

City Manager Report

From the City Manager

Council Directives Update

Per Council request, an update on Council Directives to Staff is provided as Attachment 1.

Snowstang Update

The Snowstang details have been worked out with everyone and contracts have been signed. Thank you to Colorado Department of Transportation, Steamboat Springs Ski Resort, Ace Express, Cowboy Carriers, and Steamboat Springs Transit for working together to make it happen. The inaugural bus will have arrived Saturday morning, December 14th around 9:00AM. A further update can be provided at the Council meeting.

Franchise Agreements

Staff continues to negotiate with Comcast and Yampa Valley Electric Association on their franchise renewals. Progress is being made and the final details are being worked out on both fronts.

Smartwool Update

A recent conversation with Smartwool CEO Jen McLaren revealed that Smartwool plans to vacate the premises around mid-June 2020. This is consistent with my discussions with her several months ago. We should expect to get official written notice in spring of next year. They have also asked for permission to sublet to Honey Stinger prior to termination of the lease to allow for some overlap and a smoother transition. I am supportive of that request.

Alan Lind Retirement

General Services Director Alan Lind has announced his upcoming retirement. Alan has been with the city for nearly three years and has helped make many advancements for this

organization including overseeing the Combined Law Enforcement Facility project and landing the Honey Stinger lease. His last day will be January 31st. We will begin advertising for his replacement after the first of the year. Thanks to Alan for his hard work and dedication to the City of Steamboat Springs!

Kudos

Kudos to Rachel Jackson for passing her CDL test. You will now see her driving through town in both the White Whale and Blue Whale! Rachel also helps with indoor volleyball leagues during fall/winter. She comes right from youth afterschool programming to the gym every Monday night to supervise the adult volleyball leagues. Thanks Rachel for your commitment and willingness to help out in a variety of roles within the Parks and Recreation department!

From the Departments

Parks and Recreation

Howelsen Ski and Rodeo Complex

- Snowmaking is nearly complete. We have a few overnight shifts to go before we end for the season.
- The Poma refurbishment project is complete. The State Passenger Tramway Safety Board inspected the lift on Thursday, December 5th and issued our license the following day upon completion of a successful project. The Poma ran Saturday for the Nordic Combined competition and Sunday for Ski Free Sunday. The new loading zone and slow speed make loading much easier for beginners.
- The electrical issue to the carpet lifts and lights has been resolved. Contractors installed new wire and conduit and that infrastructure is now fully functional.

- Mobile food vending with the Mountain Tap pizza truck is slated to begin on December 15th.
- The first competition at Howelsen Hill was the Nordic Combined Winter Start Competition on December 7th.

Open Space and Trails Division

- The Spring Creek trail closed for a winter wildlife closure on December 1st. The gate at the start of the single-track trail is closed and locked.
- The Upper Spring Creek Dam Modification Capital Improvement Project has finalized work for 2019. Due to the contractor being behind schedule and the early snowfall, they will need to finish re-vegetation and some additional work in 2020. Access to the ponds and dog park will remain closed for the winter and the duration of the project.
- The City was awarded \$2,420 from the Trail Maintenance Endowment Fund for 2020 work on Prayer Flag Trail, the Spring Creek Pond trail, and soft surface trail improvements along the Core Trail.
- The City is currently accepting bids for haying the Legacy Ranch in 2020. Bids are due on December 10th.
- Open Space and Trails staff are working shifts at the Howelsen Ski Area and plowing Parks and Recreation Department facilities to assist operations during their busy winter seasons.

Parks Division

- Parks Division staff are working shifts at the Howelsen Ski Area and Howelsen Ice Arena to assist operations during their busy winter seasons.
- The Parks Fleet technician is now working three days per week at the Public Works Shop assisting Fleet maintenance needs.
- All the holiday spur decorations are installed on Lincoln Avenue. One more skyline decoration will be hung on 10th Street when plowing and time allows.
- Christmas tree recycling will be offered again this season in the northeast corner of the

Howelsen Ice Arena parking lot through the end of February.

Adult Sports and Field Scheduling

- Fall indoor volleyball wraps up on December 9th. We are still waiting to hear from the Middle School on whether or not we will be able to host a winter indoor volleyball league beginning in January.
- The winter hockey season is underway with a total of 20 adult league teams and over 200 players participating in our leagues this winter. Adult league hockey takes place Sunday through Thursday nights at the Howelsen Ice Arena.
- Registration for our winter indoor soccer leagues is open. Games will be played in the Mountain Village Montessori gymnasium on the west end of town. League opportunities include Monday, Tuesday, and Wednesday nights from 8:15-10:15PM.
- We are currently exploring options to host indoor adult recreation opportunities at the Tennis Center beginning in January. Monday and Thursday nights are available for use. All indoor sports leagues depend on indoor facility availability.
- All invoices and payments have been received for 2019 field use.
- We have already been contacted in regards to 2020 field use and will begin sending our field use calendar out to user groups early in 2020.

