



AGENDA
CITY OF GLENWOOD SPRINGS
REGULAR CITY COUNCIL MEETING
JULY 20, 2023
101 W. 8TH STREET
6:15 p.m.

The agenda is subject to *change, including the addition of items 24 hours in advance or the deletion of items at any time.*

The order and times of agenda items listed are approximate and intended as a guideline for the City Council.

ATTENTION: To ensure your written comments are included in the City Council packet, public comments must be received by 4 p.m. on the day before City Council meetings. Comments may be submitted to ryan.muse@coqs.us.

Written comments may be submitted after this deadline and will be shared via email to City Council but are not guaranteed to make it into the meeting packet. Submit comments at any time directly to City Council via email at citycouncil@coqs.us.

WORK SESSION

3:00	1. Demolition Waste Policies	Information/Discussion
3:30	2. Emergency Evacuation Plan	Information/Discussion
4:15	3. City Wide Cul-de-Sac and Fire Lane Signage Discussion	Information/Discussion
5:15	4. Housing Commission Joint Work Session	Information/Discussion

ZOOM INSTRUCTIONS

You are invited to a Zoom webinar. When: Jul 20, 2023 06:15 PM Mountain Time (US and Canada) Topic: 2023/7/20 Regular City Council Meeting Please click the link below to join the webinar: <https://us02web.zoom.us/j/84776224679?pwd=R2szb0gyNDAYR3IweFY0SVoxZlZDdz09> Passcode: 336531 Or One tap mobile: +17193594580,,83818879992# US +16694449171,,83818879992# US Or Telephone: Dial(for higher quality, dial a number based on your current location): +1 719 359 4580 US +1 669 444 9171 US +1 669 900 6833 US (San Jose) +1 253 205 0468 US +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 929 205 6099 US (New York) +1 301 715 8592 US (Washington DC) +1 305 224 1968 US +1 309 205 3325 US +1 312 626 6799 US (Chicago) +1 360 209 5623 US +1 386 347 5053 US +1 507 473 4847 US +1 564 217 2000 US +1 646 931 3860 US +1 689 278 1000 US Webinar ID: 838 1887 9992 International numbers available: <https://us02web.zoom.us/j/84776224679?pwd=R2szb0gyNDAYR3IweFY0SVoxZlZDdz09>

REGULAR SESSION

- 6:15 5. Roll Call
- 6. Agenda Changes & Conflicts
- 7. Council Announcements
- 8. Citizens Appearing Before Council (for items not on the Agenda-comments limited to 3 minutes)
- 9. Consent Agenda
 - A. July 6, 2023 Council Minutes
 - B. Ordinance 2023-12; Amending Sec. 110.030 - Disaster Emergency Services. Second Reading.
 - C. Award Request for Proposal RFP 2023-29P Lift Station 11,000
 - D. Award Request for Qualification 2023-31Q Six Inch PVC Conduit
 - E. Award Request for Qualification 2023-32Q Underground Primary Cable
 - F. Partial Release of Development and Subdivision Improvement Agreement for Lots 1, 2, and 3, Glenwood Meadows Filing Number 7
 - G. International City/County Management Association (ICCMA) TV Video Production
 - H. Resolution 2023-25; Authoring Mayor to Sign 1205 Riverside Drive Acquisition
 - I. Purchase of Wood Chipper at the Landfill

ACTIONS AND/OR PRESENTATIONS

- | | |
|---|--------------------------|
| 10. 27th Street Underpass Update | Discussion and/or Action |
| 11. Strategic Housing Plan Update | Discussion and/or Action |
| 12. West Mountain Regional Housing Coalition Update | Discussion and/or Action |
| 13. Ordinance 2023-11; Fat, Oil, and Grease and Oil Sand Separator | Discussion and/or Action |
| 14. Fee Waiver Agreement for "The Benedict" Affordable Senior Housing Project | Discussion and/or Action |
| 15. Resolution 2023-24 Glenwood Devolution - US Highway 6 and I-70 Frontage Road | Discussion and/or Action |
| 16. Letter to Transportation Secretary Buttigieg regarding the proposed use of Private Activity Bonds by the Uinta Railroad | Discussion and/or Action |
| 17. Council Comments | |
| 18. Report from City Administration | |
| A. City Manager | |
| B. City Attorney | |
| C. Correspondence Incoming/Outgoing | |
| 19. Adjournment | |



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item: Demolition Waste Policies

Action Requested: Demolition Waste Policies

Department: Public Works

Presented By: Matthew Langhorst, Elizabeth Mauro, Hannah Klausman

Strategic Goals: Preserve and Improve Infrastructure

Background Info: Currently, there are no requirements for construction/demolition waste. Attached are three pictures from our landfill. The first is leaves and wallboard. 50% of this load could have been composted if they had been sorted. The second is rock, dirt, metal, plastics. 100% of this load could have been recycled if they had been sorted. The third is lumber, brush, sheet plastic, metal, cardboard, other plastics. 30% of this load could have been recycled or composted if they had been sorted.

Issues:

Fiscal Impact:

Legal Review:

Staff Recommendation:







Deconstruction and Diversion Agreement

This agreement between the City of Glenwood Springs and the Applicant is item number 16 on the list of required agreements for permit issuance in Glenwood Springs. When applicable, this agreement must be signed before a permit may be issued. For residential projects of 1500 square feet or less, the City will note on the permit application that this agreement is not applicable.

This agreement applies to:

- all commercial demolition permits
- all commercial construction permits
- residential demolitions permits for projects larger than 1500 square feet
- residential construction permits for projects larger than 1500 square feet

The Applicant agrees to the following terms:

1. All demolition work shall be completed using deconstruction techniques that allow for separation and recycling of recyclable materials.
2. All recyclable materials in the waste stream from this project will be recycled.
 - a. Recyclable materials that must be separated and recycled include: dirt, rock, concrete, concrete with metal reinforcement (rebar or metal mesh), masonry, cinder block, brick, all metal (pipes, wiring, appliances, sheet metal, and HVAC equipment included), cardboard, paper, organics (brush, yard waste, leaves, food waste), porcelain fixtures (i.e. toilet, sink), electronic waste, mattresses, un-treated and un-painted framing wood, pallets, solar panels, asphalt.
 - b. The following materials are currently not required to be recycled due to a lack of infrastructure in our area: drywall, asphalt roof shingles, painted or stained siding/flooring, plywood (including OSB, particleboard), treated wood, plastic bags, sheet plastic, molded plastic, PVC, vinyl flooring, carpet, styrofoam, windows, doors. The Applicant may recycle these materials if desired, but is not required to.
 - c. Loads of trash intended for landfill disposal will not contain any of the materials listed as recyclable in bullet point 2.a.

- d. The South Canyon Landfill will not accept trash loads from this project that contain recyclable materials listed in bullet point 2.a.
 - e. Hazardous material and asbestos containing material (ACM defined as >1% asbestos) are not included in this agreement, all existing requirements for hazardous material and asbestos disposal remain unchanged.
3. Recyclable materials may be recycled through existing programs at the South Canyon Landfill or through any other legitimate recycling service provider; the Applicant may be required to show proof of recycling through weight tickets, invoices, or receipts at any time this permit is active at the request of City staff.
- a. Failure to provide proof of recycling for recyclable materials will be considered a violation of this agreement.
 - b. The Applicant may request assistance from the Landfill Manager/City Staff in identifying recycling options for specific materials.
4. The Applicant is responsible for ensuring compliance with this agreement for all waste related to the project, including waste produced by any contractors and subcontractors on site.
5. City Staff may inspect any waste containers on the project site and request a description of separation and recycling activities any time during work hours.
6. Failure to comply with any part of this agreement will result in a stop-work order until compliance is achieved. Non-compliance that cannot be remedied, such as disposal of recyclable materials into a landfill, will result in the termination of this permit.

I _____ (name of Applicant) agree to the terms of this agreement for all work related to my project at _____ (address of project).

Signed:

Applicant: _____

Date: _____

City Staff: _____

Date: _____



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item: Emergency Evacuation Plan

Action Requested: Presentation followed by question/answer.

Department: Engineering

Presented By: Matthew Langhorst, Ryan Gordon, Gary Tillotson

Strategic Goals: Provide Efficient and Responsive City Government
Protect and Preserve our Quality of Life
Preserve and Improve Infrastructure
Ensure Public Safety

Background Info: The Garfield County's Traffic Incident Management (TIM) plan was developed in collaboration with experts throughout Garfield County including representation from many City departments. This plan is designed to enhance the flow of traffic during critical situations and lays the foundation for the City to develop an internal evacuation plan.

EST is leading the charge by working closely with all City departments to develop an Emergency Operations/Traffic Management Plan slated for completion in November. This plan defines clear roles and responsibilities for each department, enabling the City to respond swiftly and efficiently during an emergency.

One of the key strategies incorporated into the plan is the utilization of access line breaks (A-line breaks). These A-line breaks provide separate egress access onto I-70, specifically designed for emergency evacuation scenarios. With two A-line breaks anticipated to be completed this fall, City staff & contractors continue to work toward innovative solutions to longstanding traffic issues in Glenwood Springs.

Please find two diagram attachments for the mentioned A-line breaks.

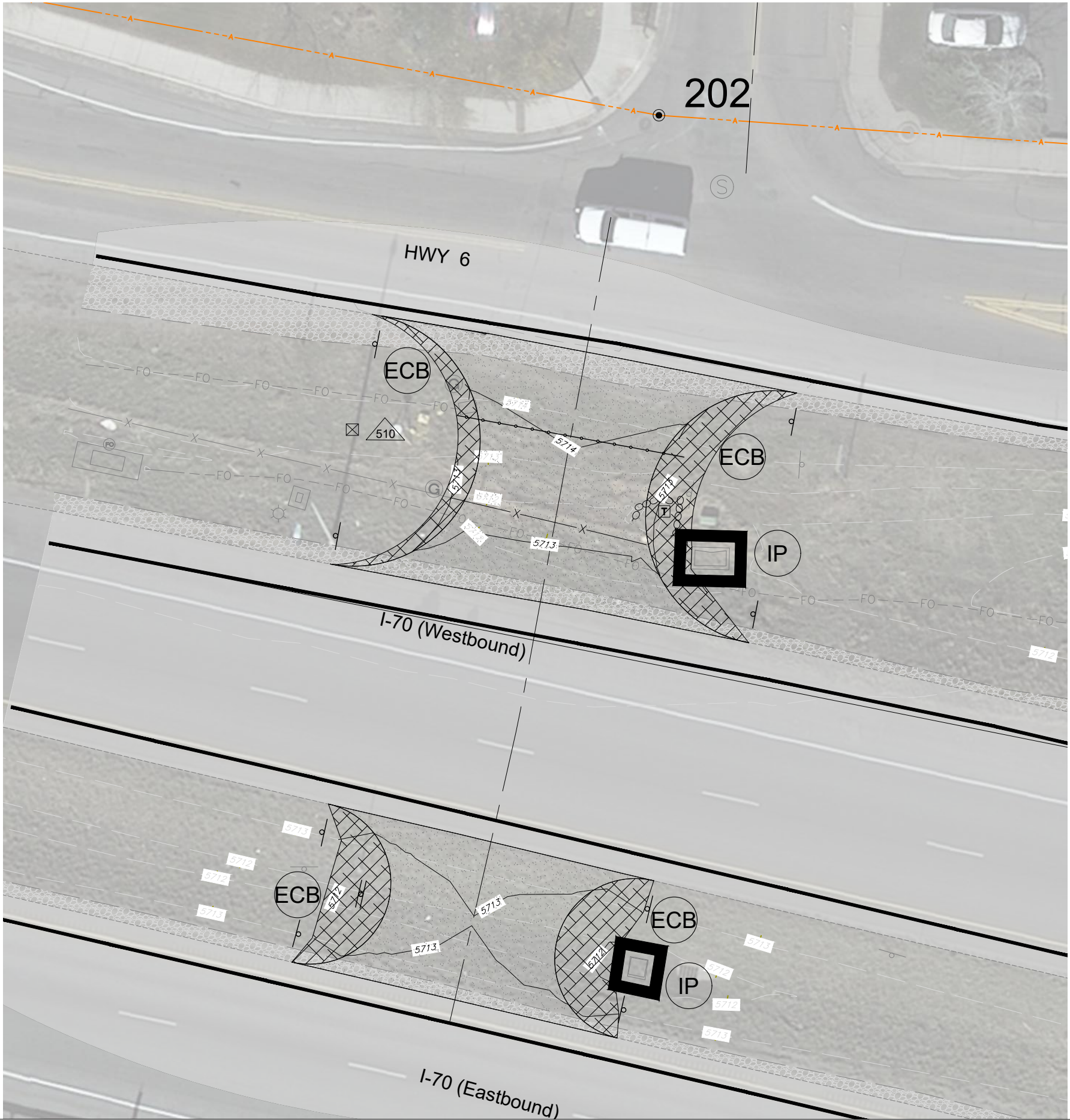
Issues: NA

Fiscal Impact: NA

Legal Review: NA

Staff Recommendation: NA

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LEGEND

IP

INLET PROTECTION

ECB

EROSION CONTROL BLANKET AND NATIVE SEEDING

NOTE

1. IT IS IMPRACTICAL TO INSTALL VTC FOR THIS PROJECT, HOWEVER THE CONTRACTOR WILL BE RESPONSIBLE FOR KEEPING THE ROADWAYS FREE AND CLEAR OF DEBRIS DURING CONSTRUCTION.

REV	DATE

CITY OF GLENWOOD SPRINGS

LEGEND

CDOT ACCESS LINE

EX. MAJOR CONTOUR

EX. MINOR CONTOUR

PR. MAJOR CONTOUR

PR. MINOR CONTOUR

EX. FIBER OPTIC LINE

EX. STORM SEWER PIPE

EX. STORM SEWER MANHOLE

EX. BARBED WIRE FENCE

DEMO BARBED WIRE FENCE

PR. CHAIN LINK FENCE

EX. GRAVEL

EX. ASPHALT

PR. ASPHALT MILLING

EX. SIGN

PR. SIGN

EX. GAS MARKER

KEY MAP

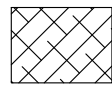
SCALE: NOT TO SCALE

SCALE	SHEET	
1" = 20'	3 OF 3	
DATE		
09.06.2022		
FILE NAME		
STORM KING EMERGENCY ACCESS AND A-LINE BREAK SWMP		

Packet Page 11

H:\Engineering\06_Projects\Evacuation Aline Breaks\05-Design\W 1st Street\COGSWest1stSt.dwg

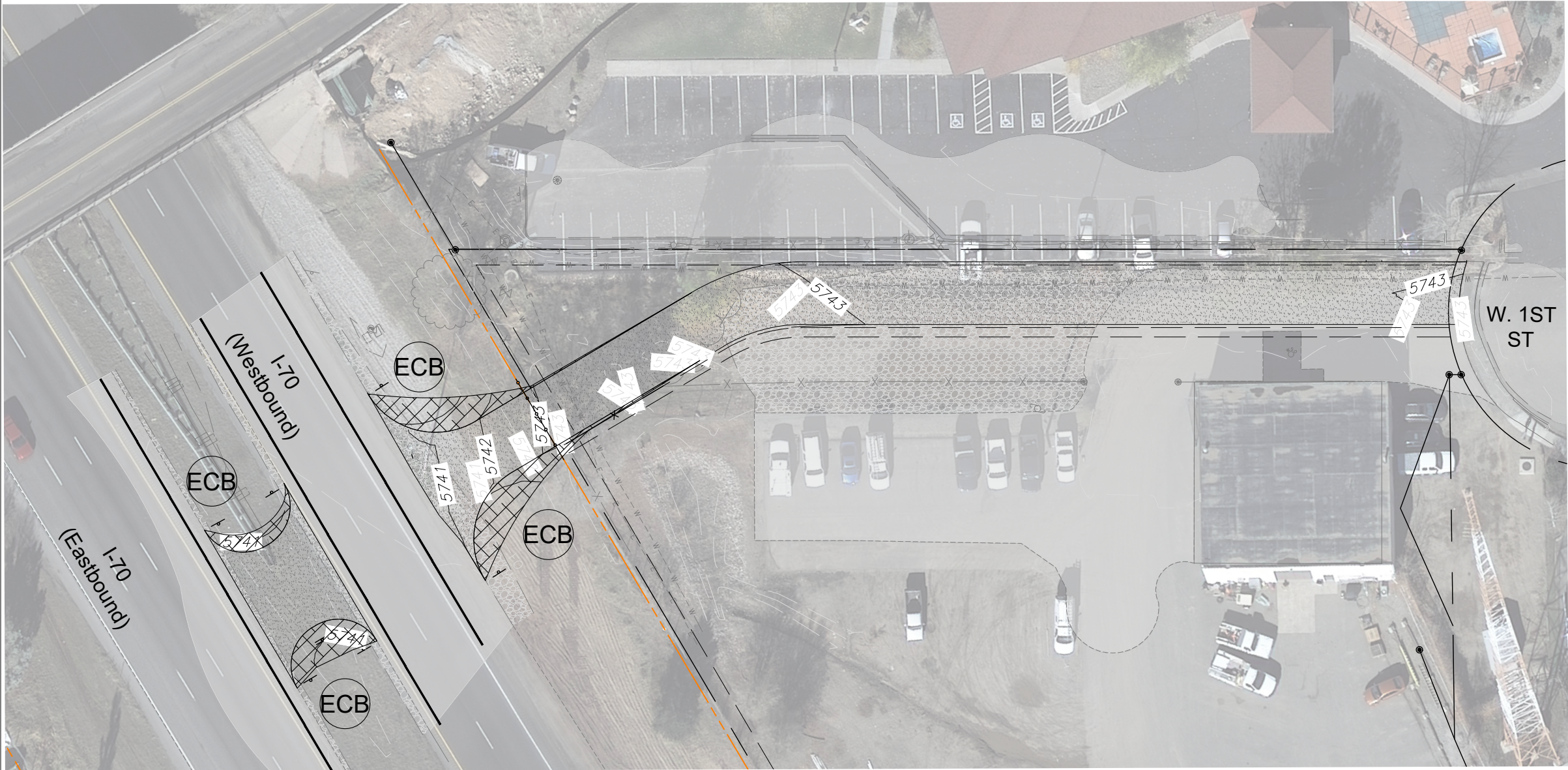
LEGEND



EROSION CONTROL
BLANKET AND
NATIVE SEEDING

NOTE

1. IT IS IMPRACTICAL TO INSTALL VTC FOR THIS PROJECT, HOWEVER THE CONTRACTOR WILL BE RESPONSIBLE FOR KEEPING THE ROADWAYS FREE AND CLEAR OF DEBRIS DURING CONSTRUCTION.



REV	DATE

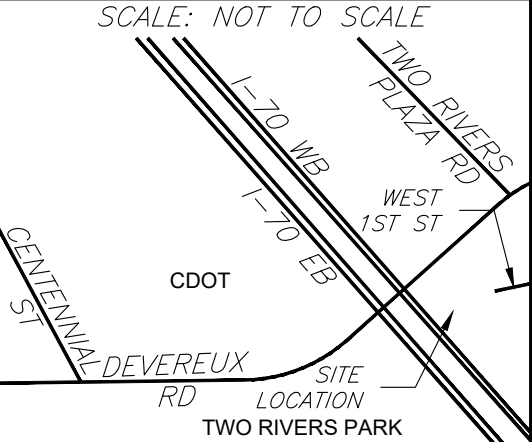
CITY OF GLENWOOD SPRINGS



LEGEND

- CDOT ACCESS LINE
- PROPOSED EASEMENT
- EX. MAJOR CONTOUR
- EX. MINOR CONTOUR
- PR. MAJOR CONTOUR
- PR. MINOR CONTOUR
- EX. WATER LINE
- EX. FIBER OPTIC LINE
- EX. ELECTRIC LINE
- EX. FENCE
- DEMO FENCE
- PR. FENCE
- PR. CHAIN LINK FENCE
- EX. GRAVEL
- EX. ASPHALT
- PR. ASPHALT MILLING
- EX. SIGN
- PR. SIGN

KEY MAP



SCALE	SHEET
1" = 40'	3 OF 3
DATE	
06.07.2023	
PLAN NAME	
W. 1ST ST EMERGENCY ACCESS AND A-LINE BREAK SWMP	



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item: City Wide Cul-de-Sac and Fire Lane Signage Discussion

Action Requested: None at this time.

Department: Engineering

Presented By: Matthew Langhorst, Ryan Gordon, Gary Tillotson, Bryana Starbuck, Joseph Deras

Strategic Goals: Ensure Public Safety

Background Info: City staff met last year to respond to a citizen complaint about parking and roadway widths within a subdivision in North Glenwood. The complaint stemmed from a neighbor that constantly parked on the street, which restricted the width of the street for the neighborhood. Staff reviewed the roadway width, residential parking standards, fire code and the physical need to access the area with a fire truck and other emergency service vehicles. Staff recognized that this issue was not just an isolated one, but that parking should be limited along the city's narrow streets and in city cul-de-sacs to allow fire trucks access to drive, turn around and to stage in the event of a fire. Staff has not gone through each and every roadway in town to finalize fire lane discussion points as of yet due to staff turnover and project priorities, but staff has had time to review planning documents and cul-de-sac locations within city limits. Cul-de-sacs exist in Park West, Park East, Cardiff Glen, Glenwood Park, Western Pines (Greenway Drive), Riverway/Hager Lane (Hager lane), Red Mountain South/Walz, Oasis Creek, Valley View Farms (Sopris Lane) and Cedar Crest Subdivisions. They also exist at the ends of Davis Drive, City Road 135, Stoneridge Court, Lincolnwood Drive and West 1st Street in town. The planning document review process turned up several items of interest, which are listed below:

- The Park East subdivision Subdivision Improvement Agreement (SIA) only allows parking within the parallel parking bays that were constructed during the build out of the subdivision, so no parking signs along the roadways and fire lane signs within the cul-de-sacs are required and city crews will make sure they are installed per the Manual on Uniform Traffic Control Devices (MUTCD) and the International Fire Code (IFC) guidelines within this subdivision.
- Park West has no signage text within the SIA or on the plat, but the only cul-de-sac in the subdivision is more of a bulb-out that would not be used as a fire truck turnaround during an emergency. No signage required.
- The Cardiff Glen subdivision SIA only allows parking within the onstreet parking stalls that were constructed during the build out of the subdivision, so no parking signs along the roadways and fire lane signs within the cul-de-sacs are required and city crews will make sure they are installed per Manual on Uniform Traffic Control Devices (MUTCD) and the International Fire Code (IFC) guidelines within this subdivision. A majority of these signs already exist, some have been removed by others or the poles holding them up have been damaged by weed eater maintenance. Crews will repair and replace.
- The Western Pines subdivision, Greenway Drive, Subdivision Improvement Agreement (SIA) documents do not allow parking along the roadway, including the cul-de-sac, and that guest parking is to be within the owner's driveway. City crews will make sure the signs are installed per the MUTCD and the IFC guidelines within this subdivision.
- The Riverway/Hager Lane Subdivision notes only that there is a 50 foot wide roadway for public services. The cul-de-sac at the end of Hager Lane is a single lane in width, so Fire Lane signs will be installed per MUTCD and IFC standards.
- Valley View Farms subdivision; no information was found in the planning documents on signage. Street parking is allowed, but the fire department and engineering staff will need to

review the size and accessibility of the cul-de-sac for parking availability and fire access needs. This will come back to council at a later date.

- Cedar Crest Subdivision does not have any approval information on street or cul-de-sac parking requirements. The streets in this subdivision are generally too narrow to park on the asphalt, but some residents have created off asphalt parking. The cul-de-sacs, two of them, are too small and have a lot of driveway access off of them thus restricting parking by default. Signs should be installed for owner safety, emergency access and to allow space for the Street Department to plow in the winter time.
- The Oasis Creek subdivision approvals do not allow any onstreet parking within the subdivision. PUD Agreement dated June 11th, 1980, section 11 "no on-street parking shall be allowed in the Development". All parking has to be on the property, no street or cul-de-sac parking. The term "Development" is defined as all real property within the Oasis Creek Subdivision Planned Unit Development Final Plat.
- The Glenwood Park subdivision calls out that all dwelling structures and parking shall occur within the corresponding building and parking envelopes as shown on the planned unit development (PUD) plat. The envelopes are depicted on each individual lot. The roadways within the subdivision average 32 feet in width of asphalt with 2 foot wide gutter pans, thus allowing 8 feet of parking and 10 foot wide lanes for the traveling public. On street parking makes plowing the subdivision quite tight, but manageable. The cul-de-sacs within the subdivision have a 45 foot ROW radius, which allows for around 80 feet of asphalt. The 2021 IFC calls for 96 feet of asphalt for the truck turning movement. Each cul-de-sac will need to be reviewed by the fire department and engineering staff for the size and accessibility of the cul-de-sac for parking availability versus fire access needs. It appears that all of the cul-de-sacs within the subdivision should not have parking due to the already undersized asphalt area available.
- The Davis Drive parking situation has already been signed and painted. This was handled outside this process.
- City Road 135 already has no parking sign, but an additional one will be added and the curb will be painted for clarity.
- Stoneridge Court cul-de-sac will need to be reviewed by the fire department and engineering staff for the size and accessibility of the cul-de-sac for parking availability versus fire access needs. There are already no parking signs on one side of the street leading up to the cul-de-sac to keep the appropriate fire lane width open.
- Lincolnwood Drive has a front of curb to front of curb width of approximately 42 feet, which allows parking on both sides of the road and a full 20' for emergency services. The steep grade of the road and the small cul-de-sac make it hard to access the homes at the end of the road and almost impossible for a fire truck to turn around. The staff is recommending we sign this cul-de-sac "no parking, fire lane" as soon as possible.
- West 1st Street is a commercial area and no parking should occur on this street as it is narrow and the businesses adjacent to it have adequate onsite parking. Crews will add two "no-parking, fire lane" signs to this area.

The Fire Department, Police Department and CIRSA (city insurance provider) have been a part of these discussions over the last year and their comments are noted below.

Glenwood Fire Department:

- Current designs for cul-de-sacs under the International Fire Code and referenced NFPA guidelines require a 96 foot diameter asphalt area with 90 feet of that being unobstructed. Larger fire apparatus like the fire department's aerial platform have a 45 foot wall to wall turning radius, or 90 feet in diameter. The department's standard engines and water tenders require 34 to 41 feet of turning radius. When the street crews plow the cul-de-sacs, they attempt to pile snow in the middle of the circle so that a truck's turning radius is accommodated for as best as possible, but with these smaller cul-de-sacs, the open lane to turn can be quite small with large snow fall events.

- A typical EMS response in any area of the city would include an ambulance and a fire engine, while a fire response would include multiple engines, an ambulance and additional support vehicles that all need to navigate these areas that are served by a cul-de-sac.

Police Department:

- The Glenwood Springs Police Dept. is committed to enforcing any state or local law/ordinance as codified by the legislative body. With the implementation of any new parking regulations, we would allow for a reasonable grace period to supplement any informational campaigns in an effort to educate the public. After that short period of time police department staff would begin enforcing any violations of those regulations.
- It is anticipated the city and the police department would provide information to this effect via their respective social media outlets. It is further anticipated the local newspaper would publish information regarding this endeavor.

CIRSA:

- Chapter 18 of NFPA 1, Fire Code reads:

Fire Department Truck accessibility on roads need to be located so that any portion of a building (single/double family dwelling as an example) and/or facility is no more than 150' from said fire truck. This will ensure that hose lines can be able to adequately reach most, if not all, of the building/facility with their water hose lines in times of emergencies. Designating an area (cul-de-sac in this case) as a fire lane with the proper labeling, such as red striping a curb as one example, to always indicate to citizens with vehicles that it is always illegal to park in these designated areas.

This statute ensures that Fire Trucks can reach any fires safely, without potentially damaging property of others (i.e., damaging cars and/or other property if ingress/egress is obstructed), as well as putting out the fire in the fastest time possible to reduce potential damage.

Issues:	Many residents use the city's roads and cul de sacs for residential parking and vehicle storage.
Fiscal Impact:	Nominal addition of sign installation and replacement.
Legal Review:	NA
Staff Recommendation:	Council Discussion.



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item: Housing Commission Joint Work Session

Action Requested: Housing Commission Joint Work Session

Department: Economic and Community Development

Presented By: Watkins Fulk-Gray

Strategic Goals: Provide Efficient and Responsive City Government
Protect and Preserve our Quality of Life

Background Info: Each citizen commission has a joint worksession with City Council to discuss questions, views on the future, and other topics annually. Housing Commission is made up of seven members and one alternate, one of which can reside outside City limits. At the time of agenda preparation, one full

position and the alternate position are both unfilled. Members and terms are listed below:

Members

- **Ellen Dole**
Appointed: 02/2020, 03/2023
Term Expires: 04/2026
- **Erin Morelli**
Appointed: 04/2019, 03/2022
Term Expires: 04/2025
- **John Spidell**
Appointed: 04/2019, 03/2022
Term Expires: 04/2025
- **Bobbi Hodge**
Appointed: 04/2021
Term Expires: 04/2024
- **VACANT**
Appointed:
Term Expires: 04/2024
- **Sean Nesbitt**
Appointed: 11/2018, 04/2021
Term Expires: 04/2024
- **Giovanna O. Kennedy**
Appointed: 02/2022 (to fill)
Term Expires: 04/2024

Council Liaison

- **Shelley Kaup**
- **Sumner Schachter (Alternate)**

Issues:	Housing Commission's purpose is to advise City Council on housing issues broadly. Staff expects that as the Workforce Housing Fund Advisory Board (WHFABO, (also referred to informally as the "2C Commission") is established, questions may arise about how to differentiate the role and purpose of these two related boards.
Fiscal Impact:	N/A
Legal Review:	N/A
Staff Recommendation:	Listen to Housing Commission's comments and engage with Housing Commissioners about their goals for the City and for the Commission.



MINUTES
City of Glenwood Springs
Housing Commission
July 13, 2023
City Council chambers
101 W. 8th Street
4:00PM

1. Roll Call

Present: Housing Commissioners Bobbi Hodge, Matt Spidell, Giovanna Kennedy, and Erin Morelli

Also present: Watkins Fulk-Gray, Senior Planner; Sarah Windholz, guest

2. Adoption of minutes

M/S Matt and Giovanna to approve the minutes of June. Motion passed by a vote of 4-0.

3. Review of potential code changes

Watkins discussed the concept of changing the municipal code to allow more dwelling units in zone districts that currently only allow single-family homes. Staff is considering recommending allowing up to a triplex in these zone districts, which are the RR, RL, and RM1 zone districts. Bobbi expressed concern that this would spur teardowns of historic homes. Watkins explained that properties that are local landmarks are protected, but there is no historic district currently. Matt suggested allowing triplexes as a use-by-right in the RM1 zone and allowing duplexes in the RR and RL. This suggestion was met with general but not unanimous support.

Watkins then discussed ideas for changing the provisions for a density bonus, which is currently allowed but has not yet been utilized by developers. He framed the issue as having two parts: what do we want and what do developers get. The “what do we want” can be requirements that need to be met before “what do you get,” developers’ potential bonus that would go beyond what the code allows. Matt suggested what the City wants is more two- and three-bedroom units, more ownership opportunities, and Erin suggested more ADA units. All agreed to these suggestions.

4. Preparation for 7/20 worksession with City Council

Matt Spidell agreed to be the primary speaker at the worksession. Watkins explained that these annual joint worksessions are an opportunity for asking questions and getting on the same page.

5. Other

Watkins discussed taking a field trip to the Eco Dwelling modular home factory in Rifle, which the company is happy to arrange. Housing Commissioners were interested, but suggested they shoot for September because of limited availability in August.

6. Next meeting: August 10

2023 Housing Commission Snapshot

Housing Commission has engaged in the following issues in the past 12 months:

- Researching inclusionary zoning policies and schemas in other places, which included commercial linkage and varied affordability schemes.
- Attending an affordable housing training hosted by Community Builders and Enterprise Community Partners
- Working with Staff to get the 2C commission, now the Workforce Housing Fund Advisory Board (WHFAB), up and running.
- Holding joint meetings with the Glenwood Community Housing Coalition (formerly the “ad hoc committee”); analyzing and providing recommendations for future uses of 2C funds, providing recommendations for the composition of the board overseeing the funds, and discussing community transparency about how the 2C funds will be used.
- Discussing how to encourage the creation of more ADUs, including discussions about fire suppression systems, utilities, landscaping requirements, system improvement fees, modular construction, residential design requirements, and construction costs.
- Mobile home park preservation, specifically with Three Mile Mobile Home Park
- Receiving updates, presentations, and providing feedback to guide the Strategic Housing Plan Update project

Current priorities of Housing Commission:

- Increasing the supply of ADUs
- Mobile home park preservation
- Adoption of Strategic Housing Plan Update and implementation of plan.
- Filling open position and open alternate position on Housing Commission

Questions for City Council:

- No final recommendation, but some interest in changing regulations requiring fire suppression systems in detached ADUs; is this worth the Commission pursuing? Other recommendations for reducing the barriers to ADU construction could be forthcoming.
- Differentiation of roles between WHFAB and Housing Commission.
- What would Council like Housing Commission to work on?



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item: July 6, 2023 Council Minutes

Action Requested: July 6, 2023 City Council Minutes

Department: City Clerk

Presented By:

Strategic Goals: Provide Efficient and Responsive City Government

Background Info:

Issues:

Fiscal Impact:

Legal Review:

Staff Recommendation:



MINUTES
CITY OF GLENWOOD SPRINGS
REGULAR CITY COUNCIL MEETING
JULY 1, 2023
6:15 PM

Note: Official meeting minutes are located on the City website via YouTube video at the following link: <https://www.youtube.com/user/GlenwoodSprings1885/videos>. The times in agenda items indicate approximately where the item can be found on the YouTube video timeline.

REGULAR SESSION

Item 5. :06 Roll Call

Present: Mayor Pro-Tem Dehm, Councilor Schachter, Councilor Kaup, Councilor Weimer, Councilor Zalinski, and Councilor Godes. Also present were; Beverli Marshall, City Manager; John Hassell, Lieutenant; Steve Boyd, Chief Operating Officer; Ryan Muse, City Clerk; Yvette Gustad, Finance Director; Hannah Klausman, Director of Economic and Community Development; Karl Hanlon, City Attorney; and Sara Weigel, Executive Administrative Assistant.

Comments were made by Mayor Pro-Tem Dehm and City Attorney Karl Hanlon.

Item 6. :07 Agenda changes and conflicts

None.

Item 7. :07 Council Announcements

None.

Item 8. :08 Citizens Appearing Before Council (for items not on the agenda-comments limited to 3 minutes)

Citizen comments was made.

Item 9. :22 Parks and Recreation Month Proclamation

Mayor Pro-Tem Dehm presented the proclamation to Isaac Alonso.

Item 10. :28 Consent Agenda

:28 Councilor Godes moved, seconded by Councilor Weimer, to approve the Consent Agenda.

Motion passed unanimously.

Item 11. :29 Pay as You Throw Roll Out Information

Bryana Starbuck, Public Information Officer presented.

Comments were made by Councilor Weimer, Public Information Officer Bryana Starbuck, Mayor Pro-Tem Dehm, City Manager Beverli Marshall, and Councilor Kaup.

Item 12. :35 Ordinance 2023-10; Code Amendments to Title 070 including Sections 070.040.080, 070.040.090 related to site and building design. Second Reading

Hannah Klausman, Director of Economic and Community Development presented.

Comments were made by Councilor Godes, Director of Economic and Community Development Hannah Klausman, City Attorney Karl Hanlon, Councilor Schachter, Councilor Kaup, and Councilor Weimer.

:55 Mayor Pro-Tem Dehm opened the item for public comment.

Public comment was made.

Comments were made by Councilor Godes and Mayor Pro-Tem Dehm.

1:00 Mayor Pro-Tem Dehm closed the item for public comment.

Comments were made by Councilor Godes.

1:05 Councilor Godes moved to continue Ordinance 2023-10; Code Amendments to Title 070 including Sections 070.040.080, 070.040.090 related to site and building design to the next meeting.

Motion fails due to lack of second.

1:05 Councilor Godes moved to reduce the 70% down to 30% and reduce the 25% of three-bedroom units, back down to the staff suggested 10%.

Motion fails due to lack of second.

Comments were made by Director of Economic and Community Development Hannah Klausman, Mayor Pro-Tem Dehm, Councilor Godes, and Councilor Schachter.

1:10 Councilor Schachter moved to approve Ordinance 2023-10; Code Amendments to Title 070 including Sections 070.040.080, 070.040.090 related to site and building design as proposed and recommended by staff.

Motion fails due to lack of second.

Comments were made by Councilor Kaup.

1:11 Councilor Kaup moved, seconded by Councilor Godes, to approve Ordinance 2023-10; with the Amendments to Title 070 as indicated with the following changes; correcting the 800 to the 80 units, take the 70% at 100% AMI down to 35%, and the revision that all future development at Meadows is not exempted, only what is required exempt based on the current agreements, and request that we do not accept the lot coverage change that is suggested for the code change right now but put it off for a future discussion.

Comments were made by Councilor Godes, Councilor Kaup, City Attorney Karl Hanlon, Mayor Pro-Tem Dehm.

1:13 Councilor Kaup amended motion to the inclusion of 3-bedroom count configurations remain at 10%, Councilor Godes seconded the amended motion.

Comments were made by Councilor Godes, Mayor Pro-Tem Dehm, City Attorney Karl Hanlon, and Councilor Kaup.

1:15 Councilor Kaup amended motion to align the 20 units to what the development review is to 25 units.

Comments were made by Councilor Schachter, Director of Economic and Community Development Hannah Klausman, and Councilor Kaup.

1:19 Councilor Kaup amended motion, Councilor Godes amended second, to accept the lot coverage based on the context of the discussion.

Comments were made by Councilor Weimer, City Attorney Karl Hanlon, Councilor Zalinski, Councilor Godes, Councilor Schachter, Mayor Pro-Tem Dehm, Director of Economic and Community Development Hannah Klausman, Councilor Godes, Councilor Kaup, City Manager Beverli Marshall, and City Clerk Ryan Muse.

City Attorney Hanlon summarized the motion being voted on as follows.

Primary changes are on page 7, under 3 and 9, the inclusion of 3 different bedroom count configurations would remain at 10% of the total dwelling units. 70% would be reduced to 35% of the total number of units deed restricted to an average of 100% AMI, and the third change, with regard to exemption to Meadows, to clarify that it is applicable only to non-entitled development under the ADA.

**Ayes: Kaup, Schachter, Zalinski, Godes,
Nays: Dehm, Weimer**

Motion Passes 4-2

Comments were made by Mayor Pro-Tem Dehm.

Item 13. 1:47 Ordinance 2023-12; Amending Sec. 110.030 - Disaster Emergency Services

Karl Hanlon, City Attorney presented.

1:49 Mayor Pro-Tem Dehm opened the item for public comment.

None.

1:49 Mayor Pro-Tem Dehm closed the item for public comment.

1:49 Councilor Godes moved, seconded by Councilor Schachter, to approve Ordinance 2023-12; Amending Sec. 110.030 – Disaster Emergency Services.

Motion passed unanimously.

Item 14. 1:50 Resolution 2023-20; Short Term Rental License Fees

Emery Ellingson, Community Development Planner II presented.

1:52 Councilor Schachter moved, seconded by Councilor Godes, to accept Resolution 2023-20; Short Term Rental License Fees as recommended by staff and legal.

Motion passed unanimously.

Item 15. 1:53 Update on Economic Development Incentives

Danielle Campbell, Economic and Community Development Specialist presented.

Comments were made by City Attorney Karl Hanlon, Councilor Schachter, Councilor Zalinski, Councilor Kaup, Councilor Godes, Mayor Pro-Tem Dehm, Economic and Community Development Specialist Danielle Campbell, Director of Economic and Community Development Hannah Klausman, Councilor Weimer, and City Manager Beverli Marshall.

Item 16. 2:30 Council Comments

Comments were made by Councilor Schachter, Director of Economic and Community Development Hannah Klausman, and City Attorney Karl Hanlon.

Comments were made by Councilor Weimer and Director of Economic and Community Development Hannah Klausman.

Comments were made by Councilor Godes, Councilor Weimer, Councilor Zalinski, Councilor Schachter, and Mayor Pro-Tem Dehm.

Item 17. 2:40 Report from City Administration

Comments were made by City Manager Beverli Marshall and Lieutenant John Hassell.

Comments were made by City Attorney Karl Hanlon.

Item 18. 2:51 Executive Session: An executive session pursuant to CRS 24-6-402(4)(b) and (e) for the purposes of receiving legal advice from the City Attorney on specific legal questions and for determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators more specifically related to RMR, Shoshone negotiations and 102 County Road 156.

2:51 Council went into an executive session pursuant to CRS 24-6-402(4)(b) and (e) for the purposes of receiving legal advice from the City Attorney on specific legal questions and for determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators more specifically related to RMR, Shoshone negotiations and 102 County Road 156.

Motion passed unanimously.

Item 19. 2:51 Adjournment

Council adjourned after Executive Session.



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item: Ordinance 2023-12; Amending Sec. 110.030 - Disaster Emergency Services. Second Reading.

Action Requested: Approval on second reading

Department: City Administration

Presented By: Karl Hanlon

Strategic Goals: Ensure Public Safety
Protect and Preserve our Quality of Life

Background Info: The City's current Disaster Emergency Services code provisions at 110.030 do not reflect the reality of how a disaster would be handled in a Council-Manager form of government. Previously the disaster coordinator would be the mayor, but staff has determined and after surveying other municipal codes confirmed, that the City Manager, delegee, or next staff in succession is the appropriate person to coordinate any disaster response. This is required by state law and allows staff and Council further discretion to enact regulations. C.R.S. 24-33.5-707. Looking at other larger municipalities' emergency services codes, we decided to include some basic processes and powers under an emergency declaration that would enable the city manager to more effectively respond in a timely manner.

Issues: NA

Fiscal Impact: NA

Legal Review: Reviewed by legal

Staff Recommendation: Approval on second reading

ORDINANCE NO. 12

Series of 2023

**AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS,
COLORADO, AMENDING ARTICLE 110.030 OF THE GLENWOOD
SPRINGS MUNICIPAL CODE.**

WHEREAS, the City of Glenwood Springs (“Glenwood Springs” or the “City”) is a home-rule municipality organized under Article XX of the Colorado Constitution and with the authority of the Glenwood Springs Home Rule Charter; and

WHEREAS, City staff has identified the need to amend Article 110.030 addressing Disaster Emergency Services; and

WHEREAS, recommended amendments to the code to address the foregoing issues are set forth on **Exhibit A** attached hereto; and

WHEREAS, the City Council finds and declares that the amendments to Article 110.030 on **Exhibit A** of the Municipal Code the Development Code regarding solid waste collection services within the City, as set forth herein are proper and necessary to advance the public health, safety and welfare of the City’s residents.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GLENWOOD
SPRINGS, COLORADO, ORDAINS:**

Section 1. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. Article 110.030 of the Glenwood Springs Municipal Code is hereby amended as set forth in **Exhibit A** attached hereto.

INTRODUCED, READ ON FIRST READING, PASSED AND ORDERED
PUBLISHED BY TITLE ONLY THIS ____ DAY OF _____ 2023.

CITY OF GLENWOOD SPRINGS, COLORADO

Ingrid Wussow, Mayor

ATTEST:

Ryan Muse, City Clerk

INTRODUCED, READ ON SECOND READING, AND ORDERED PUBLISHED
BY TITLE ONLY TO BE EFFECTIVE TEN DAYS FOLLOWING THE DATE OF
SECOND PUBLICATION THIS _____ DAY OF _____ 2023.

