

TOWN OF YAMPA
TOWN BOARD MINUTES
May 21, 2025 – 6:00 pm

BOARD MEMBERS PRESENT: Mayor Geilert, Trustee Lewis, and Trustee Montgomery.

BOARD MEMBERS ABSENT: Trustee Geanious.

EMPLOYEES PRESENT: Town Administrator/Clerk Sheila Symons

AUDIENCE PRESENT:

In Person: Susie Crowner, Aaron Symons, Robert Citto, Holly Olson, Scott Cowman, Paul Bony, Bill Ager, Russell Gehl
Via Zoom: Alicia Samuelson, Audria Herrera, Heather Noyes Gregg, John Bristol.

1. Call to Order

- Mayor Geilert called the meeting to order at 6:00 pm
- The Pledge of Allegiance was recited
- Roll call was taken

2. Audience Participation

No public comments or participation

3. Routt County Climate Action Plan Board Member Update

The Routt County Climate Action Plan (CAP) is a regional initiative designed to address climate change through sustainable strategies and community-driven efforts. Developed in collaboration with local governments, businesses, nonprofits, and residents, the plan focuses on renewable energy, waste reduction, sustainable transportation, and ecosystem protection to enhance long-term environmental and economic resilience.

Since 2021, Yampa has been actively involved in the Climate Action Plan Collaborative, alongside Routt County, Steamboat Springs, Hayden, and Oak Creek. The Collaborative aims to reduce greenhouse gas emissions by 35% by 2030 and 74% by 2050, ensuring that regional sustainability strategies are effectively implemented.

Scott Cowman, Director of Environmental Health and Climate Action Plan Board member, provided an update on the plan's progress and opportunities for Yampa. He outlined recent developments, including updated greenhouse gas emissions calculations, sector group formations, and new funding for decarbonization projects. He emphasized the importance of intermunicipal collaboration, encouraging Yampa to explore building efficiency improvements and workforce development within the clean economy.

Scott also reviewed the plan's history, from its 2019 greenhouse gas study to its formal adoption in 2021. In 2022, the Yampa Valley Sustainability Council joined as the management team, strengthening implementation efforts. By 2023, sector groups for energy, transportation, land use, economy, and waste were established to focus on key sustainability priorities.

Energy was highlighted as the most impactful sector, with regional governments working together on strategic electrification and efficiency improvements. Transportation remains a major focus, with discussions on EV readiness, fleet transitions, and transit solutions to reduce vehicle miles traveled. Waste diversion efforts, including community recycling programs and composting, were also noted as critical initiatives.

Scott reiterated that all municipalities in Routt County have signed onto the CAP, with flexibility in implementation, allowing each community to adopt relevant strategies. He encouraged Yampa to align with broader sustainability efforts in energy, transportation, and land use.

4. Ordinance 2025-01 – Short Term Rentals

Sheila stated that, following the direction provided by the Board at the April 16, 2025 meeting, Draft Ordinance 2025-01 has been modified, and is once again presented for consideration, adding that the required public hearing was held during the April meeting, and accepting further public comments is optional at this time.

Sheila noted that key modifications to the ordinance include the addition of recitals to provide context on the Board's direction, and that the requirement that short-term rental (STR) properties be the owner's or lessee's

primary residence has been removed, while maintaining the cap of six STRs within the town. She noted that the ordinance was previously tabled for further review, including discussions on defining accessory dwelling units (ADUs) and primary residences.

Some concerns were raised regarding housing affordability by those in attendance, as limiting STRs could impact long-term rental availability.

Motion

Trustee Lewis made a motion to approve and authorize the signing of Ordinance 2025-01, An Ordinance of the Town Board of the Town of Yampa Colorado, Permitting, Regulating and Licensing Short-Term Rentals, and Making Conforming Amendments to Title 4 of the Yampa Municipal Code; Providing for Severability; and providing an Effective Date. Mayor Geilert seconded the motion. The motion passed with two (2) votes in favor and one (1) opposed.

5. Tamara Floyd – 172 Rich Avenue, Yampa

Applicant Tamara Floyd has requested to subdivide the 0.46-acre lot located on Lot 3, Block 8, Van Camp Edition, located at 172 Rich Avenue into two separate parcels. The eastern portion of the property contains a 1,356 sq. ft. residence and 368 sq. ft. shed, which will remain on a 0.27-acre lot (11,761 sq. ft.). A new 0.19-acre lot (8,276 sq. ft.) will be created to the west for future development.

The Town Board reviewed the Planning Commission’s recommendation for the two-lot subdivision. During the public discussion, Susie Crouner raised concerns about driveway access, questioning how the division might affect her property. Mayor Geilert clarified that the approval is solely for subdivision, with development plans to be presented later and that any future construction must adhere to town standards, including land use regulations and setback requirements. At this time, no development plans have been submitted for review.

It was noted that the property has existing water, sewer, and electrical services, though new utility taps will be required for the west lot at the time of any development. Water and electricity are accessible from 2nd Street, while sewer service is available from the adjacent alley. The proposed lot sizes and configurations meet Residential R-1A zoning standards, including setback requirements for existing structures. However, fences encroaching into the public right-of-way on the north side. A plat note addressing this issue is recommended.

Referrals were sent to Public Works, Yampa Fire Protection District, Yampa Valley Electric Association, and Routt County Addressing. The only response received confirmed that the new lot will be addressed from 2nd Street. Public notices and property postings were completed, with no comments received to date. The subdivision aligns with several land use policies in the Yampa Comprehensive Plan.