Youth Programs

- Megan Troiani is returning to the Parks and Recreation Department as the new Recreation Youth and Teen Program Supervisor. She will begin full time in early January. Welcome back Megan!
- Season III Registration opened on December 2nd for ASSET Clubs and Middle School programs and on December 9th for Afterschool Action and School Days Off. Programs are mostly full and many have waitlists. All School Days Off have waitlists.
- Teen Council is hosting a Babysitting Parents Night Out event on Friday, December 13th. All proceeds will fund the new scholarship that

they will be awarding to local youth in the spring.

- SOS Outreach is currently registering participants for the upcoming 2020 season. This program targets low-income and at-risk youth in Routt and Moffat County. This year they have added a 3rd session on Fridays for kids specific to the Hayden School District.

Howelsen Ice Arena

- The third and final tournament of 2019 took place last weekend. Steamboat's Bantam A (U14) team won the championship game in a close bout with the Northern Colorado Junior Eagles.
- A Request For Proposal is being advertised to secure an Architect and/or Engineer to help design the rink locker room CIP project which is scheduled in 2020.
- City & rink staff are working with the Wranglers ownership to terminate all existing agreements the Wranglers have with the City. Staff does not expect there to be any substantial financial or programming impacts as a result.

Marketing & Events

- Ski Free Sundays at Howelsen Hill started three weeks early thanks to some early season help from Mother Nature and fantastic work from our snow makers. Planning is currently underway for the first Super Ski Free Sunday event on December 15th that will include live music, Mountain Tap food truck, and beer sales benefitting the Howelsen Hill Ski Area Endowment Fund.
- Staff is currently finalizing details for the first Town Challenge Ski Ascent Series race of the season. The first race will take place on Wednesday, December 18th from 6-8PM at Mt. Werner. Additional details about the series can be found at www.townchallenge.com.
- As part of the City of Steamboat Springs' Innovation Committee program, staff is currently assisting with the development and planning for a chairlift speed dating event at Howelsen Hill on February 15th. The City will

partner with Lovebug Speed Dating in Denver to help facilitate the dating logistics and participant matching. Participants will enjoy a day of socializing on the slopes, followed by an après ski social in Olympian Hall, complete with music, food and drinks.

- The Howelsen Hill Nordic Ambassador program has officially started for the 2019/2020 season. Due to the success and popularity of the program over the past few years, this year's program will initially be open to returning ambassadors only. Once the majority of those ambassadors have completed their hours, the program will be advertised and open to new participants.
- Howelsen Hill is being featured in the December issue of American Way, the American Airlines in-flight magazine. The article focuses on Colorado's independent and community owned ski areas. Read the article here: <https://americanway.com/en/features/2019/11/colorado-ski-slopes-you-probably-havent-tried>.

Tennis Center

- During the September 11th Parks and Recreation Commission meeting, the Commission recommended that City Council approve the Tennis Center Concessionaires proposed expansion of a new Pickleball Center. The concept presented included an \$8M facility that would be funded through donations and grants. The only financial assistance requested from the City is contributions of staff time to research and receive grants, consideration of permit fee exemptions, and consideration of 2A funding. The Tennis Center Concessionaires and the Steamboat Pickleball Association have been discussing possible agreement terms with the City Attorney with the goal of presenting to City Council in January 2020.

Haymaker Golf Course

- The Haymaker Nordic Center is aiming to open for skiing on December 13th, weather dependent.

- Haymaker's 2020 events calendar is now complete, pending information on junior instruction programs.
- Haymaker is working to develop a junior camp for low-income juniors with a focus on teaching valuable life lessons through sports. We are working with the City Youth programs to develop a program that incorporates golf, fishing, soccer, and other activities.
- The Haymaker maintenance staff is working with manufacturer's early order programs to design the nutritional program for the 2020 golf season, painting on course accessories including ball washers, trash cans and cooler stands with a new color scheme, re-working plumbing systems in the Green Flush Technologies golf course restrooms to ease winterization practices, and working with the Haymaker Nordic Center to develop the Nordic trail system for the 2019/2020 season.
- Haymaker maintenance facility improvements/renovations have begun and include: maintenance cabin drywall removal and replacement, storage improvements, and safety improvements including signage and material safety data sheet documentation.

Botanic Park

- The Botanic Park hired its first full-time Botanic park Manager, Jennifer MacNeil. Jennifer is currently working part-time and moves to full-time on December 30th.
- The Colorado Garden Foundation awarded the Botanic Park a \$5,000 grant to renovate the Coreopsis Garden.
- The Board of Directors held a governance retreat focused on structure, roles and responsibilities, and policy.
- Parks Supervisor Gayle Lehman was awarded a distinguished service award by the North American Rock Garden Society.