CITY OF GLENWOOD SPRINGS, COLORADO

Ingrid Wussow, Mayor

ATTEST:

Ryan Muse, City Clerk

ARTICLE 110.030 DISASTER EMERGENCY SERVICES¹

110.030.010 Disaster agency established.

There is hereby created and established a City disaster agency, to be composed of the City Manager or an authorized designee who shall serve as the City disaster coordinator. If the City Manager is unavailable, the line of succession of authority shall include in order, the Assistant City Manager, Public Works Director, Police Chief, Fire Chief, and thereafter any other department head in alphabetical order of the name of the department. In the event none of these people are available to serve as the acting city manager, the deputy or assistant director of the various departments in the line of succession as indicated shall serve in such capacity. Mayor as chairman and such other persons as the Mayor may appoint from time to time. Each member shall serve at the pleasure of the Mayor. The City disaster coordinator is authorized to declare a civil emergency, emergency, or local disaster if the City disaster coordinator finds that the City or any part thereof is suffering from or is in imminent danger of suffering a natural or manmade civil emergency, emergency, or local disaster.

110.030.020 Duties.

The City disaster coordinator ~~agency~~ shall perform such functions as are required ~~of it~~ by state law under C.R.S. § 24-33.5-707.

110.030.030 Rules and regulations.

The ~~Mayor~~ City disaster coordinator shall have the power to promulgate, in writing, rules and regulations which shall be reasonably necessary for providing disaster emergency services.

110.030.040 Powers

Upon the issuance of a declaration of civil emergency, emergency, or local disaster, the city manager may exercise the following powers, including, but not limited to:

- (1) An order to direct and compel the evacuation of all or a part of the population from any stricken or threatened areas within the city, if the city manager deems this action is necessary for the preservation of life, property or other civil emergency, emergency, or local disaster mitigation, response or recovery activities, and to prescribe routes, modes of transportation and destination in connection with any such evacuation.
- (2) An order closing any streets, alleys, sidewalks, public parks, public ways or other public places.
- (3) An order establishing control routes of transportation ingress or egress.
- (4) An order imposing traffic restrictions to control ingress and egress from a civil emergency, emergency, or local disaster site, including prohibiting all traffic except for vehicles operated by individuals deemed essential by the city manager to assist in the emergency operations and prohibiting any person to stop, stand, park or abandon any vehicle in a right-of-way that in the discretion of a police officer obstructs emergency operations or snow removal operations. Any such vehicle shall be subject to removal pursuant to the general police power of the city to protect the public health, safety and welfare.

-
- (5) Appropriate and expend funds, execute contracts, authorize the obtaining and acquisition of property, equipment, services, supplies and materials without the strict compliance with procurement regulations or procedures.
 - (6) Hire or contract for construction, snow removal, engineering, architectural, building, electrical, plumbing, and/or other professional or construction services essential to continue the activities of the city without the advertising of bids or compliance with procurement requirements which otherwise would be applicable.
 - (7) Transfer the direction, personnel or functions of city departments and agencies for the purposes of performing or facilitating civil emergency, emergency, or local disaster services.
 - (8) Suspend or limit the use of the city's water resources.
 - (9) Require emergency services of any city officer or employee. If regular city forces are determined to be inadequate, then to acquire the services of such other personnel as are available, including citizen volunteers. All duly authorized persons rendering emergency services shall be entitled to the privileges and immunities provided by applicable state law.
 - (10) Accept services, gifts, grants and loans, equipment, supplies, and materials whether from private, nonprofit or governmental sources.
 - (11) Make application for local, state or federal assistance.
 - (12) Enter into mutual aid agreements
 - (13) Terminate or suspend any process, operation, machine, device or event that is or may negatively impact the health, safety and welfare of persons or property within the city.
 - (14) Exercise such powers and functions in light of the exigencies of civil emergency, emergency, or local disaster including the waiving of compliance with any time consuming procedures and formalities, including notices, as may be prescribed by law pertaining thereto.
 - (15) Issue any and all other orders or undertake such other functions and activities as the city manager reasonably believes is required to protect the health, safety, welfare of persons or property within the city, to preserve the public peace, or to abate, clean up, or mitigate the effects of any civil emergency, emergency or local disaster.

110.30.50 Enforcement of orders.

- (1) The members of the police department, code enforcement, and such other law enforcement and peace officers as may be authorized by the city manager, are further authorized and directed to enforce the orders, rules and regulations made or issued pursuant to this chapter. All members of the public shall be deemed to have been given notice of the restrictions contained within a declaration upon its dissemination to the news media or publication on the city website or other means of publicity.
- (2) The municipal court shall have the jurisdiction to preside over alleged violations of this section. A person convicted of a violation of this section shall be subject to the penalties set forth in section 1-16 of the code of ordinances.

110.030.060 Location of governing body meetings

Whenever a civil emergency, emergency, or local disaster makes it imprudent or impossible to conduct the affairs of the city at its regular locations, the governing body may meet at any place, inside or outside the city limits, or may meet via the telephone or other communication device. Any temporary civil emergency, emergency, or local disaster meeting location for the governing body shall continue until a new location is established or until the civil emergency, emergency, or local disaster is terminated and the governing body is able to return to its normal location.

110.030.070 Report by city manager/discretionary ratification by city council.

At such time as a civil emergency, emergency, or local disaster shall be declared ended, the city manager shall prepare a written report that details the official actions taken by the city manager during the declaration, including a timeline, significant actions, and a detailed summary of all expenses incurred during such declaration. Such written report shall be submitted to the city council within thirty (30) days. The city council may, but is not required to, approve a resolution ratifying the actions taken by the city manager during the declaration. In the event that a resolution is not approved, the city manager's report shall be retained by the city clerk and made a part of the official record of the city council meeting at which the report was discussed by the city council in conjunction with the city manager.

110.030.040 Acts done under Article's authority immune from liability.

All things done by authority of this article, or by authority of any rule or regulation promulgated pursuant to this article, shall constitute the exercise by the City of its governmental functions; and the City, its officers, authorized persons and organizations as herein provided for, and any persons complying with this article, or with the rules and regulations promulgated pursuant to this article, shall not be liable for any damage sustained by any person or property as a result of the enforcement of or compliance with this article or any such rule or regulation.

110.030.050 Compliance with Article required.

It shall be a misdemeanor for any person to violate any provision of this article or any rule or regulation promulgated pursuant to this article and upon, conviction of the same, such person shall be punished in accordance with the provisions of Section 010.020.080.



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item:	Award Request for Proposal RFP 2023-29P Lift Station 11,000
Action Requested:	Council Approval to Award Lift Station 11,000 Construction Request for Proposal to Mueller Construction
Department:	Public Works
Presented By:	Matthew Langhorst
Strategic Goals:	Preserve and Improve Infrastructure
Background Info:	The City of Glenwood Springs staff has been working to design and bid the construction of a replacement lift station 11,000, located along Midland Avenue in front of Petco. This lift station collects and pumps all of the Meadows, Roaring Fork Transit Authority (RFTA) and Midland Center sewer to the 7th Street Lift Station, which then pumps it back along Midland Avenue to the main waste water plant on Wulfsohn Road. The existing lift station is currently at maximum peak flow capacity with the existing Meadows buildout. With the addition of the BLD housing project and any other development in the area, the lift station needs to be upsized. The new design has capacity to meet future Glenwood Meadows expansion and will allow the lift station to pump directly to the 16 inch forcemains along Midland Avenue instead of pumping to the 8th Street gravity line and then being pumped back by the 7th Street Lift Station. The lift station will be paid for through three sources. Water/waste water has budgeted \$475,000 for 2023, the BLD Group has supplied another \$475,000 towards the project and the system improvement fees being collected in 2023 from BLD will pay for the additional \$697,774. Water-Wastewater System Improvement fees total approximately \$2.1 million dollars from the BLD project at completion, and the phased project will pay out more than \$697,774 during 2023. The total construction bid from Mueller Construction was \$1,647,774. A second bid was received, but it was a bid of \$2,551,080. Construction is slated to start immediately and be completed by March of 2024, which puts the new lift station operation/start up in time for certificates of occupancy to be given to the first buildings within the BLD project.
Issues:	None at this time.
Fiscal Impact:	The project will be fully funded by system improvement fees and BLD money.
Legal Review:	NA
Staff Recommendation:	Staff is Recommending Council Approval to Award Lift Station 11,000 Construction Request for Proposal to Mueller Construction for \$1,647,774



MUELLER

CONSTRUCTION

6520 County Road 335

New Castle, CO 81647

970-230-935

frontdesk@muellerconstruction.net

COVER PAGE

for

Request for Proposal 2023-29P

Lift Station 11,000 Glenwood Meadows, Replacement Project

Buyer:

City of Glenwood Procurement Department

101 West 8th St / Glenwood Springs, CO 81601 / ryan.muse@cogs.us



Information Page for Request for Proposal 2023-29P

The following items must be included with your submittal

- i. Cover Sheet - **SEE ATTACHED**
- ii. Submittal Form - **NOT NEEDED**
- iii. Bid Schedule - **SEE ATTACHED**
- iv. Addendum to Professional Services— **NOT NEEDED**
- v. Issued Addenda – **SEE ATTACHED**
- vi. All Warranty Information - **PER THE TERMS OF THE CONTRACT, THE WARRANTY SHALL COMMENCE AS OF THE COMMENCEMENT DATE AND REMAIN BINDING FOR 365 CALENDAR DAYS AFTER FINAL COMPLETION OF THE PROJECT.**
- vii. A List of Three (3) References for Similar Projects - **SEE ATTACHED**
- viii. A Duration of Work Estimate for the Project, Include:
 - 1. Preconstruction Meeting - **SEE ATTACHED PRELIMINARY SCHEDULE**
 - 2. Estimated Submittal Timing - **SEE ATTACHED PRELIMINARY SCHEDULE**
 - 3. Estimated Material Order/Delivery Timing - **SEE ATTACHED PRELIMINARY SCHEDULE**
 - 4. Mobilization Date - **SEE ATTACHED PRELIMINARY SCHEDULE**
 - 5. Construction Schedule Based on Mobilization Date - **SEE ATTACHED PRELIMINARY SCHEDULE**
 - 6. Staging Needs - **ANTICIPATED STAGING NEEDS ARE THE PROJECT SITE AND THE OPEN AREA IMMEDIATELY EAST OF THE LIFT STATION BETWEEN THE ROADWAY AND THE BIKE TRAIL**
 - 7. Final Walk Through/Completion of Construction - **SEE ATTACHED PRELIMINARY SCHEDULE**
- ix. The City will request any exceptions taken to the Specifications and Scope of Work be noted within the bid packet. – **MUELLER TAKES NO EXCEPTIONS TO THE SPECIFICATIONS AND SCOPE OF WORK**
- x. Exceptions will be taking into consideration during the bid review process.

**CITY OF GLENWOOD SPRINGS
LIFT STATION 11,000
BID SCHEDULE**

ITEMS NO.	EST. QTY.	UNIT	DESCRIPTION AND UNIT PRICES IN WORDS	UNIT PRICE	TOTAL PRICE
BASE BID					
1	1	LS	Mobilization <u>Eighty Thousand Dollars</u> (Lump Sum Price - Words)	<u>\$80,000.00</u>	<u>\$80,000.00</u>
2	1	LS	Demolition <u>Twenty Five Thousand Dollars</u> (Lump Sum Price - Words)	<u>\$25,000.00</u>	<u>\$25,000.00</u>
3	1	LS	Site Grading and Improvements - Driveway - Redi-Rock Wall - CMP Extension - Sidewalk Replacement - Generator Pad - General Site Grading - Security Fence - Split-Rail Fence <u>Two Hundred Fifty Two Thousand , Two Hundred Forty Four Dollars</u> (Lump Sum Price - Words)	<u>\$252,244.00</u>	<u>\$252,244.00</u>
4	1	LS	Yard Piping - 12" SDR-35 Gravity Sewer - 8" SDR-35 Overflow Pipe <u>Fifty Four Thousand Dollars</u> (Lump Sum Price - Words)	<u>\$54,000.00</u>	<u>\$54,000.00</u>
5	4	EA	Concrete Manhole <u>Eleven Thousand Dollars</u> (Unit Price - Words)	<u>\$11,000.00</u>	<u>\$44,000.00</u>
6	1	LS	Force Main - 8" C900 Force Main - 16" Force Main Tie-Ins - Force Main Tie-In Vault - Tie-In Process Piping, Valves, etc. <u>Thirty One Thousand Dollars</u> (Lump Sum Price - Words)	<u>\$31,000.00</u>	<u>\$31,000.00</u>
7	1	LS	Detention Pond Improvements - New Pond Berm Section - 60 Mil HDPE Liner - Establish New Berm Elevation - Raise Inlet Structure Grate Elevation <u>Sixty Thousand Dollars</u> (Lump Sum Price - Words)	<u>\$60,000.00</u>	<u>\$60,000.00</u>
8	1	LS	Lift Station 11,000 Concrete - All Structural Concrete for Lift Station - Secondary Grout <u>Four Hundred Seventy Five Thousand Dollars</u> (Lump Sum Price - Words)	<u>\$475,000.00</u>	<u>\$475,000.00</u>
9	1	LS	Lift Station 11,000 Building - CMU- Access Door and Hatches- Trolley Beam- Stairs and Handrail- Roof <u>Two Hundred Twenty Thousand Dollars</u> (Lump Sum Price - Words)	<u>\$220,000.00</u>	<u>\$220,000.00</u>
10	3	EA	Submersible Pump <u>Thirty Three Thousand Dollars</u> (Unit Price - Words)	<u>\$33,000.00</u>	<u>\$99,000.00</u>
11	1	LS	Process Piping		

**CITY OF GLENWOOD SPRINGS
LIFT STATION 11,000
BID SCHEDULE**

ITEMS NO.	EST. QTY.	UNIT	DESCRIPTION AND UNIT PRICES IN WORDS	UNIT PRICE	TOTAL PRICE
			- Interior Process Piping - Valves - Magmeter - Pressure Gauges - Influent Wet Well Piping - Sump Pump Two Hundred Sixty Thousand Dollars (Lump Sum Price - Words)	<u>\$260,000.00</u>	<u>\$260,000.00</u>
12	1	LS	Lift Station 11,000 Mechanical/HVAC Thirty Three Thousand Dollars (Lump Sum Price - Words)	<u>\$33,000.00</u>	<u>\$33,000.00</u>
13	1	LS	Erosion Control Two Thousand Five Hundred Dollars (Lump Sum Price - Words)	<u>\$2,500.00</u>	<u>\$2,500.00</u>
14	1	LS	Site Restoration - Re-seeding - Site Cleanup Twelve Thousand Dollars (Lump Sum Price - Words)	<u>\$12,000.00</u>	<u>\$12,000.00</u>

TOTAL BASE BID:

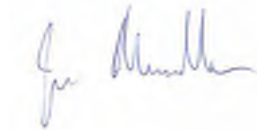
One Million Six Hundred Forty Seven Thousand Seven Hundred Forty Four Dollars
(written)

TOTAL BASE BID: \$1,647,744.00

Submitted by:

Mueller Construction Services

Company



Submitted by:

Authorized Personnel

President, Mueller Construction Services, Inc.

Title of Authorized Personnel

Date of bid:

July 3, 2023

Preliminary Schedule																																																										
ID		Task Mode	Task Name	Duration	Start	Finish	July 2023					August 2023					September 2023					October 2023					November 2023					December 2023					January 2024					February 2024					Marc											
							30	5	10	15	20	25	30	4	9	14	19	24	29	3	8	13	18	23	28	3	8	13	18	23	28	2	7	12	17	22	27	2	7	12	17	22	27	1	6	11	16	21	26	31	5	10	15	20	25	1		
1			Award	1 day	Thu 7/20/23	Thu 7/20/23																																																				
2			NTP	1 day	Fri 7/21/23	Fri 7/21/23																																																				
3			Pre-Con Meeting	1 day	Wed 7/26/23	Wed 7/26/23																																																				
4			Submittals and Procurement	60 days	Thu 7/27/23	Wed 10/18/23																																																				
5			Mobilization	5 days	Mon 7/24/23	Fri 7/28/23																																																				
6			Erosion Control	4 days	Mon 7/31/23	Thu 8/3/23																																																				
7			Demo	8 days	Fri 8/4/23	Tue 8/15/23																																																				
8			Detention Pond Improvements	7 days	Wed 8/16/23	Thu 8/24/23																																																				
9			Excavation/Site Grading	25 days	Fri 8/25/23	Fri 1/5/24																																																				
10			Lift Station 11,000 Concrete	68 days	Thu 9/7/23	Mon 12/11/23																																																				
11			Concrete Manhole	8 days	Thu 10/19/23	Mon 10/30/23																																																				
12			Yard Piping	12 days	Tue 12/12/23	Wed 12/27/23																																																				
13			Force Main	5 days	Thu 12/28/23	Wed 1/3/24																																																				
14			Submersible Pump	4 days	Tue 12/12/23	Fri 12/15/23																																																				
15			Lift Station 11,000 Building	36 days	Tue 12/12/23	Tue 1/30/24																																																				
16			Process Piping	24 days	Mon 12/18/23	Thu 1/18/24																																																				
17			Lift Station 11,000 Mechanical/HVAC	14 days	Tue 1/16/24	Fri 2/2/24																																																				
18			Startup	5 days	Mon 2/5/24	Fri 2/9/24																																																				
19			Divert Flows	3 days	Mon 2/12/24	Wed 2/14/24																																																				
20			Punchlist	3 days	Thu 2/15/24	Mon 2/19/24																																																				
21			Site Restoration	7 days	Tue 2/20/24	Wed 2/28/24																																																				
22			Final Walkthrough	1 day	Thu 2/29/24	Thu 2/29/24																																																				
Project: GWS Lift Station 11000 Date: Thu 6/29/23			Task		Inactive Task		Manual Summary Rollup		External Milestone		Manual Progress																																															
			Split		Inactive Milestone		Manual Summary		Deadline																																																	
			Milestone		Inactive Summary		Start-only		Critical																																																	
			Summary		Manual Task		Finish-only		Critical Split																																																	
			Project Summary		Duration-only		External Tasks		Progress																																																	
Mueller Construction Services Page 1																																																										



MUELLER
CONSTRUCTION

6520 County Road 335

New Castle, CO 81647

970-230-935

frontdesk@muellerconstruction.net

Addendum Acknowledgements

Addendum #1 issued 5/24/23

A handwritten signature in blue ink, appearing to read 'Joe Mueller', positioned above a horizontal line.

Addendum #2 issued 5/30/23

A handwritten signature in blue ink, appearing to read 'Joe Mueller', positioned above a horizontal line.

Addendum #3 issued 6/13/23

A handwritten signature in blue ink, appearing to read 'Joe Mueller', positioned above a horizontal line.

Addendum #4 issued 6/16/23

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Addendum #5 issued 6/20/23

A handwritten signature in blue ink, appearing to read 'Joe Mueller', positioned above a horizontal line.

**Addendum Description**

Question- On the last page of the Bid Drawings, the notes say "The City's Integrator will build and install scada panel." Who is the City's Integrator?

Answer- Browns Hill Engineering & Controls

Notice Modifications

Notice Information	From Value	To Value
No entries		

Category Modifications

Added Categories
No Categories Added

Removed Categories
No Categories Removed

Lift Station 11,000 Glenwood Meadow

2023-29P

Pre-Proposal Meeting

	Name	Firm Name	Phone	Email
	PLEASE PRINT			
1	ALEX FARR/JOHNSON	VELOCITY CI	303 984 7800	AFARR@VELOCITYCI.COM
2	JOE MUELLER	MUELLER CONGT. SERVICES, INC	970-230-9353	FRONTDESK@MUELLERCONSTRUCTION.NET
3	Sam Firth	Landmark EPC	970-948-5534	Sam.firth@landmarkepc.com
4	ROB BERCHER	Johnson Const-	970 309 4059	Rob@Johnconinc.com
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Request for Proposal 2023-29P
Lift Station 11,000 Glenwood Meadows, Replacement Project

Buyer:
City of Glenwood Procurement Department
101 West 8th St / Glenwood Springs, CO 81601 / ryan.muse@cogs.us



RFP 2023-29P LIFT STATION REPLACEMENT

Section I: Introduction

The City of Glenwood Springs uses the Rocky Mountain E-Purchasing System ("BidNet") to post solicitations and any supporting or additional information, including Addenda, Bid Sheets and awards. Proposals must be submitted prior to close on BidNet. The City of Glenwood cannot accept a response that did not come through the right channel on time. All documents and information are available at www.bidnetdirect.com/cityofglenwoodsprings. If you require additional information regarding BidNet call Vendor Support at 800-835-4603 anytime Monday-Friday from 6:00 am to 6:00 pm Mountain Time.

Project Summary

The City of Glenwood Springs (City) has determined that with the development of the Glenwood Meadows service area the existing 11,000 lift station is undersized and needs to be replaced. The existing lift station pumps 3,400' to a gravity sewer main that feeds into a main lift station, 13,000, located on 7th Street. 13,000 collects all sewer within the city and pumps through two 16" forced mains to the City Wastewater Treatment Facility 3 miles to the west.

The City of Glenwood Water Department is requesting quotes from qualified firms and/or individuals for the removal and replacement of the existing lift station 11,000 located approximately 500 feet northwest of the Midland Avenue and East Meadows intersection, Glenwood Springs, CO 81601. The project consists of removal of the existing station and construction of the new station, connection to the 16-inch force mains, systems required per the design drawings, specifications and applicable Municipal Codes, Engineering Standards and Building Codes.

Section II: Timeline

a. **Proposal Timeline.**

TIMELINE	DATE	TIME
Recommended Pre-Proposal Walkthrough - Onsite	MAY 30 TH	11:00 a.m.
Questions and Clarifications Due	JUNE 9 TH	4:00 p.m.
Question Addendum Released	JUNE 16 TH	4:00 p.m.
Request for Proposals (RFP) Due www.bidnetdirect.com/cityofglenwoodsprings	JULY 3 RD	5:00 p.m.
Target Award Date (Subject to Change)	JULY 6 TH	6:00 p.m.

The highly recommended pre-proposal walkthrough **will begin** at City Hall in Council Chambers, 101 W. 8th Street, promptly at **11 am**. Staff will provide a quick overview of the Lift Station design and answer questions, then the meeting will move to the existing lift station location. Attendees will be asked to provide their firm's name on the official sign-in sheet distributed at the walkthrough.



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Section III: Instructions to Submitters

- a. The City of Glenwood Springs endeavors to provide a uniform distribution of information and conduct a fair selection process. We ask that you please follow these instructions carefully. Any submittal that does not meet the requirements set forth in this document and any addenda will not be considered by the Selection Committee.
- b. We ask that you do not contact any member of staff directly with questions or comments about the RFP other than Ryan Muse, City Clerk. Any attempts to contact City personnel other than the Clerk will result in disqualification. Please send questions to bidresponse@cogs.us and they will be answered as addendums on the BidNet site.
- c. Please upload your submittal to BidNet in one single PDF file.
- d. The following items must be included with your submittal.
- i. Cover Sheet
 - ii. Submittal Form
 - iii. Bid Schedule
 - iv. Addendum to Professional Services
 - v. Issued Addenda
 - vi. All Warranty Information
 - vii. A List of Three (3) References for Similar Projects
 - viii. A Duration of Work Estimate for the Project, Include:
 - 1. Preconstruction Meeting
 - 2. Estimated Submittal Timing
 - 3. Estimated Material Order/Delivery Timing
 - 4. Mobilization Date
 - 5. Construction Schedule Based on Mobilization Date
 - 6. Staging Needs
 - 7. Final Walk Through/Completion of Construction
 - ix. The City will request any exceptions taken to the Specifications and Scope of Work be noted within the bid packet.
 - x. Exceptions will be taking into consideration during the bid review process.
- e. Questions regarding this RFP should not be submitted to BidNet, but submitted to bidresponse@cogs.us
- f. All addenda issued by The City of Glenwood Springs will be placed on the BidNet site prior to the time that proposals are received and shall be considered part of the RFP. It shall be the Bidder's responsibility to view all documents posted at BidNet. The City may issue several addenda during the process as needed for clarification.
- g. BidNet will automatically stop allowing uploads at the date and time of closing. Sometimes the process takes a few minutes so please upload your proposal well ahead of the closing time. The City of Glenwood cannot see who or how many responses have been submitted to BidNet prior to the closing date so we are unable to confirm receipt. However, you may assume your upload was successful if BidNet accepts the document.
- h. The City of Glenwood Springs makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all proposals, waive any formalities or technical inconsistencies, or delete any item/requirements from this RFP or resulting contract when deemed to be in the City's best interest.



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- i. The Bidder shall purchase and maintain at its own insurance which is at least as broad, and with limits at least as great as outlined in Section V: If your proposal is successful and a contract awarded, a compliant certificate of insurance will be required with all endorsements at that time.
- j. Representations made within the proposal will be binding on Bidder. Failure to comply with the requirements contained in this RFP will result in the rejection of your proposal.
- k. Bidder recognizes and understands that any costs incurred by the Bidder from submitting a response to this RFP are the responsibility of the bidder.

Section IV: Overview of Project

Contractor Pre-Construction Work:

- 1. The contractor will be responsible for the building and engineering permits and permit fees.
- 2. The City's will provide stamped engineering drawings.
- 3. Submit a duration of work estimate for project; to include preconstruction submittal work, mobilization, demolition, preparation, material procurement, material installation, staging needs, and final walk through.
- 4. Provide product submittals and labor/materials warranty information.
- 5. Provide Requests for information (RFI) through the process as needed.
- 6. Provide all necessary materials, equipment, labor and such to complete the project as a whole.
- 7. Weekly progress reports/meetings with construction schedule, meeting notes, submittal or RFI list, testing scheduling, inspection scheduling and design/installation concerns.
- 8. The contractor is responsible for all necessary traffic control for deliveries, trash containers, trash clean up onsite, portable toilets and any other items necessary for the completion of the project as a whole.
- 9. The drawings provided for bidding include material recommendations for the project, along with color and thickness of materials. Equivalents are allowed to be bid, but those items will be reviewed by the City and engineers for compliance and quality of material during the bid review process.
- 10. Bonding as noted below.

Construction:

- 1. Complete all demo and replacement work and project scope per the provided set of plans and specifications for a complete project.
- 2. Demolition work will include removal of the existing station per the provided set of plans and specifications.
- 3. The City will have to continue to operate the existing station until the new lift station is operational and tested, daily construction cannot interfere with the existing lift station operations.



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- Any special inspections will be at the contractor's expense.

City of Glenwood Springs Scope of Work:

- The City will provide part-time Construction Inspection/Construction Overview to the project through current staffing or contracted services.
- The City Building Department will provide the required building inspections as noted on the building permit.
- The City will provide the generator and automatic transfer switch for the project to the contractor. The contractor will be responsible for unloading, setting and connecting the equipment.
- The City will contract CT Electric and Automation for all electrical and controls work. CT Electric will provide all electrical and controls materials for the project.
- The City will contract Browns Hill Engineering for all SCADA and automation. Browns Hill will provide the PLC panel and equipment.

Section V: Insurance Requirements

General Liability

Policy form:	Occurrence
Policy Aggregate	\$ 2,000,000
Products/completed operations aggregate	2,000,000
Each occurrence limit	1,000,000
Personal & advertising injury limit	1,000,000
Products/completed operations	
Defense in excess of limits	
Per location / per job aggregate limit	
Blanket contractual	
Independent contractors	
Primary & non-contributory	
Show Waiver of Subrogation in favor of the City	
All locations / operations (if not, show city job/location specifically)	
Name the City as "Additional Insured"	

Automobile Liability:

Combined single limit:	\$ 1,000,000
Any auto	(or Hired & Non-owned, if you own no vehicles)
Show Waiver of Subrogation in favor of the City	
Primary & non-contributory	
Auto pollution liability	(IF you carry any hazardous cargo)
(If the Vendor is providing repairs to City vehicles on the Vendor's property, the Vendor shall possess Garage Liability Insurance, covering premises, auto and completed operations)	
Name the City as "Additional Insured"	

Pollution Liability:

Policy form:	Occurrence
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(if not, claims-made retro date must predate our contract or date of service)
Per claim or occurrence limit..... \$ 1,000,000

Blanket contractual
Primary & non-contributory
Show Waiver of Subrogation in favor of the City Per location / per job aggregate limit
Defense in excess of limits
Designated Location or Operation must e shown as per your contract for the City
Name the City as "Additional Insured"

Umbrella:

Policy form: Occurrence - Umbrella
Each occurrence or claim limit: \$ 1,000,000
Excess commercial general liability
Excess Products/completed operations
Show Waiver of Subrogation in our favor
Excess automobile liability
Excess professional liability (if you provide professional services)
Excess pollution liability (if any pollution exposure exists)
Excess employer's liability
Blanket contractual
Per location / per job aggregate limit
Defense in excess of limits
Primary & non-contributory
All locations / operations (if not, designate specific project or location)
Name the City as Additional Insured including Products/Completed Operations

Workers' Compensation:

Workers Compensation benefits:	per Colorado Statute
Employers liability – limit per accident	\$ 100,000
Employers liability – limit per disease	100,000
Employers liability – disease aggregate	500,000

All owners/officers who will be on City property or job site must be covered
Show Waiver of Subrogation in favor of the City
Coverage must apply to workers in Colorado

Insurance companies providing the coverage's specified above must be authorized to do business under the laws of the State of Colorado and must be rated no less than "A-" by A.M. Best Company. Issuance of a contract is contingent upon verification of all required coverage.

Section VI: Selection Criteria

In evaluating Proposals, the City shall consider the qualifications of the Submitters, whether or not the Proposals comply with the prescribed requirements, and alternates and unit prices if requested in the Proposal forms. The City may consider the qualifications and experience of sub-contractors/consultants and other persons and organizations within the Proposals proposed for those portions of the work. The identity of sub-contractors/consultant and other persons and organizations must be submitted as specified in the Supplementary Conditions. The City is looking to award the project to the firm offering the best value. Price is a consideration but not the only one.



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The City may conduct such investigations as it deems necessary to establish the responsibility, qualifications, and financial ability of the Proposers, proposed sub-contractors and other persons and organizations to do the Work in accordance with the Contract Documents to the City's satisfaction within the prescribed time. The City reserves the right to reject the Proposal of any firm that does not pass any such evaluation to the City's satisfaction.

Section VII: RFP Terms & Conditions

Schedule

The contractor shall submit a schedule showing the order in which the contractor proposes to carry on the work including the estimated number of working days elapsed, when the critical parts are to begin, and the estimated number of calendar days required to complete the critical parts. Said schedule shall be subject to the approval of the city. Should the city be of the opinion that any schedule of operation as submitted is inadequate to secure the completion of the work in the time agreed upon or otherwise not in accordance with the specifications or the work is being inadequately or improperly prosecuted in any respect, the City may ask that the contractor submit a new schedule.

Discussions/Negotiations

The City of Glenwood Springs reserves the right to contact any Bidder for clarification of information submitted and to conduct discussions with Bidders, to accept or not accept revisions of Proposals, and to negotiate any point in the proposal or the subsequent contract at the sole discretion of the City's Chief Operating Officer. Due to budget restrictions, this project may not be awarded in full to the selected contractor.

Indemnification

If any litigation from any claims, disputes or other matters in question arising out of or relating to this agreement, or the breach thereof, the successful party in the litigation shall be entitled to reasonable legal expenses as part of any judgment.

Performance Bond

The successful contractor may be required to provide a performance bond equal to 100% of the contract amount. If required, the performance bond shall remain in full force and effect through the guarantee period.

Section VII: Warranties, Representations and Acknowledgements of Bidder

- a. Bidder acknowledges and agrees that (1) this RFP is a solicitation for proposal and is not a contract or an offer to contract and (2) the submission of a proposal by Bidder in response to this RFP will not create a contract between the City of Glenwood and Bidder.
- b. Bidder offers and agrees to furnish to the City of Glenwood with the products and/or services described in its proposal, at the prices quoted in the proposal, and to comply with all terms, conditions, and requirements set forth in the RFP documents and contained herein.



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- c. Bidder represents and warrants that (1) Bidder is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions, and requirements of the RFP; (2) Bidder has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFP; (3) Bidder is aware of, is fully informed about, and is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances; (4) Bidder understands the requirements and specifications set forth in this RFP and the terms and conditions set forth; and (5) all statements, information, and representations prepared and submitted in response to this RFP are current, complete, true, and accurate. Bidder acknowledges that the City of Glenwood will rely on such statements, information, and representations in selecting the successful Bidder. If selected by the City the Bidder will notify the City immediately of any material change in any matters with regard to which Bidder has made a statement or representation or provided information.
- d. Bidder agrees to be in compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.
- e. Bidder has reviewed the City's construction contract included with this RFP and has made the City aware of any items he/she feels need to be changed or negotiated.

Section VIII: Miscellaneous

Errors

Bidders shall promptly notify the City of Glenwood of any ambiguity, inconsistency, or error, which they may discover upon examination of the RFP documents.

Federal and State Law

All quotations must conform to the minimum federal and state regulations applicable to the City of Glenwood with respect to bidding, discrimination, wage rates, conflicts of interest, etc. It is the bidder's responsibility to understand the City's regulatory environment.

Proprietary Information

It is understood that the City is a public institution and, as such, is subject to the Colorado Open Records Act, CRS §§ 24-72-101 et. seq. ("CORA"). Any information uploaded to BidNet or otherwise submitted will become a public record and subject to inspection following the final selection of a bidder and the award of a contract. Bid tabulations and results will be posted to BidNet. Except as otherwise agreed prior to the award or finalization of any vendor transaction, the City shall provide upon request by any third party all information pertaining to such transaction which must be disclosed pursuant to CORA, and the City's obligations under CORA supersede its obligations under any agreement, contract, purchase order or negotiated transaction. If you object to the disclosure of any confidential or privileged information as such is defined in CORA, any such pages must be marked confidential and submitted as outlined herein. If you fail to mark the documents confidential and fail to include the explanation, any objection to the release of any information will be deemed waived by the City. Please note that your objection will be considered but is not binding on the City. The City is required to make a

determination under CORA and may only withhold documents that are confidential under the law. If the City releases documents marked as confidential in compliance with CORA, the Bidder waives any claims for liability or damages. To avoid disclosure of trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data ("Confidential Information"), the Bidder must clearly mark all Confidential



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Information as such and provide a written, detailed justification with its proposal of the protected nature of the Confidential Information under CORA. This justification must address, at a minimum, the specific competitive harm that may result from any disclosure, the intrinsic value of the Confidential Information to the Bidder, and any safeguards used to protect the Confidential Information from disclosure. By submitting a proposal, the firm agrees to hold the City harmless from any claim arising from the release of Confidential Information not clearly marked as such by the Bidder or lacking written, detailed justification as supported by CORA.

AMERISTAR PERIMETER SECURITY
Montage® Residential - Steel Ornamental Fence System – Fusion Welded
CONSTRUCTION SPECIFICATION - SECTION 32 31 19

PART 1 - GENERAL

1.01 WORK INCLUDED

The contractor shall provide all labor, materials and appurtenances necessary for installation of the welded ornamental steel fence system defined herein.

1.02 RELATED WORK

Section ____ - Earthwork

Section ____ - Concrete

1.03 SYSTEM DESCRIPTION

The manufacturer shall supply a total fence system of (Montage® standard picket space) **Welded and Rackable** (ATF – All Terrain Flexibility) Ornamental Steel, (Classic™) design. The system shall include all components (i.e., panels, posts, gates and hardware) required.

1.04 QUALITY ASSURANCE

The contractor shall provide laborers and supervisors who are thoroughly familiar with the type of construction involved and materials and techniques specified.

1.05 REFERENCES

- ASTM A653/A653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy Coated (Galvannealed) by the Hot-Dip Process.
- ASTM B117 - Practice for Operating Salt-Spray (Fog) Apparatus.
- ASTM D523 - Test Method for Specular Gloss.
- ASTM D714 - Test Method for Evaluating Degree of Blistering in Paint.
- ASTM D822 - Practice for Conducting Tests on Paint and Related Coatings and Materials using Filtered Open-Flame Carbon-Arc Light and Water Exposure Apparatus.
- ASTM D1654 - Test Method for Evaluation of Painted or Coated Specimens Subjected to Corrosive Environments.
- ASTM D2244 - Test Method for Calculation of Color Differences from Instrumentally Measured Color Coordinates.
- ASTM D2794 - Test Method for Resistance of Organic Coatings to the Effects of Rapid Deformation (Impact).
- ASTM D3359 - Test Method for Measuring Adhesion by Tape Test.
- ASTM F2408 – Ornamental Fences Employing Galvanized Steel Tubular Pickets.

1.06 SUBMITTAL

The manufacturer's literature shall be submitted prior to installation.

1.07 PRODUCT HANDLING AND STORAGE

Upon receipt at the job site, all materials shall be checked to ensure that no damage occurred during shipping or handling. Materials shall be stored in such a manner to ensure proper ventilation and drainage, and to protect against damage, weather, vandalism and theft.

1.08 PRODUCT WARRANTY

A. All structural fence components (i.e. rails, pickets, and posts) shall be warranted within specified limitations, by the manufacturer as stated in the Montage product warranty. Warranty shall cover any defects in material finish, including cracking, peeling, chipping, blistering or corroding.

B. Reimbursement for labor necessary to restore or replace components that have been found to be defective under the terms of manufactures warranty shall be guaranteed for five (5) years from date of original purchase.

PART 2 - MATERIALS

2.01 MANUFACTURER

The fence system shall conform to Montage® standard picket space **Welded and Rackable** (ATF – All Terrain Flexibility) Ornamental Steel, (Classic™) design, (extended picket) bottom rail treatment, (3-Rail) style manufactured by Ameristar Perimeter Security USA Inc., in Tulsa, Oklahoma.

2.02 MATERIAL

- A. Steel material for fence panels and posts shall conform to the requirements of ASTM A653/A653M, with a minimum yield strength of 45,000 psi (310 MPa) and a minimum zinc (hot-dip galvanized) coating weight of 0.60 oz/ft² (184 g/m²), Coating Designation G-60.
- B. Material for pickets shall be 5/8" square x 18 Ga. tubing. The rails shall be steel channel, 1.25" x 0.92" x 14 Ga. Picket holes in the rail shall be spaced 4.334" o.c. for standard picket space. Fence posts shall be a minimum of 2" square x 16 Ga. Gate posts shall meet the minimum requirements of Table 1.

2.03 FABRICATION

- A. Pickets, rails and posts shall be pre-cut to specified lengths. Rails shall be pre-punched to accept pickets.
- B. Pickets shall be inserted into the pre-punched holes in the rails and shall be aligned to standard spacing using a specially calibrated alignment fixture. The aligned pickets and rails shall be joined at each picket-to-rail intersection by Ameristar's proprietary fusion welding process, thus completing the rigid panel assembly (Note: The process produces a virtually seamless, spatter-free good-neighbor appearance, equally attractive from either side of the panel).
- C. The manufactured panels and posts shall be subjected to an inline electrode position coating (E-Coat) process consisting of a multi-stage pretreatment/wash, followed by a duplex application of an epoxy primer and an acrylic topcoat. The minimum cumulative coating thickness of epoxy and acrylic shall be 2 mils (0.058 mm). The color shall be Black. The coated panels and posts shall be capable of meeting the performance requirements for each quality characteristic shown in Table 2 (Note: The requirements in Table 2 meet or exceed the coating performance criteria of ASTM F2408).
- D. The manufactured fence system shall be capable of meeting the vertical load, horizontal load, and infill performance requirements for Residential weight fences under ASTM F2408.
- E. Gates shall be fabricated using welded ornamental panel material and gate ends having a 1-1/4" square cross-sectional size. All rail and upright intersections shall be joined by welding. All picket and rail intersections shall also be joined by welding.

PART 3 - EXECUTION

3.01 PREPARATION

All new installation shall be laid out by the contractor in accordance with the construction plans.

3.02 FENCE INSTALLATION

Fence post shall be spaced according to Table 3, plus or minus 1/2". For installations that must be raked to follow sloping grades, the post spacing dimension must be measured along the grade. Fence panels shall be attached to posts with brackets supplied by the manufacturer. The "Earthwork" and "Concrete" sections of this specification shall govern material requirements for the concrete footer.

3.03 FENCE INSTALLATION MAINTENANCE

When cutting/drilling rails or posts adhere to the following steps to seal the exposed steel surfaces; 1) Remove all metal shavings from cut area. 2) Apply zinc-rich primer to thoroughly cover cut edge and/or drilled hole; let dry. 3) Apply 2 coats of custom finish paint matching fence color. Failure to seal exposed surfaces per steps 1-3 above will negate warranty. Ameristar spray cans or paint pens shall be used to prime and finish exposed surfaces; it is recommended that paint pens be used to prevent overspray. Use of non-Ameristar parts or components will negate the manufactures' warranty.

3.04 GATE INSTALLATION

Gate posts shall be spaced according to the manufacturers' gate drawings, dependent on standard out-to-out gate leaf dimensions and gate hardware selected. Type and quantity of gate hinges shall be based on the application; weight, height, and number of gate cycles. The manufacturers' gate drawings shall identify the necessary gate hardware required for the application. Gate hardware shall be provided by the manufacturer of the gate and shall be installed per manufacturer's recommendations.

3.05 CLEANING

The contractor shall clean the jobsite of excess materials; post-hole excavations shall be scattered uniformly away from posts.

Table 1 – Minimum Sizes for Montage Gate Post

Gate Leaf	Gate Height	
	Up To & Including 4'	Over 4', Up To & Including 6'
Up To & Including 4'	2" x 16 Ga.	2" x 16 Ga.
Over 4'1", Up To & Including 6'	2" x 16 Ga.	2-1/2" x 16 Ga.
Over 6'1", Up To & Including 8'	2-1/2" x 16 Ga.	2-1/2" x 16 Ga.

Table 2 – Coating Performance Requirements

Quality Characteristics	ASTM Test Method	Performance Requirements
Adhesion	D3359 – Method B	Adhesion (Retention of Coating) over 90% of test area (Tape and knife test).
Corrosion Resistance	B117, D714 & D1654	Corrosion Resistance over 1,000 hours (Scribed per D1654; failure mode is accumulation of 1/8" coating loss from scribe or medium #8 blisters).
Impact Resistance	D2794	Impact Resistance over 60 inch lb. (Forward impact using 0.625" ball).
Weathering Resistance	D822, D2244, D523 (60° Method)	Weathering Resistance over 1,000 hours (Failure mode is 60% loss of gloss or color variance of more than 3 delta-E color units).

Table 3 – Montage - Post Spacing By Bracket Type

Span	For CLASSIC, GENESIS, MAJESTIC, WARRIOR, CRESCENT, GEMINI 8' Nominal (94" Rail)			
Post Size	2"	2"	2"	2"
Bracket Type	Montage Universal (BB102)	Montage Line Boulevard (BB104)	Montage Flat Mount (BB105)	Montage Swivel (BB106)
Post Settings ± 1/2" O.C.	96-3/4"	96-3/4"	96-3/4"	96-3/4"

* Note: When using BB106 swivel brackets on either or both ends of a panel installation, care must be taken to ensure the spacing between post and adjoining pickets meets applicable codes. This will require trimming one or both ends of the panel.

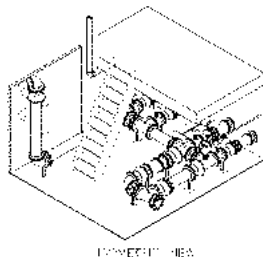
**ADDENDUM NUMBER ONE FOR
Lift Station 11,000 Glenwood Meadows, Replacement Project
BD 2023-29P**

THIS ADDENDUM MUST BE ACKNOWLEDGED.

THIS ADDENDUM SHALL BECOME A PART OF THIS SOLICITATION.

The following information is being added or amended as indicated as a part of the Invitation to Bid:

1. Should there be a handrail located inside the building, adjacent to the Ships Ladder Opening, where Level 2 overlooks down to Level 1? Spec Section 05 52 00 is included and calls for aluminum railing but they are not shown on the drawings.
 - a. Yes, there is a handrail adjacent to the ships ladder opening that spans from each wall. Furnish and install in accordance with Spec Section 05 52 00.



2. Relating to Question 1 above, if no railing is to be installed, should this open floor deck area have some type of framing and grating material called out?
 - a. N/A, install handrail.
3. The Montage Fence (by Ameristar) is listed as a residential product. Please confirm that this is what is desired for this application. If so, please select which style of Montage is to be used. (Majestic, Classic, Genesis, Warrior or Crescent)
 - a. Montage Classic.
4. Does the access gate need to roll or swing open?
 - a. Swing
5. It is very likely that Ameristar will not provide a material quote on the Montage Fence product in time for the bid response. If this is the case, will you allow us to add an “Allowance” bid item for this fence?
 - a. Costs for the fence should be included in Bid Item 3.
6. Can you provide a narrative of the anticipated method of switching flow from the old to the new system, addressing anticipated bypass pumping etc?

