summit County  
Income Limits: None  
Property: Can Own Other Property  
Appreciation Limit: The sum of the change  
in AMI, using 3% whenever the change is  
less than 3%  
Commission: 7% of sale price  
Capital Improvements: 15% of initial  
purchase price  
Retirement: Partial retirement at age 55,  
Full retirement at age 65  
Rent: Yes, but must be Owner Occupied



The developer managed the initial  
sales process to applicants who  
met the covenant requirements.  
The neighborhood is now managed  
by an HOA



# of Units: 40 restricted  
Density: 6.5 UPA  
Type: Townhouse and Single Family  
Occupancy: Owner Occupied  
Initial Pricing: \$150,000-\$207,000  
AMI Target: 80% AMI  
Neighborhood Amenities: Rec Path,  
Trails, Public Transit  
Construction Complete: 2004



Gibson Heights was developed  
privately as a part of an  
annexation agreement with  
the Town. The site was vacant  
dredge rock in unincorporated  
Summit County. Approximately  
\$200,200 in PIFs and Planning  
Fees were waived.



Employment: 30+ hours per week in  
Summit County  
Income Limits: None  
Property: Cannot own other property  
Appreciation Limit: 3% per year or the  
change in AMI from year of purchase to  
sale date, whichever is less  
Commission: 3% of sale price  
Capital Improvements: 15% of initial  
purchase price  
Retirement: Partial retirement at age 55 -  
Full retirement at age 65  
Rent: No short-term rental  
Can rent rooms to qualified occupant



The developer managed the initial  
sales process to applicants who  
met the covenant requirements.  
The neighborhood is now managed  
by an HOA



## 6 GIBSON HEIGHTS





# 7 VICS LANDING



# of Units: 24 restricted 24 market  
 Density: 9.2 UPA  
 Type: Condo  
 Occupancy: Owner Occupied  
 Initial Pricing: \$185,000-\$255,000  
 AMI Target: 80%-100% AMI  
 Neighborhood Amenities: Trails, Public Transit  
 Construction Complete: 2009



Employment: 30+ hours per week in Summit County  
 Income Limits: 80%-100% AMI  
 Property: Cannot own other property  
 Appreciation Limit: 3% per year or the change in AMI from year of purchase to sale date, whichever is less  
 Commission: None  
 Capital Improvements: 10% of initial purchase price  
 Retirement: Full retirement at age 65  
 Rent: No Short Term Rental Allowed. Owners can rent rooms to qualified tenants



Vic's Landing was developed privately as a part of an annexation agreement with the Town. The site was vacant open space in the unincorporated Summit County. Approximately \$139,000 in PIFs and Planning Fees were waived.

The developer managed the initial sales process to applicants who met the covenant requirements. The neighborhood is now managed by an HOA.



# of Units: 9 restricted 8 market  
 Density: 9.3 UPA  
 Type: 1bd & 2bd Townhomes  
 Occupancy: Owner Occupied  
 Initial Pricing: \$175,000-\$295,000  
 AMI Target: 80%-100% AMI  
 Neighborhood Amenities: Trails, Public Transit  
 Construction Complete: 2015



Employment: 30+ hours per week in Summit County  
 Income Limits: 80%-100% AMI  
 Property: Cannot own other property  
 Appreciation Limit: 3% per year or the change in AMI from year of purchase to sale date, whichever is less  
 Commission: None  
 Capital Improvements: 10% of initial purchase price  
 Retirement: Full retirement at age 65



Maggie Placer was developed privately as a part of an annexation agreement with the Town. The site was vacant land in unincorporated Summit County. Approximately \$70,000 in PIFs and Planning Fees were waived.



Rent: No Short Term Rental Allowed. Owners can rent rooms to qualified tenants  
 The developer managed the initial sales process to applicants who met the covenant requirements. The neighborhood is now managed by an HOA.

# 8

## MAGGIE PLACER





9

# PINEWOOD VILLAGE 1



# of Units: 74

Density: 18 UPA

Type: 1-, 2-, & 3-bd Apartments

Occupancy: Renter Occupied

AMI Target: Must average 83.75% AMI

Neighborhood Amenities: Trails, Public Transit, Garages for Rent, Playground

Construction Complete: 1996



The land that Pinewood 1 was developed on is under a land lease between the Town and the developer who utilized LIHTC and currently manages the project. After 50 years, the land will be returned to the Town. This project received approximately \$350,000 in PIF and planning fee waivers.



Income Limits: 50%-100% AMI

Property: Cannot own other property

Rent: No Short Term Rental Allowed.

Master Lease: Not Allowed



When units become available, applicants from the wait-list who meet the income criteria are selected. The property is currently operated by the developer who is also a property manager.



# of Units: 45

Density: 15 UPA

Type: Studio & 1bd Apartments

Occupancy: Renter Occupied

AMI Target: 60% AMI

Neighborhood Amenities: Trails, Public Transit, On-Site Gear Storage

Construction Complete: 2016



Pinewood 2 was developed on land that was part of a land trade with the National Forest Service. The project was constructed by an LLLP that the Breckenridge Housing Authority participated in. The project received 9% LIHTC and cost \$9.7 million. Approximately \$335,000 in PIFs and Planning Fees were waived.



When units become available, applicants from the wait-list who meet the income criteria are selected. The property is currently operated by a property management company.



Income Limits: 60% AMI

Property: Cannot own other property

Rent: No Short Term Rental Allowed

Master Lease: Not Allowed

10

# PINEWOOD VILLAGE 2





11

## DENISON COMMONS



# of Units: 30

Density: 30 UPA

Type: Studio &amp; 1-bd Apartments

Initial Rent: \$1,000-\$1,100

AMI Target: 70%-80% AMI

Occupancy: Renter Occupied

Neighborhood Amenities: Proximity to Rec Path, Public Transit, On-Site Storage

Construction Complete: 2017



Occupancy: Available to Colorado Mountain College Students and Town of Breckenridge Employees

Rent: No Short Term Rental Allowed.

Master Lease: Allowed



The Town of Breckenridge developed Denison Commons on a vacant land banked site. Currently, two-buildings are being master leased to Colorado Mountain College with the option to purchase the project. This project cost \$5.8 million and was funded by the Town's Housing Fund. This project received approximately \$250,000 in PIF and planning fee waivers.



These units are available only to students and staff of Colorado Mountain College or Town of Breckenridge employees. These entities select occupants for these units. A property manager handles on-site maintenance and rent collection.



# of Units: 18

Density: 18 UPA

Type: 1-bd Apartments

Initial Rent: 80% AMI

Occupancy: Renter Occupied

Neighborhood Amenities: Proximity to Rec Path, Public Transit, On-Site Gear Storage

Construction Complete: NOV 2018



These units are available to Town of Breckenridge and County employees. These entities select occupants for these units. A property manager handles on-site maintenance and rent collection.



Occupancy: Town of Breckenridge &amp; Summit County Employees

Rent: No Short Term Rental Allowed.

Master Lease: Allowed



The Town of Breckenridge Housing Authority developed Breckenridge Apartments on vacant land banked property. Currently, the Town and County are exploring joint ownership of this project to house Town and County employees. This project cost \$4.2 million plus land and on-site infrastructure and was funded by the Town's Housing Fund. This project received approximately \$172,000 in PIF and planning fee waivers.

12

## BRECKENRIDGE APARTMENTS





## 13 KENINGTON TOWNHOMES



# of Units: 36

Density: 15.3 UPA

Type: Townhomes

Occupancy: Owner or Renter

Neighborhood Amenities: Proximity to  
Rec Path, Trails, & Public Transit

Construction Complete: 1996



Rent: No Short Term Rental Allowed



Kenington Townhomes is located in unincorporated Summit County, adjacent to Breckenridge boundary. The developer executed a Water Service Agreement with the Town to access the Town's water. In return, the units are subject to a no short-term rental restriction.



# of Units: 15 employee requirement

& no short-term rental,

20 no short-term rental only

Density: 4.8 UPA

Type: Single Family

Occupancy: Owner or Renter

Neighborhood Amenities: Proximity to

Rec Path & Public Transit

Construction Complete: 2001



Occupancy: 30+ hours per week in  
Summit County (15 units)

Rent: No Short Term Rental Allowed



Farmers Grove is located in unincorporated Summit County. The developer executed a Water Service Agreement with the Town to access the Town's water. In return, all 35 units are subject to a no short-term rental restriction, with 15 subject to employment requirements.

## 14 FARMERS GROVE





# 15 MOOSE LANDING APARTMENTS



# of Units: 16 rent restricted, 16 no short-term rental  
Density: 24 UPA  
Type: 1-bd & 2-bd Apartments  
Initial Rent: 85% AMI  
Occupancy: Renter Occupied  
Neighborhood Amenities: Proximity to Rec Path, Public Transit



Occupancy: 16 units require 30+ hours per week of employment in Summit County  
Rent: 16 units at 85% AMI rental rates. No Short Term Rental Allowed  
Master Lease: Allowed



This project is currently being developed by the private sector. A development agreement was crafted with the developer and the Town where the Town contributed land and waived fees in return for deed restricted units. This project received approximately \$150,000 in PIF and planning fee waivers.



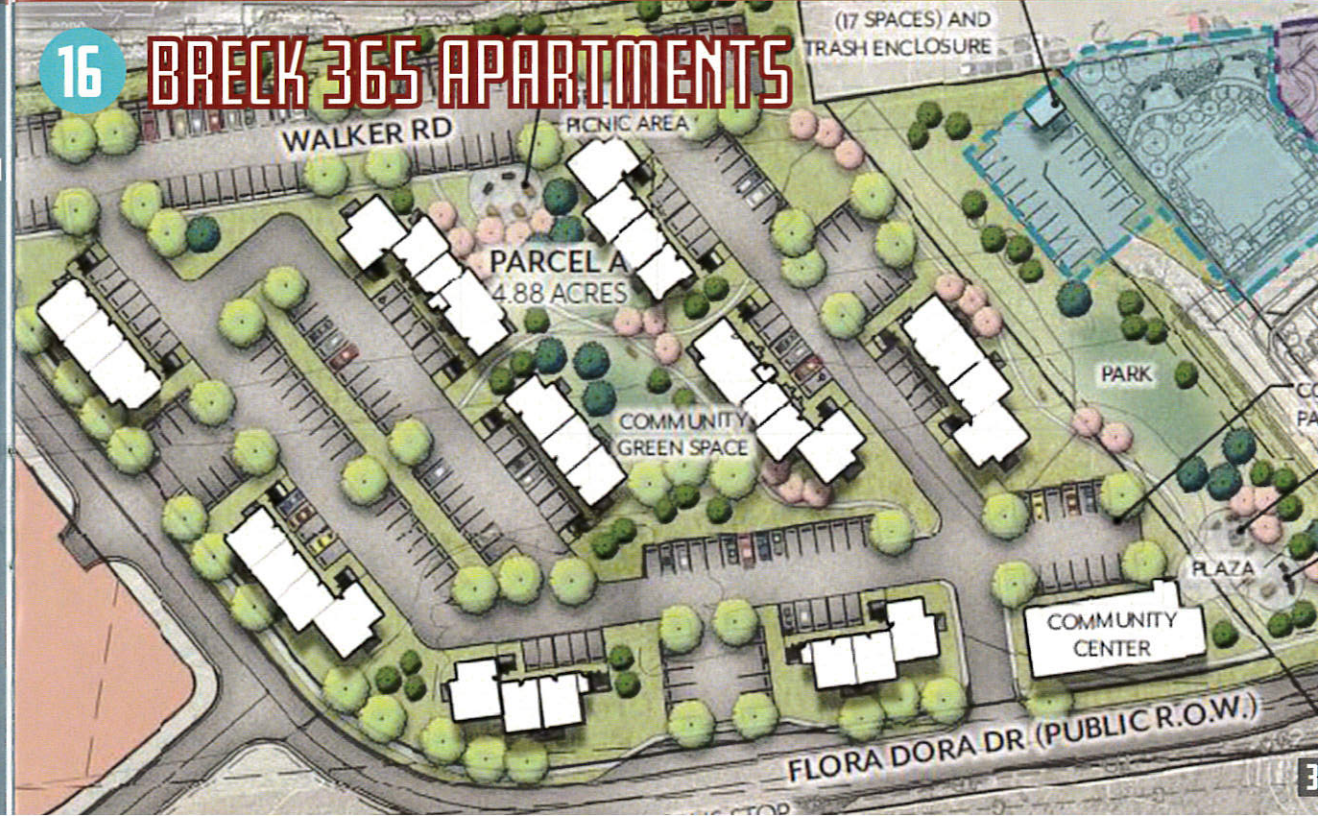
The owner will determine who the tenants are as long as they meet the employment requirements in one of the rent restricted units. The no-short term units will have more flexibility around tenants and are planned to be master leased to a local employer.



Breck 365 is the next apartment project happening in the Upper Blue Basin. It is a 112 unit project that will consist of a combination of micro-units, studios, 1 bedroom, and 2 bedroom apartments. The goal of this project is to serve the greatest need in Summit County, with rental rates below 60% AMI. This site plan calls for ample green space, functional drainage, on-site storage, and a community building. The financing for this project is planned to come from the Housing Fund and a COP.

16

## BRECK 365 APARTMENTS







# of Units: 13

Density: 5.8 UPA

Type: Townhomes

Occupancy: Owner or Renter

Neighborhood Amenities: Proximity to  
Rec Path, Trails, & Public Transit

Completed: 1996



Monarch Townhomes is located in unincorporated Summit County. The developer executed a Water Service Agreement with the Town to access the Town's water. Approximately \$70,000 in PIF and planning fees waived. In return, the units are subject to a housing covenant.



