



Planning Commission Regular Meeting
Tuesday, October 21, 2025, 5:30 PM
Town Hall Council Chambers
150 Ski Hill Road
Breckenridge, Colorado

The indicated times are intended only to be used as guides. The order of projects, as well as the length of the discussion for each project, is at the discretion of the Commission. We advise you to be present at the beginning of the meeting regardless of the estimated times. For further information, please contact the Planning Department at 970-547-3160.

- I. CALL TO ORDER, ROLL CALL (5:30PM)**
 - A. LOCATION MAP
 - B. APPROVAL OF MINUTES
 - C. APPROVAL OF AGENDA
- II. PUBLIC COMMENT ON HISTORIC PRESERVATION ISSUES (NON-AGENDA ITEMS ONLY; 3-MINUTE LIMIT PLEASE) (5:35PM)**
- III. COMBINED HEARINGS (5:40PM)**
 - A. WRIGHT BIG SKY UNIT CONVERSION (EM) 160 E ADAMS UNIT 2; PL-2025-0277
- IV. WORK SESSIONS (6:15PM)**
 - A. COMPREHENSIVE PLAN UPDATE
- V. OTHER MATTERS (6:45PM)**
 - A. TOWN COUNCIL SUMMARY
- VI. ADJOURNMENT (7:00PM)**



NOT TO SCALE



Wright Big Sky Unit 2
Conversion to Employee
Housing, 160 E Adams
Avenue Unit 2

Breckenridge South



PLANNING COMMISSION MEETING

The regular meeting was called to order at 5:30 pm by Vice Chair Propper.

ROLL CALL

Mike Giller	Mark Leas	Allen Frechter absent	Matt Smith remote
Ethan Guerra remote	Elaine Gort	Susan Propper	

APPROVAL OF MINUTES

With no changes, the September 16, 2025 Planning Commission Minutes were approved.

APPROVAL OF AGENDA

With no changes, the October 7, 2025 Planning Commission Agenda was approved.

PUBLIC COMMENT ON HISTORIC PRESERVATION ISSUES:

- None

WORK SESSIONS:

1. Structure Hardening and Site Requirements Work Session Pt. 2 – Policy 5R and Potential Positive Point Opportunities (CC)

Mr. Cross presented a work session to discuss the alignment of Policy 5R (Architectural Compatibility – Exterior Building Materials) with the Colorado Wildfire Resiliency Code (CWRC) and identify gaps where the Town’s development code does not yet reflect current best practices in wildfire structure hardening and site defensible space. The following specific questions were asked of the Commission:

1. Does the Commission believe Policy 5R should be amended to remove penalties for CWRC-compliant noncombustible materials (e.g. metal, fiber cement, masonry)?
2. Does the Commission agree new positive points should be created for CWRC-compliant construction, or should penalties simply be removed?
3. Should incentives be provided for historic structures where structure hardening materials are allowed while maintaining conformance with the Secretary of Interior Standards? How should exemptions for historic properties be structured to balance preservation and fire safety?
4. Does the Commission agree positive points should be awarded for the voluntary implementation of CWRC standards (i.e., for buildings and situations not required to conform with the CWRC)?
5. Does the Commission agree a phased approach for positive points to incentivize retroactive implementations is a good stepping-stone for CWRC compliance?
6. Does the Commission agree that positive points should be awarded for interior fire sprinkler systems that are installed in residences below the required square footage threshold of the Building Code?
7. Does the Commission have any additional comments?

Commissioner Questions/Comments:

Mr. Smith: Could there be a scenario where there would be some positive and some negative points that would cancel each other out? (Mr. Cross: If we continue to have negative points for some materials and then award new positive points for projects that meet the new combustible materials requirements then yes you could get positive and negative points under the code for the same thing that cancel each other. One question is whether we want to remove negative points to avoid this situation?) (Mr. Truckey: New construction may not be eligible for positive points for structure hardening as it would be required.) (Mr. Cross: There is also an issue with the materials being required for structure hardening under

the future building code but assigned negative points under the development code; a conflict that staff would recommend we avoid by removing negative points for some structure hardening materials.)