- a. A proposed construction sequence for the 16" force main tie-ins is included on Sheet C7. It is expected that the Contractor will construct and test the new lift station and then make the gravity sewer connections necessary to divert wastewater away from the existing lift station. Bypass pumping is expected during this last phase when the gravity sewer connections are made.
7. Do you anticipate ground water to be present during construction of the deepest portion of the project?
 - a. No. Groundwater was not observed during geotechnical investigation.
8. This project will require approximately a 20' deep excavation. For this reason, can you provide your anticipated plan for a temporary shoring system?
 - a. The contractor is responsible for means and methods of construction, including shoring plans.
9. The plans (Sheet M3) specify a Daikin Split Unit; would an equivalent Mitsubishi System be acceptable?
 - a. Substitutions for the mini-split are allowed but must meet all performance specifications.
10. The project specifications indicate that Project Submittals will be required in hard copy (paper) with 5 copies each. (Sec 013300-1.01). Gould Construction uses PROCOR software with allows for electronic submittal and review between all necessary parties. Will this be acceptable in lieu of multiple paper copies?
 - a. Digital submittals will be accepted for submittals and RFI's.
11. The project specifications indicate the working hours to be 7AM to 5PM Monday through Friday. Can work hours past 5PM be allowed (7PM?)
 - a. City work hours are 7am to 8pm Monday – Friday and 8am to 5pm on Saturdays and Sundays.
12. Specification section 01 10 11 – 1.02 (Summary of Work) indicates the general contractor must self perform 50% or more of the work unless approved by the owner. It is likely that this project will exceed that ratio due to the nature of the work makeup (Electrical, controls, concrete, misc. building trades). If this occurs, will the city be agreeable?
 - a. Yes.
13. Specification section 016000-2.03 (Earthquake Design and Constraint) indicates that the contractor is to ensure and / or design various systems and installations in compliance for this specification. This will require specialized engineering services and generally should be the responsibility of the design team (Owner) and not the contractor. Can you clarify is specification section please?
 - a. The Contractor is required, as it states in Specification section 016000-2.03, to provide the seismic design from all equipment suppliers only when the equipment contains hazardous material (i.e. natural gas, chlorine gas) or is part of a life safety system (i.e. fire sprinklers) with a component importance factor (Ip) of 1.5 per ASCE 7-16 Chapter 13. The seismic design requirements in this specification section and ASCE 7-16 Chapter 13 do not apply to equipment that does not contain hazardous material or is part of a life safety system which is the majority (if not all) of the equipment in this project.
14. Can you elaborate on exactly what the expectation is for Startup and Training for the new lift station will be? Section 01 79 00 appears to have many requirements that may not apply to this project.
 - a. Contractor is responsible for providing O&M manuals and documentation in addition to site specific training for operating the lift station, pumps, electrical equipment, controls, etc.
15. On drawing sheet C2, Note 3 (Materials – Gravity Walls) indicates the wall color and texture will be approved by the engineer / owner. We will need to know if a color / style other than the basic gray (Standard) block will be required in order to price the wall construction for this bid.
 - a. The city has generally been using the Redi-Rock Limestone textured block in a light brown or red color.
16. Should the contractor anticipate having to provide any engineering related to the retaining wall?

- a. No.
- 17. Note #2 on sheet C2 indicates the COGS will supply asphalt millings for the driveway surface. Who is responsible for loading and hauling the millings?
 - a. The city will be able to load the millings located in our south yard, by the airport. Contractor will be responsible for the hauling.
- 18. Can you supply a copy of the Geotechnical Report referenced on sheet S1?
 - a. Yes, it will be added to BidNet.
- 19. Can you confirm that this building meets the 2021 IECC? Was a COM-Check performed for this project?
 - a. 2021 IECC requirements were waived for this project. A COM-Check was not performed.
- 20. Has the design team considered using Bio San C500 Xypex for the portions of the structure in direct contact with raw sewage?
 - a. Coating system listed in Spec Section 09 90 00 is the standard for the City, no alternates will be accepted at this time.
- 21. Please consider extending the bid date.
 - a. The bid date will be extended to July 3rd, 2023. Award if anticipated on the 20th of July, 2023.
- 22. What are the anticipated dates of award and notice to proceed?
 - a. Award if anticipated on the 20th of July, 2023.
- 23. Is a Bid Bond Required for the Project? If so, what is the Bid Bond Percentage?
 - a. No Bid Bond required.
- 24. What are the Substantial and Final Completion Dates?
 - a. The construction schedule will be set by the contractor and approved by the city and construction management team.
- 25. What are the Substantial and Final Completion Liquidated Damages?
 - a. Liquidated damages will be set at \$500 a day as normal.
- 26. Are there any other milestones other than substantial and final completion.
 - a. Not at this time.
- 27. Please confirm that American Iron and Steel procurement provisions apply to this project.
 - a. American Iron and Steel procurement provisions are not part of this project.
- 28. Please confirm that this is not a prevailing wage project.
 - a. This is not a prevailing wage project.
- 29. Please confirm that minority usage requirements are not part of this project.
 - a. There is no minority usage requirement for this project.
- 30. Is the City of Glenwood Springs Tax Exempt?
 - a. Yes.
- 31. What is the engineer's estimate for this project?
 - a. \$1,900,000 per the EOPC calculated by SGM in March 2023.
- 32. Please provide the geotech report for this project.
 - a. Yes, it will be added to BidNet.
- 33. Please confirm the provision of an engineer's/owner's office is not included in this project.
 - a. No office space cost is included in this project.
- 34. Please confirm that formal photographs or video is not required as part of this project.
 - a. Refer to Spec Section 01 00 00, 1.17 for photograph/video requirements.
- 35. Are there any requirements for Project Signage?
 - a. None at this time.
- 36. Can a spec be provided for ornamental fence and gate shown on drawing C2?
 - a. See attached.

37. Section III: Instructions to Submitters states: "The following items must be included with your submittal; ii. Submittal Form". Submittal Form cannot be found within 2023-29P Lift Station 11,000 Glenwood Meadows Project Manual.
- a. A submittal form is not needed.
38. Please provide a seed mix for the native vegetation in the area of construction.
- a. See Spec Section 31 26 00, 2.02
39. Please confirm the compaction information for the berm around the pond and other excavations.
- a. See Spec Section 31 23 33, 3.04 for compaction requirements. The pond berm is considered a green/undesignated area.
40. Will compaction testing be required? If so, is that provided by us or Glenwood Springs?
- a. Compaction testing will be required, the City will contract these services with the selected contractor scheduling with the consultant.
41. Due to a large bidding backlog and subcontractor response, we are asking for a bid extension to the 30th of June if not later. The current bid date on a Monday essentially makes the bid timeframe on the previous Friday which is June 23rd and does not allow for adequate response time.
- a. The bid date will be extended to July 3rd, 2023. Award if anticipated on the 20th of July, 2023.
42. In the documents, there is a reference to "Partnering" and to Value Engineering process. Can you elaborate on the exact intent of these two sections as they apply to this bid process.
- a. The Value Engineering process will be conducted with the selected bidder and allows for an evaluation of alternative equipment or designs identified by the Contractor that may reduce the cost of the project and still maintain the as-bid design intent.
43. What is the City's ideal or anticipated project timeline for construction?
- a. Start in 2023 and finish in 2023 or early 2024.

This addendum must be acknowledged.

This Addendum maybe emailed to bidresponse@cogs.us or included with your bid submittal.

**SUBSOIL STUDY
FOR FOUNDATION DESIGN
PROPOSED LIFT STATION 11000 REPLACEMENT
MIDLAND AVENUE
GLENWOOD SPRINGS, COLORADO**

PROJECT NO. 22-7-403

AUGUST 18, 2022

PREPARED FOR:

**SGM, INC.
ATTN: BRANDYN BAIR
118 WEST 6TH STREET, SUITE #200
GLENWOOD SPRINGS, COLORADO 81601
brandynb@sgm-inc.com**

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PURPOSE AND SCOPE OF STUDY

This report presents the results of a subsoil study for proposed lift station 11000 replacement located at Midland Avenue, Glenwood Springs, Colorado. The project site is shown on Figure 1. The purpose of the study was to develop recommendations for the foundation design. The study was conducted in accordance with our proposal for geotechnical engineering services to SGM, Inc. dated March 29, 2022.

Two exploratory borings were drilled to obtain information on the subsurface conditions. Samples of the subsoils obtained during the field exploration were tested in the laboratory to determine their classification, compressibility and other engineering characteristics. The results of the field exploration and laboratory testing were analyzed to develop recommendations for foundation types, depths and allowable pressures for the proposed building foundation. This report summarizes the data obtained during this study and presents our conclusions, design recommendations and other geotechnical engineering considerations based on the proposed construction and the subsurface conditions encountered.

PROPOSED CONSTRUCTION

The proposed lift station will be immediately southeast of the existing lift station as shown on Figure 1 with an above ground building next to the wet well which is up to about 19 feet deep. The foundation and wet well will be cast-in-place concrete. Grading for the structure will involve cut depths between about 8 to 20 feet below existing ground surface. Foundation loadings are assumed to be relatively light for the building to moderate for a structural slab at the bottom of the wet well.

If building location, grading or loading information is different than described, we should be notified to re-evaluate the recommendations presented in this report.

SITE CONDITIONS

The lift station site is mostly vacant next to the existing lift station as shown on Figure 1. A pedestrian path is just uphill and Midland Avenue is just downhill of the site. The ground surface is gently sloping down to the northeast with about 4 feet of elevation difference across the lift station footprint. Vegetation consists of grass and weeds.

FIELD EXPLORATION

The field exploration for the project was conducted on June 29, 2022. Two exploratory borings were drilled at the location shown on Figure 1 to evaluate the subsurface conditions. The

borings were advanced with 4-inch diameter continuous flight augers powered by a truck-mounted CME-45B drill rig. The borings were logged by a representative of Kumar & Associates.

Samples of the subsoils were taken with 1¾ inch and 2-inch I.D. spoon samplers. The samplers were driven into the subsoils at various depths with blows from a 140-pound hammer falling 30 inches. This test is similar to the standard penetration test described by ASTM Method D-1586. The penetration resistance values are an indication of the relative density or consistency of the subsoils. Depths at which the samples were taken and the penetration resistance values are shown on the Logs of Exploratory Borings, Figure 2. The samples were returned to our laboratory for review by the project engineer and testing.

SUBSURFACE CONDITIONS

Graphic logs of the subsurface conditions encountered at the site are shown on Figure 2. The subsoils encountered, below minor fill depth, consist of about 17 feet of stiff, sandy silty clay overlying slightly silty sandy gravel, cobbles and boulders down to the maximum depth drilled of 22½ feet. Drilling in the coarse granular soils with augers was difficult due to the cobbles and boulders and practical drilling refusal was encountered in the deposit.

Laboratory testing performed on samples obtained from the borings included natural moisture content and density, unconfined compressive strength, finer than sand size gradation analyses and plasticity index. Results of swell-consolidation testing performed on a relatively undisturbed clay sample, shown on Figure 4, indicate low to moderate compressibility under conditions of loading and wetting. The laboratory testing is summarized in Table 1.

No free water was encountered in the borings at the time of drilling and the subsoils were slightly moist to moist.

FOUNDATION BEARING CONDITIONS

Spread footings or structural slab foundation placed on the natural granular soils encountered at about 17 feet below ground surface are adequate for support of moderate foundation loading with low settlement potential. Shallow foundations placed on the upper clay soils will have a risk of excessive settlement potential relative to the wet well foundation placed on the dense granular soils. A deep foundation or compacted structural fill placed on the coarse granular soil can be used to reduce the differential settlement potential. Presented below are recommendations for spread footings placed on granular soils or compacted structural fill. A deep foundation such as

micro-piles, if used, should extend down into the coarse granular soils and be designed and installed by a specialty contractor to meet the specified load capacity.

DESIGN RECOMMENDATIONS

FOUNDATIONS

Considering the subsurface conditions encountered in the exploratory borings and the nature of the proposed construction, we recommend the building and wet well be founded with spread footings bearing on the natural granular soils or compacted structural fill.

The design and construction criteria presented below should be observed for a spread footing foundation system.

- 1) Footings or structural slab placed on the undisturbed natural granular soils should be designed for an allowable bearing pressure of 4,000 psf. Footings placed on structural fill should be designed for an allowable bearing pressure of 2,000 psf. The structural fill should be a relatively well graded granular material such as CDOT Class 6 aggregate base course compacted to at least 98% of standard Proctor density at near optimum moisture content. Based on experience, we expect settlement of footings/slab designed and constructed as discussed in this section will be about 1 inch or less for natural granular soils and fill depth up to about 8 feet.
- 2) The footings should have a minimum width of 18 inches for continuous walls and 2 feet for isolated pads.
- 3) Exterior footings and footings beneath unheated areas should be provided with adequate soil cover above their bearing elevation for frost protection. Placement of foundations at least 36 inches below exterior grade is typically used in this area.
- 4) Continuous foundation walls should be reinforced top and bottom to span local anomalies such as by assuming an unsupported length of at least 10 feet. Foundation walls acting as retaining structures should also be designed to resist lateral earth pressures as discussed in the "Foundation and Retaining Walls" section of this report.
- 5) Existing fill, clay soils and loose or disturbed soils should be removed and the foundation bearing level extended down to the relatively dense natural granular soils. The exposed soils in footing area should then be compacted. Structural fill placed to reestablish design bearing level should be monitored on a regular basis for compaction by a representative of the geotechnical engineer.

- 6) A representative of the geotechnical engineer should observe all footing excavations prior to concrete placement to evaluate bearing conditions.

FOUNDATION AND RETAINING WALLS

The lift station walls should be designed for a lateral earth pressure computed on the basis of an equivalent fluid unit weight of at least 55 pcf for backfill consisting of the on-site soils. Backfill should be placed in uniform lifts and compacted to at least 90% of the maximum standard Proctor density at a moisture content near optimum. Backfill placed in pavement and walkway areas should be compacted to at least 95% of the maximum standard Proctor density. Care should be taken not to overcompact the backfill or use large equipment near the wall, since this could cause excessive lateral pressure on the wall. Some settlement of deep foundation wall backfill should be expected, even if the material is placed correctly, and could result in distress to facilities constructed on the backfill.

The lateral resistance of foundation or retaining wall footings will be a combination of the sliding resistance of the footing on the foundation materials and passive earth pressure against the side of the footing. Resistance to sliding at the bottoms of the footings can be calculated based on a coefficient of friction of 0.50. Passive pressure of compacted backfill against the sides of the footings can be calculated using an equivalent fluid unit weight of 350 pcf. The coefficient of friction and passive pressure values recommended above assume ultimate soil strength. Suitable factors of safety should be included in the design to limit the strain which will occur at the ultimate strength, particularly in the case of passive resistance. Fill placed against the sides of the footings to resist lateral loads should be a granular material compacted to at least 95% of the maximum standard Proctor density at a moisture content near optimum.

LIMITATIONS

This study has been conducted in accordance with generally accepted geotechnical engineering principles and practices in this area at this time. We make no warranty either express or implied. The conclusions and recommendations submitted in this report are based upon the data obtained from the exploratory borings drilled at the locations indicated on Figure 1, the proposed type of construction and our experience in the area. Our services do not include determining the presence, prevention or possibility of mold or other biological contaminants (MOBC) developing in the future. If the client is concerned about MOBC, then a professional in this special field of practice should be consulted. Our findings include interpolation and extrapolation of the subsurface conditions identified at the exploratory borings and variations in the subsurface

conditions may not become evident until excavation is performed. If conditions encountered during construction appear different from those described in this report, we should be notified so that re-evaluation of the recommendations may be made.

This report has been prepared for the exclusive use by our client for design purposes. We are not responsible for technical interpretations by others of our information. As the project evolves, we should provide continued consultation and field services during construction to review and monitor the implementation of our recommendations, and to verify that the recommendations have been appropriately interpreted. Significant design changes may require additional analysis or modifications to the recommendations presented herein. We recommend on-site observation of excavations and foundation bearing strata and testing of structural fill by a representative of the geotechnical engineer.

Respectfully Submitted,

Kumar & Associates, Inc.

Steven L. Pawlak, P.E.

Reviewed by:

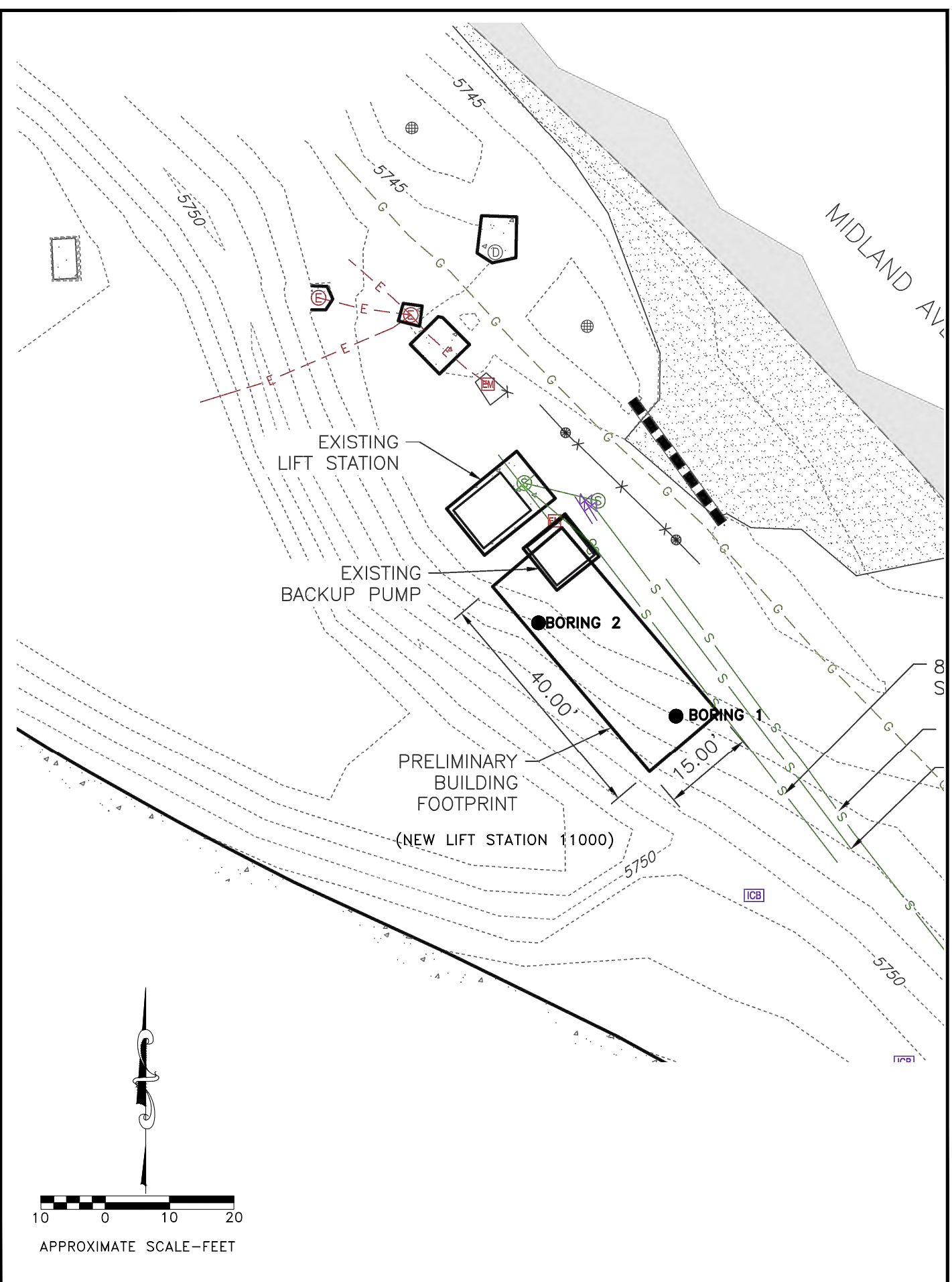


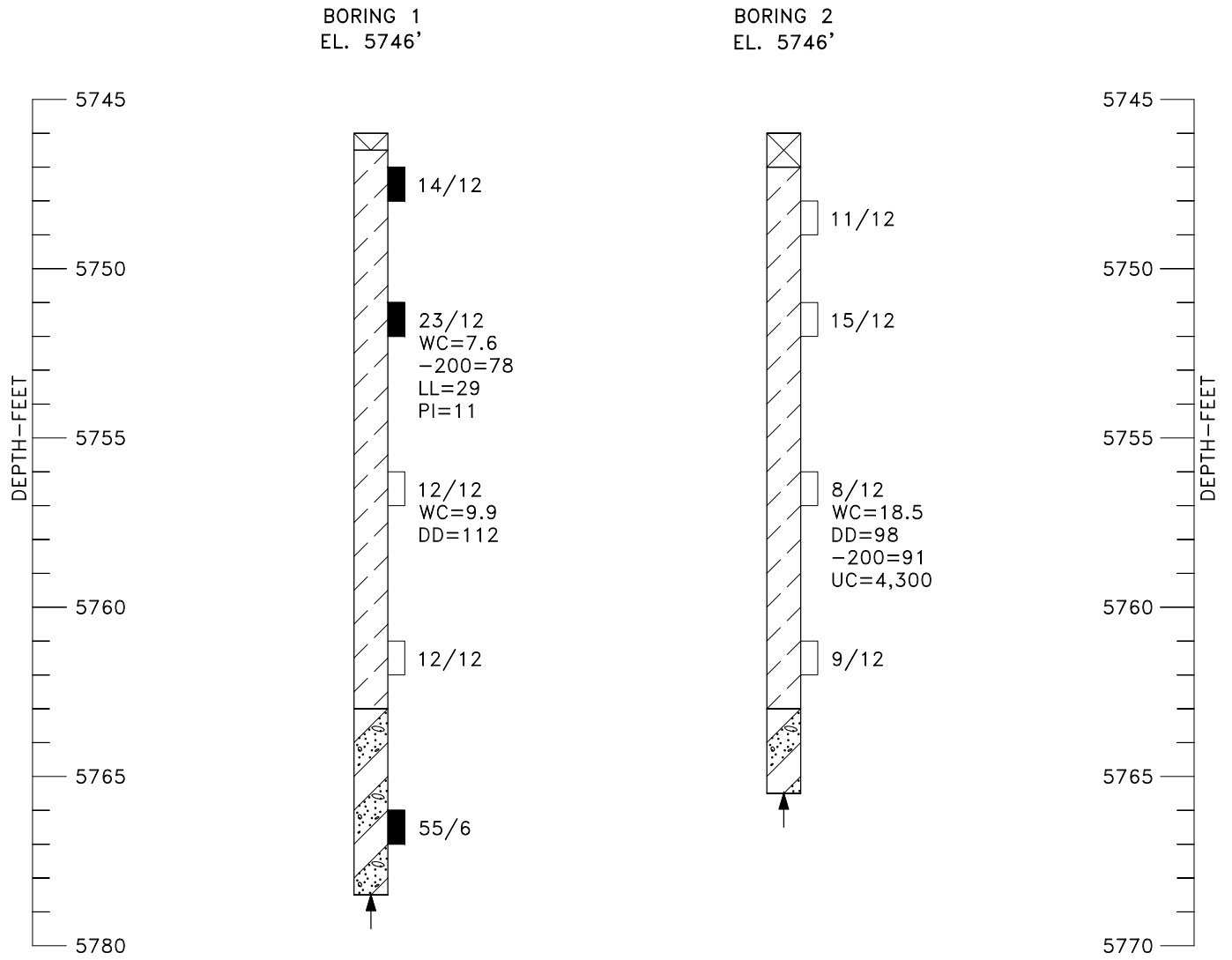
Daniel E. Hardin, P.E.

SLP/kac



August 08, 2022 - 11:11 am
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August 08, 2022 11:11am
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LEGEND



FILL; GRAVELLY SANDY SILT AND CLAY, FIRM, SLIGHTLY MOIST, DARK BROWN



CLAY (CL); SILTY, SANDY TO SLIGHTLY SANDY, STIFF, SLIGHTLY MOIST TO MOIST WITH DEPTH, RED.



GRAVEL, COBBLES, AND BOULDERS (GM-GP); SLIGHTLY SILTY, SANDY, DENSE, SLIGHTLY MOIST, BROWN, ROUNDED ROCK.



DRIVE SAMPLE, 2-INCH I.D. CALIFORNIA LINER SAMPLE.



DRIVE SAMPLE, 1 3/8-INCH I.D. SPLIT SPOON STANDARD PENETRATION TEST.

14/12 DRIVE SAMPLE BLOW COUNT. INDICATES THAT 14 BLOWS OF A 140-POUND HAMMER FALLING 30 INCHES WERE REQUIRED TO DRIVE THE SAMPLER 12 INCHES.



PRACTICAL AUGER REFUSAL

NOTES

1. THE EXPLORATORY BORINGS WERE DRILLED ON JUNE 29, 2022 WITH A 4-INCH DIAMETER CONTINUOUS-FLIGHT POWER AUGER.
2. THE LOCATIONS OF THE EXPLORATORY BORINGS WERE MEASURED APPROXIMATELY BY PACING FROM FEATURES SHOWN ON THE SITE PLAN PROVIDED.
3. THE ELEVATIONS OF THE EXPLORATORY BORINGS WERE OBTAINED BY INTERPOLATION BETWEEN CONTOURS ON THE SITE PLAN PROVIDED.
4. THE EXPLORATORY BORING LOCATIONS AND ELEVATIONS SHOULD BE CONSIDERED ACCURATE ONLY TO THE DEGREE IMPLIED BY THE METHOD USED.
5. THE LINES BETWEEN MATERIALS SHOWN ON THE EXPLORATORY BORING LOGS REPRESENT THE APPROXIMATE BOUNDARIES BETWEEN MATERIAL TYPES AND THE TRANSITIONS MAY BE GRADUAL.
6. GROUNDWATER WAS NOT ENCOUNTERED IN THE BORINGS AT THE TIME OF DRILLING
7. LABORATORY TEST RESULTS:
 - WC = WATER CONTENT (%) (ASTM D2216);
 - DD = DRY DENSITY (pcf) (ASTM D2216);
 - 200= PERCENTAGE PASSING NO. 200 SIEVE (ASTM D1140);
 - LL = LIQUID LIMIT (ASTM D4318);
 - PI = PLASTICITY INDEX (ASTM D4318);
 - UC = UNCONFINED COMPRESSIVE STRENGTH (psf) (ASTM D 2166).

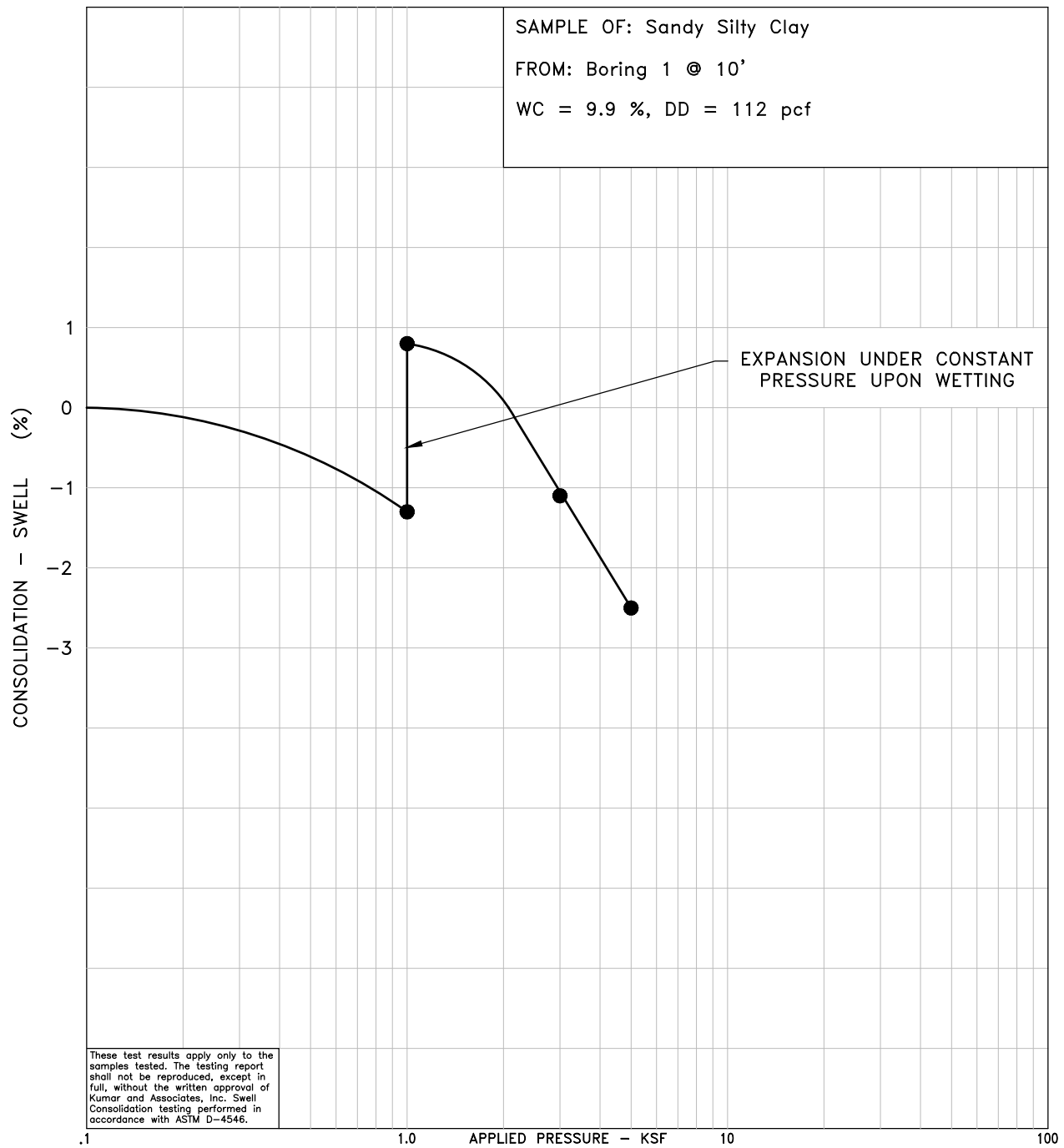


TABLE 1
SUMMARY OF LABORATORY TEST RESULTS

Project No. 22-7-403

SAMPLE LOCATION		NATURAL MOISTURE CONTENT (%)	NATURAL DRY DENSITY (pcf)	GRADATION		PERCENT PASSING NO. 200 SIEVE	ATTERBERG LIMITS		UNCONFINED COMPRESSIVE STRENGTH (psf)		SOIL TYPE
BORING	DEPTH (ft)			GRAVEL (%)	SAND (%)		LIQUID LIMIT (%)	PLASTIC INDEX (%)			
1	5	7.6				78	29	11			Sandy Silty Clay
	10	9.9	112								Sandy Silty Clay
2	10	18.5	98			91			4,300		Slightly Sandy Silty Clay



6520 County Road 335

New Castle, CO 81647

970-230-935

frontdesk@muellerconstruction.net

REFERENCES

Rangely Water Treatment Plant Improvements— Rangely, CO

Town of Rangely

Jocelyn Mullen PE

970-675-8476

209 E. Main Street

Rangely, CO 81648

Blue River Waste Water Treatment Plant – Silverthorne, CO

Silverthorne-Dillon Joint Authority

Jason Kruckeberg

jkruckeberg@silverthorne.org

970-468 6152

26452 N. Hwy 9

Silverthorne, CO 80498

Basalt Waste Water Treatment Plant- Basalt, CO

Basalt Sanitation District

P.O. BOX 527

Basalt, CO 81621

970-927-3698

SEE ATTACHED

Rangely Water Treatment Plant Improvements— Rangely, CO



Project Stats

Rangely Water Treatment Plant Improvements Phase 3, Process and Mechanical Equipment Demolition and Installation

Demolish and install new tube settlers, clarifier, process pipe and raw water pump.

Contract Duration: February 2017—May 2017

Percent Performed by MCS: 100%

Contract Amount: \$199,911

Contact:

Jocelyn Mullen PE

970-675-8476

Town of Rangely

209 E. Main Street

Rangely, Colorado, 81648



Blue River Waste Water Treatment Plant, Silverthorne, CO



Project Stats

The **Blue River Waste Water Treatment Plant** project consisted of modification inside existing waste water treatment plant, including install of 30" diameter ductile iron pipe, 16" diameter ductile iron pipe, 8" diameter ductile iron pipe, 12" and 6" pumps. All work performed with NO crane access.

Contract Duration: December 2014—September 2015

Percent Performed by MCS: 100%

Contact:

Silverthorne-Dillon Joint Authority
Simon Stokes
26452 N. Hwy 9
Silverthorne, CO 80498

Basalt Waste Water Treatment Plant, Basalt, CO



Project Stats

The **Basalt Waste Water Treatment Plant**

project consists of the construction of a second aerobic digester tank, construction of a new blower room with associated piping, mechanical and electrical.

Contract Duration: September 2018—May 2019

Percent Performed by MCS: 100%

Contact:

Basalt Sanitation District
P.O. BOX 527
Basalt, CO 81621



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item:	Award Request for Qualification 2023-31Q Six Inch PVC Conduit
Action Requested:	Award Request for Qualification 2023-31Q Six Inch PVC Conduit
Department:	Public Works
Presented By:	Matthew Langhorst
Strategic Goals:	Preserve and Improve Infrastructure
Background Info:	The City of Glenwood Springs Electric Department procures a majority of the needed site electrical system infrastructure materials for developments that are under construction in Glenwood Springs. We do this to make sure quality, quantity and consistency is met with the materials we will be dealing with in the future. The current conduit bid was completed for materials required for the BLD 300 residential unit project above Glenwood Meadows currently under construction. This is not an out of pocket expense, the developer has already paid for these materials. Staff would like to award the bid to Elite Textile as the lower bidder, for a price of \$36,990 and a delivery time frame of 45-60 days.
Issues:	None at this time.
Fiscal Impact:	None at this time.
Legal Review:	None at this time.
Staff Recommendation:	Staff is Recommending the Award for the Request for Qualification 2023-31Q Six Inch PVC Conduit to go to Elite Textile for \$36,990.

Elite Textile Trading LLC

Quote for PVC Conduit

Contact: Huasong Yin

Tel: 1-949-899-0101

Fax: 1-949-317-0555

E-mail: eliza@elitetex.us elite@elitetex.us

Add: 30021 Tomas street, suite 110, Rancho Santa Margarita, CA, 92688

FEIN: 47-1477170

CAGE CODE: 7B4D4

DUNS: 079645258

SAM STATUS: ACTIVE

Origin: China

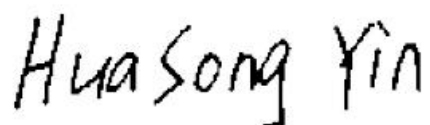
Specifications are attached.

Quote date: 7/11/2023

Print Signature: Huasong Yin

Title: President

Signature:

A handwritten signature in black ink that reads "Hua Song Yin". The signature is written in a cursive, slightly stylized font.

Literature

Item: PVC Conduit

Product description:

PVC Conduit

- 6 inch X 10 foot schedule 40 PVC Conduit belled end
- UL listed.
- PVC material test: ASTM D1784-20.
- Comply with UL651 Standard.
- CSA certified.
- Nonmetallic PVC material with great corrosion resistant.
- Rust resistant.
- Impact resistant.
- Sunlight resistant.
- Self extinguishing, fire retardant.
- Smooth interior and outside.
- Suitable for underground or above ground applications



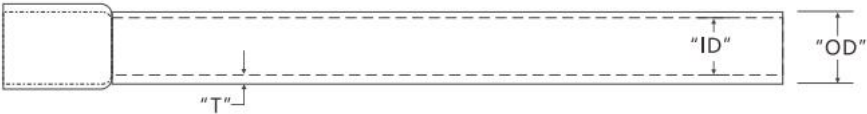
Schedule 40 Rigid PVC Conduit



- Properties:
- ◆ PVC material test: ASTM D1784-20
 - ◆ Comply with UL651 Standard.
 - ◆ PVC material with great corrosion resistant.
 - ◆ Impact resistant.
 - ◆ Sunlight resistant.
 - ◆ Self extinguishing, fire retardant.
 - ◆ Smooth interior and outside.
 - ◆ Suitable for underground or above ground applications.
 - ◆ Standard lengths 10/20ft with a belled end or not. Other lengths can be customized for specific applications.

Item No.	Size	OD		Min Average ID		Min T	
		Average		Schedule 40		Schedule 40	
		Inches	mm	Inches	mm	Inches	mm
HH-SCH40A	1/2	0.840±0.004	21.34±0.10	0.578	14.68	0.109	2.77
HH-SCH40B	3/4	1.050±0.004	26.67±0.10	0.780	19.81	0.113	2.87
HH-SCH40C	1	1.315±0.005	33.40±0.13	1.004	25.50	0.133	3.38
HH-SCH40D	1-1/4	1.660±0.005	42.16±0.13	1.335	33.90	0.140	3.56
HH-SCH40E	1-1/2	1.900±0.006	48.26±0.15	1.564	39.72	0.145	3.68
HH-SCH40F	2	2.375±0.006	60.32±0.15	2.021	51.33	0.154	3.91
HH-SCH40G	2-1/2	2.875±0.007	73.02±0.18	2.414	61.31	0.203	5.16
HH-SCH40H	3	3.500±0.008	88.90±0.20	3.008	76.40	0.216	5.49
HH-SCH40I	3-1/2	4.000±0.008	101.60±0.20	3.486	88.54	0.226	5.74
HH-SCH40J	4	4.500±0.009	114.30±0.23	3.961	100.60	0.237	6.02
HH-SCH40K	5	5.563±0.010	141.30±0.25	4.975	126.36	0.258	6.55
HH-SCH40L	6	6.625±0.011	168.28±0.28	5.986	152.04	0.280	7.11
HH-SCH40M	8	8.625±0.011	219.07±0.28	7.853	199.47	0.322	8.18

Dimensions are nominal



Delivery:

Delivery time will be 45-65 days ARO.

Elite Textile Trading LLC

30021 Tomas street, suite 110

Rancho Santa Margarita, CA, 92688

CERTIFICATE OF COMPLIANCE

Certificate Number UL-US-2220806-1
Report Reference E523819-20220518
Date 24-Feb-2023

Issued to: Dongguan Hopehead Decorative Materials Co Ltd
Room 101 Building 1 No 6 Dalingshan Hupanroad
Dalingshan Town Dongguan, Guangdong 523819
China

This is to certify that
representative samples of DZYR - Rigid Nonmetallic PVC Conduit
See Addendum Page for Product Designation(s).

Have been evaluated by UL in accordance with the
Standard(s) indicated on this Certificate.

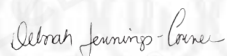
Standard(s) for Safety: UL 651, Edition 8, Issue Date 2011-10-25, Revision Date
2022-05-10

Additional Information: See the UL Online Certifications Directory at
<https://iq.ulprospector.com> for additional information

This Certificate of Compliance indicates that representative samples of the product described in the certification report have met the requirements for UL certification. It does not provide authorization to apply the UL Mark. Only the Authorization Page that references the Follow-Up Services Procedure for ongoing surveillance provides authorization to apply the UL Mark.

Only those products bearing the UL Mark should be considered as being UL Certified and covered under UL's Follow-Up Services.

Look for the UL Certification Mark on the product.


Deborah Jennings-Conner, VP Regulatory Services
UL LLC



Any information and documentation involving UL Mark services are provided on behalf of UL LLC (UL) or any authorized licensee of UL. For questions, please contact a local UL Customer Service Representative at <http://ul.com/aboutul/locations/>

CERTIFICATE OF COMPLIANCE

Certificate Number

Report Reference

E523819-20220518

Date

24-Feb-2023

This is to certify that representative samples of the product as specified on this certificate were tested according to the current UL requirements

Model	Category Description
1-1/4	Rigid PVC Conduit, Schedule 40
1/2	Rigid PVC Conduit, Schedule 40
1/2, 3/4, 1, 1-1/4, 1-1/2	Rigid PVC Conduit, Schedule 80 with integral couplings
1/2, 3/4, 1, 1-1/4, 1-1/2, 2	Rigid PVC Conduit, Schedule 80
1/2, 3/4, 1, 1-1/4, 1-1/2, 2, 3	Rigid PVC Conduit, Schedule 40 with integral couplings
2	Rigid PVC Conduit, Schedule 40
2, 3, 4, 5, 6	Rigid PVC Conduit, Schedule 80 with integral couplings
3, 3-1/2, 4, 5, 6	Rigid PVC Conduit, Schedule 40
3, 4, 5, 6	Rigid PVC Conduit, Schedule 80
3-1/2, 4, 5, 6	Rigid PVC Conduit, Schedule 40 with integral couplings
3/4, 1, 1-1/2	Rigid PVC Conduit, Schedule 40

Deborah Jennings-Conner

Deborah Jennings-Conner, VP Regulatory Services

UL LLC

Any information and documentation involving UL Mark services are provided on behalf of UL LLC (UL) or any authorized licensee of UL. For questions, please contact a local UL Customer Service Representative at <http://ul.com/aboutul/locations/>





Certificate of Compliance

Certificate: 80158173

Master Contract: 303384

Project: 80146584

Date Issued: 2023-04-12

Issued To: Dongguan Hopehead Decorative Materials Co., Ltd.
Room 101, Building 1, No 6,
Dalingshan Hupan Road,
Dalingshan Town,
Dongguan, Guangdong, 523819
China

Attention: Heidi Huang

The products listed below are eligible to bear the CSA Mark shown



Issued by: Claudia Ibarra
Claudia Ibarra

PRODUCTS

CLASS 1832-01 CONDUIT AND FITTINGS Rigid PVC Conduit

CSA C22.2 No. 211.1:06 Rigid Types EB1 and DB2/ES2 PVC Conduit, including update No. 1

Rigid type DB2/ES2 PVC conduit, intended for use at a continuous operating temperature of 75C dry. Size range: 53 (2) to 155 (6). In grey or orange colour only.

CSA C22.2 No. 211.2:06 Rigid PVC (Unplasticized) Conduit, including update No. 1

Rigid PVC conduit with integral coupling, intended for use at a continuous operating temperature of 75C dry. Size range: 16 (1/2) to 155 (6). In grey or orange colour only.

APPLICABLE REQUIREMENTS

CSA C22.2 No. 211.1:06 Rigid Types EB1 and DB2/ES2 PVC Conduit, including update No. 1

CSA C22.2 No. 211.2:06 Rigid PVC (Unplasticized) Conduit, including update No. 1

Bid Amount: \$36,990.00

Solicitation Number: 2023-31Q



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item:	Award Request for Qualification 2023-32Q Underground Primary Cable
Action Requested:	Award Request for Qualification 2023-31Q Six Inch PVC Conduit to Irby for 4-0 Primary Underground Cable Purchase
Department:	Public Works
Presented By:	Matthew Langhorst
Strategic Goals:	Preserve and Improve Infrastructure
Background Info:	The City of Glenwood Springs Electric Department goes out for cable bids several times a year for projects that include private developments and city cable replacement/upgrade projects. The current cable bid is for the main line cable for the BLD 300 unit residential development and the bid was specific to requiring a minimum of 2,700 linear foot cable reels, totaling 8,100 linear feet of cable required for the project. The low bid on the project proposed 5 reels at 2,000 linear feet, giving us 1,900 linear feet of cable that we do not need and which would require us to splice joints that we do not want to splice. Also, with the spacing of the vaults, the proposal would require us to purchase 6 reels, not the 5 proposed. Precut reels of a standard length generally cost less, as in this case, but having excessive amounts of splicing will cost the City more for installation, and adds possible failure points, which means more maintenance. The staff is recommending that we award the bid to Irby Company, the lowest bidder that provided a compliant bid, for \$68,820. The project is being paid for by the BLD development, this is not a City funded cost.
Issues:	None at this time.
Fiscal Impact:	None at this time.
Legal Review:	None at this time.
Staff Recommendation:	Award Request for Qualification 2023-31Q Six Inch PVC Conduit to Irby for 4-0 Primary Underground Cable Purchase for a Price of \$68,820.



