



COMMUNITY DEVELOPMENT DIVISION

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Below is a summary of Community Development's major accomplishments for 2018 and goals for 2019, by department.

Community Development Major Accomplishments in 2018

General Community Development

- Created Bond Administrator manual making it easier for staff to back up the Bond Administrator following documented processes.
- Improved daily deposit process by utilizing an existing TRAKiT report providing more detailed information on payment methods which is now entered into Munis.
- Held another successful Com Dev work day collecting and distributing seed at the Tiger Dredge site and Swan River Restoration.

Building Inspection

- Compared to 2017, inspection numbers are up 2%, permits are up 7%, revenue is up 14%, and valuation is up 26%. These numbers show all-time highs for all but inspections, which was very close to the record high.
- The record work numbers in 2018 mentioned above were handled without any comp time. This was achieved by optimizing staff strengths, a specialized work schedule, cross training and mutual 'buy in' by a great team. 2018 ran smoother than previous years as our new and reallocated employees have an extra year of experience in inspections and plan reviews.
- All plan reviews were completed with comments being issued within 2 weeks of submittal.
- We began attaching electronic copies of approved plans to informative emails to our clients. This allows them to have an electronic copy of the plans for their review after their plans have been approved.
- Streamlined soils reports and open hole report reviews allowing the soils engineer to email us the information, rather than utilizing hard copies.
- Inspected and issued CO's on the new Sister's Hut backcountry cabin, and multiple on-mountain projects at A-Basin and Copper Mountain. Many of these inspections were performed on foot.
- Permitted and inspected several large workforce housing projects at Wintergreen, Dillon Ridge twelve-plexes, Smith Ranch, and Dillon's Sail Lofts. Additionally, we permitted the new Summit Fire and EMS building.
- Reached out to the Summit County Home Building Association multiple times. This enables us to have open lines of communication with our builders throughout the year, not just when there is an emergency.
- Spoke to multiple groups about our 2018 ICC code adoption, which is anticipated to occur in 2019 with an effective date of 1/1/20. SCHBA, HC3 and other building and fire districts have been part of this ongoing effort.
- Held an outreach meeting with Compass Homes, our largest developer here in Summit County, in an effort to make our processes more customer friendly and clear.
- Developed and administrated an exemption process to the Stage II fire restriction this summer.
- Helped our Planning Department develop an enforceable Short Term Rental policy.

CSU Extension

- In partnership with Planning, Extension received BOCC approval of revised Land Use and Development Code provisions to reflect wildfire prevention at the January 9, 2018 BOCC meeting.
- We received BOCC approval of the ten year revision of the Summit County Community Wildfire Protection Plan at the January 9, 2018 BOCC meeting.
- CSU Extension Director graduated from the 18 month Western Extension Leadership Development (WELD) program with a presentation of our “State of Wildfire Preparedness in Summit County” infographic report brochure.
- Hosted 34 community education workshops, council and community presentations, and field based learning activities while partnering with complimentary organizations to promote Summit County Government’s forest health, wildfire preparedness, and other CSU Extension natural resource content outreach.
- Hosted the first Wildfire Prevention Solstice Party where numerous county departments and outside organizations highlighted their offerings to an estimated 200 attendees.
- Managed wildfire prevention 2010 Fund projects through the 5th annual Summit County Chipping Program, Hazardous Fuel Reduction and the Community Wildfire Protection Plan Implementation Grant programs.
- Funded 4 Hazardous Fuel Reduction projects at a total project cost of \$158,645.00. The county contribution was \$76,822.50.
- Funded 4 Community Wildfire Protection Plan Implementation projects at a total project cost of \$198,928.00. The county contribution was \$124,669.00.
- Executed the 5th annual Summit County Chipping Program. 11,388 homes have participated in the past 5 years and the slash collected has generated 25,720 cubic yards of woody biomass. All of the flammable material that has been removed from residential neighborhoods has been put to beneficial use. Climax Mine is the receiving site for this material which is used for mine waste reclamation.
- The CSU Extension Director represented CSU Extension and Summit County Government as a Board Member on the Friends of the Dillon Ranger District Board of Directors.
- Hosted the 6th Colorado Master Gardener Certificate (CGC) training.
- Provided CGC content through distance education to 13 Summit County citizen attendees.
- 4-H Robotics team (9 youth and 2 coaches) competed in our 1st FIRST LEGO League (FLL) “Into Orbit” Competition in Grand Junction with 19 other “teams”.
- Organized our 2nd “STEMasters in the Classroom” with CSU Regional STEM Specialist, Dr. Barbara Shaw in conjunction with Summit School District to train 7 teachers in 4-H STEM programming while earning their Graduate Credits.
- 500 Summit County youth participated in 4-H programs in 2018 in afterschool, in the classroom, summer, and homeschool programs ranging from STEM, Animals, Shooting Sports, Arts & Crafts and community service projects.
- 8 Summit County 4-H members competed at the Middle Park Fair in Kremmling in horse, rabbit, goat, & sheep competitions.
- Summit School District Board of Directors recognized 4-H at their fall meeting “as a partner supporting our schools and our students in huge positive impact important in healthy development of our kids.” This is reflective of the ongoing work 4-H does in Summit County.

- Inaugural year for offering 4-H Financial Literacy classes to 20 High School and College students by a professional Financial Advisor/4-H Leader, David Keller, during the winter and summer sessions.
- Farewell & Thank you to 50 years of 4-H Horse programs with Lynn Bauer/Ptarmigan Ranch as the facility closed its doors this summer; and good luck and thank you to 18 years of volunteering from 4-H Leader/Council/Fair Volunteer, Annie Lindsey who relocated to Montrose!

Housing

Development of Affordable Housing

- *West Hills Phase I*: 25 Townhomes between 80-110% AMI with an average of 100% AMI. Fully completed with closings taking place throughout the fall of 2018. The local workforce currently occupies all units.
- *West Hills Phase II*: 14 Townhomes and 27 condos between 70-110% AMI with an average of 89.76% AMI. Construction began fall of 2018 and a lottery was held in November.
- *Lake Hill*: Summit County in partnership with the Town of Frisco went under contract with Economic Planning Systems (EPS) to complete a Site Impact Study as required by the Summit County Land Use & Development Code for all large-scale development projects. The study's scope of work includes a Fiscal Impact and Service Provider impact analyses based on two development scenarios of 436 and 536 housing units.
- *Wintergreen*: Summit County provided a \$300K long term loan in support of the Low Income Housing Tax Credit (LIHTC) component of the project and also advocated for the LIHTC funding. This project consists of 196 total units, with 40 LIHTC 30-60% AMI units, 120 long term rental units with an average of 100% AMI and 36 seasonal resort employee housing.
- *Buy Downs*: The Housing Department purchased two units as buy downs to add to the workforce housing inventory. One unit in Mountainside in Frisco was kept for the use of Summit County employees in the Transit/Summit Stage Department. Another unit, in Dillon Valley East Condos, was remodeled and is currently listed on the market for \$179,900 (approx. 75% AMI).
- *Dillon Valley Affordable Workforce Housing Site (Old DV Church)*: The Housing Department focused on the due diligence efforts to develop this parcel for affordable workforce housing. A new survey was completed, as well as a wetlands delineation in 2018, and at the end of 2018, the Housing Department submitted an application for a work session with the Snake River Planning Commission to look at three possible site designs to accommodate 12 new deed restricted duplex units.

