



Community Values

Authentic

Connected

Accountable

Bold

Town Council

5-year Goals:

- 👂 *Approach community challenges through active collaboration and public engagement.*
- 👂 *Accommodate growth in a way that maintains our rural feel.*
- 👂 *Enable people who live and work here to thrive.*
- 👂 *Retain the unique character and traditions of Crested Butte.*
- 👂 *De-emphasize cars and focus on walking, biking, and transit.*
- 👂 *Continue to passionately care for our natural surroundings and forever protect Red Lady.*
- 👂 *Act on the urgency of climate change and prepare for the changes we expect from it.*

Critical to our success is an engaged community and knowledgeable and experienced staff.

AGENDA

Town of Crested Butte

Regular Town Council Meeting

Town Council Chambers

507 Maroon Ave; Crested Butte, CO

Monday, July 7, 2025

Meeting information to connect remotely:

<https://us02web.zoom.us/j/81835090891>

Join via audio: +1 719 359 4580 US +1 253 205 0468 US +1 669 444 9171 US +1 564 217 2000 US +1 646 931 3860 US +1 689 278 1000 US +1 305 224 1968 US +1 309 205 3325 US +1 360 209 5623 US +1 386 347 5053 US +1 507 473 4847 US
Webinar ID: 818 3509 0891

Public comments may be submitted at any time to the entire Council via email at towncouncil@crestedbutte-co.gov.

The times are approximate. The meeting may move faster or slower than expected.

6:00 WORK SESSION

1) Building Code Update: Debrief on 2021 Building Code and Upcoming 2024 Building Code Adoption.

Staff Contact: Community Development Director Mel Yemma

6:30 2) Community Plan Final Draft and Phase 2 Overview.

Staff Contact: Community Development Director Mel Yemma

7:00 REGULAR TOWN COUNCIL MEETING CALLED TO ORDER BY MAYOR OR MAYOR PRO-TEM

7:02 APPROVAL OF AGENDA

7:03 CONSENT AGENDA

1) June 16, 2025 Regular Town Council Meeting Minutes.

Staff Contact: Town Clerk Lynelle Stanford

2) Resolution No. 15, Series 2025 - A Resolution of the Crested Butte Town Council Adopting the Applicable Provisions of the Uniform Election Code of 1992 for the Coordinated Election to be Held on November 4, 2025 and Authorizing the Town Clerk and Other Appropriate Town Officials to Enter into an Intergovernmental Agreement with the Gunnison County Clerk and Recorder Concerning the Administration of Such Election.

Staff Contact: Town Clerk Lynelle Stanford

3) Award of Contract to National Car Charging LLC for the Town Operations DC Fast Charging Installation Project.

Staff Contact: Public Works Director Shea Earley

4) Grant of Easement for Whetstone Water and Sanitary Sewer Utility Connection.

Staff Contact: Public Works Director Shea Earley

5) Award of Contract to Dietrich Dirtwork and Construction, LLC. for the Whiterock Watermain Replacement.

Staff Contact: Public Works Director Shea Earley

6) Funding Agreement between the Town of Crested Butte and the Crested Butte Land Trust for a Conservation Easement for Cement Creek Ranch.

Staff Contact: Recreation, Open Space and Trails Supervisor Joey Carpenter

7) 2025 Crested Butte Arts Festival Special Event Application Closing Elk Avenue from 6th Street to 2nd Street, 5th Street, North of Elk Avenue, 4th Street, North of Elk Avenue, and 3rd Street, Alley to Alley from August 1, 2025 to August 3, 2025 and Special Event Liquor Permit.

Staff Contact: Town Clerk Lynelle Stanford

8) Resolution No. 16, Series 2025 - A Resolution of the Crested Butte Town Council Approving the Lease a Portion of the Property at 716 Elk Avenue to Gunnison County Metropolitan District.

Staff Contact: Property Manager RaeMarie Barry

9) Final Payment to Fixture Studio for the Town Hall Interior Renovation Project.

Staff Contact: Public Works Director Shea Earley

10) Approval of Easement Agreement with the Gunnison County Electric Association to Serve CBFPD Campus.

Staff Contact: Public Works Director Shea Earley

11) Approval of Easement Agreement with the Crested Butte Fire Protection District for Sewer Access and Maintenance.

Staff Contact: Public Works Director Shea Earley

The listing under Consent Agenda is a group of items to be acted on with a single motion. The Consent Agenda is designed to expedite Council business. Council members may request that an item be removed from Consent Agenda prior to the Council's vote. Items removed from the Consent Agenda will be considered under New Business.

7:05 PUBLIC COMMENT

The public has the opportunity to comment during the public comment period at the beginning of every regular Council meeting. At this time people may speak for up to five minutes on any topic that is not on the agenda. The Mayor may limit public comments to no more than three minutes if it appears there will be many comments on a similar topic. The public comment period is a time for the Council to listen to the people. Council generally should not engage in a two-way conversation at this time nor should the Council feel compelled to respond to the comments. If Council chooses to discuss or take action on a subject brought up during Public Comment that discussion should be held at the end of the Council meeting under "Other Business to Come Before the Council."

7:10 STAFF UPDATES

7:15 LEGAL MATTERS

7:20 NEW BUSINESS

1) Consideration of Adoption of the Community Plan.

Staff Contact: Community Development Director Mel Yemma

7:40 2) Resolution No. 17, Series 2025 - A Resolution of the Crested Butte Town Council Approving the 2025 Amended Affordable Housing Guidelines.

Staff Contact: Housing Director Erin Ganser

8:00 3) Spring 2025 Community Grant Recommendations.

Staff Contact: Interim Finance Director Rob Sweeney

8:15 COUNCIL REPORTS AND COMMITTEE UPDATES

8:20 OTHER BUSINESS TO COME BEFORE THE COUNCIL

8:25 DISCUSSION OF SCHEDULING FUTURE WORK SESSION TOPICS AND COUNCIL MEETING SCHEDULE

- Monday, July 21, 2025 - 6:00PM Work Session - 7:00PM Regular Council
- Tuesday, August 5, 2025 - 6:00PM Work Session - 7:00PM Regular Council
- Monday, August 18, 2025 - 6:00PM Work Session - 7:00PM Regular Council

8:30 ADJOURNMENT



Staff Report

July 7, 2025

To: Mayor and Town Council

Prepared By: Astrid Matison, Chief Building Official, Kaitlyn Archambault, Planner I, and Alexa Luger, Sustainability Civic Spark Fellow

Thru: Mel Yemma, AICP, Community Development Director

Subject: Building Code Update: Debrief on 2021 Building Code and Upcoming 2024 Building Code Adoption

Summary: The Town of Crested Butte is preparing to adopt the 2024 International Code Council (ICC) building codes in line with our three-year update cycle. This work session will:

- Debrief the 2021 building code adoption, with a focus on the electrification requirement.
- Summarize key changes in the 2024 ICC code updates.
- Solicit Council feedback before bringing an adoption ordinance forward in August.

The updated code would take effect January 2026.

Previous Council Action:

- **August 2022:** Adopted 2021 ICC codes with above-code electrification and energy efficiency requirements.
- **July 2023:** Adopted the State of Colorado's Plumbing and Fuel Gas codes (on a different timeline than the ICC codes)
- **March 2024:** Adopted the State's Colorado Model Electric Ready and Solar Ready Code (a requirement from the State of Colorado), adding stricter requirements for Electric readiness, EV charging and solar readiness for all new construction for both residential and commercial projects, major remodels and additions.

Background: Every three years (previously every six years), the Town adopts the ICC family of building codes to ensure public health, safety, and efficiency of construction practices within each jurisdiction.

About the Current Code: The Town currently enforces the 2021 ICC family of building codes, with above code provisions to advance the Town's climate action goals. The Town's above code

requirements (incorporating new requirements from the State's model electric and solar ready code) include:

Residential Construction	Commercial Construction
<p>New Construction</p> <ul style="list-style-type: none"> • Sprinklers: Required for all shared-wall units (duplexes, triplexes, multifamily). • Zero Energy Ready Home (ZERH) Certification: Required for all new residential units. • EV Charging Readiness: Must meet State EV infrastructure requirements. • All-Electric Requirement: Heating, hot water, and appliances must be electric. • Solid Fuel Devices: Require a HERS score of 30 or lower. <p>Remodels</p> <ul style="list-style-type: none"> • Energy Assessment: Optional for non-Level 3 remodels (subsidized by the Town). • Solid Fuel Devices: Require HERS score of 50 or lower. • Level 3 Remodels (exceeds 50% of work area): • <i>Historic Structures:</i> Must meet energy code while preserving historic structures. • Require an energy assessment. • Must meet EV readiness, electric-ready, and solar-ready standards. 	<p>New Construction</p> <ul style="list-style-type: none"> • International Green Construction Code (IgCC) Provisions: Requirements for water use, indoor air quality, site drainage, and onsite mixed-use recycling. • Solar Installation: Required for buildings 5,000 sq. ft. and larger; smaller buildings must be solar-ready per State Model Code. • EV Charging Readiness: Must meet State EV infrastructure requirements. • All-Electric Requirement: Applies to all systems except commercial kitchens. <p>Remodels</p> <ul style="list-style-type: none"> • Level 3 Remodels (exceeds 50% of work area): • Must meet EV readiness, electric-ready, and solar-ready standards. • Major additions (exceeds 50% of the existing building area) must meet EV readiness, electric-ready, and solar ready provisions.