STUART C IRBY BR573 DENVER
 5055 LIMA STREET
 DENVER CO 80239-2625
 303-576-0656 Fax 303-576-0729

Quotation

QUOTE DATE	ORDER NUMBER
07/10/23	S013627714
REMIT TO:	PAGE NO.
STUART C. IRBY CO. POST OFFICE BOX 843959 DALLAS TX 75284	1

SOLD TO:
 CITY OF GLENWOOD SPRINGS
 101 8TH ST.
 GLENWOOD SPRINGS, CO 81601-3303

SHIP TO:
 CITY OF GLENWOOD SPRINGS
 2301 WULFSHON ROAD
 GLENWOOD SPRINGS, CO81601
 970-384-6352

ORDERED BY: RYAN MUSE

CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		JOB/RELEASE NUMBER		OUTSIDE SALESPERSON	
104185				BIDNET 2023-32Q		Scott S Chenell	
INSIDE SALESPERSON				REQD DATE	FRGHT ALLWD	SHIP VIA	
Greg S Hopki				07/10/23	Yes	DIRECT	
ORDER QTY	SHIP QTY	LINE	DESCRIPTION			Prc/UOM	Ext Amt
7500FT		1	^*COND 4/0 Strand Filled AL 15KV 220MIL 133% TR-XLP 1/3 Concentric Neutral LLDPE JKT **6-9 WEEKS LEAD TIME**			9176.000M	68820.00

*** This is a quotation ***

Prices firm for acceptance within 30 days with the exception of commodity prices which are subject to change daily. Quotation is void if changed. Complete quote must be used unless authorized in writing.

OUR PRODUCT AND SERVICES ARE SUBJECT TO, AND GOVERNED EXCLUSIVELY BY, OUR TERMS AND CONDITIONS OF SALE, WHICH ARE INCORPORATED HEREIN AND AVAILABLE AT www.irby.com/terms.
 ADDITIONAL OR CONFLICTING TERMS ARE REJECTED, VOID AND OF NO FORCE OR EFFECT.

Subtotal	68820.00
S&H CHGS	0.00
Sales Tax	0.00
TOTAL	68820.00

** Reprint ** Reprint ** Reprint **



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item:	Partial Release of Development and Subdivision Improvement Agreement for Lots 1, 2, and 3, Glenwood Meadows Filing Number 7
Action Requested:	Approve Release Agreement
Department:	Attorney
Presented By:	Karl Hanlon
Strategic Goals:	Provide Efficient and Responsive City Government Generate Sustainable Economic Development
Background Info:	The Glenwood Land Holdings and Glenwood Meadows LLC have requested that the City release certain lots at the Meadows from obligations under a 2012 Development and Subdivision Improvement Agreement (DSIA) that was recorded on the “fathering parcel” of the more recently subdivided lots. Staff has confirmed that removing these lots from the DSIA’s obligations will not change the intent of the 2012 DSIA to require certain improvements relating to that subdivision on the remaining parcels.
Issues:	None
Fiscal Impact:	NA
Legal Review:	Legal has reviewed.
Staff Recommendation:	Approve on Consent

PARTIAL RELEASE OF DEVELOPMENT AND SUBDIVISION IMPROVEMENT AGREEMENT

THIS PARTIAL RELEASE OF DEVELOPMENT AND SUBDIVISION IMPROVEMENT AGREEMENT (“Release”) is made this _____ day of _____, 2023 and entered into by and between the CITY OF GLENWOOD SPRINGS, a Colorado home rule city (“City”), GLENWOOD LAND HOLDINGS LLC, a Delaware limited liability company (“GLH”), and GLENWOOD MEADOWS, LLC, a Colorado limited liability company (“Glenwood Meadows”).

RECITALS

A. Whereas, in 2012 Glenwood Meadows applied to the City of Glenwood Springs for the subdivision of Lots 11B and 11C, of Glenwood Meadows No. 4 into Lots 11C-A, 11C-B, 11C-C, Tract 11C-A, and Tract F to support the development of 60 affordable housing units on Lot C-A (“Affordable Housing Units”); and

B. Whereas, to secure the construction of the public improvements associated with the subdivision and the development of the Affordable Housing Units, the City entered into a Development and Subdivision Improvement Agreement by and between the City of Glenwood Springs, Glenwood Meadows Apartments I, LLC, Steele Properties, LLC and Glenwood Meadows, LLC (as to the Subdivision only) relating to Lots 11B and 11C of the Glenwood Meadows No. 4 Subdivision on May 16, 2012, recorded May 17, 2012 with the Garfield County, Colorado Clerk and Recorder at Reception No. 818856 (“DSIA”);

C. Whereas, the DSIA was amended by that certain Amendment to Major Development Permit No. 09-11 and Development and Subdivision Improvement Agreement on May 15, 2017, recorded May 18, 2017 with the Garfield County, Colorado Clerk and Recorder at Reception No. 892527, regarding the extent and placement of open space and community amenity areas to accommodate an access easement on Tract 11C-A (“DSIA Amendment”);

D. Whereas, in 2022 Lot 11C-B and Lot 11C-C, Glenwood Meadows Subdivision No. 6 were further subdivided into Lots 1, 2, and 3, Glenwood Meadows Filing No. 7 (“Lots”) recorded on March 11, 2022 with the Garfield County Colorado Clerk and Recorder at Reception No. 972018 (GM Subdivision No. 6);

E. Whereas, GLH is the current owner of Lot 2 and Glenwood Meadows is the owner of Lots 1 and 3, all of the Glenwood Meadows Subdivision No. 6; and

F. Whereas, all obligations of the DSIA and DSIA Amendment related to the Lots have been satisfied or are not applicable and the parties desire to release said Lots from the DSIA and DSIA Amendment.

NOW, THEREFORE, in consideration of the premises, the parties hereto agree as follows:

1. Recitals. The foregoing recitals are incorporated herein as material representations and acknowledgments of the parties.

2. The City hereby fully and finally releases and forever discharges the Lots from any and all obligations contained in or arising in any way out of the DSIA or the DSIA Amendment. Upon execution and recording of this Release, the DSIA and DSIA Amendment shall no longer encumber title to the Lots.

3. All other obligations of the DSIA and DSIA Amendment related to other parcels of real property shall remain in place.

IN WITNESS WHEREOF, this Release has been entered into by and between the City, GLH, and Glenwood Meadows as of the date and year first above written.

CITY OF GLENWOOD SPRINGS

Ingrid Wussow, Mayor

Ryan Muse, City Clerk

APPROVED AS TO FORM:

Karl J. Hanlon, City Attorney

GLENWOOD LAND HOLDINGS, LLC,
a Delaware limited liability company

By: _____
Name: _____
Title: _____

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing Release of Development and Subdivision Improvement Agreement was acknowledged before me this _____ day of _____, 2022 by _____ as _____ for Glenwood Land Holdings, LLC, a Delaware limited liability company.

Witness my hand and official seal.

My commission expires: _____

Notary Public

By: Dunrene Management, Inc.,
a Colorado corporation, its Manager

By: _____
Name: _____
Title: _____

STATE OF _____)
) ss.
COUNTY OF _____)

Witness my hand and official seal.

My commission expires: _____

Notary Public



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item:	International City/County Management Association (ICCMA) TV Video Production
Action Requested:	Authorize the ICMA TV Video Production
Department:	City Administration
Presented By:	Beverli Marshall
Strategic Goals:	Generate Sustainable Economic Development
Background Info:	The International City/County Management Association TV program has offered Glenwood Springs the opportunity to participate in its broadcast during the Annual Conference in Austin, TX, September 30 - October 4 as well as online through its social media platforms.
Issues:	The product will include two finished video segments: a 5-minute version and a 1-minute “highlightS” version for social media posts. The full-length version will be highlighted throughout the ICMA conference at the end of September and the social media version will be shared on the ICCMA website and social media platforms. The City will have access to approximately 2 hours of footage that we can then use to make our own videos for other uses. The target audience will be national and state attention to highlight the environment, infrastructure, programs, etc. to showcase what the City is doing, the importance of sustainability and environmental stewardship, and the balance between maintaining the rural feel while addressing the cost of living and other social issues. Examples of the videos done in previous years can be found by copying and pasting the following links into your web browser: City of Albany, OR: https://www.youtube.com/watch?v=PSKRagaOBJ0 City of South Fulton GA: https://www.youtube.com/watch?v=71Auj3fljTU City of Ridgefield, WA: https://www.youtube.com/watch?v=Faivdi1_CQ0 City of Spencer, IA: https://www.youtube.com/watch?v=NXrE0n8Vons Northwest 33 Council of Governments, OH: https://www.youtube.com/watch?v=KRzC04hhiNk
Fiscal Impact:	The total cost of the video production and marketing is \$24,300 and will be paid for from the City Manager Discretionary in the General Fund which currently has a balance of \$183,000.
Legal Review:	NA
Staff Recommendation:	Staff recommends that the City Council authorize participation in this opportunity.



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item: Resolution 2023-25; Authoring Mayor to Sign 1205 Riverside Drive Acquisition

Action Requested: Approval of contract

Department: Attorney

Presented By: Karl Hanlon

Strategic Goals: Provide Efficient and Responsive City Government

Background Info: Attached please find the resolution authoring the Mayor to sign the closing documents related to the purchase and sale of the property at 1205 Riverside Drive. City Council previously authorized the purchase of the property on June 15, 2023. This property is adjacent to other city-owned property along the river west of the High School. The purchase price is \$1,800,000 with appraisal, usual due diligence, and a closing set for August 1.

Issues: NA

Fiscal Impact:

Legal Review: Reviewed

Staff Recommendation: Approval

RESOLUTION 2023-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, AUTHORIZING THE MAYOR OR MAYOR PRO TEM TO EXECUTE CLOSING DOCUMENTS RELATED TO THE PURCHASE AND SALE OF PROPERTY AT 1205 RIVERSIDE DRIVE, GLENWOOD SPRINGS, COLORADO.

WHEREAS, the City of Glenwood Springs has determined it is in the best interests of the City to purchase the property at 1205 Riverside Drive, Glenwood Springs, Colorado; and

WHEREAS, pursuant to Section 3.3 of the City Charter, the Mayor or Mayor Pro Tem has the authority to execute closing documents for the sale of the property on behalf of the City.

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, THAT:

Section 1. The above recitals are hereby incorporated as findings by the City Council of the City of Glenwood Springs

Section 2. The Mayor or Mayor Pro Tem is hereby authorized to execute any and all necessary documents for the purchase and sale of the property at 1205 Riverside Drive, Glenwood Springs, Colorado 81601.

INTRODUCED, READ, AND PASSED THIS 20TH DAY OF JULY 2023.

CITY OF GLENWOOD SPRINGS, COLORADO

Ingrid Wussow, Mayor

ATTEST:

Ryan Muse, City Clerk



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item: Purchase of Wood Chipper at the Landfill

Action Requested: Consent for Mayor to sign purchase agreement

Department: Public Works

Presented By: Matthew Langhorst, Steve Boyd

Strategic Goals: Provide Efficient and Responsive City Government

Background Info: The landfill secured a grant for the purchase of a wood chipper. It will reimburse the entire purchase price of \$385,000. The item was not originally included in the 2023 budget so we will need to add both a revenue and expenditure to our next budget amendment on August 3rd but we need to execute the purchase agreement prior to that in order to hold the price. The agreement needs to be signed by the Mayor because it exceeds the authorization of \$100,000 for a budgeted expenditure given to the City Manager.

Issues: None.

Fiscal Impact: Neutral to the landfill.

Legal Review: Legal has reviewed the purchase agreement to be signed by the Mayor.

Staff Recommendation: Staff recommends approval of this purchase.



**9725 Brighton Road
Henderson, CO 80640
Phone (303) 287-0100**

Date: March 15, 2023

Contract No. _____

SALES CONTRACTPURCHASER City Of Glenwood Springs, South Canyon LandfillADDRESS 101 W. 8th St, Glenwood Springs, CO. 81601

ORDER NO. _____

SHIP TO 1205 CO Hwy 134, Glenwood Springs, CO. 81601DELIVERY DATE Apr 17, 2023HOW SHIPPED best wayPRICES ARE F.O.B. Henderson, CO

Quantity	Description	Total
1	2012 Komtech T6000S XXF	\$385,000.00
	S/N 183037	
	No Warranty Implied	

Contract Price \$385,000.00 plus Tax

Purchase Price

\$385,000.00 plus tax

Less Deposit _____

Sales Tax

plus tax

Shipping Cost

TBDAmount Due \$385,000.00 plus tax

Total Contract Price

\$385,000.00 plus tax

All used Equipment is sold "AS IS," unless otherwise specified above.

Terms and Conditions of Sale

- Unless specifically stated in writing, every offer or quotation by Seller expires 30 days after the date upon which it was made.
- This Contract shall not be binding upon Seller until countersigned by an authorized officer or director of the Seller. Once so countersigned, Seller may nevertheless terminate this Contract within ten days thereafter if Seller is not satisfied as to Buyer's credit and ability to make payment, in which case Seller shall so notify Buyer in writing. Buyer understands that upon Seller's countersigning this document, this is a binding contract and Seller will be unable to rent the Equipment out or make other use of it pending delivery to Buyer. Therefore, in the event Buyer terminates this Contract prior to delivery, Buyer shall be liable to Seller for the regular rental price of the Equipment for the period during which Seller held the Equipment for Buyer. This shall be in addition to any other remedies Seller may have for breach of this Contract. If any addendum to this Contract provides for free rent for a period of time, Buyer's termination of the Contract will obligate it to pay rent on the Equipment in accordance with this provision.
- Seller will make every effort to deliver the Equipment and perform its obligations hereunder by the date specified by the face side hereof. However, it will not be liable for any loss, damage, or injury of any nature arising from delay in performance or delivery, it being specifically understood that times or dates specified herein for delivery or performance are business estimates only and not contractual obligations of the Seller.

THIS CONTRACT consisting of the foregoing, and THE REVERSE SIDE HEREOF, and any addendums that are so labeled and signed by an authorized officer or director of Seller, correctly sets forth the final and entire Agreement between the parties. The parties intend this contract to be a complete and exclusive statement of the terms of their agreement. No agreements or understandings shall be binding on the parties unless specifically set forth in this Agreement, and all prior communications are merged into this Contract.

EXECUTED this 22 day of March, 2023. By execution hereof, the signer certifies that he has read this Agreement, INCLUDING THE REVERSE SIDE HEREOF, and that (s)he is duly authorized to execute this Contract.

SALESMAN Jim Clubb

PURCHASER

City Of Glenwood Springs, South Canyon Landfill

POWER SCREENING, INC.

Office Address

101 W. 8th St, Glenwood Springs CO. 81601

Accepted by _____

By _____

Steve Boyd

Title _____

Title _____

COO

4. Delivery of the Equipment shall be FOB Seller's premises. Buyer accepts responsibility for the security of the Equipment and assumes all risk of loss or injury thereto or to any liability arising therefrom, however caused or arising, even though title to the Equipment may not have passed to Buyer. Buyer shall keep the Equipment fully insured and shall indemnify, defend, save and hold harmless the Seller from any such loss, injury or liability.
5. Seller has no obligation to accept return of any Equipment delivered hereunder unless it has previously consented in writing to do so.
6. The price of the Equipment is the TOTAL CONTRACT PRICE, set forth on the face side hereof; provided, however, that if there shall be any increase in the cost to the Seller of labor, materials, transportation or any other expense arising in connection with the fulfillment of Seller's obligations hereunder between the date of this Contract and the date of delivery, Seller shall be entitled to add to the Contract price a fair and reasonable sum to cover the cost of any such increase.
7. The Powerscreen Int'l. Machinery covered by this order is sold by the Seller with the specific and only warranty of the manufacturer as set forth in the manufacturer's catalog wherein said Machinery and Equipment is listed and described. However, any statements or representations as to output, power, capacity or otherwise contained in any drawings, catalog, specification or other document shall not be regarded as forming part of this Contract unless such statement or representation is specifically guaranteed in writing by the Seller's President. If the Equipment is used for more than nine hours per day, said warranty period shall be proportionately reduced. This warranty shall not apply to any Equipment or parts thereof not manufactured by Powerscreen International or any Equipment or parts thereof that have been subjected to negligent handling, improper use or treatment, inadequate lubrication, adjustment, maintenance or storage, any act or omission contrary to instructions, or any use or service other than that for which the Equipment or parts were intended, or to any Equipment or parts to which there has been fitted or affixed any parts not supplied by Seller. THE FOREGOING WARRANTY IS EXCLUSIVE, AND SELLER MAKES NO OTHER WARRANTY OR REPRESENTATION OF ANY KIND WHATEVER, WHETHER EXPRESS OR IMPLIED, WITH RESPECT TO THE EQUIPMENT OR PARTS SOLD HEREUNDER, WHETHER AS TO MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR ANY OTHER MATTER.
8. If any Equipment or parts thereof covered by the warranty set forth in the preceding paragraph are returned by Buyer, at Buyer's sole expense, promptly upon Buyer's discovery of any claimed defect and within the warranty period and such Equipment or parts are found to be defective in material or workmanship by Seller, Seller will in its sole discretion, either (a) repair or replace such defective Equipment or parts or (b) accept the return of such defective Equipment or parts at their invoice price. THIS REMEDY SHALL BE THE SOLE EXCLUSIVE REMEDY AVAILABLE TO THE BUYER AGAINST SELLER FOR ANY DEFECT IN THE EQUIPMENT OR PARTS SOLD HEREUNDER OR FOR DAMAGES RESULTING FROM ANY OTHER CAUSE WHATSOEVER, INCLUDING WITHOUT LIMITATION, SELLER'S ALLEGED NEGLIGENCE. The purpose of this exclusive remedy shall be to provide the Buyer with repair and replacement of, or to enable Buyer to return at the invoice price, Equipment or parts manufactured by Seller or Power Screening International found to be defective in materials or workmanship or negligently manufactured. This exclusive remedy shall not be deemed to have failed of its essential purpose so long as Seller is willing and able to repair or replace said defective Equipment or parts in the prescribed manner or is willing to accept return of any such defective Equipment or parts at their invoice price. SELLER SHALL NOT IN ANY EVENT BE LIABLE TO PURCHASER FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES OR ANY KIND WHATSOEVER, WHETHER FOR DEFECTIVE OR NONCONFORMING EQUIPMENT OR PARTS, BREACH OR REPUDIATION OF ANY TERM OR CONDITION OF THIS CONTRACT, NEGLIGENCE, OR ANY OTHER REASON NO MATTER THE LEGAL THEORY USED TO ASSERT THE CLAIM.
9. In the event Seller is unable to carry out its obligations under this Contract due to war, strike, accident, terrorism, acts of God, or any other cause beyond its control, it may, at its option, suspend performance or cancel this Contract, and shall be paid a reasonable price for all work and expenses incurred in attempting to perform this Contract.
10. Seller reserves title to all Equipment sold hereunder, and all such Equipment shall remain personal property of the Seller, until the Contract price and all other costs and expenses owing by Buyer to Seller hereunder are paid by Buyer to Seller in full.
11. Seller may, without prejudice to Buyer, cancel this Contract if at any time:
 - (a) Buyer shall commit any breach of any of the terms of this or any other contract with the Seller; or
 - (b) Buyer compounds with or negotiates for any composition with its creditors generally or permits any judgment against it to remain unsatisfied for (7) seven days; or
 - (c) If the Buyer is an individual and shall die or have a receiving order made against him or commit any act of bankruptcy or have any proceeding in bankruptcy, whether voluntary or involuntary, instituted; or
 - (d) If the Buyer is a corporation or partnership and shall call any meeting of its creditors or have a receiver of any or all of its assets appointed or entering into any liquidation or bankruptcy proceedings whether voluntary or involuntary.
12. Unless an express definition herein or the context hereof otherwise requires, all terms used in this Contract which are defined or given meaning in the Uniform Commercial Code, as adopted in the State of Colorado, shall have the same definition and meaning for purposes of this Contract, and this Contract shall be governed by the laws of Colorado.
13. No delay or failure of the Seller to require the performance of any of Buyer's obligations under this Contract shall affect Seller's right to require performance of such obligation in the future or of any other obligation or shall be construed as a waiver of Seller's right to require Buyer to perform any obligation under this Contract.
14. The parties agree that exclusive venue for any legal action arising out of this Contract shall be in the District Court of Adams County, Colorado, or if federal jurisdiction is mandatory, the U.S. District Court for the District of Colorado in Denver. The parties further agree that if Seller institutes legal action to collect sums owed to it pursuant to this Contract and prevails, Buyer shall pay Seller's reasonable attorneys fees and costs.
15. Buyer may not assign this Contract without the written consent of Seller.
16. This Contract may not be modified, except in a writing signed by both parties.
17. Should any court determine that any provision of this Contract is invalid, the remaining provisions shall remain in full force and effect.
18. If Buyer is a corporation, LLC, or similar entity, Buyer represents that it is solvent and that it has the present ability to make payment as required by this Contract.

Signature: _____

INTERNAL USE ONLY:

Contact: Ryan Puckett

Phone #: (303) 870-7982

Email: rpuckett@powerscreening.com

Certificate Of Completion

Envelope Id: A9009EDF016E4948929639B26B9B8BA5

Status: Sent

Subject: Please DocuSign: Sales Contract

Source Envelope:

Document Pages: 2

Signatures: 0

Envelope Originator:

Certificate Pages: 5

Initials: 0

Chris Bueno

AutoNav: Enabled

9725 Brighton Road

Envelope Stamping: Enabled

Henderson, CO 80640

Time Zone: (UTC-07:00) Mountain Time (US & Canada)

cbueno@powerscreening.com

IP Address: 72.19.164.144

Record Tracking

Status: Original

Holder: Chris Bueno

Location: DocuSign

7/17/2023 10:56:45 AM

cbueno@powerscreening.com

Signer Events**Signature****Timestamp**

Steve Boyd

Sent: 7/17/2023 10:57:25 AM

steve.boyd@cogs.us

Resent: 7/17/2023 12:02:31 PM

COO

Viewed: 7/17/2023 12:54:42 PM

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Accepted: 7/17/2023 12:54:42 PM

ID: 90f22da7-3e92-4652-b3b5-d81f9fd6bd4a

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Ryan Puckett

rpuckett@powerscreening.com

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Accepted: 7/10/2023 2:54:45 PM

ID: 820cc42d-1fa1-463e-9a50-95d122738b10

Chris Bueno

cbueno@powerscreening.com

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

ML EQ BILLING

eqbilling@mldistributiongroup.com

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/17/2023 10:57:25 AM
Envelope Updated	Security Checked	7/17/2023 12:02:30 PM
Envelope Updated	Security Checked	7/17/2023 12:02:30 PM
Envelope Updated	Security Checked	7/17/2023 12:02:30 PM
Certified Delivered	Security Checked	7/17/2023 12:54:42 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Power Screening, LLC (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Power Screening, LLC:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: jcallis@power-equip.com

To advise Power Screening, LLC of your new email address

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City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item: 27th Street Underpass Update

Action Requested: None.

Department: Engineering

Presented By: Ryan Gordon

Strategic Goals: Preserve and Improve Infrastructure

Background Info: Monthly update.

Issues: NA

Fiscal Impact: NA

Legal Review: NA

Staff Recommendation: NA



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item:	Strategic Housing Plan Update
Action Requested:	Adoption of 2023 Strategic Housing Plan Update
Department:	Economic and Community Development
Presented By:	Watkins Fulk-Gray, Hannah Klausman
Strategic Goals:	Provide Efficient and Responsive City Government Protect and Preserve our Quality of Life
Background Info:	The Strategic Housing Plan Update was presented to City Council, Housing Commission, and the Planning & Zoning Commission (P&Z) on June 27th in a worksession and then as a regular agenda item before the P&Z. The P&Z voted unanimously to recommend that City Council adopt the Strategic Housing Plan Update.
Issues:	The Strategic Housing Plan Update identifies potential policy tools for increasing the supply of housing, an assessment of the City's housing needs and associated data, recommendations based on the data for specific housing creation targets, a summary of public engagement, and recommendations for implementation. Recommendations for the housing creation targets are based on three goals contained in the needs assessment chapter: reducing the number of cost-burdened households in the city, providing housing to fill job openings in our city, and increasing the share of the workforce housed in Glenwood. These three goals are further specified as follows: • Reducing the number of cost burdened households by 50% • Provide housing sufficient to fill 100% of the unfilled jobs • Increase the share of the workforce housed in the City from 22% to 30% Adjusting these targets will change the estimate for the number of affordable housing units needed in Glenwood, which Staff and the consultants are happy to do. Staff is satisfied with these targets, but persuasive arguments can be made for adjusting upward all of the targets.
Fiscal Impact:	The Plan Update contains many recommendations that will affect the City's budget, but adoption of the Plan Update will not commit the City to specific expenditures.
Legal Review:	N/A
Staff Recommendation:	Adopt the 2023 Strategic Housing Plan Update, replacing the 2010 Strategic Housing Plan. Staff has included a draft resolution if City Council chooses to adopt.

Draft Report

Strategic Housing Plan Update

The Economics of Land Use



Prepared for:
City of Glenwood Springs

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June 15, 2023

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1. Introduction

In 2022, the City of Glenwood Springs partnered with Economic & Planning Systems and RRC Associates to provide an update to the 2010 Strategic Housing Plan. Over the past decade, Glenwood Springs and the greater Roaring Fork Valley region have faced major housing market pressure, owing to an expanding economy, increasing levels of tourism and visitation, and a growing interest in local real estate from people outside of the region. As a result, housing has become increasingly unaffordable for local residents and especially the local workforce, presenting significant challenges for Glenwood Springs. A lack of affordable housing negatively affects the local economy, making workforce recruitment and retention harder and straining the ability of businesses to operate at full capacity. A lack of affordable housing and rising housing costs also leads to greater housing instability for residents, increasing the risk of displacement and undermining community health. Housing stability and affordability are critical goals for the immediate and long-term prosperity of Glenwood Springs, and the City is actively invested in seeking out solutions that advance these goals.

Throughout this effort, the consultant team, in partnership with City staff, have worked to create a detailed analysis of policy strategies that will both drive the development of affordable housing and preserve existing affordable housing. This Strategic Plan Update addresses four main housing policy areas, including:

- Use of vacant land for housing and public-private partnerships;
- Establishment of policies to preserve existing housing;
- Fine-tuning of density bonus program;
- Creation of dedicated funding sources for affordable housing;

The intention of this plan is to analyze these policy areas in detail and to deliver actionable recommendations on how the City can best implement these policies.

In addition, this plan includes a housing needs assessment that documents total housing need in Glenwood Springs. The needs assessment is intended to illustrate current housing conditions and to guide and inform future policy efforts. While a 2005 needs assessment and a 2019 regional housing study documented local housing needs, this needs assessment presents an updated methodology and accounts for current housing conditions.

This plan involved extensive public engagement efforts, including a public open house and work sessions with the City's Housing Commission, Planning and Zoning Commission, and City Council. These public engagement efforts have been critical to the direction of the project and are documented in detail in their own chapter.

Previous Strategic Plan

In 2010, the City of Glenwood Springs, together with a consultant team, prepared a Strategic Housing Plan to guide future housing policy efforts. This plan was intended to implement the recommendations from the 2005 Housing Needs Assessment. This Strategic Housing Plan put forward key housing goals and objectives as well as seven priority strategies. These strategies include:

- Public/Private Development on City Land
- Rehabilitation and Weatherization
- Commercial Linkage
- Housing Funding Strategies
- Inclusionary Housing Amendments
- Development Incentives
- Annexation Policies

This Strategic Plan Update builds on and expands the initial Strategic Plan effort. This Update provides a more detailed analysis of housing policy tools as well as a housing needs assessment. Recognizing that the housing affordability and policy environment has changed since 2010 and although the recommendations in the 2010 plan remain applicable, this Strategic Plan Update provides the City with a clear set of policy actions that can affect change in the current context.

It is also important to note the actions that the City of Glenwood Springs has taken on housing affordability over the past several years. Since 2019, the City has:

- Implemented short-term rental program changes, including overall caps, setback requirements between short-term rentals, reinstating Building Department Inspections, and increasing fees to cover staff time on managing the vacation rental program;
- Established inclusionary zoning requirements for a percentage of larger housing developments to restrict maximum rents and sales price to 100 percent of area median income and for units to be resident occupied;
- Made changes to the regulations for Accessory Dwelling Units that make adding an ADU within the exiting footprint of a building easier in addition to changing other dimensional standards to make ADUs easier to permit;
- Approved two City-owned parcels for affordable housing development with Habitat for Humanity Roaring Fork;
- Enacted code changes that facilitate the conversion of motels/hotels to housing;
- Passed a 2.5% increase in local lodging tax, the revenue of which will be allocated to various programs and projects that support affordable housing.

This Strategic Plan Update expands on these efforts and gives policymakers critical information and recommendations to further advance policies and programs to advance affordable housing in Glenwood Springs.

2. Policy Tools

Central to this strategic plan update is an evaluation of policy tools that the City can use to advance housing affordability in Glenwood Springs. This chapter provides an analysis of four key policy tools that would be used to expand and/or preserve affordable housing in Glenwood Springs. These include the use of vacant land for housing, preservation, funding sources, and a density bonus. The analysis incorporated best policy practices from around the state on how these policy tools could be implemented in Glenwood Springs.

Use of Vacant Land for Housing

This outlines a process for the City to structure public-private partnerships for housing development on City-owned land. The memorandum discusses key components of such a process, including defining the development opportunity, establishing evaluation criteria, and evaluating sale or lease models. In addition, an inventory and analysis of City-owned parcels best suited for development is provided, to frame the immediate opportunities.

Development Process

City-owned land is a key asset for accommodating future housing development, especially affordable housing. With high land costs and a relatively limited amount of developable land in Glenwood Springs, City-owned parcels represent an important opportunity for the City to help create new housing and expand affordable housing options. In addition, the City can seek to establish P3s for redevelopment on privately held sites. Certain privately held properties may be suitable for housing development, and the City can work with the owners of these properties directly to set the terms for redevelopment.

A list of potential parcels will be shown later in this section. It is recommended that the City identify and prioritize two to four parcels that are most suited for housing development and that will be the soonest to enter the RFP process. Once identified, the City should pursue the development of housing on these parcels.

Establishing a formalized process is a critical step towards utilizing City-owned land for new housing development. In order to attract housing development to these parcels, the City needs to form a partnership with a developer, drawing up terms that address the needs of each. The public private partnership (P3) works best when both parties can achieve the needed returns to justify the investment. For the private side, this takes the form of financial returns. For the public side, it typically represents advancing community goals, which in this case surround expanding the affordable housing inventory.

The initial step is to seek out and select a developer. This is best accomplished through a formalized, structured Request For Proposal (RFP) process, in which the City issues an RFP outlining project details and evaluation criteria. To achieve the greatest level of clarity, it is best practice to issue one RFP per project.

Implementing this policy tool will help the City achieve the following goals:

- Expanding avenues for affordable housing development by leveraging City-owned land.
- Building buy-in and support from elected officials and community members.
- Creating clarity and transparency for prospective developers, making housing development on City-owned parcels attractive.

When seeking out a development partner, the City should include key project elements in its request for proposals. This creates transparency and sets expectations for both potential developers and for City staff and elected officials.

Key project elements include:

- A range of units desired for the project
- Desired project density
- Desired development type(s) (i.e., townhomes, apartments, single family homes)
- Preferred mixture of for-sale or for-rent units
- Indication of whether the land will be sold or leased, and at what price
- Desired community benefits and/or amenities to be provided
- Type and degree of affordability restrictions required by the City
- Timeline for development

Evaluation Criteria

Effectively screening and selecting a development proposal requires establishing a clear and predictable set of criteria. The criteria below represent the most important considerations for a potential project, although City staff should be able to tailor a narrower set of evaluation standards for any specific project. Based on the attributes of a prospective project, City staff can apply specific weighting to each criterion that reflects the priorities of the City and the opportunities and constraints of a given site. Those in charge of selection may request more information and meet with the proposer as necessary.

Affordability

As this process is aimed at expanding the availability of affordable housing in Glenwood Springs, a key consideration for selecting a developer is the affordability that a project proposes to deliver. Ideally, the affordable units delivered by a proposed project needs to exceed the affordability prescribed by the existing inclusionary housing ordinance in Glenwood Springs, which requires

that 20 percent of rental units in residential projects with 10 or more units are affordable at an average of 100 percent of area median income.

To the extent that the City will commit additional funds, it can stipulate greater affordability. For some sites, it may seek a goal for 100 percent of the units to be sold/leased as affordable. As available, the City can provide the funds to cover the corresponding funding gap and increase the effectiveness of any given site to expanding the affordable housing supply.

The affordability of non-market rate, or deed restricted housing units is typically linked to area median income, or AMI, which is a measure of how much income households earn in a given area. Affordable units in a development are classified according to AMI level. For example, units at 80 percent AMI are required to charge a rental rate equivalent to 30 percent of the monthly income for a household that earns 80 percent of the area median income. Correspondingly, lower AMI levels charge lower rents. As a result, it is more financially challenging for a developer to build units at lower levels of AMI, and achieving these lower AMI levels in residential development often requires additional incentives.

An additional consideration is the extent to which the project provides affordable units in a variety of sizes, including 2- and 3-bedroom units. Larger units typically better serve families and residents looking to live with roommates in order to save on housing costs, which are two important areas of housing need.

A project should seek to:

- a. Deliver a significant number of affordable, deed-restricted units.
- b. Price the units at relatively deep levels of affordability, based on the funding available, recognizing the importance of lower AMI units.
- c. Provide units with a variety of bedroom types, including larger 2- and 3-bedroom units.

Financial Feasibility

For a parcel of land to attract housing development interest, the development must be financially feasible for a prospective developer. A proposed project should credibly demonstrate financial viability without the need for additional subsidy from public sources. A goal of this process is to seek development that balances financial feasibility with affordability. A project should:

- a. Provide evidence that the project is supportable in the market and is financially feasible with a reasonable but not excessive return on investment to the development entity. The return should align with industry standards.
- b. Minimize commitment of City financial resources and investment risk.
- c. In some cases, P3 development can create a recurring source of revenue for the City. If this can be achieved on a given site, the City should pursue this opportunity and channel these funds into future affordable housing projects.

That said, if the City prioritizes the percentage of units to be set aside as affordable and/or a pursuit of lower AMI levels, there may not be surplus revenue for the City to realize.

Community Benefits

An additional consideration for a proposed development is the provision of community benefits. While subject to the location and development constraints of a parcel, these benefits could include:

- a. Improvements to infrastructure in the public realm.
- b. High-quality green space or public space.
- c. Ground floor retail or community space, for sites near or within the urban fabric.

Development Team Experience

The qualifications and experience of the development team is another important selection factor. The developer should:

- a. Provide evidence of the developer's previous experience and financial capability to complete the project.
- b. Provide evidence of the development team's experience and technical capability to complete the project.
- c. Provide evidence of previous experience with Joint Development projects and/or experience working with public entities.

Models of Development

In formulating an effective RFP process for housing development on City-owned land, a key consideration is whether the City wants to sell or lease the property that will be developed. The sale model and the lease model each have particular advantages, disadvantages, and tradeoffs. The decision to sell or lease a parcel depends largely on the goals and priorities of the City in utilizing its land holdings for housing development. Considerations around attractiveness to developers, revenue generation, control of land, long-term enforcement of affordability restrictions, and capacity to manage land are particularly relevant to pursuing a sale or lease model. The following section provides an overview of each model, along with common advantages and disadvantages for each.

Sale Model

One model of utilizing vacant parcels for housing development is for the City to directly sell the property to a developer. For the sale model to work effectively, the City must establish restrictions for the development of the parcel related to the level of affordability and other project requirements that the City and the developer can agree upon. These function as binding requirements for the developer to follow in exchange for being sold the land. For the parcel to remain attractive for development, the agreed upon sale price would have to be lower than if sold outright without development restrictions. While the exact sale price would vary by parcel and circumstance, it would likely need to be below market value, reflecting the impact of the affordability component and other requirements.

Such a sale could be done such that the City would receive the purchase price as an interest-bearing long term revenue stream. The agreed upon sales price would be paid as an annuity paying the purchase price over an extended period of time, including interest.

There are a number of advantages for a landowner to enter into sale instead of leasing the property. These are:

- A sale is typically more attractive to prospective developers, as ownership of the land increases the long-term value of the property for the development, and positions the developer to receive more favorable financing terms from lenders.
- The City could generate revenue from the sale.
- The City would no longer be responsible for managing and maintaining the land, freeing it from using additional staff capacity or City resources.

There are, however, potential disadvantages to a landowner in a sale transaction. These are:

- The City would not retain ownership of the property and as a result would not have direct control over the property. Its ability to exert control over the property's uses would depend on how effectively it can enforce deed restrictions. The City would also lose its ability to exert control over a project's timeline.
- The City would have no opportunity to generate future revenues beyond the terms of the sale.
- The intended use of the property could change over the long term if the owner decides to redevelop or sell the property.

Lease Model

A ground lease (or land lease) involves the leasing of ground to a developer or builder who then has the right to develop and use the land for the duration of the lease. During the term of the lease, the tenant owns any improvements made to the property including any buildings it constructs. Ground leases tend to have longer terms, typically 50 years or more, and often up to 99 years with options, in order to allow the developer to obtain financing and to have the ability to utilize the land for its purposes over the useful life of the project. All expenses related to the property are the obligation of the leaseholder (e.g., taxes, repair and maintenance expenses, insurance costs, and financing costs).

Land leases are most common with commercial properties but there are some applications where they are used for residential development. This includes some mobile home parks, multifamily housing on public agency lands (such as joint development of transit station properties and where the sale of land is restricted), as well as when the land ownership is being held to facilitate the development of

affordable housing, which is potentially applicable here. There are a number of advantages for a landowner to enter into a ground lease instead of selling the property outright. These are:

- The landowner retains ownership of the property. This is an important consideration for the City, who has an interest in maintaining long-term ownership in order to ensure that the property has a socially and economically productive use over the long term.
- A landowner retains greater control over the type of development and permitted uses of the land that is leased. Many ground leases require a tenant to develop, construct and operate a specific type of project and not change the nature of the project without the landlord's prior approval. The landlord has more control over the deed restrictions on the land, which can be particularly important when reviewing transactions for future buyers of condominium-ized units that are developed and initially sold with affordability covenants.
- The total revenues from a ground lease (in nominal dollars) are usually higher over the term of the lease than if the property were sold upfront fee simple.

There are, however, potential disadvantages to a landowner in a ground lease transaction. These are:

- If a landowner permits its fee interest in the land to be security for the tenant's financing (a subordinated ground lease, which will almost certainly be the case), the landlord runs the risk of losing its property through foreclosure if the developer defaults under its financing and the lender will insist on having great flexibility as to uses.
- If a landowner does not include sufficient controls in the ground lease document, a landowner may have little or no control over the development and use of the land.
- The City may have limited capacity to manage the land as the long-term landlord.

Incentives

Typically, discounted land value is sufficient to generate interest from developers. However, given current market conditions in Glenwood Springs, high construction costs, and a persistent shortage of construction labor, additional incentives may be needed to encourage developers to seek out housing development opportunities on these sites. In addition, the affordability requirements that would likely be associated with development on City-owned sites and the corresponding limitations to future development revenues may further necessitate additional incentives. Providing additional incentives to developers could also be a way for the City to drive deeper levels of affordability in new projects that would otherwise not be feasible to achieve.

Land Inventory

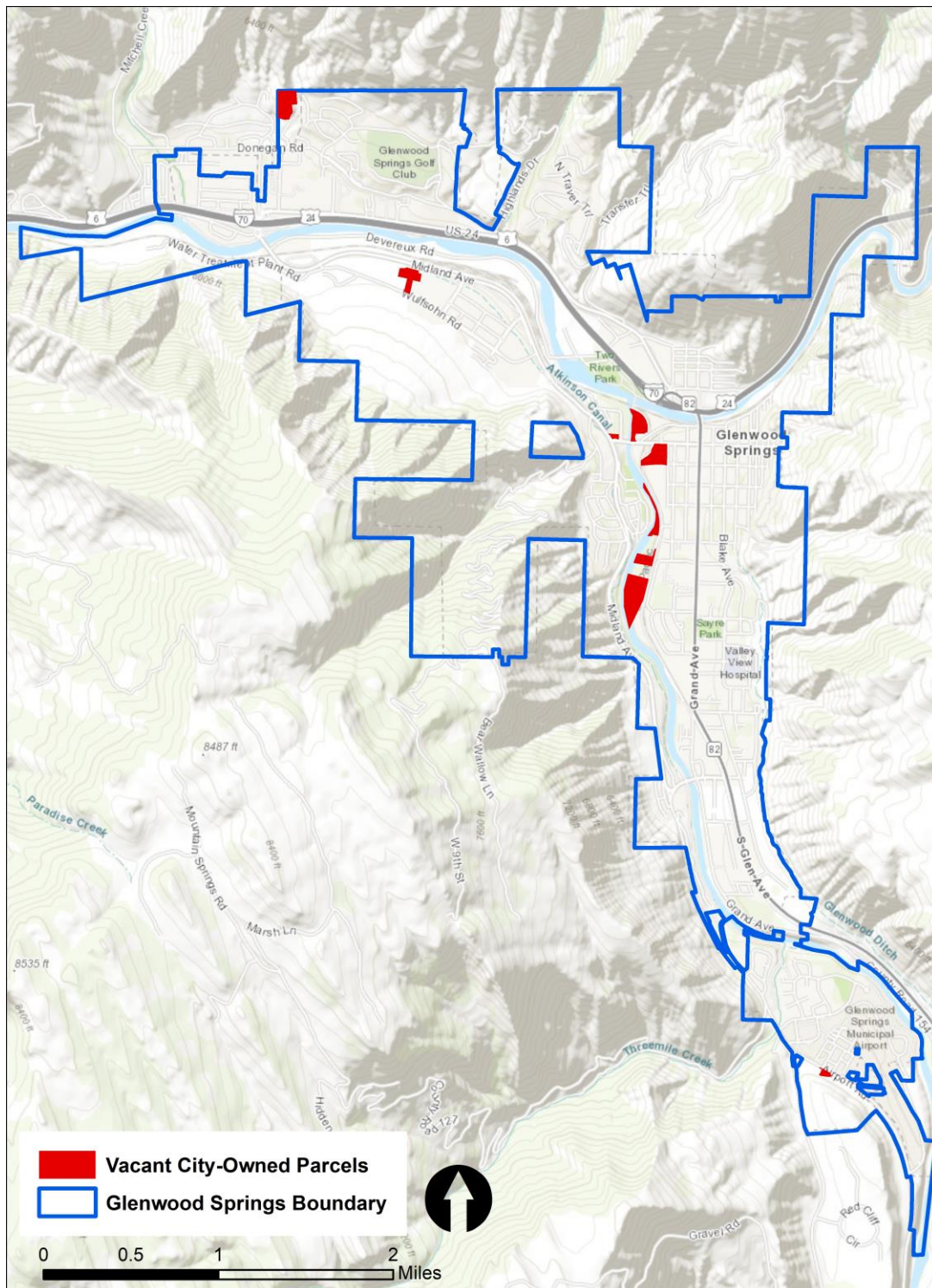
Currently, the City of Glenwood Springs owns nine parcels that can accommodate housing development. A summary of each parcel is shown below in **Table 1** and a map of each parcel is shown in **Figure 1**. The parcels vary in terms of size and context. In total, the inventory could accommodate 400 to 550 units of new housing. The parcels are located throughout Glenwood Springs, with a few located in the northwestern part of the City, a few located in the central part of the City along the Roaring Fork river, and one parcel located in the southern part of the City. Each parcel has particular constraints related to size, environmental barriers, and zoning. A key consideration for prioritizing parcels for housing development is location. In particular, the proximity of a parcel to transit is critical for connecting future residents to public transportation options and for limiting the potential traffic impacts of new housing development. City staff has also conducted an analysis of city-owned land, which should be used to guide future efforts.