Mr. Leas: To best understand why we have some of the regulations and points we have we should set aside the historic district and those properties and discuss properties outside the Conservation District first. (Mr. Kulick: The state mandate does allow for historic properties to be exempt from the structure hardening requirements.) That would make it cleaner to look at historic properties separately.

Mr. Guerra: On new construction, will everyone need to comply with the new structure hardening mandate? Shouldn't we just get rid of the negative points for the materials that are required for structure hardening? (Mr. Cross: Yes, new construction would have to comply with the State mandates. Staff would recommend removing the negative points for those materials.) (Mr. Kulick: Generally, with the products we're looking at today, staff is comfortable with not having negative points on these materials, i.e. cementitious and composite wood.) (Mr. Cross: We should also look at reducing points for some materials, such as metal siding, or understand if the Commission is willing to eliminate points for going above the percentage thresholds allowed today.)

Mr. Leas: We don't want to be in a situation where we encourage covering an entire building with a single material. The use of multiple materials is more pleasing. We should formulate the code to encourage the specific look of Breckenridge through the point system.

Ms. Gort: Sounds like we would not be removing points for the metal siding but maybe changing the points for those materials. I think this is important to maintain the balance of use of metal like we have traditionally seen in Town and on the examples from the site visits tonight. (Mr. Cross: Staff would like to hear Commissioner's comments on this portion of the existing code to guide what the point table changes should be.) (Mr. Kulick: We have been doing this somewhat already with larger hotel buildings where the floors above the fourth floor must be hardened materials and we have not assigned negative points for this previously as it was required by Building code.) Why are the suggested points so low for the structure hardening on historic? (Mr. Cross: We don't at this time want to have historic properties cover up historic materials but a certain level of structure hardening is possible such site management for defensible space, roof materials, and venting but staff feels this would be worthy of only a smaller number of points. If the Commission feels we should give more points we can adjust.) Was there consideration that this should just be required and no points given? (Mr. Cross: Some things would be required.) Red, White, and Blue (RWB), said roofing was most critical for fire. (Mr. Cross: Yes, roofing, defensible space, and vents would be most important for fire mitigation. It is a mixture of all of these things that RWB thinks is important.) What about HOAs that mandate certain materials? (Mr. Cross: HOAs are going to have to change their requirements which can't be lower standards than the State CWRC.)

Mr. Giller: Have you looked at the Secretary's Standards Preservation Brief 16 regarding substitute materials on historic structures? (Mr. Cross: Staff will review this document.) It discusses suitable substitute materials. They did just retire the preservation brief on vinyl and metal siding. If we are going to allow this on historic structures, we must be specific regarding the material details.

Mr. Leas: Are you going to touch on fire sprinklers which are typically for the interior? (Mr. Cross: The requirement for sprinklers is likely reducing and will be required for residences of 4,500 sq. ft. and above, when the current requirement is 6,000 sq. ft. residences and above. Interior sprinklers can be helpful to stop fire spread. Exterior sprinklers don't make sense for our climate. Sprinklers are not necessarily within the Development Code purview, as the requirement falls under the Building Code, but we are considering positive points when sprinklers are added when they are not required. From RWB perspective this could help

with stopping fire spread and prevent structure to structure fires.) From my experience, interior sprinklers don't really save a structure but can allow time for people to escape a fire. I was quoted to sprinker my [Breckenridge] home a cost of \$75,000. That could be a huge difference in the cost of a home. If we're going to do this we should look at the cost benefit.

Mr. Guerra: The IBC requires sprinklers in all residential structures. This was revised to 6,000 square feet locally in Summit County after input from RWB and given the proximity to fire departments. Lowering the requirement to 4,500 square feet would not affect affordable or deed restricted housing. I don't think that point matters for this discussion. The cost is high but it would only affect the high-end homes which are already expensive. (Mr. Truckey: We're considering points for voluntarily installing sprinklers on residences where it is not required (i.e., below 4,500 square feet.)

Mr. Giller: This would be voluntary and a good way to add positive points. There is a public good to sprinkling a home and stopping fire from spreading.

