

**Planning Commission City Hall - 1711 Miner Street, Idaho
Springs, CO 80452 Agenda**



Wednesday, April 2, 2025

Tel: (303) 567-4421 Fax: (303) 567-4955

Video from Meetings are viewable on the City's Website.

You must join the Zoom Meeting

(<https://us02web.zoom.us/j/88123857147>)

to participate in a meeting remotely.

1. Call to Order (6:00 P.M.)

2. Roll Call

3. Agenda Approval

4. Swearing in of Alternate Member

a. Alternate Judy Murphy

5. Public Comment

6. Conflict of Interest

7. Approval of Minutes

a. Minutes

Move to approve the Minutes from March 5, 2025.

8. General Updates

a. Community Development Planner Staff Update

9. New Business

a. Public Hearing: Motion to approve Ordinance #10, Series 2025, An ordinance granting a conditional use to permit temporary seasonal employee camping during the 2025 and 2026 rafting seasons at 95 E. Idaho Springs Road.

10. Old Business

11. Adjourn

12. Work Session Agenda and Packet

a. Overnight and Extended Stay Lodging Inspections Discussion

b. Accessory Dwelling Unit (ADU) Code Amendments and Incentives Discussion

In-person and remote meeting public attendance and participation instructions:

Participation

- To provide scheduled public comment, either in person or remotely, please fill out and return the Public Comment Form on the City's website. All requests must be submitted to the City Clerk (cityclerk@idahospringsco.com) by 12 p.m. (Noon) the Thursday before the scheduled meeting.
- To provide unscheduled public comment, please join the Zoom Meeting, identify yourself with your full first and last name, and use the "Raise Hand" feature to indicate your desire to speak.

General Guidelines

- Each public comment, whether scheduled or unscheduled, is limited to three (3) minutes.
- Council typically does not provide feedback during public comment sessions.
- If you would like to provide materials for Council to review along with your Comment, please sign up for Scheduled Public Comment and provide those materials to the City Clerk by the Thursday Deadline.



**PLANNING COMMISSION
MINUTES
March 05, 2025**

CALL TO ORDER

Chair Cindy Olson called the meeting to order at 7:04 p.m.

ROLL CALL

Commissioners present were Chair Cindy Olson, Vice Chair Ursula Cruzalegui, Caitie Maxwell, Chuck Howard, Kent Slaymaker and alternate Jefferson Lich. Staff present were Community Development Planner Dylan Graves and Assistant City Attorney Nick Klein.

AGENDA APPROVAL

Commissioner Howard moved to approve the agenda. Commissioner Cruzalegui seconded followed by an all in favor voice vote. Motion carries

APPROVAL OF MINUTES

The Commission discussed several corrections. First, on the Soda Creek Highlands item, a date was updated from 2024 to the correct date of 2004. Second, for the public hearing item at 839 CO 103, the zoning was incorrectly written as R# instead of R3. Commissioner Maxwell moved to approve the minutes from February 5th, 2025, with the noted corrections. Commissioner Howard seconded. Second followed by unanimous voice vote. Motion carries

CONFLICT OF INTEREST

There was no conflict.

PUBLIC COMMENT

None

STAFF UPDATE

Community Development Planner Dylan Graves advised the commission that the City has received four complete Extended Stay Lodging license applications to date, with two more expected that were submitted but were incomplete. These additional two will be submitted in the near future. City staff is working with the Clear Creek Fire Authority and SAFEbuilt to determine the scope of work needed for inspections to take place to ensure that the spaces used for extended stay lodging are up to standards for health and safety. A determination on what does need to be inspected and what does not is still needed. Staff believe that it should be done similar to a life safety inspection for changes of use in commercial buildings, which are done relatively frequently.

Mr. Graves also provided update on the Multi-Jurisdictional Housing Authority, which had its first board meeting the previous week. The board is working on setting up necessary infrastructure for the Authority – office space, a PO box,

bylaws, etc. The next step will be to hire an executive director so that the Authority can begin working on housing-related projects; this is anticipated in the next month or two. Staff will provide periodic updates, as the Authority is certain to help the City in its efforts to improve and encourage affordable housing development.

A final update was provided about the upcoming Comprehensive Plan update, which the City is going to begin work on imminently. Staff is planning to complete the project in-house. Best and Brightest Fellow Maria Schanhals is planning to have a large role in the update until she leaves the City in October. We are anticipating that the project will be approximately 9-10 months. Some items may be contracted out – some maps and graphics, translation services, etc. The process will begin with a community kick-off information meeting in early April, followed by a variety of focused workshops and a community survey.

NEW BUSINESS

An Ordinance Amending Section 21-50 of the Idaho Springs Municipal Code to establish efficiency units as a permitted use in the R-3, R-M, C-1, and C-2 zone districts within the City.

Community Development Planner Dylan Graves went over his staff report with the commission. Mr. Graves stated that the purpose of this proposed Municipal Code amendment is to allow efficiency units as a use-by-right in the R-3, R-M, C-1, and C-2 zone districts. The Commission began work on this in February, where the draft ordinance was first presented. The key questions at the last meeting was the type of cooking/eating facilities needed for Dwelling, Efficiency Units. The present definition states that a dwelling, efficiency unit is “A dwelling unit containing not more than one (1) room or enclosed floor space arranged for living, eating, and sleeping purposes not including bathrooms, water closets, laundry rooms, pantries, foyers, hallways, and other accessory floor spaces. An efficiency unit is also known as a studio-type dwelling unit.” There were questions about what “eating space” referred to, so staff did some research about what would be required. Per the City’s SAFEbuilt building official, if these are being used as dwelling units, then there are minimum requirements for permanent means for cooking facilities, sanitation (bathrooms and sinks) and habitable sleeping space. The building code would require that there be a sink separate from the bathroom sink and the requirement for space set up for eating would ensure that we see efficiency unit with at least those minimum facilities where someone living in that space could prepare and eat a meal in the space. Building code would also require that any new or existing space being established as a dwelling, efficiency unit would need to be brought up to safety standards, including building code standards for electrical systems. What the building codes do not do is require a permanent, fixed cooking implement. However, since electrical systems would need to meet building code requirements, non-fixed appliances could be plugged into outlets and used for cooking without concern about health or safety. The Commission found that this was reasonable but questioned whether the definition of a dwelling, efficiency unit should be upgraded to change the word “eating” to “cooking”, so that the definition would read “A dwelling unit containing not more than one (1) room or enclosed floor space arranged for living, ~~eating~~ cooking, and sleeping purposes not including bathrooms, water closets, laundry rooms, pantries, foyers, hallways, and other accessory floor spaces. An efficiency unit is also known as a studio-type dwelling unit.” City Attorney Nick Klein mentioned that that change could be made easily if the Commission wanted to recommend this change.

Vice Chair Ursula Cruzalequi Moved to recommend approval of the subject ordinance, with an amendment to change the word eating in the definition of a Dwelling, Efficiency Unit to the word cooking. This was seconded by Commissioner Chuck Howard. This was followed by an all in favor roll call vote. Motion carries. Staff will work on getting this on an upcoming City Council meeting for initial review.

ADJOURNMENT

Chair Olson adjourned the meeting at 7:27 pm.



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Community Development Planner Communication

Meeting Date: April 2, 2025
To: Planning Commission Members
From: Dylan Graves, Community Development Planner
RE: Community Development Monthly Report
Action Requested: None

- Comprehensive Plan: We are planning to have our first kick off meeting on April 30, 2025, at City Hall. It will be approximately 5 P.M. to 7 P.M. and will be an opportunity for the public to learn more about the purpose of a comprehensive plan and see what has been accomplished since 2017 when we last adopted a new plan. We have a survey that we will be able to hand out and we will have some interactive stations to get feedback and initial ideas from community members. More information to come in the near future!
- Permit and Planning Project Labeling System – new for 2025: We are going to be assigning project numbers and labels to planning cases and city permits from now on. Attached to this update is a memo describing the new system. We hope that by having project numbers, items can be better tracked going forward and we will be able to keep a better history of approved projects and permits. You will start to see items on the agenda that have a project number. For example, on tonight’s meeting agenda, there is an item labeled as CUP25-001. This indicates that it is the first Conditional Use Permit application in the year 2025.
- Clear Creek Trail Collaborative – work is ongoing for a signage and branding study; the next meeting for this Collaborative will occur in April. The Collaborative is also working on a potential IGA for coordination and collaboration, which will eventually come to Council for review. Anticipate this to occur in mid-to-late spring.
- Work is ongoing with the Young Ranch to execute the deeds for the land exchange between the Young Ranch and the Virginia Canyon Mountain Park lands. This is nearing completion and is anticipated to be complete ahead of any construction impacts to this area of the park. Once this is complete, the next step will be annexation and zoning of the subject properties coming to the City.
- I am working on getting a system in place for better public alerts and updates. The new website allows people to sign up for e-alerts but it is a somewhat cumbersome process and only works with emails. We are adding some new features to the e-alerts page for specific interest items – for example, public events, VCMP construction impacts, road impacts/closures, etc. People could sign up for just one specific interest item or could sign up for all alerts. This may be a good way to keep the public more involved and updated on current happenings around the city. We are attempting to figure out a solution to be able to have people to sign up for text alerts as well, similar to how CDOT does their Floyd Hill updates. This will require additional software solutions than the website allows for but may be beneficial long-term.
- With the VCMP bighorn sheep closure ending on March 31st, the VCMP trails are open again. The Argo project has started excavation work for pier foundations in the park, which may require intermittent closures of certain or all trails. Ensuring public access to the park while avoiding any potential risks to park users is something that we are working on at the moment.
- Website updates: I continue working on website updates to make it as user-friendly and informative as possible. There are a few things that I have identified as high-priority items. First, a list of current projects under review. This would give people a quick run-down of projects that are working their way through the City’s processes and give updates such as public hearing dates. Second, HPRC information that will help give property owners historic preservation best management practices to help owners preserve their historic buildings. Third, comprehensive plan information clearinghouse with key dates, timelines, surveys/engagement opportunities, etc.
- A 1041 application for the Central Section of the I-70 Floyd Hill project has been submitted and is out for referral. This will come to PC in the coming months.

- Construction will be starting on the skatepark at the Shelly/Quinn park in the next month or two. The stage is going to be relocated this spring and the City is working with Randy Wheelock and his team on relocation of the stage to the western ball field.
- Downtown Mobility Hub and parking structure design is under way, with HDR doing the design work.
- There are two public meetings coming up that are being hosted by the BCPB on April 10th and April 17th at Yards Taphouse and Tommyknocker Brewery, respectively. More information on agenda topics will be upcoming. I will have a brief presentation about the comprehensive plan, which is kicking off in earnest this month.



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Community Development Planner Communication

Meeting Date: March 24, 2025
To: City Council Members
From: Dylan Graves, Community Development Planner
RE: Community Development Monthly Report
Action Requested: None

Current Workflow / Items Under Review

- Clear Creek Trail Collaborative – work is ongoing for a signage and branding study; the next meeting for this Collaborative will occur in April. The Collaborative is also working on a potential IGA for coordination and collaboration, which will eventually come to Council for review. Anticipate this to occur in mid-to-late spring.
- Work is ongoing with the Young Ranch to execute the deeds for the land exchange between the Young Ranch and the Virginia Canyon Mountain Park lands. This is nearing completion and is anticipated to be complete ahead of any construction impacts to this area of the park. Once this is complete, the next step will be annexation and zoning of the subject properties coming to the City.
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- With the VCMP bighorn sheep closure ending on March 31st, we are working with COMBA and the Argo team to figure out the best ways to reopen while not being impacted by construction efforts. The Argo project has started excavation work for pier foundations in the park, which may require intermittent closures of certain or all trails. Ensuring public access to the park while avoiding any potential risks to park users is something that we are working on at the moment.
- Website updates: I continue working on website updates to make it as user-friendly and informative as possible. There are a few things that I have identified as high-priority items. First, a list of current projects under review. This would give people a quick run-down of projects that are working their way through the City's processes and give updates such as public hearing dates. Second, HPRC information that will help give property owners historic preservation best management practices to help owners preserve their historic buildings. Third, comprehensive plan information clearinghouse with key dates, timelines, surveys/engagement opportunities, etc.
- There is a first reading of an ordinance for a CUP to allow for employee camping at 95 E. Idaho Springs Rd for the 2025 and 2026 rafting seasons. A similar CUP was approved by Council last year on a one-year, trial basis at the subject site. AVA Rafting and Zipline has come back to the City to attempt to get a further approval. Expect to see a public hearing on this item in April once it gets through Planning Commission. A detailed staff report considering the merits of the application will be prepared for the second reading of the ordinance.
- A 1041 application for the next phase of the CDOT Floyd Hill project is anticipated in the next few months.
- Planning Commission has been working on efficiency units and their definition and allowances in the ISMC. This is likely to come to Council for review and discussion in April, once Nick Klein finishes updates to the draft ordinance. The goal of this ordinance is to make it easier to construct efficiency units that are more basic than full dwelling units, addressing the concern that came up during the proceedings on extended stay lodging about how to best manage spaces that provide important housing to residents but may not have all the facilities associated with a full dwelling unit.

- We are working with SAFEbuilt and the Fire Authority for extended stay lodging inspections. These are anticipated to start in April once a few items are squared away. We currently have six applications submitted which will require inspections.

TO: Mayor and Council
CC: City of Idaho Springs Staff
PREPARED BY: Maria Schanhals, Best and Brightest Fellow
DATE: March 14, 2025
SUBJECT: Standard Operating Procedure for File Coding and Organization System
ATTACHMENTS: None



I. Purpose

This SOP establishes a standardized file naming and organization system for planning-related projects and permitting within the City of Idaho Springs. This system aims to enhance efficiency in file retrieval and ensure consistency across all documentation managed by planning staff and any personnel responsible for permitting processes.

II. Scope

This SOP applies to all planning staff and any personnel responsible for managing planning project files and permitting documentation. It covers file naming conventions, organization structure, and the standardized abbreviation list. This applies to all files created on January 1, 2024, and all files thereafter.

III. File Naming Convention

To ensure consistency and ease of access, all planning, street permitting, and public event permit files shall be named using the following format:

ProjectTypeYear-Instance Location of Project

For example, if the first Certificate of Appropriateness (COA) of the year is for City Hall, the file name would be:

COA2025-001 1711 Miner Street

This format includes:

- **Project Type** (e.g., COA, SUBD, ZON)
- **Year** (e.g., 2025)
- **Instance Number** (incremental starting from 001)
- **Location** (site address or specific location name)

Building Permits do not follow this naming convention, as the City employs the naming system used by the building department for naming building permits for the purpose of internal file organization.