Construction Summary under 2021 Code:

The following construction projects have been developed or are currently being developed under the 2021 code:

**Asterix means a development is still under construction and has not achieved its certificate of occupancy yet.*

Category	Number of Projects
Residential New Construction	<ul style="list-style-type: none"> • 15 Single Family Dwellings (only one SFD is complete) * • 4 Duplexes (Paradise Park)* • 2 Triplexes (Paradise Park)*
Residential Level 3 Alteration	<ul style="list-style-type: none"> • 5 Single Family Dwellings * • 1 Duplex*
Residential Remodel	<ul style="list-style-type: none"> • 20 Town Subsidized Home Energy Assessments • 5 SFD Level 3 Alterations Owner paid for Home Energy Assessments

Commercial New Construction	<ul style="list-style-type: none"> • 3 Multi-family buildings (34 units) (Mineral Point) * • 1 Mixed Use with 1 SFD*
Commercial Level 3 Alteration	<ul style="list-style-type: none"> • 4

Discussion: This work session is intended to debrief the 2021 building code and present the anticipated 2024 code changes for Council's review and feedback.

2021 Code debrief: To support this debrief, staff has prepared:

- An overview of enforcement and administration successes and challenges
- A summary of contractor and builder feedback
- A preliminary electrification case study from the Paradise Park development, along with a plan for future case studies as additional projects are completed and occupied

1. Enforcement and Administration Overview

When adopting several above-code requirements, the Town recognized the need for builder awareness and education to successfully implement the 2021 code. Staff launched several education efforts, including:

- Building code fact sheets and FAQs
- Regional contractor training programs in partnership with the other Gunnison Valley Jurisdictions and supported with grant funding from the Colorado Energy Office
- Development of a [ZERH best practices guide](#) for architects and builders and is posted on the Town website.

These resources were continually refined based on contractor feedback and evolving best practices.

The Town also gained direct experience as the developer of the nine-unit Paradise Park project, which provided valuable insight into code administration. Key challenges included:

- Navigating the ZERH certification process
- Identifying cost-effective all-electric heating systems amid rising material and labor costs

Through this project, staff shifted from a more expensive radiant in-floor system with an air-to-water heat pump to a more affordable air-to-air heat pump with mini-split systems. Lessons learned from this process informed the development of the ZERH toolkit now used to support future builders.

2. Contractor and Builder Feedback

A short survey was sent out to a targeted list of local builders and contractors regarding their experience with the 2021 Building Code. Six people responded to the survey who had worked on new residential, residential remodel and commercial remodel projects under the 2021 Building Code and were predominantly familiar with or had implemented all-electric requirements, EV ready infrastructure, solar-ready requirements and Zero Energy Ready Home (ZERH) certification. A few respondents shared concerns with all-electrification and efficiency standards causing building to become even more cost prohibitive. Two respondents said they would be interested in

participating in discussions regarding the upcoming code changes and two respondents said they might possibly be interested. Staff will follow up with respondents accordingly.

While participation in the survey was limited, ongoing conversations with the Town's building official throughout the implementation of the 2021 building code revealed a notable shift. Initially, there was some confusion and hesitation around new requirements, particularly with navigating the ZERH program and the use of heat pumps. Over time, however, understanding and acceptance grew, with some contractors now expressing support for the ZERH program for using modeling up front in the design phase, as well as offering positive feedback on the performance of heat pumps, including surprise at how well they function in cold climates.

3. Paradise Park Case Study

Because several homes are still under construction or have not yet been occupied for a full year, available information on building performance and occupant comfort remains limited. However, staff has prepared an initial case study for a Paradise Park unit that has been occupied since February, attached to this staff report. Additional case studies will be developed as more all-electric projects, such as Mineral Point and privately built residences, are completed and lived in. One homeowner requested to delay participation until their home has been occupied longer.

To support more robust findings, the Town partnered with Nunatek Energy to install energy monitoring devices in the Paradise Park homes. These monitors will track real-time energy use and performance across multiple seasons, providing valuable data on electric heating, cooling, and water heating systems. Staff recommends allowing a full year of data collection, paired with homeowner testimonials, before conducting a more thorough review and debrief of case studies.

The current case study highlights a design decision to switch from a planned air-to-water radiant in-floor system to a more cost-effective air-to-air ductless minisplit system. It also documents the learning curve associated with newer heating technologies, such as how thermostats operate, how to monitor utility bills for backup electric resistance heat activation, and how to manage ice buildup on outdoor units.

Staff is also exploring a partnership with GV HEAT to expand case studies through the GreenDeed program, with a particular focus on electric conversions to heat pumps and heat pump water heaters.

2024 Building code changes: Staff is not recommending any new above-code provisions at this time, except for one addition aligned with the 2025 Climate Action Plan:

- Require all remodels to undergo an energy assessment to collect data on the Town's existing building stock and provide homeowners with information on potential energy efficiency upgrades. *The Town currently subsidizes these assessments (currently \$550 each) and can continue to budget for this support to minimize homeowner costs.*

Otherwise, staff recommends maintaining the current above-code requirements to allow for continued builder education, data collection, and consistent code enforcement before considering additional changes. This update will also include a review and cleanup of the Town's building code chapter to resolve any inconsistencies with the Colorado Model Electric and Solar Ready Code.

Key Changes from the 2021 to 2024 ICC Codes

Administration	<ul style="list-style-type: none"> Requires jurisdictions to retain permits, fees, plans, and inspection reports (already Town practice).
Safety	<ul style="list-style-type: none"> Prohibits solar panels below emergency escape and rescue windows.
Definitions	<ul style="list-style-type: none"> Introduces a new definition of a "sleeping unit." Requires the Town to define "significant addition" per the Colorado Model Electric and Solar Ready Code.
Energy Efficiency	<ul style="list-style-type: none"> Tighter window/skylight efficiency standards. Reduced roof insulation requirement from R-60 to R-49 (ZERH still requires R-60). Minimum efficiency for heat recovery systems. Limits electric resistance space heating to under 2 kW. Requires controls for outdoor heating, snowmelt, and heat trace systems. Adds efficiency standards for gas fireplaces (applicable to remodels) Efficiency and controls standards for lighting equipment. New energy efficiency minimum credits requirements for residential and commercial buildings. Tightens blower door test leakage rate from 3.0 to 2.5 ACH maximum. Requires make up air for clothes dryer ducts exhausting more than 200 cubic feet per minute. Efficiency requirements for ERV or HRV appliances
Accessibility	<ul style="list-style-type: none"> Adds new accessibility requirements for existing building- alterations and additions shall not reduce accessibility to a structure, and accessible route to primary function shall include accessible bathrooms and drinking fountains serving the primary function. The cumulative costs of providing the accessible route, toilet facilities and drinking fountains are not required to exceed 20 percent of the costs of the <i>alterations</i> affecting the area of <i>primary function</i>. Updates braille and raised-letter signage standards.

ZERH program changes

- Simplified into a single compliance pathway (previously there were 3 options)
- Continues to require R-60 roof insulation (unchanged from the Town's current standards)

Future Code Changes: Looking ahead to 2026, there will be additional State-mandated code requirements for Town Council to consider, including:

- A Wildfire Resiliency Code
- A Colorado Model Single Stair Reform Code aimed at reducing multi-family construction costs

The State has not yet released the Wildfire Resiliency Code, but once it is published, the Town will have nine months to adopt it. Staff recommends incorporating further research of the wildfire resiliency requirements, particularly required materials, into the Town's Design Standards update, which will begin this fall, and then returning to Council in 2026 to formally amend the building code.

Although Crested Butte is currently exempt from adopting the single stair reform code due to its population, staff recommends evaluating this model code as a potential affordability tool during the upcoming Zoning Code update and returning to Council for a future policy discussion.

Climate Impact: Regulating Crested Butte’s building stock (both new construction and renovations) remains one of the Town’s most effective strategies to reduce building energy related greenhouse gas (GHG) emissions, which account for approximately 93% of the Town’s total emissions.

This building code update supports Crested Butte’s ongoing climate goals by:

- Reducing new and future building emissions through energy efficiency and electrification
- Expanding the use of home energy assessments to collect valuable data on the existing building stock, to then support targeted incentives, rebates, and homeowner education to help reduce energy use and lower utility bills

Financial Impact: There are no proposed changes to building permit fees at this time nor anticipated financial impacts to the Town.

Legal Review: The Town Attorney has reviewed the proposed updates to align with the 2024 ICC codes and has no concerns or recommended changes at this time. Following Council's feedback during this work session, the Town Attorney will assist in drafting the formal ordinance for consideration.