Motion

Trustee Lewis moved to approve the 2-lot resubdivision of Lot 3, Block 8, Van Camp Addition located at 172 Rich Avenue with the findings of fact that the proposal meets the standards of the Land Development Code and preserves the health, safety and welfare of the citizens of the Town of Yampa subject to the following conditions:

1. The Final Plat of the resubdivision shall be recorded with the Routt County Clerk and Recorder’s Office within one (1) year of the Town Board’s approval unless an extension of such time has been approved in accordance with the Land Development Code.
2. A plat note shall be included on the Final Plat that any replacement or new fencing within the property shall be located within the property boundaries and constructed in accordance with the applicable Town code requirements.

Trustee Montgomery seconded the motion. The motion passed unanimously.

6. Resolution 2025-07 – Ager Mobile Home Park Annexation

Sheila stated that as part of ongoing land use efforts, Bill Ager is working to combine the full extent of the mobile home park at 16400 State Highway 131 under the jurisdiction of the Town of Yampa. To complete this process, the southern portion of the park must be annexed into the town. She noted that simultaneously, several land use applications are in progress, including the vacation of a portion of the alley, subdivision platting to merge parcels, and development site plan approval for an additional home. She noted that Mr. Ager also plans to upgrade the

water service line for the mobile homes and is working with CDOT and the Town Engineer to secure approvals. Additionally, due to encroachments on Union Pacific Railroad property, he is seeking necessary permissions to occupy the affected land. This process involves multiple steps and coordination across agencies.

It was noted that as these land use efforts move forward, several public hearings will be required, and that the Resolution under consideration affirms only that the Petition for Annexation meets the necessary requirements to proceed and officially sets the first public hearing for June 18th.

Motion

Trustee Lewis made a motion for approval and authorization to sign Resolution 2025-07, A Resolution Finding That A Petition for Annexation in Substantial Compliance with CRS §31-12-107(1) and Setting a Hearing Date of June 18, 2025 for the Annexation Petition for the Ager Mobile Home Park Annexation to the Town of Yampa. Trustee Montgomery seconded the motion. The motion passed unanimously.

7. Mountain Architecture Design Group – Yampa-Egeria Museum Construction Documents

Town staff has been collaborating with Mountain Architecture Design Group (MADG) and the Yampa Egeria Historical Society (YEHS) to facilitate repair and preservation efforts for the Yampa Egeria Museum, a building leased by the Town to YEHS. As part of this initiative, MADG was solicited to develop design plans and construction documents for the rehabilitation work. The project is supported by a grant from the Routt County Museum and Heritage Fund Advisory Board (MAHFAB) in the amount of \$27,720, which will be matched by \$276, with up to a \$2,500 contingency contribution from YEHS and the Town to help ensure project success.

Motion

Trustee Lewis made a motion for approval and authorization to sign architectural services proposed to complete Design Development and Construction Documents for the rehabilitation work at the Yampa-Egeria Museum in the amount of \$27,996. Mayor Geilert seconded the motion. The motion passed unanimously.

8. Work Session – Yampa Personnel Policies & Procedures Handbook

Work Session on the Personnel Policies & Procedures was tabled until Board Vacancy is filled and rescheduled tentatively August 20, 2025 meeting.

9. Consent Agenda

Motion

Trustee Lewis made a motion to approve the Consent Agenda as presented specifically the approval of the May 7, 2025 Regular Meeting Minutes; approval of the Payment Approval Report, April 2025; and ratification of 2025 Renewal of Hotel and Restaurant Malt, Vinous and Spirituous Retail Liquor License for Yampa Garage LLP. Trustee Montgomery seconded the motion; the motion passed unanimously.

10. Staff and Board Member Reports/Updates/Requests

The Town Board decided to cancel the June 4th board meeting due to possible lack of quorum and will hold the next meeting on June 18th.

Sheila provided updates on several town initiatives. The town is now receiving quarterly checks for Ameresco Solar Garden credits instead of having them reflected on utility bills.

The highway cleanup event was successfully completed with 10 participants collecting 20 bags of trash.

The elementary school is pursuing a Great Outdoors Colorado grant for park improvements, with the town serving as fiscal agent. This will require limited staff involvement to facilitate the process.

In Public Works, Greg is transitioning out of dual roles, with Eric, Greg, and Scott Smith providing support to Cannon as he continues to take on more responsibilities.

Regarding magnesium chloride road treatment, discussions focused on budget constraints and the practicality of maintaining roads at current pricing. Initially, the town had planned to treat half the town, but due to financial

limitations, the board opted to maintain the one-third treatment schedule, with possible adjustments in future budgeting.

Trustee Montgomery provided an update to the Town Board on the Stillwater/Gardner Park Shareholder meeting. The board reviewed several water-related matters, including the availability of 250-acre feet of agricultural water in Yamcola at \$16 per acre foot, which the town cannot apply for due to municipal use restrictions. The Stillwater Bear River recreation project continues to advance, with funding secured for outlet improvements. The goal is to complete the work before winter. However, a new water commissioner has implemented stricter regulations on water access and flow management, raising concerns among users. The Board also reviewed its two shares in the Gardner Park reservoir, discussing potential sale or lease options. Due to uncertainty regarding future municipal water needs and access, they decided to delay any action until further research is completed.

11. Scheduled Meeting/Work Sessions


- a. Town Board and other requests for Agenda Items
 - i. Cancelled: May 28, 2025 Planning Commission Meeting
 - ii. June 4, 2025 @6:00 p.m. - Town Board Regular Meeting
 - iii. June 18, 2025 @6:00 p.m. – Town Board Regular Meeting
 - iv. June 25, 2025 @6:00 p.m. – Planning Commission Meeting

12. Adjournment

Motion

Trustee Lewis made a motion for adjournment. Trustee Montgomery seconded the motion, and the motion passed unanimously. The meeting was adjourned at 7:22 pm.

Approved the 18th day of June, 2025.



Stacey Geilert, Mayor

Attest:


Sheila Symons, Town Administrator/Clerk