IV. File Organization Structure

All planning project and permitting files shall be organized in the City Share Drive using the following hierarchical structure:

City → Permits → Planning Cases → File Type → File Name

For example, the fictitious COA for City Hall would be stored as follows:

City → Permits → Planning Cases → COA → COA2025-001 1711 Miner Street

The naming and storing of street permits, public events, and building permits, all follow a similar hierarchical structure to planning files:

City → Permits → Street Permits → Year → File Name

City → Permits → Public Events → Year → File Name

City → Permits → Building Permits → Year → File Name

For example, if the first earth disturbance permit of the year were issued for City Hall, the file naming and storage would be as follows:

City → Permits → Street Permits → Year → EDP2025-001 1711 Miner Street

V. Standard Abbreviation List

To maintain consistency in naming, the following abbreviations shall be used for project types:

Planning Cases:

- ANX – Annexation
- COA – Certificate of Appropriateness
- COND – Conditional Use
- FDP – Final Development Plan
- PD – Planned Development
- SUBD – Subdivision
- VAR – Variance
- VIO – Violation
- ZON – Zoning/Rezoning
- ZONPERM – Zoning Permit
- 1041 – Areas and Activities of State Interest

Street Permits:

- BLAST – Blasting
- CURB – Curb Cut
- DEMO – Demolition
- DWAY – Driveways
- DUMP – Dumpster
- EDP – Earth Disturbance
- FLOOD – Flood Plain
- GRADE – Grading
- PROD – Production (Photography, movie, drone)
- CLOSE – Street Closure
- EXC – Street Excavation

Event Permits:

- EVENT – Public Events

VI. Implementation and Compliance

- All staff must adhere to this file naming and organization structure.
- New files must be named and stored according to the prescribed system.
- Existing files should be renamed and reorganized progressively to align with this system.

VII. Review and Updates

This SOP shall be reviewed as needed to ensure its effectiveness. Updates will accommodate any changes in project types or organizational needs.

IDAHO SPRINGS PLANNING COMMISSION STAFF REPORT

Meeting Date: Wednesday, April 2, 2025	Page 1 of 8	Item: CUP25-001 - Conditional Use Permit for AVA Rafting and Zipline Employee Camping Use at 95 E. Idaho Springs Rd
Presented by: Dylan Graves Community Development Planner		

PROPOSAL:

This is a request for a Conditional Use Permit (CUP) to allow for employee camping use at 95 E. Idaho Springs Road for a period of two (2) rafting seasons, with a proposed expiration date of October 1, 2026. The property would be used for the 2025 and 2026 rafting seasons, from approximately April 15 to September 30, as a campground only for employees of AVA Rafting and Zipline. The applicant, Duke Bradford, has a lease agreement in place with the owner of the subject property to operate a campground on-site. Mr. Bradford owns and operates AVA Rafting and Zipline. AVA Rafting and Zipline owns property at 431 Colorado 103 and uses this property for the headquarters of its ziplining and rafting operations, both of which operate in the City Limits. No changes to the property at 431 Colorado 103 are proposed and this site will still serve as the headquarters for operations, but the applicant would like to expand his operation to include camping at the subject property.

This is a new application to allow camping at the subject property. The Idaho Springs City Council previously approved a CUP to allow the use for the 2024 rafting season which expired at the end of the 2024 rafting season. The applicant attempted to work towards a more permanent solution for camping at the subject property to avoid needing another CUP for the 2025 season. City staff had recommended that the applicant work with the property owner to properly zone the property to allow for uses by right. However, for a variety of reasons this process has not yet begun, and the applicant is looking for another CUP to continue housing his seasonal employees on-site. Staff believe that there is a process by which the applicant and property owner could get this use approved permanently in subsequent years.

ATTACHMENTS:

1. Applicant Cover Letter
2. Proposed Concept Site Plan

BACKGROUND:

The subject property is located directly west of the Shelly/Quinn Ball Fields Park in the City of Idaho Springs, south of Exit 241 of Interstate 70, at 95 E. Idaho Springs Road. It was annexed into the City as part of the Silver Spruce Annexation in 1974 and zoned to Planned Unit Development (PUD). However, the property was never developed, and the express terms of the PUD approval were not met. As such, the property does not have an approved substantive zoning designation and must go through a rezoning process prior to any permanent proposed use or development of the site.

The Idaho Springs Municipal Code (ISMC) authorizes the granting of a Conditional Use in Sec. 21-105. Sec. 21-105 allows uses not specified as being by right in the various zoning districts to be approved and implemented by conditional use. Conditional uses generally present special impacts upon adjacent properties which necessitate individualized review and consideration, and, in most instances, the approval of a conditional use requires the

imposition of conditions or requirements designed to eliminate, reduce, or mitigate adverse impacts resulting from the proposed use.

The applicant has applied for a Conditional Use Permit (CUP) to allow employees to camp on the property during the 2025 and 2026 rafting seasons. This use was previously approved for the 2024 rafting season as a trial to determine if the use was compatible with City rules and regulations and adjacent properties and uses. City staff believe that the 2024 rafting season was a success, with few conflicts and no formal complaints received. There were a few small issues that staff believe can be addressed to improve the use for the upcoming seasons, if approved. This is discussed in greater detail below.

The applicant has proposed that approximately 30 overnight occupants would be on-site, using a mix of tents and camper vans. The applicant has submitted a proposed lease agreement for employees who wish to camp on the subject property that would manage and regulate the site should approval be granted for the proposed temporary use.

In a bid to foster a safe, comfortable, and environmentally responsible living environment for employees residing on-site, the campground owner has outlined a set of operational guidelines. These measures, detailed below, are designed to address trash management, noise control, fire safety, privacy, and overall campground aesthetics, ensuring the site's harmonious integration with the surrounding community and adherence to City regulations. Two dumpsters will be provided on-site to manage trash, to be collected weekly. The proposed handbook regulates quiet hours, cooking procedures, and visitation allowances with an intent of maintaining good standing with adjacent property owners and the City. Campfires will be prohibited, according to the applicant's guidelines and handbook. Other improvements include a privacy fence along the north side of the property to screen the use from adjacent property owners to the north and ground platforms to provide specific camping locations for employees using tents on-site. These ground platforms require a building permit, which has been submitted and is currently under review. This is a condition of approval.

The applicant proposes a privacy fence along the northern portion of the property to screen dumpsters, camping areas, and sanitation facilities. A concept map showing the location of uses and facilities on-site is provided as Attachment 2. As with last year, staff recommend that a condition be included requiring approval and sign off from the Clear Creek Fire Authority (CCFA) prior to occupying the site.

When this use was approved via CUP in 2024 there was discussion about how to approve this use long-term, with the acknowledgement that some aspects of the operation (access, water/wastewater, etc.) may not be suitable for permanent, annual use. Staff began working with the applicant during the winter to start the zoning process. However, due to issues with the owner of the property, the applicant was not able to get authorization to zone the property. The applicant believes that the best solution would be to subdivide the property to allow AVA Rafting and Zipline to own the portion of property where the campground is proposed to operate. This would allow them additional control over the process but will take time. As such, the applicant has requested a two-year CUP approval, building on lessons learned from last year, to allow employees to camp on-site while continuing to work for a longer-term solution.

Changes with the application, as compared to last year:

- Proposing two (2) dumpsters, up from one (1)
- Proposing four (4) portable toilets, up from two (2)
- Proposing to pay for gate or bollards to block access west of property along spur trail of Clear Creek Trail
- Creating clearly identified parking spaces and drive lanes
- Erection of a privacy fence along access route to reduce visual impacts
- Construction of camping platforms (requires building permits)

PLANNING COMMISSION ROLE:

The ISMC requires every application to go before the Planning Commission for review and recommendation of either approval or denial to Council. The City Council will act on a request for a conditional use permit by ordinance after conducting its own public hearing after Planning Commission has moved to recommend either approval or denial.

CRITERIA FOR APPROVAL

For the Commission to recommend approval of a CUP for any application, the Commission shall determine that the application meets the following criteria in conformance with Sec. 21-105(F) of the ISMC:

- 1. The proposed use conforms to all requirements of this Article and all other applicable provisions and other development regulations, standards or requirements adopted by the City;**

WATER AND WASTEWATER:

There have been no major changes to water or wastewater infrastructure in the area since the application in 2024. The provision of water and wastewater treatment on-site remains something that must be considered and suitably handled. A City 2-inch water main serves the adjacent Ballfields property and the U.S. Forest Service Maintenance Facility but is more than 100’ from the boundary of the subject parcel. However, there is no City sanitary sewer main serving these properties. Sec. 12-5 requires connection to public water and sewer except in cases where City facilities are more than one hundred (100) feet of the boundary of the parcel of property on which such improvements are located. Given that there is no sewer available near the parcel and the water line serving this area is potentially also further than 100’ and is likely not wide enough to sufficiently cover the use, we believe that at least in the interim, connection to water or sewer continues to be unreasonably difficult to achieve.

The applicant has proposed that as part of the Conditional Use permit, they truck in potable water and provide on-site portable toilets that will serve to satisfy their water and wastewater requirements. They further have intimated that they would provide employees with Clear Creek Metropolitan Recreation District (CCMRD) Recreation Center passes that could be used by staff both for recreation as well as for sanitation (such as showers). City Staff does not believe that this proposal is a sufficient permanent solution, but we found during 2024 that there were no complaints about portable toilets or any issues with on-site water. The applicant has proposed to increase the number of toilets from two to four. In the 2024 approval, staff had requested that the applicant look into permanent water and wastewater provisions. As discussed above, however, the applicant has not made substantial process towards a long-term/permanent solution for the use as a whole and as such is hesitant to invest in permanent improvements like an onsite wastewater treatment system (OWTS), well, or connecting to City lines. Because there were no issues last year and because this is for temporary approval (two seasons), staff is not concerned about continuing to allow portable toilets and water tanks.

The applicant has stated that portable toilets will be serviced and emptied on a weekly basis. Since no water line is in the area to accommodate connection to municipal water, the applicant has proposed trucking the water to the site so potable water is available. The applicant has stated that 330 gallons of potable water is proposed to be on-site. For fire mitigation purposes, a condition has been written requiring that the Fire Authority sign off on the size and location of the water tank.

ACCESS:

E. Idaho Springs Road is suitably constructed to accommodate the proposed traffic intensity, however the access driveway across the park parcel and onto the subject parcel is likely insufficient to accommodate long-term, permanent use. The City's *Standards and Specifications for Design and Construction* state that access serving more than 20 ADTs are classified as roadways rather than driveways. The access would be considered "Low Volume" per the City Standards with fewer than 450 ADTs. This would require a lane width of 12'. Existing surveys of the park parcel and subject parcel show that the existing access ranges in width from 10.6' to over 12' wide (surveys included as Attachment 3). The average is just below 12' wide across both parcels. This does not meet current City Standards, though this access has been in place and established for some time to access the property. Given the temporary nature of the request, Staff believes that the use would not cause access-related issues and allowing the use would not cause public health, safety, or welfare concerns related to fire or emergency service access, with the Fire Authority last year stating that it was sufficient to respond to calls. One consideration is that the City will be starting construction at the ballfields park this summer, which has the potential to impact access on certain days. During construction hours, access to the subject property would be limited or unavailable. This could cause problems if emergency services are unable to access the site, so this will need to be coordinated and monitored during those times.

One issue that came up during the 2024 season was that vehicles were traveling west from the campground down the spur trail and under the I-70 underpass onto Edwards Street. This is not a vehicular access route, and both the police department and Public Works agreed that this needs to be addressed if the use is approved for 2025/2026. The City's Public Works Superintendent Paul Crain recommended that we install a gate that will impede vehicular traffic while still giving the police department, public works, and other necessary parties access to the route if needed. The applicant has stated that they would pay for the cost of the improvement, and this is included as a condition of approval.

PARKING:

The applicant proposed two parking areas. one is identified on the northern side of the property, just south of the existing access through the property. It would be adjacent to the existing access path and is proposed to be graveled. An additional parking area for camper vans is proposed on the property, which is proposed as gravel. The applicant has provided a plan that could accommodate up to 40 vehicles on the property. Table Sec. 21-127-1: Parking Requirements by Use regulates required off-street parking for uses in the City. A campground is not included in this table. The ISMC allows the City Administrator to calculate the required number of parking spaces by applying the requirement for the use listed which is most like the proposed use or shall require the applicant to submit to a parking study. Staff believe that the most similar use is multiple-family residential dwelling. This would require 1.25 spaces per campsite. If 30 campsites are proposed, this would require 37.5 parking spaces. The applicant has stated that 40 parking spaces will be provided. Adequate space is available on-site to accommodate this amount of parking. If approved, Staff recommends a condition of approval that no parking occur on the existing paved access across the site and no off-site parking be permitted at the adjacent park site.

Sec. 21-126(A)(3) requires off-street parking to be surfaced with asphalt or concrete. As such, the proposal does not meet the standard included in the ISMC. While the ISMC needs to be met, installing significant permanent infrastructure on-site in association with a still temporary use may not be desirable. Staff do not believe that allowing gravel parking for this temporary, seasonal use would have adverse impacts on adjacent property owners or the City at-large. A condition of approval is proposed that all parking be delineated on-

site and subject to inspection by City Staff. Gravel parking was provided last year, and staff did not notice any major concerns during the season.

TRASH/WASTE DISPOSAL:

The applicant has provided a plan that includes two on-site dumpsters that will be emptied weekly. The owner already has a contract in place for trash removal for their headquarters at 431 Colorado 103. Recycling will also be provided. The applicant has stated that trash and recycling will be picked up weekly.

NOISE:

The applicant has provided the City with a proposed handbook and lease agreement for on-site campers that states that quiet hours are from 10p.m. to 7a.m. No use of generators will be permitted during that period. Additionally, the applicant proposes installing a privacy fence prior to commencement of on-site camping operations. A temporary fence was constructed for the 2024 season, which staff believe worked relatively well. This will reduce visual impact concerns that neighboring properties in the City might have with the proposed use and is likely to reduce noise impacts to property north of the proposed use.

WILDFIRE RISK:

The application proposes to allow camp stoves on the property at private campsites, but the proposal explicitly states that no campfires will be permitted. Staff recommends a condition of approval that camp stoves and fires may only be operated on approved, non-impervious surfaces to reduce wildfire risk. The applicant has stated that 330 gallons of water would be available on-site and the property would be equipped with fire extinguishers as necessary to meet Fire Authority satisfaction. The specific standards must be discussed with and approved by the Fire Authority.

WILDLIFE:

The application states that all garbage is required to be stored in wildlife-resistant storage containers provided on-site. Requirements for proper food storage and waste disposal are included in the proposal.

Staff believe that the proposed use meets Criterion 1 except for proposed access and parking, which as discussed above, do not fully meet City standards for width (access) and paving (parking). The current paved access to the site is slightly narrower than is required by City standards and the parking areas are proposed to be graveled rather than paved. The proposal appears to meet required life, health, and safety standards governing uses within the City regardless of this slight discrepancy. Staff discussed the proposal with the Fire Authority who stated that fire vehicles and ambulances will be able to access the site.

- 2. The proposed use is in general conformance with the applicable provisions of the Comprehensive Plan, or that changed conditions occurring since the adoption of the Comprehensive Plan support approval of the proposed conditional use of the property.**

The City's Comprehensive Plan in the Land Use Element identifies the subject parcel as "Mixed Use and/or Parks." Employee housing or campground uses could both be considered suitable land uses, given the Comprehensive Plan designation. Given the temporary nature of the request, any future permanent uses on-site would also be subject to a Comprehensive Plan review through various Land Use processes, such as rezoning, the Planned Development (PD) process, or a Final Development Plan (FDP) review.