Recommendation: Staff requests that Council ask questions and provide feedback on the 2021 building code debrief and the proposed 2024 code updates. Using this feedback, staff will prepare the building code update ordinance for first reading on August 5.

ATTACHMENTS

1. Builder/Contractor Survey Results
2. Paradise Park Electrification Case Study



Staff Report

July 7, 2025

To: Mayor Billick and Town Council

Prepared By: Mel Yemma, AICP, Community Development Director

Thru: Dara MacDonald, Town Manager

Subject: *Work Session:* Final Draft of the Community Plan and Phase 2 Overview,
Regular Meeting: Consideration of Community Plan Adoption

Summary: This work session will present the final draft (“Final Draft CP”) of the Community Plan (“CP”), which was refined based on Council and BOZAR’s feedback from the May 19 work session, and additional BOZAR feedback on June 24. This work session will also introduce what phase 2 of the CP will look like, including the zoning code update and complementary 5-year housing and community spaces strategies, to clarify how the CP provides the vision and recommendations, and phase 2 will implement the recommendations. Pending Council discussion during the work session, the CP may be considered for adoption as part of the regular meeting.

Previous Council Action: On May 19, 2025, the Town Council held a joint work session with BOZAR to discuss a refined draft of the CP, including proposed intent and recommendations for each plan focus area.

Background: *About the Draft CP:* The CP identifies a long-term vision to improve Crested Butte’s livability, functionality, and sense of community by aligning the Town’s development regulations with the community’s values and strategic goals. The CP seeks to incentivize private-sector investment in community-serving housing and spaces for businesses and non-profits to address Crested Butte’s pressing local challenges, including an escalating affordability crisis, a vulnerable and concentrated economy, a decline in full-time residency, and zoning regulations that are underproducing the housing and infrastructure the community needs.

The Final Draft CP is grounded in a clear, values-driven vision shaped by the Community Compass—centered on “keeping Crested Butte, Crested Butte” by retaining and growing a strong year-round community. It outlines a set of strategies and recommendations to realize this vision, with implementation beginning through a comprehensive zoning code update and two five-year implementation strategies (housing and community spaces), both launching this summer with further detailed analysis and expanded engagement.

Discussion: *Final Draft Refinements:* This agenda item provides Council the opportunity to discuss the refinements made to the Final Draft CP and determine if any final changes are needed before considering adoption. Adoption signifies endorsement of the plan’s vision, strategies, and recommendations. These elements will then move forward into implementation, supported by continued technical analysis, robust community engagement, and further Council input, as part of Phase 2.

Key revisions made in the final draft include:

- Updated language to change the CP goal from “stimulate” be more about guiding development to better produce community needs
- Simplified and clarified recommendations throughout the plan
- Clarified that the plan does not recommend eliminating parking requirements but rather right-sizing them by lowering residential minimums
- Refined parking strategy to emphasize leveraging payment-in-lieu for community-wide transportation solutions rather than development-by-development private parking
- Updated Bellevue Avenue to serve as a flexible, incentive-driven test case, while also accounting for a need to update the Town’s PUD process
- Pulled back Sixth Street recommendations to focus on improving the PUD process to include clear community outcomes/requirements while learning from Bellevue’s outcomes before introducing additional flexibility like added height. This item continues to have mixed feedback from advisory committee and BOZAR members, which will be flagged for Council discussion. Feedback ranges from offering more incentives on Sixth Street to downzoning Sixth Street to splitting Sixth Street into two separate zones, with one having incentives (north of Elk Avenue) and one having lower height requirements than what is allowed today (at the entrance to Town). Staff believes focusing on PUDs at this time best meets the common ground within this feedback, but will include this item for discussion at the work session.
- Expanded the “What’s Next” section previewing the Housing and Community Spaces strategies

Phase 2 Overview: Following adoption of the CP, the Town will immediately begin implementation. The CP is funded by the Strong Communities grant, which requires zoning code amendments by November 2026. Beyond this mandate, the Town is committed to ensuring the plan is actively used and not left on a shelf.

This agenda item also seeks Council feedback on the scope and process of Phase 2 implementation, which includes:

- 1) ***Zoning Code Update:*** Staff, in coordination with the Town Attorney, will lead a comprehensive zoning code update. The code will be evaluated holistically to integrate state model standards, incorporate CP recommendations, and align with the forthcoming Design Standards update (a key outcome of the Historic Preservation Plan (HPP)). Key focus areas include:
 - Incentives and flexibility identified in the CP to support housing and community spaces
 - Improve clarity, reduce redundancy, and eliminate inconsistencies
 - Streamline review processes to support desired outcomes
 - Alignment/implementation of HPP recommendations

Proposed Process:

Phase 1 (July–September): Code Structure & Development Review Process

- Internal staff and attorney working group to review structure, address inconsistencies, integrate CP content, and draft code
- Monthly BOZAR work sessions to assess development review procedures and identify process improvements (e.g., administrative review, review authority)
- *By end of Phase 1: Initial redline draft of the code, including proposed processes, and identified focus areas for feedback.*

Phase 2 (October–January): Community Engagement & Technical/Market Analysis

- Final Compass Navigation committee meeting to mark the transition from planning to implementation
- BOZAR/Council joint work session to review phase one findings and discuss alignment
- Targeted community meetings with property owners by zone district
- Consultant-supported technical and market analysis to refine key zoning recommendations (e.g., Bellevue Avenue and ADU incentives, ROAH review, subdivision/micro-lot opportunities, payment-in-lieu of parking, and deed restrictions/covenants). *This will be the same consultant as the 5-year strategies to ensure tie into those processes.*
- Design Standards update will also begin during this time. Survey work through the summer/fall of the new Early Recreation Era period of significance (1961-1984) will help to inform these updates.
- *By end of Phase 2: Property owners and the community will have had an opportunity to learn about the proposed changes and provide feedback. A refined redline incorporating feedback and technical/market analysis will be complete.*

Phase 3 (February–May): Code Refinement & Adoption

- Continued refinement with BOZAR and Council, including another joint work session
- Final redline prepared and recommended for adoption by BOZAR and adopted by Council
- 5-Year Housing and Community Spaces Strategies will be in development and near completion
- Design Standards update will be underway
- *By the end of Phase 3: A new zoning code will be adopted, and the Community Development Department will be prepared for implementation.*

- 2) **5-Year Housing Strategy:** This tactical strategy will advance the CP’s housing goal to expand, diversify, and distribute community-serving housing.

Proposed Process and Scope:

Phase 1 (August–December): Program Review & Analysis

- Review and summarize the evolution and performance of Crested Butte’s existing housing program
- Refine the CP’s definition of “community-serving housing”, including analyzing against national and industry standards (typically tied to funding requirements)
- Evaluate findings of the Housing Needs Assessment and demographic trends and assess how existing inventory and upcoming projects align with the identified needs, as well as the CP vision
- Review and assess past and current projects, funding sources, and partnerships for lessons learned and opportunities moving forward
- Identify existing and projected gaps (such as unit types, income categories, etc.)
- *Program review and analysis will primarily be conducted with a staff and consultant team, with targeted stakeholder interviews.*

Phase 2 (January–May): Strategy Development

- Prioritize key challenges to focus on over the next five years
- Establish clear success measures tied to the housing to track progress
- Identify 5-year priority actions (where should the Town focus and prioritize its resources/investment for the next 5-years?), such as programs, partnerships, funding approaches, future projects to prepare for, etc.
- Set the stage for a future Regional Housing Action Plan
- *Strategy development will include Town Council work sessions for active guidance and prioritization.*

3) 5-Year Community Spaces Strategy: This starting strategy will define and begin to explore facilitating the CP’s goal to preserve and grow community-serving spaces.

Proposed Process and Scope:

Phase 1 (August–December): Definition & Market Analysis

- Review and summarize the evolution of Crested Butte’s economic landscape
- Define and categorize “community spaces” in more detail
- Analyze existing commercial and nonprofit services and identify service gaps and risks of displacement or transition in key sectors
- Conduct stakeholder interviews to better understand current landscape and future risks/threats (e.g., childcare, health, retail, trades, nonprofits)
- *Market analysis will primarily be conducted with a staff and consultant team, with targeted stakeholder interviews, with a Town Council work session to discuss defining community spaces.*

Phase 2 (January - May): Strategy Development

- Prioritize key challenges to focus on over the next five years

- Establish clear success measures tied to the community spaces to track progress
- Identify 5-year priority actions (where should the Town focus and prioritize its resources/investment for the next 5-years?), such as programs, partnerships, projects, etc.
- *Strategy development will include Town Council work sessions for active guidance and prioritization.*

Climate Impact: The CP supports the goals of the Climate Action Plan and the Transportation Mobility Plan by integrating land use with transportation. This approach is intended to create more opportunities for residents to live closer to where they work, thereby reducing vehicle emissions. The plan focuses on identifying these opportunities within Town limits, while coordination with Gunnison County through the Corridor Plan will expand this integration at the regional level.