Employment: 30+ hours per week in Summit County

Property: Can own other property

Appreciation Limit: 5% per year or the change in AMI from year of purchase to sale date, whichever is less

Commission: 7% of sales price

Capital Improvements: 10% of initial purchase price

Retirement: Partial retirement at age 55 only

Rent: No Short Term Rental Allowed. Owners can rent rooms to qualified tenants



A good amount of the inventory in Summit County consists of Dispersed Deed Restricted Units as well as Accessory Dwelling Units. Many developments hold 1-5 units of employee housing because of development incentives or density bonuses. Many units in the unincorporated County have been purchased as Buy Downs and now have a deed restriction recorded on the property. Policies for Accessory Apartments in unincorporated Summit County have been in the Land Use & Development Code since 1982 and there are approximately 120 individual units. These units must be rented out to locals who work in the County at least 30 hours per week on an average annual basis





19

## BRECK TERRACE



# of Units: 180 employee housing units, 119 are deed restricted

Density: 15.2 UPA

Type: 1-bd & 2-bd Apartments

Occupancy: Renter Occupied

Neighborhood Amenities: Proximity to Rec Path, Public Transit, Volleyball Courts



Occupancy: Summit County Employee - Seasonal Allowed

Rent: No short-term rental serving below 60% AMI

Master Lease: Allowed



Vail Resorts developed Breck Terrace to serve primarily their seasonal employees. As the developer builds in other areas throughout town, more units at Breck Terrace are deed restricted. Other employers can master lease units and the Town leases a few transitional units on site.



The Breckenridge Outdoor Education Center has brought a new style of employee housing to Summit County. The BOEC Lodge consists of non-profit office space, meeting rooms, and 11 rooms to host BOEC employees and interns. The rooms are dorm/co-housing style that can house up to 22 people. The Town provided \$364,000 towards the project and waived approximately \$12,000 in PIFs for the housing component of the project.

20

## BOEC EMPLOYEE LODGE

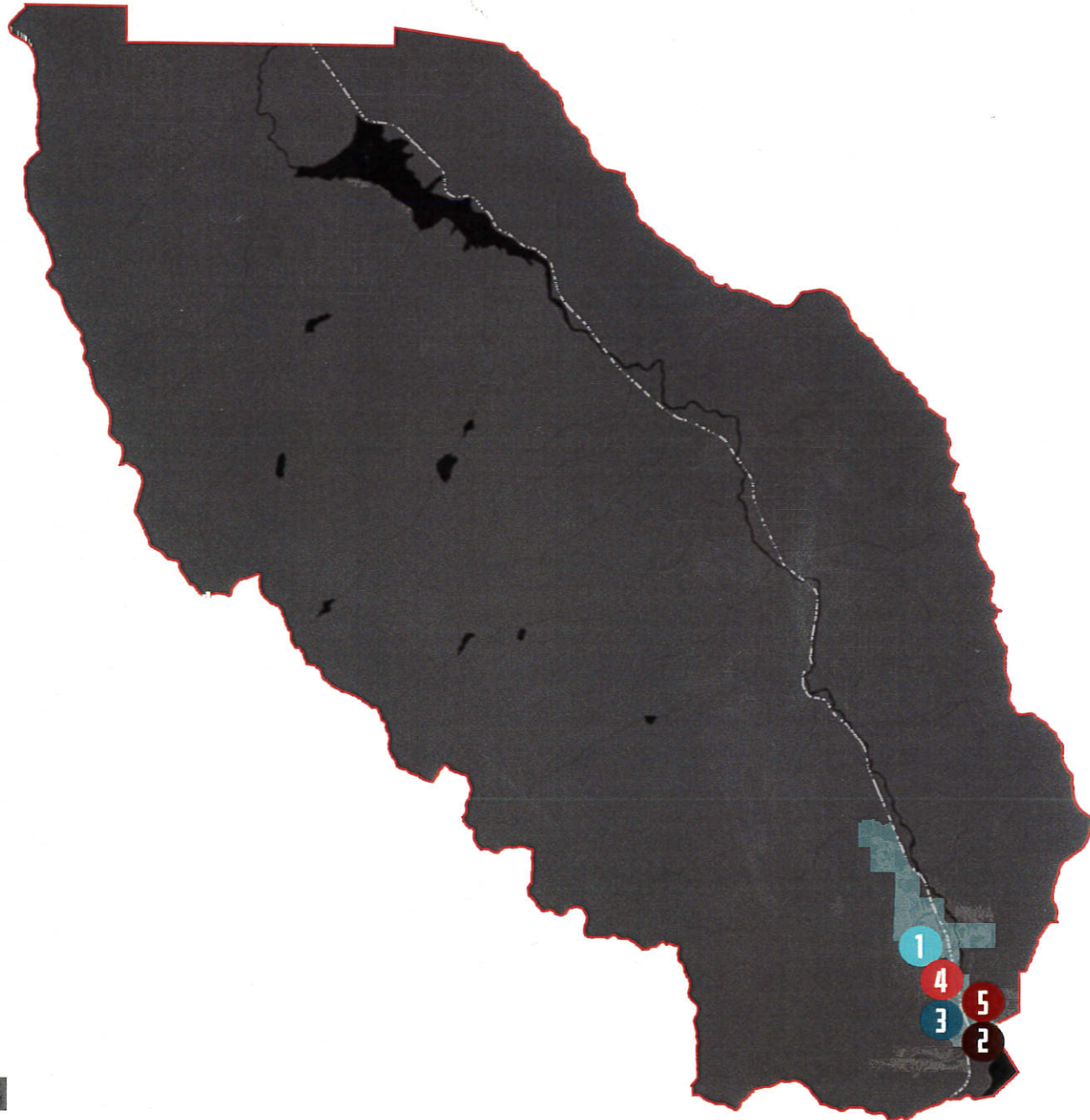


Custom Mountain Architects  
111 Lincoln Ave. Box 1450  
Breckenridge, CO 80424  
Phone: 970.453.6657  
www.custommountainarchitects.com

**Breckenridge  
Outdoor  
Education  
Center**  
Wellington Offices  
Remodel & Expansion



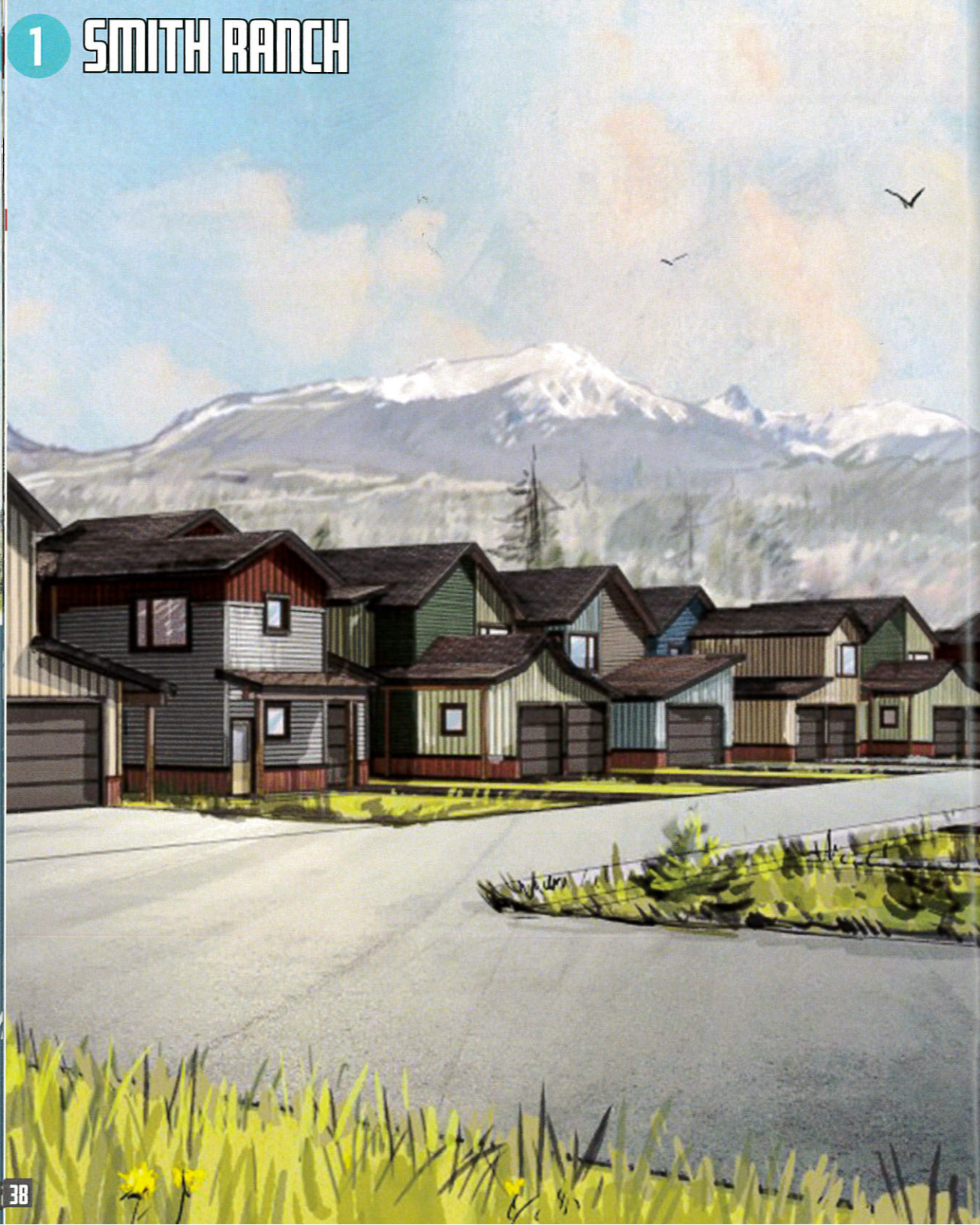
## HOUSING PROJECTS LOWER BLUE BASIN



## PROJECTS

- 1 SMITH RANCH
- 2 SOLARADO
- 3 BLUE RIVER APARTMENTS
- 4 VILLA SIERRA MADRE I & II
- 5 RETREAT ON THE BLUE





# of Units: +/- 200 Deed Restricted

Density: 3.8 UPA

Type: Single Family, Duplex, & Townhome

Occupancy: Owner Occupied

Initial Pricing: 80%-120% AMI

Neighborhood Amenities: Soft Surface Trail,  
Green Corridor, Public Transit

Completion: Phase I (60 units) currently  
under construction and projected to be  
complete summer of 2019.



A Public / Private Partnership on  
existing vacant land. The Town of  
Silverthorne provided the land which  
was purchased in 2008 for \$3.5  
million, and contributed a portion of  
the infrastructure for Phase 1. The  
developer financed construction and  
the Town waived water and sewer tap  
fees. The Town also waived planning  
and building fees.



The Developer manages the initial  
sale of the homes. All applicants for  
deed restricted homes must meet the  
employment requirement of 30 hours  
per week in Summit

County and be qualified by the SCHA.  
Units can be purchased by employees  
making up to 20% more than the AMI  
target and priority is given to earners  
within 10% of the AMI Target for a  
unit.



Employment: 30+ hours per week on an  
annual average basis in Summit County

Income Limits: 80% - 120% AMI

Appreciation Limit: 2% per year  
not compounded annually

Commission: 1.75% of the resale price

Capital Improvements: 5% of the initial  
purchase price over a cumulative period  
of 10 years and the same 5% for each  
successive 10 year period

Retirement: A person at or above full  
benefit age for federal Social Security  
may remain in unit, so long as they  
occupied the unit for a period of 7 years

Rent: No Short Term Rental Allowed.  
Owners can rent rooms to qualified  
tenants



## 2 SOLORADO



8 unit condominium complex  
consisting of 4 buildings with  
common area  
Construction Complete: 2009



Employment: 30 hrs per week on  
average annual basis.  
Appreciation Limit: Lesser of 3%  
or % increase in AMI



Built in partnership with  
Maryland Creek Ranch in order  
to meet the terms of the  
Annexation Agreement.



2009 original purchase price  
\$250,031  
Restricted to 110% AMI



78 Apartments  
2 bed / 1 bath  
3 bed/ 2 bath  
Construction Complete: 1994



Built Using LITHC



LITHC restrictions set to e  
expire in 2022



Restricted to 60% AMI  
and below

3

## BLUE RIVER APARTMENTS





4

## VILLA SIERRA MADRE I & II



125 Apartment Units  
1-3 bedroom units  
Construction Complete:  
1993 and 2013



Always has a long  
wait-list



Constructed by the  
Archdiocese of Denver  
Built using LITHC



Restricted to 60% AMI  
and below



4 condos mixed within larger  
development.  
1 and 2 bedroom homes with  
on-site hot tubs, detached 1 car  
garage and an ideal walkable  
location.

Construction Complete: 2001



Restricted to 100% AMI



Developer provided units.



Employment: 30 Hours / week  
on an annual basis.