Administration

- City staff and the Parks and Recreation Commission have been tasked with investigating potential opportunities for a tax or fee on river tube sales and potential user

fees for floating/tubing the river. Staff is currently researching how other river communities are managing river recreation and is seeking public comment on EngageSteamboat.net. An update was provided at the November 13th Parks and Recreation Commission meeting and the Commission is scheduled to discuss the matter again during the January 8th meeting.

- City staff and the Parks and Recreation Commission have started a discussion on e-bike usage on city-owned trails. While Class 1 e-bikes are currently allowed only on the Core Trail and Walton Creek Trail, Class 1 and 2 e-bikes are being used on soft surface trails throughout the City including neighborhood trails and Emerald Mountain trails. Staff is currently seeking public comment about e-bikes on EngageSteamboat.net and will present on the comments made to date at the December 11th Parks and Recreation Commission meeting.

Planning

- The City was awarded a State Historical Fund grant in the amount of \$31,800 to complete historic surveys of properties in the Mountain Area. The city will be contributing \$10,600 in matching funds.
- There are currently 68 projects at some stage of the development review process. No projects are showing as late in receiving DRT review comments.
- Updates on projects:
 - Sign Code Update- Continuing to review draft sign standards with Planning Commission. Staff will provide an update to City Council at the January work session and we will be seeking direction regarding proposed amortization policy.
 - Land Management Software- CityView was onsite November 18-19 to kick off the City and County's implementation process. We are working toward data conversion from ViewPermit, property data integration, and developing workflows for all application and permit processes. At this time, we are

anticipating a Go Live date around April 2021.

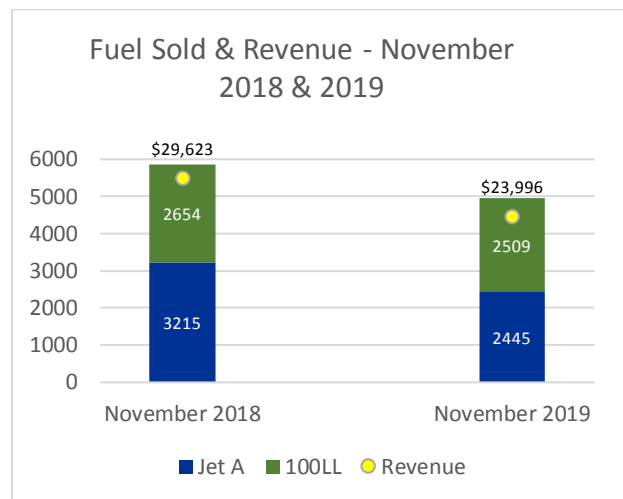
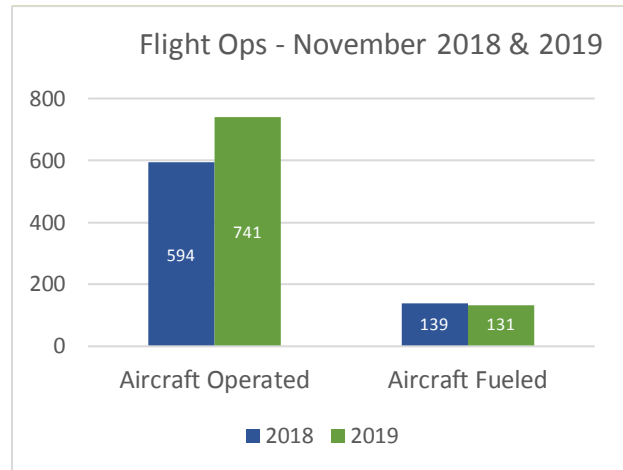
- Planning Commission Review Authority Outreach- We are continuing to prepare for changes to the development review process effective January 1st. Starting in the New Year, Planning Commission will decide all applications for Conditional Use, Conceptual Development Plan without Variances, Development Plan-Public Hearing without Variances, and Preliminary Plat without Variances. The January 9th Planning Commission meeting will be the first opportunity for the Commission to make a final decision. The Planning Commission will continue to provide a recommendation to City Council on all other public hearing projects. Council may call up a Planning Commission decision for review and then uphold, remand, or revise the decision. An overview of the Call Up process is provided as Attachment 2. Community members may appeal a Planning Commission decision to City Council. All development projects are listed online at our Current Projects Map: www.steamboatsprings.net/currentprojects. To ensure transparency on the change and future process, staff has been reaching out to community members and will continue efforts in the New Year. A summary of transparency efforts is provided as Attachment 3.
- Mountain Area Plan- We received nine proposals for the Mountain Area Plan. Our selection committee will be interviewing the four finalists on December 16th.

Public Works

Wastewater

- The Wastewater Treatment Plant treated 58 million gallons of wastewater in the month of November. This is approximately 6% more than the amount of wastewater treated in November 2018.