Table 1. Vacant City-Owned Parcels, Glenwood Springs

Name	Acres	Unit Potential	Zoning	Public Vote?
No Public Vote				
8th and Midland	0.40	5 to 10	RH- High Density	No
Iddings Property	0.80	15 to 20	RH- High Density	No
Ballard Property	1.20	15 to 25	CO- Commercial	No
Raymond Property	2.96	20 to 30	RM1- Medium Density	No
Confluence	3.80	50 to 75	LI- Light Industrial	No
Vogelaar Site	5.00	50 to 75	CO- Commercial	No
Lone Pine Property	<u>10.00</u>	<u>70 to 100</u>	RM1- Medium Density	No
Total	24	225 to 340		
Public Vote				
West Glenwood Estates	5.75	10 to 20	HP- Hillside	Yes
Glenwood Meadows Tract D	<u>3.90</u>	<u>10 to 30</u>	HP- Hillside	Yes
	10	20 to 50		

Source: City of Glenwood Springs; Economic & Planning Systems

Figure 1. Vacant, City-Owned Parcels, Glenwood Springs



Preservation Policies

This section describes policy approaches aimed at the preservation of housing stock in Glenwood Springs. This includes a discussion of key policy tools, the factors involved in establishing them, and ways to increase their effectiveness.

Role of Preservation

While the other policy tools presented in this strategic housing plan are intended to create new affordable housing, the tools described here are aimed at the preservation of existing housing stock. With rising home prices and rents, Glenwood Springs residents, and especially middle- and low-income residents, are vulnerable to market pressures and displacement. Preserving existing housing units and ensuring long-term affordability of these units is essential to improving housing stability and supporting the ability of residents to stay in Glenwood Springs. Moreover, preservation is an effective way to increase housing stability while investing fewer resources than is required by new development. The discussion around preservation is framed around the following questions:

- What are the most effective policy tools for preservation?
- How can the City best apply its resources to preserve existing housing stock?
- What groups or organizations can the City partner with to strengthen preservation efforts?
- What housing stock does the City want to prioritize in its preservation efforts?
Key housing types include:
 - Rental housing
 - Owner housing
 - Mobile homes
 - Hotel/Motel conversions
- What areas or neighborhoods, if any, are the highest priority for preservation?

Community Land Trusts

This section is organized around community land trusts and tools that are particularly relevant for mobile home park preservation. It then moves to a discussion on other preservation policy tools, including rental assistance, an apartment acquisition fund, rental rehab, hotel/motel acquisition and conversions, a home repair loan program, and property tax abatements.

A community land trust (CLT) is a model of land stewardship intended to ensure community control of land and long-term housing affordability. A CLT functions by acquiring and maintaining permanent ownership of land. With its land holdings,

CLTs develop product and 'go vertical' on the land they have acquired, by separating the ownership of land from the ownership of the home by selling the home itself to the buyer, but leasing the land beneath the home, often through a long-term (99-year lease is common) renewable lease. This approach keeps land under the permanent control of the CLT, which removes the land from the speculative market and ensures long-term affordability and a long-term use consistent with the mission of the CLT.

The CLT model creates several important benefits for housing affordability. By removing the cost of land from the price of a home, homes sold by a CLT are often sold at a below-market price that is more affordable to low- and middle-income households who would otherwise struggle to find housing options. As a result, prospective buyers of homes in a CLT are often income qualified. In addition, CLTs place deed restrictions on the future sale price of a home, preserving long-term affordability for future generations and insulating a home from excessive market inflation or speculation. While deed restrictions on appreciation limit the amount of equity homeowners can generate, this model expands access to the housing market, especially home ownership, to households that would otherwise be excluded from it. The CLT model is generally regarded as a more effective method of maintaining affordability, as lenders require the landowner to be engaged with any future transaction, and thus, the CLT is directly involved and can qualify prospective owners based on asset and income limits.

Establishing Land Holdings

A critical aspect of forming and running an effective CLT is establishing land holdings. Without land holdings, a CLT is limited in the impact it can make on creating and preserving affordable housing. The process of a CLT acquiring land is centered around a few key considerations:

- a) Generating funding for land acquisition.
- b) Establishing a decision-making process and criteria for acquiring land (deploying funds).
- c) Retaining (or contracting for) staff that can nimbly move in markets at the pace of traditional commercial brokers
- d) Locating and acquiring suitable parcels available at a low cost.

Given the financial constraints associated with forming and operating a CLT, low-cost land acquisition enable CLT's to be the most effective. Several possible avenues exist for a CLT in Glenwood Springs to create and grow land holdings, including:

- **Municipally-owned land:** The City could partner with a CLT to donate municipally-owned parcels, or sell them at a below-market cost, with the stipulation that the land is used for the desired purpose of affordable housing development. The City owns several parcels that are potentially suitable for a land trust. Prior to any transactions, it would need to prioritize particular

parcels for CLT ownership and optimal development programs, following its process for land disposition.

- **Land from private citizens or nonprofits** – A CLT could work with philanthropically-minded landowners, nonprofits, or foundations to acquire land at a low cost. As CLTs are mission-driven nonprofits, they are well-positioned to receive land donations to further their goals of expanding and preserving affordable housing.
- **Land from other public entities** – Other public entities, including the school district, state or federal agencies, could partner with a CLT to provide land for affordable housing. However, there is a relatively limited amount of such land in Glenwood Springs and public agencies often have approval processes as well as financial motivations, which make providing land to CLTs at a low cost challenging.

CLT Formation and Governance

The most common way CLTs are organized is as a nonprofit organization. Nonprofit CLTs are governed by a board, which typically consists of a combination of community members, residents of CLT properties, and people involved in the housing field. The composition of the board and the decision-making processes implemented by CLTs vary, with some CLTs opting for a greater degree of grassroots community control through giving CLT residents more board representation, while other CLTs do not emphasize direct resident or community participation in governance.

In Glenwood Springs, a nonprofit organization would likely form and run a CLT. Alternatively, an existing CLT could expand its work to Glenwood Springs, ideally with local support. There is, for example, a CLT with a capability of serving at a statewide level and is currently serving multiple municipalities on the Front Range. It is currently unclear what organization would take on forming and running a CLT, and the City should engage with various groups in the community to gauge possible interest and capacity.

Management of a CLT

A CLT must be operated and managed, which requires full-time staff. This means that a CLT has to be able to find qualified staff and secure funding for staffing needs as well as other ongoing operational needs. Funding for these needs can come from several sources, including grants from local governments and grants from foundations and nonprofits. Most CLTs also charge a small monthly land rent on homeowners as part of the land lease agreement, which can generate additional funding for operations.

Deed Restrictions

Following their mission of long-term housing affordability, CLTs set deed restrictions on the homes that they sell as part of the land lease agreement. When a homeowner purchases a home in a CLT, the owner agrees to sell the home at a restricted price, which typically follows a set resale and appreciation formula. The purpose of this is to preserve long-term affordability and ensure that the home is affordable to a future low- or middle-income buyer. In addition, a CLT typically sets resale terms that require a home to be sold to an income-qualified buyer. CLTs can establish additional deed restrictions on homes, including deed restrictions that require local employment, or that require primary residency. In setting deed restrictions, a CLT has to balance long-term affordability with the ability of homeowners to build wealth. The level of deed restrictions also depends on the extent to which a CLT receives public investment or subsidy, with greater public investment typically warranting deeper affordability requirements and more restrictive deed restrictions.

The formation of a CLT will have many benefits, both in the short-term—related acquisition and production, and in the long-term—related to effective management. A CLT can be utilized for a range of activities. Examples are provided in the following sections.

Mobile Home Park Preservation

Currently, there are seven mobile home parks with a total of 246 units in Glenwood Springs. Mobile homes are a form of naturally occurring affordable housing, as they are available at a lower cost than traditional homes and typically serve as housing for lower-income residents. This position in the housing market also makes mobile home residents particularly vulnerable to displacement. Typically, mobile homes are located in mobile home parks in which residents own their individual mobile homes, but do not own the land beneath the mobile home. The park itself is most commonly owned by a landlord who maintains the park and collects lot rent from each individual mobile home resident.

Mobile home residents are especially vulnerable to displacement pressures. As land is increasingly valuable in Colorado communities such as Glenwood Springs, mobile home parks are often considered by speculative developers and are sometimes sold and redeveloped into another use, resulting in the displacement of residents. More commonly, landlords will raise lot rents to establish better land sale values and sell the mobile home park to a new landlord that, in turn, raises lot rents to prove out the investment metrics, creating additional economic strain for residents and pushing many out. Mobile homes, despite their name, are expensive and cumbersome to move to another location, further compounding the economic strain on residents and further limiting the options residents have when faced with redevelopment or increasing lot rents.

As a key source of naturally occurring affordable housing, mobile homes are an important element of housing preservation strategy. With recent State legislation that has expanded policy tools for mobile home park preservation, the City can apply both its own policy tools and can promote and utilize State policy tools to support mobile home park preservation and improve housing stability for residents. This section provides an overview of the different policy approaches for mobile home park preservation.

Summary of Recent Legislation

In 2020 and in 2022, the Colorado State Legislature passed laws that significantly expand protections for mobile home park residents and that expand opportunities for residents to purchase their park, as well as a law that provides State funding for mobile home park preservation. Key provisions of the legislation include:

- Mobile home park owners must inform residents of their intent to sell a park or change the use of the land. Written notice must be delivered to park residents within 14 days of showing intent to sell.
- If an owner intends to sell a mobile home park, park residents have 120 days to make an offer to purchase the mobile home park and arrange financing before the owner can close on a sale. Previously, residents were not guaranteed any amount of time to make a purchase offer. The law requires the landlord to negotiate in good faith.
- A public entity can purchase a mobile home park with the purpose of preserving the park as long-term affordable housing, and the public entity can exercise a right of first refusal on purchasing the park. For this to happen, a majority of residents in a mobile home park have to agree to assign their right to purchase to the public entity.
- Park owners who will displace mobile home park residents resulting from a change in use of the park have to compensate the resident with relocation assistance within thirty days of receiving a request from the homeowner.
- Park owners are prohibited from retaliating against residents on the basis of complaints about park habitability violations and are prohibited from coercing or influencing residents in their decision to purchase their park.
- Residents or a residents' association have the right to request a meeting with the landlord, which the landlord must attend within 30 days, up to twice per year. Landlords also cannot prohibit residents from convening resident meetings on park property or charge a fee for doing so.
- The State established a \$35 million revolving loan and grant fund designated for mobile home park residents seeking to purchase or improve their mobile home park. This funding can be used for a limited number of purposes, including as financing for residents seeking to purchase their park, as grants to residents seeking to stabilize lot rents, or as grants to nonprofits who provide technical assistance to park residents such as assessments of park condition or legal services.

Resident Purchase of Mobile Home Parks

An important avenue for mobile home park preservation is enabling residents to purchase their park. As mobile home park residents typically do not own the land where the park is located, a sale to an outside buyer can cause a park to be redeveloped, which displaces residents, or can lead to higher lot rents, which can also displace residents. If residents are able to purchase their park, it can lead to greater stability and long-term preservation, with residents gaining greater ownership and control over their housing situation and better insulating residents from market pressures.

The biggest barrier to residents purchasing their mobile home park is financial, as successfully purchasing a park is expensive. Enabling residents to purchase their park often requires direct financial support, typically in the form of low-cost financing. Currently, possible sources of financing for this include local nonprofits and the recent fund established by the State. While these resources exist and are growing, purchasing a mobile home park is a complicated, time-intensive, and resource-intensive process. It is critical for residents to have the ability to access these resources as well as guidance and technical assistance on the purchasing process and financing options, which requires outreach and organization. Various nonprofits can take an active role in this process, such as Resident Owned Communities USA, Thistle ROC, and Manaus, as can the City, which will be described in the next section.

Connecting Residents with Resources and Outreach

A major barrier to residents purchasing their mobile home park is a lack of awareness and understanding of the process to do so. Residents need to be aware of their rights and need to be able to effectively navigate the process of purchasing their park. Ideally, such efforts are resident-initiated. However, the City can also play a role in connecting mobile home park residents with resources through different approaches, including:

- **Creating a Resource Guide** – The City could create a guide to help residents navigate laws around landlord-tenant regulations in mobile home parks, including laws around the process of selling a park, retaliation, repairs, forming community associations, and mediation. The guide would be publicly accessible and promoted to mobile home residents.
- **Complaint portal** – The City could create a portal or hotline for mobile home park residents to submit complaints about violations of code in their park. This would enable the City to better regulate mobile home parks, to better mediate disputes, and to connect residents with available resources.
- **Community Legal Nights** – This would be a semi-regular event in which mobile home park residents would be invited to learn about their rights as tenants and about available resources for navigating maintenance, resident purchases of parks, and disputes with landlords. These events could be held

by the City, or alternatively, by legal nonprofits or advocacy groups, such as the Colorado Poverty Law Project or Manaus, which would require the City to reach out and partner with these groups.

Land Use Overlays

Creating a zoning designation for mobile home communities allows for targeted regulations and standards for these areas. This strategy is also used by some communities as a way to preserve mobile homes as a component of the local housing stock; once an area is protected by a zoning designation, it is far more difficult for the owner to sell it for a different use or to change the use of the property and force the tenants to move. Currently, most mobile home parks in Glenwood Springs have a residential high density zoning designation, which is a zoning designation conducive to potential redevelopment. Adjusting the zoning to preclude redevelopment could prevent future redevelopment and displacement of residents.

Support for Maintenance and Infrastructure

A common issue for residents who purchase their mobile home park is the cost of deferred maintenance and site improvements. When these costs are high, it can push residents to raise lot rents to cover them, undermining some of the initial purpose and benefits of purchasing their park. To address this issue and ensure long-term stability, the City can work with residents to secure funding for site and infrastructure improvements. This assistance can take several forms, including direct loans or grants from the City, or grants from nonprofit or philanthropic sources. In the latter case, the City can work with residents to create clarity on necessary site improvements and to connect residents with available funding. Public assistance for mobile home park infrastructure and site improvements can carry requirements related to limiting lot rents, park uses, and deed restrictions.

Other Preservation Policy Tools

In addition to the policy tools described above, the City can implement and utilize other possible policy tools to preserve existing housing stock. The policy tools are organized according to whether they serve rental or owner housing and are summarized below.

Rental Housing

- **Rental assistance:** As rents rise, tenants often face a significant financial burden, potentially leading to eviction or the need to move to a less expensive housing situation. Under a tight rental market, a less expensive housing situation can mean moving out of a city altogether to a lower-cost market. A way to ensure that tenants are able to stay housed where they are is by providing rental assistance. To do this, the City can establish a rental assistance program using public funding. The program can be targeted for particular tenants based on income and current risk of displacement. Rental assistance payments can last for a set number of months and can carry conditions for the landlord, such as agreements to not raise rent or agreements to not evict the tenant for a certain amount of time.
- **Apartment acquisition fund:** A policy approach to preserve relatively lower-cost rental units and to make the units permanently affordable is by establishing an apartment acquisition fund. This fund would function by providing either low-interest loans or grants to land trusts, nonprofits, or tenants to acquire a rental building that goes up for sale. The program would target smaller, market-rate apartment buildings that house low-income renters, and the buyer of the building would commit to terms that permanently set the rents at levels affordable to low-income renters. Buildings like this often go up for sale, with the expectation that the buyer will either scrape the building and develop more expensive units, kicking the existing tenants out in the process, or that the buyer will sharply increase rents, pricing tenants out. It is important to prevent these units from being purchased by buyers who will not preserve their affordability and into the hands of organizations who are committed to long-term affordability.
- **Rental Rehab:** Older rental housing is often an important source of naturally occurring affordable housing for low- and middle-income populations. An approach to preserving older rental housing stock with habitability issues or with significant maintenance needs is a rental rehab program. Under such a program, the City would provide grants or low-interest loans to rental property owners to make essential repairs and repairs that improve tenant quality of life. Specific standards can be established for property eligibility. In exchange for the receiving public funding for rehab, landlords would have to agree to particular terms, including limits on rental rates, lease priority for tenants below a certain income level, and lease guarantees for existing tenants. This type of program could improve housing conditions for existing

renters and ensure their long-term housing stability by preserving critical rental housing stock.

- **Hotel Conversions:** A way to utilize existing buildings to grow the stock of affordable housing is through hotel conversions. With public funding, hotels can be converted into housing units and rented to local households. Converting an existing hotel into housing can be done at a significantly lower cost than creating a new housing unit, as it utilizes an existing building and infrastructure.

Owner Housing

- **Home Repair Loans and Grant Program:** Repair costs can often be a major financial burden for low- and middle-income homeowners. When costs become too high, owners can face pressure to sell their home and move elsewhere. A common way to prevent this from happening and to preserve housing stock for these homeowners is to provide access to low-interest home repair loans and grants. The City could establish a program with public funding and could set program parameters related to participant income, loan repayments, and sale restrictions, primarily targeting households at the greatest risk of displacement. Maintaining affordable housing that already exists and is owned by income-qualified residents is far more efficient than new construction.
- **Property Tax Abatements:** With rising housing prices in Glenwood Springs, the tax burden for homeowners has grown over the past several years. A growing tax burden can have a negative effect on low- and middle-income households, as well as seniors on fixed incomes, who face greater pressure to sell their home and move elsewhere. A property tax abatement program could lower the financial burden for homeowners and could help preserve this segment of the housing stock. Ideally, the program would be targeted at households that face the greatest displacement pressures, including low-income households and households on fixed incomes.

Density Bonus

This section describes policy approaches related to a density bonus in Glenwood Springs. This includes a discussion of a density bonus and its variations, the factors involved in establishing a density bonus, and its relationship with affordable housing.

What is a density bonus?

A density bonus is a land use tool that enables new residential developments to build a greater number of units than would otherwise be permitted by the underlying zoning. A density bonus can take several different forms depending on local zoning context, community character, or other development constraints. A density bonus provides an incentive for developers to build more housing units, better utilize existing land, and maximize the buildable area of a lot to enable infill development. Depending on context and policy intent, a density bonus can be achieved through various changes to land use regulations that enable the construction of more buildable finished floor area and therefore more units in a development, leading to greater density. The additional density expands the local housing supply and depending on the mechanism used to authorize the additional density, may include affordability restrictions.

A density bonus is a valuable housing policy tool because it provides the market an avenue to deliver workforce/affordable housing units while requiring minimal additional investment from the City. Allowing greater density on existing parcels can reduce per-unit development costs, making housing development more attractive. As the city has a limited amount of developable land remaining, allowing greater density is an effective way to utilize existing land without growing outward. Residential density, when built near transit service, can also expand the use of public transportation, reducing potential traffic impacts.

Since 2021, Glenwood Springs has offered a density bonus as part of its inclusionary housing ordinance. The density bonus is general, stating that “as part of any new residential or mixed-use development, the City may offer a density bonus.” To date, the density bonus has not attracted developer interest, as no project has taken advantage of the policy. The limited interest in the density bonus highlights the need to modify the policy, raise awareness in the community related to the availability of this option, and more clearly define the parameters to be used by the City for a density bonus approval.

Structure of a Density Bonus

An effective density bonus will clearly define the parameters for developments seeking additional density. Generally, there are two approaches. The first involves larger developments that are typically multifamily/condominium buildings. The second involves an approach of increasing the unit count in low-density single-family neighborhoods, in the form of Accessory Dwelling Units (ADUs) which add one unit to a given lot, or can involve two or three additional units for lots that can accommodate the design parameters.

An important parameter and possible future code change is to specify how many additional units can be built by using a density bonus under each of these types of programs. For example, a density bonus can be set at a particular number of units on a given lot or can be set as a percentage of units permitted by underlying zoning.

Another important parameter is specifying how a density bonus can be achieved. While this can vary by the type of housing a density bonus applies to, a density bonus is often achieved by modifying development standards and land use regulations, such as:

- Allowing a greater number of units on a given lot or a greater number of units per acre of land
- Allowing additional height or stories
- Allowing a higher floor-to-area ratio
- Reducing the required minimum lot size
- Reducing setback requirements
- Reducing parking requirements

Neighborhood Context

A density bonus policy typically varies by zoning and neighborhood context. Given the wide range of neighborhood and housing types in Glenwood Springs, a density bonus is likely to take different forms in different areas of the city. The form a density bonus takes also depends on policy priorities and the type of housing that the City is seeking to incentivize, whether duplexes, fourplexes, townhomes, or apartments. Generally, a density bonus in Glenwood Springs would be targeted to the following contexts:

- **Residential Neighborhoods** – In the residential neighborhoods in Glenwood Springs that primarily consist of single-family homes, a density bonus could be used to promote the construction of smaller residential developments, including duplexes, triplexes, and fourplexes, often referred to as 'missing middle' housing. This would involve changing the land use code to allow more units to be built on existing lots, such as allowing duplexes, triplexes, or fourplexes in the RM1, RL, and/or RR zone districts.

- **Commercial and Transit corridors** - In areas of Glenwood Springs with greater residential and commercial density, such as major corridors, a density bonus could be implemented to encourage the construction of multifamily housing. This would involve changes to the land use code such as increasing allowable height and reducing parking requirements, enabling more units to be built as part of particular multifamily projects. Using a density bonus to encourage transit-oriented development is also critical for connecting future residents of housing developments to public transportation options and in limiting the potential traffic impacts of new housing development. A density bonus could specifically permit greater density for residential projects close to existing transit stops or in transit corridors in Glenwood Springs.

Existing Glenwood Springs Land Use Regulations Context

- **Current Density Bonus Standards**
Glenwood Springs offers a density bonus as part of its inclusionary housing ordinance. The density bonus is general, stating that “as part of any new residential or mixed-use development, the City may offer a density bonus.”
- **Current Inclusionary Housing Standards**
Currently, Glenwood Springs has an inclusionary housing ordinance requiring 20 percent of new rental units and 10 percent of new for-sale units in projects with 10 or more units to be affordable at or below 100 percent of area median income.

Affordability and Relationship with Inclusionary Zoning Ordinance

As a policy tool aimed at expanding affordable housing, a density bonus should have transparent affordability parameters. A density bonus should specify how many units in a project need to be affordable and at what level of affordability.

Alternatively, a density bonus policy could be designed to require a greater level of affordability than required by the current inclusionary housing ordinance. If the goal of the density bonus is to achieve greater affordability than required by the inclusionary housing ordinance, the density bonus policy should provide specific parameters around the share of affordable units and average affordability level of units needed to receive the density bonus.

A density bonus has to balance the need for affordability with attractiveness to prospective developers. An effective density bonus would enable developments to deliver a greater level of affordability while maintaining financial feasibility. If affordability requirements are too high, there may be limited developer interest in using a density bonus.

Examples in Colorado

Currently, several municipalities in Colorado have density bonus programs, each with varying structures and standards. Three examples are shown below: Pagosa Springs, Denver, and Longmont.

Pagosa Springs

As of 2021, Pagosa Springs has a density bonus available for residential projects with two or more units. The density bonus specifies that the town can grant a density bonus of up to 50 percent of the number of allowable units permitted in an underlying zoning district for both rental and for-sale projects. The policy has an affordability requirement, as the additional units must be affordable to households at or below 120% of area median income. The density bonus can be achieved through various land use code modifications, including increasing allowable height, encroaching into setbacks, or reducing parking requirements.

Denver

As of 2022, Denver has an inclusionary housing ordinance (IHO) for rental and for-sale projects, which requires a certain share of affordable units in all new residential projects with 10 or more units. The policy grants a density bonus to projects that provide greater affordability than required by the IHO. Specifically, projects that exceed the affordability requirements of the IHO are eligible for height increases, reductions of parking requirements, and exemption from parking requirements if the projects is located within a quarter mile of a transit station.

Longmont

Longmont has an inclusionary housing ordinance for for-sale and rental projects, which requires a certain share of affordable units in all new residential projects. In conjunction with the IHO, for projects that meet the set-aside requirements, the City has several density bonus-related incentives, including a 20 percent increase in allowable unit density, increased allowable height, reductions in setback and landscaping standards, minimum lot size reductions, and reduced parking requirements. In this case, the density allowances do not generate additional units above the minimum IHO threshold but do make it easier for developers to comply.

Funding Sources

This section summarizes possible funding sources that the City of Glenwood Springs can dedicate to affordable and workforce housing programs.

Importance of Funding Sources

Establishing dedicated funding sources is essential to developing a robust set of policy tools and interventions to expand affordable and workforce housing. A litany of possible funding sources exists, and the purpose of this memo is to summarize the options available to The City of Glenwood Springs and provide an overview of the potential benefits and limitations of each funding source. Locally, a municipality can generate revenue for housing from fees and from taxes, which require different processes to implement and carry different requirements related to how revenue is used. The State of Colorado also has funding available for housing that municipalities can draw from. The State has made recent investments in affordable housing, including over \$450 million allocated in early 2022 from federal COVID-19 relief funds, as well as a 2022 law passed through ballot measure that will dedicate \$300 million annually to housing-related programs.

Current Funding for Housing

Until 2022, Glenwood Springs did not have any municipal funding sources dedicated to housing. In 2022, Glenwood Springs voters passed a 2.5 percent increase in the local lodging tax, which is expected to generate \$1.3 to \$1.5 million in revenue annually. The revenue will be placed into a Workforce Housing Fund that will be used to fund various housing programs and projects.

The primary goal of the Workforce Housing Fund is to increase the supply of workforce housing for individuals and families living and working within the city. The Workforce Housing Fund would be focused on maintaining the City's existing workforce housing stock and providing new workforce housing for Glenwood workers through the following programs:

- Property Acquisition, including land banking, rehabilitation of existing buildings, hotel or motel conversions, maintaining mobile home parks and other expenses related to maintaining other existing workforce housing.
- Forming partnerships with private, nonprofit and other public entities to develop workforce housing, including filling financing gaps and leveraging additional resources to create affordable workforce housing.
- Buy-downs and incentives, including using funds to defray the cost of existing housing stock for the purpose of affordable workforce housing.
- Down Payment Assistance, including providing a secondary loan to help potential home buyers enter the homeownership market.

Local Funding Sources

This section describes the possible local funding sources that Glenwood Springs could use to fund affordable housing. The section includes a detailed explanation of each funding source with an assessment of revenue potential, barriers, and other examples from around Colorado. The funding sources are categorized into taxes and fees, which carry different implementation and spending requirements. The table below shows a summary of each potential funding source.

Program	Election?	Description	Revenue Potential
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Fees

Residential Linkage	No	Levied per square foot of new development	N/A
Commercial Linkage	No	Levied per square foot of new development	N/A
Real Estate Transfer Fee	No	Regulatory fee imposed on all real estate transfers.	A \$500 flat fee would generate \$170,000 annually.
Short-term rental fee	No	A per-bedroom fee on short-term rentals charged annually.	A \$500 per-bedroom fee would generate \$110,000 annually

Taxes

Occupational Privilege Tax	Yes	Tax on employers for each employee per month	A \$2 per employee per month tax would generate \$750,000 annually
Attractions Tax	Yes	Tax charged on admission to places, events, and performances open to the public	N/A
Property Tax	Yes	Additional mill levy on property with revenue dedicated to housing	An increase of 2.00 mills would generate \$850,000 annually
Sales Tax	Yes	An increase of the municipal sales tax rate with revenue dedicated to housing	A 0.25% sales tax would generate \$1.5 million annually
Short-term rental tax	Yes	A tax levied on guest stays at short-term rentals	A 5% STR tax would generate \$340,000 annually
Vacancy Tax	Yes	New tax imposed annually on residential units that are not a primary residence.	A \$2,000 annual tax would generate \$700,000 annually

Source: Economic & Planning Systems

Fees

Fees can be a significant source of funding for affordable housing. Currently, the primary types of fees in Colorado are impact fees and regulatory fees, which carry different legal standards. Fees differ from taxes in that 1). Fees typically must have a reasonable relationship to the issue they seek to mitigate or offset, 2). Revenue collected from fees must be spent on costs related to their purpose, and 3). Fees can be implemented through an ordinance from the local governing body, rather than through a direct vote of the electorate. Given the constraints from TABOR and the political challenges associated with passing taxes through popular vote, fees are a viable avenue for generating additional funding. Additionally, recent court precedents, including the Aspen Bag Fee decision, have expanded the possible horizons of regulatory fees in Colorado.

Linkage Fees

An affordable housing linkage fee is a form of impact fee. Linkage fees function like capital impact fees (e.g., fire, police, transportation) or water and sewer tap fees in that they are levied on new residential and commercial development proportional to its impact on the public infrastructure and facilities funded with the fee. There must be a rational nexus and rough proportionality between the fee charged and the impact of the development on which it is levied. Implementing a linkage fee requires that a study be completed to determine this nexus. Linkage fees are typically charged on a per square foot basis at time of building permit. Like capital impact fees, linkage fees must be accounted for in a fund and spent on costs related to their purpose, affordable housing development in this case. These costs include construction, land acquisition, planning and design services, development fees, fee reimbursements or any cost related to the production or expansion of affordable housing.

Revenue Potential

A limitation of a linkage fee is that its revenue potential is dependent on the level of construction activity within a market, which can fluctuate by stage in a market cycle and by the level of developer interest in a particular market. In addition, the revenue potential of linkage fees is dependent upon the amount of developable land available and the buildout potential for new residential and commercial over time. In Glenwood Springs, long-term buildout potential and therefore linkage fee revenue potential may be limited due to a relatively small number of developable sites and land constraints.

Process for Adoption and Barriers

As a fee, not a tax, linkage fees are adopted by ordinance by the local governing body. While the legal validity of implementing linkage fees is well-established, linkage fees may encounter political pushback and pushback from the development community more broadly. Linkage fees place the burden of raising revenue for affordable housing on new residential and commercial development, rather than distributing the burden across the community, which poses challenges

for generating political support. Implementing a linkage fee also requires a nexus study to be conducted.

Examples Elsewhere in Colorado

Several municipalities have implemented affordable housing linkage fees, including Denver, Boulder, Aspen, Telluride, and Mountain Village. It is a commonly used tool to generate funding for affordable housing.

Short-term Rental Fee

A short-term rental fee is a regulatory fee levied on short-term guest rentals, typically on an annual per-bedroom basis. The fee applies to property owners with a short-term rental license. The fee is predicated on the existence of reasonable relationship between guest spending from short-term rentals and the demand for affordable housing that guest spending creates through generating employment. An STR fee also accounts for the possibility that a home used as a short-term rental could be occupied by a local resident, and the fee is further based on the difference between the impact of guest spending in the local economy and the baseline impact of local resident spending. In markets with a significant amount of visitation activity, a short-term rental fee is a viable way to generate funding for affordable housing from the tourism economy and in a way that is passed onto visitors rather than residents. As a regulatory fee, use of revenue is inflexible and must be allocated to costs related to its purpose. In the case of an STR fee, revenue would have to be placed in a fund restricted to implementing affordable and workforce housing-related programs.

Revenue Potential

The revenue potential of a short-term rental is directly linked to the number of licensed short-term rentals within a municipality. In Glenwood Springs, the base of short-term rentals is relatively small, with a total of 110 licensed short-term rentals. Assuming an average of 2 bedrooms per short-term rental, an annual per-bedroom fee of \$500, which is comparable to existing fees in other towns, would generate approximately \$110,000 in annual revenue.

Process for Adoption and Barriers

In order to legally justify the fee, a city would need to provide a study that demonstrates the rationale of a short-term rental fee. The study would determine an annual fee level based on a reasonable relationship between guest spending from STRs and the demand for affordable housing.

As a fee, not a tax, short-term rental fees are adopted by ordinance by the local governing body. Short-term rental fees have passed legal scrutiny in other municipalities. Generally, the biggest barrier would be political will, especially given the recent increase in lodging tax and the relatively small revenue potential.

Examples Elsewhere in Colorado

Breckenridge and Vail have implemented short-term rental fees, and several other municipalities and counties are currently exploring short-term rental fees as a way to generate funding for affordable housing.

Real Estate Transfer Fee

A real estate transfer fee is a possible type of regulatory fee on residential and commercial property sales. The fee would be charged at the time of closing on residential and commercial transactions within a given municipality, and it would be the responsibility of the buyers and sellers, realtors, title companies, and lenders to ensure that the fee is collected and remitted to the municipality. The municipality would place the fee revenue in a fund restricted to implementing a variety of workforce housing programs; the revenue would not be used for general operating purposes.

In order to adopt a real estate transfer fee as a regulatory fee, a municipality would have to demonstrate the rationale for the fee under the City's powers to regulate health, safety, general welfare, and morals under its police powers and to show a reasonable relationship between the fee being paid and the benefits received by the fee payers. A study would have to identify the direct and indirect benefits to fee payers. Finally, the fee would have to be reasonably related to the direct and indirect costs to a municipality of providing affordable and workforce housing services or regulating the development of affordable and workforce housing, the purposes for which the fee is collected.

A benefit of a real estate transfer fee is that it captures revenue from property sales, which distributes the burden of funding affordable housing across a broad segment of the community. It is also a relatively progressive revenue source, as fee payers are those who sell real estate and are generally higher income.

It is important to note that a real estate transfer fee has not yet been implemented anywhere in Colorado. As such, this is a preliminary description of the fee, so please note that implementing such a fee is unproven and could face legal risks.

Revenue potential

Current analyses suggest that a real estate transfer fee would have to be set as a flat fee on transactions. At a fee level of \$500 per transaction, and with 350 annual property sales in Glenwood Springs, a real estate transfer fee would generate approximately \$175,000 in revenue annually.

Process for Adoption and Barriers

As a regulatory fee, a real estate transfer fee could be adopted by ordinance by the local governing body. Real estate transfer fees have not yet passed legal scrutiny in other municipalities and would likely face legal pushback if implemented. While a few legal opinions suggest that the Colorado Supreme Court may rule favorably on a real estate transfer fee, there is no guarantee of

success. The risk of the fee not passing legal scrutiny is also substantial. If a municipality passes a real estate transfer fee, but the fee gets struck down by the State Supreme Court, the municipality is legally liable to return the fee revenue it has collected with 10% simple interest. While such a fee may have political support, the legal barriers and risks are currently high. However, it is worth noting that if other municipalities may pass a real estate transfer fee within the next few years, it could set a legal precedent and open the door for other municipalities to implement the fee.

Examples Elsewhere in Colorado

No municipalities currently have real estate transfer fees, but several have real estate transfer taxes, which were grandfathered in as they were implemented before TABOR. These include Aspen, Avon, Minturn, Telluride, Vail, Frisco, Ophir, and Crested Butte.

Taxes

Taxes are the most common funding source for affordable housing in Colorado. The primary challenge with taxes in Colorado is that passing a new tax or tax increase requires a vote and majority approval of the electorate through a ballot measure. The following taxes are the most commonly used taxes to fund affordable housing around the state.

Property Tax

Property tax revenue can serve as a dedicated funding source for housing, either by reallocating existing property tax revenues or establishing an additional property tax levy. Under Colorado law, a mill levy must be uniform on all taxable property. Property taxes are regarded as progressive, as property owners tend to be on the upper end of the income distribution. As property values have increased significantly over the past decade, a property tax levy is also a way to capture a portion of those gains for public purposes. Certain property owners, including low-income homeowners and seniors, can face a significant financial burden from increased property taxes, which can lead to housing instability. To address this, it is possible to establish a refund or abatement program for certain residents in order to reduce their property tax burden. Another advantage of property taxes is that it distributes the burden of generating revenue more broadly and evenly across the community.

Revenue potential

Under current valuations, a property tax levy of 2.00 mills in Glenwood Springs would generate approximately \$850,000 annually. This would increase the property tax burden of a median-priced home by \$10 per month.

Process for Adoption and Barriers

Property tax increases are legal and have been used in other communities to raise revenue for public investments. The largest barrier to using property taxes as a

dedicated funding source for housing, however, is political. Under TABOR, property tax increases require approval of the electorate. As raising property taxes increases the financial burden on property owners, they are often politically unpopular and unsuccessful when on the ballot, especially given recent increases in property values.

Examples elsewhere in Colorado

In 2022, voters in Grand County passed a ballot initiative to establish an additional property tax levy to be dedicated to housing. The proposed mill levy is 2.00 mills and it is projected to generate approximately \$1.2 million in revenue annually and will be managed by the Fraser River Valley Housing Partnership. While property taxes often face political resistance, this is a successful example of a mountain community with the political appetite to fund workforce and affordable housing through property taxes.

Short-term Rental tax

A short-term rental tax is an excise tax levied on guest stays in properties licensed as short-term rentals. Typically, a short-term rental tax is charged on visitor stays, on top of the existing sales and lodging taxes levied on visitor stays. In markets with a significant base of tourism, this tax can be an effective way to generate revenue from visitors rather than the local community. Moreover, as short-term rentals have proliferated as a lodging type over the past several years and have created negative impacts on housing markets, short-term rental taxes are increasingly seen as a viable, defensible revenue source for affordable housing.

Revenue potential

Glenwood Springs currently has 110 properties permitted as short-term rentals. Under current market conditions, a 5% short-term rental tax would generate approximately \$340,000 annually. Relative to other funding sources, the revenue potential is small, largely because of the limited number of licensed short-term rentals in Glenwood Springs.

Process for Adoption and Barriers

Implementing a short-term rental tax dedicated to affordable housing requires voter approval. Short-term rental taxes for housing have proven to be attractive for voters in recent elections around Colorado and have demonstrated political viability, although given the recent passage of a lodging tax increase in Glenwood Springs and limited revenue potential, a short-term rental tax may face political barriers, or indifference, in Glenwood Springs.

Examples elsewhere in Colorado

Short-term rental taxes have recently emerged in mountain and resort communities as an important funding source for housing. In the past year, voters

in several communities have passed short-term rental taxes to fund affordable and workforce housing, including:

- Aspen – 5% to 10% tax, depending on property classification.
- Carbondale – 6% tax
- Steamboat – 9% tax
- Salida – 4x increase on the nightly STR tax per bedroom
- Avon – 2% tax
- Frisco – 5% tax
- Dillon – 5% tax

Sales Tax

In markets where tourism or economic development is a strong driver of service-sector employment (and subsequently housing demand), such as Glenwood Springs, dedicating a portion of sales taxes towards housing can be an effective way to leverage a market driver without unduly burdening local households.

Sales taxes can generate a considerable amount of revenue. However, sales taxes are often regarded as regressive, as low-income households tend to spend a greater percentage of their income on local consumption than higher-income households, and therefore pay a higher share of their income to sales tax. While the burden of sales tax is distributed across the community and to visitors, the burden can be more significant for low-income households who consume locally.

Revenue Potential

Glenwood Springs currently has a local sales tax of 3.70%, and a total sales tax rate of 8.60% with state, county, and transit authority sales taxes included. Given current levels of activity, a quarter-cent sales tax (0.25%) would generate approximately \$1.5 million annually, making the revenue potential of a sales tax significant.

Process for Adoption and Barriers

Sales taxes are a well-established and widely used way for municipalities to generate revenue. The biggest barrier for sales tax is political, as increasing the sales tax rate requires voter approval. With a current sales tax rate of 8.60% and an economic environment in which the cost of living has been going up, raising the sales tax rate could very well face substantial political pushback.

Examples elsewhere in Colorado

Practically every community in Colorado has a local sales tax, although relatively few use the revenue for housing. Communities in Colorado, including Aspen, Summit County, and Loveland use a portion of sales tax revenue to fund affordable and workforce housing goals.

Occupational Privilege Tax

An Occupational Privilege Tax, commonly known as a 'Head Tax', is a tax levied on employers for each employee they have working for their business

establishment. An OPT is typically levied on a per employee per month basis. In Colorado, most places with an OPT levy the tax monthly on each employee, and levy an additional per month match on the employer for each employee they have. Under this structure, a \$2 monthly per employee OPT would generate \$4 per employee per month, with half paid by the employee and half paid by the employer. As this is a tax, revenue from an OPT can be dedicated to funding housing.

Revenue Potential

With a current employment base of 16,000 in Glenwood Springs, a \$2 per employee per month OPT with an employer match would generate approximately \$770,000 annually. Over time, revenue would grow if employment were to grow.

Process for Adoption and Barriers

An OPT requires voter approval, so the main barrier is political. As this tax is not commonly used in Colorado, successfully passing one would require building buy-in and coalitions in the community, among both employees and employers.

Examples elsewhere in Colorado

Currently, five jurisdictions in Colorado have an OPT: Denver, Greenwood Village, Aurora, Glendale, and Sheridan. OPT levels typically range from \$2 per employee per month to \$6 per employee per month.

Vacancy Tax

A vacancy tax is a tax levied on vacant homes. The definition of a vacant home can vary, but is generally considered a home that is not the owner's primary residence, and is also not rented out to tenants for any significant amount of time over the course of a year. Vacant homes are also commonly referred to as second homes. In mountain and resort communities across Colorado, vacant homes are common and often comprise a significant share of the total housing stock. Generally, a tax on vacant homes would be considered a progressive tax, as the burden would be placed on owners of vacant homes who tend to be high-income.

Revenue Potential

The revenue potential of a vacancy tax would likely fluctuate from year to year based on changes in the vacant housing stock. Assuming that there are 140 vacant housing units in Glenwood Springs, a \$2,000 annual tax would generate \$280,000 in revenue annually.

Process for Adoption and Barriers

Implementing a vacancy tax requires voter approval. Currently, no municipalities in Colorado have a vacancy tax, so no examples exist to show the legal barriers that a vacancy tax might encounter. The main barrier to a vacancy tax is gaining the support of the electorate.

A potential barrier for a vacancy tax is the need to establish a system to categorize vacant homes and collect and enforce the vacancy tax. Various models for this exist in other cities in North America. In most cases, a vacancy tax would require additional staff capacity and enforcement infrastructure.

Examples Elsewhere in Colorado

Currently, no municipalities in Colorado have a vacancy tax. In 2021, Crested Butte referred a vacancy tax (referred to as a community housing tax) to the municipal ballot that proposed to levy a \$2,500 annual tax on residential units that were not the primary residence of the owner and were not rented out for at least 6 months out of the year, and on undeveloped property that is zoned for residential use. The measure failed at the ballot, with 56% of voters rejecting the measure. No other communities in Colorado have attempted to pass a vacancy tax, although other cities in North America, including Vancouver and San Francisco, have implemented vacancy taxes.

Attractions/Admissions Tax

An admissions tax is a sales tax levied on any charge imposed to gain admission to any place, event, performance, or scheduled activity open to the public. Common examples of places that require such charges include concerts, theater performances, sports events, amusement parks, water parks, pools, and spas. As Glenwood Springs draws a high amount of visitors every year, many of whom visit the various paid attractions in the city, establishing an attractions tax would be a way to generate revenue from tourism without placing a significant additional burden on local households.

Revenue potential

Glenwood Springs has several attractions that require an admission charge, including Glenwood Hot Springs, Glenwood Caverns Adventure Park, and Iron Mountain Hot Springs. Given the high volume of visitors that these places attract, an admissions tax could generate a substantial amount of revenue for housing.

Process for Adoption and Barriers

This type of tax is applied in other municipalities in Colorado, so it is a relatively well-established revenue source. The primary barrier in Glenwood Springs would be political, as implementing this tax would have to gain majority approval of the electorate. This tax may draw pushback from various stakeholders in the community so it would likely require a concerted coalition-building to effort to convince the electorate.

Examples elsewhere in Colorado

Several municipalities around Colorado levy taxes on admissions to events and places that are open to the public. These include Aurora, Boulder, Northglenn, Arvada, Mt. Crested Butte, and Wheat Ridge. The tax rates typically range between 3% and 5%.

State Funding Sources

2022 State Investment in Affordable Housing

In 2022, the Colorado State Legislature invested a significant amount of funding in programs aimed at affordable housing and housing stability. Using funds from the American Rescue Plan Act, the State Legislature has allocated over \$400 million to various affordable housing programs, including:

- \$150 million for a revolving loan fund to support affordable housing developments
- \$138 million for a grant program to fund affordable housing-related projects, including infrastructure, new construction, land banking, affordable housing conversions, and eviction defense.
- \$35 million for a loan, grant, and technical assistance program to support mobile home owners seeking to purchase their mobile home park.
- \$40 million for a program that supports modular housing development.
- \$25 million to expand CHFA's middle income access program, which provides financing to support workforce housing developments.