Appreciation Limit: Lesser  
of 5% increase per year or %  
increase in AMI

5

## RETREAT ON THE BLUE





## HOUSING PROJECTS 10 MILE BASIN

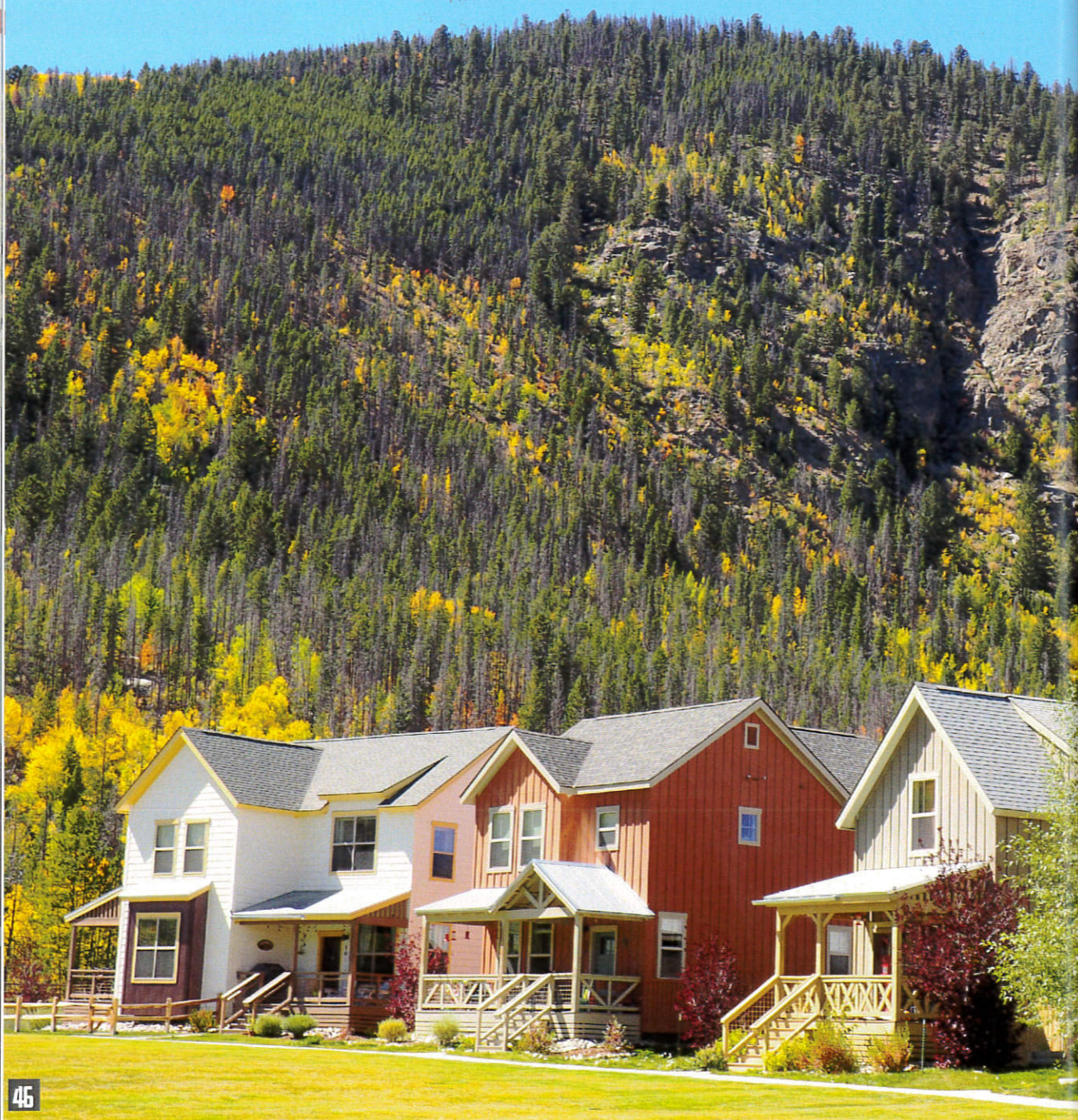


## PROJECTS

- 1** PEAK ONE NEIGHBORHOOD
- 2** OPHIR MOUNTAIN
- 3** SOUTH END VILLAGE
- 4** MARY RUTH
- 5** COYOTE VILLAGE
- 6** LAKE HILL
- 7** COPPER MOUNTAIN RESORT HOUSING



# 1 PEAK ONE NEIGHBORHOOD



# of Units: 69 total units : 61 restricted income & 8 market rate

Density: 5.4 UPA

Type: Single Family Detached and Duplex

Occupancy: Owner Occupied

Initial Pricing: 80%-160% AMI

Neighborhood Amenities: Open Green Space, Trails, Energy Efficient Homes, proximity to schools and downtown Frisco

Construction Complete: Winter of 2015



The Town of Frisco donated the land and provided fee waivers. Other funding was self generated by developer with private equity and construction lending funds. The local affordable housing policies helped to seal the deal along with extensive and successful public engagement and comprehensive master planning.



The Developer worked with SCHA to process applications for the initial owners. The homes were originally priced in the \$250,000 to \$400,000 range. The market rate homes require that the homeowners work in Summit County year round at least 30 hours/week. Priority is given to those who work in Frisco and then opens to all employees in the County.



Employment: 30+ hours per week on an annual basis in Summit County

Income Limits: 80% - 160% AMI

Appreciation Limit: Lesser of 3% per year or % change in AMI

Commission: 1.75% of the resale price can be added to final resale price

Capital Improvements: Permitted Capital Improvements (PCIs) are broken into 4 categories based on AMI. 80% are not allowed PCI. Up to 120% AMI PCI can be added up to 10% of base price. Units up to 160% AMI may add any amount of PCI

Retirement: A person over 65 years of age shall remain a resident as long as they have occupied the unit for at least 7 years prior to retirement

Rent: No Short Term Rental Allowed. Owners can rent rooms to qualified tenants



## 2 OPHIR MOUNTAIN VILLAGE



# of Units: 28 units 4 fourplexes & 6 duplexes.

Density: 8.86 UPA

Occupancy: Owner Occupied

Construction Complete: 1997



Resale of unit must be listed with SCHA. Priority given to those who have worked the longest in Summit County.



Employment: 30+ hours per week for 50 weeks/year in Summit County

Income Limits: 80% AMI

Appreciation Limit: Lesser of 3% per year or % change in AMI

Commission: Cannot be added to sale price

Capital Improvements: 10% of initial purchase price every 10 years



Land Lease for Affordable Housing Development between the County and the SCHA in 1997. One of the first affordable workforce housing projects in Summit County.



# of Units: 8 Total

AMI Breakdown:

6 units at 90%

1 unit at 100%

1 unit at 110%

Construction Complete:  
2005



Employment: 30+ hours per week for 50 weeks/year in Summit County

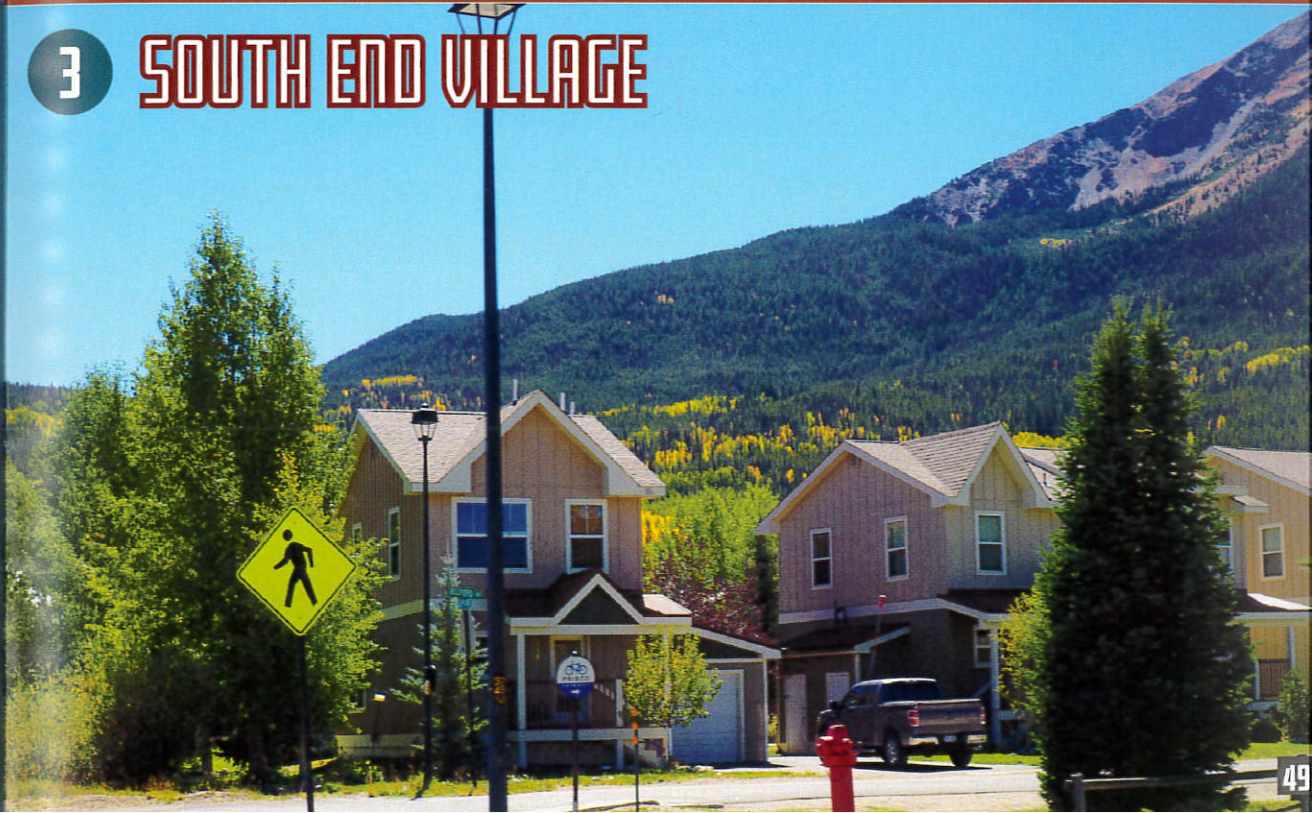
Income Limits: 90, 100, 110% AMI

Appreciation Limit: Lesser of 3% per year or % change in AMI

Commission: Cannot be added to sale price

3

## SOUTH END VILLAGE





4

## MARY RUTH



# of Units: 9 units total  
 Type: Rental  
 Initial Pricing: \$1,270 - \$1,530 per month depending on unit.  
 Rent Includes: Trash, Water, Sewer, Snow Removal  
 Construction Complete: late fall 2018



The site was chosen during the Housing Task-force initiative. The town is the owner and developer and they are focusing on employee housing for their own Town employees and workforce in the Ten Mile Basin.



Four (4) units will be reserved for Town employees and the other four (4) units will be rented to employees within the Ten Mile basin. One (1) unit is reserved as a Transitional unit for Town employees.



Tenants will not be allowed to own other property. The Town of Frisco will manage the rental process for the units.



# of Units: 8 units total  
 4 deed restricted units  
 Type: Multi-family town-homes  
 Initial Pricing: \$332,553 (100%AMI)  
 HOA Fees: \$250/month  
 Construction Complete: Built in 1973 Converted Summer of 2018



Existing town-home units that the Town of Frisco purchased as buy-down units for a cost of ≈\$1.76 million. The seller updated interiors and is required to construct new 2 car garages for each unit.



Employment: Two (2) town units for Town of Frisco Employees. Two (2) units must earn living from business operating within Ten Mile Basin working 30 hours per week.  
 Appreciation Limit: 2%/year



SCHA handled sales of two units. The initial sale income limits were no more than 140% AMI.

5

## COYOTE VILLAGE





## 6 LAKE HILL



The Lake Hill property is a 45 acre parcel located adjacent to the Town of Frisco. A Master Plan was completed in 2017

Potential # of Units: TBD - Master Plan accommodates ≈400-500 units

Type of Units: Multi-Family, Townhomes, Single Family Attached and Detached



The approximately 45 acre parcel of land was purchased via an Act of Congress from the Forest Service. The deed specifically states that this site is to be used as Workforce Housing. It has taken over sixteen (16) years of collaborative planning to get to the point where it is now.

Currently the property is going through a Site Impact Analysis required for rezoning which is anticipated to be complete Summer of 2019.



Copper Mountain Planned Unit Development (PUD) contains requirements for the development of Affordable/Employee Housing. The fulfillment of all required bed credits shall be completed by December 31, 2023. The bed credits fall into three different categories of housing: Integrated Housing Units (IHUs), For Sale Housing, and Seasonal Rental Housing.