Airport



Streets

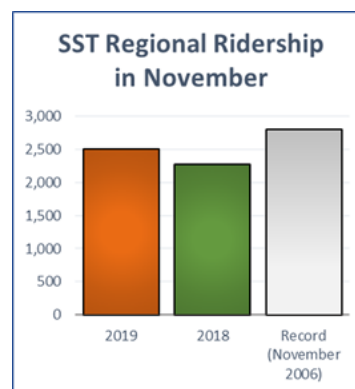
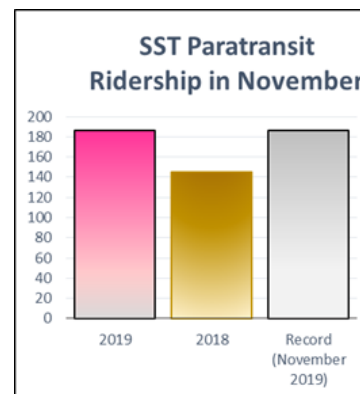
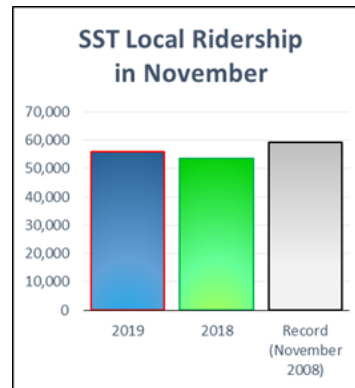
- In addition to snow plowing and snow removal, notable November activities include:
 - 140 feet of guardrail was installed on North Larimer Street in response to citizen concerns about cars sliding down a steep hillside and 100 feet of guardrail was replaced on Storm Meadows Drive.
 - Performed tree trimming along plow routes in order to accommodate snow storage.
 - Crews worked with local stakeholders, including Arianthe Stettner and Lisa Popovich, to make and install "Historic District" signs along Lincoln Avenue.

Water and Sewer

- The West Area Water Tank land subdivision review by County Planning has been completed. The project is scheduled to go before County Planning Commission on December 19th and the Board of County Commissioners on January 14th.
- Though water capital projects are substantially complete for 2019, weather has caused a few punch list items to be pushed until spring 2020. Projects include Spruce Street water main replacement project, the Copper Mountain Estates Water Main replacement project, and the 2019 phase of the Interceptor project.
- Design for 2020 water and sewer line replacement projects has begun. 2020 projects include water main replacement within Dream Island Mobile Home Park, replacement of the water and sewer mains between the Honeysuckle Lane cul-de-sac and Snow Bowl Plaza, and replacement of the sewer interceptor along River Road between Agate Street and the south end of the Brooklyn neighborhood.

Transit

- Steamboat Springs Transit ended its summer season on November 30th.
- Cost per local passenger ended the summer at \$3.55 per passenger. This is statically even with last year's cost of \$3.56 per passenger.
- Cost per passenger by route:
 - Summer Main Line: \$3.25 per passenger compared with \$3.20 per passenger in 2018 (+\$0.05).
 - Summer Night Line: \$3.05 per passenger compared with \$3.33 per passenger in 2018 (-\$0.27).
 - Summer Yellow Line: \$18.40 per passenger compared with \$15.27 per passenger in 2018 (+\$3.13)
- Steamboat Springs Transit buses finished the summer season trending at 91% on time and 9% late. This is identical to the trend last summer.
- Charts provided as Attachment 4 show 2018 and 2019 ridership and time performance.



Engineering

- As of December 3rd, 404 development reviews have been submitted with a review due date in calendar year 2019. 98% of plan reviews have been delivered to the Planning Department from the Engineering Division on-time with 11 reviews currently in queue.
- On December 12th from 9-11:30AM the Engineering Division, along with Planning and the Building Department, will host a Contracting Forum for those performing work in the city. This forum will cover topics such as revisions in codes and regulations including the Community Development Code and

Engineering Standards, new permitting processes, and contractor licensing updates among other relevant topics. In addition, Tyler Adams from the Army Corps of Engineers will visit Steamboat to discuss wetland permitting and construction compliance.

- The City is under contract with Toole Design to perform the Multimodal Transportation Master Plan. This will be an 18-month effort and will include significant outreach and opportunity for public comment, including the formation of a Transportation Solutions Working Group made up of stakeholders of the community with specific interests in the transportation system. There will be a number of opportunities for City Council and Planning Commission to weigh in on the plan development as it moves through the process. Staff is currently working with the consultant team to provide data, information, and existing plan documents relevant to initial evaluation of the transportation system.
- The City is under contract or in the selection process for design efforts related to the Pine Grove Road Pedestrian Crossing project, South Hotels Trail Connection, and the Walton Creek Road and US 40 Floodplain and Sidewalk Improvements.
- Bid opening for the Soda Creek Outfall Stormwater Quality project is on December 5th. This project is funded by a grant from CDPHE and will serve to treat stormwater and collect trash prior to the pipe outfall from a large drainage basin on the west side of downtown. Construction is expected in fall 2020 and will involve a one-lane closure of Lincoln Avenue.