The Comprehensive Plan seeks solutions to both housing affordability and housing accessibility. Although this proposal does not involve the construction of permanent employee housing on the property, it would provide a legal, managed location within the City for a large proportion of the City's seasonal workforce to

live with minimum levels of infrastructure necessary to ensure that their basic needs are addressed. If successful and implemented long-term, this could help provide workforce housing of a certain type for seasonal employees who do not require additional facilities. The availability of a camping option for rafting employees may reduce seasonal demand for existing affordable housing stock that is only required by these seasonal employees during summer months. This could thus help meet the Comprehensive Plan's goals for housing. The Comprehensive Plan identifies this parcel as a potential multifamily housing site. While the proposed seasonal employee camping use would not achieve permanent, long-term employee or multi-family housing, on a short-term basis the proposed use aligns with what the Comprehensive Plan identifies as a potential use of the site.

The subject parcel is also a part of the East End Overlay District (EEOD) and was included in the East End Action Plan (EEAP) from 2017. One of the goals of the EEAP is to offer more housing choices for people who work in Idaho Springs that allows them to both work and live in the community. Housing is identified in both the Comprehensive Plan and the EEAP with a goal of increasing the housing stock for the local workforce. While the EEAP and Comprehensive Plan envision permanent housing solutions, rather than camping, to provide workforce housing for employees, the proposed seasonal employee camping plan does achieve the broader goal of providing affordable housing options for the City's workforce. Given the seasonal nature of the rafting industry, it is difficult to find housing that is affordable and available for only several months. By providing the necessary infrastructure on the property to ensure the use is safe for those on-site, this could be a way to address seasonal housing needs in a way that does not affect existing residences or tax current housing stock.

3. The proposed use will not result in impacts to adjacent properties which are significantly different in nature, type, or extent than impacts caused by uses which are permitted by right in the zone district where the property is located.

Staff do not believe that the proposed use would result in impacts on adjacent properties which are significantly different in nature, type, or extent than impacts caused by the above-mentioned uses that could potentially be developed on-site. The proposed use is in line with other potential residential uses, the main difference being that while a traditional housing development would have a permanent structure on-site that residents would live in, employee camping would occur in tents or campervans, as described in the proposed lease agreement (Attachment 1) and on the concept campground map (Attachment 2).

The primary adjacent properties that could be impacted by the use would be the Shelly/Quinn Ball Fields Park, directly east of the parcel, and the United States Forest Service (USFS) parcel located at 111 E. Idaho Springs Road. Anyone accessing the property in a vehicle would have to access via County Road 314 (E. Idaho Springs Road) to the East, passing the park parcel. The primary impact anticipated would be vehicle trips to and from the property. The City's *Standards and Specifications for Design and Construction* ("City Standards") estimates that multi-family housing generates approximately 5 trips per dwelling unit per day (Average Daily Trips or ADTs). With 30 employees on-site, that would relate to an estimated 120-150 daily trips to and from the site. Some of this may be non-vehicular travel, as AVA rafting's headquarters is also located in the City of Idaho Springs and employees could walk or bicycle the approximately 1.25-mile distance between the subject property and the AVA headquarters on Colorado 103. The applicant estimates that the average on-site employee will have between zero and two daily car trips, which is lower than the City's standards. Regardless, the number of trips to and from the subject parcel will increase with the establishment of the proposed use.

Staff do not believe that the number of trips will exceed those that might occur with a permanent residential use on-site. Due to the limited parking available at the AVA headquarters, the applicant plans to encourage employees to walk or bicycle to work as much as possible, which would limit the impact of vehicles in the vicinity of the park. Otherwise, the proposed lease agreement states that quiet hours are from 10:00p.m. to 7:00a.m. to attempt to mitigate noise-related conflicts between the property and adjacent property owners. It also states that all campsites must be out of view of residentially zoned neighboring structures to ensure that the use does not have substantial visual impacts. The applicant proposes the construction of a privacy fence along the north side of the property to mitigate noise and visual impacts to the site. Staff believes that if the applicant works with the CCMRD and ensures that on-site management ensures that “tenants” respect adjacent properties and users, then there should not be substantial adverse impacts associated with the new use.

REFERRALS

This application was referred to the Idaho Springs Police Department, the Clear Creek Fire Authority, and the Clear Creek Metropolitan Recreation District (“CCMRD”) for review and comment.

Chief Buseck of the Idaho Springs Police Department provided comments expressing the following concerns:

- ISPD had one minor issue with AVA camping at the site last summer. ISPD received a few complaints about the seasonal workers driving motor vehicles down the bike path/pedestrian walkway to travel west down the hillside through the tunnel under I-70. This is illegal, endangers the public using the paved pedestrian walkway, and would need to be addressed.
- If the City were to move forward, I do not see why this would need to be a two-year agreement. I would recommend a similar one-year agreement so the City can re-evaluate at the conclusion of a rafting season. I would also ask that you make sure the City can rescind this agreement if there are repetitive sanitary issues or significant impacts on emergency services or public works.

Paul Crain and Ed Sigward both responded on behalf of the Public Works Department and Water/Wastewater, respectively. Neither had issues with the proposed use. Nathan Skalak from JVA also responded, with no issues regarding access or traffic volumes. Kelly Babeon from the Fire Authority also provided comments, indicating that there were no issues last year and the Authority was not concerned with the present application.

STAFF ANALYSIS OF PROPOSAL:

Staff believe that the proposed Conditional Use of employee camping at 95 E. Idaho Springs Road generally meets the requirements for a CUP. After last year, we had hoped that a successful season would lead to a more permanent solution. However, asking for another CUP – this time for two years – may be beneficial as it gives the City more time to assess camping as a potential solution to some of the housing issues that have been identified in the City. One condition we recommend is a requirement that the applicant come to City Council after the season to discuss any issues or concerns that came up during the season to allow Council a chance to ensure that the applicant is still meeting requirements before moving forward with the 2026 rafting season but without needing to get formal CUP approval again. By granting a two-season approval, the applicant would be afforded plenty of time to work on a permanent solution ahead of the 2027 rafting season, if they still wish to have employee camping on the property at that time.

PLANNING STAFF RECOMMENDATION:

Staff generally supports the application but notes that there are several concerns that were brought up during review. Staff asks City Council to consider the application after hearing discussion and analysis from Staff and from the applicant. If City Council approves the application for a two season, temporary Conditional Use Permit (CUP) for AVA Rafting and Ziplining employee camping on the proposed property, Staff recommends the following conditions to approval be imposed, which reflect the Planning Commission's motion recommending approval:

1. Approval will expire on October 1, 2026.
2. The use is authorized from April 1 through September 30 in calendar years 2025 and 2026.
3. Adherence to the applicant submitted Handbook and Lease and the Map of the site (Attachment 1).
4. Potable water must be available on-site at all times. Applicant shall receive Clear Creek Fire Authority approval concerning the size and location of the potable water storage.
5. The Clear Creek Fire Authority shall approve the location of campsites and cooking areas prior to occupation
6. No open fires are permitted at the property.
7. All campsite locations shall be numbered and a map of the site, showing all campsites labeled, shall be provided to the City prior to operation and shall be posted at the site.
8. Trash and recycling must be picked up weekly at minimum.
9. Adequate portable toilets will be provided on-site and will be pumped monthly at a minimum or as needed.
10. The applicant is required to provide to City Administration and the Police Department two (2) authorized contacts (a primary contact and backup contact) for the property who can physically respond to the site within sixty (60) minutes or less.
11. Parking spaces shall meet minimum parking dimensional standards, and shall be delineated on-site to the City's satisfaction, and shall include spaces for at least 38 vehicles (including 10 campervan spaces). A parking plan showing the layout of spaces shall be provided prior to occupation of the property. No parking associated with this use shall be permitted off site.
12. Public pedestrian access across the property along the existing paved path shall be maintained and not blocked.
13. City Staff shall perform a site walk-through once all improvements proposed are established on-site to confirm compliance with the above conditions of approval.
14. A gate or other barrier shall be installed at the entrance to the trail underpass to I-70 at Edwards St. to stop vehicles from traveling the corridor. The City's Public Works Department will approve of and install the gate, at the applicant's expense.
15. All camping platforms proposed as part of this development shall receive a Certificate of Occupancy before they can be used for camping purposes.
16. Prior to the commencement of operations under this Permit in 2026, the Applicant shall appear before the Idaho Springs Planning Commission for a Compliance Review to review the operation's compliance with all relevant requirements and conditions during 2025. The Compliance Review is not a formal public hearing, but an informal review and discussion.

PROPOSED MOTION:

"I move to recommend that the City Council approve the Conditional Use Permit application to allow employee camping at 95 E. Idaho Springs Road for the 2025 and 2026 rafting seasons including all conditions recommended by Planning Staff in the Planning Commission Staff Report."

Idaho Springs Council Members
1711 Miner St
Idaho Springs, CO 80452
February 13th, 2025

Dear Council Members,

Last year we were granted a Conditional Use Permit to operate a seasonal campground. The goal was to help reduce unpermitted camping in the city of Idaho Springs and give seasonal staff a place to camp safely.

We would like to thank Council for allowing us the opportunity to run a seasonal campground. Overall, the effort was a success. We were able to operate the campground all season and received no complaints. More work needs to be done but for the 1st season we were successful in reducing camping throughout Idaho Springs.

We've been working with owners of the property to develop the zoning and best use of the property. The ownership has gone through some changes and as result the process has been slowed. Our goal is to parcel the land and work with the town for possible additional public parking at the town baseball diamonds. Our hope is to properly zone the property for its best use for the community.

This process looks to take longer than we anticipated.

We are asking council to consider giving us a two-year Conditional use to camp.

This will allow us to continue to work on zoning and best use of the property. It will also help keep our seasonal workforce camping in a designated place.

We realize that rafting brings a lot of tourism to town. But we also realize our seasonal staff can strain resources in the community. We hope this solution can continue to alleviate the strain.

If approved for a CUP, our hope is to have our employees begin camping there in May this year.

A map of the location with a concept plan has been included for your review. If allowed to camp, we plan on making the following improvements to the property:

Parking

We have mapped out two areas for parking on flat sections of the property. After clearing the brush in those areas, we have identified approximately 40-50 parking spots. Driving lanes were also identified. Our plan is to designate parking spots for our employees and erect a privacy fence along the preexisting road.

Bathrooms

We have sourced companies to procure portable bathrooms with the plan to set up 4 of them on the level area by the camper van parking lot.

Waste Management

We would have two large dumpsters for trash and recycling positioned in our parking lot and close to the preexisting road for easy access. Our plan is to employ the company we are currently using at our outpost in Idaho Springs to dispose of the waste.

Drinking Water

We would truck in potable water to the property and position the water station by the camper van parking lot. We already have a couple companies in mind to do so.

Camping

The plan is to construct raised platforms on the hillside for our employees to have flattened out campsites.

Communal Campfire

We plan to have a fire ban at camp.

Driving to and from the camping area.

We've encouraged staff to bring bicycles to get from the campground to our facilities. This is the fastest way to get to work. We also have a parking problem at our facility, so bike riding is ideal for us to help elevate that problem.

We've seen a problem with people driving down the bike path. This happens with some frequency when I-70 becomes congested. We will put up signs up discouraging this behavior. We will have a zero-tolerance policy with our staff on this issue.

This property is in a unique area with the closest neighbors being across the interstate. In the 1st season we've received no noise complaints. We intend to keep that streak alive if given the opportunity.

We are seeking a Conditional Use Permit to grant us camping for this 2025 and 2026 summer season (April through middle of September).

We bring with us over 20 years of experience operating another seasonal workforce campground in Buena Vista. To give you an idea of how we manage camping for staff, we decided to include our camping manual and lease agreement for that location as well.

Our hope is that this proposal will continue to alleviate any tensions moving forward with the community that have arisen from our staff camping in non-authorized areas so that all of us can best enjoy the town that we love.

Thank you for your time and consideration of our proposal.

Sincerely,
Duke Bradford

Impact Assessment for AVA's Employee Campground in Idaho Springs

By Duke Bradford

Maximum volume

We anticipate the campground having a maximum of 30 overnight campers during the busiest part of the season. The majority of the camping will be tent camping, although camper vans will be permitted in the camper van parking lot.

Parking

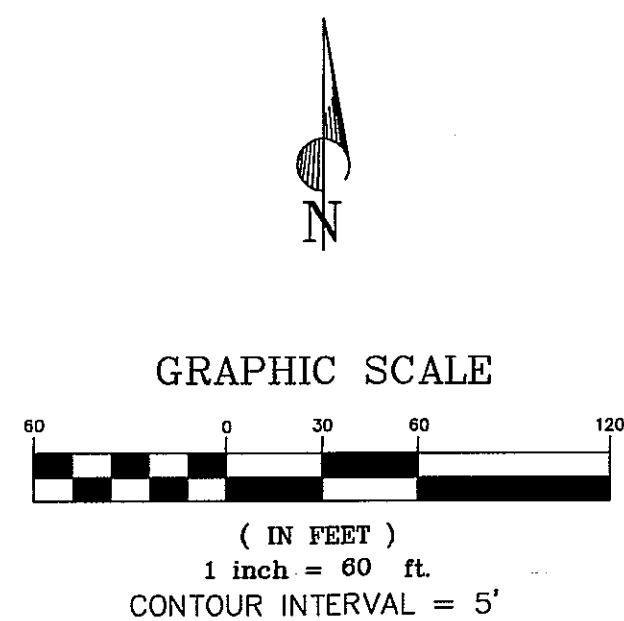
Two areas have been identified on the premise that would be converted into parking lots.