Financial Impact: The development of the Draft CP was funded through a \$200,000 grant from the Colorado Department of Local Affairs, with an additional \$150,000 match from the Town over 2024 and 2025. While updates to the zoning code will not result in additional financial impacts, further financial incentives, programs, and Town-led development opportunities will be explored as part of the forthcoming 5-Year Housing and Community Spaces strategies, which will begin this summer.

Legal Review: The Town Attorney has reviewed the zoning code considerations included in the Draft CP and confirmed their feasibility. The Attorney will continue to work with staff throughout the code update process to ensure the final code is clear, concise, defensible, and user-friendly for both the Town and the development community, and that it effectively enables the CP vision.

Recommendation: Staff requests Council provide input on the Final Draft CP, as well as the proposed scopes of the upcoming 5-year strategies as part of phase 2. Pending the discussion of the work session, during the regular meeting, staff recommend the Council consider adopting the Community Plan and initiating phase 2 or continuing until the July 21 meeting to consider adoption. Lastly, Council member Kent Cowherd provided a letter to the Crested Butte News about the CP, which staff recommends Council review and consider approving to submit to the paper. Pending whether Council chooses to adopt the plan at this meeting or not, the letter can be adjusted to reflect this decision.

ATTACHMENTS:

1. Final Draft Community Plan
2. Draft Letter to the Crested Butte News about the CP

MINUTES
Town of Crested Butte
Regular Town Council Meeting
Monday, June 16, 2025

Mayor Billick called the meeting to order at 7:00PM.

Council Members Present: Mayor Ian Billick, Mallika Magner, Kent Cowherd, John O’Neal, Anna Fenerty, and Gabi Prochaska (via Zoom)

Staff Present: Town Attorney Karl Hanlon, Town Clerk/Acting Town Manager Lynelle Stanford, Community Development Director Mel Yemma, Finance Director Kathy Ridgeway, Interim Finance Director Rob Sweeney, Planner I Kaitlyn Archambault, and Housing Director Erin Ganser

Recreation Coordinator Lloyd Heirshberg, Recreation, Open Space and Trails Supervisor Joey Carpenter, Parks, Recreation, Open Space and Trails Director Janna Hansen, and Public Works Director Shea Earley (via Zoom) (for part of the meeting)

APPROVAL OF AGENDA

Billick recommended that Council Reports occur before New Business item number three, on the Community Plan, which would be addressed if time allowed.

Magner moved and Fenerty seconded a motion to approve the agenda, switching Council Reports with the Community Plan discussion. A roll call vote was taken with all voting, “Yes.” **Motion passed unanimously.**

CONSENT AGENDA

1) June 2, 2025 Regular Town Council Meeting Minutes.

Staff Contact: Town Clerk Lynelle Stanford

2) 4th of July Parade and Block Party Special Event Application Closing Elk Avenue from 9th Street to 2nd Street; 2nd Street from Elk Avenue to Whiterock Avenue, including the Water Fight Zone at Big Mine Park and Special Event Liquor Permit for 3rd Street on July 4th, 2025.

Staff Contact: Town Clerk Lynelle Stanford

3) Quarter 1 2025 Financial Update.

Staff Contact: Finance Director Kathy Ridgeway

4) Spring 2025 Community Grant Recommendations.

Staff Contact: Finance Director Kathy Ridgeway

5) Resolution No. 13, Series 2025 - A Resolution of the Crested Butte Town Council Authorizing the Town Manager to Sign and Intergovernmental Agreement with the Gunnison County Weed District Regarding Undesirable Plant Management.

Staff Contact: Parks, Recreation, Open Space and Trails Janna Hansen

6) Letter of Support for the Mountain Express Bus Storage, Maintenance, and Operations Facility for the Federal Transit Administration (FTA) Section 5339(b) Competitive Grant Program.

Staff Contact: Town Manager Dara MacDonald

7) Resolution No. 14, Series 2025 - A Resolution of the Crested Butte Town Council Authorizing the Town Manager or Their Designee to Submit a Funding Request to DOLA's Local Planning Capacity Grant Program on Behalf of the Town of Crested Butte.

Staff Contact: Community Development Director Mel Yemma

8) Tony's Speakeasy: A Black & White Affair Special Event Application and Special Event Liquor Permit, Closing 4th Street from Elk Avenue to Maroon Avenue and the Parking Lot, on Wednesday, July 2nd, 2025.

Staff Contact: Town Clerk Lynelle Stanford

Fenerty removed item number four, Spring 2025 Community Grant Recommendations, from the Consent Agenda.

O'Neal moved and Fenerty seconded a motion to approve the Consent Agenda with item number four, Community Grant Recommendations, removed. A roll call vote was taken with all voting, "Yes." **Motion passed unanimously.**

PUBLIC COMMENT

Billick summarized written comments received from Jackson Petito on KBUT's behalf; James Wright; Dan Perron and Traci Schauermann; Steve Moore and Martha Griffin; and Caren Carroll.

Frances Toohey, who reported to live on Gothic Avenue; Dan Perron and Traci Schauermann; Scott Harris; George Crump, who lives in Pitchfork; Mitchell Robertson; Ryan Hall and Sara Hall, from Mt. Crested Butte; and Dr. Matthew Ruiz, spoke.

There were nine people in attendance at the meeting that agreed there was a need caused by changes at a gym in Mt. Crested Butte.

STAFF UPDATES

Stanford and Earley added updates.

LEGAL MATTERS

None

PRESENTATION

1) Crested Butte/Mt. Crested Butte Chamber of Commerce Winter 2024 - 2025 Visitors Center Report by Executive Director Heather Leonard.

Leonard presented and fielded questions.

2) Gunnison County Metropolitan District (MetRec) Executive Director Derrick Nehrenberg Regarding their Master Plan.

Nehrenberg presented and answered questions.

PUBLIC HEARING

1) Transfer of Liquor License at 411 3rd Street to The Gourmet Noodle LTD DBA Gourmet Noodle.

Staff Contact: Town Clerk Lynelle Stanford

Billick confirmed proper public notice was given. Robert Hyre introduced himself. Billick opened the public hearing. No one from the public commented, and the public hearing was closed.

Fenerty moved and Magner seconded a motion to transfer the liquor license. A roll call vote was taken with all voting, “Yes.” **Motion passed unanimously.**

NEW BUSINESS

1) Consideration of Transfer of Ownership of the Property at 606 6th Street (Center for the Arts) to The Center for the Arts.

Staff Contact: Finance Director Kathy Ridgeway and Town Attorney Karl Hanlon

Billick stated that, as the conflict of interest no longer existed, he would no longer recuse himself from matters related to The Center for the Arts.

Jillian Liebl and Brett Henderson presented. Hanlon elaborated. There were questions and discussions amongst the Council.

Liebl and Henderson agreed to return to the Council during the July 21st, 2025, Council meeting.

2) Referral Letters for Two Gunnison County Development Proposals: Lower Verzuh and Scenic Butte.

Staff Contact: Community Development Director Mel Yemma

Yemma outlined changes made per suggestions from the Council.

Prochaska moved and Fenerty seconded a motion to approve the letters. A roll call vote was taken with all voting, “Yes.” **Motion passed unanimously.**

COUNCIL REPORTS AND COMMITTEE UPDATES

The Council agreed to discuss the Gunnison Valley Regional Housing Authority on a future agenda.

NEW BUSINESS CON’T

4) Community Plan Draft Consideration and Phase 2 Overview (Community Spaces and Housing Plan).

Staff Contact: Community Development Director Mel Yemma

The agenda item was postponed to the next meeting.

OTHER BUSINESS TO COME BEFORE THE COUNCIL

The grant discussion, previously on the Consent Agenda, was moved to the next meeting.

DISCUSSION OF SCHEDULING FUTURE WORK SESSION TOPICS AND COUNCIL MEETING SCHEDULE

- Monday, June 30, 2025 - 6:00PM Intergovernmental Dinner Meeting
- Monday, July 7, 2025 - 6:00PM Work Session - 7:00PM Regular Council
- Monday, July 21, 2025 - 6:00PM Work Session - 7:00PM Regular Council
- *Tuesday*, August 5, 2025 - 6:00PM Work Session - 7:00PM Regular Council

ADJOURNMENT

Mayor Billick adjourned the meeting at 9:56PM.

Ian Billick, Mayor

Lynelle Stanford, Town Clerk (SEAL)



Staff Report

July 7, 2025

To: Mayor and Town Council
Thru: Dara MacDonald, Town Manager
From: Lynelle Stanford, Town Clerk

Subject: Resolution No. 15, Series 2025 - A Resolution of the Crested Butte Town Council Adopting the Applicable Provisions of the Uniform Election Code of 1992 for the Coordinated Election to be Held on November 4, 2025 and Authorizing the Town Clerk and Other Appropriate Town Officials to Enter Into An Intergovernmental Agreement with the Gunnison County Clerk and Recorder Concerning the Administration of Such Election.