Land Acquisition

- *Dulac Placer (DNR Kennels)*: Land held jointly between Town of Breckenridge and Summit County for a potential housing site.
- *Dillon Forest Service Compound*: Partnership with Town of Dillon and Summit County and Forest Service. Ongoing partnership to re-develop the Forest Service Compound to provide affordable workforce housing.
- *Summit High School Property*: Initial site design was performed with Norris Design and presented to the Summit School District and their consultants for a potential housing site.
- *USFS Land Exchange*: There was a lot of work regarding a potential land trade with the United States Forest Service on four properties including a 2-3 acre housing site on Peak 7, the Keystone Gulch parcel at 7.5 acres, a 4.17 acre parcel near Tenderfoot, and the Lake Hill Extension parcel at 15.42 acres. The discussions are still ongoing to work towards bringing these parcels into the housing department inventory for future workforce housing opportunities.

Inventory Capture and Maintenance

- *PUD Housing Requirements Analysis:* Staff researched all Planned Unit Developments (PUDs) to learn about all past housing requirements as required by the approved PUDs. The research discovered there are 40 PUDs with housing requirements that either have been built, or are yet to be built. At least six (6) new units were recaptured back into the inventory.
- *2017 and 2018 Deed Monitoring:* The Housing Department took back deed monitoring from the Summit Combined Housing Authority in 2018 and monitored a majority of the 228 workforce housing units. This process helped to gain an understanding of the workforce housing in Summit County, including more specifically the use of the approximately 120 Accessory Apartments.
- *Deed Restricted Inventory Operations Guide:* Staff worked to create a Deed Restricted Inventory Operations guide to keep track of all the deed restricted inventory (over 228 units) in Summit County. This operations guide covers details regarding each developments covenant and restrictions, as well as interpretations for specific situations regarding specific developments.

Policy

- *Guidelines and Code Rewrite:* Work began on the housing code and guidelines rewrite process. The intent is to modernize the Housing Guidelines to expand scope beyond just what should be in a deed restriction, to more broad policies and guidelines on all topics related to affordable workforce housing. In conjunction, Section 3809 of the Summit County Land Use & Development Code will be rewritten.

Staffing and Administration

- The Housing Department went through a couple of staffing changes in 2018 with the addition of a Housing Planner at the start of 2018, and the resignation of the Housing Director Nicole Bleriot at the end of 2018. Jason Dietz, the new Housing Director is starting fresh for 2019.
- Housing Department staff worked on the Housing Department website at the beginning of the year, and created a searchable interface with all information regarding Housing in Summit County centered on the four pillars. Customer service is always top of the list, with the Housing Planner being the primary point of initial contact for all who call the Housing Department and have questions.

Open Space and Trails

Open Space Acquisitions

- In Summit County's largest year for acquisition since the B&B Mines purchase in 2005, the County protected 1,269 acres of open space in 16 transactions in 2018, at a cost of \$3,514,800 to the open space fund. A number of these properties were acquired through partnerships with Breckenridge, private landowners and GOCO. Highlights include:
 - The protection of the 1,123 acre Knorr Ranch with a conservation easement, and purchase of 505 acres. Staff also applied for and received an \$866,000 grant from GOCO for this project.
 - Acquisition of the Mountain Pride Claims (32 ac, Baldy Mtn) jointly with the Town of Breckenridge
 - Continued efforts to protect Upper Blue wetland lots at the south end of the County;
 - Purchase of Aspen Springs Lot 3 (25 acres) to improve public access at the Quandary and Wheeler Trails.
- Collaborated with the Treasurer's office on tax lien sale properties.

Recpath Construction, Planning, and Maintenance

- Received \$44,585 DRReC grant to install Recpath shoulder improvements along the Dillon Dam Recpath
- Facilitated ongoing design to create "side-paths" on Swan Mountain Road at the Blue River Sanitation plant and Cove Boulevard.

- Fremont Recpath:
 - Awarded \$600,000 Colorado the Beautiful grant from the State Trails Program for project construction.
 - Awarded \$20,000 donation from Summit Biking for project construction.
 - Finalized a NEPA Categorical Exclusion, including a Biological Assessment and Biological Evaluation, Visual Impact Assessment, Conceptual Compensatory Mitigation and Monitoring Plan, and Threatened, Endangered & Sensitive Species Survey.
 - In coordination with the FHA, CDOT and the USFS, developed 70% and draft 95% designs, finalized environmental mitigation alternatives, and crossing improvements.
- Repaired priority Recpath shoulder sections to mitigate erosion and improve the recovery zone.
- Worked with the USFS, Frisco, and Breckenridge to permit and groom a new free community amenity: 8 miles of Recpath between the Breckenridge Rec Center and the Frisco Nordic Center for non-motorized winter uses such as Nordic skiing, fat biking, snowshoeing, running and dog walking.
- Completed an e-bikes public outreach campaign, the single most commented on issue in county history. The outreach campaign included an online survey, open houses and several stakeholder group meetings. The BOCC recommended permitting e-bikes on the Recpath, and OST staff submitted a proposal to USFS to modify the County's Special Use Permit to implement the new rules in 2019.
- Performed routine maintenance of the Recpath including plowing, sweeping, grooming, crack sealing, centerline striping, hazardous tree removal, brushing, shoulder repair, sign maintenance, and more.

Land Review and Special Events

- Reviewed and commented on approximately 57 planning cases, addressing open space and trails related issues.
- Processed 30 county special event permits and monitored events and impacts.
- Reviewed and commented on Copper Mountain Snowmaking and Summer Uses NOPA.