Vehicle Traffic

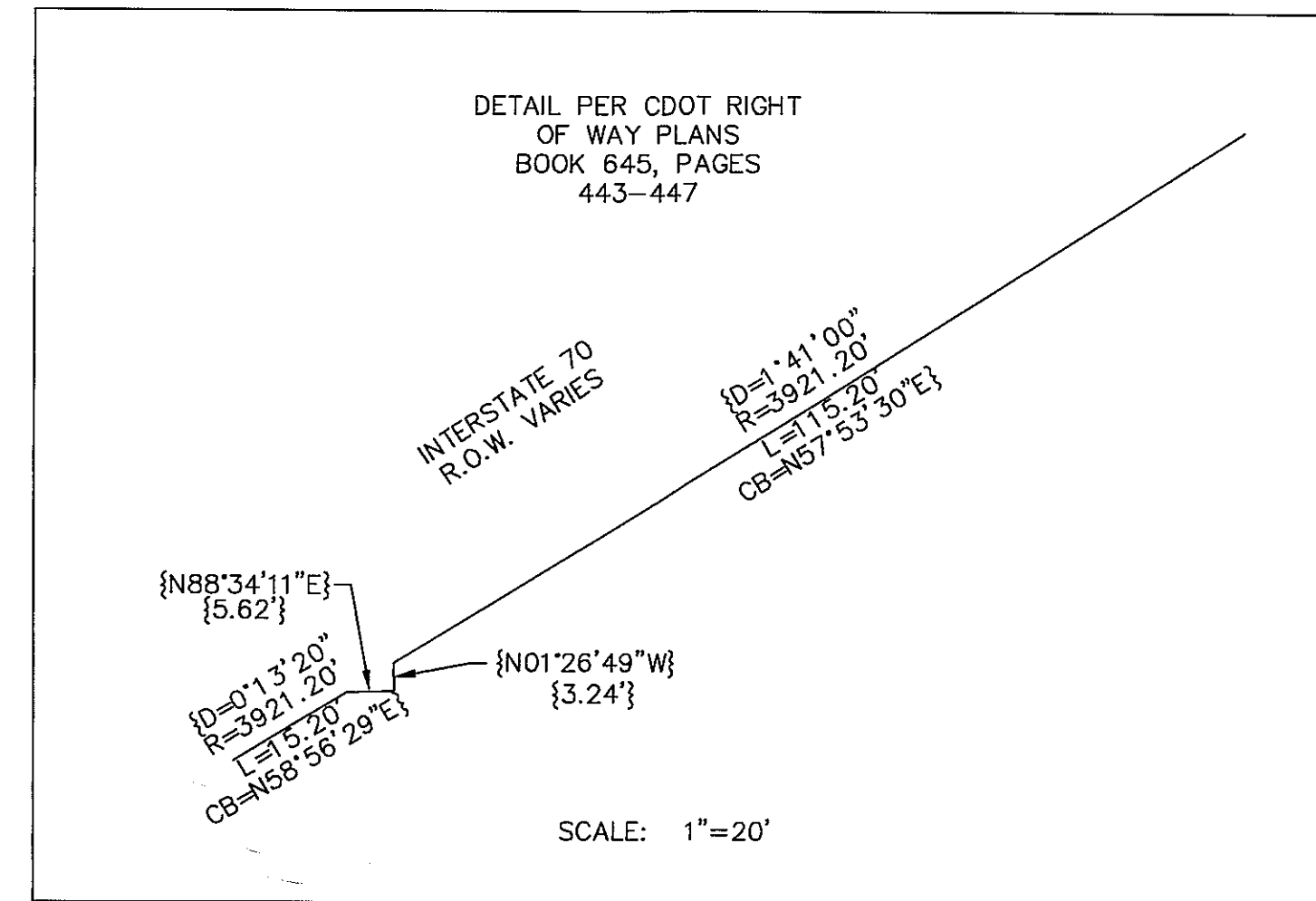
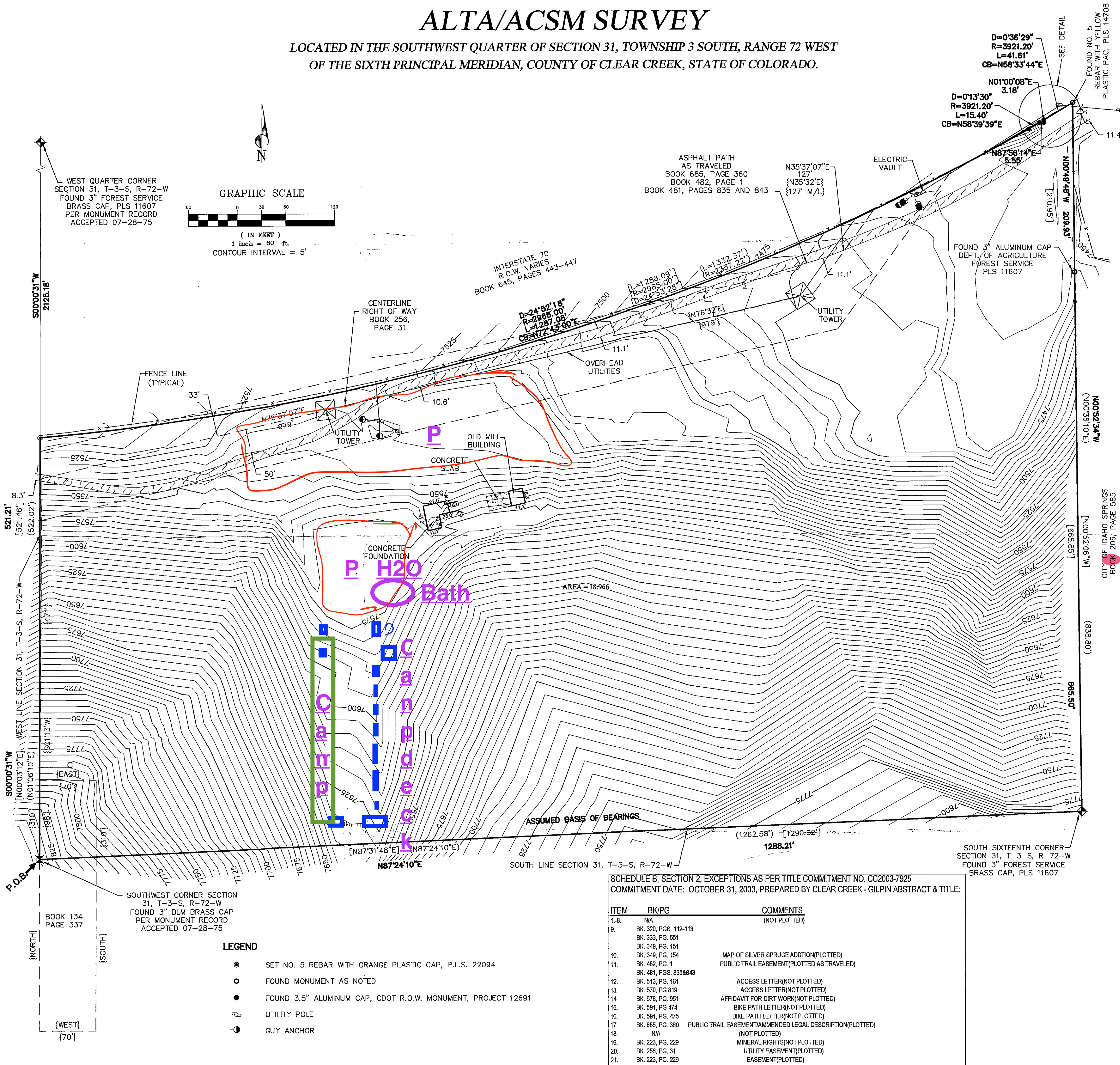
Employees will be instructed to bike the 1.5-mile ride from the campsite to the outpost. Employees would be able to utilize the nearby bike path and side streets to do so. Since we are also limited on employee parking at our outpost, biking will be highly stressed. Therefore, we anticipate 0-2 vehicle trips a day for each employee, with most days being closer to 0. This means there would be minimal impact on the vehicular traffic around the park and adjacent properties.

ALTA/ACSM SURVEY

LOCATED IN THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 3 SOUTH, RANGE 72 WEST OF THE SIXTH PRINCIPAL MERIDIAN, COUNTY OF CLEAR CREEK, STATE OF COLORADO.



WEST QUARTER CORNER SECTION 31, T-3-S, R-72-W FOUND 3" FOREST SERVICE BRASS CAP, PLS 11607 PER MONUMENT RECORD ACCEPTED 07-28-75



LEGAL DESCRIPTION:

THE LAND REFERRED TO IN TITLE COMMITMENT NO. CC2003-7925 IS DESCRIBED AS FOLLOWS:
 A PARCEL OF LAND IN THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 3 SOUTH, RANGE 72 WEST OF THE 6TH P.M., DESCRIBED AS FOLLOWS:
 BEGINNING AT THE SOUTHWEST CORNER OF SAID SECTION 31; THENCE N87°04'30"E, 1262.58 FEET TO A POINT MARKED BY A STEEL PIN, WHICH POINT IS THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 31; THENCE N0°43'30"W, 838.80 FEET TO A STEEL PIN ON THE SOUTH BOUNDARY LINE OF U.S. HIGHWAY 6 AND 40 AS LOCATED ON JANUARY 28, 1993 (INTERSTATE HIGHWAY 70); THENCE SOUTHWESTERLY ALONG THE SOUTH BOUNDARY OF SAID U.S. HIGHWAY 6 AND 40 A DISTANCE OF 1332.40 FEET, MORE OR LESS, TO AN INTERSECTION WITH THE WEST LINE OF SAID SECTION 31; THENCE S0°13'30"E, 522.02 FEET, MORE OR LESS, TO THE SOUTHWEST CORNER OF SAID SECTION 31, THE TRUE POINT OF BEGINNING, KNOWN AS SILVER SPRUCE ADDITION TO THE CITY OF IDAHO SPRINGS, COUNTY OF CLEAR CREEK, STATE OF COLORADO.

NOTES

- NOTICE
 ACCORDING TO COLORADO LAW, YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.
- MONUMENT DEFACING STATEMENT
 ANY PERSON WHO KNOWINGLY REMOVES, ALTERS OR DEFACES ANY PUBLIC LAND SURVEY MONUMENT OR LAND BOUNDARY MONUMENT OR ACCESSORY, COMMITS A CLASS TWO (2) MISDEMEANOR PURSUANT TO STATE STATUTE 18-4-500, C.R.S.
- THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH BY CLEAR MOUNTAIN SURVEYING, L.L.C. TO DETERMINE OWNERSHIP OR EASEMENTS OF RECORD. FOR ALL INFORMATION REGARDING EASEMENTS, RIGHT-OF-WAY OR TITLE OF RECORD, CLEAR MOUNTAIN SURVEYING, L.L.C. RELIED UPON RECORDED PLAT AND INFORMATION SUPPLIED BY CLIENT.
- P.L.S. SEAL, DEPICTED HEREON, VALID ONLY WITH WET SIGNATURE AND DATE WRITTEN THROUGH IT.
- BEARINGS AND OR DISTANCES IN BRACKETS [BRG., DIST.] PER MAP OF SILVER SPRUCE ADDITION, RECEPTION NUMBER 67834.
- BEARINGS AND OR DISTANCES IN PARENTHESIS (BRG., DIST.) PER SCHEDULE A OF A TITLE COMMITMENT NO. CC2003-7925, COMMITMENT DATE: OCTOBER 31, 2003, PREPARED BY CLEAR CREEK - GILPIN ABSTRACT & TITLE.
- BEARINGS AND OR DISTANCES IN BRACKETS {BRG., DIST.} PER EASEMENT/RIGHT OF WAY AS SHOWN.
- BEARINGS AND OR DISTANCES IN **BOLD** WITHOUT BRACKETS OR PARENTHESIS REPRESENT AS MEASURED DATA.

BASIS OF BEARINGS

THE ASSUMED BEARING OF N87°24'10"E WAS DETERMINED BY THE FOUND 3" BRASS CAPS, MONUMENTING THE SOUTHWEST CORNER AND THE WEST SIXTEENTH CORNER OF SECTION 31, TOWNSHIP 3 SOUTH, RANGE 72 WEST OF THE SIXTH PRINCIPAL MERIDIAN.

ALTA CERTIFICATION

TO: ROCKY MOUNTAIN HDC, INC., A COLORADO NONPROFIT CORPORATION, 1393 SOUTH SANTE FE DRIVE, DENVER, CO 80223:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH "MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS," JOINTLY ESTABLISHED AND ADOPTED BY ALTA, ACSM AND NSPS IN 1999, AND INCLUDES ITEMS OF TABLE A THEREOF, PURSUANT TO THE ACCURACY STANDARDS AS ADOPTED BY ALTA, NSPS AND ACSM AND IN EFFECT ON THE DATE OF THIS CERTIFICATION, UNDERSIGNED FURTHER CERTIFIES THAT PROPER FIELD PROCEDURES, INSTRUMENTATION, AND ADEQUATE SURVEY PERSONNEL WERE EMPLOYED IN ORDER TO ACHIEVE RESULTS COMPARABLE TO THOSE OUTLINED IN THE "MINIMUM ANGLE, DISTANCE AND CLOSURE REQUIREMENTS FOR SURVEY MEASUREMENTS WHICH CONTROL LAND BOUNDARIES FOR ALTA/ACSM LAND TITLE SURVEYS."

DATED THIS 07 DAY OF JANUARY, 2004

LARRY F. FISHER, P.L.S. 22094
 FOR AND ON BEHALF OF CLEAR MOUNTAIN SURVEYING, L.L.C.

FILING CERTIFICATE

DEPOSITED THIS _____ DAY OF _____, 2004, AT _____ M. IN BOOK _____ OF THE COUNTY SURVEYORS LAND SURVEY/RIGHT-OF-WAY SURVEYS AT PAGE _____, RECEPTION NO. _____

COUNTY SURVEYOR _____

BY DEPUTY COUNTY SURVEYOR _____

SCHEDULE B, SECTION 2, EXCEPTIONS AS PER TITLE COMMITMENT NO. CC2003-7925 COMMITMENT DATE: OCTOBER 31, 2003, PREPARED BY CLEAR CREEK - GILPIN ABSTRACT & TITLE:

ITEM	BK/PG	COMMENTS
1-8	N/A	(NOT PLOTTED)
9	BK. 320, PGS. 112-113 BK. 333, PG. 551 BK. 348, PG. 151	MAP OF SILVER SPRUCE ADDITION (PLOTTED) PUBLIC TRAIL EASEMENT (PLOTTED AS TRAVELED)
10	BK. 348, PG. 154	
11	BK. 482, PG. 1 BK. 481, PGS. 835&843	ACCESS LETTER (NOT PLOTTED) ACCESS LETTER (NOT PLOTTED)
12	BK. 513, PG. 161	AFFIDAVIT FOR DIRT WORK (NOT PLOTTED)
13	BK. 570, PG. 819	BIKE PATH LETTER (NOT PLOTTED)
14	BK. 570, PG. 851	
15	BK. 591, PG. 474	BIKE PATH LETTER (NOT PLOTTED)
16	BK. 591, PG. 475	
17	BK. 685, PG. 360	PUBLIC TRAIL EASEMENT (AMENDED LEGAL DESCRIPTION) (PLOTTED)
18	N/A	(NOT PLOTTED)
19	BK. 223, PG. 229	MINERAL RIGHTS (NOT PLOTTED)
20	BK. 256, PG. 31	UTILITY EASEMENT (PLOTTED)
21	BK. 223, PG. 229	EASEMENT (PLOTTED)
22	N/A	(NOT PLOTTED)

LEGEND

- SET NO. 5 REBAR WITH ORANGE PLASTIC CAP, P.L.S. 22094
- FOUND MONUMENT AS NOTED
- FOUND 3.5" ALUMINUM CAP, CDOT R.O.W. MONUMENT, PROJECT 12691
- UTILITY POLE
- GUY ANCHOR

REVISIONS:

CLEAR MOUNTAIN SURVEYING, L.L.C.
 PROFESSIONAL LAND SURVEYORS
 12860 W. CEDAR DRIVE SUITE 201, LAKEWOOD, CO 80228
 PHONE (303) 984-7855 FAX (303) 984-7856