Date: June 23, 2025

Summary:

It is required that the Town notifies the County Clerk in writing by July 25, 2025, that the Town intends to participate in the coordinated election on November 4, 2025. Resolution No. 15, Series 2025 authorizes the Town Clerk and other appropriate Town officials to sign the intergovernmental agreement with the Gunnison County Clerk and Recorder regarding the conduct and administration of the election as well as other documents concerning the administration of the election.

Other notable dates regarding the election:

- August 6, 2025, is the first day that nomination petitions (for Council seats and the Mayor's seat) may be circulated.
- August 26, 2025, is the last day for the coordinating political subdivision to sign intergovernmental agreements for the coordinated election.
- August 29, 2025, is the last day that nomination petitions may be circulated and signed. The nomination petitions are due to the Clerk's office by close of business at 5PM.
- September 5, 2025, is the last day to certify ballot content.

Staff Recommendation:

To approve Resolution No. 15, Series 2025 as part of the Consent Agenda.

Recommended Motion:

Motion to approve Resolution No. 15, Series 2025 as part of the Consent Agenda.



Staff Report

July 7, 2025

To: Mayor and Town Council

Thru: Dara MacDonald, Town Manager

From: Shea D Earley, Director of Public Works

Subject: Award of Contract to National Car Charging LLC for the Town Operations DC Fast Charging Installation Project

Summary:

Town Staff has received estimates from National Car Charging LLC, a certified Kempower dealer and installer, for the DC Fast Charging Equipment for Town fleet. This project is subsidized by the State with the Fleet-ZERO grant.

Background:

The Town budgeted \$600,000 in addition to \$148,000 provided by the Fleet-ZERO grant for the project. The project consists of the installation of 2 Kempower Charging units in addition to a dual port satellite charger. National Car Charging LLC has provided a quote for the procurement, installation, and commissioning of the new DC Fast Charging units at \$352,035.80. Pricing does not include electrical equipment and labor provided by GCEA. See table below for project budget summary.

DC Fast Charging at Public Works Total Project Budget	
GCEA Equipment (Estimate)	\$150,000
Construction Costs	\$352,035.80
Fleet Zero Grant	(\$148,000)
Engineering During Construction	\$25,000
In-Kind Labor Costs (Estimate)	\$20,000
Total Project Cost	\$399,036

Recommendation:

Staff recommends award of the Procurement and Installation of DC Fast Charging Equipment for Town Fleet Project to National Car Charging LLC.

Proposed Motion:

A Council member should make a “Procurement and Installation of DC Fast Charging Equipment for Town Fleet Project to National Car Charging LLC., in an amount not to exceed \$352,035.80” as part of the Consent Agenda.

Attachments: National Car Charging Contract



Staff Report

July 7, 2025

To: Mayor and Town Council

Prepared By: Shea D Earley, Public Works Director

Thru: Dara MacDonald, Town Manager

Subject: Grant of Easement for Whetstone Water and Sanitary Sewer Utility Connection

Summary:

The Whetstone Workforce Housing Project is seeking to connect their water and sanitary sewer utility into the Town of Crested Butte's existing Waterworks. In order to make the final connections to the Town's systems, the execution of an easement(s) agreement is necessary for the purposes of access, construction, and maintenance of the portion of the utility infrastructure located on Town property.

Previous Council Action:

Following two years of preliminary engineering and extensive discussion, the Town Council approved a Utility Extension Agreement to Provide Water and Sewer Service on July 15, 2024. That agreement was replaced with an updated agreement dated October 7, 2024.

Discussion:

The proposed utility easement agreement is necessary for the construction, maintenance, and access of the Whetstone Development's water and sanitary sewer utility connection to the Town's system. The proposed sanitary sewer and water connection points are located at the intersection of 7th and Red Lady and at the southern end of 9th street, respectively. See image below.



Staff Report

July 7, 2025

To: Mayor and Town Council
Thru: Dara MacDonald, Town Manager
From: Shea D Earley, Director of Public Works
Subject: Award of Contract to Dietrich Dirtwork and Construction, LLC. for the Whiterock Watermain Replacement

Summary: In the May 29th edition of the Crested Butte News Paper, the Public Works Department published a Request for Proposal for the Whiterock Watermain Replacement Project. Bids were received by the Public Works Department and JVA until 2:00 PM on Monday, June 16th, 2025, at which time they were opened and publicly read aloud. The Town received bid proposals from two contractors:

Dietrich Dirtwork and Construction
Lacy Construction

The bid proposals were reviewed by the Public Works Department and JVA Inc.

Background: The Town budgeted \$1,500,000.00 for the project. The project consists of the abandonment of existing water main and the installation of approximately 1,200 linear feet of new ductile iron 6-inch water main, 2 fire hydrants, and all services taps within the 300, 400, and the western half of the 500 block between Whiterock and Sopris Ave. Dietrich Dirtworks and Construction LLC. came in as the low bid with a cost of \$709,348.00.

Recommendation: Staff recommends awarding the Whiterock Watermain Replacement Project to Dietrich Dirtwork and Construction LLC

Proposed Motion: A Council member should make a motion “to award the Whiterock Watermain Replacement Project to Dietrich Dirtwork and Construction LLC., in an amount not to exceed \$709,348.00” as part of the consent agenda.

Attachments: Whiterock Watermain Replacement Contract



Staff Report

July 7th 2025

To: Mayor Billick and Town Council

Prepared By: Joey Carpenter: Recreation, Open Space & Trails Supervisor

Thru: Janna Hansen: Parks, Recreation, Open Space & Trails Director

Subject: Funding Agreement between the Town of Crested Butte and the Crested Butte Land Trust for a Conservation Easement on Cement Creek Ranch.

Summary: The Cement Creek Ranch is a 121 acre private federal inholding surrounded by USFS lands. The Crested Butte Land Trust has worked with the landowners over several years to structure a conservation easement opportunity to assure this land will not be subdivided and further developed.

The Crested Butte Land Trust is seeking \$400,000 from the Towns dedicated Open Space portion of the Real Estate Transfer Tax to fund the purchase of this conservation easement from the private landowners.

Previous Council Action: None

Background: The seasonally accessible 121-acre federal inholding of Cement Creek Ranch includes 80 acres of pristine wetlands, an ancient spring, pristine wildlife habitat, two miles of cement creek, and several areas that could be subdivided off in a largely undeveloped area.

Basic details of the Conservation Easement include not exceeding current square footage of buildings currently constructed and continuing to preserve the high-quality riparian habitat. No further subdivision would be permitted, and no public access is included.

The land will remain under private ownership, with CBLT holding the conservation easement. The Cement Creek Ranch parcel is a significant remaining piece of the conservation puzzle in the upper valley. This project represents important wildlife, scenic and agricultural connectivity across public and private land. Specific wildlife habitat benefits of the project include undeveloped forage-rich land and vegetative cover for big game moving through the valley. With water rights attached to the Conservation Easement upon closing, the Cement Creek Ranch CE will also protect valuable water resources.

Climate Impact: While difficult to measure due to myriad development scenarios, preserving wetland and riparian habitat has strong positive impacts on the local watersheds and wildlife habitat.

Financial Impact: The Crested Butte Land Trust is seeking \$400,000 from the dedicated Open Space portion of Town's Real Estate Transfer Tax to acquire a conservation easement on the Cement Creek Ranch inholding. No monies were allocated in the 2025 budget for conservation easement purposes, as deals are often not ready during the budget cycle to reliably predict their timing over the fiscal year.