The Edge Building  
542 Bed Credits (BC)  
Integrated Housing Units  
274 Bed Credits  
Copper Point Townhomes  
30 Bed Credits  
Remaining to be Built:  
30 Affordable Housing BC  
50 Employee Housing BC

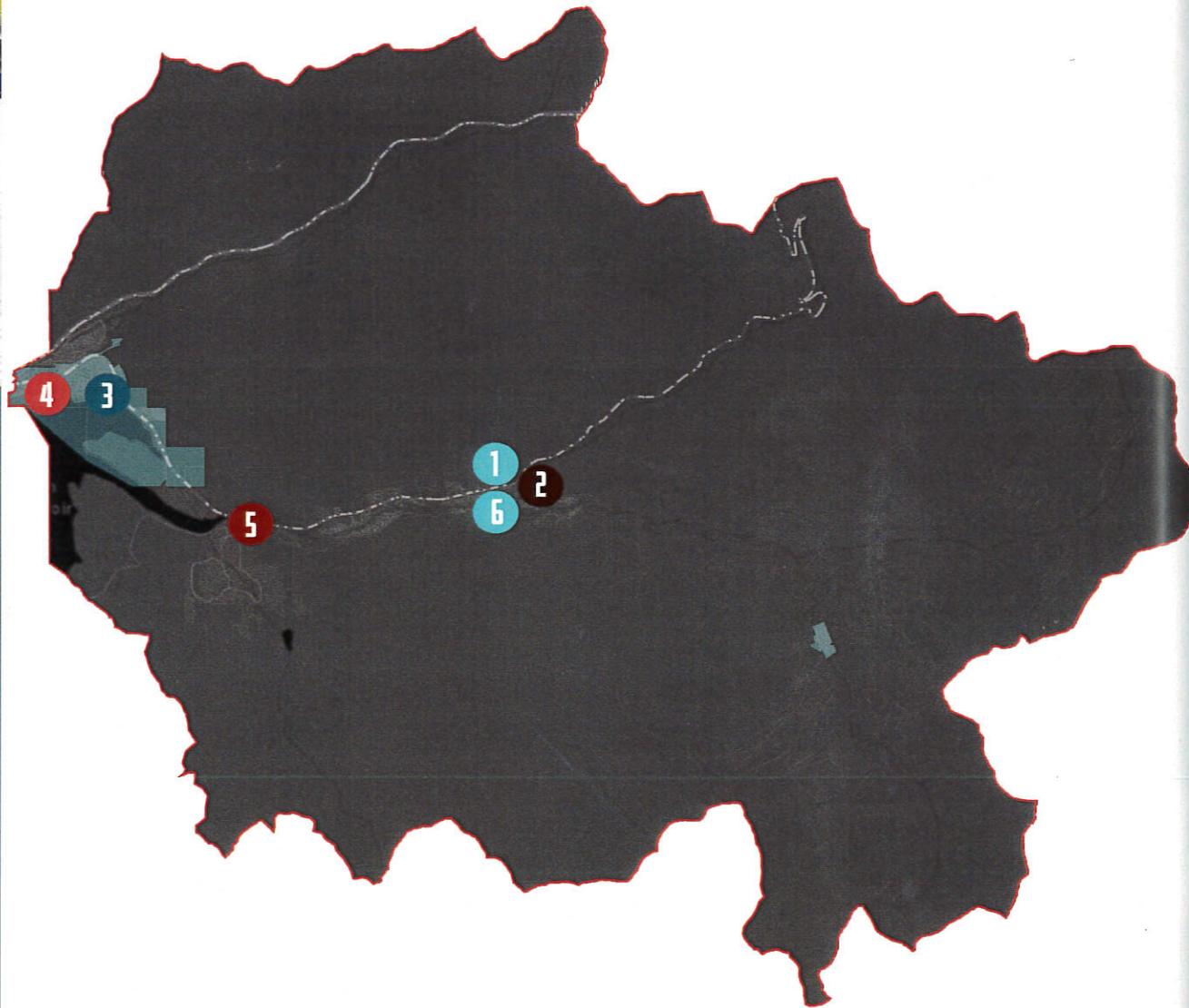
2

## COPPER MOUNTAIN RESORT HOUSING





## HOUSING PROJECTS SNAKE RIVER BASIN



## PROJECTS

- 1 WEST HILLS PHASE 1 & 2
- 2 WINTERGREEN
- 3 SAIL LOFTS
- 4 MOUNTAIN CREEK APARTMENTS
- 5 SODA CREEK CONDOS
- 6 KEYSTONE RESORT HOUSING



**PHASE I**

# of Units: 25 units

Density: 8.25 UPA

Occupancy: Owner Occupied

Unit Type: Duplex &amp; Triplex

Initial Unit Pricing: \$226,499 to  
\$399,379 (80-110% AMI(2017)

Completed: September 2018

**PHASE II**

# of Units: 41 units

Density: 7.09 UPA

Occupancy: Owner Occupied

Unit Type: Duplex, Triplex &amp; Condos

Initial Unit Pricing: \$212,126 to  
\$441,149 (70-110% AMI(2018)

Construction Complete: Summer 2019



The Developer manages the initial sale of the homes. All applicants for deed restricted homes must meet the employment requirement of 30 hours per week in Summit County and be qualified by the SCHA. Priority is given to those who work in the eastern portion of the Snake River Basin, then opens to all of Summit County Employees.

**PHASE I**

A private development that fulfilled requirements of a market rate project in the Snake River Basin. The Land was provided to the developer by Summit County.

**PHASE II**

A public private partnership between Summit County and West Hills LLC. The County provided the land, as well as fee waivers for planning, building and bonding. Summit County also contributed a financial subsidy to drive sales prices down.



Both Phases have very similar deed restrictions

Employment: 30+ hours per week on an annual average basis in Summit County

Income Limits: 90% - 130% AMI

Appreciation Limit: Fixed 2% per year

Commission: 1.75% of the resale price can be added to final resale price if seller is using a licensed realtor or attorney with proof of fees

Capital Improvements: 10% of the initial, base sale price can be added over a period of 10 years

Retirement: Must be age 67 and have lived in that unit for 7 years and worked in the county for 15 prior years. (Phs I is 65 years, 5 years in unit and 7 years employed)

Rent: No Short Term Rental Allowed. Owners can rent rooms to qualified tenants



## 2 THE VILLAGE AT WINTERGREEN



# of Units: 196 Total Units  
40 LIHTC 30%-60% AMI Rental  
120 Long Term Rental Units  
(avg. 100% AMI)  
36 Seasonal Resort Employee

Density: Approximately 20 UPA

Occupancy Type: Rental (seasonal & long-term)

Neighborhood Amenities: Community Gardens, Play Areas, Trail Connections, Community Centers, Bus Stops

Future Neighborhood Development: Child Daycare Facility - Capacity of 80

Construction Complete: LIHTC and Employee Housing in Summer 2019; Long Term Rental Units in Summer 2020



Gorman & Company manages the income qualification and the local tenant selection process. The covenant requires prioritization for local Keystone Resort/Snake River basin employees in the first 20 days, then opens to all county employees. Gorman entitled, constructed, and will manage the Wintergreen Neighborhood development.



The Wintergreen Neighborhood includes both private investment in addition to a public/private partnership. Summit County provided a \$300k long term loan in support of the LIHTC project. SCHA holds a .01% equity interest in the LIHTC project to enable property tax exemption for this portion of the project.



Employment: 30+ hours per week on an annual average basis in Summit County

Income Limits: Low Income Units offered at 30% - 60% AMI. Seasonal housing units have 10 year lease to Vail Summit Resorts Inc. and then can be converted to long term units. Long-term units must abide by the priority leasing process which is offered to employees or employers of Keystone Resort. Then it can open up to all county employees.

Rental Rates: The initial average rental rate of all the Long Term Rental units must be 100% AMI (and may go up, but not to exceed 120% AMI).



3

## SAIL LOFTS



# of Units: 48 units total  
12 Deed restricted split between 2 buildings. 8 units are restricted to AMI and 4 units only have a work requirement



Developer is initially responsible for the sale of the units. Initial pricing of the units range from \$232,197-\$489,000.

Occupancy: Owner Occupied

Construction Complete: Winter 2018



Employment: 30 hours per week on annual basis in Summit County

Income Limits: 90% - 130% (20% additional income allowance for qualified occupants)

Appreciation Limit: On restricted AMI units, resale price is calculated based on permitted capital improvements and AMI restrictions

Rental: Units may be rented to an approved tenant, and may not be short term rented



A Development partnership between Dillon Ridge Investments, LLC and the Town of Dillon.



# of Units: 30 units

Occupancy: Rental

Construction Complete: 1988



Rent is based on an individuals income. The rent is calculated at 30% of gross income; allowing deductions for the disabled, elderly and for persons with dependents - so the rents are lower. Heat is included in the rent, with tenant paying other utilities.



This is a tax credit apartment complex based upon income and managed by the U.S. Department of Rural Development.



Income limits are based on household size. Income testing is based on initial application and may increase while living in unit.

4

## MOUNTAIN CREEK APARTMENTS





## 5 SODA CREEK CONDOS



# of Units: 40 Units Total

Occupancy: Owner Occupied

Construction Complete: 1997



Developed early 2000s



Occupants must be qualified through the SCHAs prior to purchase.



### 20 Units Full Deed Restriction

Employment: 30 hours per week on an annual basis

Income Limits: 100% AMI

Appreciation Limit: Lesser of two (2) calculations determining the cost of living appreciation

Rental: Can be rented to qualified occupants with approval and is limited to 12 months

### 20 Units No STR Restriction

The only term requirement for 20 of the 40 units is that they cannot be short term rented for a term less than 6 months



The Keystone Resort Planned Unit Development (PUD) contains requirements for the development of Affordable/Employee Housing. Owner/Developer to provide 40% of the Peak Season full time Employees and 60% of the Seasonal Employees. Latest edition will be Wintergreen Employee Housing in 2019.



### Units/Beds

Sagebrush: 144/288

Sunrise 1,2,3: 56/198

Tenderfoot: 126/358

## 6 KEYSTONE RESORT HOUSING





# Summit County Housing

This booklet was created in collaboration with all the jurisdictions in Summit County as well as the Summit Combined Housing Authority (SCHA). For more information regarding specific projects contained in specific jurisdictions see below.

## **The Town of Breckenridge**

Nichole Rex - nicholer@townofbreckenridge.com

## **The Town of Silverthorne**

Lina Lesmes - llesmes@silverthorne.org

## **The Town of Dillon**

Tom Acre - tomacre@townofdillon.com

## **The Town of Frisco**

Katie Kent - katiek@townoffrisco.com

## **Summit County**

Sarah Meggison - sarah.meggison@summitcountycogov

## **The Summit Combined Housing Authority (SCHA)**

970-453-3555 or [info@summithousing.us](mailto:info@summithousing.us)





MEMORANDUM

---

P.O. Box 4100 ♦ FRISCO, COLORADO 80443

---

**TO: MAYOR AND TOWN COUNCIL**  
**FROM: VANESSA AGEE, MARKETING AND COMMUNICATIONS DIRECTOR**  
**RE: MARKETING AND SPECIAL EVENTS DEPARTMENT**  
**DATE: NOVEMBER 13, 2018**

**Public Relations:**

- Channel 4 covered the unearthing of the time capsule at the Frisco Historic Park-  
<https://denver.cbslocal.com/2018/10/12/summit-county-time-capsule-frisco/>.
- Channel 7 also covered the time capsule reveal-  
<https://www.youtube.com/watch?v=sniiv3VAedA>.
- In the Denver Post's story about "[5 of the highest places to grab wine, beer, cheese and more in Colorado](#)," 10 Mile Music Hall is featured as a result of pitching the opening of 10 Mile Music Hall to Frisco's PR company, B PR. This article appeared on the Post's lifestyle website, The Know, which receives 492,480 unique monthly visitors. The story also ran in the print edition of the paper on Friday, October 19. The Denver Post has a daily readership of 556,000.
- In Good Taste Denver covered Frisco's Fall Fest in the story, "[What's in Good Taste in September](#)." In Good Taste Denver is a local blog providing reviews covering restaurants, theater, movies and travel and generally fun happenings going on around town. The site sees 1,020 unique monthly visitors.

**Global Sustainable Tourism Council (GSTC):** Vanessa Agee participated in a two-day training in Vail regarding GSTC designation. The training was sanctioned by GSTC and put on by the Town of Vail and Walking Mountains Science Center. Vail has the first GSTC designation in the United States. GSTC designation includes the following criteria: sustainable destination management, economic benefits, protecting community and cultural resources and managing impacts on environment. It is a very comprehensive way to frame up the goals for the economic, cultural and environmental future of communities, which are heavily impacted by and rely on tourism.

**Halloween:** For a second year, Frisco had a business Halloween decorating contest. The Frisco Chapter of the Summit Chamber did the judging and arrived at the following results:



- 1st Place- The Next Page Books and Nosh – prize was tubing for their staff
- TIE- 2nd Place- The Butterhorn Bakery and Cafe and Chiropractic Health and Acupuncture - prize was tubing for their staff
- 3rd Place – Grand Mountain Bank – prize was entry into the Frisco BrewSki in March

Businesses reported handing out about approximately 950 pieces of candy on Halloween with over 30 businesses participating. The Colorado State Patrol, Summit Fire and EMS Engine 2 and the Summit County Ambulance service were all also on site handing out candy, as well as helping protect intersections in the closure.

For the fifth year, the Town of Frisco is participating in a candy give back program. Children were invited to donate some of their Halloween candy after selecting their favorites to keep. Stork & Bear Co. partnered with the Frisco/Copper Information Center, the Peak School, Frisco Elementary and Summit County Preschool as drop off points for donated candy from November 1 - 6.