The funding was officially allocated by the legislature as of late 2022, so funds will be available in the coming year. The Department of Local Affairs (DOLA) is responsible for administering the programs. This represents a significant influx of funding that municipalities should seek to leverage.

Colorado Proposition 123

In November 2022, Colorado voters passed State Proposition 123. Proposition 123 expands state funding for affordable housing by setting aside a small portion of annual state income tax revenue, equivalent to 0.1 percent of taxable income. In the first year, the measure is expected to generate \$290 million in revenue. This represents a large state investment in affordable housing, significantly higher than previous levels of state investment in housing. It is a potentially major funding source for municipalities and an important opportunity for Glenwood Springs to expand its funding for affordable and workforce housing.

The funding generated by proposition 123 will be allocated to a defined set of programs, described below. The law defines affordable housing as at or below 60% of area median income for rental housing, and at or below 100% of area median income for ownership housing.

The first three programs will be managed by the Office of Economic Development and International Trade (OEDIT). The second three programs will be managed by the Division of Housing within the Department of Local Affairs (DOLA).

Land Banking: \$26-\$43 million annually

- This will provide grants to local governments or loans to housing nonprofits for the purpose of acquiring land for affordable housing development. Loans made by the program can be forgiven if the land is zoned for housing within 5 years and permitted and funded for housing within 10 years.
- Municipalities can effectively use this funding to expand their inventory of publicly owned parcels, and with an expanded inventory, drive affordable housing development. Alternatively, municipalities can work with housing nonprofits or land trusts to expand their land holdings intended for affordable housing development.

Equity for affordable housing projects: \$70-\$121 million annually

- This will provide equity investments in rental projects that commit to permanent affordability at an average of 90% of area median income. The investment can be made in new projects as well as existing projects that commit to preserving affordability.
- This program also creates a structure for a tenant equity vehicle, which provides tenants living in the project for at least one year a share of the project's equity growth, which the tenant can apply to a down payment for a home.

Concessionary Debt for Affordable Housing projects: \$26-\$61 million annually

- This will provide low-interest debt financing for rental projects that are permanently affordable at an average of 60% of AMI. The funds will be available to both new projects and existing projects that commit to preserving affordability.
- Funding priority will go to projects that are high-density and align with goals of environmental sustainability.

Affordable Homeownership: up to \$58 million annually

- This creates a down payment assistance program for homeowners below 120% of AMI.
- This offers grants and loans to housing nonprofits and land trusts to support affordable home ownership.
- This also creates a grant and loan program to associations of mobile home park owners to assist them with purchasing their park.

Homelessness Prevention: up to \$52 million annually

- This provides grants and loans to housing nonprofits and local governments to expand rental assistance, housing vouchers, and eviction defense for those at risk of homelessness.
- Also provides loans and grants to support the development of supportive housing.

Capacity Building for local governments: Up to \$5.8 million annually

- This will provide grants to local governments to increase the capacity of planning departments, with the intent of enabling planning departments to more effectively process land use, permitting, and zoning applications for housing development.

Requirements for Participation

In order for a municipality to be eligible to receive funding, or for affordable housing projects within a jurisdiction to be eligible for funding, the municipality must meet specific standards.

- A municipality must establish a plan to increase the inventory of affordable housing units within its boundaries by three percent annually, starting in 2027. Municipalities have to submit this plan by November 1, 2023. Part of this plan is to establish a baseline level of existing affordable housing units, which the municipality can do by referencing estimates from the American Community Survey, or estimates from the Department of Housing.

A municipality must create a fast-track approval process for all housing development applications in which at least half of the units are affordable. The fast-track approval process requires that municipalities reach a decision on permit or zoning applications within 90 days of submittal, with certain exceptions.

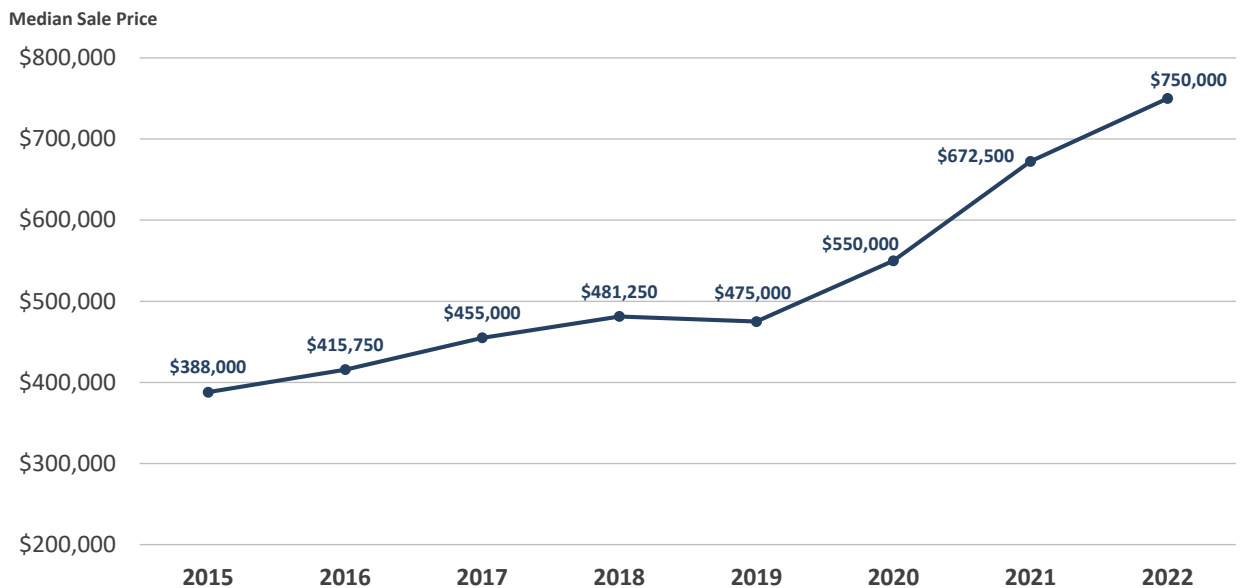
3. Needs Assessment

While the previous chapter focuses on housing policy tools the City can implement to address housing needs, this chapter documents housing market conditions and overall housing need in Glenwood Springs, focusing on the scale of housing need and organizing housing need by income level. This needs assessment is intended to inform policy decisions around housing policy tools and funding for housing programs, and ultimately to serve as a reference point for policymakers and City staff looking to better understand overall housing need when implementing policies and programs.

Market Context

Housing prices in Glenwood Springs have risen significantly in recent years. From 2015 to 2022, the median home sale price increased from \$388,000 to \$750,000, which represents a total increase of 93 percent and a compound annual increase of 9.9 percent, as shown in **Figure 2**.

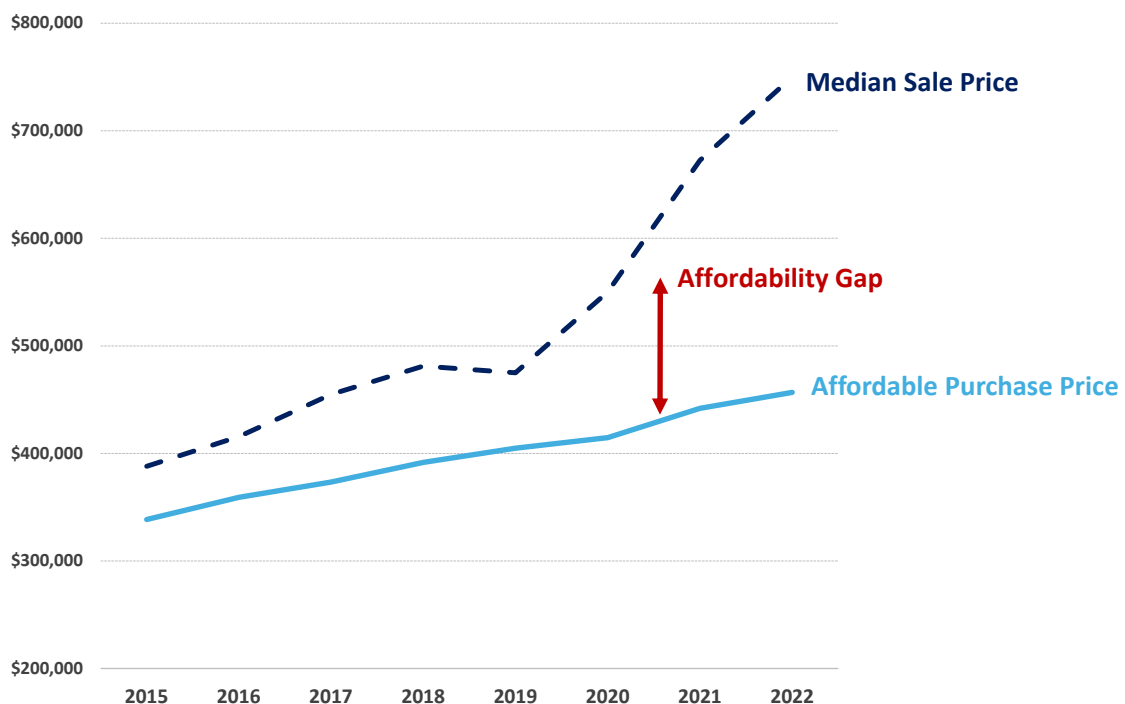
Figure 2. Median Home Sale Price (Inclusive of Single Family and Condo/Townhome Units), Glenwood Springs, 2015-2022



Source: MLS; Economic & Planning Systems

Incomes have not kept pace with housing prices in Glenwood Springs. The affordable purchase price, which represents the home purchase price at which a household earning the average wage pays 30 percent of its income on housing costs, increased at a much slower rate than the median home price. When the affordable purchase price is lower than the median home price, there is an 'affordability gap.' As shown in **Figure 3**, the affordability gap in Glenwood Springs increased from \$49,000 in 2015 to \$293,000 in 2022, indicating that housing has becoming even further out of reach financially for working households in Glenwood Springs over the past several years.

Figure 3. Affordability Gap for For-Sale Units, Glenwood Springs, 2015-2022



Source: MLS; Economic & Planning Systems

Second Homes

Second homes have accounted for a modest and generally stable share of Glenwood Springs' housing supply over the past 15 years. Second homes are classified by the US Census Bureau as vacant housing units for seasonal, recreational, or occasional use. The U.S. Census estimates that Glenwood Springs had an average of 140 such units over the 2017-2021 period, representing 3.3% of the City's housing inventory. Estimates were generally similar for the 2012-2016 period (196 units, 4.5% of supply) and the 2007-2011 period (145 units, 3.3% of supply).

For context, a much higher share of the housing stock is vacant units for seasonal, recreational or occasional use in Snowmass Village (42.4%), Aspen (34.9%) and Basalt (18.2%), as well as in Pitkin County as a whole (34.9%) and Eagle County as a whole (32.7%). The share of housing units which are second homes in Glenwood Springs (3.3%) is more comparable to Garfield County as a whole (4.1%), as well as Carbondale (1.6%), New Castle (1.6%), Silt (0.0%), Rifle (2.6%), and Parachute (1.0%).

Additional perspective is available by looking at the mailing address of Glenwood Springs homeowners. Communities with high levels of second homeownership tend to have a high share of homeowners with an out of region property tax mailing address. In Glenwood Springs, most single-family homes, condos/townhomes, and mobile homes are owned by people with a Glenwood Springs zip code (78.0%). An additional 9.5% are owned by persons with a mailing address in the broader Garfield / Pitkin / Eagle / Mesa County region, while 11.6% are owned by persons living elsewhere in Colorado or out of state.

Homeowner mailing address is an imperfect indicator of vacation homeownership, since out-of-region owners may use their unit in a variety of ways (e.g., second home, rented long-term to a Glenwood resident, etc.). As such, the Census data discussed previously is likely to be a better measure of second homeownership than homeowner mailing address.

Table 2. Owner Mailing Address of Single-Family, Condo, Townhome, and Mobile Home Units, Glenwood Springs, 2022

Owner Mailing Address	Units	% Total
Glenwood Springs	2,922	78%
Other Garfield County	214	6%
Pitkin, Eagle, and Mesa Counties	143	4%
Other Colorado	194	5%
Out of state	239	6%
Mailing address unavailable	33	1%
Total	3,745	100%

Source: Garfield County Assessor; Economic & Planning Systems

Short-term rentals

The City of Glenwood Springs licenses and regulates Short-Term Rentals (STRs), i.e., the rental of an entire dwelling unit for less than 30 days for monetary compensation. The City limits the supply STRs by capping them at 18% of the free-market housing stock in the City's General Improvement District (GID), and 5% of the free-market housing stock outside of the GID. Additionally, outside of the GID, an STR must be at least 250 feet away from another STR.

As of March 2023, Glenwood Springs had 108 licensed STRs, equivalent to approximately 2.5% of the City's housing stock. Interestingly, as of March 2023, most STRs were owned by persons living in a Glenwood Springs zip code (69%), and additional 7% of owners lived elsewhere in Garfield County or in other nearby communities. Only 22% lived elsewhere in Colorado or out-of-state. Insofar as second homeowners tend to live a reasonable distance away from their second home, this may suggest that there is not too much overlap between Glenwood Springs' second home housing stock and STR housing stock.

Also of note, most STRs in Glenwood Springs are single-family dwellings (79 percent), as shown in **Table 3**. Insofar as single-family units tend to have higher sales prices and values than attached units, this may imply that STRs are primarily concentrated within a higher-cost segment of Glenwood Springs's housing supply.

In addition to STRs, the City also licenses Accessory Tourist Rentals (ATRs), i.e., the rental of a single room in a residence. The City had 12 ATRs as of March 2023.

Table 3. Glenwood Springs STRs by Property Type, March 2023

Property Type	Units	%Total
Single Family Detached	85	79%
Duplex	8	7%
Condo	4	4%
Mixes Use	4	4%
Townhome	4	4%
Apartment	<u>3</u>	<u>3%</u>
Total	108	100%

Source: City of Glenwood Springs STR Log; Economic & Planning Systems

Needs Assessment

The main purpose of this chapter is to provide an estimate of total housing need in Glenwood Springs. An estimate of total housing need is important because it demonstrates the scale of affordable housing challenges in Glenwood Springs and informs policy and planning efforts on what housing programs to establish and how much funding to allocate to them. The housing need estimate shown in this strategic plan reflects need as of 2023.

The estimate of total housing need can be categorized into current need and future need. Current need (or 'catch-up') is the additional housing that is needed to meet current demand. Future need (or 'keep-up') is the additional housing that is needed to meet new housing demand over the next 20 years.

The estimate of current housing need has three main components, as listed below. Each component has an associated policy goal that determines the degree of need.

- **Cost burden:** Reduce the number of cost burdened households in Glenwood Springs by 50 percent.
- **Vacant jobs:** Provide housing sufficient to fill 100 percent of vacant/unfilled jobs in Glenwood Springs.
- **In-commuting:** Increase the share of the workforce housed in the City from 22 percent to 30 percent – or equivalently, reduce the share of the Glenwood Springs workforce that commutes in from another place from 78 percent to 70 percent.

These three components of need make up the total current housing need in Glenwood Springs. In the next section, each of these components will be described in detail and estimates of need will be shown and organized by area median income (AMI) level.

In addition to current housing needs, this needs assessment incorporates an estimate of future housing demand. This represents the housing need that will be generated by employment growth in Glenwood Springs over the next 20 years.

EPS has established a target income range for housing need between 30 percent and 150 percent of AMI. This reflects the income range that can realistically be served by affordable housing programs established by the City. Housing affordable to households under 30 percent of AMI requires deep financial support that cannot feasibly be provided through local housing programs and is typically served by federal subsidies, while housing affordable to households above 150 percent of AMI is generally market-rate and does not require financial support from local housing programs. While this needs assessment estimates housing need at all income levels, the addressable housing need target presented by this study reflects need between 30% and 150% of AMI.

Total housing need in Glenwood Springs can be met through a variety of policy tools, including those that produce new housing and those that preserve or improve the affordability of existing housing.

Cost Burden

A household is considered housing cost burdened if it spends more than 30 percent of its gross income on housing (including rent or mortgage, plus utilities, HOA fees, property taxes, and selected other housing costs). Cost burden is an important indicator for housing stability because it represents households in unaffordable living situations. For these households, cost burden creates financial strain and the potential for displacement. Cost burden is a relevant component of housing need because it accounts for current Glenwood Springs households who need more affordable housing situations.

The number of cost burdened households in Glenwood Springs was estimated for both owner and renter households by AMI level, using the most recent available data from the U.S. Census. As shown in **Table 4**, 898 renter households and 593 owner households are cost burdened, resulting in a total of 1,491 cost burdened households, which represents 33% of all households in Glenwood Springs. Renter households are more likely to be cost burdened (44%) than are owner households (24%). Among renters, a particularly high share of households below 60 percent of AMI are cost burdened (73%).

To estimate housing need, EPS did not include every cost burdened household. This needs assessment sets a policy goal of taking 50 percent of cost burdened households, or reducing cost burden by half. The reason for using 50 percent instead of all cost burdened households is that it is unrealistic and impractical from a policy perspective to change the housing situation of every cost burdened household, as many households may not want to move out or enter a different housing situation. Using this goal of reducing cost burden by 50 percent, the total housing need resulting from cost burden in Glenwood Springs is 746, and the housing need between 30% and 150% of AMI is 381.

Table 4. Cost Burden by AMI, Glenwood Springs, 2021

Cost Burden by AMI	Cost Burdened HHs	Share of total HHs	Half of Cost Burdened HHs
Renter Households			
Under 30% AMI	373	72%	187
30% to 60% AMI	352	73%	176
60% to 80% AMI	68	25%	34
80% to 100% AMI	36	18%	18
100% to 120% AMI	7	12%	3
120% to 150% AMI	10	12%	5
Above 150% AMI	52	12%	26
All Renter Households	898	44%	449
Owner Households			
Under 30% AMI	126	67%	63
30% to 60% AMI	116	45%	58
60% to 80% AMI	63	31%	31
80% to 100% AMI	51	26%	25
100% to 120% AMI	24	14%	12
120% to 150% AMI	36	14%	18
Above 150% AMI	178	14%	89
All Owner Households	593	24%	297
Total Cost Burdened Households	1,491	33%	746
Total Cost Burden between 30% and 150% AMI	762	35%	381

Source: U.S. Census; Economic & Planning Systems

Vacant Jobs

The second component of current housing need is vacant or unfilled jobs. Unfilled jobs are a key source of housing need because they are directly tied to the functioning and well-being of the local economy in Glenwood Springs. When jobs are unfilled, businesses are unable to fully operate, which has negative effects on business owners and on quality of life for local residents who patronize and rely on businesses in their day-to-day lives. It is clear that a lack of affordable housing is a major cause of job vacancies, as many potential employees are unable to live near these vacant jobs in Glenwood Springs due to prohibitively high housing costs. To fill these jobs, more housing is needed.

EPS estimated housing need from vacant jobs using data from the Colorado Department of Labor and Employment, which tracks job listings in municipalities across the state. Data on vacant jobs in Glenwood Springs was taken at the beginning of 2023 and was organized by AMI level. As shown in **Table 5**, there are a total of 988 vacant jobs in Glenwood Springs, most of which are at wage levels below 80 percent of AMI. Translating vacant jobs to housing demand required two additional adjustments. First, a jobs per person factor of 1.3 was applied to the number of vacant jobs, accounting for people who hold multiple jobs. This number was then divided by 1.6 to account for an average of 1.6 jobholders per household. The resulting number represents total housing demand from vacant jobs.

This needs assessment sets a policy goal of filling 100 percent of vacant jobs. As a result, filling vacant jobs generates a total housing need of 419 units in Glenwood Springs between 30% and 150% of AMI.

Table 5. Vacant Jobs by AMI, Glenwood Springs, 2023

AMI Category	Vacant Jobs	Jobs per Person	Jobholders per HH	Housing Need
Under 30% AMI	90	1.30	1.60	43
30% to 60% AMI	482	1.30	1.60	232
60% to 80% AMI	213	1.30	1.60	102
80% to 100% AMI	124	1.30	1.60	60
100% to 120% AMI	39	1.30	1.60	19
120% to 150% AMI	14	1.30	1.60	7
Above 150% AMI	26	1.30	1.60	12
Total	988			475
Total between 30% and 150% AMI	872			419

Source: CDLE, Economic & Planning Systems

Commuting

The final component of current housing need is a reduction of in-commuting. In-commuters, or people who commute from another place to work in Glenwood Springs, represent approximately 78 percent of the Glenwood Springs workforce. This is a relevant component of housing need because reducing in-commuting is beneficial for the City's economic health, for stability and quality of life for workers, and for the environment. Moreover, many Glenwood Springs workers who live elsewhere do so because of high housing costs and would prefer to live in Glenwood if affordable housing were available. To reduce in-commuting and enable a portion of the Glenwood workforce who commute in to live in Glenwood Springs, more housing is needed.

Currently, 78 percent of workers in Glenwood Springs commute in from other places. This means that only 22 percent of the workforce both works and lives in Glenwood Springs or is housed locally. To estimate housing need, we used data on commuting patterns from the U.S. Census (LEHD) and organized it by AMI level. As shown in **Table 6**, approximately 2,515 persons working in Glenwood Springs also live in Glenwood Springs. This needs assessment sets a policy goal of increasing the share of the workforce housed locally from 22 percent to 30 percent (or equivalently, reducing the share of in-commuters from 78 percent of the Glenwood Springs workforce to 70 percent). With this goal, an additional 914 workers would need to be housed locally. Accounting for an average of 1.6 jobholders per household, there is a need for 546 additional housing units between 30% and 150% of AMI in Glenwood Springs resulting from a reduction to in-commuting.

Table 6. In-Commuting, Glenwood Springs

Description	Current Status <i>a</i>	Goal <i>b</i>	Total <i>b-a</i>	Jobholders per HH	Units Needed
Share Housed Locally	22%	30%			
Under 30% AMI	0	0	0	1.60	0
30% to 60% AMI	398	543	145	1.60	90
60% to 80% AMI	95	129	34	1.60	21
80% to 100% AMI	993	1,354	361	1.60	226
100% to 120% AMI	50	68	18	1.60	11
120% to 150% AMI	866	1,181	315	1.60	197
Over 150% AMI	113	155	41	1.60	26
Total	2,515	3,429	914	1.60	572
Total 30% to 150% AMI	2,401	3,275	873	1.60	546

Source: LEHD; U.S. Census; Economic & Planning Systems

Future Demand ('Keep-up')

While reducing cost burden, filling vacant jobs, and reducing in-commuting are focused on addressing current housing need, the last component of this needs assessment estimates future housing demand, or 'keep-up' needs. Future housing demand accounts for the housing demand generated by employment growth in Glenwood Springs over the next 20 years. For Glenwood Springs to sustain its workforce at current levels, it is important to accommodate this future housing demand from employment growth.

Estimates of future housing demand were based on employment growth projections for Garfield County from the Department of Local Affairs (DOLA) and are shown in **Table 7**. Using these projections, EPS estimated that Glenwood Springs will capture 45 percent of countywide employment growth, which is in line with historic trends. Because only a portion of these new employees will live in Glenwood Springs, EPS applied a commuting factor to local employment growth. Consistent with the proposed policy goal of housing 30 percent of the workforce locally, we have set a target that 30 percent of future new employees will also live in Glenwood Springs. After adjusting for multiple jobholders and an average of 1.6 earners per household, this results in new housing demand of 651 units over the next 20 years, or 33 units annually.

Table 7. Future Housing Demand, Glenwood Springs, 2023-2043

Description	Factor	2023	2033	2043	2023-2043	
					Total	Ann. #
Factors						
Earners per HH	1.60					
Jobs per Employee	1.30					
Jobs Projection						
Garfield County		33,827	38,490	43,797		
Glenwood Springs	45% capture	15,222	17,321	19,709	4,487	224
Glenwood Housing Demand						
<u>1 - From Local Job Growth - Current</u>						
<u>Commuting Rates</u>						
Glenwood Jobs		15,222	17,321	19,709	4,487	224
Live in Glenwood	22%	3,349	3,811	4,336	987	49
Employees	1.30	2,576	2,931	3,335	759	38
Households	1.60	1,610	1,832	2,085	475	24
Glenwood Housing Demand						
<u>2 - From Local Job Growth - Target</u>						
<u>Commuting Rates</u>						
Glenwood Jobs		15,222	17,321	19,709	4,487	224
Current Housed Locally	22%	3,349	3,811	4,336	987	49
Target Housed Locally	30%	4,567	5,196	5,913	1,346	67
Net Additional Housed Locally		1,218	1,386	1,577	359	18
Employees	1.30	937	1,066	1,213	276	14
Households	1.60	585	666	758	173	9
Total Housing Demand		2,195	2,498	2,843	650	33

Source: DOLA; BLS; Economic & Planning Systems

Summary

To meet current housing needs, Glenwood Springs needs an additional 1,792 housing units (with some of the need potentially addressable by making a portion of the existing housing stock more affordable). A need for 746 additional units is created by reducing cost burden by 50 percent, a need for 475 additional units is created by filling 100 percent of vacant jobs, and a need for 572 additional units is created by increasing the share of the workforce housed locally from 22 percent to 30 percent.

After accounting for income level, total target need between 30% and 150% of AMI equals to 1,346 new and/or more affordable units. These estimates are summarized in **Table 8**.

It is important to note that this housing need can be met through a combination of new affordable housing development and the preservation of existing housing stock. The need for 1,346 additional units does not necessarily require building 1,346 new units. Policies that preserve the long-term affordability of existing housing units, such as buy downs, land trusts, rental rehab, and mobile home preservation, can be used to meet a portion of this housing need. It is ultimately up to the City to determine the policy tools that will be implemented to meet housing need.

Table 8. Summary of Current Housing Needs

AMI Level	Cost Burden	Unfilled Jobs	In Commuters	Total
Under 30% AMI	249	43	0	293
30% to 60% AMI	234	232	90	556
60% to 80% AMI	65	102	21	189
80% to 100% AMI	44	60	226	329
100% to 120% AMI	15	19	11	45
120% to 150% AMI	23	7	197	227
Above 150% AMI	115	12	26	153
Total	746	475	572	1,792
Need between 30% and 150% AMI	381	419	546	1,346

Source: Economic & Planning Systems

Looking at both catch-up and keep-up demand, Glenwood Springs needs 1,792 housing units to meet current housing needs and 650 housing units to meet future housing demand over the next 20 years. Combined, Glenwood Springs needs 2,442 units of housing over the next 20 years or 122 units annually.

Within the target range of 30% to 150% AMI, there is a current housing need of 1,346 units and a future housing need of 512 units. Combined, Glenwood Springs needs 1,858 units of housing between 30% and 150% of AMI over the next 20 years, or 93 units annually. These estimates are summarized in **Table 9**.

Table 9. Total Housing Need by AMI, Glenwood Springs

AMI Level	Current Need	Future Need	Total Need	% of Total	Annual Need
Under 30% AMI	293	65	358	15%	18
30% to 60% AMI	556	145	701	29%	35
60% to 80% AMI	189	13	202	8%	10
80% to 100% AMI	329	188	517	21%	26
100% to 120% AMI	45	64	109	4%	5
120% to 150% AMI	227	102	328	13%	16
Above 150% AMI	153	<u>73</u>	<u>226</u>	<u>9%</u>	<u>11</u>
Total	1,639	650	2,442	100%	122
Total, 30% to 150% AMI	1,346	512	1,858	100%	93

Source: Economic & Planning Systems

4. Public Engagement

As part of this Strategic Plan Update, the EPS and RRC team, along with City staff, conducted public engagement and outreach. The goal of the public engagement was to gather feedback from members of the public on the specific housing policy tools presented in the plan, and to get a sense of public sentiment on housing issues in Glenwood and what the desired role of the City is in addressing these issues.

The centerpiece of public engagement for this project was a public open house. The consultant team, in cooperation with City staff, held a public open house on Monday, February 13th at the Glenwood Springs recreation center, offering an afternoon session and an evening session that in total drew over 50 people. At the open house, the team presented boards with information on each policy tool and project background, which attendees could leave comments on with sticky notes. In addition, the team provided a survey that over 40 attendees filled out. The materials presented at the open house as well as the survey were made available online for people who could not attend the open house.

The open house gave the consultant team a significant amount of feedback on the housing ideas in this plan. A summary of the open house is provided below.

Open House Summary

Overall, the open house was constructive and insightful. Many attendees had a positive attitude towards the City's efforts and were curious and willing to share their ideas on housing. There is a general sense of urgency around housing issues in Glenwood and the perception that the City has a major role to play in addressing them. At the same time, there is an appetite to see implementation and results – the public wants to see progress and housing programs/policies that work, and wants to hold the City accountable for their impact.

The team summarized the sentiments we heard from the public on each policy tool and sentiments on housing policy more generally. The summary is based on a combination of what people wrote in the survey, the comments people provided on the boards, and what we heard in conversations. We have also summarized the results from a few specific survey questions. The summary is shown below:

General Thoughts

- Encourage valley-wide collaboration on housing issues and form partnerships with other jurisdictions.
- New housing should be transit oriented and be integrated with multimodal transportation options. People want new housing but recognize that vehicle traffic is currently a problem and should be limited where possible.
- The free market is not going to deliver the housing that people need, and the City needs to prioritize affordable and deed-restricted housing.
- Housing tools should prioritize incentives over restrictions and requirements: carrots, not sticks.
- Infill and upzoning are useful approaches to encouraging more housing, especially given land constraints. Single-family homes can easily become duplexes, fourplexes, and have ADUs.
- We need to monitor progress on housing programs and see results. The community should be engaged in these efforts, not just elected officials.
- There is a need for a multifaceted approach to addressing housing needs that uses multiple policy tools.
- Protecting community character is a concern with new housing development and growth.
- There is some hesitation around additional rental housing, and a perceived need for more for-sale units so that households can build wealth.
- There is some skepticism towards density and growth, as this creates additional traffic and crowding.

Vacant Land and P3s

- Selling land to private developers has risks and can be seen as a giveaway. It is more advantageous for the City to retain ownership of its land.
- The City should engage Garfield County to donate/use land for housing development.
- Parcels near transit should be a priority for new development.
- The City should consider what the right mix of residential and commercial is in mixed-use projects so that financing for residential does not become too challenging.
- A leasing model can be effective with the right deed restrictions.

Density Bonus

- A density bonus should be codified by the City and easy to understand.
- Infill development is a priority. It could be a good policy idea to allow and incentivize ADUs, duplexes, and fourplexes in existing single-family neighborhoods.
- Integrating housing density with transit is important. Multiple people mentioned the importance of incentives for density near transit lines, such as lower parking requirements.

- Efforts at dense residential development should be paired with expanding multimodal transportation options. This reduces car dependency and traffic impacts.
- There is a need to have higher affordability requirements for projects that receive density bonuses.

Preservation

- The City needs to be even more active in limiting short-term rentals and ensuring residential neighborhoods do not become commercialized. Houses should not become hotels.
- Community land trusts are a priority and should be built up.
- It is important to upgrade mobile homes to become more energy efficient.
- There is a need to expand housing options for seniors and to enable people to age in place.
- Home repair loans are an effective policy, especially for homeowners who are lower income.
- The City should ensure that it preserves land for future housing needs.
- For the preservation of older homes, habitability, such as the presence of mold and radon, may be a major issue.

Funding

- There is significant positive sentiment towards a vacancy tax and short-term rental fees. This reflects frustration with second homes and absentee ownership.
- An attractions tax, targeted at the hot springs and Glenwood caverns, is also an attractive option for funding.
- General hesitancy towards an occupational privilege tax (head tax). There is a worry that this could discourage hiring and harm both businesses and employees.
- General hesitancy towards higher property taxes.
- The City should be careful with adding fees and taxes, as this may stifle development and economic activity.
- The City needs to have a clear plan on how funding will actually be used by the City. The public wants to see results and accountability.

Key Survey Questions

- On a scale of 1 to 5 (with 1 being the least and 5 being the most), how involved should the City be in addressing Glenwood's housing needs?
 - Among 40 responses, there was an average score of 4.5.
 - This shows that attendees see the involvement and role of the City as crucial.
 - Only a few people assigned a low score, which means that only a few people see a limited role for the City.

- What do you think is a higher priority for Glenwood: preservation of existing housing stock or the production of new housing stock?
 - 13 people said preservation, 10 said production, and 8 said both.
 - Indicates that there is an appetite for an approach that uses both preservation and production policy tools.
- Out of all the policy tools you have seen tonight, which is the least appropriate for Glenwood?
 - Many respondents indicated that all of the tools are appropriate, depending on the context. There is a general appetite to see all the tools utilized.
 - Density bonus had the most responses, indicating that it is seen as the least appropriate.
 - Vacant land/P3s and funding sources also had a handful of responses indicating it is not appropriate.

5. Recommendations and Implementation

Development of Vacant Land and Public Private Partnership Opportunity

- 1. For vacant City-owned parcels, identify those that are the highest near-term priority for housing development, and those that represent a long-term land reserve for affordable housing.**

The existing analysis from City staff on City-owned land will help inform this. See **Figure 1** and **Table 1** of this report for an inventory of City-owned vacant parcels. The Vogelaar site has been identified by staff as a priority site.

- 2. For each parcel that is a near-term priority, describe key characteristics and provide a summary of desired density, product type, affordability, and tenure of future residents. In addition, determine whether the development potential of each parcel is best achieved through a sale or a ground lease.**
- 3. Establish an RFP framework with transparent evaluation criteria for the proposed housing developments.**
- 4. Cultivate relationships with prospective developers and contractors to establish a pool of potential RFP respondents.**
- 5. Identify additional incentives that the City would be willing to provide for housing on the City-owned parcels identified for development, as these may be needed to attract developer interest.**

The use of these funds could be stipulated within the RFP solicitation, or could be introduced during project refinement after a developer has been selected.

- 6. As appropriate, the City should develop and maintain some form of ownership of the housing built on city-owned vacant land.**

This removes a key barrier to development of these sites, as finding a suitable developer is a challenge. Moreover, this gives the city more control over the development and the long-term use of the land.

Preservation

- 1. Prioritize preservation policy tools for near-term implementation.**

Mobile Homes

- Prioritize the preservation of mobile home parks. Mobile homes are a key part of Glenwood's naturally occurring affordable housing inventory, while residents are vulnerable to displacement. With recent State legislation

expanding policy tools and funding, the City should support mobile home park preservation and improve housing stability for residents.

- Expand existing information on mobile home park inventory to include zoning and land use potentials, assessed valuation, infrastructure condition, and resident concerns.
- Identify mobile home parks with the highest risk of resident displacement and with the greatest need for assistance.
- Implement policies and programs to stabilize mobile home park residents. These can include land use overlays, supporting resident purchases of mobile home parks, support for park infrastructure and maintenance, and connecting park residents with legal and technical assistance.

Hotel conversions

- Continue efforts around identifying hotels for acquisition and conversion to housing.

2. Community land trusts

Determine whether to partner with a statewide/regional CLT or to form a CLT locally. Additionally, identify parcels for land acquisition/donation.

3. Recognize the potential for other preservation approaches to be implemented at a later date, including, rental assistance, apartment acquisition fund, relocation assistance, and home repair loan program.

4. Estimate costs associated with the higher priority preservation actions.

Develop a Sources and Uses analysis to test the depth of current funding available relative to the need. Commit funds and/or seek additional funds as needed.

Density Bonus

1. Update the zoning code to enable up to three units on lots currently zoned for single-unit housing, requiring deed restrictions for additional units.

Ensure adequate parameters on new units related to parking, design, and other neighborhood compatibility factors that accommodate the additional density within established neighborhoods and minimize impacts. For new units, require deed restrictions such as resident occupancy, local employment, and potentially income limits.

2. When major development occurs on commercial corridors, seek opportunities to increase development potential.

This strategy should be employed as opportunities arise.

3. Update code to define the affordability parameters required to receive a density bonus.

Note that there may be various levels of affordability requirements, reflecting the level of public funds invested in the housing stock. Each should be presented in the context of the current inclusionary housing ordinance.

4. Consider a density bonus policy that applies to residential projects below the 10-unit threshold set by the current inclusionary housing ordinance.

5. Update the existing density bonus to clearly define policy parameters and how developments can achieve it.

Raise awareness of this tool in the community.

Funding Sources

1. Estimate the annual revenue potential of the recently passed lodging tax increase dedicated for affordable housing (2C).

2. Seek to leverage state funding sources for affordable housing, including funding recently allocated by the state legislature and upcoming funding that will be made available through proposition 123.

Ensure that Glenwood Springs is eligible to receive this funding.

3. Establish a five-year plan that projects revenues from local sources, leverages those against potential state and federal sources, and provides a targeted estimate of resources.

Develop a working set of assumptions related to potential expenditures and develop plans to address gaps as needed. Consider ways to expand funding sources locally.

Needs Assessment

1. Glenwood Springs has a total housing need of 1,858 units. This housing need is based on the following goals:

- Reduce the number of cost burdened households in Glenwood Springs by 50 percent, which leads to a need for 381 units.
- Provide housing sufficient to fill 100 percent of vacant/unfilled jobs in Glenwood Springs, which leads to a need for 419 units.
- Increase the share of the workforce housed in the City from 22 percent to 30 percent, which leads to a need for 546 units.
- Accommodate future housing demand generated by employment growth over the next 20 years, which leads to a need for 512 units.

- 2. Categorize housing need into need served by production and need served by preservation.***
- 3. Update the housing needs assessment every five years to monitor and reflect changing economic and market conditions.***

Strategic Housing Plan Update

City Council

July 20, 2023



Background

- 2010 Strategic Housing Plan
- State grant funding from IHOP program to update the 2010 plan
 - Requirement of accepting funding to adopt a strategy from approved list
 - Began work in December 2022
 - City must submit all pay reimbursements requests by October 10, 2023
 - Policy and code changes, final report, all finalized by November 14, 2023



Next steps

- City Council has authority to adopt the Plan Update
- Consultants will present plan and answer technical questions
- Staff recommends:
 - City Council pass resolution adopting the Strategic Housing Plan Update
- City will move to adopt at least one qualified strategy



Next steps, cont'd

- **Qualifying strategies:**

1. Use of vacant publicly-owned property for affordable housing development
2. Subsidize/reduce local government fees
3. Expedited development review for affordable housing up to 120% AMI
4. Expedited development review for acquiring or repurposing underutilized commercial property
5. Density bonus program for housing needs
6. Promote sub metering utility charges for affordable housing
7. Dedicated funding source to subsidize affordable housing infrastructure costs and fees
8. Middle multifamily (duplex, triplex, other) use by right in single family residential zoning districts
9. Affordable housing as a use by right in residential zoning districts
10. ADU use by right in single family zoning districts
11. Allow planned unit developments (PUDs) with integrated affordable housing units
12. Allow small square footage residential unit sizes
13. Lessened minimum parking requirements for new affordable housing
14. Land donation/acquisition/banking program
15. Inclusionary zoning ordinance
16. Other novel, innovative, creative approaches



Recommended motion

I move to approve the resolution providing for ADOPTION of the Strategic Housing Plan Update.



Alternative motions

Recommend adoption with changes:

I move to ADOPT the Strategic Housing Plan Update with the following changes to the plan as presented [describe changes].

Recommend non-adoption:

I move that City Council NOT adopt the Strategic Housing Plan Update because [insert rationale].



GLENWOOD SPRINGS STRATEGIC HOUSING PLAN

July 20th, 2023



Economic & Planning Systems, Inc.
The Economics of Land Use

730 17th Street, Suite 630 ■ Denver, CO 80202
303.623.3557 ■ www.epsys.com

AGENDA

- Purpose of Strategic Plan Update

- Overview of each policy area and associated recommendations
 - Vacant land and P3s
 - Preservation
 - Density bonus
 - Funding sources
 - Analysis of buy downs

- Overview of needs assessment

PURPOSE OF STRATEGIC PLAN UPDATE

- Builds on the 2010 Strategic Housing Plan
 - Major changes in the affordability and policy landscape since 2010
 - Policy actions and data to reflect the current context

- Since 2010, the City has taken several actions on housing affordability:
 - Inclusionary housing requirements
 - Changed ADU regulations to make development easier
 - Approved two City-owned parcels for affordable housing development with Habitat for Humanity Roaring Fork
 - Enacted code changes that facilitate the conversion of motels/hotels to housing
 - Passed a 2.5% increase in lodging tax dedicated to housing programs (2C)
 - Implemented changes to STR regulations

VACANT LAND AND P3S

- Asset for accommodating future housing development
- Using city-owned land makes projects with affordable component more feasible
- City can define key criteria for development on city-owned land
 - Affordability
 - Desired product type, density
 - Community benefits
 - Sale vs. lease of land
- Importance of a formalized and transparent P3 process
 - Advances city goal for expanding affordable housing stock
 - Advances developer interests of financial returns

RECOMMENDATIONS – VACANT LAND AND P3S

- For vacant City-owned parcels, identify those that are the highest near-term priority for housing development, and those that represent a long-term land reserve for affordable housing.
 - Vogelaar site has been identified as a priority by staff
- For each parcel that is a near-term priority, describe key characteristics and whether the development potential of each parcel is best achieved through a sale or a ground lease.
- Establish an RFP framework with transparent evaluation criteria for the proposed housing developments.
- Cultivate relationships with prospective developers and contractors to establish a pool of potential RFP respondents.
- Identify additional incentives that the City would be willing to provide for housing on the City-owned parcels identified for development, as these may be needed to attract developer interest.
- As appropriate, the City should develop and maintain some form of ownership of the housing built on city-owned vacant land.

PRESERVATION

- Rising prices, rents have made it more difficult for residents to stay in Glenwood
- Preservation helps stabilize current residents – crucial to preserve existing units, especially those that are relatively more affordable
- Can be an effective use of limited city resources – often less expensive to preserve existing units than to build new units

RECOMMENDATIONS – PRESERVATION

- Prioritize mobile home preservation
 - Expand information on current inventory, including displacement potential
 - Implement programs to stabilize residents: land use overlays, support for resident purchases, infrastructure support, legal resources for residents.
- Motel Conversions
- Community land trusts
 - Determine whether to partner with an existing CLT or form one locally.
- Long-term potential for other preservation approaches
 - Rental assistance
 - Apartment acquisition fund
 - Home repair loans/grants
- Estimate costs for preservation actions – sources and uses

DENSITY BONUS

- Provides the market with an avenue to deliver additional housing units while requiring minimal investment from the city
- Effective way to utilize land without growing outward
 - Also incentivize development near public transportation
- Two main approaches to a density bonus
 - Allowing more units on lots in residential neighborhoods ('upzoning')
 - Increasing allowable density in multifamily projects in major corridors
- Importance of clear parameters

RECOMMENDATIONS – DENSITY BONUS

- Update the zoning code to enable up to three units on lots currently zoned for single-unit housing, requiring deed restrictions for additional units.
- When major development occurs on commercial corridors, seek opportunities to increase development potential.
- Update code to define the affordability parameters required to receive a density bonus.
- Consider a density bonus policy that applies to residential projects below the 10-unit threshold set by the current inclusionary housing ordinance.
- Update the existing density bonus to clearly define policy parameters and how developments can achieve it.

FUNDING SOURCES

- Establishing dedicated funding sources is essential to developing a robust set of policy interventions to expand affordable housing.
- 2C passed in 2022 – \$1.3 to \$1.5 million in additional revenue annually.
- Several other local and state funding sources are possible
 - Local: allocating revenue from taxes, fees
 - State: DOLA grants, proposition 123

RECOMMENDATIONS – FUNDING SOURCES

- Determine how to allocate revenue from 2C.
- Seek to leverage state funding sources for affordable housing, including funding recently allocated by the state legislature and upcoming funding that will be made available through proposition 123.
- Establish a five-year plan that projects revenues from local sources, leverages those against potential state and federal sources, and provides a targeted estimate of resources.

BUY DOWNS – ANALYSIS

- A buy down is when a public entity pays a homeowner to place a deed restriction on their property, typically for the purpose of maintaining housing stock for local residents.