City Council Directives to staff via the City Manager

Department	Task	Date Assigned	Status (% complete; Gathered info, working on report; Placed call, awaiting response; Delayed due to...)	Updated since last report
City Manager	Commit \$500 to Mountain Towns 2030 Sustainability effort. (Coordinate with Sonja)	11/19/2019		
	Community Survey Committee- Jason and Sonja appointed as City Council representatives	11/19/2019	Survey Committee consists of: Jason Lacy, Sonja Macys, Paul Weese (Planning Commission), Holly Weik (Parks and Recreation Commission), Kara Stoller (Chamber), and Winnie DelliQuadri (City Manager's office)	X
	Ask County for 50-50 split for balance of Greenhouse Gas Emissions study (less \$7,000 city component)	11/19/2019	Tom Sullivan has been notified that a letter is forthcoming	X
	Add Council Contingency discussion to retreat topics	12/3/2019	Complete.	X
	Draft letter to FCC regarding catastrophic phone failure.	7/16/2019	Get recommendations from Mo DeMorat.	
Clerks	Move December Work Session Items 1, 3, and 4 to January 2020 work session; add West Steamboat Neighborhoods discussion (60 minutes)	11/19/2019	Complete.	X
	Add Planning Commission Vote and Council Vote on second readings on ordinances either in Communication Form or on agenda	12/3/2019	Staff hopes to have this implemented for the December 17th meeting.	X
Legal	Allocate \$10,000 for TABOR legal opinion funding. Legal department to interview and select attorney. Use City Manager Contingency. Compare and analyze TID ordinance with TABOR	11/19/2019		
Finance	Bring back refunding options for SSRA, focusing on Options A and B. Notify URACC of meeting and schedule for January.	12/3/2019	Scheduled for the January 14th SSRA agenda.	X
	Return to Council with \$305K supplemental budget for 2020 (Fire)	12/10/2019		

City Council Directives to staff via the City Manager

Department	Task	Date Assigned	Status (% complete; Gathered info, working on report; Placed call, awaiting response; Delayed due to...)	Updated since last report
Budget	Bring back supplemental budget for Summer Concert Series in January 2020	11/19/2019		
	Add \$89,071 for the Planning/Historic Preservation position	11/19/2019	Complete.	X
	Increase part-time seasonal budget to \$65,000	11/19/2019	Complete.	X
	Provide report to Council on sustainable (Cen\$ible) energy options \$10,000 line item in January	11/19/2019	On the January 7th agenda.	X
	Do not disburse \$10,000 Mountain Village Partnership funds until annual report reviewed by City Council	11/19/2019	Waiting for Mountain Village Partnership to submit their annual report.	X
Parks and Recreation	Research possible tax on river tube sales	3/5/2019	Staff met with the Parks and Recreation Commission on September 25th and November 13th to provide an update on research gathered from other communities on how they are handling river recreation. Staff is still collecting information from other communities and will provide an update to the Commission on January 8, 2020. Staff continues to accept public comment on the Engage Steamboat website.	X

City Council Directives to staff via the City Manager

Department	Task	Date Assigned	Status (% complete; Gathered info, working on report; Placed call, awaiting response; Delayed due to...)	Updated since last report
	Parks and Recreation Commission to provide assessment of how current e-bike regulations are working. Consider other scooters and e-vehicles as well	9/3/2019	The Parks and Recreation Commission are in the midst of discussions on e-bike usage on City owned trails. While Class 1 e-bikes are currently allowed only on the Core Trail and Walton Creek Trail. Class 1 and 2 e-bikes are being used on soft surface trails throughout the City, including neighborhood trails and Emerald Mountain trails. Staff have sought public comment about e-bikes on EngageSteamboat.net and presented on the comments at the October 23rd and December 11th Parks and Recreation Commission meetings. Staff is continuing to research impacts and policies and utilizing Engage Steamboat for the public to comment and to take a brief survey. Further public conversations with the Parks and Recreation Commission is scheduled for February 12, 2020 and Staff and the Parks and Recreation are anticipating presenting the information and proposing a e-bike trail period on soft surface trail to City City Council in March.	X
	Alpine Slide- Letter of intent; target of \$1.5M fundraising; term Oct 2021. Meet with Robin and Heather to strategize	12/10/2019		

