

Brown Ranch Annexation Committee (BRAC)  
Wednesday, February 1, 2023  
Meeting Summary

Attendance: Robin Crossan, Joella West, Gary Suiter, Leah Wood, Kathi Meyer, Jason Peasley, and staff from the City of Steamboat Springs and Yampa Valley Housing Authority

**1. Prior Meeting Recap**

- **Approval of Minutes** - BRAC approved the minutes from the January 20, 2023 meeting.
- **Approval of Pricing for Minutes**
  - City Council will review the 1/20/23 meeting transcript and will provide feedback regarding the usefulness of the document.
  - There are concerns about the limitations of the transcript being the official record of the meetings, particularly if speakers are misidentified.
  - The BRAC decided to rely on the meeting recordings as the official meeting minutes but will continue to use the meeting transcript unless or until a better option is identified.
- **Meeting Procedures and Schedule**
  - The BRAC approved the general format of meeting procedures, schedule, and post-meeting summary.
  - Jason Lacy suggested adding a “technical consultant” to BRAC meetings. This person would have experience going through a similar process (annexation, development of master planned community) and would provide expertise to help information the annexation agreement and work toward a successful outcome. This person would have to be an uninterested, objective third party to ensure no conflict—or perceived conflict— of interest. Jason Lacy requested feedback from BRAC at the 2/15/23 meeting.

**2. Current Discussion**

- **Community Outreach Plan** – Mike Lane, Communications Manager for the City of Steamboat Springs presented the City’s Annexation Outreach Plan, included in the [Rainbow Agenda](#).
  - In response to Jason Peasley’s question about whether the City considered the community engagement proposal provided by YVHA during the January 20, 2023 BRAC meeting, representatives from the City emphasized that any activity that could be perceived as advocacy must be kept separate from City-led outreach.
  - All parties agreed that messaging about annexation must be neutral, objective, and consistent no matter who is delivering the message.
  - Decision: Gary Suiter, Jason Peasley, Mike Lane, Robin Schepper, and Sheila Henderson will meet outside of BRAC to discuss combining the outreach plans each proposed by YVHA and the City of Steamboat Springs. In the meantime, BRAC will proceed with the City’s plan as presented.
- **General Plan of Development** – Jason Peasley presented the general plan of development for Brown Ranch, as described in the *Brown Ranch Community Development Plan* (The Plan).

For details on The Plan, please refer to the agenda packet. Peasley summarized the key points added by YVHA to the working draft Annexation Agreement:

- Unit types/numbers: Up to 2,264 residential units in four neighborhoods: 1,486 multi-family units (65.5% of total units), 484 single-family attached units (21.5% of total units), and 294 single family detached units (13% of total units). Up to 419,000 square feet of non-residential uses at full build-out.
- 115 acres of open space and parks.
- Health Equity, Sustainability, Resiliency guidelines that will go above and beyond local zoning code.
- Public and private Infrastructure: YVHA intends to build all onsite infrastructure in collaboration and conformance with public utilities. Ongoing maintenance will be provided by utilities.
- Offsite infrastructure improvements: YVHA will work in collaboration with offsite utilities and proposes using STR tax to fund those utilities.
- Work on detailed phasing of infrastructure through preliminary plat process.
- Water supply: to be addressed in a future meeting. However, YVHA anticipates all units will pay tap fees.
- Drainage: handled post-annexation. Will comply w/City criteria. YVHA will take holistic, community-wide approach rather than lot-by-lot approach to storm water management.

General questions and conversation in response to Jason Peasley's presentation:

- **Water supply:** YVHA is working w/ City to scope the Water Demand Report from third-party engineer, LRE. All units at Brown Ranch will be "water wise." Little private open space will limit irrigation.
- **STR revenue:** In response to a question from a City representative about YVHA's assumptions regarding use of the short-term rental tax revenue, Jason P. clarified that YVHA would like to work with the City's Public Works department to anticipate projects and expenses and compare to projected revenues of STR tax. YVHA suggests the City considers making a Capital Improvements Plan for use of STR tax.
- **Grocery store:** In response to a question from Councilwoman Crossan about grocery store size, Jason P. clarified that the size of the grocery store is to be determined. That analysis is part of the ongoing development plan work. YVHA will need to bring in a partner or develop a food cooperative non-profit organization to operate the market.
- **Annexation Agreement:** All parties agreed that the Annexation Agreement needs a good deal of flexibility because of the inherent difficulty in predicting future needs. To amend an annexation agreement in the future, all parties must be in agreement. This could become more complicated if, in the future, YVHA does not own the entire property. Third parties would also have to agree to amendments to the extent they are affected.
- **Vested Rights:** Kathi Meyer questioned if there is a reason YVHA should not be vested in perpetuity. There needs to be a minimum number of years. City suggested

started at 20 years as the lowest number. This will be revisited in a future BRAC meeting.

- **Unit types/numbers:**
  - YVHA has proposed tying the cap to demand (currently project 2,264 workforce housing units). The group discussed raising the cap and will revisit this in a future BRAC meeting.
  - Councilwoman Robin Crossan expressed her concern that there are not enough single-family homes proposed in the plan. YVHA will provide additional background information on how the unit mix was determined. BRAC will revisit this conversation in a future meeting.
  - “Ghosed blocks” are shown in the Community Development Plan and do not have a prescribed use or density. This allows for flexibility in the development of the site and product type delivered based on community need and onsite conditions. The group questioned how to handle that flexibility in the Annexation Agreement.
- **Parks, open space, and trails:** Councilwoman Crossan expressed concern about the amount of parks and open space provided in the proposed plan. Existing Steamboat Springs parks are over-capacity and over-utilized. Jason P. clarified YVHA is striving for access to parks. For example, every housing unit at Brown Ranch would be 3 blocks from a park. YVHA will work with the Parks and Recreation Department on meeting the City’s metrics and will follow-up with additional information in a future BRAC meeting.

**3. Next Meeting** – The BRAC agreed on the proposed agenda for the February 15, 2023 meeting. YVHA has the opportunity to add to or supplement the General Development Plan based on feedback and public input from the February 1, 2023 meeting. Jason Lacy reminded everyone to come with input on the concept of including a third-party consultant, as well as a revised public engagement plan. New discussion: introduction to City services, operations, and maintenance. The City will provide information for the meeting and will provide annexation agreement language.

**4. Public Comment** – Three members of the community provided spoken public comment.