- Parameters of a buy down program
 - Income levels to target
 - Grant-based program or revolving loan program
 - Should homes be subject to deed restrictions? If so, what should they be?
 - How to determine the amount of the buy down

BUY DOWNS EXAMPLES

- Vail

- Buy down in exchange for a deed restriction that requires local residency and employment; no appreciation cap or income limits
- Typically, between 15–20% of fair market value
- No concrete formula – amount usually is within this range, is ultimately negotiated and determined on a case-by-case basis
- Properties throughout the county are eligible; program often has priority recipients
- 60% of deed-restricted properties are owner-occupied, 40% are renter-occupied

- Breckenridge

- Light deed restriction (typically 15–20% of value): local residency and local employment
- Heavy deed restriction (typically 20–30% of value): local residency and local employment PLUS a 3% annual appreciation cap
- Also determined on a case-by-case basis and subject to market conditions

NEEDS ASSESSMENT

HOUSING MARKET SNAPSHOT

- Just over 4,000 housing units
 - Population and housing inventory up 5% since 2010
- 108 registered short-term rentals
 - 2.5% of housing inventory
- About 150 vacant/second homes

Description	Most Recent Year
Population	10,085
Households	3,943
Housing Units	4,346
Second Homes	150
As % of Total Housing Units	3.5%
Short-term rentals	108
As % of Total Housing Units	2.5%
Cost Burdened HHs	1,491
As % of Total HHs	38%
In-Commuters	8,916
As % of Total Employees	78%

Source: DOLA; U.S. Census; Economic & Planning Systems

KEY COMPONENTS OF NEEDS ASSESSMENT

- Needs assessment reflect policy priorities and goals
 - Subject to council discretion
- Cost burden
 - Reduce cost-burdened households by 50%
- Unfilled jobs
 - Fill 100% of vacant jobs
- In-Commuting
 - Reduce in-commuting from 78% to 70%
- Future housing demand ('keep-up')
- AMI limits: only account for need between 30% of AMI and 150% of AMI
 - Below 30% AMI can only be served by deep subsidies from state and federal programs
 - Above 150% AMI can realistically be served by market-rate housing

COST BURDEN

- Cost burdened households are HHs spending more than 30% of their income on housing.
- Represents current Glenwood households in unaffordable living situations.
- To estimate need, took 50% of cost burdened HHs
 - Not everyone who is cost burdened would change housing situation.

Cost Burden by AMI	Cost Burdened HHs	Half of Cost Burdened HHs
Renter Households		
Under 30% AMI	373	187
30% to 60% AMI	352	176
60% to 80% AMI	68	34
80% to 100% AMI	36	18
100% to 120% AMI	7	3
120% to 150% AMI	10	5
Above 150% AMI	52	26
All Renter Households	898	449
Owner Households		
Under 30% AMI	126	63
30% to 60% AMI	116	58
60% to 80% AMI	63	31
80% to 100% AMI	51	25
100% to 120% AMI	24	12
120% to 150% AMI	36	18
Above 150% AMI	178	89
All Owner Households	593	297
Total Cost Burdened HHs between 30% and 150% AMI	762	381

Source: U.S. Census; Economic & Planning Systems

UNFILLED JOBS

- Based on job listings data from the Colorado Department of Labor and Employment.
- Unfilled jobs translated to housing unit demand.
- Unfilled jobs are a key source of need because they are directly tied to the functioning of the local economy.
- To fill them, housing is needed.

AMI Category	Vacant Jobs	Jobs per Person	Jobholders per HH	Housing Need
Under 30% AMI	90	1.30	1.60	43
30% to 60% AMI	482	1.30	1.60	232
60% to 80% AMI	213	1.30	1.60	102
80% to 100% AMI	124	1.30	1.60	60
100% to 120% AMI	39	1.30	1.60	19
120% to 150% AMI	14	1.30	1.60	7
Above 150% AMI	26	1.30	1.60	12
Total	988			475
Total between 30% and 150% AMI	872			419

Source: CDLE; Economic & Planning Systems

Z:\Shared\Projects\DEN\223087-Glenwood Springs Strategic Housing Update\Data\223087 - Glenwood Job ads and second homes 11-15-2022.xlsx\JT-Vacant Jobs

IN-COMMUTING

- Currently, 22% of workers in Glenwood also live in Glenwood – 78% commute in from elsewhere.
- Reducing in-commuting is beneficial for the economy, for workers, and for the environment.
- Reducing in-commuting generates housing need.
- Our estimate assumes an increase in the share of workers ‘housed locally’ from 22% to 30%

Description	Current Status <i>a</i>	Goal <i>b</i>	Total <i>b-a</i>	Units Needed <i>(b-a)/1.6</i>
Share Housed Locally	22%	30%		
Under 30% AMI	0	0	0	0
30% to 60% AMI	398	543	145	90
60% to 80% AMI	95	129	34	21
80% to 100% AMI	993	1,354	361	226
100% to 120% AMI	50	68	18	11
120% to 150% AMI	866	1,181	315	197
Over 150% AMI	113	155	41	26
Total	2,515	3,429	914	572
Total 30% to 150% AMI	2,401	3,275	873	546

Source: LEHD; U.S. Census; Economic & Planning Systems

HOUSING DEMAND – KEEP UP

- ‘Keep up’, or future housing demand
- Based on employment growth projections.
- The second part is based on growth projections with the goal of housing 30% of new workforce locally (above the current 22%).
- A need of 650 units over the next 20 years, or 32 units annually.
 - 512 units between 30% and 150% AMI, or 26 annually

Description	Housing Units, 2023-2043	Annually
Total Demand		
Under 30% AMI	65	3
30% to 60% AMI	145	7
60% to 80% AMI	13	1
80% to 100% AMI	188	9
100% to 120% AMI	64	3
120% to 150% AMI	102	5
Over 150% AMI	<u>73</u>	<u>4</u>
Total	650	32
Total, 30%-150% AMI	512	26

Source: Economic & Planning Systems

HOUSING NEED – SUMMARY

- Current need ('catch-up') of 1,346 units
- Future need ('keep-up') over the next 20 years of 512 units
- Total need of 1,858 units, or 93 units annually over the next 20 years.
- Key assumptions (recap):
 - Reduce cost-burden by 50%
 - Fill 100% of vacant jobs
 - Increase share of workforce housed locally from 78% to 70%

AMI Level	Current Need	Future Need	Total Need	% of Total	Annual Need
Under 30% AMI	293	65	358	15%	18
30% to 60% AMI	556	145	701	29%	35
60% to 80% AMI	189	13	202	8%	10
80% to 100% AMI	329	188	517	21%	26
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120% to 150% AMI	227	102	328	13%	16
Above 150% AMI	153	73	226	9%	11
Total	1,639	650	2,442	100%	122
Total, 30% to 150% AMI	1,346	512	1,858	100%	93

Source: Economic & Planning Systems

RECOMMENDATIONS – NEEDS ASSESSMENT

- Glenwood Springs has a total housing need of 1,858 units
- Categorize housing need into need served by production and need served by preservation.
- Update the housing needs assessment every five years to monitor and reflect changing economic and market conditions.

DISCUSSION

RESOLUTION 2023-__

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF GLENWOOD SPRINGS, COLORADO,
ADOPTING THE STRATEGIC HOUSING PLAN
UPDATE AND REPLACING THE 2010 STRATEGIC
HOUSING PLAN.**

WHEREAS, the Glenwood Springs City Council considered the adoption of the Strategic Housing Plan Update and replacement of the 2010 Strategic Housing Plan on July 20, 2023; and

WHEREAS, the adopted 2023 Comprehensive Plan states as an action item the creation of a housing strategy plan; and

WHEREAS, Glenwood Springs has needs demonstrated in the 2019 Greater Roaring Fork Regional Housing Study for more affordable housing; and

WHEREAS, City Council finds adopting the Strategic Housing Plan Update is necessary and appropriate.

**NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE
CITY OF GLENWOOD SPRINGS, COLORADO, THAT:**

Section 1. The above recitals are hereby incorporated as findings by the City Council of the City of Glenwood Springs.

Section 2. The Strategic Housing Plan Update is hereby adopted and shall replace the 2010 Strategic Housing Plan.

INTRODUCED, READ, AND PASSED THIS ____ DAY OF _____ 2023.

CITY OF GLENWOOD SPRINGS,
COLORADO

ATTEST:

Ingrid Wussow, Mayor

Ryan Muse, City Clerk



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item:	West Mountain Regional Housing Coalition Update
Action Requested:	None
Department:	Economic and Community Development
Presented By:	Hannah Klausman
Strategic Goals:	Protect and Preserve our Quality of Life
Background Info:	The West Mountain Regional Housing Coalition is a 501(c)3 regional entity that was formed to address the housing crisis from a regional approach. The City of Glenwood Springs has been a member of the Coalition since it's founding. Staff is providing an update on Coalition efforts and successes to date. Hannah Klausman, Community and Economic Development Director for the City serves as the Glenwood Springs representative on the Coalition Board of Directors.
Issues:	None at this time.
Fiscal Impact:	Annual membership fees are \$10,000.
Legal Review:	Not applicable.
Staff Recommendation:	Staff recommends continued support and membership with the West Mountain Regional Housing Coalition.

West Mountain Regional Housing Coalition

West Mountain Regional Housing Coalition

The *West Mountain Regional Housing Coalition* is a non-profit organization (501c3) that is governed by a board of directors

- Town of Snowmass Village

Town of Carbondale

Town of Basalt
- Eagle County Housing

Pitkin County

City of Glenwood Springs
- City of Aspen

CMC

At-large Rep

We believe a regional approach that leverages the skills and resources of our communities is the foundation for increasing access to and availability of affordable housing





WEST MOUNTAIN REGIONAL HOUSING COALITION

History and how we got

here

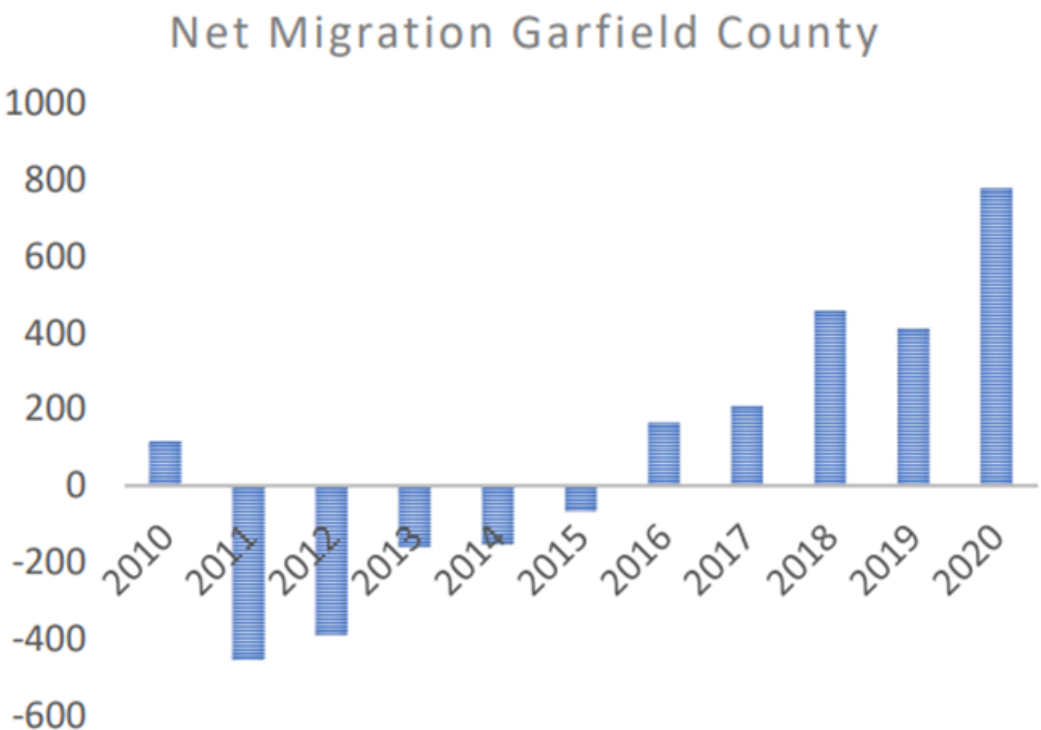
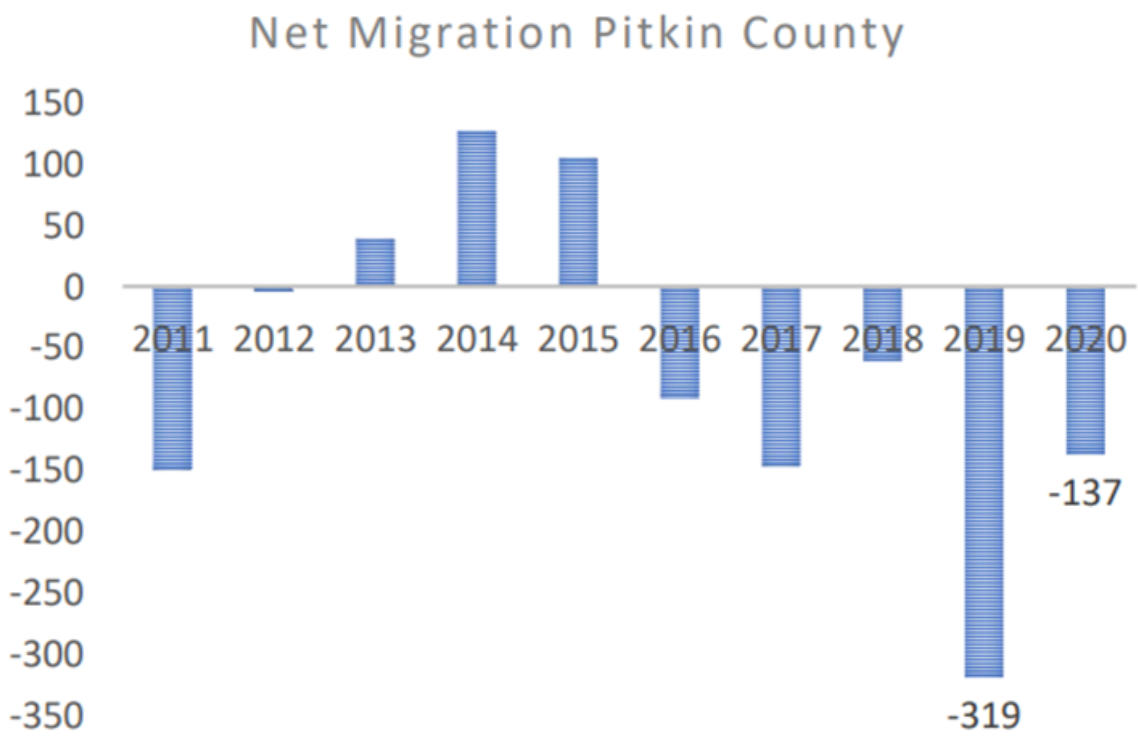
Roaring Fork Valley 2017:

- Extremely high housing costs
- Constrained supply
- Ever-expanding commute shed
- Local housing solutions not addressing regional needs

Roaring Fork Regional Housing Study 2018:

- 2,100-unit shortfall for households at 60% AMI and less
- 700-unit shortfall for households at between 60% and 100% AMI
- 1,900-unit shortfall for households between 100% and 160% AMI

Regional Pressures



Trends and COVID change

Demand:

- Growth in year-round employment
- Growth in remote work
- Growth in second-home purchases

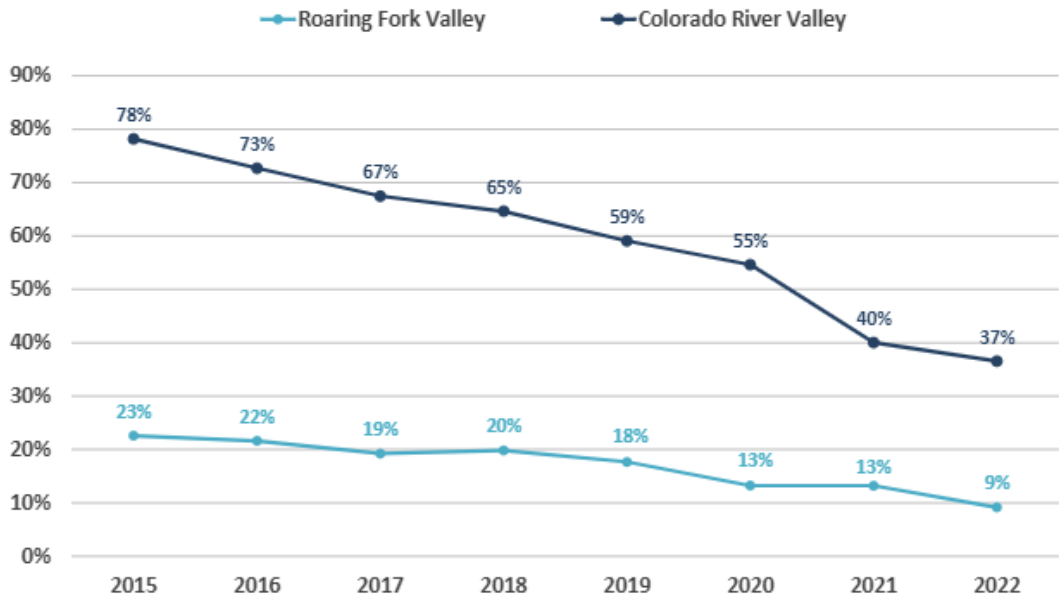
Supply:

- Growth in Short Term Rentals = reduction in year-round rentals
- Dramatic increase in construction materials and labor costs
- Long commutes = “market” solution

Figure 2 –Housing market indicators during COVID

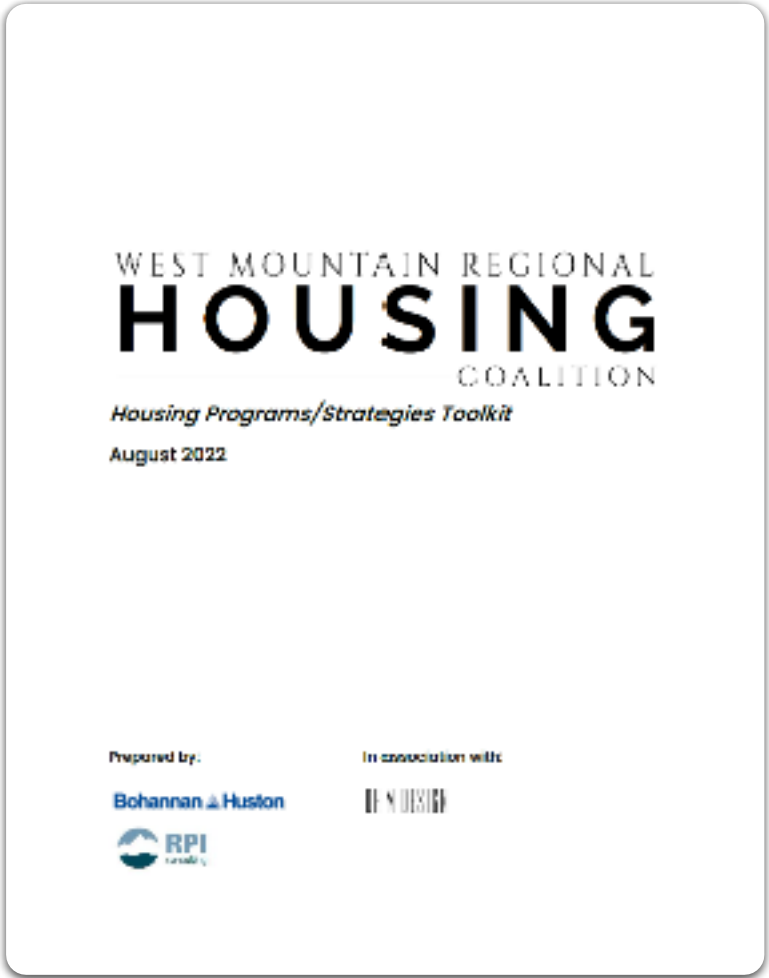
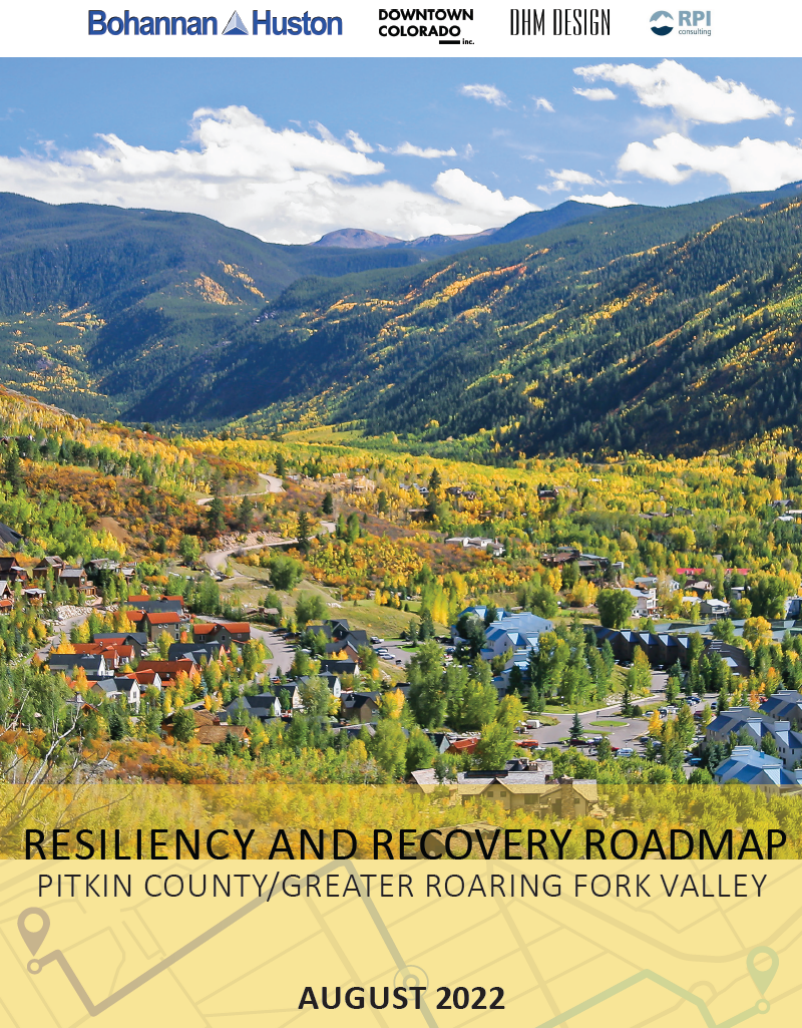
Δ median single-family sale price in 2019 to 2021, Garfield County	↑ 42% to \$686,419
Δ average rent for apartments 2019-2021, Glenwood Springs	↑ 42% to \$1,346
Δ average weekly wages, Q4-2019 to Q4- 2021, Garfield County	↑ 16% to \$1,197
Δ median single-family sale price in 2019-2021, Pitkin County	↑ 71% to 7,905,394
Δ average weekly wages, Q4-2019 to Q4- 2021, Pitkin County	↑ 34% to \$1,545
Δ real estate sales to out of area buyers 2019 to 2021 Garfield County	↑ 79% to 418
Δ real estate sales to out of area buyers 2019 to 2021 Pitkin County	↑ 83% to 689

Figure 9. Percentage of Home Sales Affordable to a Household at Median Wage



Source: MLS; Economic & Planning Systems

Planning Response and Catalyst for Change



Resiliency and Recovery Roadmap DOLA program =

Housing Strategies Toolkit

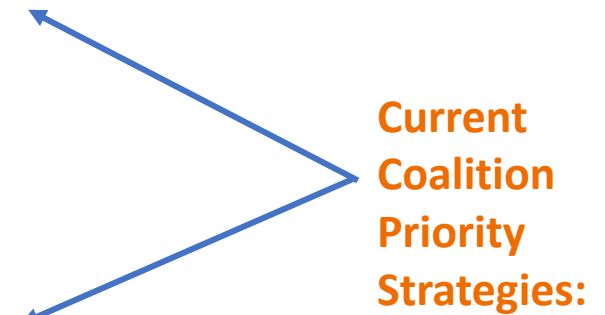
Possible Housing Strategies (the 4 C's):

Conserve Existing Housing

Convert from Free Market to Protected Affordable

Construct and New Development

Create the Environment through Policy and Codes



WEST MOUNTAIN REGIONAL
HOUSING
COALITION

Current Coalition Priority Strategies:

Convert from Free Market to Protected Affordable

- Ownership Buy Down Program
- Bedroom Incentive Program

Create the Environment through Policy and Codes

- IHOP Grant

West Mountain Regional Housing Coalition

Accomplishments:

- Each community contributed \$10K as seed money per year
- Received \$50,000 DOLA Admin Grant to support strategic planning
- Received \$100,000 IHOP Grant to support policies and codes
- Received \$25,000 CHFA Grant to support equitable outreach
- Created the WMR Housing Toolkit and Program Plans
- Applied for \$3M AHIF23 Grant/Loan for Buy Down

WEST MOUNTAIN REGIONAL
HOUSING
COALITION

WEST MOUNTAIN REGIONAL HOUSING COALITION

STRATEGIC OPERATIONS PLAN

2023 – 2026

OUR PURPOSE:

We believe a regional approach that leverages the skills and resources of our communities is the foundation for increasing affordable housing.

OUR VALUES:

- **Equity** – we advance impactful solutions designed to remove obstacles to affordable housing access.
- **Regionalism** – we demonstrate benefit to all communities in the region.
- **Innovation** – we bring new and creative solutions to meeting the need.
- **Collaboration** – we value and include complimentary initiatives to advance shared goals.
- **Integrity** – we are transparent in our goals, strategies and outcomes.

OUR REGION:

- WMRHC serves those in Pitkin County, Garfield County and South Western Eagle County.

OUR TARGET POPULATION:

- WMRHC serves those working for or retired from local employment, who are unable to afford free market housing and where housing costs represent 30% or more of their household income.

OUR GOVERNANCE:

- WMRHC is a membership-based organization that strives to support members' regional affordable housing community interests and priorities.

WEST MOUNTAIN REGIONAL
HOUSING
COALITION

OUR APPROACH:

- WMRHC is a regional program and service provider with awareness of complimentary solutions/initiatives.
- WMRHC is a support to existing affordable housing projects and initiatives.
 - a. Local Government
 - b. Quasi-Governmental
 - c. Nonprofits
 - d. Private Sector
- WMRHC is committed to developing a process for intentionally partnering with complimentary solutions and initiatives.
 - a. Local Government
 - b. Private Sector
 - c. Nonprofit Sector
 - d. Quasi-Governmental Organizations
 - e. Sustainability Organizations

WEST MOUNTAIN REGIONAL
HOUSING
COALITION

OUR GOALS & STRATEGIES:

1. Increase in the number of affordable housing units by 35 by 2026.
 - A. Complete a comprehensive ownership, rental and vacancy rate affordable housing inventory assessment to by October 2023.
 - B. Implement a Buy-Down Program that delivers 30 affordable housing units by 2026.
 - C. Implement an Accessory Dwelling Unit Program that delivers 5 affordable housing units by 2026.
2. Increase the number of households benefitting from WMRHC programs by X by 2026.
 - A. Complete an equity focused community engagement strategy for informing an inclusive affordable housing inventory assessment by October 2023.
 - B. Implement a Rental Funds Program that delivers X affordable housing units by 2026.
 - C. Implement a Land Banking Program to create X affordable housing units by 2026.
 - D. Facilitate implementation of Land Use Code Changes to increase the number of affordable housing units annually by X% from 2022 inventory baseline.
3. Increase in the amount of funding for WMRHC operating budget 30% annually, across diverse funding resources.
 - A. Implement a fundraising development plan for achieving \$1MM in program and \$250K in operating revenue annually.
 - B. Develop and implement a fee-based membership program structure to generate \$200,000 of operating revenue annually.
 - C. Establish and execute a fee-for-service administrative services program to generate \$100,000 operating revenue annually.
4. Develop a brand identity by 2026.
 - A. Implement a marketing and communications plan (website, social media, public relations) for advancing public awareness of WMRHC by X% annually from 2023 to 2026.
 - B. Advise on or provide policy advocacy initiatives to deliver X additional affordable housing units annually.
 - C. Align with regional initiatives to deliver X additional affordable housing units between 2023 and 2026.

WEST MOUNTAIN REGIONAL
HOUSING
COALITION

5. **Ensure a strong and resilient board and staff.**
 - A. **Recruit and hire an operational leader to develop, implement and manage the organization programs by September 2023.**
 - B. **Recruit and hire an executive leader to lead and manage the organization's strategic, fundraising and community partnership initiatives by September 2024.**
 - C. **Refine by-laws to align with the most appropriate governance structure to meet organizational need by January 2024.**
 - D. **Establish a board handbook outlining best practice recruitment, training and best practices by March 2024.**
 - E. **Establish organizational policies and procedures by June 2024.**
 - F. **Establish a staff handbook by September 2024.**

WEST MOUNTAIN REGIONAL HOUSING COALITION

2023 Priorities:

1. Complete a comprehensive ownership, rental and vacancy rate affordable housing inventory assessment to by October 2023.
2. Complete an equity focused community engagement strategy for informing an inclusive affordable housing inventory assessment by October 2023.
3. Recruit and hire an operational leader to develop, implement and manage the organization programs by September 2023.
4. Implement a marketing and communications plan (website, social media, public relations) for advancing public awareness of WMRHC by X% annually from 2023 to 2026.
5. Advise on or provide policy advocacy initiatives to deliver X additional affordable housing units annually.
6. Align with regional initiatives to deliver X additional affordable housing units between 2023 and 2026

2024 Priorities:

1. Implement a Buy-Down Program that delivers 30 affordable housing units by 2026.
2. Implement an Accessory Dwelling Unit Program that delivers 5 affordable housing units by 2026.
3. Refine by-laws to align with the most appropriate governance structure to meet organizational need by January 2024.
4. Establish a board handbook outlining best practice recruitment, training and best practices by March 2024.
5. Establish organizational policies and procedures by June 2024.
6. Recruit and hire an executive leader to lead and manage the organization's strategic, fundraising and community partnership initiatives by September 2024.
7. Establish a staff handbook by September 2024.
8. Implement a fundraising development plan for achieving \$1MM in program and \$250K in operating revenue annually.
9. Develop and implement a fee-based membership program structure to generate \$200,000 of operating revenue annually.
10. Establish and execute a fee-for-service administrative services program to generate \$100,000 operating revenue annually.
11. Implement a marketing and communications plan (website, social media, public relations) for advancing public awareness of WMRHC by X% annually from 2023 to 2026.
12. Advise on or provide policy advocacy initiatives to deliver X additional affordable housing units annually.
13. Align with regional initiatives to deliver X additional affordable housing units between 2023 and 2026

WEST MOUNTAIN REGIONAL HOUSING COALITION

2025 Priorities:

1. Implement a Rental Funds Program that delivers X affordable housing units by 2026.
2. Implement a Land Banking Program to create X affordable housing units by 2026.
3. Facilitate implementation of Land Use Code Changes to increase the number of affordable housing units annually by X% from 2022 inventory baseline.
4. Implement a marketing and communications plan (website, social media, public relations) for advancing public awareness of WMRHC by X% annually from 2023 to 2026.
5. Advise on or provide policy advocacy initiatives to deliver X additional affordable housing units annually.
6. Align with regional initiatives to deliver X additional affordable housing units between 2023 and 2026



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item: Ordinance 2023-11; Fat, Oil, and Grease and Oil Sand Separator

Action Requested: Pass first reading.

Department: Public Works

Presented By: Matthew Langhorst

Strategic Goals: Protect and Preserve our Quality of Life

Background Info: In follow up to the Sand Oil Separator (SOS) resolution approved on June 6, which is attached, this is the ordinance language that provides code enforcement the ability to issue fines if the business or owner is not following the Fats, Oils and Grease (FOG) and SOS guidelines and reporting forms. The ordinance also sets the Best Management Practices (BMPs) for FOG and SOS systems to help the business or owner learn how to best manage their systems.

Issues: None at this time.

Fiscal Impact: None at this time.

Legal Review: None at this time.

Staff Recommendation: None at this time.

ORDINANCE NO. 11

Series of 2023

AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS, COLORADO, AMENDING SECTIONS 080.010.010 AND 080.030.030 OF THE GLENWOOD SPRINGS MUNICIPAL CODE.

WHEREAS, the City of Glenwood Springs (“Glenwood Springs” or the “City”) is a home-rule municipality organized under Article XX of the Colorado Constitution and with the authority of the Glenwood Springs Home Rule Charter; and

WHEREAS, Section 080.010.010 of the Municipal Code addresses definition of terms regarding utilities the within the City; and

WHEREAS, Section 080.030.030 of the Municipal Code addresses the waste discharge regulations within the City; and

WHEREAS, City Council finds and declares that the amendments to Sections 080.010.010 and 080.030.030 of the Municipal Code the Development Code regarding definitions and waste discharge regulations within the City, as set forth herein are proper and necessary to advance the public health, safety and welfare of the City’s residents.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, ORDAINS:

Section 1. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. Sections 080.010.010 and 080.030.030 are hereby amended as set forth on **Exhibit A** attached hereto.

Section 3. The amendments to Sections 080.010.010 and 080.030.030 shall become effective on _____.

INTRODUCED, READ ON FIRST READING, PASSED AND ORDERED
PUBLISHED BY TITLE ONLY THIS ____ DAY OF _____ 2023.

CITY OF GLENWOOD SPRINGS, COLORADO

Ingrid Wussow, Mayor

ATTEST:

Ryan Muse, City Clerk

INTRODUCED, READ ON SECOND READING, AND ORDERED PUBLISHED BY
TITLE ONLY TO BE EFFECTIVE TEN DAYS FOLLOWING THE DATE OF SECOND
PUBLICATION THIS ____ DAY OF _____ 2023.

CITY OF GLENWOOD SPRINGS, COLORADO

Ingrid Wussow, Mayor

ATTEST:

Ryan Muse, City Clerk

EXHIBIT A

The following sections of the Municipal Code are amended as follows with double underlined text added and ~~strike through text~~ deleted.

080.010.010 - Definitions.

Best Management Practices (BMP): The purpose of kitchen BMPs is to minimize the discharge of Fats, oil and grease (FOG) and other prohibited materials into the interceptor and the sanitary sewer system.

Fats, oil and grease (animal/vegetable) (FOG): Is equivalent to the nonpetroleum organic polar fraction of hexane extractable material (HEM, polar material) derived from animal or plant sources such as fats, non-hydrocarbons, fatty acids, soaps, waxes, and oils that contain multiple carbon chain triglyceride molecules using methods approved in 40 CFR Part 136 as amended.

080.030.030 - Waste discharge regulations.

- (a) *Storage of wastewater lines prohibited.* It shall be unlawful for any person to place or cause to be placed any solids or insoluble matter of any kind or nature whatsoever within any wastewater line belonging to the City or any part thereof or within any connection thereto.
- (b) *Discharge of nonacceptable wastes into wastewater system prohibited.* The discharge of nonacceptable wastes into the City wastewater system, whether directly or indirectly, is prohibited; and, where investigation reveals the presence in the system of nonacceptable wastes emanating from any lot, land, building or premises, the owner, lessor, renter or occupant of such lot, land, building or premises shall be required at his/her own expense to treat, neutralize or in other ways prepare the noxious substance therein to the satisfaction of the City Manager in order to convert the same into acceptable wastes. Nonacceptable wastes are herein defined as follows:
 - (1) Any liquid or vapor having a temperature higher than one hundred fifty (150) degrees Fahrenheit;
 - (2) Any water or waste having a five-day Biochemical Oxygen Demand which may contain more than ~~one thousand (1,000)~~ five hundred (500) parts per million by weight as averaged during any twelve-hour period,
 - (3) Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas;
 - (4) ~~Any garbage that has not been properly shredded~~ Any solid waste;
 - (5) Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, paunch, manure, grit, brick, cement, onyx, carbide or any other solid or viscous substance capable of obstruction of the flow of the wastewater lines or other interference with the proper operation of the wastewater system;

- (6) Any water or waste having a pH lower than ~~five~~ six and one-half (5.5 6.6) or higher than nine (9), or having any other corrosive property capable of causing damage or hazard to structures, equipment or personnel of the wastewater system;
- (7) Any water or waste containing a toxic or poisonous substance in sufficient quantities to injure or interfere with the wastewater process, instituting a hazard to humans or animals or creating any hazard in the receiving water at the City's wastewater treatment facility;
- (8) ~~Any water or waste containing suspended solids~~ Any water or waste containing Total Suspended Solids (TSS) of such character or quantity that unusual attention or expense is required to handle such materials at the City's wastewater treatment facility;
- (9) Any noxious or malodorous gas or substance capable of creating a public nuisance;
- (10) Any surface or ground water; or
- (11) Any toxic or poisonous pollutant which causes an increase in the cost of operation and maintenance ~~for treating and managing the sludge~~ at the City's wastewater treatment facility. Upon violation of this paragraph, in addition to all other remedies of the City, the City shall require the violator to pay the ~~increased costs in managing and treating such toxic or poisonous pollutants~~ incremental fines as noted in Section (f). In the event the above-described nonacceptable wastes cannot be treated, neutralized or in other ways prepared to the satisfaction of the City Representative, the City Representative may order the building discharging such nonacceptable wastes disconnected from the City's wastewater system until such wastes can be eliminated, treated, neutralized or in other ways prepared to the satisfaction of the City Representative.

~~In the event the above-described nonacceptable wastes cannot be treated, neutralized or in other ways prepared to the satisfaction of the City Manager, the City Manager may order the building discharging such nonacceptable wastes disconnected from the City's wastewater system until such wastes can be eliminated, treated, neutralized or in other ways prepared to the satisfaction of the City Manager.~~

- (c) *Use of grease, oil, sand traps.* Grease, oil and sand traps or other appurtenances shall be provided when, in the opinion of the City Manager Representative, they are necessary for the proper handling of any liquid waste containing grease in excessive amounts or any flammable waste, sand or other harmful ingredients. All traps shall be of a type and capacity approved by the City Manager Representative and shall be located as to be readily and easily accessible for cleaning and inspection.
- (d) *Control manhole required.* When required by the City Manager Representative, the owner of any property served by a building wastewater line carrying industrial waste or nonacceptable waste, as defined in this section, shall install a suitable control manhole in the building wastewater line to facilitate observation and sampling of the waste by the City. Such manholes, when required, shall be accessible and safely located and shall be constructed in accordance with the plans approved by the City Manager Representative. The manholes shall be installed and maintained by the owner at his/her expense.
- (e) Best management practices (BMP). Fats, oils and grease (FOG).
 - (1) Kitchen BMP; The purpose of kitchen BMPs is to minimize the discharge of FOG and other prohibited materials into the interceptor and the sanitary sewer system. The following BMPs shall be implemented by applicable facilities:

- a. Installation of drain screens. Drain screens shall be installed on all entryways to drainage pipes in food preparation areas. This includes kitchen sinks, floor drains and mop sinks. Drain screens shall be cleaned as needed.
- (2) Segregation and collection of waste cooking oil and grease. All waste cooking oil and grease shall be collected, segregated and stored properly in waste grease bins (WGB) or similar devices.
 - a. WGBs shall be maintained and secured to ensure that they do not leak or be turned over and are weather-tight.
 - b. WGBs shall have a cover or lid which is to remain in place at all times when the WGB is not being used.
 - c. WGBs shall be located in an area that is clean and easily accessible.
 - d. WGBs shall be pumped before they are 90% full by a licensed waste hauler or an approved recycler to dispose of waste cooking oil.
 - e. WGB waste hauling manifests shall be retained onsite for three (1) year.
- (3) Disposal of food waste. Food waste shall be disposed of directly into a solid waste container or compost bin and not in the drain.
- (4) Kitchen signage: Signs shall be posted above all sinks prohibiting the discharge of FOG and food waste in violation of this Policy down the drains.
- (5) Employee training. Employee training shall be provided as part of the normal orientation process and annually thereafter.
- (6) Records must be kept at the facility for up to one (1) year and available for review upon request by the City.
- (7) Interceptor repairs must be completed within fifteen (15) business days.
- (f) Recommended Best Management Practices (BMPs) for sand oil separators to reduce pumping frequency.
 - Don't wash spills into the sand oil separator. Instead, use dry clean-up methods.
 - Wash vehicles and engines less often.
 - Filter solids out of the sand oil separator using grates and screens over floor drains.
 - Use reusable absorbent pads that absorb only floating oil and grease. Once saturated, squeeze the oil into your used oil drum.
 - The use of any product that facilitates the bypass of the separator to the wastewater mainline is strictly prohibited.
 - Post signage near floor drains to remind employees to follow BMP's.
 - Chemicals should not be stored or used near the sand/oil separator's floor drains.
 - Contain leaks or spills if it can be done so safely.
 - Report any significant spill into the sanitary sewer to the City of Glenwood Springs Water/Wastewater Department immediately. Spills or leaks shall be cleaned-up immediately;
 - Records, receipts, and/or manifests of interceptor maintenance not available for review upon inspection must be provided to the City within five (5) business days;
 - Interceptor pumping must be completed within ten (10) business days;
 - Missing drain screens must be replaced within ten (10) business days;

- Missing signage must be replaced within ten (10) business days;
 - Violations involving improper employee BMP adherence shall require retraining of the employee with documentation of such training to be provided to the City within ten (10) business days; and
- (g) Penalty schedule for Section 080.030.030 violations. It shall be unlawful for any person to place or cause to be placed any solids or insoluble matter of any kind or nature whatsoever within any wastewater line belonging to the City or any part thereof or within any connection thereto. A person violating this section shall be subject to the Penalty Assessment fines outlined below. Penalty Assessment fines shall be determined within a one-year period measured from the date of any prior violation of this section. Any violation may also result in discontinuation of service.
- (1) First offense: Verbal or written notice to comply with violation by the following deadlines. Corrective deadlines for violations are as follows:
 - (2) Second offense: Two Hundred and fifty dollar (\$250.00) fine.
 - (3) Third offense: Five hundred dollar (\$500.00) fine.
 - (4) Subsequent offense: The Municipal Court may impose such fines and penalties as it is authorized pursuant to Municipal Code [Section 010.020.080](#).

RESOLUTION 2023-21

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF GLENWOOD SPRINGS, COLORADO, ADOPTING
SAND, OIL SEPARATOR GUIDELINES AND AN
INSPECTION REPORT FORM.**

WHEREAS, Section 080.030.030 of the Glenwood Springs Municipal Code regulates the use of grease, oil, sand separators (“SOS”) for the proper handling of any liquid waste containing grease in excessive amounts or any flammable waste, sand, or other harmful ingredients into the City of Glenwood Springs wastewater system; and

WHEREAS, City staff recommends that City Council adopt SOS guidelines that set forth citizen’s responsibilities regarding the maintenance of SOS and record-keeping requirements and inspection procedures; and

WHEREAS, the Glenwood Springs City Council, after consideration of the SOS Guidelines attached as **Exhibit A**, desires to approve adoption of the same as well as the SOS Inspection Report form attached as **Exhibit B**.

**NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY
OF GLENWOOD SPRINGS, COLORADO, THAT:**

Section 1. The above recitals are hereby incorporated as findings by the City Council of the City of Glenwood Springs.

Section 2. The SOS Guidelines as set forth in **Exhibit A**, attached hereto, and the SOS Inspection Report form as set forth in **Exhibit B**, attached hereto, are hereby adopted and approved.

INTRODUCED, READ, AND PASSED THIS 6th DAY OF JULY 2023.

CITY OF GLENWOOD SPRINGS, COLORADO



Ingrid Wussow, Mayor

ATTEST:



Ryan Muse, City Clerk

Sand/Oil Separator Policy and Guidance

Sand/oil Separators are below ground tanks designed to capture dirt, sand, sweepings, minor petroleum spills, etc. from vehicle maintenance facilities to keep these substances out of the wastewater system. The separator treats these wastes by allowing substances lighter than water (such as oil) to float and substances heavier than water (such as sand) to sink.

Only the gray water between these two zones should flow to the wastewater system.

Why is maintenance needed?

If the sand/oil separators are not pumped frequently enough, the heavier dirt, sand, sweepings (sludge) and/or the lighter oil and grease will occupy too much space in the tank and be siphoned through the outlet pipe to the wastewater system. If the separator is not maintained properly, waste can also cause a blockage and/or odor problems and public health issues.