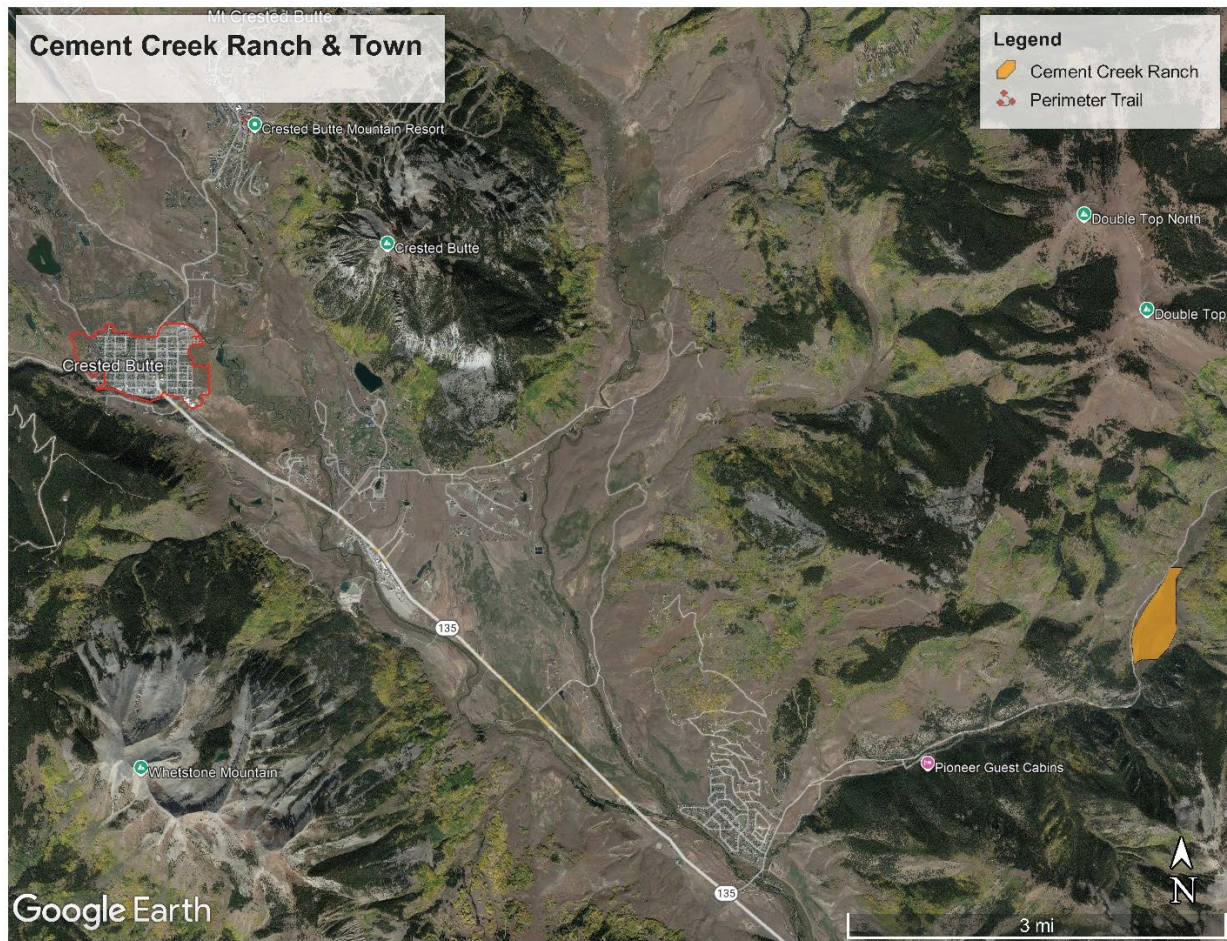
Other Contributors:

- CBLT: \$360,000 cash, \$52,500 in general project costs
- 1% for Open Space: \$115,000
- Gunnison Valley Land Preservation Fund: \$125,000
- Keep it Colorado: \$48,500 (Transaction Costs)
- Landowners: \$215,000 (Donated Portion)

Legal Review: Terms of the easement are not yet finalized. However, there is a clause in the funding agreement that terms will be vetted and approved by staff & legal.

Recommendation: Approve the Town Manager to enter into a funding agreement with the Crested Butte Land Trust for the Cement Creek Ranch Conservation Easement, to be held by CBLT.

Proposed Motion: Move to approve the Town Manager to enter into the Funding Agreement for \$400,000 with the Crested Butte Land Trust to acquire a Conservation Easement on the Cement Creek Ranch.





*Wetlands and Cement Creek provide a richly biodiverse ecosystem of plants and wildlife at Cement Creek Conservation Easement.
Photo by Xavier Fane.*



Staff Report

July 7, 2025

To: Mayor and Town Council
Thru: Dara MacDonald, Town Manager
From: Lynelle Stanford, Town Clerk

Subject: 2025 Crested Butte Arts Festival Special Event Application Closing Elk Avenue from 6th Street to 2nd Street, 5th Street, North of Elk Avenue, 4th Street, North of Elk Avenue, and 3rd Street, Alley to Alley from August 1, 2025 to August 3, 2025 and Special Event Liquor Permit.

Date: June 23, 2025

Summary:

Andrew Arell, on behalf of the Crested Butte Society Inc., submitted a special event application and special event liquor permit for 2025 Crested Butte Arts Festival scheduled for Friday, August 1, 2025, through Sunday, August 3, 2025. The event will be open Friday night, from 5:00PM to 8:00PM, Saturday from 10:00AM to 6:00PM, and Sunday from 10:00AM to 5:00PM. Elk Avenue will re-open Sunday evening, around 9:00PM. Breakdown and clean-up on the side streets will conclude Monday by 10:00AM.

Beginning midnight, Friday, August 1, Elk Avenue, from the mid-500 block to 2nd street; 3rd Street from alley to alley; 4th Street from the intersection to halfway toward the alley between Elk Avenue and Maroon Avenue; and 5th Street from the intersection to the alley between Elk Avenue and Maroon Avenue, will be closed. The Mountain Express bus lane and bus stop will remain open and in use during this event. The buses will be able to turn east on Elk Avenue to proceed south on 6th Street. Incoming traffic will not be allowed to turn west on to Elk Avenue. The parking lot on the northwest corner of Elk Avenue and 6th Street will remain open during the event.

On Sunday, August 3, Elk Avenue will be closed, from the Zero Block to 6th Street, with the Farmers Market in the Zero and 100 Blocks, and the Art Market in the 1st and Elk parking lot. The Rubber Ducky Race is also scheduled for Sunday, beginning at 1:40PM.

The Arts Festival will feature approximately 130 to 150 art vendors, around ten nonprofit outreach booths, an art auction tent, a kids' craft tent, less than five food vendor booths/trucks, an entertainment stage, and an outdoor beer/wine garden. Booths and vendors will be placed in between restaurant and retail parklets. There will be no admission fees to the event.

The event organizer has also submitted a special event liquor permit application for August 1 through August 3, 2025. The alcohol permitted area will be on 3rd Street, north of Elk Avenue, from Elk Avenue to the alley. The liquor licensed boundary will be clearly marked by fencing, with one ingress/egress, controlled by volunteers and signage.

Recommendation:

To approve the 2025 Crested Butte Arts Festival special event application and special event liquor permit as part of the Consent Agenda.



Staff Report

July 7, 2025

To: Mayor and Town Council

Prepared By: RaeMarie Barry, Property Manager

Subject: Resolution 16, Series 2025 - A Resolution of the Crested Butte Town Council approving the lease of a portion of the property at 716 Elk Avenue to Gunnison County Metropolitan Recreation District.

Date: June 25, 2025

Summary: Gunnison County Metropolitan Recreation District (MetRec) is a special district that provides recreation services to Gunnison County and a portion of Saguache County. MetRec desires to rent space in the North Valley. MetRec would be a new tenant to Town, and they want to lease the North-end office space of the building at 716 Elk Avenue, commonly known as The Depot.

Discussion: The potential tenant has agreed to pay the amount of \$1,764 per month for the first year, at a rate of \$3 a square foot. This price is below market value of \$4 and the target price decided by the Council. A 1-year lease without an automatic renewal is in the Town's best interest.

Climate Impact: None

Financial Impact: No significant impact.

Legal Review: The Town Attorney has reviewed and approved of the resolution and lease.

Recommendation: Staff recommends approval of Resolution No. 16, Series 2025.

Proposed Motion: A Council member may make a motion, "to approve Resolution No. 16, Series 2025" as part of the Consent Agenda.



Staff Report

July 7, 2025

To: Mayor and Town Council
Thru: Dara MacDonald, Town Manager
From: Shea D Earley, Director of Public Works
Subject: Final Payment to Fixture Studio for the Town Hall Interior Renovation Project

Summary:

The construction contractor, Fixture Studio, responsible for the Town Hall Interior Renovation has completed their scope of work. Town staff has inspected and signed off on this work and has deemed the project Finally Completed.

Background:

The Town contracted Fixture Studio to carry out renovations of the second floor of Town Hall. Renovations included upgrades to the electrical system as well as adjustment to room layout. The Town budgeted \$600,000 including a \$150,000 DOLA grant for the project. The renovations were completed under budget at a final total of \$577,422.11. All payments have been made to Fixture Studio less the 10% retainage. The retainage is valued at \$57,742.21 and would make up the entirety of the final payment.

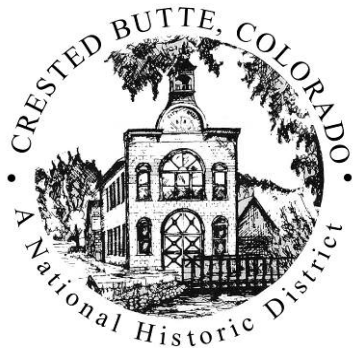
Recommendation:

Staff recommends retainage be released and final payment be made for the Town Hall Renovation to the order of Fixture Studio Construction and Dev. LLC

Proposed Motion:

A Council member should make a motion to approve “Final Payment for Town Hall Renovation to Fixture Studio Construction and Dev. LLC., in an amount not to exceed \$57,742.21” as part of the Consent Agenda.

Attachments: N/A



Staff Report

July 7, 2025

To: Mayor and Town Council

Prepared By: Shea D Earley, Director of Public Works

Thru: Dara MacDonald, Town Manager

Subject: Approval of Easement Agreement with the Gunnison County Electric Association to serve CBFPD campus.

Summary:

Gunnison County Electric Association (CBFPD) is seeking to enter into an easement agreement for access and maintenance of an electrical transmission line and associated infrastructure to serve the CBFPD campus, as well as the future development on TP-1. The entire easement area is located within TP-1.