Volunteer Program, Natural Surface Trails and Open Space Management

- Completed construction, rerouted and improved over two miles of new single-track on Summit County Landfill property with help from Rocky Mountain Youth Corps and volunteers.
- 500+ volunteers donated 2,680 hours of time for a total value of \$61,908 to Open Space and Trails projects and initiatives in 2018.
- Created new trail connection between Valdora Village and the CR450 bus stop using County easement.
- Rerouted the Mountain Pride Trail to maintain recreational opportunities during the mine cleanup, improve trail safety and preserve the historic site.
- Built one mile of new single-track – the Nightmare on Baldy extension to access the Sisters Cabin in partnership with Summit Huts, Volunteers for Outdoor Colorado, and Town of Breckenridge.
- Assisted in rerouting and rebuilding the Backdoor Trail, creating separate climbing and descending routes to improve safety, sustainability, and the overall trail user experience.
- Funded six weeks of Rocky Mtn. Youth Corps (RMYC) crew.
- Cleaned out over 10 tons of trash and debris from 4 newly acquired backcountry cabins and performed routine maintenance to weather proof and sign them.
- Monitored seven County-held conservation easements.
- Jointly with the Town of Breckenridge, submitted a proposal to the USFS to manage the Golden Horseshoe under a Special Use Permit (SUP). The County will be the primary permit holder, and the entities will jointly manage the non-motorized routes throughout the greater Golden Horseshoe area.

- Organized Golden Horseshoe Oversight Committee meetings. Project oversight, including improvements and decommissioning of roads and trails, trail construction and recreation planning.
- Installed and updated signage at multiple trailheads and trail networks.
- Completed routine maintenance, including hazard tree removal, drainage, and updating signs on natural surface trails and hard surface trails.

Water Quality, Wetland, and Stream Enhancement

- Swan River Restoration Project:
 - Performed onsite monitoring in support of Army Corps and CWCB reporting requirements.
 - Published three blog posts providing relevant project updates.
 - Hired contractor to facilitate soil stabilization and revegetation efforts on approximately 2.5 acres of the site where vegetation was not establishing.
 - Hosted several site tours to interested parties including staff from the US Fish and Wildlife Service and Forest Service.
 - Continued gravel removal and soil import on Reach B – approximately 77,000 tons removed generating over \$190,000 in royalties.
 - Assisted planning and legal departments in review of CUP application for rock crushing at Mascot Placer.
 - Hosted Com Dev staff work day: seed collection, distribution, and erosion control.
- Coordinated with Breckenridge to utilize the Blue River Open Space as a wetlands mitigation site for impacts associated with the new raw water intake pipeline for their new water treatment plant. Construction scheduled for 2019.
- Worked with Trout Unlimited, EPA, CDRMS and others to complete mine cleanup at the Mountain Pride Mine, and facilitate acquisition of the 32 acre property on Bald Mountain.
- County liaison to Snake River Task Force: facilitated EPA cleanup of Jumbo Mill.
- Initiated discussions with TU regarding cleanup of Porcupine Mill to facilitate property acquisition.
- Promoted plans by EPA and CDRMS to address water quality issues in Illinois Gulch and French Gulch.

Board Special Projects

- Participated in Blue River – Integrated Water Management Plan meetings and coordination efforts.
- Dillon Reservoir Recreation Committee Oversight
 - Processed two DRReC grant applications: 1) \$44,585 to Summit Co OST for Dillon Dam Recpath shoulder improvements and 2) \$5,415 to the Dillon Ranger District for Management Facilities Improvements.
 - Processed 16 Dillon Reservoir Recreation Area Special Event Permits and 17 Special Use Permits.

Outreach and Education

- Revised and published the 2018 State of the Open Space Report.
- Summit County Government obtained Gold Level Designation as a Bicycle Friendly Business from the League of American Bicycles.
- Organized and participated in Bike to Work Day Events with towns and community partners.
- Initiated numerous press releases, newspaper articles and videos.

Updated online, interactive Web Map in partnership with the GIS Department, which provides comprehensive trail and open space information allowing users to explore open space parcels, paved pathways and natural surface trails, trailheads and trail portals, and local recreational amenities, available at: www.summitcountyco.gov/trailmap

Planning

Part of evaluating accomplishments for the year includes looking back at the prior year goals, which included:

- Development Code Amendments – including short-term rentals, wildfire, and backcountry zone
- Copper Mountain Development – including A-Lift neighborhood and Employee Housing
- Keystone Area Development – including Wintergreen, West Hills, the Alders, and One River Run
- Workforce Housing Implementation – including Wintergreen, West Hills, Dillon Valley, Lake Hill
- Comprehensive Plan updates – starting with the Countywide Comprehensive Plan and followed by the basin master plans

Each of the above goals are further discussed in the following sections. Reviews of planning applications are frequently the most visible accomplishments of the Planning Department, however in 2018, the Code amendment for short-term rental (STR) regulations also received significant public attention. In addition to STR regulations and high-profile current planning cases, there was a significant amount of less visible activity, which also contributed to implementation of the County's mission of providing high-quality, efficient service to support a healthy, vibrant community.

- *Development Code Amendments:* Several noteworthy code amendments were completed in 2018 to assist in implementing the BOCC's direction and policy goals. Code amendments require an initial work session with the Board of County Commissioners (BOCC) to obtain direction to begin the Code amendment, followed by public hearings by the Countywide Planning Commission (CWPC) for recommendations on the amendment, and by the BOCC for final approval. Code amendments completed in 2018 include:
 - Short-term Rental (STR) Regulations – As a result of outreach obtained during the Countywide Comprehensive Plan update, in December 2017 the BOCC directed staff to develop regulations for short-term vacation rentals. The primary focus of these regulations is to ensure that these accommodation units are safe for the short-term occupants, are managed to appropriately mitigate neighborhood impacts, and are treated equally and fairly compared to other accommodations businesses in unincorporated Summit County. Following extensive community input and several public hearings by the CWPC and the BOCC, the regulations were adopted December 18, 2018.
 - Fire Mitigation/Forest Management – These code amendments include new requirements for assessing wildfire hazards in all basin master plans, assessing wildfire hazards and potential mitigation as part of any rezoning/PUD modification request, requirements for ensuring that full Zones 1 and 2 defensible space are incorporated into any new subdivision approval, changes to fencing requirements and prohibitions against the storage of firewood within Zone 1 during the fire season. The CWPC recommended approval of the Code amendments in November 2015, and following additional outreach to community members as directed by the BOCC, the amendments were adopted January 9, 2018.
 - Backcountry Zone District – Amendments to the Backcountry zone district regulations were adopted to prohibit short-term rentals on Backcountry zoned parcels, and clarify sizes of accessory structures and decks, with the goal of ensuring the purpose and intent of the Backcountry zoning district is being fulfilled. The CWPC recommended approval of the Code amendments in November 2017, and the BOCC approved the amendments on March 27, 2018.
 - Flood Plain - This minor amendment to the Code was required by FEMA to update effective dates, and to clarify some terminology. The CWPC recommended approval of the Code amendments in October 2018, and the BOCC approved the amendments on October 23, 2018.
 - Small Cellular Facilities - These minor amendments to the Code were initially requested by a cellular provider to comply with new FCC rules on small cellular facilities. The CWPC recommended approval of the Code amendments in August 2018, and the BOCC approved the amendments on September 11, 2018.
- *Current Planning:* Planning staff processed 124 Planning cases in 2018, collecting over \$336,000 in fees (the 2018 Budget projection was \$205,000). In addition, staff reviewed site plans for 433 building permits for compliance with zoning and development code requirements, and 120 hot tub permits. Some of the

significant Current Planning cases included:

- Copper Mountain – After several years with limited development occurring at Copper Mountain, several projects gained or continued momentum in 2018.
 - Employee Housing PUD Amendment. Copper received approval of a major PUD amendment to locate a new employee housing development on a 2-acre portion of the Alpine parking lot in June 2018 to fulfill their remaining 80 employee housing credits in the PUD. As part of the PUD amendment, Copper provided a commitment on completion of the units, and to construct bicycle and pedestrian improvements near the development site and along Copper Road to facilitate non-vehicular movement between housing and Center Village. Staff anticipates the site plan application will be submitted in February 2019.
 - Chapel Lot. In September 2018, a private developer received site plan approval from the Ten Mile Planning Commission for a 127 room hotel on the Chapel Lot site. Building permit applications were submitted in December 2018, with ground-breaking expected in April 2019.
 - Center Lot East and West. Construction of both of these parking lots was completed in summer 2018, for a total of 333 spaces. Center Lot West was required to be constructed as a condition of the Chapel Lot development, and Center Lot East was constructed to accommodate the spaces that will be displaced by the North Alpine employee housing development.
- Keystone Area Development -
 - West Hills, Phase 2 – Assisted with review and approval of a Site Plan for 41 units of for-sale affordable workforce housing being developed by a 3rd party developer on behalf of Summit County. This supplements the 25 units that have obtained Certificates of Occupancy in West Hills, Phase I. Phase 2 is under construction and will be complete in 2019.
 - Wintergreen – Coordinated the site plan review process initiated by a private developer, Gorman (in partnership with Vail Resorts), for development of a for-rent workforce housing project, including a total of 196 units with a LIHTC component, long term rentals, and seasonal rental units. The project received approval in April and is under construction.
 - Alders Town Homes – The site plan for the final phase of development of the Alders Townhomes in the Ski Tip neighborhood was approved for 35 units in duplex and triplex buildings. This will complete the build-out of the Alders development, and with the exception of a few individual single family lots, buildout of the Ski Tip Neighborhood of the Keystone PUD. Construction should be completed by 2020.
- Mascot Placer – This application by a private landowner and Peak Materials would have facilitated removal of dredge rock from the site and ultimately allow for restoration of the Swan River. However, the Upper Blue Planning Commission denied the application, and the denial was upheld by the BOCC following much public input and several public hearings, due to concerns related to cumulative truck traffic. The application is currently under appeal by the landowner.
- TDR Transactions & Backcountry Protection – Staff processed a few transactions related to the Joint Upper Blue TDR Bank, including transferring density from 324 acres jointly owned by the Town and County (equating to 25.93 development rights).
- *Affordable Housing Implementation:* With the creation of the County Housing Department, Planning staff transitioned most work developing housing projects to the Housing Department, but continues to provide assistance as the Housing Department evolves. Having the Housing Department as the primary applicant / advocate for these projects also provides some transparency to the public during the hearing and review process. Housing projects reviewed include the West Hills, Wintergreen and Copper Mountain projects discussed above, and also:

- Dillon Valley Church Property – Assist the Housing Department in development of a PUD that will allow development of this site for workforce housing. A work session application was submitted in December, and will be discussed at the Snake River Planning Commission in January 2019. This project is discussed further below under goals for 2019.
- Lake Hill – Assisted in drafting of the RFP for the site impact study required by the Code for a project of this magnitude. This project is discussed further below under goals for 2019.
- Accessory Apartments – Planning staff reviewed and approved 15 accessory apartments, bringing the total number of deed restricted accessory apartments in the County to 135.
- *Comprehensive Plan Update*: Planning staff initiated an update to the Countywide Comprehensive Plan in 2017, including extensive outreach to the community and focus group discussions on specific topics. Based in part on the feedback received, the BOCC directed staff to focus on development of STR regulations in 2018, so the comp plan was put on hold. Now that the STR regulations are complete, the comp plan update will continue in 2019.
- *Summit County Energy Action Plan*: Planning staff has continued to participate on the working committee to oversee implementation of the revised Summit County Energy Action Plan, in coordination with High Country Conservation Center, Xcel Energy and the Towns. Staff continues to work with the Summit Climate Action Collaborative (HC3, towns ski areas and other key community partners) to develop a climate action plan.
- *Zoning Enforcement*: Code enforcement (CE) was very active and responsive regarding zoning code violations. In 2018, 41 violation cases were opened, with most being completed and closed; additionally, approximately 56 complaints were handled without opening an official case through direct contact with property owners, resulting in immediate compliance without having to take a more formal enforcement action. CE coordinates with the Engineering and Building Departments on properties where there are violations of multiple areas of Code, assists the Housing Department with monitoring of deed restrictions and subsequent enforcement, and works with the Weed Department to resolve noxious weed issues.
- *Staffing*: Cody Horn filled a vacant Planner I position in February 2018, and a request to add a new Planning Technician position was approved and the position was filled by Suzanne Pugsley in May 2018. In December 2018, the Manager’s office approved a request to add another Planning Technician position to focus on implementation of the newly approved short-term rental regulations. The job is currently being advertised, and we hope to have the position filled by early February 2019.
- *Administration*: Staff is continuing in the task of conversion of paper files to electronic, to make documents more easily accessible. As a result of this effort, several file cabinets have been emptied and consolidated, creating additional room for staff work areas and improving research efficiency.
- *Planning Commission Activity*: The Planning Department coordinates meetings for five Planning Commissions and the Board of Adjustment. These boards have a total of 54 members, with approximately 1/3 of those needing to be re-appointed or have new members appointed in March of every year. Each board has a regular monthly meeting scheduled, which gets cancelled if there are no agenda items. A brief summary of board activity is:
 - Countywide Planning Commission (CWPC) - met 4 times to work on Countywide Comprehensive Plan and three Code amendments.
 - Lower Blue Planning Commission (LBPC) – met four times to review two planning applications and receive updates on basin issues (cellular service, Open Space, USFS activity).
 - Snake River Planning Commission (SRPC) – met five times to review seven planning cases.
 - Ten Mile Planning Commission (TMPC) – met three times to review three planning cases.
 - Upper Blue Planning Commission (UBPC) – met seven times to review seven planning cases.
 - Board of Adjustment (BOA) – met one time to review one variance request.
- *Assistance to Other Departments*: One of the roles Planning staff provides is assistance to other departments on various projects as needed or directed. Listed below are some of these projects in 2018; staff anticipates some continued work on each of these projects in 2019:
 - Frisco Transit Center Master Plan - Planning staff assisted with the RFQ and selection process to