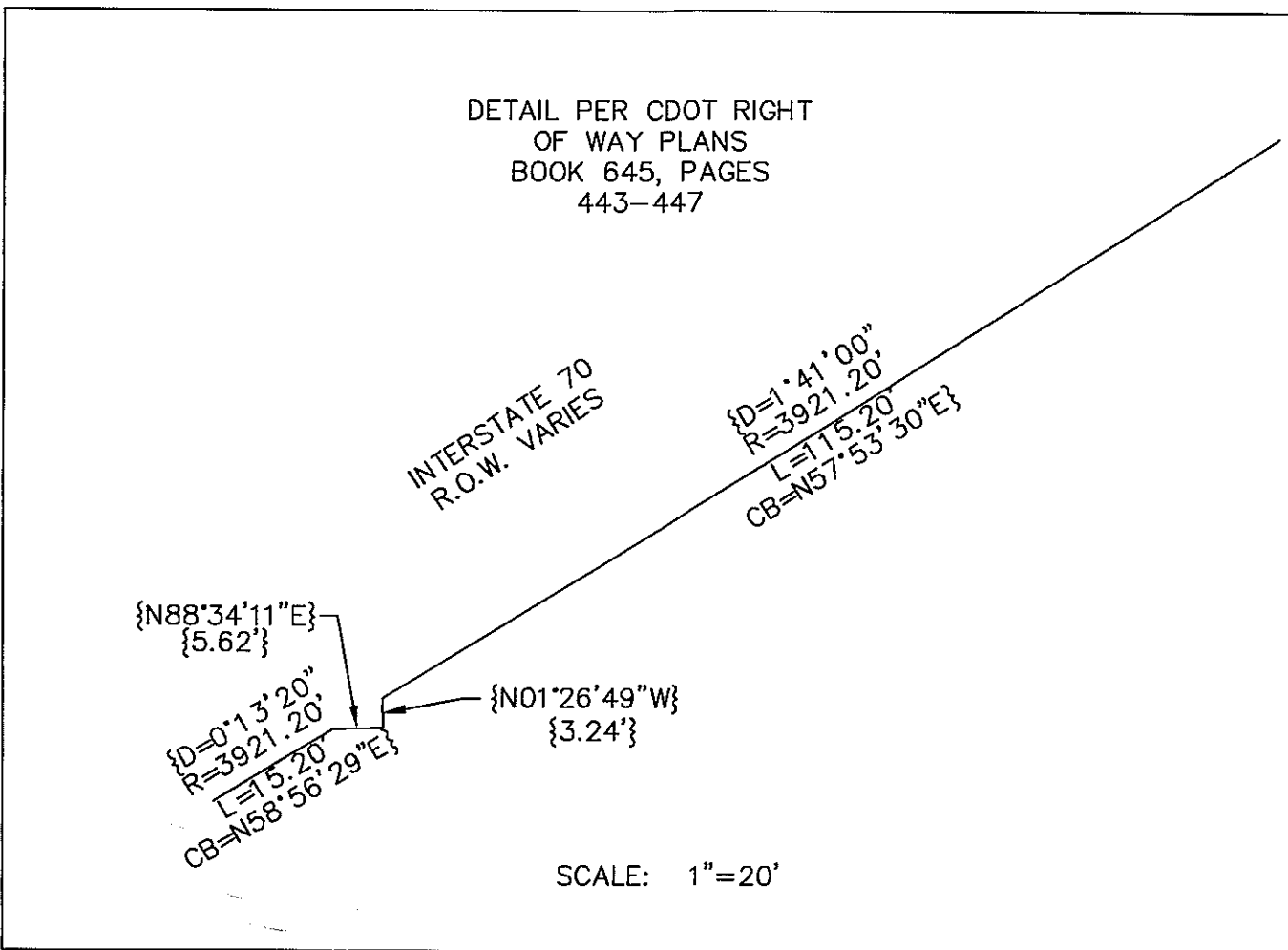
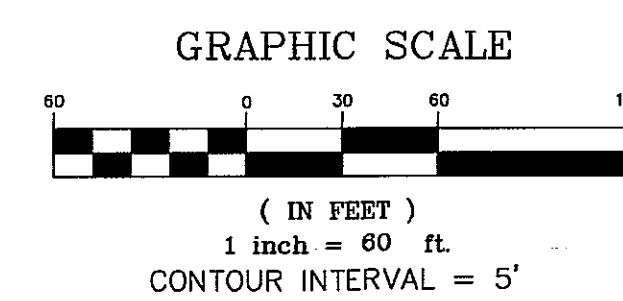
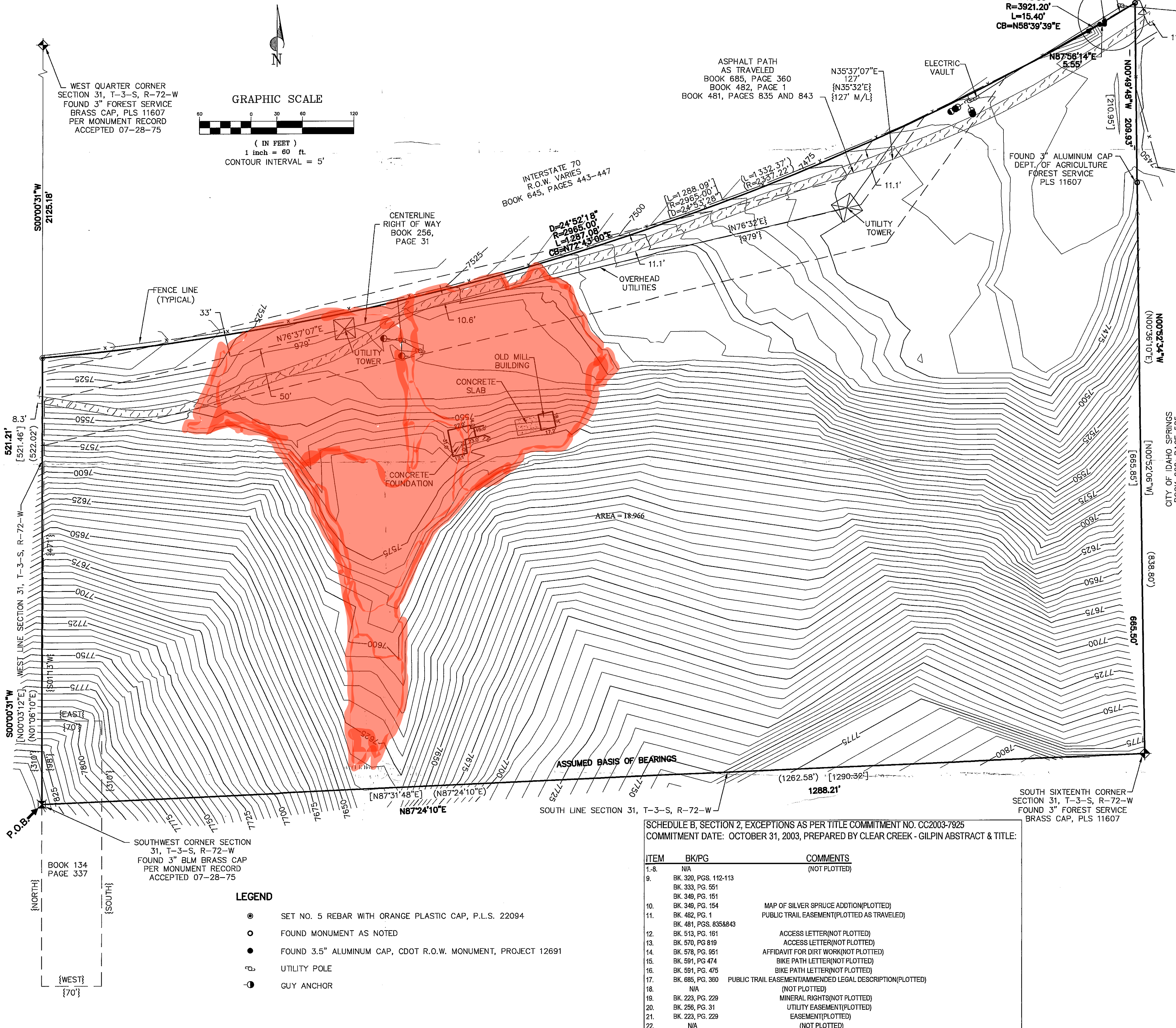
K250399-ALTA.DWG
 Drawn B.M.H.
 Check L.F.F.
 Scale 1"=60'

ALTA/ACSM SURVEY
 ROCKY MOUNTAIN HDC
 P.O. BOX 9189
 DENVER, CO 80209
 303-725-2653 FAX: 303-785-0032

Job No. K250399
 Date: 01/07/04
 SHEET 1 OF 1

ALTA/ACSM SURVEY

LOCATED IN THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 3 SOUTH, RANGE 72 WEST
OF THE SIXTH PRINCIPAL MERIDIAN, COUNTY OF CLEAR CREEK, STATE OF COLORADO.



LEGAL DESCRIPTION:

THE LAND REFERRED TO IN TITLE COMMITMENT NO. CC2003-7925 IS DESCRIBED AS FOLLOWS:
A PARCEL OF LAND IN THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 3 SOUTH, RANGE 72 WEST OF THE 6TH P.M., DESCRIBED AS FOLLOWS:
BEGINNING AT THE SOUTHWEST CORNER OF SAID SECTION 31; THENCE N86°04'30"E, 1262.58 FEET TO A POINT MARKED BY A STEEL PIN, WHICH POINT IS THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 31; THENCE N04°3'30"W, 838.80 FEET TO A STEEL PIN ON THE SOUTH BOUNDARY LINE OF U.S. HIGHWAY 6 AND 40 AS LOCATED ON JANUARY 28, 1993 (INTERSTATE HIGHWAY 70); THENCE SOUTHWESTERLY ALONG THE SOUTH BOUNDARY OF SAID U.S. HIGHWAY 6 AND 40 A DISTANCE OF 1332.40 FEET, MORE OR LESS, TO AN INTERSECTION WITH THE WEST LINE OF SAID SECTION 31; THENCE S07°13'30"E, 522.02 FEET, MORE OR LESS, TO THE SOUTHWEST CORNER OF SAID SECTION 31, THE TRUE POINT OF BEGINNING, KNOWN AS SILVER SPRUCE ADDITION TO THE CITY OF IDAHO SPRINGS, COUNTY OF CLEAR CREEK, STATE OF COLORADO.

NOTES

- NOTICE
ACCORDING TO COLORADO LAW, YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.
- MONUMENT DEFACING STATEMENT
ANY PERSON WHO KNOWINGLY REMOVES, ALTERS OR DEFACES ANY PUBLIC LAND SURVEY MONUMENT OR LAND BOUNDARY MONUMENT OR ACCESSORY, COMMITS A CLASS TWO (2) MISDEMEANOR PURSUANT TO STATE STATUTE 18-4-508, C.R.S.
- THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH BY CLEAR MOUNTAIN SURVEYING, L.L.C. TO DETERMINE OWNERSHIP OR EASEMENTS OF RECORD. FOR ALL INFORMATION REGARDING EASEMENTS, RIGHT-OF-WAY OR TITLE OF RECORD, CLEAR MOUNTAIN SURVEYING, L.L.C. RELIED UPON RECORDED PLAT AND INFORMATION SUPPLIED BY CLIENT.
- P.L.S. SEAL, DEPICTED HEREON, VALID ONLY WITH WET SIGNATURE AND DATE WRITTEN THROUGH IT.
- BEARINGS AND OR DISTANCES IN BRACKETS [BRG., DIST.] PER MAP OF SILVER SPRUCE ADDITION, RECEPTION NUMBER 67834.
- BEARINGS AND OR DISTANCES IN PARENTHESIS (BRG., DIST.) PER SCHEDULE A OF A TITLE COMMITMENT NO. CC2003-7925, COMMITMENT DATE: OCTOBER 31, 2003, PREPARED BY CLEAR CREEK - GILPIN ABSTRACT & TITLE.
- BEARINGS AND OR DISTANCES IN BRACKETS {BRG., DIST.} PER EASEMENT/RIGHT OF WAY AS SHOWN.
- BEARINGS AND OR DISTANCES IN **BOLD** WITHOUT BRACKETS OR PARENTHESIS REPRESENT AS MEASURED DATA.

BASIS OF BEARINGS

THE ASSUMED BEARING OF N87°24'10"E WAS DETERMINED BY THE FOUND 3" BRASS CAPS, MONUMENTING THE SOUTHWEST CORNER AND THE WEST SIXTEENTH CORNER OF SECTION 31, TOWNSHIP 3 SOUTH, RANGE 72 WEST OF THE SIXTH PRINCIPAL MERIDIAN.

ALTA CERTIFICATION

TO: ROCKY MOUNTAIN HDC, INC., A COLORADO NONPROFIT CORPORATION, 1393 SOUTH SANTE FE DRIVE, DENVER, CO 80223:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH "MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS," JOINTLY ESTABLISHED AND ADOPTED BY ALTA, ACSM AND NSPS IN 1999, AND INCLUDES ITEMS OF TABLE A THEREOF, PURSUANT TO THE ACCURACY STANDARDS AS ADOPTED BY ALTA, NSPS AND ACSM AND IN EFFECT ON THE DATE OF THIS CERTIFICATION, UNDERSIGNED FURTHER CERTIFIES THAT PROPER FIELD PROCEDURES, INSTRUMENTATION, AND ADEQUATE SURVEY PERSONNEL WERE EMPLOYED IN ORDER TO ACHIEVE RESULTS COMPARABLE TO THOSE OUTLINED IN THE "MINIMUM ANGLE, DISTANCE AND CLOSURE REQUIREMENTS FOR SURVEY MEASUREMENTS WHICH CONTROL LAND BOUNDARIES FOR ALTA/ACSM LAND TITLE SURVEYS."

DATED THIS 07 DAY OF JANUARY, 2004

LARRY F. FISHER, P.L.S. 22094
FOR AND ON BEHALF OF CLEAR MOUNTAIN SURVEYING, L.L.C.

FILING CERTIFICATE

DEPOSITED THIS _____ DAY OF _____, 2004, AT _____ M. IN BOOK _____ OF THE COUNTY SURVEYORS LAND SURVEY/RIGHT-OF-WAY SURVEYS AT PAGE _____, RECEPTION NO. _____

COUNTY SURVEYOR _____

BY DEPUTY COUNTY SURVEYOR _____

SCHEDULE B, SECTION 2, EXCEPTIONS AS PER TITLE COMMITMENT NO. CC2003-7925
COMMITMENT DATE: OCTOBER 31, 2003, PREPARED BY CLEAR CREEK - GILPIN ABSTRACT & TITLE:

ITEM	BK/PG	COMMENTS
1-8	N/A	(NOT PLOTTED)
9	BK. 320, PGS. 112-113 BK. 333, PG. 551 BK. 348, PG. 151	MAP OF SILVER SPRUCE ADDITION (PLOTTED) PUBLIC TRAIL EASEMENT (PLOTTED AS TRAVELED)
10	BK. 348, PG. 154	
11	BK. 482, PG. 1 BK. 481, PGS. 835&843	ACCESS LETTER (NOT PLOTTED) ACCESS LETTER (NOT PLOTTED)
12	BK. 513, PG. 161	AFFIDAVIT FOR DIRT WORK (NOT PLOTTED)
13	BK. 570, PG. 819	BIKE PATH LETTER (NOT PLOTTED)
14	BK. 570, PG. 851	
15	BK. 591, PG. 474	BIKE PATH LETTER (NOT PLOTTED)
16	BK. 591, PG. 475	
17	BK. 685, PG. 360	PUBLIC TRAIL EASEMENT (AMENDED LEGAL DESCRIPTION) (PLOTTED)
18	N/A	(NOT PLOTTED)
19	BK. 223, PG. 229	MINERAL RIGHTS (NOT PLOTTED)
20	BK. 256, PG. 31	UTILITY EASEMENT (PLOTTED)
21	BK. 223, PG. 229	EASEMENT (PLOTTED)
22	N/A	(NOT PLOTTED)

LEGEND

- SET NO. 5 REBAR WITH ORANGE PLASTIC CAP, P.L.S. 22094
- FOUND MONUMENT AS NOTED
- FOUND 3.5" ALUMINUM CAP, CDOT R.O.W. MONUMENT, PROJECT 12691
- UTILITY POLE
- GUY ANCHOR

REVISIONS:

CLEAR MOUNTAIN SURVEYING, L.L.C.
PROFESSIONAL LAND SURVEYORS
12860 W. CEDAR DRIVE SUITE 201, LAKEWOOD, CO 80228
PHONE (303) 984-7855 FAX (303) 984-7856

K250399-ALTA.DWG

Drawn B.M.H.