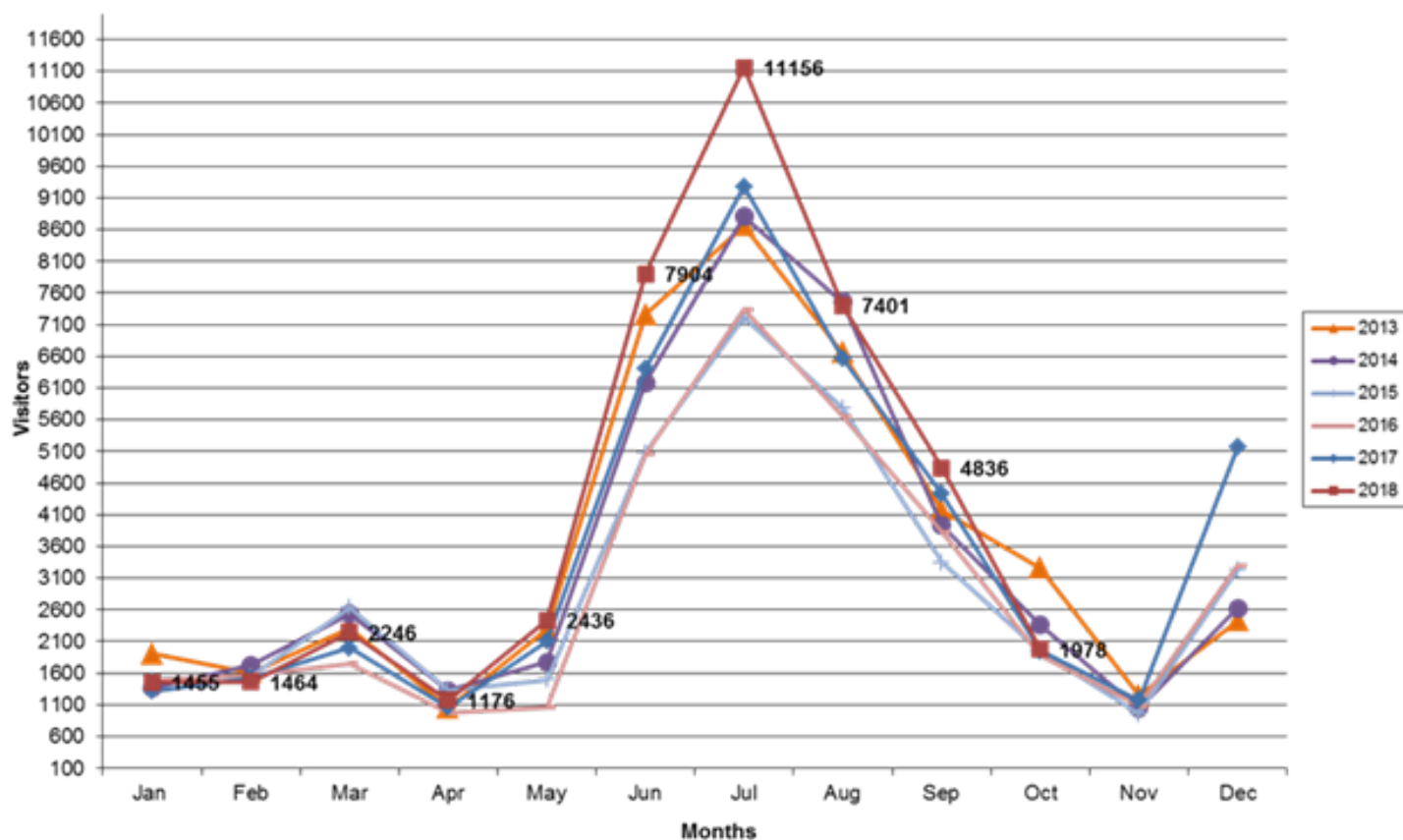




**Frisco/Copper Visitor Information Center:** Visitor numbers for October 2018:

- The Information Center saw 1,978 visitors in October 2018 (1,948 in October 2017).
- The Information Center answered 68 phone calls in October 2018 (94 in October 2017).
- Public computer use- 39 in October 2018 (38 in October 2017)
- New to the monthly reports starting in January 2018, the Information Center is tracking restroom usage.
- Men's restroom usage: 1498 users from October 1-17th. Monthly total is unknown due to theft of one of the digital counters.
- Women's restroom usage: 2,924 users from October 1-31
- Guest comment highlights: "Authentic and peaceful town. Love it!" "Quaint little town!" "Most helpful!" "Spectacular town!"
- Tasha Wilson began a yearlong training opportunity, the Colorado Tourism Leadership Journey, during the Governor's Conference on Tourism in late October. Only 20 people are accepted from around the state, and participants are from organizations as diverse as Red Robins and the National Park Service.

**Walk in Visitors 2013-2018**





Report Criteria:

Business.License status = "Active"  
Business.Year opened = "October 2018"  
Business Owner.Sequence number = 1

in or out City	Business Name	Name	Location	Location City	Business Telephone 1	Business Activity
In	Allen-Guerra Architecture	Allen-Sabo, Suzanne	711B Granite Street	Frisco	970-453-7002	None
In	Atma Prema Day Spa and Salon	Thompson, Sam	610 Main Street #5	Frisco	719-761-5075	Health/Beauty
In	Barkley's Restaurant LTD	Fallon, Dan	610 Main Street Unit 1A 1B 2	Frisco	970-389-6950	Restaurant
In	Elizabeth Ann Conlin and Barry Gi	Conlin, Barry Gibson and Elizabeth Ann	30 Teller Street	Frisco	775-720-2001	Vacation Rentals
In	Han Properties	Han, Tai-Yuan Helen	539 Granite Street #5B	Frisco	408-306-0754	Vacation Rentals
In	House of Signs and Sign Tech	Clukies, Paul and Julie	211 Main Street, Unit 1	Frisco	970-668-5232	Retail - HomeImprove
In	Kum & Go #948	Kum & Go LC	55 Lusher Court	Frisco	970-668-9475	Retail - General
In	Patty Barkley	Barkley, Patty and Steve	951 North Ten Mile Drive	Frisco	612-840-1538	Vacation Rentals
In	Stacy Titus	Titus, Stacy and Brad	306C Creekside Drive	Frisco	303-668-3426	Vacation Rentals
In	Ten Mile Music Hall	Ten Mile Music LLC	710 East Main Street	Frisco		Restaurant
In	Twin Moose	Stanley, Dorothy and Robert	120 North 7th Avenue Unit B-6	Frisco	719-963-5528	Vacation Rentals
Out	Beverage Equipment Service	Kray, Karen and Delbert	1024 Hillcrest Avenue	Chariton	641-774-5302	Retail - General
Out	Breck Builders	Wanger, John	2065 South Harris Alley	Breckenridge	970-771-3028	Retail - HomeImprove
Out	BVB General Contractors	BVB General Contractors	1289 South 4th Avenue #100	Brighton	303-637-0981	Retail - HomeImprove
Out	Cresco	Oelsner, Carol	751 Billings	Aurora	303-343-333	Retail - General
Out	Elite Building Care	Esecarcega, Jose Alfredo	133 Park Avenue #9	Basalt	970-925-2298	Retail - Office
Out	Express Services	Express Services	9701 Boardwalk Boulevard	Oklahoma City	405-840-5000	Services
Out	Hotel Makeover Denver	Penza, Daniel	35 Wedge Way	Littleton	303-835-4334	Retail - HomeImprove
Out	Metrc LLC	Metrc LLC	4151 South Pipkin Road	Lakeland	863-937-1080	Retail - Office
Out	Millennium Windows and Siding	Davis, Greg	12090 West 50th Place #B	Wheatridge	720-508-4385	Retail - HomeImprove
Out	Progressive Auto Systems	Progressive Auto Systems	4300 TBC Way	Palm Beach Gardens	561-383-3100	Retail - Office
Out	Sys-co Plumbing & Heating	Fonseca, Lino	276 Tennis Court	Silverthorne	970-368-0070	Retail - HomeImprove
Out	Vertical Technology Solutions	Vertical Technology Solutions	4761 Moline Street	Denver	317-986-4673	Utility
Out	Zuma Property Management	Boysen, Adam	9381 Alcosta Place	Highlands Ranch	970-368-2312	Vacation Rentals





MEMORANDUM

P.O. Box 4100 ♦ FRISCO, COLORADO 80443

**TO: MAYOR AND TOWN COUNCIL**  
**FROM: VANESSA AGEE, MARKETING AND COMMUNICATIONS DIRECTOR AND NORA GILBERTSON, EVENTS MANAGER**  
**RE: WASSAIL DAYS FIREWORKS STREET CLOSURE**  
**DATE: NOVEMBER 13, 2018**

**Background:** There has been a strategic effort to enhance the Wassail Days Frisco Lighting event in the past three years. The event is scheduled on a day, Friday, November 30 (starting at 5:30pm), that does not conflict with lightings around the county and was suggested and approved by local merchants. The event includes 600 luminaries on Main Street, two fire pits donated by Fire on Demand, a Santa visit, caroling with candles and song sheets passed out to participants, and Wassail, hot wine, cookies and 's'mores kits sales benefitting the Family Intercultural Resource Center.

The proximate fireworks, which could not be used during the BBQ Challenge's 25<sup>th</sup> anniversary this year, will be shot off from the Sabatini/Glassman lot right after the trees in the Historic Park are lit at approximately 6:05pm. This was identified as an ideal time to utilize these fireworks, which shoot 25 feet or less into the air and feature little to no debris fallout. The fireworks had already been purchased, and staff worked with Summit Fire and EMS, as well as the vendor to find an ideal time and location for the launch.

**Potential Road Closures:** In anticipating crowd behavior, it has been determined that lighting attendees will likely want to get out of the denser Historic Park gazebo area to get a better view of the fireworks. It is likely that they will move towards 2<sup>nd</sup> Avenue and out onto Main Street to get a better view of these proximate fireworks, which remain much lower than traditional fireworks, and hence, make a Main Street show possible.

After consulting with Public Works, it was determined that the following closure would work well in anticipation of crowd movement, in order to ensure a safer and more viewer friendly event

- Main Street closed from 1<sup>st</sup> Avenue to 2<sup>nd</sup> Avenue
- 2<sup>nd</sup> Avenue closed from Main Street to Granite Street
- Signed detour at 3<sup>rd</sup> Avenue, but Main Street would stay open from 3<sup>rd</sup> Avenue to 2<sup>nd</sup> Avenue
- Closure would start at 4pm on Friday, November 30 to allow parked cars to leave and the road would reopen when the crowd dispersed.

**Council Direction:** Would Town Council support a street closure for Wassail Days Lighting fireworks on Friday, November 30, 2018 from 4pm to approximately 6:30pm?



**RECORD OF PROCEEDINGS  
MINUTES OF THE REGULAR MEETING  
OF THE TOWN COUNCIL OF THE TOWN OF FRISCO  
OCTOBER 23, 2018**

Mayor Wilkinson called the meeting to order at 7:00 p.m. Town Clerk Deborah Wohlmuth called the roll.

**Present:** Jessica Burley  
Dan Fallon  
Rick Ihnken  
Hunter Mortensen  
Deborah Shaner  
Melissa Sherburne  
Gary Wilkinson

**Absent:**

**Public Comment:**

Frisco resident Morgan Ballinger thanked the Town of Frisco for sponsoring the Karma Yoga Festival.

**Council Comment:**

Mayor Wilkinson encouraged citizens to vote in the November election.

**Consent Agenda:**

Minutes October 9, 2018 Meeting  
Purchasing Cards  
Warrant List

**MOTION: COUNCIL MEMBER MORTENSEN MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. SECOND, COUNCIL MEMBER SHANER. VOTE:**

<b>BURLEY</b>	<b>YEA</b>	<b>SHANER</b>	<b>YEA</b>
<b>FALLON</b>	<b>YEA</b>	<b>SHERBURNE</b>	<b>YEA</b>
<b>IHNKEN</b>	<b>YEA</b>	<b>WILKINSON</b>	<b>YEA</b>
<b>MORTENSEN</b>	<b>YEA</b>	<b>MOTION CARRIED.</b>	

**New Business:**

Agenda Item #1: Resolution 18-19, Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget for the Town of Frisco, Colorado for the Calendar Year Beginning January 1, 2019 and Ending December 31, 2019 STAFF: BONNIE MOINET 1) MAYOR OPENS PUBLIC HEARING 2) STAFF REPORT 3) PUBLIC COMMENTS 4) MAYOR CLOSES PUBLIC HEARING 5) COUNCIL DISCUSSION 6) MOTION MADE 7) MOTION SECONDED 8) DISCUSSION ON MOTION 9) QUESTION CALLED

Finance Director Bonnie Moinet indicated that this resolution summarizes expenditures and revenues for each fund and adopts the 2018 budget. Mayor Wilkinson opened the public hearing at 7:02 p.m. There being no public comment, Mayor Wilkinson closed the public hearing at 7:03 p.m.



**MOTION: COUNCIL MEMBER MORTENSEN MOVED TO APPROVE RESOLUTION 18-19, SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE TOWN OF FRISCO, COLORADO FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2019 AND ENDING DECEMBER 31, 2019. SECOND, COUNCIL MEMBER SHERBURNE. VOTE:**

BURLEY	YEA	SHANER	YEA
FALLON	YEA	SHERBURNE	YEA
IHNKEN	YEA	WILKINSON	YEA
MORTENSEN	YEA	MOTION CARRIED.	

**Old Business:**

Agenda Item #1: Second Reading, Ordinance 18-11, an Ordinance Levying General Property Taxes for the Year 2018 to Help Defray the Cost of Government for the Town of Frisco, Colorado for the 2019 Budget Year STAFF: BONNIE MOINET 1) MAYOR OPENS PUBLIC HEARING 2) STAFF REPORT 3) PUBLIC COMMENTS 4) MAYOR CLOSSES PUBLIC HEARING 5) COUNCIL DISCUSSION 6) MOTION MADE 7) MOTION SECONDED 8) DISCUSSION ON MOTION 9) QUESTION CALLED

Finance Director Bonnie Moinet indicated that this ordinance allows the Town to levy general property taxes for the year 2018 to help defray the cost of government for the Town of Frisco for the 2019 budget year. Pursuant to Section 39-1-111.5, C.R.S., if a local government needs property tax to balance its proposed budget, the Town Council, through an official action, must set and certify a mill levy by ordinance or resolution. It must then certify the mill levy to the Board of County Commissioners. The mill levy has to be certified to the BOCC by December 15. Mayor Wilkinson opened the public hearing at 7:04 p.m. There being no public comment, Mayor Wilkinson closed the public hearing at 7:05 p.m.