What are your responsibilities?

Inspect and log your sand/oil separator inspections monthly to assure that it is pumped as needed to keep prohibited waste out of the City's wastewater system. Refer to City of Glenwood Springs Municipal Code 080.030.030 for a list of prohibited discharges.

Immediately following pumping, make sure the "tee" on the outlet pipe of the sand/oil separator is present, is properly secured to the wall, to make sure the tank is not being bypassed. The primary purpose of the "tee" is to trap floating materials and keep them from exiting the tank.

Sand/oil separator maintenance records must be kept on site for at least three (3) years and shall be available upon request.

All cleanout of sand/oil separators must be performed by a contracted company. This company must be a reliable and trustworthy hauler authorized to pump out sand/oil separators and permitted to properly dispose of the waste.

The contracted company will be responsible for the collection and analysis of oily liquid from the separator. Typically, this involves using on-site qualitative procedures, and when those indicate that the tested materials may be classified as hazardous waste, a verification sample will be collected, and a verification test shall be performed by an accredited laboratory. Avoid using any chemicals that have hazardous characteristics.

When should the sand/oil separator be pumped?

Sand/oil separators are required to be pumped frequently (at least every 4 months unless a different pumping frequency has been allowed by the City of Glenwood Springs Inspector) to prevent the discharge of waste materials into the sanitary sewer system.

The separator must be cleaned when the total accumulation of surface oil and settled solids reaches twenty-five percent (25%) of the sand-oil separator's overall liquid depth. The chart below provides you with different vertical distances from the bottom of the outlet "tee" (same as water level) to the floor of the sand/oil separator. If the bottom of your outlet "tee" is 24 inches from the floor of the interceptor, then the bottom sludge layer or the floating

materials layer shall not occupy a depth within six (6) inches from the bottom of the “tee”.

Sand/Oil Separator Maintenance Chart

Water Level (inches)	24	36	42	48	54	60	66	72	inches
Max capacity (top & bottom) 25% (inches)	6	9	10.5	12	13.5	15	16.5	18	inches

*The amount of waste in the sand/oil interceptor can be determined by using a tape measure or long rod.

Remember: It could cost you more money in the long run to wait until the last minute to have your sand/oil separator pumped. Pumping it regularly to avoid potential damage to your system, facilities, or the local utilities wastewater collection system.

Recommended Best Management Practices (BMPs) to reduce pumping frequency.

- Don't wash spills into the sand/oil separator. Instead, use dry clean-up methods.
- Wash vehicles and engines less often.
- Filter solids out of the sand/oil separator using grates and screens over floor drains.
- Use reusable absorbent pads that absorb only floating oil and grease. Once saturated, squeeze the oil into your used oil drum.
- The use of any product that facilitates the bypass of the separator to the wastewater mainline is strictly prohibited.
- Post signage near floor drains to remind employees to follow BMP's.
- Chemicals should not be stored or used near the sand/oil separator's floor drains.
- Contain leaks or spills if it can be done so safely.
- Report any significant spill into the sanitary sewer to the City of Glenwood Springs Water/Wastewater Department immediately.

Inspection Program

The City of Glenwood Springs will inspect the initial installation of a sand oil separator and perform regular inspections, thereafter. New sand oil separators will be inspected 3 months after installation and every 6 months, thereafter. Should a facility have a history of non-compliance, more frequent observations will be performed. The City of Glenwood Springs will review maintenance records at the time of inspection, which are required to be stored on-site and available for review as noted above.

Owner Recordkeeping and Submittal Requirements

- Pumping intervals shall be adjusted, as necessary such that the sand oil separator has no more than 25% solids/grease at any one time.
- Maintain records on-site (not at corporate headquarters, etc.) of all maintenance and hauling activities for a minimum of three years.
- All sand oil separators and associated plumbing shall be installed by a licensed plumber or contractor.
- Maintenance records shall be submitted within 10 days after each service.
- Records shall be submitted to Lynne Springer Neighborhood Services Specialist, lynne.springer@cogs.us and Matt Langhorst Public Works Director, matthew.langhorst@cogs.us

Policy Enforcement

- Owners that receive a failing inspection will be provided a copy of the inspection report. The inspection report will include instructions and a deadline for correcting the deficiency.
- Violations will be subject to City code 080.030.030(g).

MAINTENANCE LOG FOR SAND/OIL SEPERATOR

PLEASE WRITE CLEARLY

BUSINESS NAME _____ ADDRESS _____

LOCATION OF
TRAP/INTERCEPTOR _____

(For example: In parking lot on northwest side of building)

DATE OF CLEANING OR INSPECTION?	NAME OF PERSON OR COMPANY WHO INSPECTED OR CLEANED UNIT?	APPROXIMATE GALLONS OF OIL & DEBRIS REMOVED? (IF CLEANED)	HOW WAS THE WASTE DISPOSED? (IF CLEANED)

MAKE ADDITIONAL COPIES AS NECESSARY

CERTIFICATION: I certify under penalty of law that the above information is true and accurate and complete to the best of my knowledge. I am aware that there are significant penalties for submitting false information including the possibility of fine and/or imprisonment for knowing violations.

Signature of Authorized Representative Title / Date

CERTIFICATION OF INSPECTION: I certify under penalty of law that the above indicated sand/oil trap/interceptor has been inspected on the above indicated date(s). The sand/oil trap/interceptor contains oil & debris which occupy less than 25% of the holding capacity of the trap/interceptor.

Signature of Authorized Representative Title / Date

Date of last cleaning Approx. inches of oil & debris



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item:	Fee Waiver Agreement for "The Benedict" Affordable Senior Housing Project
Action Requested:	Approval of an affordable housing incentive agreement between the City of Glenwood Springs and Catholic Charities Housing
Department:	Economic and Community Development
Presented By:	Watkins Fulk-Gray, Hannah Klausman
Strategic Goals:	Provide Efficient and Responsive City Government Protect and Preserve our Quality of Life
Background Info:	City Council has the sole authority to waive system improvement fees. The system improvement fees that would be due for this project are described below.
Issues:	Catholic Charities Housing and its development partners plan to build a 34-unit senior housing project on a vacant parcel at 2800 Midland Ave., which is located at the westernmost 27th St. roundabout. The proposed project will serve low-income seniors from 30% to a maximum of 80% using Low Income Housing Tax Credits (LIHTC), a highly competitive program administered by the Colorado Housing and Finance Authority (CHFA), as well as a grant from the State's Division of Housing, a cash bequest, and vouchers from Garfield County Housing Authority. To make the project pencil out, the project team is requesting a waiver of certain system improvement fees charged by the City at the time of building permit issuance: parkland dedication fee-in-lieu, school land dedication fee-in-lieu, fire impact fee, public art fee, water system improvement fee, and sewer system improvement fee. The proposed project would fill a need that Glenwood Springs has. According to the draft 2023 Strategic Housing Plan Update, the City has a current need of about 745 dwelling units between 30% and 80% AMI, based on goals and targets in the draft plan. The 2019 Greater Roaring Fork Regional Housing Study projects the share of people 65 years or older to be 44% of the projected population growth, which is one of the highest shares of population growth projected for seniors in municipalities in the Roaring Fork and Colorado River valleys. The project has a strict timeline imposed by CHFA. The applicants have stated their goal is to be issued a building permit for the project by April of 2024. The approval process for this project will include a neighborhood pre-application meeting, a pre-application meeting with Staff, a Major Site/Architectural Plan Review, Final Plans Review, and submission of a building permit. The City recently stated its commitment to pursuing funding that will be available by Proposition 123. This commitment includes the creation of approximately 30 deeply affordable dwelling units per year from 2024-2027. If constructed, The Benedict will provide at least 11 units, and potentially 34 units, that can count toward Proposition 123's requirements.
Fiscal Impact:	A total waiver of \$363,630 is requested, which includes the following fees: • Parkland dedication - \$140,245 • School land dedication - \$57,289 • Fire impact fee - \$33,558 • Public art fee - \$1,428 • Water system improvement fee - \$63,187 • Sewer system improvement fee - \$67,922

Fees that will be due that are not requested to be waived include building permit fee, plan review fee (for the building permit) and the Site/Architectural Plan Review fee. No use tax on construction materials will be due by virtue of the applicant being a nonprofit.

Legal Review: Legal has reviewed the attached draft Affordable Housing Incentive Agreement.

Staff Recommendation: Staff defers to Council.



June 27, 2023

Watkins Fulk-Gray
Senior Planner, Economic and Community Development
City of Glenwood Springs
101 W. 8th Street
Glenwood Springs, CO 81601

Re: Request for Waiver of System Improvement Fees: The Benedict Senior Housing

Dear Watkins:

Catholic Charities Housing (CCH) is honored to be developing The Benedict senior housing at 2800 Midland Avenue in Glenwood Springs. CCH is an experienced housing developer in Colorado and has developed 30 developments, creating over 1,800 units of affordable housing throughout the state.

Affordable housing options for seniors are very limited in Glenwood Springs. Per a market study completed for this development, the average apartment vacancy rate in Garfield County over the past five years decreased from 10.2% to 0.9%. The Greater Roaring Fork Regional Housing Study indicates a 2,100-unit shortfall in housing for households at 60% of the AMI and a projected shortfall of 5,700 units by 2027.

The Benedict will address the need for affordable senior housing. The four-story building will include 34 one-bedroom apartments and will be home to people aged 55 and older with low income.

Annual Income Level	# Units
30% AMI <\$20,850	7
40% AMI <\$27,800	4
70% AMI <\$48,650	17
80% AMI <\$55,600	6
	34

Financing for \$23.75 million development includes:

- A cash contribution of \$4.95 million from Fritz and Fabi Benedict to CCH specifically to create affordable housing in the Roaring Fork Valley.
- An award of highly competitive 9% Low Income Housing Tax Credits from the Colorado Housing and Finance Authority (CHFA) which will generate approximately \$13 million in investor equity.
- Grant funding from the Colorado Division of Housing.



- A bank mortgage.
- Deferred developer fee.

Additionally, the Garfield County Housing Authority is supporting the development with seven project-based housing vouchers to assist the lowest income residents at The Benedict.

CCH requests a waiver of the City of Glenwood Springs' System Improvement Fees by for The Benedict, currently estimated at \$363,630:

Fee	Estimate
Parkland Dedication	\$140,245
School Land Dedication	\$57,289
Fire Impact	\$33,558
Public Art	\$1,428
Water SIF	\$63,187
Sewer SIF	\$67,922
Total	\$363,630

The City's investment in this development will make a significant impact on the lives of many seniors in Glenwood Springs for many years to come.

Thank you for your consideration.

Sincerely,

Justin Raddatz
Vice President of Development
Catholic Charities Housing



The Benedict Apartments

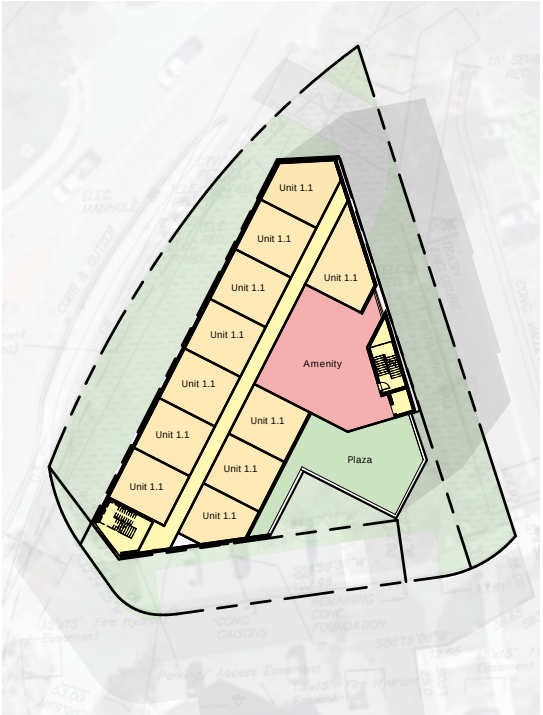
2700 Midland Ave, Glenwood Springs, CO 81601



SITE PLAN



PARKING PLAN



GROUND FLOOR PLAN



UPPER FLOOR PLAN

AHI / Blueline

St. Benedict Apartments

1/31/2023

Preliminary Program

PERCENT of TTL		Bed / Bath	Name	RESIDENTIAL PROGRAM				Balcony	TTL	NOTES
				Av NLA	QTY	TTL				
50.0%		1 / 1	1.1	527	34	17,910	0	0	0	
50.0%		2 / 1	2.1	775	0	0	0	0	0	
0.0%						0		0	0	
Average SF				527	34	17,910	0	0	Total	

Residential RSF						17,910				
Core / Circulation	Lvl 1-3					3,582				
Lobby	Lvl 1					1,466				
Lvl 2 Amenity	Lvl 2					1,850				
Tuck under Parking	Lvl P1					8,538				

Req'd Parking - 1.5 / DU	51									
Req'd Guest Parking - 1 / 5DU	6.8									
Total Required Parking	57.8	1.70								
Parking w/ 30% Reduction	40.46	1.19								

GLA						33,345				
Balconies						1,212				
GSF						34,557				
GBA						34,557				

Parking & Balconies not included
Lvl 2 Plaza

AFFORDABLE HOUSING INCENTIVE AGREEMENT BETWEEN THE CITY OF GLENWOOD SPRINGS AND CATHOLIC CHARITIES HOUSING

This Affordable Housing Incentive Agreement (“Agreement”) is entered into this ____ day of _____, 2023, by Catholic Charities (the “Developer”) and the City of Glenwood Springs, Colorado (“City”).

RECITALS

WHEREAS, the Developer owns certain real property located at 2800 Midland Avenue (the “Property”). The Property is further described on the attached **Exhibit A**, incorporated herein by this reference; and

WHEREAS, the Developer intends to develop residential units for rent at the Property in the City (the “Development”) and 100 percent of the units within the project will be deed restricted as affordable; and

WHEREAS, the Developer has been approved by Colorado Housing and Finance Authority (CHFA) for Low-Income Housing Tax Credits for the project; and

WHEREAS, the Developer is seeking substantial City of Glenwood Springs support and participation in the project; and

WHEREAS, the City of Glenwood Springs’s Strategic Plan Update identifies developing affordable housing with strategic partners as important to protect and preserve our quality of life; and

WHEREAS, the City of Glenwood Springs City Council finds that entering into this agreement will serve to provide benefit to and advance the public interest and welfare of the City and its residents by creating affordable housing; and

WHEREAS, certain impact and improvement fees shall hereby be waived as further detailed on **Exhibit B**, attached hereto and incorporated herein.

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto declare, covenant, and agree as follows:

1. FEE WAIVERS.

1.1 Fee Waiver. The impact and improvement fees set forth in the Glenwood Springs **Municipal Code Section 070.130.110** and identified on Exhibit B shall be deferred and, except as otherwise provided in this Agreement, be waived for each deed restricted Unit.

1.2 Number of Units.

There are 34 total residential dwelling units in the Development, of which 34 representing 100% of the total, are Units restricted by this Agreement. Among these deed restricted Units, the Developer shall provide:

17 One-bedroom Units;

17 Two-bedroom Units; and

1.3 Affordability. The rental price of any single Unit shall not, at the time of leasing, exceed those maximum rents established in the Colorado Housing and Finance Authority, Colorado County Income and Rent Table for 80% of the Garfield County Area Median Income.

1.4 Maintenance. Each Development Unit shall be maintained according to the same standards and conditions as those units on the Property not subject to this Agreement.

2. TERM AND DEVELOPMENT APPROVALS

2.1 Development Approvals. The Parties acknowledge that the Development, as presently contemplated herein, will require development approvals including a Major Site Plan approval. The Developer expressly acknowledges that the City Council will act in a quasi-judicial capacity in reviewing such applications, and as such, the City cannot guarantee approval of such applications.

2.2 Term. This Agreement shall automatically terminate if within twelve (12) months the Developer fails to obtain approval entitlements for the project substantially as conceptualized at the time of petition for fee waiver.

3. DEFENSE AND INDEMNITY.

3.1 Developer's Actions. Developer shall hold harmless and indemnify City and its elected and appointed officers, agents, employees, and representatives from claims, costs, and liabilities for any personal injury, death, or physical damage (including inverse condemnation) which arises directly or indirectly, as a result of the construction of the Development, or of operations performed under this Agreement, by Developer or by Developer's contractors, subcontractors, agents or employees, whether such operations were performed by Developer or any of Developer's contractors, subcontractors, or any one or more persons directly or indirectly employed by, or acting as agent for, Developer or any of Developer's contractors or subcontractors.

3.2 City's Actions. Nothing in this section shall be construed to mean that Developer shall indemnify or hold the City or its elected and appointed representatives, officers, agents and employees harmless from any claims of personal injury, death or property damage arising from, or alleged to arise from any act or omission of the City with regard to improvements that have been offered for dedication and accepted by City for maintenance. Nothing contained herein is intended to nor shall be construed as a waiver of the City's governmental immunity under state or federal law.

3.3 No Agency, Joint Venture or Partnership. It is specifically understood and agreed to by and between the parties that: (1) the subject Development is a private development; (2) the City has no interest or responsibilities for, or due to, third parties concerning any improvements until such time, and only until such time, that the City accepts the same pursuant to the provisions of this Agreement or in connection with the Current Approvals; (3) Developer shall have full power over and exclusive control of construction of the Development on the Property subject to the approvals and Conditions of Approval of the City; and (4) the City and Developer hereby renounce the existence of any form of agency relationship, joint venture or partnership between City and Developer and agree that nothing contained herein or in any document executed in connection herewith shall be construed as creating any such relationship between City and Developer.

4. MISCELLANEOUS PROVISIONS.

4.1 Assignment. This Agreement may not be assigned by the Developer without the prior written consent of the City, which consent shall not be unreasonably withheld, conditioned or delayed. In the event the Developer desires to assign its rights and obligations herein, it shall so notify the City in writing together with the proposed assignee's written agreement to be bound by the terms and conditions contained herein.

4.2 Waiver of Defects. In executing this Agreement, the Developer waives all objections it may have concerning defects, if any, in the formalities whereby it is executed, or concerning the power of the City to impose conditions on the Developer as set forth herein, and concerning the procedure, substance, and form of the ordinances or resolutions adopting this Agreement.

4.3 Amendments. This Agreement shall not be amended, except by subsequent written agreement of the Parties.

4.4 Release of Liability. It is expressly understood that the City cannot be legally bound by the representations of any of its officers or agents or their designees except in accordance with the City of Glenwood Springs Municipal Code and Ordinances and the laws of the State of Colorado, and that the Developer, when dealing with the City, acts at its own risk as to any representation or undertaking by the City officers or agents or their designees which is subsequently held unlawful by a court of law.

4.5 Captions. The captions in this Agreement are inserted only for the purpose of convenient reference and in no way defines, limits, or prescribes the scope or intent of this Agreement or any part hereof.

4.6 Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective heirs, successors, and assigns.

4.7 Invalid Provision. If any provisions of this Agreement shall be determined to be void by any court of competent jurisdiction, then such determination shall not affect any other provision hereof, all of which other provisions shall remain in full force and effect. It is the intention of the parties hereto that, if any provision of this Agreement is capable

of two constructions, one of which would render the provision void, and the other of which would render the provision valid, then the provision shall have the meaning which renders it valid.

4.8 Governing Law. The laws of the State of Colorado shall govern the validity, performance, and enforcement of this Agreement. Should either party institute legal suit or action for enforcement of any obligation contained herein, it is agreed that the venue of such suit or action shall be in Garfield County, Colorado.

4.9 Attorneys' Fees; Survival. Should this Agreement become the subject of litigation, the substantially prevailing Party shall be entitled to, and the failing Party shall pay, all reasonable attorneys' fees, expenses, and court costs. All rights concerning remedies and/or attorneys shall survive any termination of this Agreement.

4.10 Authority. Each person signing this Agreement represents and warrants that he is fully authorized to enter into and execute this Agreement, and to bind the Party it represents to the terms and conditions hereof.

4.11 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which, when taken together, shall be deemed one and the same instrument.

4.12 Notice. All notices required under this Agreement shall be in writing and shall be hand-delivered or sent by registered or certified mail, return receipt requested, postage prepaid, to the addresses of the parties herein set forth. All notices so given shall be considered effective 72 hours after deposit in the United States mail with the proper address as set forth below. Either Party by notice so given may change the address to which future notices shall be sent.

Notice to City:

City of Glenwood Springs
101 W. 8th Street
Glenwood Springs, CO 81601

With copy to:

Karp Neu Hanlon, P.C.
P. O. Drawer 2030
Glenwood Springs, CO 81602

Notice to Developer:

4.13 Construction. Each reference in this Agreement to any of the Current Approvals shall be deemed to refer to the Current Approval as it may be amended from time to time pursuant to the provisions of this Agreement, whether or not the particular reference refers to such possible amendment.

IN WITNESS WHEREOF, this Agreement has been entered into by and between the City and Developer as of the date and year first above written.

CITY OF GLENWOOD SPRINGS

CATHOLIC CHARITIES DEVELOPMENT

Ingrid Wussow, Mayor

By: _____
Name:
Title:
By:

Ryan Muse, City Clerk

APPROVED AS TO FORM:

Karl J. Hanlon, City Attorney

STATE OF COLORADO)
) ss.
COUNTY OF)

The foregoing Affordable Housing Incentive Agreement was acknowledged before me this _____ day of _____, 2023, by _____ as _____ of Catholic Charities Development. Witness my hand and official seal.

My commission expires:

Notary Public

EXHIBIT A
Property Description

Section: 21 Township: 6 Range: 89 Subdivision: Stoney River Minor Subdivision, Lot 2. Plat recorded at reception number 863126. 0.548 acres.

DRAFT

EXHIBIT B

Improvement and Building Fees Waived

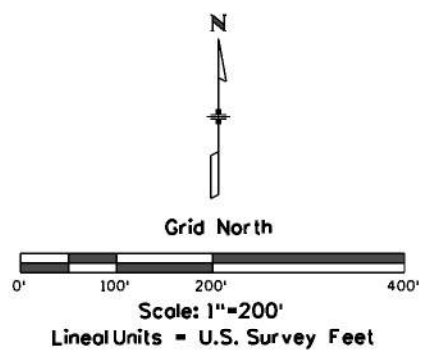
The following fees have been waived:

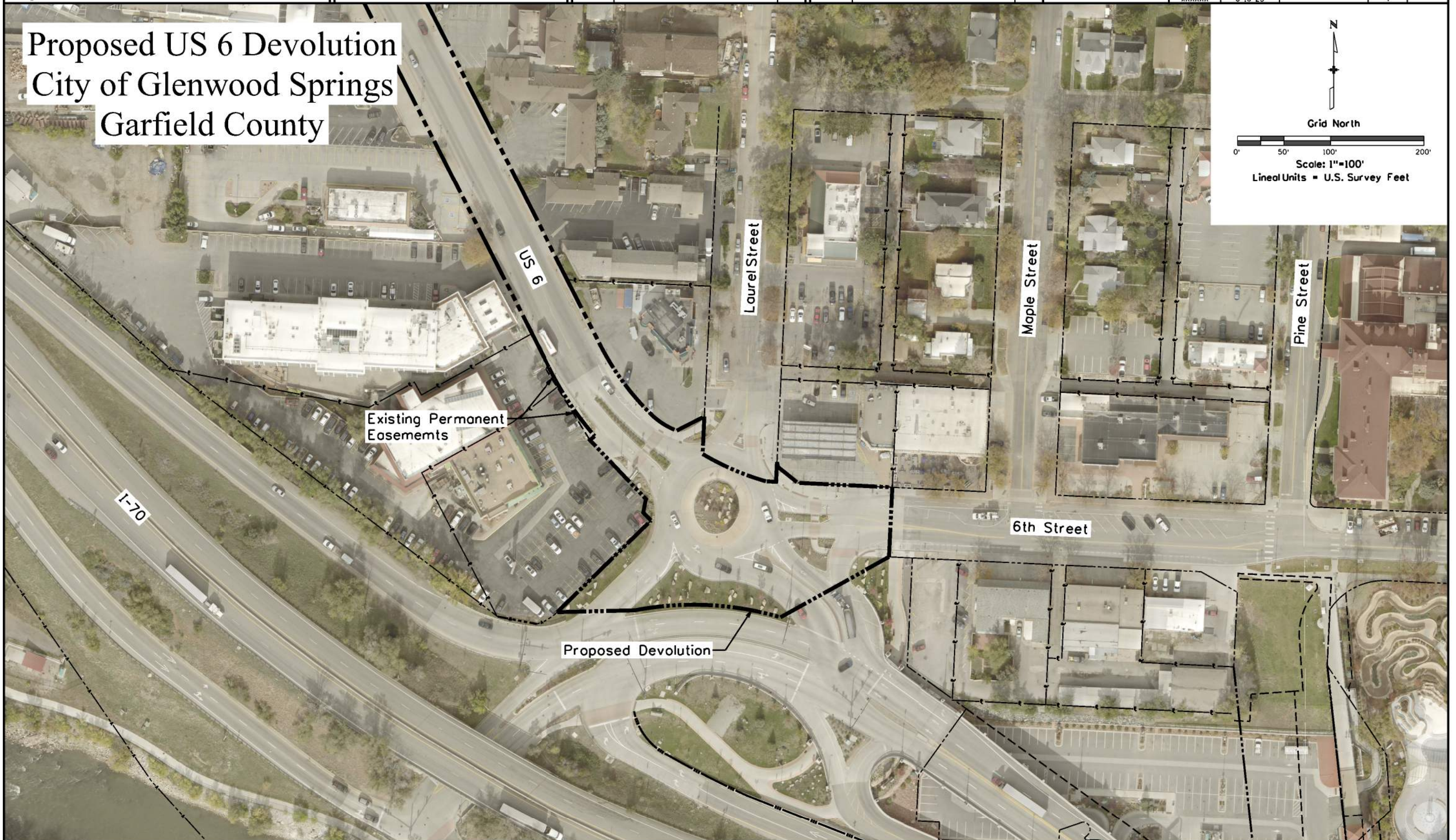
1. Fire & Emergency Services	\$33,558
2. School land dedication	\$57,289
3. Parkland dedication	\$140,245
4. Public art fee	\$1,428
5. Water system improvement fee	\$63,187
6. Sewer system improvement fee	\$67,922



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item:	Resolution 2023-24 Glenwood Devolution - US Highway 6 and I-70 Frontage Road
Action Requested:	Approval of Resolution 2023-24 Approving Support for an Intergovernmental Agreement Between the Colorado Department of Transportation (CDOT) and the City of Glenwodo Springs for the Devolution of Highway 6 and a Portion of the I-70 Exit 116 Interchange System.
Department:	City Administration
Presented By:	Ryan Gordon, Matthew Langhorst
Strategic Goals:	Preserve and Improve Infrastructure
Background Info:	The City of Glenwood Springs and Colorado Department of Transportation (CDOT) have been in discussion for a year pertaining to the possible devolution of US-6 and a portion of the 116 interchange, as shown on the attached right of way (ROW) exhibit. This devolution would allow the city more accessibility and control over the ROW section in question and will relinquish the maintenance of the area from CDOT. This stretch of road is utilized mainly as a city street in its current condition, and with the US6 roadway and bike path planning that is currently under way, ownership of the roadway and ROW would benefit the city through simpler permitting process and grant application processes. If council approves this resolution of support, CDOT staff will bring the ROW exhibit and the resolution in front of the State Transportation Commission for their approval to move the process forward. CDOT has increased their lump sump payment from \$196,909 to \$350,000 for the takeover and 20-year planned maintenance of the roadway.
Issues:	None at this time.
Fiscal Impact:	The devolution process will increase the city maintenance responsibilities along the corridor, but it will also decrease our engineering and design costs associated with the corridor planning. Grant applications will also be simpler due to ownership of the corridor, versus having to be co-applicant with CDOT.
Legal Review:	Legal has reviewed the devolution process with stall and created the resolution language.
Staff Recommendation:	Staff is Recommending Approval of Resolution 2023-#### Approving Support for an Intergovernmental Agreement Between the Colorado Department of Transportation (CDOT) and the City of Glenwodo Springs for the Devolution of Highway 6 and a Portion of the I-70 Exit 116 Interchange System.

[illegible][illegible]

[illegible][illegible]

RESOLUTION 2023-24

A RESOLUTION SHOWING SUPPORT FOR AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE STATE OF COLORADO DEPARTMENT OF TRANSPORTATION AND THE CITY OF GLENWOOD SPRINGS FOR THE DEVOLUTION OF A PORTION OF US HIGHWAY 6 IN GLENWOOD SPRINGS.

WHEREAS, the City of Glenwood Springs has engaged with the Colorado Department of Transportation (CDOT) regarding the devolution of a portion of the CDOT owned and maintained US Highway 6 (Hwy 6) in Glenwood Springs, from just west of the Donegan Road interchange to 6th Street between Laurel and Maple Streets including the roundabout and portions of the interchange with I-70 as generally depicted on **Exhibits 1-4**, attached; and

WHEREAS, CDOT would relinquish all the Right of Way to the north and east of Hwy 6 between Devereux Road and the Donegan Road interchange as generally depicted on **Exhibits 1** and the City of Glenwood Springs would accept ownership through an Intergovernmental Agreement (IGA); and

WHEREAS, CDOT will transfer \$350,000.00 to the City of Glenwood Springs, which is the 20-year maintenance cost that CDOT has calculated for this stretch of road; and

WHEREAS, the City of Glenwood Springs will commit approximately \$30,000 to complete a survey of Hwy 6, defining the boundary of the Right of Way to be transferred from CDOT to the City of Glenwood Springs upon execution of the IGA by both parties. These limits would include US Highway 6 from just from just west of the Donegan Road interchange to 6th Street between Laurel and Maple Streets including the roundabout and portions of the interchange with I-70; and

WHEREAS, the City understands that the devolution of the Frontage Road from CDOT means that all future maintenance will be conducted at the expense of the City. As a result of the Frontage Road overlay in 2017, minimal maintenance is expected during the first 8 to 10 years of ownership and the City will also collect additional HUTF dollars each successive year beginning in 2024 to help offset costs of future maintenance; and

WHEREAS, the transfer of the US Highway 6 will allow the City to maintain minor road maintenance issues that adversely affect the businesses and their patrons having to access this roadway. The devolution, as described, will also provide simpler planning and roadway corridor upgrades along this stretch that will improve the city and its downtown esthetics.

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, THAT:

Section 1. The above recitals are hereby incorporated as findings by the City Council of the City of Glenwood Springs.

Section 2. That the City of Glenwood Springs supports an Intergovernmental Agreement between the State of Colorado Department of Transportation and the City of Glenwood Springs for the devolution of a portion of US Highway 6 in Glenwood Springs.

INTRODUCED, READ, AND PASSED THIS ____ DAY OF _____ 2023.

CITY OF GLENWOOD SPRINGS, COLORADO

Ingrid Wussow, Mayor

ATTEST:

Ryan Muse, City Clerk



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item:	Letter to Transportation Secretary Buttigieg regarding the proposed use of Private Activity Bonds by the Uinta Railroad
Action Requested:	Approve letter(s) and provide direction on strategy
Department:	Attorney
Presented By:	Karl Hanlon
Strategic Goals:	Preserve and Improve Infrastructure Protect and Preserve our Quality of Life Ensure Public Safety
Background Info:	The City has taken an active role in opposing and urging others to oppose the proposed Uinta Railway in Utah that would significantly increase heavy oil train traffic through the City and Glenwood Canyon. It is our understanding that the sponsors of this project intend to apply for a federal Department of Transportation low-interest bond program called Private Activity Bonds (PAB), which are typically reserved for transit, bridges, and other public benefitting infrastructure. The attached letters to Transportation Secretary Buttigieg lay out arguments against the use of PABs for the Uinta Railway project from the City and surrounding communities' perspectives. We would like Council's direction on whether the City should send its own letter or reach out to the other communities that signed onto the City's D.C. Circuit amicus brief last year to join on a joint letter. The firm's Summer Associate Harper Powell will be providing a short presentation and answering any associated questions on this matter.
Issues:	NA
Fiscal Impact:	NA
Legal Review:	Legal has reviewed.
Staff Recommendation:	Staff recommends approval



City of Glenwood Springs
101 West 8th Street
Glenwood Springs, CO 81601

The Honorable Pete Buttigieg
Secretary
U.S. Department of Transportation
1200 New Jersey Ave., SE
Washington, DC 20590

Thursday, July 13, 2023

Dear Secretary Buttigieg:

The City of Glenwood Springs, whose lifeblood is the Colorado River and the surrounding natural environment writes to urge the Department of Transportation to deny issuing funding through tax-exempt Private Activity Bonds (PABs) to the Uinta Basin Railway Project. The approval of and funding for the Railway carries grave implications for both the environmental health and economic stability of Glenwood Springs and other communities along the Railway's corridor.

Glenwood Springs, which sits along the Union Pacific rail line paralleling the Colorado River, is home to natural hot springs, whitewater rafting, flyfishing, skiing, and other outdoor activities that draw 1.5 million visitors per year. The nearby White River National Forest is the destination for 10 million people each year, more than any other national forest. At least 40% of the City's residents work in the tourism industry, double the national average. As a gateway to these outdoor activities and natural wonders, Glenwood Springs is particularly vulnerable to the risks the Railway poses to the environment and resultingly to the local economy.

As you witnessed first-hand last year during your visit to the area, Glenwood Springs' experience with economic loss due to environmental disasters is unfortunately both extensive and familiar. The 2020 Grizzly Creek fire is merely one example where over 32,000 acres of forest land, starting just one mile from the City, burned and resulted in long-term closures of I-70, the major interstate connecting Glenwood Springs to the rest of the state. Losses due to food and supply shortages, property damage, and tanking tourism revenue left the City reeling in a time when the pandemic was already stressing the local economy. The fire's destruction led to constant flooding and debris flows that further restricted travel along the interstate and the Colorado River while sending burnt debris and toxic ash into the river, contaminating vital water resources for communities.

As experience with destructive wildfires is all too familiar, Glenwood Springs is greatly opposed to the possible reality of constant railway traffic bringing significant increases in the transport of flammable crude oil and train sparks along its path. Projections show the Railway must ship around 350,000 barrels of oil per day along this route for the project to be economically feasible. This would require 9.5 trains of up to 10,000 feet in length traveling the rail line through Glenwood Springs, Glenwood Canyon, and further mountainous points east each

day. These longer-than-average trains are heavier, more difficult to control, and more likely to derail. With the increase in railway traffic, the rate of accidents and potential for oil to spill would more than double the current rate along this route.

Further, the risk of wildfires, landslides, and other disasters is fueled by the Railway's path through mountainous terrain. Estimates predict that one fully loaded oil train will derail each year, with a disastrous oil spill resulting from one of these derailments approximately every four years. The Surface Transportation Board's Final Environmental Impact Statement further acknowledges the fact that derailments are more likely to occur on rugged terrain containing "steep slopes" and "narrow canyons". Additionally, the rail line's proximity to hundreds of thousands of acres of national forests and federal public lands is significant given the fact that a single spark from a passing train car could ignite a fire that destroys tens, if not hundreds, of thousands of acres.

The immense increase in accident risk would also threaten the area's precious water resources. The Colorado River, considered the most important river in the Southwest United States, sustains the lives of millions of people. The Railway's risk to the river's health and water quality cannot be overstated. The toxic nature of waxy crude oil has long-term negative impacts on the natural world, as it remains in the environment longer than other similar substances. Waxy crude also contains benzene, which is potentially fatal if swallowed and has long-term, harmful effects that lead to genetic defects, cancer, and organ damage. Direct leaks from trains to the water's surface, along with stormflow draining toxins from the railbed to the water, would result in significant water quality degradation.

Once spilled, this toxic substance will contaminate water used for drinking, agriculture, and outdoor recreation such as rafting and kayaking. Leaks and spills from waxy crude also present fatal challenges to the Colorado River's fish and aquatic life. Endangered fish, such as the Colorado pikeminnow, among others, are particularly susceptible to such harms.

All these risks not only would impact the health and longevity of the natural environment but also would dramatically injure the local economy in and around Glenwood Springs. As the Grizzly Creek fire demonstrates, any impacts on the surrounding environment directly influence the ability of the local community to survive. Thus, Glenwood Springs and other similar communities along the Railway line are especially impacted by the risks the Railway project presents. Glenwood Springs is a world destination for outdoor recreation and the home for irreplaceable natural wonders. Given the magnitude of the Railway project, these risks to the natural environment are certain to lead to disaster—disasters that threaten the very existence of the communities along its path.

Given the vast negative impacts the Railway would have on both the environment and the public, the City urges the DOT to refrain from issuing PABs for the Railway project. Taxpayer funded bonds should not be used for a project that would do the opposite of serving the public interest. Proponents of the Railway may claim that the Railway's oil production will yield economic benefits, yet a slight possibility of economic benefit at the expense of permanent environmental destruction and ensuing economic calamity in downline communities is a trade-off to be avoided. PABs have consistently funded highway, bridge, rail, and transit projects that serve the public interest—federal funding for necessary infrastructure projects the City generally endorses—rather than an industrial giant or single oil producer. Granting PABs to this project would result in the largest project allocation of such funding to date and would cause an unprecedented diversion from the types of projects PABs have traditionally supported. Issuing PABs for a railway project that will degrade the natural environment, while risking the economic vitality of the communities it impacts, contradicts both the purpose of PABs to serve in the public interest and this administration's policy priorities.

In closing, we request a meeting to discuss the City's significant concerns with the Railway's PAB proposal. We invite you to consider the effects the Railway would have on the lives and communities along its path and urge you to deny PAB funding for the project, once applied for. Thank you for your consideration.

Sincerely,

Ingrid Wussow
Mayor



City of Glenwood Springs
101 West 8th Street
Glenwood Springs, CO 81601

The Honorable Pete Buttigieg
Secretary
U.S. Department of Transportation
1200 New Jersey Ave., SE
Washington, DC 20590

Thursday, July 13, 2023

Dear Secretary Buttigieg:

The City of Glenwood Springs and other Colorado communities, whose lifeblood is the Colorado River and the surrounding natural environment, write to urge the Department of Transportation to deny issuing funding through tax-exempt Private Activity Bonds (PABs) to the Uinta Basin Railway Project. The approval of and funding for the Railway carries grave implications for both the environmental health and economic stability of the communities along the Railway's corridor.

These communities, which lie adjacent to the Union Pacific rail line paralleling the Colorado River, are home to natural hot springs, whitewater rafting, flyfishing, skiing, and other outdoor activities that draw millions of visitors per year. The White River National Forest bordering these communities is the destination for 10 million people each year, more than any other national forest. A large percentage of the workforce in these communities are employed in the tourism industry, which sustains the local economies. As a gateway to the many outdoor activities and natural wonders in this part of the state, these communities are particularly vulnerable to the risks the Railway poses to the environment and resultingly to the local economies.

Glenwood Springs provides one example of a community where human caused disaster to the natural environment is detrimental to the City's economic vitality. As you witnessed first-hand last year during your visit to the area, Glenwood Springs' experience with economic loss due to environmental disasters is unfortunately both extensive and familiar. The 2020 Grizzly Creek fire is merely one example where over 32,000 acres of forest land, starting just one mile from the City, burned and resulted in long-term closures of I-70, the major interstate connecting Glenwood Springs to the rest of the state. Losses due to food and supply shortages, property damage, and tanking tourism revenue left the City reeling in a time when the pandemic was already stressing the local economy. The fire's destruction led to constant flooding and debris flows that further restricted travel along the interstate and the Colorado River while sending burnt debris and toxic ash into the river, contaminating vital water resources.

As experience with destructive wildfires is all too familiar, these communities are greatly opposed to the possible reality of constant railway traffic bringing significant increases in the transport of flammable crude oil and train sparks along its path. Projections show the Railway must ship around 350,000 barrels of oil per day

along this route for the project to be economically feasible. This would require 9.5 trains of up to 10,000 feet in length traveling the rail line each day through the mountain communities along the path of the Railway. These longer-than-average trains are heavier, more difficult to control, and more likely to derail. With the increase in railway traffic, the rate of accidents and potential for oil to spill would more than double the current rate along this route.

Further, the risk of wildfires, landslides, and other disasters is fueled by the Railway's path through mountainous terrain. Estimates predict that one fully loaded oil train will derail each year, with a disastrous oil spill resulting from one of these derailments approximately every four years. The Surface Transportation Board's Final Environmental Impact Statement further acknowledges the fact that derailments are more likely to occur on rugged terrain containing "steep slopes" and "narrow canyons". Additionally, the rail line's proximity to hundreds of thousands of acres of national forests and federal public lands is significant given the fact that a single spark from a passing train car could ignite a fire that destroys tens, if not hundreds, of thousands of acres.

The immense increase in accident risk would also threaten the area's precious water resources. The Colorado River, considered the most important river in the Southwest United States, sustains the lives of millions of people. The Railway's risk to the river's health and water quality cannot be overstated. The toxic nature of waxy crude oil has long-term negative impacts on the natural world, as it remains in the environment longer than other similar substances. Waxy crude also contains benzene, which is potentially fatal if swallowed and has long-term, harmful effects that lead to genetic defects, cancer, and organ damage. Direct leaks from trains to the water's surface, along with stormflow draining toxins from the railbed to the water, would result in significant water quality degradation.

Once spilled, this toxic substance will contaminate water used for drinking, agriculture, and outdoor recreation such as rafting and kayaking. Leaks and spills from waxy crude also present fatal challenges to the Colorado River's fish and aquatic life. Endangered fish, such as the Colorado pikeminnow, among others, are particularly susceptible to such harms.

All these risks not only would impact the health and longevity of the natural environment but also would dramatically injure the local economy in Glenwood Springs and these other Colorado communities. As the Grizzly Creek fire demonstrates, any impacts on the surrounding environment directly influence the ability of the local community to survive. Thus, Glenwood Springs and other similar communities along the Railway line are especially impacted by the risks the Railway project presents. This part of the state is a world destination for outdoor recreation and the home for irreplaceable natural wonders. Given the magnitude of the Railway project, these risks to the natural environment are certain to lead to disaster—disasters that threaten the very existence of the communities along its path.

Given the vast negative impacts the Railway would have on both the environment and the public, these Colorado communities urge the DOT to refrain from issuing PABs for the Railway project. Taxpayer funded bonds should not be used for a project that would do the opposite of serving the public interest. Proponents of the Railway may claim that the Railway's oil production will yield economic benefits, yet a slight possibility of economic benefit at the expense of permanent environmental destruction and ensuing economic calamity in downline communities is a trade-off to be avoided. PABs have consistently funded highway, bridge, rail, and transit projects that serve the public interest—federal funding for necessary infrastructure projects these communities generally endorse—rather than an industrial giant or single oil producer. Granting PABs to this project would result in the largest project allocation of such funding to date and would cause an unprecedented diversion from the types of projects PABs have traditionally supported. Issuing PABs for a

railway project that will degrade the natural environment, while risking the economic vitality of the communities it impacts, contradicts both the purpose of PABs to serve in the public interest and this administration's policy priorities.

In closing, we request a meeting to discuss these communities' significant concerns with the Railway's PAB proposal. We invite you to consider the effects the Railway would have on the lives and communities along its path and urge you to deny PAB funding for the project, once applied for. Thank you for your consideration.

Sincerely,

Ingrid Wussow
Mayor



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item: City Manager

Action Requested:

Department: City Clerk

Presented By:

Strategic Goals:

Background Info:

Issues:

Fiscal Impact:

Legal Review:

Staff Recommendation:



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item: City Attorney

Action Requested:

Department: City Clerk

Presented By:

Strategic Goals:

Background Info:

Issues:

Fiscal Impact:

Legal Review:

Staff Recommendation:



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item: Correspondence Incoming/Outgoing

Action Requested:

Department: City Clerk

Presented By:

Strategic Goals:

Background Info:

Issues:

Fiscal Impact:

Legal Review:

Staff Recommendation:



City Council
STAFF REPORT
City of Glenwood Springs
July 20, 2023

Agenda Item: Adjournment

Action Requested:

Department: City Clerk

Presented By:

Strategic Goals:

Background Info:

Issues:

Fiscal Impact:

Legal Review:

Staff Recommendation: