

TOWN OF YAMPA
REGULAR MEETING AGENDA
November 16, 2022 – 6:00 pm

To the Town Board of Yampa and to all Other Persons to whom it may concern:

Notice is hereby given that a Regular Meeting of the Town Board of Yampa will be held on Wednesday, November 16, 2022 beginning at 6:00 pm in the Upstairs Board Room at Crossan's/Town Hall, 101 Main St., Yampa, CO. Agenda is subject to change up to 24 hours prior to the scheduled meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/83205716810>

Meeting ID: 832 0571 6810

One tap mobile

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1. Call to Order

- a. Roll Call
- b. Pledge of Allegiance

2. Audience Participation (5 minutes)

Please limit comments to 5 minutes. The Town Board will take comments under consideration but will not make any decision or take any action at this time. Anyone who would like to address the Town Board concerning any agenda item will be given the opportunity to speak for up to 5 minutes at the that item.

3. Work Session – Yampa Comprehensive Plan

Work Session on Yampa Comprehensive Plan with Consultant Team

4. Staff and Board Member Reports/Updates

- a. Committee and meeting reports from Staff and Board Members
- b. Town Administrator/Clerk & Staff Reports

5. Scheduled Meetings/Workshops

- a. Town Board or other requests for Agenda Items

6. Adjournment



MEMORANDUM

Date: November 16, 2022
To: Yampa Town Council
From: Norris Design

Re: **Yampa Comprehensive Plan Update** – Town Council Work Session to review community input and brainstorm recommended plan priorities, and key goals, policies and implementation strategies to include in the draft Plan.

PURPOSE:

The purpose of the November 16th Town Council work session is to review the community input that has been received over the past three months, and to begin to develop consensus around priority topics to be addressed in the updated Plan, and recommended goals, policies and actions for each Plan topic. Input and direction from the community and Town Council will then be used to guide preparation of a draft Plan, which will be presented for community review and feedback in Spring 2023.

This memo summarizes the key input received during the community input gathering process, focusing on key issues to be addressed and recommended planning priorities. The memo then offers suggested goals and policies/actions that could be incorporated into the draft Plan to address the key input received. At the November 16th Town Council meeting, Town Staff and the consultant team will present the key findings and facilitate a discussion of priorities and key items to address in the draft Plan.

KEY ISSUES & PLANNING PRIORITIES:

Summary of Community Input

Phase 1 of the Yampa Comprehensive Plan Update has included multiple contact points with the community in order to gather information on community preferences and needs as well as key issues. These contact points have consisted of both community events and input-gathering tools, which include:

- Town Board Work Session – 8/3
- Community Kickoff BBQ – 9/21
- Focus Groups – 10/5
- Kickoff Questionnaire – open 9/21 – 11/8
- Community Open House – 11/9

Through these community input events and tools, the project team has gathered a substantial amount of information to help guide the team's understanding of key issues that need



addressed in the Comprehensive Plan Update. A summary of key findings is provided below.

1. Local Business Environment: The community recognizes the challenge of sustaining local businesses, and there is frustration around seasonal and permanent closures.
2. Housing Needs: There is support for some level of additional housing to provide more supply, support local business, and house employees.
3. Historic Character: Yampa’s historic buildings are recognized as a valuable community asset that forms the basis of the town’s identity and offers opportunity to attract visitors and promote community pride.
4. Downtown Revitalization: There is desire to revitalize downtown to encourage visitation and offer historic character, a vibrant business environment, and community gathering space. The Royal Hotel site is seen as an opportunity site for viable businesses and/or community space.
5. Sustainable Growth: Stakeholders generally agree with promoting sustainable growth of the town, i.e., growth that is managed, balanced, reasonable, and not excessive. They identify opportunities in town and through annexation to accommodate additional and improved land uses while maintaining the small-town, rural feel of Yampa.
6. Infrastructure & Amenities: There is general consensus that improvements to infrastructure and services are needed. A variety of ideas for new or improved amenities have been provided, but there are differing views on which amenities are needed and whether providing them is a good use of funds.

Existing Conditions Analysis

The project team has generated a SWOT analysis that identifies strengths, weaknesses, opportunities, and threats that the Comprehensive Plan Update should respond to. This analysis is based on community input as well as existing plan review, mapping, and preliminary market analysis.

<u>Strengths</u> (What’s working well?)	<u>Weaknesses</u> (What challenges exist?)
<ul style="list-style-type: none"> • Small-town feel • Historic buildings • Existing community events • Elementary school & preschool • Access to nature & public lands • Natural beauty 	<ul style="list-style-type: none"> • Lack of year-round, sustainable businesses • Tourism off-season (Nov-May) • Condition of parts of town • Transportation limitations • Water & wastewater infrastructure



<ul style="list-style-type: none"> • Supportive community • Post office 	<ul style="list-style-type: none"> • Cell service (& internet service?) • Need more housing options, especially rentals • Few local jobs • Lack of (or condition of) park & in-town recreational opportunities • Lack of opportunities for social gathering • Law enforcement • Condition of streets • Lack of funding • Lack of available land in-town
<p style="text-align: center;"><u>Opportunities</u></p> <p>(Which resources can we capitalize on?)</p> <ul style="list-style-type: none"> • Historic buildings • Royal Hotel site • Vocational training • Regional growth • Fiber internet • Remote work • Recreation opportunities • Gateways/entries • Regional tourism & cultural tourism • Views • Parks • Collaboration with surrounding communities • Availability of land adjacent to town • Funding sources 	<p style="text-align: center;"><u>Threats</u></p> <p>(What external factors are concerning?)</p> <ul style="list-style-type: none"> • Employee shortage • Rising housing prices • Economic transition • Losing business district to residential development • Aging population • Short-term rentals • Declining school enrollment

Additionally, the preliminary market analysis has identified five takeaways that should be considered when developing goals, policies, and action items for the Comprehensive Plan Update.

1. Before imposing additional fees or implementing programs with a monetary impact on private sector development or business ventures for the purpose of preserving or protecting community assets or generating revenue to fund public improvements, quantify potential cost-benefits.



2. Programs to encourage development of affordable and/or attainable housing units will be more easily implemented near-term than supportive strategies to encourage commercial development.
3. Market support for new investment (residential and non-residential) will be primarily driven by demand from residents outside the town boundaries, including those residing either full- or part-time in the Yampa Trade Area, and visitors to the region.
4. Given industry thresholds necessary to sustain new investment or reinvestment, along with size and characteristics of individual markets in the Yampa Valley, regional partnerships and programs are likely.
5. Priority initiatives should be oriented toward “readying the environment” or positioning the town and sites within it for investment by improving physical conditions, minimizing regulatory conflicts, and securing matching monetary resources.

POTENTIAL GOALS / POLICIES / ACTIONS TO INCLUDE IN UPDATED PLAN:

The following draft plan content has been developed to address the key issues and planning priorities, which have been identified during the community input gathering process, as summarized above. Potential goals, policies and actions are outlined below, which could be included in the draft Plan to address each of the identified priority plan topics. Within each section, relevant economic considerations are summarized as well as preliminary community feedback on these draft ideas received at the November 9th open house.

Goal 1: Support Sustainable Local Business

Key Issues:

- Not enough year-round population
- Seasonal nature of tourism
- Lack of signage on Highway 131
- Lack of retail spaces ready for tenants to move in, and cost of infrastructure

Potential Policies & Actions:

1. Create conditions to support sustainable local independent businesses and incentivize entrepreneurs.
2. Expand commercial business offerings in town
3. Preserve / maintain Antlers
4. Encourage redevelopment of Penny’s Diner
5. Allow and encourage desired commercial uses:
 - a. Restaurants and retail
 - b. Mechanic shop
2. Facilitate the development / renovation of buildings to provide more retail spaces ready for tenants to move in.
3. Increase liquor licenses in Town

4. Improve / increase signage along Highway 131.
 - a. Focus signage near the Hwy 131 / Moffat Ave. intersection
 - b. Fund implementation of the Town Signage Plan
5. Provide streetscape improvements and decorations on Moffat Ave.
6. Allow and encourage cottage industry businesses and work from home opportunities.
 - a. Facilitate cell service improvements (for Verizon service) and improved internet in out-of-town areas.
7. Provide public investment in town infrastructure to spur private investment in development opportunity sites.
8. Allow and encourage / facilitate the development of more lodging in Town to increase overnight visitors (e.g., Three Bears Lodge example in P-Burg, Routt County RV Park example).

Economic Considerations:

The economic development consultant team, Ricker Cunningham, has analyzed these potential policies / implementation strategies and provided insight on their likelihood for success given relevant economic conditions. Strategies that have the highest likelihood for success based on supporting economic conditions (and therefore have the highest chances for success in the near term) have been identified with a green light, whereas, strategies that could be more challenging given economic conditions are identified with a yellow light. Yellow light strategies represent longer term opportunities that will require higher than average levels of public support over an extended period of time.

The economic analysis of this section identifies Policy #1 as a green light strategy, and Policies #5 and #8 as yellow light strategies.

November 9th Community Open House Input:

Community input received at the November 9th open house shows support for this proposed goal and policies / actions, with the exception of #7 (increasing liquor licenses in town). Additional suggestions to include in this section, where were provided at the open house include:

- Short term rental and accessory dwelling unit regulations
- Tax short term rentals

Goal 2: Increase Housing Opportunities

Key Issues:

- Increasing housing prices and property taxes are pricing people out.