Check L.F.F.

Scale 1"=60'

ALTA/ACSM SURVEY
ROCKY MOUNTAIN HDC
P.O. BOX 9189
DENVER, CO 80209
303-725-2653 FAX: 303-785-0032

Job No. K250399

Date: 01/07/04

SHEET 1 OF 1



September 24, 2024

Arkansas Valley Adventures, LLC
Attn: Mr. Duke Bradford
P.O. Box 2878
Breckenridge, CO 80424

**RE: Outdoor Camping Floor Platforms
Arkansas Valley Adventures
95 East Idaho Springs Road – Idaho Springs, CO 80452 (Clear Creek County)**

Dear Duke,

Griffeth Structural, LLC (GS) is a small engineering company that specializes in the design and evaluation of residential & commercial structures. The following statements are based on our observations as well as information provided by you:

1. Structural Plans
 - a. It is structurally acceptable to construct the above listed project as shown in the attached drawings.
2. Building Code – Brief Summary
 - a. This design is based, in part, upon the following listed structural requirements of the Clear Creek County Building Code (2021 IBC with applicable amendments):
 - i. Deck Floor Parameters
 1. Live Load = 40 PSF
 - a. Deck surface is intended to support the live load weight of 2 adult-sized humans while sleeping inside of a fabric tent.
 2. Snow Load = 55 PSF [± 7750 feet elevation]
 - ii. Wind Load Parameters
 1. Basic Wind Speed = 100 mph (V_{ASD}) [130 mph V_{ULT}]
 2. Exposure Category = C
 3. Risk Category = II
 - iii. Seismic Load Parameters
 1. Seismic Design Category = B
 2. Importance Factor = 1.00
 3. Soil Site Class = D

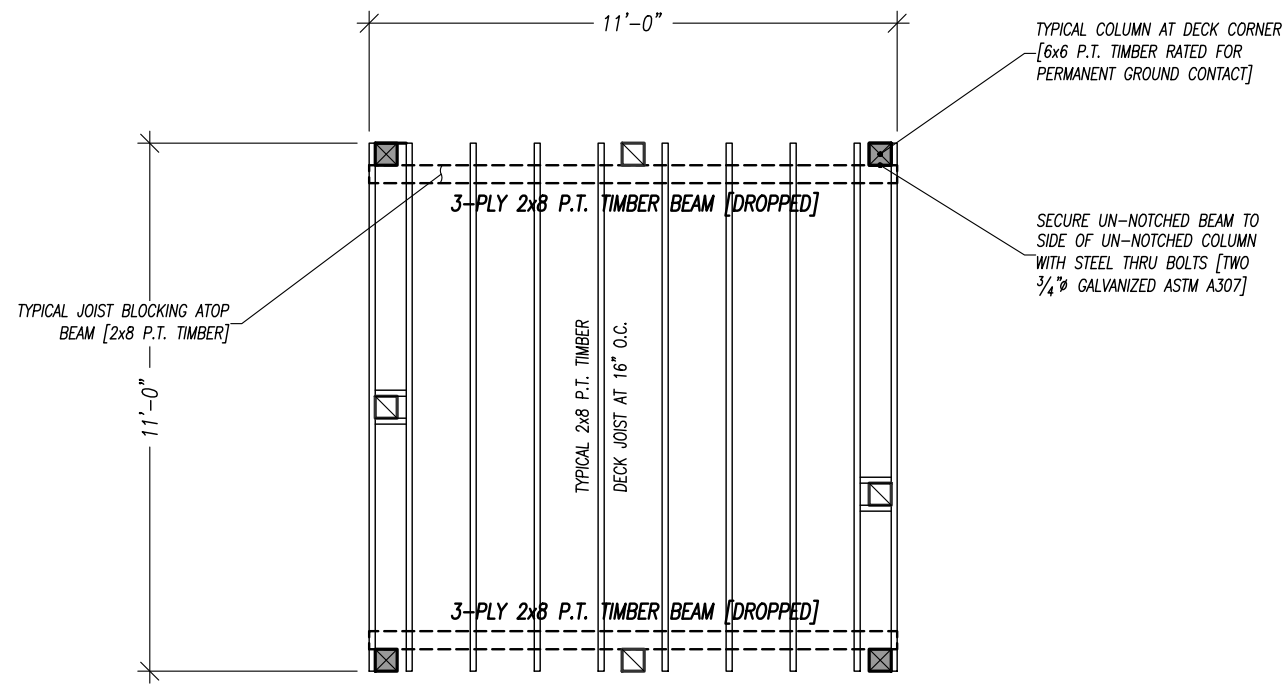
3. Assumed Conditions – Existing Soil Properties
 - a. The structural analysis of the foundation system has been performed without the results of a soils investigation performed by a licensed professional engineer.
 - b. The General Contractor shall hire a soils engineer if required and/or desired by the Owner and/or Building Department, to verify in writing with the structural engineer, the following assumptions:
 - i. Maximum Allowable Bearing Capacity = 2500 PSF
 - ii. Minimum Required Bearing Pressure = ZERO PSF
4. Temporary Bracing & Support
 - a. This evaluation does not include the design of temporary bracing and support of the roof framing and/or floor framing. It is assumed that the General Contractor (i.e. the framer) will provide adequate temporary framing during construction as necessary.
5. Duty of Cooperation – Unknown Existing Conditions
 - a. The General Contractor shall contact us with questions and or comments during construction if it appears that the actual existing conditions are in conflict with information contained in this document.

If you have any questions, comments, or concerns, please feel free contact us at any time at the above-listed phone number or email.

Sincerely,

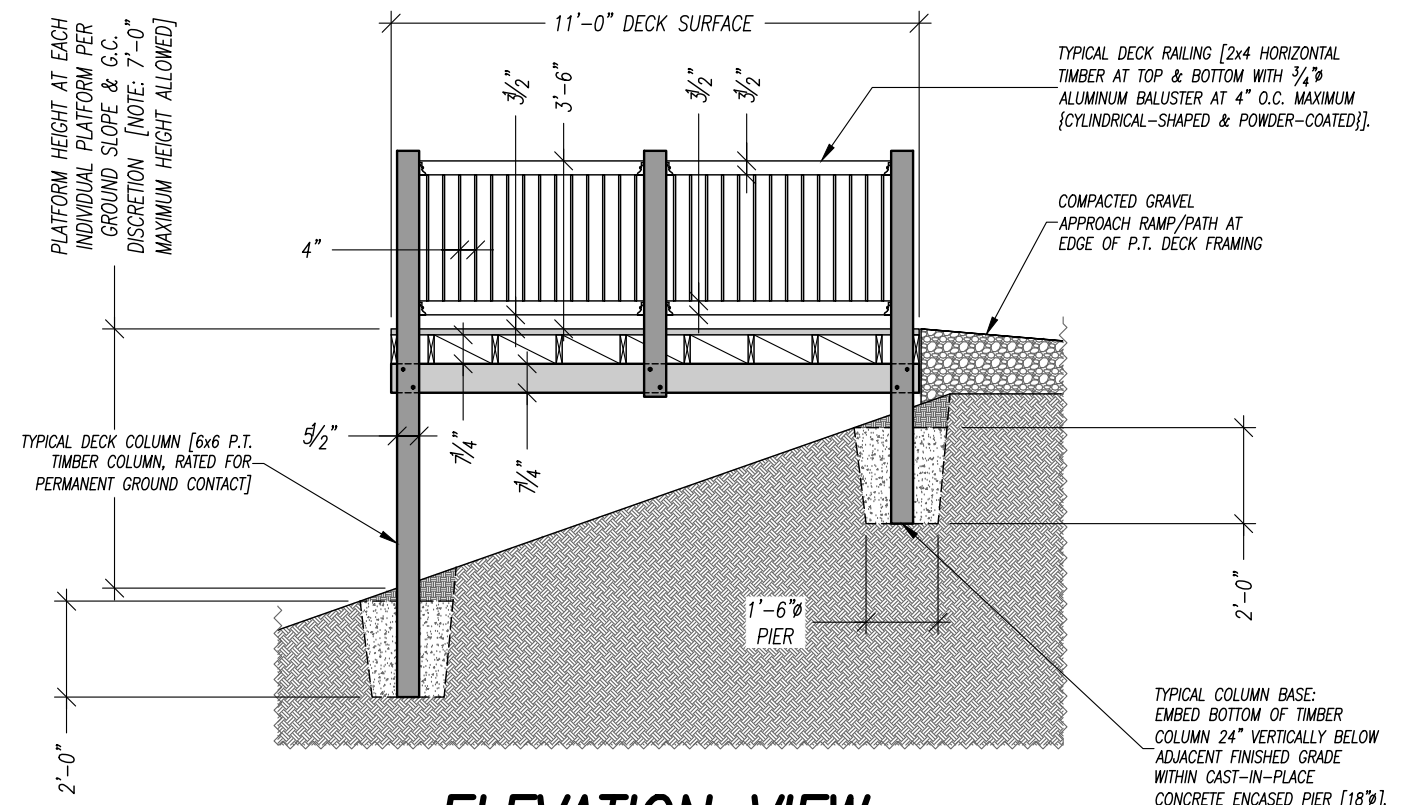
/// E-SIGNED ///

Michael P. Griffeth, P.E., S.E.
Structural Engineer



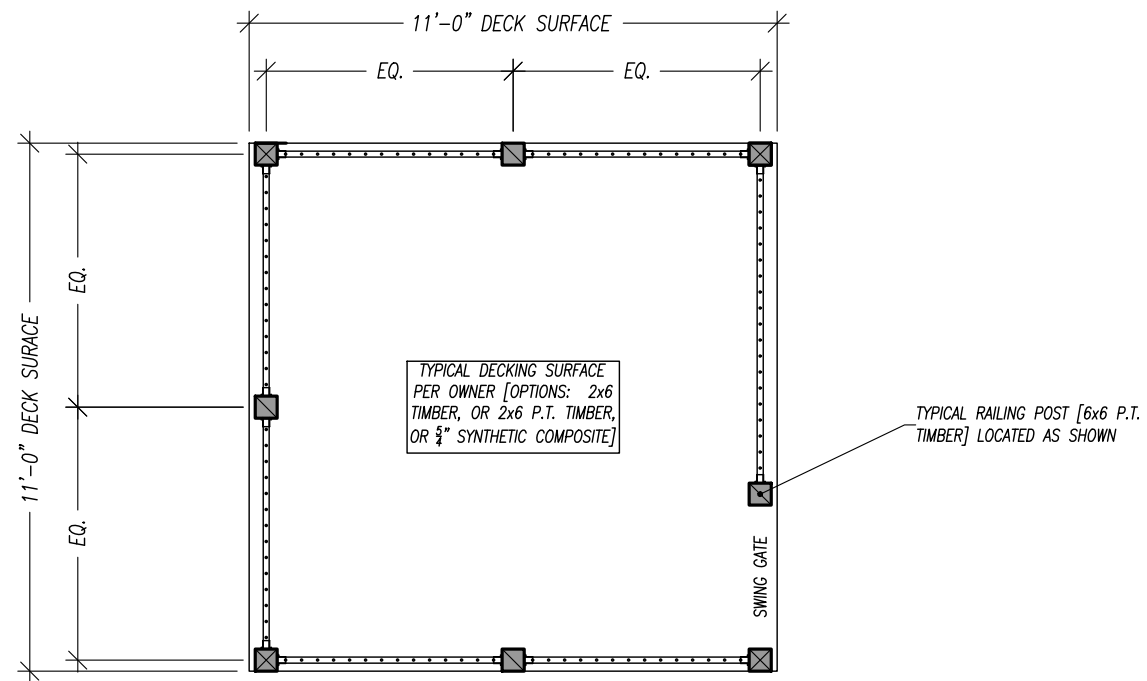
FRAMING PLAN – DECK FLOOR

(SCALE 1/4" = 1'-0")



ELEVATION VIEW

(SCALE 1/4" = 1'-0")



FRAMING PLAN – DECK RAILINGS

(SCALE 1/4" = 1'-0")

CITY OF IDAHO SPRINGS
Clear Creek County, Colorado

Ordinance No. , Series 2025

AN ORDINANCE GRANTING A CONDITIONAL USE TO PERMIT TEMPORARY SEASONAL EMPLOYEE CAMPING DURING RAFTING SEASON ONLY IN 2025 AND 2026 ON PROPERTY WEST OF THE SHELLY/QUINN BALL FIELDS PARK ALSO KNOWN AS 95 EAST IDAHO SPRINGS ROAD WITH CONDITIONS

WHEREAS, the City Council and Planning Commission have authority pursuant to the laws of the State of Colorado and the Idaho Springs Zoning Ordinance to grant Conditional Uses within zone districts for property within the City; and

WHEREAS, in 2024, Duke Bradford (the “Applicant”) applied to the City for a Conditional Use to permit a trial run of temporary seasonal employee camping during the 2024 rafting season upon property located directly west of the Shelly/Quinn Ball Fields Park, south Exit 241 of Interstate 70, that was annexed into the City as part of the Silver Spruce Annexation of 1974, further described in **Exhibit A**, attached hereto and incorporated herein by this reference (the “Property”); and

WHEREAS, this year, the Applicant has again applied to the City for a Conditional Use permit to conduct seasonal employee camping upon the Property during rafting seasons only in 2025 and 2026;

WHEREAS, the Planning Commission is scheduled to conduct a hearing upon and review all facts and circumstances relevant to the 2025 application (the “Application”) on April 2, 2025, after which it shall forward its recommendation to the City Council; and

WHEREAS, the Application is scheduled for public hearing before the City Council on April 14, 2025, and due notice thereof shall be given by publication, mailing and posting of the Property, all as required by the laws of the State of Colorado and the Zoning Ordinance of the City; and

WHEREAS, at each public hearing, before the Planning Commission and before the City Council respectively, the public shall be afforded an opportunity to be heard; and

WHEREAS, after reviewing all of the relevant evidence and testimony, the City Council wishes to enter its findings on the Application and render decision thereon, all as further set forth herein.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Idaho Springs, Colorado, as follows:

Section 1. The above and foregoing Recitals are incorporated herein by reference and are adopted as findings and determinations of the City Council.