- contract a consultant team to prepare architectural and engineering plans for the site and facility design, and submittals to the Town of Frisco for site plan review.
- Summit County Community Mapping Project – Staff is working with Public Health and Youth and Family to implement the Communities that Care strategy of hot spot mapping to enhance neighborhood attachment and community organization. Public Health has obtained some grant funding for this project and Planning staff is assisting in outreach and facilitation of meetings.

Summit Combined Housing Authority

- Planned, organized and hosted a successful multi-Jurisdictional Housing Summit that was well received by the public.
- Moved away for the old homebuyer education program via CHFA audit and into the CHFA Compliant homebuyer education program with a more robust curriculum.
- Partnership with Gorman & Co. to help make the Wintergreen Apartments in Keystone a reality.
- West Hills Phase 1 Homebuyer Education and Guidance forums were held to provide buyers the opportunity to learn about their specific deed restriction, HOA and development. This programs success lead to similar programs at the Sail Lofts, West Hills Phase 2 and Smith Ranch Phase 1.
- Smith Ranch Phase 1 Transaction Broker services and buyer education, working with and guiding deed restricted buyers from application to closing to stream line the sales process and provide project specific education.
- West Hills Phase 2 Transaction Broker services and buyer education, working with and guiding deed restricted buyers from application to closing to stream line the sales process and provide project specific education.
- Received State Housing Board Approval for a 3 year contract with the Department of Housing for Down Payment Assistance loans.
- DOH/SRLF delinquent loans have been with everyone on an approved payment plan or current.
- SCHAs State filings, budgets and noticing are now compliant with the State.
- Re-sale calculation process has been streamlined by moving the request form online. At the same time the calculations are being proofed by staff to identify past errors in the form.
- Income qualifying process is now an automated worksheet that requires specific information for specific lines on W2's and/or tax returns to remove human error and interpretations so all are done with the same methodology regardless of who is doing the data input.
- Deed monitoring is now being moved from a paper, admin intensive format to an electronic URL that removes man-hours and paper while making the user interface easy to use and efficient and allowing data to be stored in the cloud with reporting and searching capabilities.

Community Development Goals for 2019

General Community Development

- Work with I.S. to update TRAKiT to a newer version.
- Add Special Event permits to TRAKiT.
- Work with I.S. to update all GL account numbers in TRAKiT so they'll match Munis account numbers which will greatly help the daily deposit process.
- Continue to improve Com Dev processes involving Munis to ensure alignment with county processes as they evolve/develop.
- Facilities improvements: Look at alternatives for providing a break room that would eliminate having a messy food prep/coffee area for employees in the middle of a Public area.

- Admin retreat: Goal will be to explore possibilities for process improvements as well as provide team building opportunity.
- Com Dev Clean-up day in early 2019.
- Continue cross training for admin staff.
- Develop procedure to track waived planning case fees.
- Facilitate another all Com Dev work day on an County Open Space property.

Building Inspection

- We expect 2019 to once again be the year of workforce housing and large commercial projects. We are currently expecting, and working on, projects at West Hills workforce housing, 196 units at Wintergreen, a 48,000 square foot Sail Loft building in Dillon, the Smith Ranch project, the A Lift development, Blue River Flats, the Pad Hostel, the Keystone Science School project, the new Summit Fire and EMS building, Uptown 240, Homestead Suites, Fourth Street Crossing, One River Run, and a new medical office building.
- 2018 ICC code adoption. We expect to do a significant outreach to the building and design communities regarding our upcoming 2018 ICC code adoption. We expect to have an amendment package to submit to our BOCC and town councils by early summer of 2019. Our goal is to have multiple meetings with all of the other local municipalities to prepare a common set of building codes to enforce during the next code cycle.
- Continue to assist other Community Development departments where appropriate, including clarifying accessory apartment requirements to owners prior to submittal.
- Continue to perform fair and transparent regulation of construction throughout Summit County and the towns of Silverthorne, Dillon, Frisco and Montezuma.

CSU Extension

- Effectively develop and implement a more robust wildfire prevention/community protection effort through the increased level of taxpayer support.
- Implement the Sixth Annual Summit County Chipping Program.
- Maintain a consistent level of participation in the Chipping Program.
- Sell the Chipping Program woody biomass to provide revenue to the program.
- Deploy a local media campaign to promote Summit County CSU Extension natural resource offerings, especially in the areas of forest health and community protection, via TV spots, radio spots, and newspaper, mailers, movie ads, mobile billboard, social media, and highway drive-by signage.
- Increase the number of Hazardous Fuel Reduction Grant awards by proactively inviting potential applicants into the cost-share grant programs.
- Maintain a relationship with the Summit Association of Realtors (SAR) who paid for the production and distribution of a Wildfire Preparedness television spot as well as a mailer which was sent to property owners in Summit County.
- Present community information to Licensed Realtors in Summit County through a partnership with SAR to support the Summit Realtor Certification program offered by SAR.
- Provide relevant timely information to the Planning Department to support a conclusion to the controversy at Dercum's Dash.
- Support all Community Development departments as appropriate and as opportunities arise.
- Work with the Summit County Housing Department and the Summit Combined Housing Authority to determine if/how CSU Extension staff can assist with housing issues.
- Partner with Keystone Science School to provide forest health education to over 200 Summit School District 3rd Graders.