Legal Review:

The Town Attorney has assisted staff with drafting and reviewing the easement.

Recommendation:

Staff recommends approval of the easement agreement between the Town of Crested Butte and Gunnison County Electric Association.

Proposed Motion:

A Council member should make a “motion to approve the easement agreement between the Town of Crested Butte and the Gunnison County Electric Association” as part of the Consent Agenda.

Attachments:

Easement Agreement



Staff Report

July 7, 2025

To: Mayor and Town Council

Prepared By: Shea D Earley, Director of Public Works

Thru: Dara MacDonald, Town Manager

Subject: Approval of Easement Agreement with the Crested Butte Fire Protection District for Sewer Access and Maintenance.

Summary:

Crested Butte Fire Protection District (CBFPD) is seeking to enter into an easement agreement for access and maintenance of the sanitary sewer lift station and associated forced main located on CBFPD property. This infrastructure will be owned by the Town of Crested Butte (Town) once the warranty period has expired and serve the CBFPD campus, as well as future development on TP-1.

Previous Council Action:

- Resolution No 12, Series 2024 – Approving an Utility Extension Agreement to Provide Sewer Service to CBFPD.

Legal Review:

The Town Attorney has assisted staff with drafting and reviewing the easement.

Recommendation:

Staff recommends approval of the easement agreement between the Town of Crested Butte and Crested Butte Fire Protection District.

Proposed Motion:

A Council member should make a “motion to approve the easement agreement between the Town of Crested Butte and the Crested Butte Fire Protection District” as part of the Consent Agenda.

Attachments:

Easement Agreement



Memorandum

To: Town Council

From: Dara MacDonald, Town Manager

Subject: Manager's Report

Date: July 7, 2025

Town Manager

- 1) No updates

Sustainability

- 1) No updates

Public Works

- 1) Wildfire Ready Action Plan Public Meeting – A public meeting will be held on Wednesday, August 6th, 2025. The purpose of this meeting will be to solicit public feedback regarding the results of modeling and preliminary best management practices. More information regarding the WRAP can be found on the Town's website.
- 2) Whetstone Off Site Utility Construction Update: Based on the currently contemplated construction schedule for the Whetstone Offsite Utility Extension Project, the County anticipates the water connection to occur, starting August 18th and last for 2 weeks. As for the sanitary sewer connection, work is scheduled to start on September 8th and last for 2 weeks. This schedule is tentative and may require adjustment as the project gets closer to construction of the tie-ins..

Marshals

- 1) The first weekend of the summer's Interstate parking management went well. Interstate reports the majority of people were pretty positive overall and the ones who weren't, left the conversation thinking about the parking situation in some fashion. There were a lot of people from the front range, as well as vehicles from Texas, California, Oklahoma, New Mexico, North Carolina, and Arkansas. The parking seemed to start filling up before lunch and then died off about 3:30pm before picking up for dinner at 6:00pm. It seemed like the word must have spread after the first day of enforcement, as there was a significant drop in violations the second day. The Farmer's Market was booming on Sunday with vehicles in the area posting Farmer's Market permits for the Maroon/Sopris residential zone. 98% of the business permits have been handed out and we are slowly starting to see them throughout town. Unfortunately, not always in the right places so

Interstate has been going back to those businesses to clarify which zone they're supposed to park in before issuing violations.

- 2) The Marshal's Office was presented the silver level 2024 Lexipol Connect award for Excellence in Online Training Management.

Parks, Recreation, Open Space and Trails

- 1) Totem Pole Park Update: The renovation of Totem Pole Park is complete! Huge kudos to the parks crew for developing the concept and doing the great work to make this project come to fruition!
- 2) Verzuh Spur Trail Update: Joey met with WCU and CBMBA staff and they were able to get the spur trail open. Thank you, Western!
- 3) Ball Bash is Back! This adult softball tournament that raises money for youth sports scholarships hasn't run since pre-COVID and it will be back in action August 9-10.
- 4) Gunsight Bridge/Slate River Road Connector: CBMBA, CBLT, and PROST staff partnered to re-route the steep eroded trail that connects Slate River Road to Gunsight Bridge and created a nice downhill with banked turns. Hooray for our partners!

Community Development

- 1) Building Inspector: The Community Development Department is excited to welcome Josh Staab to the team as our new Building Inspector, starting July 8. This position has been vacant since mid-January, and we're thrilled to have Josh on board. He brings a solid background in construction and valuable local experience, having served on BOZAR over the past year.
- 2) Marshals' Addition Design Grant Funding: The Town was awarded a \$130,000 grant from the Colorado Department of Local Affairs Energy and Mineral Impact Assistance (EIAF) Grant for the design of the Marshals' office addition/renovation. Staff is preparing to release a Request for Qualifications in July.
- 3) Design Standards Grant Funding: The Town was awarded a \$50,000 mini grant from the State Historical Fund (SHF) for the Design Standards update process, which will kick off this fall. The Town was also awarded a SHF mini grant in 2023 to complete the Town's Historic Preservation Plan, which was adopted December 16, 2024 and this new grant shows support from the state in that plan and its implementation.
- 4) Second Quarter BOZAR Reviews: Community Development has seen a significant decrease in development applications in the last six months. The second quarter of 2025 saw an approval for an addition to the existing single-family residence and accessory dwelling at 801-803 Red Lady Avenue, an addition to the existing single-family residence and new cold accessory building at 2 Teocalli Avenue, and a new single-family residence and two accessory buildings (one heated and one cold) at 75 Pyramid Avenue. The new construction at 75 Pyramid Avenue is the first application for the Augusta Park development.
- 5) Paradise Park Workforce Rentals: No objections were raised regarding the application/qualification or lottery processes. The two households that were drawn first are going through background and

landlord reference checks. If those come back satisfactory, they will be issued a final approval and offered the units. Move in is anticipated by mid-August.

- 6) Mineral Point: Construction progress is continuing to be made and the new superintendent for Streamline is making good progress with addressing quality control concerns. Staff is pleased with their communication and attention to detail. Assuming no major setbacks, Streamline anticipates having the buildings ready by mid-September for the Town's environmental consultants to test the soil gas monitoring and mitigation system and request final approval for occupancy from the Colorado Department of Public Health and the Environment.
- 7) Housing Policy Framework: The Town's affordable housing projects and programs are administered, operated, and managed under various policy documents. A summary of the existing framework is below.
 - a. *The Tenant Selection Plan for the Paradise Park Workforce Rental* project, adopted May 5, 2025, provides regulatory, operational, and administrative policies and procedures, such as application, qualification, lottery, leasing, management of the waitlist, priority categories, etc. as well as general policies for the 14 Paradise Park Workforce Rental units that are being built with the proceeds from the Certificate of Participation and a grant from the More Housing Now program with the Division of Local Affairs.
 - b. *The Town Policy for Rental of Municipal Rental Property*, amended May 5, 2025, provides operational and administrative policies and procedures for all aspects of the rental units that prioritize Town employees including qualification, lottery, lease considerations, a five-year rent schedule and general policies. The Town owns 13 employee units, excluding the 107 Teocalli mobile home that will be disposed of due to extensive mold issues.
 - c. *The Ruby* (6 communal living units) will be transitioning to the Town for property management, and a Tenant Selection Plan will be drafted to cover that property.
 - d. *Anthracite (30 units) and Mineral Point (34 units)* are regulated by the federal Low Income Housing Tax Credit program and are not subject to the Guidelines. The land lease with TWG Development for Mineral Point includes a requirement that the units serve households at and below 80% AMI for the 75-year term of the lease. If TWG Development was to extricate itself from the multiple restrictive covenants connected with its financing sources, the property would still need comply with this requirement.
 - e. To varying degrees, the *Affordable Housing Guidelines*, adopted November 18, 2024, and on the agenda for an annual update at this meeting, put forth regulatory and administrative policies and procedures related to all other deed restricted units in the Town of Crested Butte.
 - i. Older deed restrictions, such as those for Kapushion, Poverty Gulch, Red Lady Estates, and Verzuh, were written to be standalone documents that include guidance on qualifications, sales procedures, and ongoing compliance requirements, along with information on income and asset restrictions, workforce participation requirements, sales prices, and appreciation caps as applicable. Although the older deed restrictions intended to be standalone, they do not address all policies and procedures. When those arise, we use the Guidelines for direction to ensure consistency and transparency.
 - ii. Newer deed restrictions, including Paradise Park and recently sold units in the aforementioned neighborhoods that have transitioned to the new form of deed

restriction, largely reference the Guidelines for policies and procedures, but include the details on income and asset restrictions, sales prices, and appreciation caps as applicable in the deed restriction. The guideline approach is more common so that policies and procedures can be more readily updated to reflect industry standards, changes in the legal environment, and update policies to respond to new market realities and program goals, with the deed restriction providing specific targets that are administered with the framework of the Guidelines.