**MOTION: COUNCIL MEMBER FALLON MOVED TO APPROVE THE SECOND READING OF ORDINANCE 18-11, AN ORDINANCE LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2018 TO HELP DEFRAY THE COST OF GOVERNMENT FOR THE TOWN OF FRISCO, COLORADO FOR THE 2019 BUDGET YEAR. SECOND, COUNCIL MEMBER MORTENSEN. VOTE:**

BURLEY	YEA	SHANER	YEA
FALLON	YEA	SHERBURNE	YEA
IHNKEN	YEA	WILKINSON	YEA
MORTENSEN	YEA	MOTION CARRIED.	

Agenda Item #3: Second Reading, Ordinance 18-12, Appropriating Sums of Money to the Various Funds and Spending Agencies, in the Amount and for the Purposes as Set Forth Below for the Town of Frisco, Colorado for the 2019 Budget Year STAFF: BONNIE MOINET 1) MAYOR OPENS PUBLIC HEARING 2) STAFF REPORT 3) PUBLIC COMMENTS 4) MAYOR CLOSSES PUBLIC HEARING 5) COUNCIL DISCUSSION 6) MOTION MADE 7) MOTION SECONDED 8) DISCUSSION ON MOTION 9) QUESTION CALLED

Finance Director Bonnie Moinet indicated that this ordinance appropriates sums of money to various funds and spending agencies. An appropriation is the legal spending limit authorizing the expenditures set forth in the budget by the governing board. The Town Council through an official



action must enact the appropriation, by ordinance or resolution. The budget is merely a fiscal plan for the coming year, while the appropriation is the legal authority to spend the money. Mayor Wilkinson opened the public hearing at 7:06 p.m. There being no public comment, Mayor Wilkinson closed the public hearing at 7:07 p.m.

**MOTION: COUNCIL MEMBER SHANER MOVED TO APPROVE THE SECOND READING OF ORDINANCE 18-12, APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSES AS SET FORTH BELOW FOR THE TOWN OF FRISCO, COLORADO FOR THE 2019 BUDGET YEAR. SECOND, COUNCIL MEMBER FALLON. VOTE:**

BURLEY	YEA	SHANER	YEA
FALLON	YEA	SHERBURNE	YEA
IHNKEN	YEA	WILKINSON	YEA
MORTENSEN	YEA	MOTION CARRIED.	

**Executive Session:**

Agenda Item #4: Executive Session Pursuant to C.R.S. 24-6-402(4)(f), Concerning Personnel Matters

**MOTION: COUNCIL MEMBER MORTENSEN MOVED TO ENTER AN EXECUTIVE SESSION PURSUANT TO C.R.S. 24-6-402(4)(F), PERSONNEL MATTERS. SECOND, COUNCIL MEMBER BURLEY VOTE:**

BURLEY	YEA	SHANER	YEA
FALLON	YEA	SHERBURNE	YEA
IHNKEN	YEA	WILKINSON	YEA
MORTENSEN	YEA	MOTION CARRIED.	

**MOTION: COUNCIL MEMBER MORTENSEN MOVED TO EXIT AN EXECUTIVE SESSION PURSUANT TO C.R.S. 24-6-402(4)(F), PERSONNEL MATTERS. SECOND, COUNCIL MEMBER BURLEY. VOTE:**

BURLEY	YEA	SHANER	YEA
FALLON	YEA	SHERBURNE	YEA
IHNKEN	YEA	WILKINSON	YEA
MORTENSEN	YEA	MOTION CARRIED.	

There being no further business, the meeting adjourned at 8:30 p.m.

Respectfully Submitted,

---

Deborah Wohlmuth, CMC  
Town Clerk





## MEMORANDUM

**TO:** MAYOR AND TOWN COUNCIL

**FROM:** CHAD MOST, REVENUE SPECIALIST

**RE:** FIRST READING OF ORDINANCE NO. 18-10 - AN ORDINANCE AMENDING CHAPTER 110 OF THE CODE OF ORDINANCES OF THE TOWN OF FRISCO, CONCERNING THE LICENSING OF BUSINESSES, BY ADDING A NEW ARTICLE III, CONCERNING THE LICENSING AND REGULATION OF SHORT-TERM RENTALS WITHIN THE TOWN.

**DATE:** NOVEMBER 13, 2018

**Background:** Throughout 2017 at the direction of Town Council, the Town of Frisco Housing Task Force Policy Group studied the impact of Short-term Rentals (STRs) on the Frisco community and issued a set of recommended actions in order to, among other goals, preserve and build Frisco's sense of community as a place where people live year round and to minimize the negative impacts that can arise from short-term rentals, all while acknowledging the importance of short-term rentals in maintaining a sustainable tourism-based economy. Recommended actions included updating the licensing requirements for short-term rentals, requiring STR units to meet basic life and safety standards, requiring a local contact for each STR property, requiring that neighbors and HOAs receive notice upon the issuance of an STR license, requiring STR owners to provide life safety and good neighbor policy information to guests, establishing occupancy limits for STR units, implementing a monitoring and tracking program to ensure compliance and to evaluate future regulatory needs, and requiring the mitigation of various nuisances such as amplified outdoor music, improperly disposed trash, etc. On October 12, 2017, Town staff also hosted a panel discussion entitled, "New Approaches to Short-term Rental Regulations," bringing in representatives from a varied group of communities, including Crested Butte, Durango, Estes Park, Georgetown, Minturn and Salida, to discuss their approaches to short-term rental regulation.

In a February of 2018 work session, staff presented the recommendations of the Housing Task Force Policy Group, along with months of research gleaned from other communities and third-party compliance firms, to Town Council and requested direction in regards to updating the Town's short-term rental regulatory framework. As other Summit County municipalities and the County itself were also beginning the process of updating their STR regulatory frameworks, staff was directed to work with the other jurisdictions in an effort to be as consistent as possible throughout the County and to develop a public process to ensure the needs and desires of the Frisco community would be met. Throughout the spring and summer, staff participated in working group sessions with other jurisdictions, attended public meetings hosted by other jurisdictions, researched third-party STR compliance firms, and began crafting a proposed STR



ordinance. In September, staff hosted three stakeholder meetings and one general public outreach meeting, in addition to collecting public feedback through written comment cards and surveys, an online survey, and one-on-one communications with concerned constituents.

Based on the months of research conducted, along with Council direction and the results of the public process, staff then finalized the scope and specific language of a proposed STR ordinance, the latest version of which was presented to Council for final direction in a work session on October 23, 2018. The ordinance presented here for first reading reflects the feedback staff received from Council in that work session.

**Analysis:** The proposed ordinance language follows most of the recommendations of the Housing Task Force Policy Group, but does differ in a few key aspects. Based on lessons learned from other communities, public feedback and/or Council direction, staff has left out requirements regarding a “local agent” (opting instead for a “responsible agent” with no local requirement) and requirements regarding public noticing of STR license issuance.

In accordance with the recommendations of the Policy Group, the ordinance does eliminate the ability of a property management firm or owner of multiple units to hold a single license on behalf of multiple units, and requires each STR property to hold a unique license. This requirement will enable staff, with the assistance of a third-party STR tracking and compliance firm, to more readily identify non-compliant properties and ensure a much higher level of compliance than is currently possible. Additional updates to the license application requirements include the designation of a “responsible agent,” a copy of a “renters’ information notice” as required later in the ordinance, a copy of a parking plan as required later in the ordinance, and an affidavit signed by the owner certifying that basic life safety standards, as required later in the ordinance, have been met. The term of the proposed annual STR license would be May 1 through April 30, and licenses would not be transferrable to new property owners.

In addition, STR license holders would be responsible for preparing and sharing a parking plan and ensuring that guests follow the Town’s other code provisions in regards to trash and recyclable materials disposal. In the draft language, overnight occupancy had been limited to two (2) people per bedroom, plus an additional two (2) occupants. Council requested that this language be removed. The “renters’ information notice” referenced above would need to include EMS contact information, the physical address of the unit, the contact information for either the STR owner or their duly appointed agent, the Frisco STR license number covering the unit, the maximum overnight occupancy of the unit, the location of fire extinguishers and fire escape routes, the location of allowed parking spaces, the maximum number of vehicles allowed to park on the property, alternate off-site parking (if any), the location of trash and recycling receptacles and the rules for disposal, snow removal instructions or information, noise policies, pet policies and any applicable HOA policies specific to the unit. Council directed staff to remove the requirement that some of this information be located on a “sign” within the unit.

STR license applicants would also be required to certify that the unit conforms to applicable Building Code requirements (Chapter 65), that smoke and carbon monoxide detectors, and fire extinguishers have been installed and maintained, and that wood burning fireplaces and stoves have been cleaned on an annual basis.



Any guest occupying an STR would not be allowed to amplify music outdoors or to violate any provision of the Town's noise ordinance. Guests would also not be allowed to camp, pitch tents or use a recreational vehicle or trailer for overnight purposes. All advertisements for STRs would be required to reference the Frisco STR license number covering the unit.

Based on specific complaints, the Town would need to reserve the right to physically inspect an STR unit for the purposes of determining violations of the "renters' information notice" or "basic life safety" standards of the Code.

Should an STR owner be found in violation of the Code, Town staff would have the right to suspend an STR license for one hundred fifty (150) days. If the violation relates to building or fire Codes, a proper investigation would need to occur and, once complete, the owner would need to be promptly notified. After official notification, a twenty (20) day period would be allowed to correct the violation. Should cause for suspension arise more than once within a twelve (12) month period, revocation would result, for a period of one (1) full year from the official revocation date. Any additional violations would be subject to the penalties and remedies set forth in Section 1-14 of the current Town Code, which include the reimbursement of administrative or court costs, in addition to a fine not exceeding one-thousand (\$1,000.00), or imprisonment not exceeding one (1) year, or both.

Since the work session on October 23, staff has received additional public comment, which has been shared with management and Council, outlining the concerns of some owners and property managers relating to the vagueness of "responsible agent" requirements, in particular the lack of a measured response time. Additional concerns include the ability of owners to name alternate "responsible agents" (an option not currently provided for in the ordinance) and a lack of specificity in relation to the overall complaint submittal and resolution process. Staff is meeting internally with the Police Department to discuss the complaint process shortly before the Council meeting on November 13 and will have more information available then. It is quite possible that the latest concerns raised above can be more properly handled with well-communicated administrative policies, rather than through updates to the officially codified ordinance.

**Summary:** Based on over a year of intensive research (and many more years of extensive experience), public outreach and Council direction, staff believes the STR ordinance attached here properly balances the need to regulate the STR industry, ensuring compliance and reducing negative impacts, with the need to sustain a vibrant, tourism-based local economy. The Town has taken a modest, measured approach to new regulations and fully anticipates ongoing evaluation to ensure the new framework achieves the goals set forth throughout the process:

- 1 – Ensure compliance and a level playing field for all STR owners
- 2 – Reduce negative neighborhood impacts and better track complaints
- 3 – Ensure STR owners are providing for the safety of their guests and providing information necessary for guests to be good neighbors
- 4 – Analyze data and communicate directly with STR owners to better understand STR impacts, the need (or lack thereof) for further regulation, and opportunities to incentivize long-term employee housing



**Staff Recommendation:** Unless Council has additional direction in relation to more specifically codifying the requirements of “responsible agents” or in more fully detailing the complaint submittal and resolution process, staff recommends that the Town Council approve ordinance No. 18-10 upon first reading.

**Attachments:** Ordinance No. 18-10



**TOWN OF FRISCO  
COUNTY OF SUMMIT  
STATE OF COLORADO  
ORDINANCE 18- 10**

AN ORDINANCE AMENDING CHAPTER 110 OF THE CODE OF ORDINANCES OF THE TOWN OF FRISCO, CONCERNING THE LICENSING OF BUSINESSES, BY ADDING A NEW ARTICLE III, CONCERNING THE LICENSING AND REGULATION OF SHORT-TERM RENTALS WITHIN THE TOWN.

WHEREAS, the Town of Frisco, Colorado ("Town") is a home rule municipality operating under a charter adopted pursuant to Article XX of the Colorado Constitution and vested with the authority by that article and the Colorado Revised Statutes to enact laws to govern and regulate land use, businesses and occupations within its territory; and

WHEREAS, pursuant to this authority, the Town Council ("Council") previously adopted local land use regulations, codified in Chapter 180 of the Code of Ordinances of the Town of Frisco ("Code"), and business and occupation licensing regulations, codified in Chapter 110 of the Code; and

WHEREAS, there are a variety of lodging types within the Town, including hotels, motels, bed and breakfast operations, and residential dwelling units rented on a short-term basis, but there are no regulations that specifically address the provision of lodging within residential dwelling units; and

WHEREAS, the Town Council finds that the provision of short-term rentals within residential dwelling units without appropriate regulation has adverse impacts on neighboring residential dwelling units, and neighborhoods in general; and

WHEREAS, the Town Council finds that the regulation of short term rentals in the Town would further the public health, safety and welfare by ensuring that such lodging places are operated in a manner compatible with the character of the community and consistent with surrounding residential uses.