City Council Directives to staff via the City Manager

Department	Task	Date Assigned	Status (% complete; Gathered info, working on report; Placed call, awaiting response; Delayed due to...)	Updated since last report
Planning	Research code changes to accommodate tiny homes, both on wheels and foundations. Follow up on staff recommendations and impact fees. Schedule for September with VRBO discussion.	6/5/2018	Presented Vacation Rental Committee recommendations in May. Researching options for implementation, including process, budget, staffing, and resources. Worksession scheduled for December 19. Tiny home and impact fee topics are on the unscheduled 2019 work session list.	
	Develop a vacation unit license program and public process to review VHR standards	12/10/2019	Will provide a plan and schedule in an upcoming City Manager Report	X
	Return to Council with justification of open space definition or alternate language	12/3/2019	Options provided for second reading.	X
Public Works	Provide offer to owner of Old Steamboat Pilot Building for 8 hour parking in front of building until property is redeveloped. In return, owner must agree to temporary construction easement. Dan will provide definition of redevelopment. If owner does not agree, then proceed with alternative design.		Staff continues to work closely with the property owner's civil engineer to resolve differences of opinion in the design and cost estimate. Staff has made significant concessions to the property owner in an attempt to reach a peaceful resolution. Our last correspondence was on November 20th and we are waiting the property owner's response.	X
LONGER TERM PROJECTS (multiple months)				

City Council Directives to staff via the City Manager

Department	Task	Date Assigned	Status (% complete; Gathered info, working on report; Placed call, awaiting response; Delayed due to...)	Updated since last report
Fire District Oversight Committee	Review Intergovernmental Agreement with Fire District	11/19/2019	Committee meeting to be held on December 11, 2019.	X
Fire	Move forward with Site Feasibility Committee on researching the proposed option of renovating the Mountain Fire Station and finding a location for a smaller satellite downtown location	10/8/2019	OZ Architecture is working with City staff and Committee currently to work through a list of revisited and new Downtown sites. Consultants are also analyzing the Mountain Station for potential renovation/rebuild options.	X
	Utilize 2A funding to implement the Fire Department Strategic Plan's Staffing Plan Option 4. Utilize grant money where applicable and prudent		Presented to City council on December 10th to provide update on the proposed budget. Staff will bring back 2020 Supplemental Budget Appropriation in January 2020.	X

City Council Directives to staff via the City Manager

Department	Task	Date Assigned	Status (% complete; Gathered info, working on report; Placed call, awaiting response; Delayed due to...)	Updated since last report
	Develop a long-term capital and maintenance plan for HH. Break out into four areas: Nordic; Alpine; Training Jumps; and Summer Season. Develop fallback plan.	11/3/2017	Colorado Design Consultants have been contracted to expand the asset management plan created for the jumps to the rest of the infrastructure at Howelsen and update GIS mapping at the Hill to provide accurate maps of existing infrastructure. This effort is expected to be complete in Spring 2020. Council has directed staff to engage the structural engineer for the new lift, determine sequencing, and keep the project moving forward. There is \$650K to help fund Howelsen Hill Stabilization and \$55K towards a new chair lift proposed in the second reading of the 2020 budget on 11/16/18	X
	Continue to explore innovative idea of camping at Rodeo Grounds – get more info on cost to upgrade facilities, scheduling, cost recovery, etc.	12/11/2018	On Hold. Staff have budgeted for design of delineated camping spots for Rodeo contestants, with the goal of having cost estimate to be considered for inclusion in the 2020 budget. Staff has received an initial design from Baseline Engineering and is in the process of receiving feedback from the Pro Rodeo Board. Staff and Rodeo Board personnell have concerns about the design and loss of contestant parking. Staff has cost and facility utilization concerns as well.	

City Council Directives to staff via the City Manager

Department	Task	Date Assigned	Status (% complete; Gathered info, working on report; Placed call, awaiting response; Delayed due to...)	Updated since last report
Public Works	Pursue acquisition of West Area Water Tank	11/3/2018	Routt County Planning staff has completed their review and have recommended approval. The project goes before the Routt County Planning Commission on 12/19/19 and the BCC on 1/14/20.	

Attachment #2

Call Up Procedures

1. Final Decision by Planning Commission on application types:
 - a. Conditional Use
 - b. Conceptual Development Plan, without Variances
 - c. Development Plan, without Variances
 - d. Preliminary Plat, without Variances

2. Request for Call- up
 - a. Filed in writing with Planning Director
 - b. Within 10 days following the date of decision
 - i. If a decision is made by Planning Commission on a Thursday, the request will need to be submitted by the second Monday after the decision.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				PC Decision made, Day 0	Day 1	Day 2
Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9
Day 10*	REQUEST FOR CALL UP DUE					
*Per CDC Section 800.B.8 if the last day of a period of time falls on a Saturday, Sunday or City holiday, the period of time extends to the next day that is not a Saturday, Sunday or City holiday.						