Section 2. The City Council hereby determines that the proposed Conditional Use conforms to the relevant requirements of the Idaho Springs Municipal Code (“ISMC”), is generally in conformity with the City's comprehensive plan, and will not impact adjacent properties in a manner that is

significantly different than the impacts caused by uses that are permitted by right in the area, only upon the imposition of certain conditions.

Therefore, the Property is allowed a Conditional Use for temporary seasonal employee camping during the 2025 and 2026 rafting seasons with the following conditions and limitations:

1. Approval will expire on October 1, 2026.
2. The use is authorized from April 1 through September 30 in calendar years 2025 and 2026.
3. Adherence to the applicant submitted Handbook and Lease and the Map of the site.
4. Potable water must be available on-site at all times. Applicant shall receive Clear Creek Fire Authority approval concerning the size and location of the potable water storage.
5. The Clear Creek Fire Authority shall approve the location of campsites and cooking areas prior to occupation
6. No open fires are permitted at the property.
7. All campsite locations shall be numbered and a map of the site, showing all campsites labeled, shall be provided to the City prior to operation and shall be posted at the site.
8. Trash and recycling must be picked up weekly at minimum.
9. Adequate portable toilets will be provided on-site and will be pumped monthly at a minimum or as needed.
10. The applicant is required to provide to City Administration and the Police Department two (2) authorized contacts (a primary contact and backup contact) for the property who can physically respond to the site within sixty (60) minutes or less.
11. Parking spaces shall meet minimum parking dimensional standards, and shall be delineated on-site to the City's satisfaction, and shall include spaces for at least 38 vehicles (including 10 campervan spaces). A parking plan showing the layout of spaces shall be provided prior to occupation of the property. No parking associated with this use shall be permitted off site.
12. Public pedestrian access across the property along the existing paved path shall be maintained and not blocked.
13. City Staff shall perform a site walk-through once all improvements proposed are established on-site to confirm compliance with the above conditions of approval.
14. A gate or other barrier shall be installed at the entrance to the trail underpass to I-70 at Edwards St. to stop vehicles from traveling the corridor. The City's Public Works Department will approve of and install the gate, at the applicant's expense.
15. All camping platforms proposed as part of this development shall receive a Certificate of Occupancy before they can be used for camping purposes.
16. Prior to the commencement of operations under this Permit in 2026, the Applicant shall appear before the Idaho Springs Planning Commission for a Compliance Review to review the operation's compliance with all relevant requirements and conditions during 2025. The Compliance Review is not a formal public hearing, but an informal review and discussion.

Nothing herein constitutes approval of any use of any type *not* specified by this Ordinance. Any such additional use would require its own distinct Conditional Use approval, if so required by the Code.

Section 3. Any and all Ordinances or parts thereof in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed; provided, however, that the repeal of any such Ordinance or part thereof shall not revive any other section or part of any Ordinance heretofore

repealed or superseded.

Section 4. Should any one or more sections or provisions of this Ordinance be judicially determined invalid or unenforceable, such judgment shall not affect, impair or invalidate the remaining provisions of this Ordinance, the intention being that the various provisions are severable.

INTRODUCED, READ AND ORDERED PUBLISHED, on March 24, 2025, at a Regular Meeting of the City Council of the City of Idaho Springs, Colorado.

Chuck Harmon, Mayor

ATTESTED AND CERTIFIED:

Diane Breece, City Clerk

PASSED, ADOPTED AND APPROVED, after publication and public hearing, at a Regular Meeting of the City Council of the City of Idaho Springs, Colorado, held on April 14, 2025.

Chuck Harmon, Mayor

ATTESTED AND CERTIFIED:

Diane Breece, City Clerk

EXHIBIT A

Legal description of property

THE LAND REFERRED TO IN TITLE COMMITMENT NO. CC2003-7925 AND DESCRIBED AS FOLLOWS:

A PARCEL OF LAND IN THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 3 SOUTH, RANGE 72 WEST OF THE 6TH P.M., FURTHER DESCRIBED AS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID SECTION 31; THENCE N86°04'30"E, 1262.58 FEET TO A POINT MARKED BY A STEEL PIN, WHICH POINT IS THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 31; THENCE N0°43'30"W, 838.80 FEET TO A STEEL PIN ON THE SOUTH BOUNDARY LINE OF U.S. HIGHWAY 6 AND 40 AS LOCATED ON JANUARY 28, 1993 (INTERSTATE HIGHWAY 70); THENCE SOUTHWESTERLY ALONG THE SOUTH BOUNDARY OF SAID U.S. HIGHWAY 6 AND 40 A DISTANCE OF 1332.40 FEET, MORE OR LESS, TO AN INTERSECTION WITH THE WEST LINE OF SAID SECTION 31; THENCE S0-13'30"E, 522.02 FEET, MORE OR LESS, TO THE SOUTHWEST CORNER OF SAID SECTION 31, THE TRUE POINT OF BEGINNING, KNOWN AS SILVER SPRUCE ADDITION TO THE CITY OF IDAHO SPRINGS, COUNTY OF CLEAR CREEK, STATE OF COLORADO.



TO: Idaho Springs Planning Commission
CC: City Administrator Andrew Marsh, Assistant City Administrator Guy Patterson
FROM: Dylan Graves, Community Development Planner
SUBJECT: Overnight Lodging Inspection Process Discussion
MEETING DATE: April 2, 2025

BACKGROUND

The scope of this work session is to discuss the process by which the City inspects overnight lodging properties to ensure compliance with health and safety requirements for commercial lodging businesses. This topic has become relevant because of the recently adopted Extended Stay Lodging Ordinance. Section E of the Ordinance (Ordinance #18, Series 2024) requires that the City perform an inspection of the proposed licensed premises prior to the issuance of an extended stay lodging license and, thereafter, the City shall perform annual compliance inspections of the licensed premises at the time of license renewal. Additionally, Section D(6) of the Ordinance requires that each licensed premise shall remain compliant with all requirements and standards of the City and of the Idaho Springs Municipal Code (ISMC).

Staff have received a handful of extended stay lodging applications to date and have been working on processing them ahead of the July 1, 2025, deadline for compliance. However, in working through the application, city staff have realized that the Ordinance is not specific about what sort of inspection is needed. We determined that it is likely desirable to have both SAFEbuilt and the Clear Creek Fire Authority conduct inspections. SAFEbuilt should conduct a life safety inspection, as is done for changes of use at commercial properties and as is done for short-term rentals (STRs). We also believe that the Clear Creek Fire Authority should conduct an inspection for fire safety. However, we have run into difficulties determining the scope and scale of the inspection. For example, SAFEbuilt has recommended that they inspect for compliance with the International Property Maintenance Code (IPMC) and that such an inspection will be a substantial process to complete. It can be done, but city staff are concerned about the cost and time required to perform these inspections and whether there is a better solution.

Additionally, we have determined that there could be some issues with only inspecting extended stay lodging facilities. For example, where we have an operator who only intends to rent some of their rooms as extended stay lodging rooms, the question of how to handle the rest of the rooms that are for transient, overnight stays is tricky. If an inspector comes to a property and notices issues with areas of the facility, they have a duty to address those concerns, whether related to an extended stay room or not. They could not walk past rooms #1-9 to get to room #10 and ignore issues along the way, which makes the inspection process more complex. Once we sign off on an extended stay license, that signifies a level of “acceptance” that the facility meets standards – if we aren’t inspecting every inch of the facility, we may miss issues that should be addressed.

I would anticipate that we will have to come up with an extended stay inspection process for this year, but staff have started thinking about potential changes to inspection requirements and processes that could be implemented in 2026.

In lieu of having SAFEbuilt perform life safety inspections for these extended stay properties, Assistant City Administrator Guy Patterson and I have researched potential solutions that clarify what inspections are needed for extended stay lodging operators and for overnight lodging operators alike. We believe that it may be a better use of City resources to require that lodging operators periodically hire an International Code Council (ICC) certified inspector to conduct an inspection to ensure that the properties meet relevant health and safety standards. The rest of this report will detail how we propose this to be done and what would be needed with a subsequent code amendment, if it is decided that this should be pursued.

ICC CERTIFIED INSPECTOR INSPECTION REQUIREMENT – PROPOSAL

Staff have looked at the potential for a new ordinance that could require that lodging facilities hire an ICC certified inspector every 2-3 years to inspect their building and sign off that they continue to meet health and safety requirements. The lodging operator would be required to submit their approved inspection sheet at business license renewal and an approved inspection would be required before a new business license would be issued.

Staff believe that it may be wise to require all lodging operators – not just extended stay operators – to get period inspections, as this is a benefit for public welfare in the community regardless of whether guests are staying short- or long-term.

For extended stay lodging operators, the extended stay portion of the inspection would only require City staff to go on-site to check that all necessary facilities and amenities are present on-site – the city would already know that the facility meets health and safety standards as part of the lodging operation’s routine inspection process.

The basis of the inspection criteria could be the 2018 International Property Maintenance Code (IPMC), Chapters 1 through 8, which have been formally adopted by the City of Idaho Springs. We could create a checklist that includes major items from the IPMC that would need to be reviewed, such as the example included with this report. A copy of this code book would be available at City Hall for public viewing.

WHO WOULD BE SUBJECT TO THESE INSPECTIONS

The proposal would be that all overnight lodging operators be subject to these inspections. It is in the City’s interest to ensure that all overnight lodging facilities in the city meet basic health and safety standards. By requiring all overnight lodging operators to conduct an inspection, we ensure that lodging options available to visitors are meeting requirements established in the ISMC. Extended Stay Lodging facilities would not need a separate life safety inspection with SAFEbuilt since they will have already had an ICC certified inspector sign off on their facilities.

POTENTIAL COSTS / AVAILABILITY OF INSPECTORS

It would be up to the owner of the unit to schedule and pay for the inspection. The City would not have to be involved in performing the inspection at any point. The City would simply process the inspection documents as part of the annual business license renewal process. The results of the inspection would be verified by the signature of the inspector, as part of the application process. We do not believe that the costs associated with a private inspection would be substantially higher than the costs to have SAFEbuilt inspect, though more research is needed to determine the potential financial impacts.

Looking at a list of ICC certified inspectors within 50 miles of the City of Idaho Springs (approximately from Aurora to the East and Summit County to the West), there are over 40 inspectors who have a property maintenance or housing inspector certification. When searching more broadly for commercial building inspector certifications, there are far more. As such, staff believe that there will be plenty of inspectors available for this program.

Additionally, while the first round of inspections may be more difficult for some operators because they have not been required to maintain a certain standard for health and safety, it is anticipated that in future years issues requiring attention will decrease. As such, initial costs to operators could be high, but reduce as issues are addressed. This is likely to be the case for this first year of extended stay licenses, regardless.

WHAT WOULD BE REQUIRED TO SET THIS UP?

The City would need to do several things:

1. Establish a standard set of requirements that lodging facilities would need to meet. As mentioned, the City has already adopted the 2018 IPMC Chapters 1-8. When Guy worked for Salida, he produced a draft inspection checklist for Short-Term Rental Units – this could be amended to fit the City’s inspections for commercial lodging operators (see attached).
2. Amend the City’s business license application forms. Currently, the City does not classify businesses into different categories within the application form. Adding a series of check boxes to allow businesses to identify into various categories – Overnight Lodging, Property Management, Restaurant/Café, General Retail, etc. This could be a dual benefit as it would improve business license record-keeping. Properties that identify as overnight lodging would be subject to the periodic inspection requirement and would need to submit their inspection approval sheet(s).
3. Adopt an ordinance putting these standards and requirements in place.

REQUESTS FOR DIRECTION:

- **What does Planning Commission think of such a program? Is this something that should be pursued in greater detail with a proposed ordinance drafted in the upcoming months?**



SHORT-TERM RENTAL UNIT INSPECTION WORKSHEET

Occupancy Information (Please Print in Blue or Black Ink)

Name of Person Completing Inspection: _____

ICC Certification Number: _____

Date Inspection Performed: ____/____/____

Rental Unit Street Address: _____

Rental Unit Phone: _____

Rental Unit Owner's Name(s): _____

Rental Unit Owner's Phone Number(s): _____

Local Contact Person Name & Number: _____

City of Salida Use Only:

Date: _____

Pass _____ Fail _____

Comments*: _____

*Please initial after comments

Short-Term Rental Unit Inspection Checklist

In accordance with Salida Municipal Code section 6-6-30, all short-term rental units must pass a Short-term Rental Unit inspection. This inspection must be conducted by an International Code Council (ICC) inspector who is currently certified. The basis of the inspection is the International Property Maintenance Code-2006. This form constitutes the current specifications for meeting that requirement. To pass this inspection, the unit shall not be “non-compliant” in any area.

Upon completion of this checklist, please sign, date and return it to the City of Salida, 448 E. 1st Street, Suite 112, Salida, CO 81201 along with the Short-term Rental Business License Application.

C=COMPLIANT

NC=NON COMPLIANT

N/A= NON-APPLICABLE

SECTION 302 EXTERIOR PROPERTY AREAS

- | | |
|---|--|
| <input type="checkbox"/> 3.02.1 Sanitation. | <input type="checkbox"/> 302.5 Rodent harborage. |
| <input type="checkbox"/> 302.3 Sidewalks and Driveways. | <input type="checkbox"/> 302.6 Exhaust vents |

SECTION 304 EXTERIOR STRUCTURE

- | | |
|--|---|
| <input type="checkbox"/> 304.2 Protective Treatment | <input type="checkbox"/> 304.13 Windows, Skylight and Door Frames |
| <input type="checkbox"/> 304.3 Premises Identification | <input type="checkbox"/> 304.13.1 Glazing |
| <input type="checkbox"/> 304.4 Structural Members. | <input type="checkbox"/> 304.13.2 Openable Windows |
| <input type="checkbox"/> 304.5 Foundation Walls. | <input type="checkbox"/> 304.15 Doors |
| <input type="checkbox"/> 304.6 Exterior Walls | <input type="checkbox"/> 304.16 Basement Hatchways |
| <input type="checkbox"/> 304.7 Roofs and Drainage | <input type="checkbox"/> 304.17 Guards for Basement Windows |
| <input type="checkbox"/> 304.8 Decorative Features | <input type="checkbox"/> 304.18 Building Security |
| <input type="checkbox"/> 304.9 Overhang Extensions | <input type="checkbox"/> 304.18.1 Doors |
| <input type="checkbox"/> 304.10 Stairways, decks, porches and balconies. | <input type="checkbox"/> 304.18.2 Windows |
| <input type="checkbox"/> 304.11 Chimneys and Towers | <input type="checkbox"/> 304.18.3 Basement Hatchways |
| <input type="checkbox"/> 304.12 Handrails and Guards | |

SECTION 305 INTERIOR STRUCTURE

- | | |
|--|---|
| <input type="checkbox"/> 305.2 Structural Members | <input type="checkbox"/> 305.5 Handrails and Guards |
| <input type="checkbox"/> 305.3 Interior Surfaces | <input type="checkbox"/> 305.6 Interior Doors |
| <input type="checkbox"/> 305.4 Stairs and Walking Surfaces | |