- Present forest health and wildfire preparedness information at community meetings and through a resurrection of our field trip efforts.
- Host a 2nd Annual Wildfire Prevention community party.
- Represent CSU Extension and Summit County Government as a member of the Fire Adapted Colorado regional partnership.
- Maintain the local Colorado Master Gardener group of 8 volunteers to provide education and training to the public in the gardening arena.
- Continue to reach hundreds of Summit County youth through 4-H STEM afterschool programs and in-classroom use of 4-H STEM kits.
- Continue to offer ongoing 4-H Rocketry to “underserved community” at Dillon Valley Elementary & Silverthorne Elementary schools.
- Recruit, train, and manage new 4-H volunteer leaders in the growing & changing interests of Summit County youth to develop life-skill building programs.
- Motivate & manage the three “new” CSU STEMasters who completed the 2018 course with Dr. Shaw, to meet their needs for STEM programming, resources, equipment, supplies and lesson plans to offer classroom and afterschool 4-H STEM programs.
- Rebuild the 4-H Garden project using local CSU Master Gardeners who are interested to earn volunteer hours by sharing their expertise with 4-H kids.
- Build a new 4-H Dog & Cat program with Grand County 4-H Leaders to get our local youth to participate in the Middle Park Fair in August.
- Build a new 4-H Financial Literacy program for Elementary age youth.
- Maintain a sustainable 4-H budget through local Summit County 4-H Council Club fundraisers.
- Continue to deliver high quality community supported 4-H youth leadership and development programs to all in our diverse community.
- Continue to offer and grow our 4-H STEM programs to all schools in Summit County.
- Promote 4-H to develop new programs, recruit new leaders and enroll new local families.

Housing

Housing Development

- *Dillon Valley Affordable Workforce Housing Site (Old DV Church):* Take feedback from the SRPC and the Dillon Valley open house to select one of three site designs to design, rezone and develop. The Housing Department would like to see the project break ground in the fall of 2019.
- *Dillon, Denver Water, and U.S. Forest Service Facility:* The Housing Department intends to pursue conversations and collaboration with all parties to come up with a workforce housing project and concept that can be pursued.
- *Lake Hill:* Complete the EPS site impact study contract and work in partnership with the Town of Frisco to use the information from the site impact study to initiate a re-zoning application.
- *West Hills Phase 2:* Work with Compass Homes and the SCHA to complete the project by the end of 2019.
- *DNR Kennels:* Work with the Town of Breckenridge to demo the onsite buildings.
- *Summit Cove Property:* Staging for road and bridge through August 2019. Start the planning and design process to initiate a PUD amendment.
- *Buy Downs:* Sale and close the Dillon Valley West condo and continue to explore other buy down opportunities that may arise.

Housing Policy

- *Guidelines and Code Rewrite:* Work with the Planning Department to review and recommend to the BOCC modernization and improvements to the housing code and guidelines.
- *Buy Downs:* Update the County buy down policy. Develop a new deed restriction buy down program similar to the Vail InDeed program.
- *Housing Strategic Plan:* Start laying the groundwork to initiate a County Housing Strategic Plan.

Housing Inventory Management

- *Deed Monitoring 2019:* Work with the SCHA to turn over all County deed monitoring to the SCHA's new online URL format with digital tracking reporting functions.

Land Acquisition

- *General:* Continue to investigate and pursue land acquisition opportunities through the County.
- *USFS Land Exchange:* Work with the USFS and the Open Space Department to pursue land exchange opportunities.

Open Space and Trails

Open Space Acquisitions

- Pursue acquisition opportunities as they arise with OSAC, BOCC and community input.
- Continue collaboration with USFS to initiate the Summit Land Exchange
- Identify and pursue private property interests needed to improve and maintain public trail and recreation access; and parcels without existing access.
- Assist with transactions associated with TDR and Parcel Assemblage programs.
- Pursue long-term open space protection strategies, including a broad open space rezoning effort initiated in 2018.
- Hire contractor to conduct wetland delineations on all Quandary Village and Alpine Breck wetland lots to enable TDR transfer.
- Initiate OSAC discussion of long-term acquisition priorities and goals in each basin.

Recpath

- Coordinate with Town partners to implement e-bike regulations based on BOCC and USFS direction.
- Fremont Pass Recpath:
 - Continue to advance design and permitting for construction under the Federal Lands Access Program.
 - Coordinate with CFLHD to hire a construction contractor and initiate construction during spring 2019.
 - Submit an application to Gates Family Foundation for Capital Grant.
 - Continue efforts to complete land tenure agreement with Climax.
 - Collaborate with Lake County to advance Recpath planning between Leadville and Climax.
- Complete design of CR450 Recpath connection to SH9.
- Install Swan Mountain Road "side-path" in the vicinity of the Upper Blue Sanitation District WWTP.
- Install Swan Mountain Road "side-path" in the vicinity of Cove Boulevard.
- Improve shoulders along Dillon Dam (using DRReC grant) and system-wide using priorities identified in the Recpath Improvement Plan.
- Advance Hoosier Pass Recpath planning in coordination with CDOT SH 9 Access Control Plan.
- Coordinate to improve maintenance of Recpath through Copper and Keystone Resorts.
- Identify concerns and safety issues and advance maintenance on Vail Pass Recpath.
- Complete system-wide maintenance, striping, and crack sealing of Recpath.
- Review recently completed Recpath photo-survey to identify Recpath deficiencies, hazards, and any other related issues.

Land Review and Special Events

- Process approximately 50 special event applications and monitor events.
- Provide input into USFS special events, capacity analysis, and public scoping.
- Review and comment on Planning Applications/Development Reviews to uphold Open Space goals.
- Provide input into Recreation and Trails elements of County-wide and Basin Master Plan Updates.

Volunteer Program, Natural Surface Trails and Open Space Management

- Complete fuels reduction projects at Mesa Cortina, Royal Placer, and Golden Horseshoe in cooperation with the Colorado State Forest Service.
- Work with USFS and Towns to address capacity issues at trails and trailheads as opportunities arise.
- Continue increasing volunteer numbers through Adopt program, individual volunteer days, corporate retreats and continued coordination with Weed Control, Extension and 4-H departments.
- Design and construct new trail connections in coordination with Towns and USFS. Specific projects include: Silverthorne/Mesa Cortina connection, Bekkedal connection, Rock Island reroute, X10U8 bypass and Pinball Alley improvements.
- Review and address issues of public utility use of County properties (e.g. Summit Public Radio, Xcel).
- Identify appropriate improvements for public access below Green Mountain Reservoir.
- Continue to evaluate historic access and relevant maps/documentation, to improve consistency with the USFS TMP and preserve recreational uses.
- Formulate strategy and work with R&B and attorneys to determine appropriate processes for ongoing recreation management and “character” of County backcountry and USFS Roads.
- Collaborate with Town of Breckenridge on Special Use Permit request to USFS for non-motorized routes in the Golden Horseshoe. Draft MOU with Town on management to accompany SUP if granted.
- Continue process with OSAC and others to identify priorities for future trail connections throughout the County. Incorporate input into County Master Plan Revisions.
- Complete annual conservation easement monitoring on all easements.