- Remote workers and expansion and growth in Steamboat are causing housing price increases.
- There is a demand for more affordable housing, rental housing, and housing for teachers and USFS employees.

Potential Policies & Actions:

1. Form a committee to look at housing site opportunities (e.g., potential to redevelop the trailer park).
2. Expand the Yampa Valley Housing Authority District to include the Town of Yampa.
3. When planning for additional housing, key considerations include:
 - a. Protect views to the west.
 - b. Maintain the single family character of existing neighborhoods.
 - c. In the downtown commercial areas, incorporate residential units above or behind commercial businesses.
 - d. Look at the carrying capacity of Town infrastructure to see what population / housing unit numbers can be supported.

Economic Considerations:

The economic analysis of this section identifies all of these proposed housing-related policies and actions as green light strategies.

November 9th Community Open House Input:

Community input received at the November 9th open house shows support for this proposed goal and policies / actions, with some concerns expressed regarding #3.C (the creation of residential units above or behind commercial businesses). Community input noted that within the downtown area, apartments, condos and townhomes are appropriate, but no short term rentals. Comments regarding housing development and potential expansion of the town boundary noted that views should also be preserved to the east (to Green Ridge) and suggested annexing the 36-acre Corrigan property south of town for housing development.

Goal 3: Update Town land use regulations to guide sustainable growth, preserve the historic, small-town character, and create a vibrant downtown center along Moffat Ave. and Main Street.

Key Issues:

- There's a desire to maintain the historic, small town character of the Town.
- Historic buildings are instrumental to the Town's character.
- We are losing the Town's commercial / business district to residential housing.

Potential Policies & Actions:

1. Create a mixed use downtown along Moffat Ave. and Main Street.
2. Amend the Town zoning regulations to prohibit stand-alone / ground floor residential in the core business district. Only allow residential above or behind street-fronting commercial businesses.
3. Allow more commercial along Highway 131 that's visible to people driving on the highway, to draw more attention to Town and encourage visitors to stop.
4. Allow and encourage development of desired land uses in Town, including:
 - a. Restaurant and bar
 - b. Coffee shop / café / lunch place
 - c. Mechanic shop
 - d. Car wash
 - e. Meat processing plant
 - f. South Routt Recreation center
 - g. Outdoor outfitter
5. Allow more liquor licenses and increase alcohol allowances in Town.
6. Evaluate existing setback requirements and amend the Town code as needed to facilitate development of small lots.
7. Create an historic district or area. Create architectural guidelines and streetscape design standards to maintain the historic character (look and feel) of Town.
8. Develop enhanced gateways at Town entrances on Highway 131 and CR 7.
9. Create short term rental regulations to allow this use with limits and balance this use with long term rentals.

Economic Considerations:

The economic analysis of this section identifies Policies #7 and 9 as a green light strategies, and Policies #2 and #4 as yellow light strategies.

November 9th Community Open House Input:

Community input received at the November 9th open house shows support for this proposed goal and corresponding policies / actions, with some concerns regarding #2 (prohibition of ground-floor residential in the downtown core), #5 (allowing more liquor licenses in town), and #9 (creating short term rental regulations).

Additional comments and suggestions received at the open house event focused on ensuring office space is allowed downtown, increasing signage to encourage people to stop / visit town businesses, and partnering with organizations such as Historic Routt County to implement these strategies and to help with applying for state and federal grant funding and project management. A short term rental lodging tax was also suggested as an additional funding

strategy.

Goal 4: Improve town infrastructure and services in a manner that protects and preserves the existing historic, small-town character.

Key Issues:

- There's a desire to preserve and maintain the historic, small town character of the Town.
- Preserving historic buildings is instrumental to maintaining the Town's historic character.
- We are losing the Town's commercial / business district to residential housing.
- We need to relocate the post office within the next 1 ½ years.

Potential Policies & Actions:

1. Improve the condition of town roads. Provide better, well-maintained dirt roads, not pavement.
2. Upgrade Town parks, and improve local recreation access (e.g., bicycle and trail access points).
3. Implement a lodging tax to provide funding for town infrastructure improvements.
4. Create an asset management program for town infrastructure.
5. Town government should help establish a new location for the post office in Town.
6. Expand South Routt childcare options in Yampa.
7. Provide more recreational opportunities in Town, including:
 - a. South Routt Recreation Center (including a swimming pool)
 - b. Indoor shooting range
 - c. Pond / ice rink
 - d. Athletic fields
 - e. Skate park / dirt bike track / dog park / snow track
 - f. Safe sledding hill
8. Increase law enforcement to address drug issues and slow vehicle speeds.

Economic Considerations:

The economic analysis of this section identifies Policies #3, 5 and 6 as a green light strategies.

November 9th Community Open House Input:

Community input received at the November 9th open house shows support for this proposed



goal and corresponding policies / actions, with the exception of some concerns / opposition to several of the suggested recreation uses in #7 – indoor shooting range, athletic fields, and skate park / dirt bike track were not fully supported by the community members in attendance at the open house.

Royal Hotel Site Redevelopment:

The following ideas and recommendations for redevelopment of the Royal Hotel site have been provided by the community during the input gathering process.

- Mixed use – bundle commercial uses together on the ground floor with housing or lodging above
- Sales tax generating business
- Would like to see it come back as it was before.
- Bring back Old Yampa charm / historic architecture, with businesses that provide community gathering space, music and events.

Suggested uses to be incorporated into the new development include:

- Restaurant and bar downstairs
- Housing or lodging upstairs
- Drug store
- Theater – used to have melodramas here
- Include a relocated post office

Other considerations and suggestions for the redevelopment project include:

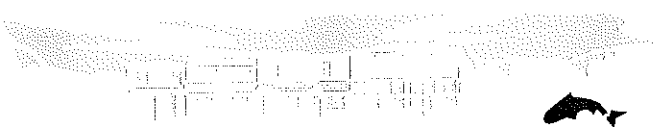
- The adjacent mobile home park is a potential redevelopment opportunity to include the post office.
- Clean up Moffat Ave. around the Royal Hotel site and provide screening from the adjacent mobile home park.

November 9th Community Open House Input:


These initial redevelopment ideas and suggestions were presented to the community at the November 9th open house, and the community input received at the event indicates support for the proposed approach. One additional recommendation received at the open house event is to consider including a Forest Service welcome center in the development as well. Community support was received on all items listed above, except for inclusion of a theater, which did not receive unanimous support.

BRAINSTORMING SESSION DISCUSSION QUESTIONS:

1. What's your reaction to the key findings and planning priorities from community input and the existing conditions analysis?
 - a. What are the priorities?



EST. FEBRUARY 28, 1906



GATEWAY TO THE FLATTOPS

- b. Does anything feel misguided?
 - c. Is anything missing?
2. What does sustainable growth look like? What does it not look like?
 - a. There are essentially two options to grow housing supply: (a) annex land and expand outside of current town boundaries, or (b) increase height and density in town. Of these two, is one preferred over the other?
 - b. If annexing and expanding, which direction of growth is most appropriate or desired (e.g., west vs. south)?
3. The community desires improved infrastructure, services, amenities, but there is historic lack of support for raising taxes to pay for improvements.
 - a. How do we reconcile this conflict?
 - b. What funding opportunities exist to pay for improvements?
4. What's your reaction to the preliminary goals presented?
 - a. What are the priorities?
 - b. Does anything feel misguided?
 - c. Is anything missing?
5. What feels most challenging from an implementation standpoint? What creative solutions exist to implement the identified goals, policies, and actions presented?

Town Administrator/Clerk Report

On-going projects, duties, and progress

- Old Town Hall (OTH):
 - Meeting with the Yampa Fire Protection District regarding OTH on 11/15/22. Updates will be provided as known.
 - Clean-up is well underway. We have boxes here at Crossan's to go through for records retention. There are still many things in the basement and other spots at OTH. Great progress though.
- Flat Tops Trail Project – The Capstone team would like to invite you to our symposium presentation via Zoom this Friday, November 18th from 9-9:30 AM. They will talk about our whole project, process, their recommendations based on your feedback, and much more! If you would like to register please let me know and I will get you the Zoom link.
- Email addresses for the Town Board will be provided soon. Hoping by our next meeting.
- Climate Action Plan (CAP) follow up. We will have 2 of the Board Members for the CAP Collaboration come to talk to the Town and Town Board on December 7. They will be doing a summary on what has been done, progress on upcoming initiatives and lastly to see what the Yampa residents want to see with this Collaboration. You can go to the website to see more details and see updates as presented
 - Recap on what the Climate Action Plan is –
Routt County's Climate Action Plan is an actionable document that will guide our community towards implementing climate action solutions to reduce our greenhouse gas emissions and enhance our community's overall quality of life and long-term resiliency. The strategies within the CAP have been divided into six sectors: Energy, Transportation, Land Use, Waste, Accountability, and Economics. The plan is currently in its final stages of development and the strategies and actions included in it, if implemented successfully, are likely to lead to a 74% reduction in community greenhouse gas emissions by the year 2050.
 - - <https://www.routtclimateaction.com/the-plan>