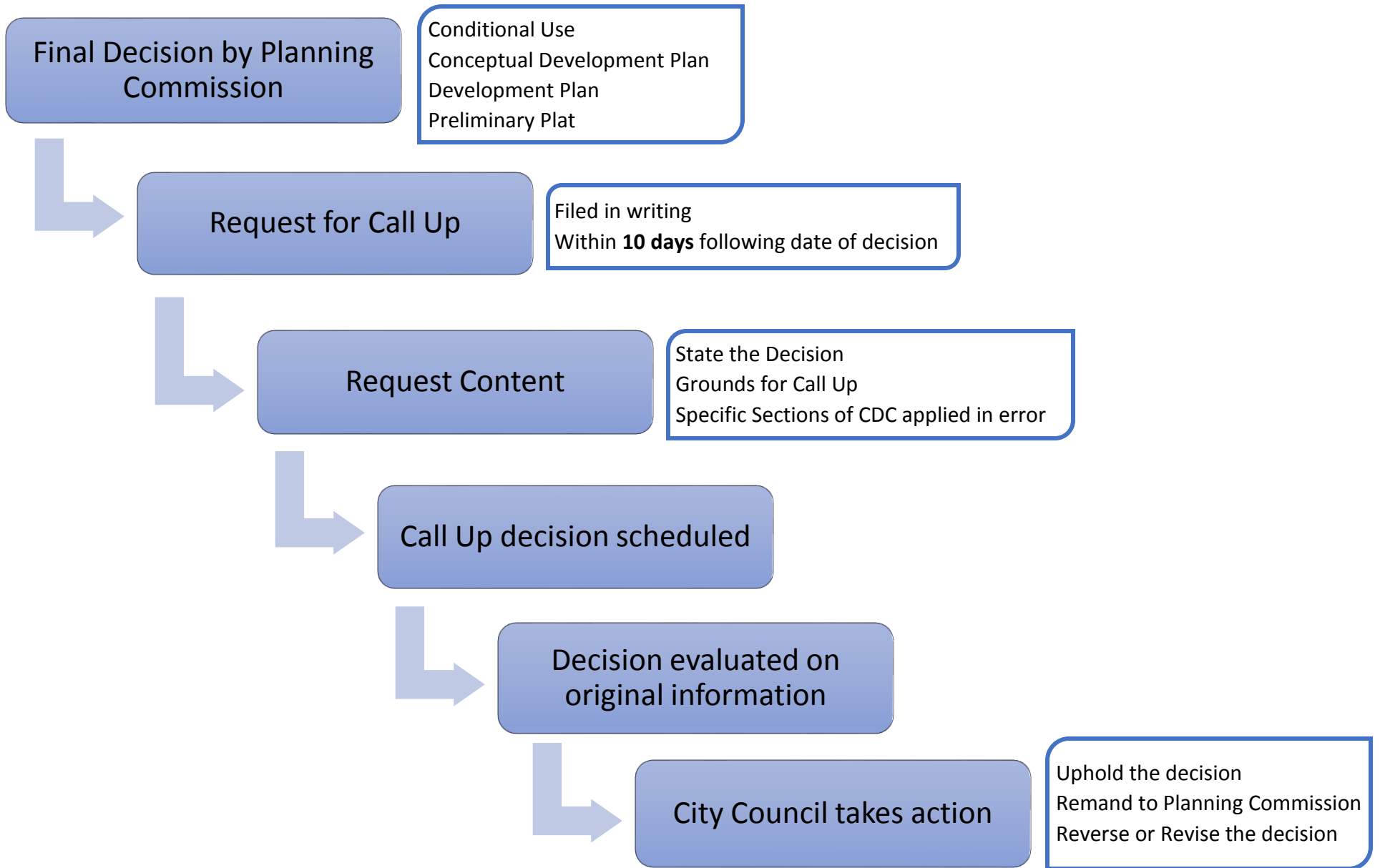
3. Request Content
 - a. State the decision being called up
 - b. Grounds for call- up
 - c. Specific sections of the CDC that have been applied in error

4. Call Up decision scheduled on City Council agenda

5. City Council evaluates decisions based on the original information

6. City Council takes action:
 - a. Uphold the decision
 - b. Remand the decision to Planning Commission
 - c. Reverse or revise the decision

Call Up Procedures



Attachment #3

Transparency: How City Council will learn about Planning Commission decisions
 How the Community will learn about Planning Commission decisions

Community: In advance of PC Authority go live date

- Flyers- Centennial Hall, City Hall
- Announcement at PC meetings
- Update webpages
- Update submittal forms, information handouts, Public Notice letters
- Development Community email
- Press Release about PC Authority
- Two City Manager's Reports- attachments and information
- Social Media announcements before each meeting
- Social Media Planning Commission recap
- Updated PC meeting agenda with appeal information, agenda posted before each meeting and on the website
- Radio show
- Newspaper story
- Two City Page announcements