- iii. Resident Owned Affordable Housing (ROAH) deed restrictions as well as ADUs and residential units in commercial buildings that have Restrictive Covenant Agreements rely on the Town Municipal Code for definitions of Qualified Resident and Local Business, and the Guidelines provide direction for tenant/occupant qualification, compliance, and special review/variance/grievance procedures.
- iv. In all cases, the deed restriction or restrictive covenant is superior to the Guidelines.

Town Clerk

- 1) Thank you for the team efforts in the implementation of parklets for the summer! Eric and Trevor were hugely helpful in the painting of lines for the placement of parklets. On the day of installation, park crews and public works crews, with excellent cooperation, had Elk Avenue reopened by about Noon.
- 2) The week of the 4th of July is set up to be an exciting week! Upcoming events: Tony's Speakeasy: A Black & White Affair (July 2nd); 4th of July Parade & Block Party (July 4th); CBFPD's Pancake Breakfast (July 4th); an Alpenglöw (July 7th); and the Crested Butte Land Trust Gala (July 12th at Big Mine).

Finance/HR/IT

- 1) May Revenue Report

TOWN SALES TAX MAY 2025

Business Category	Total Amount 2025	Total Amount 2024	\$ Diff	% Diff
BARS/REST	57,665	57,920	(255)	-0.44%
ECOMMERCE	18,936	16,676	2,260	13.55%
GROCERY	42,602	38,449	4,153	10.80%
RETAIL	52,477	46,973	5,504	11.72%
RETAIL:MMJ	5,636	5,454	182	3.34%
LODGING	22,104	14,933	7,171	48.02%
CONST/HRDWR/AUTO	36,564	46,652	(10,088)	-21.62%
SERVICE	23,384	24,563	(1,179)	-4.80%
Grand Total	259,368	251,620	7,748	3.1%

YTD 2025	YTD 2024	\$ Diff	% Diff
719,119	695,656	23,463	3.37%
141,568	103,645	37,923	36.59%
286,445	290,871	(4,426)	-1.52%
401,393	392,507	8,886	2.26%
44,966	51,175	(6,209)	-12.13%
288,699	269,763	18,936	7.02%
185,124	183,922	1,202	0.65%
152,564	160,213	(7,649)	-4.77%
2,219,878	2,147,752	72,126	3.4%

OTHER REVENUE SOURCES

Vacation Rental Excise Tax	25,077	20,548	4,529	22.0%
Tobacco & Nicotine Tax	11,638	11,811	(173)	-1.5%
RETT	159,000	429,600	(270,600)	-63.0%
Carry Out Bag Fee	256	240	16	6.7%

315,512	313,450	2,062	0.7%
72,528	71,796	732	1.0%
1,117,895	1,070,813	47,082	4.4%
1,887	2,383	(496)	-20.8%

Upcoming Meetings or Events Council may choose to attend

August 6 – Wildfire Ready Action Plan public feedback regarding the results of modeling and preliminary best management practices. Meeting details will be forthcoming.

Upcoming Agenda Items

See attached **draft** list of upcoming Council agenda topics

* As always, please let me know if you have any questions or concerns. You may also directly contact department directors with questions as well.



Staff Report July 7, 2025

To: Mayor and Town Council

Prepared By: Erin Ganser, Housing Director

Thru: Dara MacDonald, Town Manager

Subject: Resolution 17, Series 2025 A Resolution of the Town of Crested Butte Town Council Approving the 2025 Amended Affordable Housing Guidelines

Summary: The Town of Crested Butte Affordable Housing Guidelines govern the implementation of the Town's policies and procedures for the rental, purchase, sale and ownership of deed restricted housing. Town staff plan to update the Guidelines annually to reflect revised Area Mean Incomes (AMIs) and incorporate clarifications or improvements based on program experience and evolutions in best practices. Proposed 2025 material updates include:

- Clarification of policies and procedures related to administration.
- Income and asset limits to Department of Housing and Urban Development 2025 AMIs
- Modification of lottery procedures to mirror that defined for the Paradise Park Workforce Rental Project.
- Further focus the Capital Improvement Policy for appreciation capped units to encourage investment on extending the useful life of these homes while maintaining their affordability.

The action sought from the Town Council is the adoption of the updated Guidelines.

Previous Council Action: The regulatory framework for the Town's affordable housing portfolio has evolved over the past 30 years. Council actions in this space include the following:

- In 1995, the Council adopted its first housing guideline in the form of a master deed restrictions for Kapushion and Red Lady Estates, called the Town of Crested Butte 1995 Affordable Housing Guidelines.
- Through various amendments between 1995 and 2000, the Council expanded the 1995 Guidelines to include the master deed restrictions for Poverty Gulch and Verzuh, make minor amendments as well as add policies and procedures for new affordable housing subdivisions.
- In 2016, the Council adopted a generalized Affordable Housing Guideline that provided policies and procedures applicable to new development as well as owners that utilized the capital improvement policy to add value to their appreciation capped home. From this time forward, new deed restrictions reference the Guidelines as amended rather than largely function as a standalone document.
- In 2024, the Council removed the 2016 Guidelines from the Municipal Code and created a new Guideline that was updated for the best practices, changes in law and to include qualification and compliance for new housing programs.

Background: The Town's affordable housing units and programs are administered, operated and managed under various policy and regulatory documents. A summary of the existing framework and the role of the Affordable Housing Guidelines is below with additional details on the policy framework provided in the July 7, 2025, Manager's Report.



Staff Report

July 7, 2025

To: Mayor and Town Council

Thru: Dara MacDonald, Town Manager

From: Drafted by Kathy Ridgeway, Outgoing Finance and Administrative Services Director

Subject: Spring 2025 Community Grant Recommendations

Summary: Every year, Town supports the community by providing financial resources to non-governmental organizations for special projects and programs that supplement municipal government operations and enhance quality of life for the community. The 2025 budget includes \$275,000 for the Community Grants Program. Because grant funds awarded in the fall are paid out in the spring of the following year, the 2025 budget is comprised of awards made in the fall of 2024 and the spring of 2025.

General Community Grants are funded via the General Fund from various revenue sources. These grants account for \$100,000 of the total \$275,000 budgeted amount. Nicotine-related tax revenues collected via the General Fund provide funding for the remaining \$175,000. General Community Grants can be awarded to any qualifying applicant. Nicotine Tax Grants are intended to support local organizations addressing mental and physical health, substance abuse, teen vaping, and other needs as Council sees fit.

Per the Community Grant Guidelines adopted by Council in the fall of 2021, qualifying applicants include:

Applicant Qualifications

- An organization holding a current tax-exempt status under Section 501(c) of the IRS Code
- Applicants should be organizations of the Crested Butte community (Upper Valley preference)
- Applicant must provide significant and measurable benefits (offsetting pandemic impacts) to the greater Crested Butte community
- Applicant must be fiscally responsible with clear budgets, no past-due debts, etc.
- Organizations may not be religious nor political in nature

In addition:

Strong Community Grant Proposals Should Demonstrate:

- Funding requests must align with one or more of the guiding principles listed above

- Community support is evident through local contributions / volunteer engagement
- Organization has a track record of effective outcomes
- Use of funds is clearly articulated within overall project budget
- Good planning is evident in the project timetable, goals, and staffing
- Plans for evaluating impact are clear, appropriate, measurable, and achievable

The Committee prioritized Community Grant awards that advance the following strategic goals, with special emphasis paid to #4 and events or programs that could evolve into the next beloved expression of our character or community tradition:

1. Approach community challenges through active collaboration and public engagement.
2. Accommodate growth in a way that maintains the Town's and Valley's rural feel.
3. Enable people who live and work here to thrive.
4. Retain the unique character and traditions of Crested Butte.
5. De-emphasize cars and focus on walking, biking and transit.
6. Continue to passionately care for our natural surroundings and forever protect Red Lady.
7. Act on the urgency of climate change and prepare for the changes we expect from it.

Individual awards for General Community Grants are limited to 50% of the total project cost up to a maximum award of \$5,000. Any asks not meeting this requirement were adjusted before funds were allocated.

Applicants qualifying for Nicotine Tax grant funding were added to the pool of General Community Grant applicants because 100% of budgeted Nicotine Tax grant funds were awarded in the Fall 2024 cycle.

Town received twenty-two grant Spring 2025 community grant requests totaling \$114,472. One of these requests was from the CB Chamber of Commerce for 4th of July funding. Because the Chamber agreed to host 4th of July activities as part of its recent agreement with Town and because Town increased annual Chamber funding when that agreement was entered into, the Committee is not recommending funding of that ask. In addition, the Committee believes that Mt. Savvy Guided Hikes does not meet the Town's strategic goals and is therefore not recommending funding of their ask. The Committee is recommending that remainder of the Spring 2025 applicants receive 100% or 48.35% of their eligible asks as outlined in the attached matrix. The proposed awards identified in the matrix total \$50,015. This amount exceeds the 2025 budgeted amount by \$8.

Staff Recommendation: To approve Spring 2025 Community Grant Recommendations.

Recommended Motion: Motion to approve Spring 2025 Community Grant Recommendations.