**SECTION 306
HANDRAILS AND GUARDRAILS**

___ 306.1 General

**SECTION 307
RUBBISH AND GARBAGE**

___ 307.1 Accumulation of Rubbish or
Garbage

___ 307.2 Disposal of Rubbish

___ 307.2.1 Rubbish Storage Facilities

___ 307.2.2 Refrigerators

___ 307.3 Disposal of Garbage

___ 307.3.1 Garbage Facilities

___ 307.3.2 Containers

**SECTION 308
EXTERMINATION**

___ 308.1 Infestation

**SECTION 402
LIGHT**

___ 402.1 Habitable Spaces

___ 402.2 Common Halls and Stairways

___ 402.3 Other Spaces

**SECTION 403
VENTILATION**

___ 403.1 Habitable Spaces

___ 403.2 Bathrooms and Toilet Rooms

___ 403.3 Cooking Facilities

___ 403.4 Process Ventilation

___ 403.5 Clothes Dryer Exhaust

**SECTION 404
OCCUPANCY LIMITATIONS**

___ 404.1 Privacy

___ 404.2 Minimum Room Widths

___ 404.3 Minimum Ceiling Heights

___ 404.4 Bedroom and Living Room
Requirements

___ 404.4.1 Room Area

___ 404.4.2 Access From Bedrooms

___ 404.4.3 Water Closet Accessibility

___ 404.4.4 Prohibited Occupancy

___ 404.4.5 Other Requirements

___ 404.5 Overcrowding

___ 404.6 Efficiency Unit

___ 404.7 Food Preparation

**SECTION 502
REQUIRED FACILITIES**

___ 502.1 Dwelling Units

**SECTION 503
TOILET ROOMS**

- _____ 503.1 Privacy
- _____ 503.2 Location
- _____ 503.4 Floor Surface

**SECTION 504
PLUMBING SYSTEMS AND FIXTURES**

- _____ 504.1 General
- _____ 504.2 Fixture Clearances

**SECTION 505
WATER SYSTEM**

- _____ 505.1 General
- _____ 505.2 Contamination
- _____ 505.3 Supply
- _____ 505.4 Water Heating Facilities

**SECTION 506
SANITARY DRAINAGE SYSTEM**

- _____ 506.1 General
- _____ 506.2 Maintenance

**SECTION 602
HEATING FACILITIES**

- _____ 602.2 Residential Occupancies (see 602.5 Room Temperature Measurement)
- _____ 602.3 Heat Supply (see 602.5 Room Temperature Measurement)

**SECTION 603
MECHANICAL EQUIPMENT**

- _____ 603.1 Mechanical Appliances
- _____ 603.2 Removal of Combustion Products
- _____ 603.3 Clearances
- _____ 603.4 Safety Controls
- _____ 603.5 Combustion Air
- _____ 603.6 Energy Conservation Devices

**SECTION 604
ELECTRICAL FACILITIES**

- _____ 604.1 Facilities Required
- _____ 604.2 Service

**SECTION 605
ELECTRICAL EQUIPMENT**

- _____ 605.1 Installation
- _____ 605.2 Receptacles
- _____ 605.3 Luminaires

**SECTION 607
DUCT SYSTEMS**

_____ 607.1 General

**SECTION 702
MEANS OF EGRESS**

_____ 702.1 General

_____ 702.3 Locked Doors

_____ 702.4 Emergency Escape Openings

**SECTION 703
FIRE-RESISTANCE RATINGS**

_____ 703.1 Fire-Resistance-Rated Assemblies

_____ 703.2 Opening Protectives

**SECTION 704
FIRE PROTECTION SYSTEMS***

_____ 704.1 General

_____ 704.2 Smoke Alarms

_____ 704.3 Power Source

_____ 704.4 Interconnection

**It is recommended that a 2.5lb ABC fire extinguisher be installed near cooking equipment and wood fired stoves.*

INSPECTOR ACKNOWLEDGEMENT:

I _____ (print name) do attest that I am currently an ICC certified inspector. I have performed this short-term rental inspection and do affirm the above results.

Inspector Signature: _____

Date: _____



TO: Idaho Springs Planning Commission
CC: City Administrator Andrew Marsh, Assistant City Administrator Guy Patterson
FROM: Dylan Graves, Community Development Planner
SUBJECT: Accessory Dwelling Unit (ADU) Amendment Ideas
MEETING DATE: April 2, 2025

BACKGROUND

The scope of this work session is to continue talking about potential amendments to the City’s housing codes to encourage increased development of affordable, community-serving housing. At the last Planning Commission meeting, staff received direction that the Commission would like to continue researching potential ways to encourage additional development of Accessory Dwelling Units (ADUs), which is the subject of this report.

WHAT IS AN ADU?

The Idaho Springs Municipal Code (ISMC) defines an ADU as follows: *A second dwelling unit either in an existing single-family detached dwelling, or in a separate accessory structure on the same lot as the main dwelling, for use as a complete, independent living facility with provisions within the accessory apartment for cooking, eating, sanitation, and sleeping. Such a dwelling is an accessory use to the main dwelling with a gross floor area not exceeding fifty percent (50%) of the principal building. One ADU is allowed per main dwelling. The minimum allowed size of an ADU is two hundred (200) square feet.*

ADUs can be incorporated into a primary residence or can be standalone.

CURRENT PROCESS TO APPROVE AN ADU

The City would permit an ADU to be built once a building permit for the work is approved and issued. No special approvals are needed. City staff have no recommendations to change this, though fees are discussed in more detail below.

POTENTIAL CODE AMENDMENTS – AS PRESENTED AT MARCH PLANNING COMMISSION MEETING

1. Expand Use-by-Right to allow ADUs in HD, R-M, C-1, and C-2 districts as long as they are accessory to a primary use or a legal, nonconforming use.
2. Remove the minimum floor area standard of 200 square feet to allow for tiny home development on small residential lots.
3. Relax setback and open space requirements for ADU construction projects.
4. Relax parking requirements for lots containing ADUs.
5. Reduce or eliminate building permit/plan review fees for ADUs.
6. Reduce or waive water and sewer tap fees associated with ADUs.
7. Adoption of pre-approved, standard ADU plans for property owners seeking to construct standalone ADUs on their properties.

1. ZONING DISTRICTS THAT ALLOW ADUS

The ISMC allows ADUs in the following zoning districts: Residential Estate (R-E), Residential One (R-1), Residential Two (R-2), Residential Three (R-3). An ADU would not currently be permitted in the Historic Downtown (HD) district or in commercial districts, which do not allow single-family residential development as a use by right.

This is a potential limitation on ADU development, as there are single-family residences in the C-1 and C-2 zone districts that could likely accommodate an ADU if permitted. Based on staff estimates, there are up to 60 single-family homes in C-1 and C-2 zone districts that currently could not have an ADU due to their zoning designation. These homes are considered legally nonconforming per Section 21-13 of the ISMC. If someone wanted an ADU on these properties, I believe they would need to get a Conditional Use permit currently, which can be a cumbersome process.

Proposal: Allow ADUs in C-1, C-2, R-M, and HD zone districts if the ADU meets necessary dimensional standards and is accessory to the primary use on-site. Staff can start working on a draft ordinance that adds ADUs to the use table for those zone districts.

2. SQUARE FOOTAGE STANDARDS

The ISMC requires that an ADU be a minimum of 200 square feet and a maximum of 50% of the primary residence on the property. The *Housing Policy Analysis* conducted by Capelli Consulting recommends removing this minimum to allow tiny home ADUs. This is a small change and one that could be added along with other strategies. I am unsure why we need this minimum, as building code requirements exist that would protect against ADUs that do not fit within health and safety standards for housing.

Proposal: Remove the minimum square footage requirement of 200 square feet. Building Code would prevail regarding minimum square footage. Staff can start working on draft language to remove that square footage requirement.

3. HEIGHT, SETBACKS, AND OPEN SPACE REQUIREMENTS

The ISMC sets development standards for height, setbacks, and open space in Section 21-63 of the ISMC. For example, in R-1 and R-2 districts, setbacks are 15' from front and rear property lines and 5' from side property lines, with a height limit of 35' and an open space requirement of 50%. An ADU is required to meet all development standards and if someone wanted to deviate from these standards, they would need to go through the variance process detailed in Section 21-109 of the ISMC. This can be a difficult process to navigate.

Staff believe that these standards could be reduced for ADUs. Currently, the city allows accessory structures (such as sheds) to have a 5' rear setback, reduced from 15-20'. This could be applied to ADUs without changing community character. There are not many communities that allow reduced setbacks for ADUs, though several, like Fort Collins and Denver, allow for reduced open space requirements if someone wishes to construct an ADU.

Proposal: Reduce rear setback for ADUs from underlying development standard to 5' in all zone districts. No change to side or front setbacks.

Proposal: Waive or reduce open space requirements on a lot where an ADU is to be constructed.

4. PARKING STANDARDS

The ISMC requires one off-street parking space per ADU. This is in addition to the requirement that a single-family home has two off-street parking spaces. For a property owner to construct an ADU, they should have three off-street parking spaces in total. This seems potentially high, especially given that there are properties in the City that do not have off-street parking at all and yet there are no limitations on the number of residential parking permits a property owner is allowed to have for their vehicles.

Proposal: Remove parking requirements for ADUs with existing single-family homes on the property. If parking requirement is waived, staff believe it would be best that the property owner would be required to deed restrict the unit to long-term occupancy as discussed below.

5. BUILDING PERMIT FEES

The *Housing Policy Analysis* Capelli Consulting completed recommends waiving or reducing building permit and permit review fees associated with ADUs that are community serving. If someone is willing to restrict occupancy of their ADU to long-term renters, the city could waive or reduce associated fees to allow for a cheaper construction. This would require a deed restriction agreement to be drafted that sets parameters for the fee waiver. It would also need to set standards that would need to be met for occupancy, such as repayment strategies if the ADU was converted to another use (and was no longer community serving) and the methodology by which occupancy is reviewed and enforced. Oversight could be a good project for the Clear Creek Regional Housing Authority (CCRHA).

Proposal: Recommend waiver of building permit and other review fees associated with ADU development if a property owner is willing to deed restrict the ADU to long-term occupancy as discussed below.

6. WATER AND SEWER FEES

Currently, you are required to have a tap for each building with a separate foundation that accesses water. For example, if I have a single-family home, I only need one tap. If you are adding an ADU to your property, you may or may not need to purchase a new

tap. If the ADU is located within the existing walls of your home (e.g. in your existing basement), you would not need a new tap for water or sewer. However, if you were to build a new, standalone ADU with a separate foundation, you would be required to pay for new water and sewer taps.

If City Council was interested in changing the fee structure for ADUs, waiving tap fees for detached ADUs seems reasonable since internal ADUs already do not need to pay an additional tap fee.

Another thought would be to reduce the base rate for ADUs. Currently, if you have an ADU on your property, you would pay a 0.9 multiplier on top of your normal base rate for your single-family home. Essentially, you get a 10% reduction for your ADU for water/sewer base rates. To encourage additional ADUs, we may want to consider reducing the base rate for ADUs. A separate meter is needed for ADUs regardless, so it would be easy to track. This would need to include some kind of occupancy restriction that we currently do not have to ensure that community-serving housing is created through fee waivers rather than guest houses or short-term rentals. Occupancy restrictions are discussed in more detail below.

As mentioned with the building permit fee section, we would need to set standards that would need to be met for occupancy, such as repayment strategies if the ADU was converted to another use (and was no longer community serving) and the methodology by which occupancy is monitored and enforced.

Proposal: Recommend waiver of tap fees associated with new detached ADUs. If waiver is not feasible, delay for a period of 10 years, allowing pay back to occur over time with monthly or annual payments.

Proposal: Recommend that we apply a reduced multiplier for base rates for ADUs in exchange for a deed restriction.

7. PRE-APPROVED ADU PLANS TO HELP REDUCE PROPERTY OWNER COSTS

Several communities – Denver, Buena Vista, Salida, Summit County being local examples, in addition to nationwide examples like Los Angeles and Portland, Oregon – have vetted pre-approved ADU plans and ADU-related contractors that property owners can use to construct ADUs while limiting costs. Removing the need to find and hire architects and contractors could save property owners thousands of dollars in design costs. As an example, the West Denver Renaissance Collaborative has partnered with their local Habitat for Humanity affiliate to develop standardized building forms pre-approved for use as ADUs. The City could partner with a similar group (or several groups) to provide local plans to property owners who wish to build ADUs. We would need to work with SAFEbuilt on “pre-approving” the plans to ensure that they meet building code requirements for residential units.

A potential benefit of this program would be the opportunity to influence architectural design considerations, which we would not have the opportunity to do otherwise. These pre-approved plans could be designed to fit well with the City’s existing architecture, scale, and character.

Proposal: Start work on gathering information on pre-approved ADUs in other communities and reach out to contacts who may be willing to help.

OCCUPANCY RESTRICTIONS IN EXCHANGE FOR INCENTIVES

Resident Occupied restricted occupancy housing units are common tools used to ensure that affordable housing units are occupied in accordance with municipal standards and requirements. In exchange for incentives such as reduced permit fees, flexibility in development standards (reduced setbacks, smaller minimum square footages), grant funding, etc., property owners constructing housing – such as ADUs – agree to restrict the occupancy allowances for the housing unit(s) being built. For example, the Town of Breckenridge has a program called “Housing Helps,” whereby the Town gives people a cash payment in exchange for restricting the occupancy of the property to members of the local workforce. This money could be used for a down payment on the house, construction costs, renovations, or anything else. However, in the future the property must be occupied by a member of the local workforce. Summit County has a similar procedure to incentivize ADUs. In exchange for money to be applied to tap fees, construction costs, etc., Summit County requires a property owner to agree to keep the ADU in perpetuity and rent the ADU to a member of the local workforce or to a family member. If a property owner does not take advantage of financial incentives, they would not be required to restrict occupancy of their ADU.

In either case, enforcement and monitoring are critical to ensure that deed restricted properties are used correctly. This is something that the CCRHA may be able to do for the City moving forward. However, until the CCRHA is up and running, City staff would need to do monitoring and enforcement.

Proposal: City staff begin to work on a draft restriction agreement that could be used to restrict the occupancy of ADUs that are built using financial incentives.

NEXT STEPS AND PRIORITIES

Looking at the above options, a few of them are notably easier than others. For example, strategies #1-4 do not require any financial costs to the City – rather, they would only require amendments to the ISMC via ordinance. Strategies #5 and #6 are more difficult because the City would need to agree to waive or reduce fees, and we would need to come up with draft deed restriction language and enforcement/monitoring policies before they could be implemented. Strategy #7 seems relatively straightforward, though would have costs associated with securing an organization to design code-compliant pre-approved plans.

Studies have shown that financial incentives tend to work only in the short term while an organization has the money to provide those funds. They can help get initial interest in construction but need to be supported by policy and zoning changes that can provide the infrastructure for long-term impacts. As such, I believe that starting with strategies #1-4 is advisable and we could move into financial incentives once the regulations are updated and the CCRHA is up and running. I also believe that we could start working on pre-approved ADU plans for standalone ADUs, as that is a relatively low-cost project that could still have benefits for local property owners.

Request for Direction: Which strategies should city staff pursue further? What does Planning Commission want to see for our next work session?