City Council: In advance of PC Authority go live date

- Call Up procedures handout- attached to each decisions report from Karen
- Planning Commission recap from Mike
- Updated Decisions report from Karen
- Project Calendar email in advance of each meeting by Karen

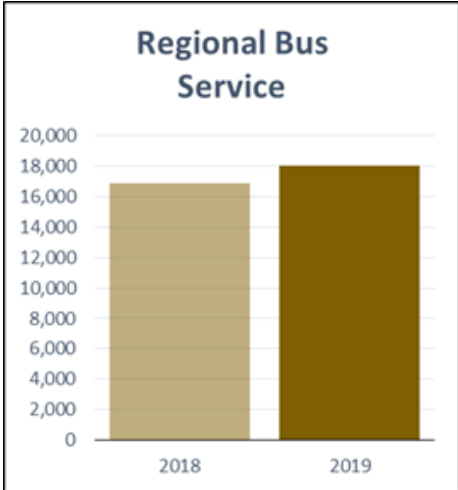
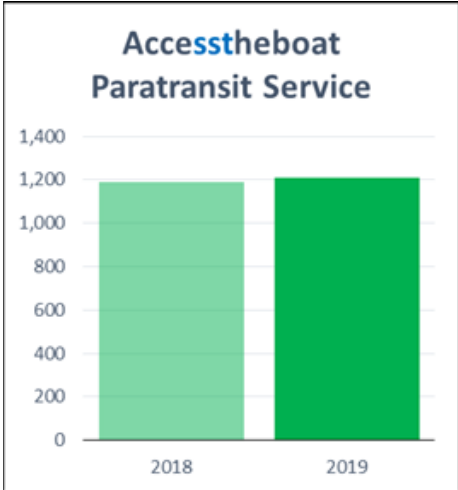
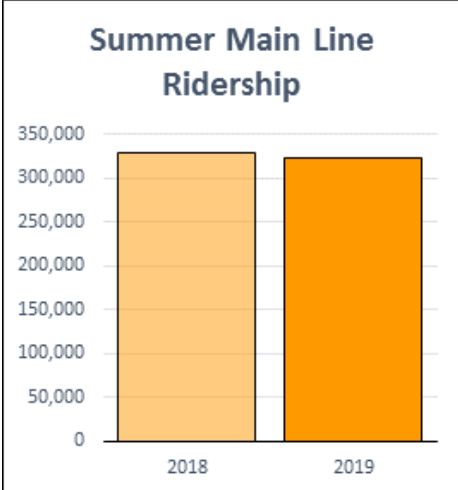
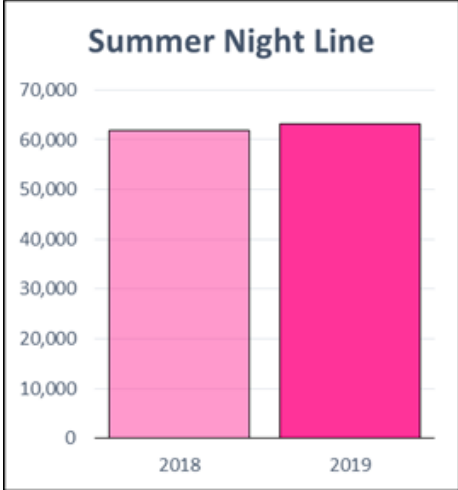
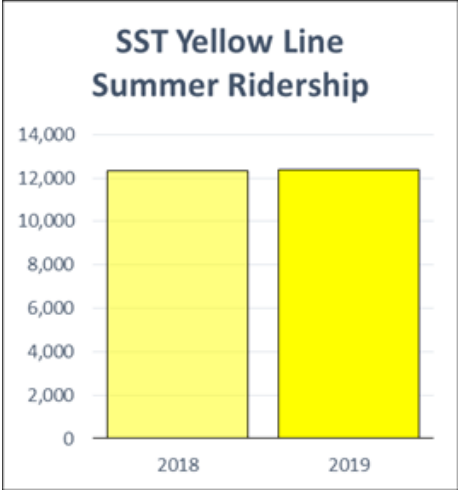
Community: After go live date

- Press Release about PC Authority, prior to first project decision
- Updated webpages
- Updated process flow chart, published on web and available in the Planning Department
- Updated submittal forms, information handouts, Public Notice letters
- Social Media announcements before each meeting
- Social Media Planning Commission recap
- Updated PC meeting agenda with appeal information, agenda posted before each meeting and on the website

City Council: After go live date

- Call Up procedures handout- attached to each report on decisions from Karen
- Planning Commission recap from Mike
- Updated Decisions report from Karen
- Project Calendar email in advance of each meeting by Karen

Attachment #4



Steamboat Springs Transit On Time Performance for 2019