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

Section 1. Chapter 110 of the Code of Ordinances of the Town of Frisco is hereby amended by the addition of a new Article III, to read in its entirety as follows:

**ARTICLE III**

**Licensing of Short Term Rental Property**

**§ 110-36. Purpose.**

The purpose of this Article III is to safeguard the public health, safety and welfare by establishing comprehensive licensing regulations to control the use, occupancy and maintenance of short-term rental properties in the Town.



### **§ 110-37. Definitions.**

As used in this section, the following words shall have the following meanings, unless the context clearly requires otherwise:

**ACCOMMODATION UNIT:** a separate and distinct living unit or area, including a condominium, townhouse, house, duplex, trailer, studio unit, lock-off unit or any other such similar building, room, group of rooms or any portion or room thereof or therein, designed for or used as a dwelling; provided, however, that an accommodation unit shall not include any unit or area within a hotel, motel, condominium hotel, hostel or boarding, rooming or lodging facility as such uses are defined in Chapter 180 of this Code, so long as such defined use is conducted within an area within which it is permitted by applicable zoning regulations.

**LEASE:** an agreement or act by which an owner gives to a tenant, for valuable consideration, possession and use of property or a portion thereof for a definite term, at the end of which term the owner has an absolute right to retake control and use of the property.

**LEASEE:** the party to a lease that has obtained the temporary right to use and occupy property or a portion thereof.

**RESPONSIBLE AGENT:** a management company or individual who is identified by a licensee as the licensee's responsible agent pursuant to section 110-39.A.2, and who is available 24 hours per day, 7 days per week to respond as the initial point of contact for the short-term rental property.

**OWNER:** the owner of an accommodation unit in the Town who intends to lease or leases the unit or portion of the unit as a short-term rental property.

**SHORT-TERM RENTAL PROPERTY:** an accommodation unit available for lease for a term of less than thirty (30) consecutive days.

### **§ 110-38. License required.**

Effective May 1, 2019, it shall be unlawful for an owner to lease or advertise for lease, or to permit the leasing or advertising for lease, of any short-term rental property within the Town of Frisco without a valid license for the same issued pursuant to this Article. No person who has obtained a license pursuant to this Article shall be required to hold a general business license pursuant to Article I of this Chapter for the same business activity. No person who has obtained a license pursuant to this Article shall be required to hold a sales tax license pursuant to Chapter 160 of this Code for the same business activity.

### **§ 110-39. License application; term; renewal; non-transferable.**

- A. *License application.* Applications for a short-term rental license shall be submitted to the Finance Director on a form provided by the Town, and the Finance Director shall accept no incomplete applications. It is the duty of each short-term rental property licensee to ensure that all of the information provided in a license application is kept up to date at all times, and it shall be unlawful for a licensee to



fail to provide updated information to the Town within ten (10) days after the date upon which the information provided is no longer accurate. Applications shall provide the following:

1. The full name, residential address and telephone number for the applicant;
2. The full name, business address and telephone number of the responsible agent for the short-term rental property, along with a copy of the writing designating the agent to act, in the applicant's absence, as the representative of the applicant on issues related to the short-term rental and agreeing that the responsible agent shall comply with the requirements and limitations of this Article;
3. The address of the proposed licensed premises and a description or illustration of the area(s) that will be used for short-term rental purposes;
4. Proof of the lawful possession of the licensed premises by the applicant, either by deed or lease. If the applicant is not the owner, the application shall include written authorization, signed and notarized, from the owner of the licensed premises for the use of the same for short-term rentals;
5. An application fee in an amount set by the Finance Director from time to time. The application fee shall not be prorated for a portion of a license year, and shall be set at an amount that reasonably reimburses the Town for the costs of implementing and enforcing the provisions of this Article. Such costs shall include the Town's direct and indirect costs in (i) accepting, reviewing and issuing decisions on short term rental property license applications; and (ii) inspecting or otherwise engaging in enforcement activities related to the requirements of this Article;
6. A copy of (i) the information notices that comply with the requirements of section 110-40.A.3 and has been posted or placed on or in the subject property; and (ii) the parking plan that complies with the requirements of section 110-40.A.1;
7. A copy of a valid Colorado sales tax license for the rental activity or the pending application therefor unless, due to the specific nature of the short-term rental property's booking platform, a separate sales tax license is not required by the State of Colorado;
8. Such other information determined necessary or desirable by the Finance Director to evaluate the compliance of the application, licensed premises or proposed short-term rental activity with the requirements of this Article; and
9. An affidavit signed by the owner or authorized leasee, under penalty of perjury, certifying that the short-term rental property complies with the life safety standards set forth in Section 110-40.A.4, and that the information notices required by section 110-40.A.3 have been and will remain posted or placed at a conspicuous location on or in the short-term rental property.

B. *Updating of application.* It is the duty of each short-term rental licensee to ensure



that all of the information provided in a license application is kept up to date at all times, and it shall be unlawful for a licensee to fail to provide updated information to the Town within ten (10) days after the date upon which any information provided is no longer accurate.

- C. *Term and renewal of license.* Each license issued under this Article shall be valid from the date of issuance until the next subsequent April 30. An application for renewal of a license shall have the same submittal requirements and shall be considered in the same manner as the original application. An application for renewal of a license issued under this Article shall be made not less than thirty (30) days prior to the expiration of the existing license.
- D. *Transferability of license.* No license issued under this Article shall be transferable and no license is valid as to any person or entity other than the person or entity named thereon, excepting spouses and partners in a civil union.

#### **§ 110-40. Limitations and requirements**

- A. *Special requirements.* In addition to the other requirements of this Article, the owner of an accommodations unit licensed pursuant to this Article shall, as a condition of such license, be subject to the following requirements and limitations:
  - 1. *Parking.* The motor vehicles of all occupants of a short-term rental property shall be parked only on the site of the short-term rental property. No motor vehicles shall be parked on the lawn or landscaped area of a short-term rental property, or in the public street or right-of-way adjacent to the property. No person shall be permitted to stay overnight in any motor vehicle which is parked at a short-term rental property. The owner of a short-term rental property shall provide a parking plan for the property;
  - 2. *Trash collection.* The storage and disposal of all trash and garbage from a short-term rental property shall comply with the requirements of section 127-17 of this Code, including but not limited to the requirement that any person in charge of real property within the Town that is served by curbside garbage pickup shall place a garbage can or similar refuse receptacle at the curb only on the day of pickup;
  - 3. *Renter information notices.* An owner shall post and maintain a sign in a conspicuous location within each short-term rental property that shall contain the following information:
    - a. contact information for police, fire, and ambulance service in the case of an emergency;
    - b. the physical address of the short-term rental property;
    - c. contact information for the responsible agent or property owner;
    - d. the Town of Frisco's short-term rental property license number; and
    - e. the location of fire extinguishers, if any, and fire escape routes.



An owner shall place and maintain at a conspicuous location within in each short-term rental property written information that provides:

- a. the location, by description or depiction, for vehicle parking and maximum number of parked vehicles permitted for the property;
- b. alternative parking locations (if any) for extra vehicles, trailers and campers;
- c. the location of trash and recycling receptacles and the rules and regulations regarding the handling of the same;
- d. snow removal instructions or information;
- e. policies regarding noise;
- f. policies regarding pets; and
- g. applicable homeowners association policies (if any) specific to the property.

4. *Life safety.* Each premises licensed under this Article shall:

- a. conform to the applicable requirements of the Town's building, technical and safety codes adopted by reference in Chapter 65 of this Code;
- b. have smoke detectors, carbon monoxide detectors and fire extinguishers installed and maintained in operable condition; and
- c. have wood burning fireplaces and stoves cleaned on an annual basis;

5. *Noise and nuisance.* While occupying a short-term rental property as a short-term leasee, no person shall amplify music outdoors, make any noise that violates any provision of Section 127-53 of this Code, nor engage in any act or allow any condition on the premises that constitutes a nuisance under Chapter 124 of this Code;

6. *Camping and temporary structures.* While occupying a short-term rental property as a short-term leasee, no person shall camp outdoors, pitch or use any tents, or construct or use any temporary structure or recreational vehicle or trailer, for overnight purposes; and

7. *Advertising.* All advertising for a short-term rental property shall include a reference to the Town of Frisco short-term rental property license number, which license number shall appear immediately following the first description of the property.

B. *Owner liable.* Compliance with, and ensuring compliance with, the special requirements set forth in Subsection A of this Section shall be a nondelegable responsibility of the owner of a short-term rental property, and each owner of a



short-term rental property shall be strictly liable for complying with, and ensuring compliance with, the conditions and limitations set forth in Subsection A of this Section.

C. *Inspections.* Because short-term rental properties are, by their nature, intended to be occupied by numerous guests for short periods of occupancy, it is determined that the Town's ability to inspect short-term rental properties is in the interest of public safety. Therefore, whenever it is reasonably necessary to make an inspection to enforce the requirements and limitations of Subsection A of this Section, an authorized public inspector may enter such property at all reasonable times to inspect the same for the purpose of enforcing such requirements and limitations. Provided, that if such short-term rental property is occupied, the authorized public inspector shall first present proper credentials and request entry, and if such property is unoccupied, shall first make reasonable effort to locate the owner, the responsible agent or other person having charge or control of the property and request entry. If such entry is refused, or if the short-term rental property is locked, the authorized public inspector shall have recourse to every remedy provided by law to secure entry. When an authorized public inspector has obtained a proper inspection warrant or other remedy provided by law to secure entry, no owner, occupant or other person having charge, care or control of the short-term rental property shall fail or refuse to promptly permit entry therein by the authorized public inspector for the purpose of inspection of the property. No inspection warrant or permission shall be required for an authorized public inspector to enter and inspect a short-term rental unit in the case of an emergency involving the potential loss of property or human life.

D. *Municipal court warrant.* The municipal court judge may issue an inspection warrant authorizing the inspection of a short-term rental unit pursuant to this Section in accordance with rule 241(b) of the Colorado Municipal Court Rules of Procedure. The municipal court judge may impose such conditions on the inspection warrant as may be necessary in the judge's opinion to protect the private property rights of the owner of the premises to be inspected, or to otherwise make the warrant conform to applicable law.

#### **§110-50. Denial of license.**

A. A short-term rental property license application shall be denied by the Finance Director based on any of the following grounds:

1. All applicable provisions of the town code have not been met;
2. The required application fees have not been paid;
3. The application is incomplete or contains false, misleading or fraudulent statements; or
4. Any reason that would justify suspension or revocation of a license.

B. In the event of a denial, the Finance Director shall mail or deliver to the applicant a written order of denial stating the reason or reasons for the denial within ten (10) days of the denial.



**§110-60. Suspension or revocation of license.**

A. *Suspension.* The Finance Director may suspend a short-term rental property license upon determining that a licensee has:

1. Violated or is not in compliance with any section of this Article or any other applicable provision of the town code;
2. Operated the business in violation of a building, fire, health or safety code adopted by the Town, said determination being based on investigation by the department, division, or agency charged with enforcing said code. In the event of such a code violation, the Finance Director shall promptly notify the licensee of the violation and shall allow the licensee a twenty (20) day period in which to correct the violation. If the licensee fails to correct the violation before the expiration of the twenty (20) day period, the Finance Director shall forthwith suspend the license and shall notify the licensee of the suspension; for purposes of this subsection, code provisions regulating noise shall not constitute a health or safety code violation for which a period to correct the violation is required;
3. Failed to file tax returns or to pay taxes due to the Town pursuant to applicable provisions of the Town Code;
4. Violated any of the terms pertaining to the license, or any regulation or order lawfully made relating thereto; or
5. Failed to pay the annual license fee.

The Town Licensing Officer may suspend a short-term rental property license for a period not to exceed one hundred fifty (150) days. The suspension shall remain in effect until and including the last day in the Finance Director's order or until such time as the violation in question has been corrected, whichever is later.

B. *Revocation.* The Finance Director shall revoke a short-term rental property license upon determining that:

1. A cause for suspension in subsection A of this section occurred and the short term rental property license has been suspended more than once within the preceding twelve (12) months;
2. A licensee gave false or misleading information in the material submitted during the application process that tended to enhance the applicant's opportunity for obtaining a short term rental property license;
3. A licensee knowingly operated the business during a period of time when the licensee's short term rental property license was suspended; or
4. Any fact or condition exists that, if it had existed or had been known to exist at the time of the application for the license, would have warranted the denial of the license.



- C. *Effect of revocation.* When the Finance Director revokes a short-term rental property license, the revocation shall continue for one (1) year and the licensee shall not be issued a short-term rental property license for one (1) year from the date revocation became effective.