Water Quality, Wetland, and Stream Enhancement

- Swan River Restoration:
 - Continue efforts to remove gravel and import soil to Reach B.
 - Update conceptual plan to optimize grading/gravel removal approach for Reach B.
 - Initiate fundraising efforts for implementing Reach B restoration work.
 - Continue site monitoring in support of permit and grant requirements.
 - Identify wetlands creation/restoration opportunities on Reach B.
 - Provide annual BOCC update for Conditional Use Permit.
 - Continue to publish blog posts with relevant information and updates.
- Continue working with EPA on issues identified in French Gulch during 5 year review of W/O Plant.
- Coordinate with Town of Breckenridge to remove USFS access road below W/O Plant.
- Oversee wetland improvement projects at South 40 and Breckenridge wastewater treatment plant.
- Coordinate with Trout Unlimited on Porcupine Mill Cleanup.
- Coordinate with EPA and CDPHE to advance projects in Illinois Gulch.
- Continue efforts with EPA and Town to improve water quality and habitat in French Gulch.
- Provide assistance with Cinnamon Gulch and Penn Mine closure. Identify and pursue other water quality improvement projects and liaison with Snake River Watershed Task Force.
- Review site-specific wetland enhancement plans on County properties to identify opportunities to meet BOCC No Net Loss policy.

Board Special Projects

- Develop a comprehensive plan for timber management and wildfire mitigation on open space properties.
- Review and provide input to USFS, CPW and others on open space related issues.
- Administer Dillon Reservoir Recreation Committee
 - Oversee independent contractor conducting a capacity study for Dillon Reservoir Recreation

- Area and surrounding facilities.
- Continue to implement DRReC grant program.
- Process DRReC special event/special use permits.
- Act as chairman and provide staff support and project oversight for DRReC.
- Continue Dillon Reservoir shoreline weed treatment program initiated in 2016.

Programmatic Goals

- Continue to maintain and improve program visibility, public interaction and public support.
 - Publish Annual State of the Open Space Report on website.
 - Update website format and content.
 - Initiate press releases and provide public information.
- Coordinate with Planning, Weed Control, Extension/4-H and other Comm. Dev. Departments to identify opportunities to efficiently manage County assets.
- Organize and participate in Golden Horseshoe Oversight Committee meetings and oversee projects.
- Identify and prioritize management concerns on Open Space properties and natural surface trails.
- Maintain database and records for acquisitions and trail assets.
- Collaborate with the Treasurer’s Office on tax lien sale properties and Assessor’s office on open space valuations.
- Employee training: Attend trainings including COSA, Colorado Bike Summit, continuing education, and other pertinent conferences/trainings.
- Identify and pursue grants to fund OS&T programs and projects.
- Deliver exemplary customer service and Open Space management.

Planning

- *Short-term Rental (STR) Permitting:* STR regulations were adopted in December 2018, and include a timeline for phasing. The permit software for on-line permitting is anticipated to be ready by the end of February 2019, and the deadline for all STR operators to have a permit is June 30, 2019.
- *Current Planning:* While it can be difficult to predict which applications may be coming within the next year, and the “goals” associated with these cases is to ensure a vigorous and thoughtful analysis of the project, this is an opportunity to provide an estimate of some of the large, complex projects that are anticipated in 2019, including:
 - Copper Mountain – In addition to a number of on-mountain improvements that are reviewed by USFS (Solitude Station, new Eagle and Flyer Lifts), there are a number of anticipated projects in Copper Mountain:
 - A-Lift PUD Amendment and Site Plan. This is a partnership between the Resort operator and a private developer to construct a 50-room hotel, commercial and resort support facilities, and single family, townhome and condominium residences in the A-Lift Neighborhood. Work sessions were held by the Ten Mile Planning Commission and BOCC in 2017, and a PUD Amendment application was submitted in August 2018. The applicant is currently making revisions to the application; staff anticipates Planning Commission and BOCC public hearings in spring 2019, and if approved, a site plan application will closely follow. This application also requires an amendment to the Copper Mountain sub-basin plan.
 - North Alpine Employee Housing. A unit mix for the proposed housing development was approved in December 2018, and staff anticipates a site plan application will be submitted by February 2019.
 - Integrated Employee Housing PUD Amendment. The Copper Mountain Resort Association and the County are cooperatively working on a minor amendment to the Copper Mountain PUD to clarify terms and policies related to these units, and have scheduled a BOCC public hearing for January 22, 2019.
 - Keystone – In addition to project reviews, staff has been working on a number of issues in the

Keystone area, specifically traffic and parking during peak skier days, and will be working with Vail Resorts to improve these issues in 2019. Anticipated upcoming projects in the Keystone area include:

- One River Run. A proposed development including 95 condos, 107 lodge rooms, and 27,404 square feet of commercial / resort support space located at the base of the Gondola in River Run. The developer of this proposed project has been meeting with staff for over a year, and applications for a minor PUD amendment, site plan, and subdivision exemption were submitted in September 2018. The applicant has recently submitted revisions that are under review, and, there is a possibility for BOCC and Planning Commission public hearings in February or March.
- Powerline Lot. At least the second phase of Powerline will require construction to replace the Hunki Dori Lot if One River Run is approved. Considering parking issues in Keystone, the full lot may be built out in 2019.
- Peak Materials – Hillyard and Maryland Creek CUP. Peak Materials is proposing to open a new gravel pit on the former Hillyard property, approximately 6 miles north of Silverthorne. As part of that application, they will also propose to amend the existing permit for the Maryland Creek gravel pit and materials processing plants to allow importation of material, effectively extending the life of that property. Peak held an open house in December that was well attended by Lower Blue residents. An application is expected to be submitted in the next month, with a LBPC hearing potentially in the spring. Staff anticipates that due to the interest in the application from proponents and opponents, that the application will be appealed to the BOCC regardless of the LBPC decision.
- *Development Code Amendments*: Staff is working on several Development Code Amendments for consideration in 2019. These include:
 - Housing Code and Guidelines – Staff believes there should be updates to Housing regulations in the Development Code as well as the Housing guidelines and clarification of some of the regulations for Accessory Apartments and other Local Resident Housing. Section 3809 of the Code should be revisited in coordination with the Housing Department and updating of Housing Guidelines and policies.
 - Road Standards – The Engineering Department has proposed revisions to Chapter 5 of the Code, focusing on road standards. This Code amendment is set for a BOCC work session on January 8; if the BOCC directs staff to proceed, this will be set for CWPC and BOCC hearings in February and March 2019.
 - Addressing – The GIS Department has proposed revisions to Chapter 5 of the Code to update Addressing, Road Naming and Numbering regulations. The BOCC discussed this at work session on September 11, 2018, and this will be set for CWPC and BOCC hearings in February and March 2019.
 - Open Space and NR-2 rezoning's – Updating the County's zoning and TDR maps to rezone properties that have had development rights removed and are used in a manner consistent with the Open Space zone; and zoning to NR-2 properties that have been acquired by the USFS. These will be considered as quasi-legislative rezoning's, so they will follow the same process as a Code amendment, starting with a BOCC work session in February or March 2019.
 - Wetlands - The Engineering and Open Space & Trails Departments have been working on enhanced wetland regulations based on the 2003 Enhancement of Wetlands Management Report, and developing a fee-in-lieu program for wetland mitigation, with assistance from planning staff. No significant work was completed on this project in 2018; if directed by the BOCC, work will continue on these code and program changes in 2019. Work to date includes drafting of potential code amendments and developing parameters for a Wetland Mitigation In-Lieu Fee Program, to ensure that impacted Summit County wetlands are mitigated for in Summit County per the County's "No Net Loss Policy" and