**§ 110-70. Appeal hearing on denial, suspension or revocation.**

- A. *Appeal.* An applicant or licensee may appeal a denial, suspension, or revocation of his or her short-term rental property license to the Town Manager and shall be entitled to a hearing before the Town Manager. Said appeal shall be made in writing, stating the grounds for appeal, within five (5) working days of the decision of the Finance Director. In the event of a suspension or revocation hearing, the business may continue to operate during the hearing process.
- B. *Hearing.* At the hearing, the Town Manager shall hear such statements and consider such evidence as is offered that is relevant to the grounds alleged for denial or the violation alleged for suspension or revocation. The Town Manager shall make findings of fact from the statements and evidence offered as to whether such grounds exist or such violation occurred. If the Town Manager determines that grounds for denial or a cause for suspension or revocation exists, he or she shall issue an order denying, suspending, or revoking the license within thirty (30) days after the hearing is concluded, based on the findings of fact. A copy of the order shall be mailed to or served on the licensee at the address on the license.
- C. *Final order.* The order of the Town Manager made pursuant to subsection B above shall be a final decision and may be appealed to the municipal court pursuant to Colorado Rule of Civil Procedure 106(a)(4). Failure of a licensee to appeal said order in a timely manner constitutes a waiver by him or her of any right he or she may otherwise have to contest the denial, suspension, or revocation of the short-term rental property license.
- D. *Hearing powers.* The Town Manager shall have the power to administer oaths, issue subpoenas, and when necessary grant continuances. Subpoenas may be issued to require the presence of persons and production of papers, books and records necessary to the determination of any hearing that the Town Manager conducts. It is unlawful for any person to fail to comply with any subpoena issued by the Town Manager. A subpoena shall be served in the same manner as a subpoena issued by the District Court of the State of Colorado.
- E. *Recording.* All hearings held before the Town Manager regarding denial, suspension, or revocation of a short-term rental property license issued under this code shall be recorded stenographically or by electronic recording device. Any person requesting a transcript of such record shall post a deposit in the amount required by the Town Manager and shall pay all costs of preparing such record.
- F. *No refund of license fee.* In the event of suspension, revocation, or cessation of business, no portion of the short-term rental property license application fee shall be refunded.

**§ 110-80. Violation, penalty and enforcement.**



- A. It is unlawful for any owner, responsible agent or occupant of a short-term rental property to violate any provision of this Article.
- B. In addition to the suspension and revocation actions pursuant to Section 110-60 of this Article, violations of this Article are subject to the penalties set forth in Section 1-14 of this Code, and each day or portion thereof during which any violation is committed, continued or permitted shall constitute a separate offense and shall be punishable as a separate offense.

Section 2. Severability. If any provision of this Ordinance should be found by a court of competent jurisdiction to be invalid or preempted, such invalidity or preemption shall not affect the remaining portions or applications of this Ordinance that can be given effect without the invalid or preempted portion, provided that such remaining portions or applications of this ordinance are not determined by the court to be inoperable. The Town Council declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, despite the fact that any one or more section, subsection, sentence, clause, phrase, or portion would be declared invalid.

Section 3. Effective Date. This Ordinance shall become effective five (5) days after publication on second reading in accordance with the Charter for the Town of Frisco

INTRODUCED, PASSED ON FIRST READING AND PUBLICATION AND POSTING  
ORDERED THIS 13TH DAY OF NOVEMBER, 2018.

TOWN OF FRISCO, COLORADO:

---

Gary Wilkinson, Mayor

ATTEST:

---

Deborah Wohlmuth, CMC,  
Town Clerk





**TO: TOWN COUNCIL**  
**FROM: BONNIE MOINET, FINANCE DIRECTOR**  
**RE: SUPPLEMENTAL APPROPRIATIONS FOR 2018**  
**DATE: NOVEMBER 13, 2018**

State Statute 29-1-109 and the Town's Home Rule Charter require a budget amendment for supplemental appropriations. The following funds require supplemental appropriations as described below.

**Capital Improvement Fund:** At the time the 2018 budget was prepared, workforce housing projects were not clearly defined. Since that time, the Town purchased 4 units at Coyote Village, two of which were designated for Town of Frisco employee housing, funded from the Capital Improvement Fund, and \$852,045 is appropriated to 2018 as part of this budget amendment. Additionally, after re-engineering of the Mary Ruth Project, final costs exceeded the amount previously budgeted by \$300,000, half (\$150,000) of which was directed to be funded by the Capital Improvement Fund and is also included in the amendment. Further, there were other unanticipated costs that are a part of this amendment: additional building repairs/maintenance at 1<sup>st</sup> & Main to accommodate the departure of the previous tenant and re-rental by new tenant; unanticipated infrastructure requirements associated with installation of the electric vehicle charging stations and unexpected issues with the Town's storm system, requiring a study of the system.

The Town is expected to realize some savings (approximately \$748,469) on budgeted projects scheduled for 2018; the sales from the two employee Coyote Village units were also unbudgeted, resulting in revenues in excess of budget of \$726,596. Netting those savings and sales proceeds with the expenditures identified in the previous paragraph result in a net increase in appropriations of \$369,749 to the Capital Improvement Fund.

**SCHA 5A Fund:** As mentioned in the previous paragraph, specific workforce housing projects were unidentified at the time of preparation of the 2018 budget. This fund had sufficient amounts appropriated for both the purchase of the 2 Coyote Village units designated for general workforce housing and the Mary Ruth Project so this fund is not over budget. This request is to reclassify costs related to the Mary Ruth Project to an account number specific to this project.

On that basis, it is my recommendation that the council approve this ordinance appropriating additional sums to defray expenses in excess of amounts budgeted for the Town of Frisco, Colorado for the 2018 budget year.



**TOWN OF FRISCO  
COUNTY OF SUMMIT  
STATE OF COLORADO  
ORDINANCE 18-13**

AN ORDINANCE APPROPRIATING ADDITIONAL SUMS OF MONEY TO DEFRAY EXPENSES IN EXCESS OF AMOUNTS BUDGETED FOR THE TOWN OF FRISCO, COLORADO FOR THE 2018 BUDGET YEAR.

WHEREAS, the Town of Frisco, Colorado wishes to make supplemental appropriations to the Capital Improvement Fund and the SCHA 5A Fund for the 2018 budget year; and

WHEREAS, funds are available from unanticipated revenues and reserves; and

WHEREAS, the Council realizes the benefits of providing workforce housing in order to retain and recruit qualified employees within the Town and the Ten Mile Basin; and

WHEREAS, the Council realizes the importance of taking advantage of opportunities to purchase workforce units when they become available; and

WHEREAS, the Council realizes unexpected repairs may be required and cost increases may occur that impact the existing budget.

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

Section 1. Supplemental appropriation to the Capital Improvement Fund for unappropriated expenditures are shown below:

	<u><b>Expenditures</b></u>	<u><b>Revenues</b></u>
Property Purchases	\$ 852,045	
Facility Capital Repairs	\$ 19,300	
Electric Vehicle Charging Stations	\$ 30,000	
Mary Ruth Place Construction	\$ 150,000	
Storm System Study	\$ 45,000	
Sale of Capital Assets		\$ 726,596
Interfund Transfers		\$ 519,749
<b>Totals</b>	<b>\$1,096,345</b>	<b>\$1,096,345</b>

Section 2. Supplemental appropriation to the SCHA 5A Fund for unappropriated expenditures are shown below:

	<u><b>Expenditures</b></u>	<u><b>Revenues</b></u>
Mary Ruth Place Project	\$1,150,000	
Capital Projects		\$1,150,000
<b>Totals</b>	<b>\$1,150,000</b>	<b>\$1,150,000</b>

INTRODUCED, READ AND ORDERED PUBLISHED AND POSTED ON ITS FIRST READING THIS 13TH DAY OF NOVEMBER 2018.

TOWN OF FRISCO:

\_\_\_\_\_  
Gary Wilkinson, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Wohlmuth, CMC, Town Clerk





## MEMORANDUM

**TO:** MAYOR AND TOWN COUNCIL

**FROM:** CHAD MOST, REVENUE SPECIALIST

**RE:** FIRST READING OF ORDINANCE NO. 18-14 - AN ORDINANCE REPEALING CERTAIN PORTIONS OF CHAPTER 160 OF THE CODE OF ORDINANCES OF THE TOWN OF FRISCO, COLORADO, CONCERNING TAXATION, BY AMENDING SECTION 160-1.1, CONCERNING DEFINITIONS, AND SECTION 160-8.9, CONCERNING TRANSACTIONS AND ITEMS SUBJECT TO TAX.

**DATE:** NOVEMBER 13, 2018

**Background:** In 2005, Town Council approved an ordinance concerning the self-collection of city sales taxes, opting, under the Town's home-rule authority, to adopt local sales tax codes, rather than following state statute, and removing the state Department of Revenue as the city sales tax collections agent for the Town. Due to provisions of the Taxpayer Bill of Rights (TABOR) in the Colorado constitution, the Town was not allowed to levy local sales tax on goods or services that were not already taxable under state statutes at the time of adoption, without first holding an election.

**Analysis:** It has been brought to Town staff's attention that two items adopted as taxable in the original February 2005 ordinance were not taxable under state statute at the time. Neither "Pay Television" nor "Gas, electricity, steam, coal, wood, fuel oil or coke furnished for industrial consumption" were taxable on the state level. As the Town did not hold an election to request that these items be deemed taxable, it is necessary for the Town to not only remove these items from the list of Transactions and Items Subject to Tax, but also to refund the revenues generated from the taxation of these items since 2005 to Town of Frisco taxpayers.

**Summary:** A detailed analysis of the funds generated from the incorrectly levied taxes totals roughly \$20,000 from July of 2005 through September of 2018. The courts have been very expansive in the mechanisms allowed for the refund of such incorrectly levied taxes. Staff is working with our legal team and the Colorado Municipal League to determine the most efficient and justifiable process to properly initiate these taxpayer refunds; staff also anticipates these refunds to be processed in tax year 2018 and has accounted for them in the 2018 year-end revenue projections presented to Council throughout the 2019 budget process.

**Staff Recommendation:** To ensure compliance with state regulations, staff recommends that the Town Council approve Ordinance No. 18-14 on first reading.

**Attachments:** Ordinance No. 18-14



**TOWN OF FRISCO  
COUNTY OF SUMMIT  
STATE OF COLORADO  
ORDINANCE 18-14**

AN ORDINANCE REPEALING CERTAIN PORTIONS OF CHAPTER 160 OF THE CODE OF ORDINANCES OF THE TOWN OF FRISCO, COLORADO, CONCERNING TAXATION, BY AMENDING SECTION 160-1.1, CONCERNING DEFINITIONS, AND SECTION 160-8.9, CONCERNING TRANSACTIONS AND ITEMS SUBJECT TO TAX.

WHEREAS, the Town of Frisco, Colorado ("Town") is a home rule municipality, duly organized and existing under Article XX of the Colorado Constitution; and

WHEREAS, ordinance 05-02, concerning the self-collection of sales tax, was adopted pursuant to the Town's home rule authority and the Town's authority under Colorado Revised Statutes; and

WHEREAS, it has recently come to the attention of Town staff that pay television services and industrial uses of power were mistakenly included as a transaction and item subject to tax;

WHEREAS, the Town has determined that it is in the best interests of the Town to ensure compliance with state law by repealing any reference to pay television or industrial uses of power in the Taxation chapter of the Code of Ordinances of the Town of Frisco.

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

Section 1. Section 160-1.1, "Words and Phrases Defined," of the Code of Ordinances of the Town of Frisco (the "Code"), is hereby amended with the deletion of the definition of "pay television" as follows:

When not clearly indicated otherwise by the context, the following words and phrases, as used in this Article, shall have the following meanings:

~~Pay television shall include, but not be limited to, cable, microwave or other television service for which a charge is imposed.~~

Section 2. Section § 160-8.9. "Transactions and Items Subject to Tax." is amended as follows:

**§ 160-8.9. Transactions and Items Subject to Tax.**

The tax levied by Section 160-8.7 shall apply to the following:

- A. All sales of tangible personal property at retail.
- B. Installation in the Town of equipment required to receive or transmit telecommunication service.
- C. Meals sold to the public or employees.
- D. All sales of food, including but not limited to:
  - 1. The amount paid for food or drink served or furnished in or by restaurants, cafes, lunch counters, cafeterias, hotels, drugstores, social clubs, nightclubs, cabarets, resorts, snack bars, caterers, carry-out shops, delicatessens, grocery stores, counters, and other like places of business at which prepared food or drink is regularly sold, including sales from pushcarts, motor vehicles and other mobile facilities.
  - 2. The total amount paid as a cover charge or for admission to an establishment that charges a single price for admission and food service.



3. The amount paid for sales of meals by any of the employees of the aforementioned establishments, whether at full price or at reduced price, shall be included herein.

E. Gas, electricity, steam, coal, wood, fuel oil or coke furnished for domestic, OR commercial ~~or industrial~~ consumption.

~~F. Pay cable, or subscription television, including charges for service, installation, connection or other similar charge.~~

~~G.F.~~ Automotive vehicles sold, leased or rented in the Town.

~~H.G.~~ Services of an operator when furnished with the lease or rental of tangible personal property if such services are not separately stated.

~~H.~~ Coin-operated devices that dispense tangible personal property.

~~J.I.~~ The rental fee, price or other consideration paid for the rental of any tangible personal property within the boundaries of the Town. Rentals shall include, but not be limited to, ski rentals, car rentals, bicycle rentals, skate rentals, snowboard rentals, other sporting goods rentals, VCR rentals and video cassette tape rentals. Such rentals for all purposes of this Article shall be deemed to be taxable.

~~K.J.~~ Telecommunications services.

~~L.K.~~ Lodging services

Section 3. Savings Clause. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, the remainder of this ordinance shall continue in full force and effect, it being the legislative intent that this ordinance would have been adopted even if such unconstitutional or invalid matter had not been included herein.

Section 4. Effective Date. This ordinance shall become effective in accordance with the home-rule Charter of the Town of Frisco, Colorado.

INTRODUCED, PASSED ON FIRST READING AND PUBLICATION AND POSTING ORDERED THIS 13TH DAY OF NOVEMBER, 2018.

TOWN OF FRISCO, COLORADO:

---

Gary Wilkinson, Mayor

ATTEST:

---

Deborah Wohlmuth, CMC, Town Clerk