wetland protection regulations pursuant to Board Resolution 99-046 and compliance with the County's wetland protection regulations.

- Other Amendments – Other Amendments which may be considered in 2019 include a change to the frequency of Master Plan updates, wildlife fencing, disturbance envelopes, and other minor clarifications.
- *Comprehensive and Master Plan Updates*: The Countywide Comprehensive Plan was put on hold during 2018 as STR regulations received priority. Staff's goal is to restart the Comp Plan update in spring 2019 and complete by the end of the year. Upon completion of the Comprehensive Plan, work will shift to updating the four Basin master plans and the Joint Upper Blue Master Plan over the next 2 years.
- *Sustainability, water efficiency, climate action planning*: Staff will continue to work with outside organizations such as HC3 and the towns within the County to develop and implement plans for water efficiency, sustainability and climate change action.
- *Long Range Planning*: In addition to Comprehensive and Master Plan updates, there are several long-range planning projects that staff will be working on, including:
 - 2020 Census. Staff will likely have some involvement in the One Count Committee, which is established at the local level to facilitate accurate and thorough census counts, and will be completed in April 2020.
 - Improve buildout. Having a good estimate of the level of buildout throughout the County is a necessary tool in infrastructure and scenario planning. Planning staff has completed an annual buildout analysis for several years, using a process that uses a significant amount of manual data entry. Staff is working to improve this process and potentially integrate with the Action ASR database that is under development by the IS Department.
- *Affordable Housing Implementation*: Although much of the project work for development of workforce housing has shifted to the Housing Department, Planning staff continues to support workforce housing as a key aspect of implementing BOCC policies. Projects in 2019 could include:
 - Dillon Valley Church Property – Work with a third-party design/development firm to develop an overall plan for the property, and pursue development of affordable workforce housing on the property with consideration of other potential community uses such as neighborhood park space or community gardens. The property will require re-zoning to accommodate the housing planned for the site, and a work session with the Snake River Planning Commission is set for January 17, 2019, and the PUD and site plan applications are anticipated to follow in the spring of 2019.
 - Lake Hill – Assist in development of the Lake Hill PUD, and coordinate the review process for the PUD application. Integral to this application will be the site impact study required by the Code for a project of this magnitude, which is set to begin in January 2019.
- *Administration*: Staff is working to become more efficient in many areas, including becoming less paper dependent, transferring old files to Laserfiche in TRAKiT to make the documents more easily accessible, encouraging electronic submissions, improving organization of electronic files on the server, and reducing / consolidating paper files to increase available workspace. Improve coordination with other departments in identifying and resolving potential Code violations.
- *Planning Commissions*: Combined, these six boards met a total of 24 times to consider 22 different applications, meaning that out of a total potential 72 combined meetings, 2/3 of them were cancelled, and many times a short meeting was held for only a single agenda item. It also has been a challenge to keep Planning Commission members engaged when so many meetings are cancelled. Staff spends a significant amount of time each year soliciting for Commission members, training, and scheduling and cancelling meetings. There been some consideration in the past to consolidate Planning Commissions, it may be worth having that conversation once again.
- *Staffing*: Continue to provide excellent customer service to our customers, be responsive in Code enforcement, consistent in application of the Code for current planning cases, and exude professionalism during public outreach for long range and special projects. Additionally, provide all staff member's opportunities to expand their areas of expertise.

Summit Combined Housing Authority

- Prepare and put out a real estate RFP for broker services: This would provide a resource for the SCHA to begin offering resales of properties with restrictive covenants. Even though the SCHA is exempt from the Colorado Department of Regulatory Agencies' real estate licensing requirements, it is best business practice to have a knowledgeable, qualified professional available to perform these services. While properties with covenants that offer market-rate or higher commissions on resale are being adequately served by the real estate community, there is a strong interest in having resales of properties with lower commission caps of ~2% handled directly by the SCHA.
- Create a comprehensive database of properties with restrictive covenants: The SCHA is currently developing a property database that will allow consolidation of all restricted properties within Summit County. This will include updating the current information with the most recent assessor data, as well as providing more detailed data on the properties (e.g., price on resale, capital improvement tracking, AMI equivalent level at time of resale, listings of all housing covenants recorded on the property with descriptions/covenant type, etc.). This master database will be designed to serve as a one-stop resource for information related to deed restricted properties in the county. In addition, the SCHA has used assessor data to redesign the recordkeeping system to allow for the potential of receiving real-time information from the assessor if this capability becomes available in the future. Upon completion, this database will be able to provide accurate, timely information to the jurisdictions and the public, such as for the Housing Summit. Many of these items were recommended in the 2013 Housing Needs Assessment but not completed since that time.
- Create a robust online, self-service presence: Many SCHA customers have noted that they would prefer to be able to handle more transactions online. There are many opportunities the SCHA is developing in this regard: for example, the SCHA is working on bringing the loan monitoring program and housing application forms online (similar to the deed monitoring process). In addition, the SCHA is exploring restructuring the website to make it easier for users to find relevant information.
- Continue enhancing services to the jurisdictions: The SCHA will continue to explore ways to better serve its member jurisdictions. For example, the SCHA will be proposing a deed monitoring audit process this season that will include verifying information with third parties to ensure that owners are actually complying with terms and conditions included in their restrictive covenant. This, in turn, will give the jurisdictions a more accurate sense of how many owners have potential violations and allow them to follow up in a more streamlined and timely manner. In prior years, owners were just required to complete an annual self-affidavit form with little to no verification that the information they reported was true or accurate.