Ms. Propper: How could we incentivize retroactive implementation of these standards? (Mr. Cross: If a property were to have an addition that is smaller and does not meet the requirement threshold we could incentivize voluntary structure hardening through positive points.) Absent an addition, is there a way to incentivize this? (Mr. Cross: The positive points would apply when the structure hardening is not required by code. This may not apply to many projects.) How does this intersect with the Firewise program? (Mr. Cross: This pairs well with Firewise which is more focused on site management and defensible space. This works in conjunction with Firewise standards to harden the structure.)

Commissioner Question Responses

Mr. Guerra: 1. Yes. 2. Penalties removed. 3. Still discussing. 4. Yes. 5. Yes. 6. Yes. 7. No additional comments.

Mr. Smith: 1. Yes, penalties should be removed 2. Yes and penalties removed. 3. Yes. 4. Yes, positive points should be awarded. 5. Yes, phased approach. 6. Yes. 7. No additional comments.

Ms. Gort: 1. Yes remove penalties on lower percentages but not on higher materials. 2. Yes. 3. Yes. 4. Yes. 5. Yes. 6. Yes. 7. No comments.

Mr. Giller: 1. Yes. 2. Yes 3. Not until we have more analysis and protections. Otherwise, it would be an excuse to remove historic siding and materials and to replace with cheaper products. 4. Yes. 5. Yes. 6. Yes. 7. See secretary brief mentioned earlier.

Mr. Leas: 1. Yes. 2. Yes. 3. We should be careful with the historic properties. 4. Yes. 5. Yes. 6. Yes. 7. Require a diversity of materials. Look at incentivizing this.

Ms. Propper: 1. Yes. 2. Yes. 3. Mr. Giller raises a good point for historic properties. 4. Yes. 5. Yes. 6. Yes. 7. No additional comments.

OTHER MATTERS:

1. Town Council Summary
2. Class D Majors Q3 2025 (Memo Only)
3. Class C Subdivisions Q3 2025 (Memo Only)

ADJOURNMENT:

The meeting was adjourned at 6:42 pm.

Susan Propper, Vice Chair

Planning Commission Staff Report

- Subject:** Wright Big Sky Unit 2 Conversion to Employee Housing
(Class B Minor Combined Hearing; PL-2025-0312)
- Date:** October 13, 2025 (for the October 21, 2025 meeting)
- Project Manager:** Ellie Muncy - Planner I
- Applicant/Owner:** Jennifer Wright
- Proposal:** The applicant proposes to convert the 2,098 sq. ft. commercial office unit to a 3-bedroom, 2-bath residential employee housing unit. This application is subject to a Development Agreement approved by the Town Council on February 11, 2025.
- Address:** 160 E Adams Ave. Unit 2
- Legal Description:** Big Sky Condo Unit 2
- Land Use District:** 18-2, Commercial; 1:1 FAR, Residential; 20 UPA
- Historic District:** #3 South End Residential Character Area
- Parking Service Area:** Within Parking Service Area
- Site Conditions:** The condominium unit is located in the top level of the two-story Big Sky Condominiums building. The building contains five (5) condominium units, three (3) of which are commercial use and two (2) of which are employee housing use. There is an existing parking lot and parking garage to the north of the building, owned in association with the other buildings within the Adams Ridge Master Planned subdivision.
- Adjacent Uses:** North: Adams Ridge parking lot, Silver Jacks and Agency Buildings (commercial office)
South: E. Adams Ave. right-of-way
East: Sky Ridge Condo building (commercial office)
West: Ember (commercial restaurant)
- Density:** Recommended per Land Use Guidelines (LUGs):
- Commercial: 1:1 Floor to Area Ratio (FAR)
 - Residential: 20 Units per Acre (UPA)
- Existing approved under expired Master Plan:
- Commercial: 3,556 sq. ft.
 - Residential: 1,388 sq. ft.
 - Total: 4,944 sq. ft. (legal non-conforming)

Proposed:

- Commercial: 1,458 sq. ft.
- Residential: 3,486 sq. ft.
- Total: 4,944 sq. ft. (exceeds LUGs, exempt from negative points per Development Agreement)

Aboveground Density:

Allowed: 912 sq. ft.
Existing: 3,556 sq. ft. (legal-nonconforming)
Proposed: No change

Parking:

Required: No additional
Proposed: No additional

There are no changes to building height, lot coverage, snow stacking, setbacks, or landscaping.

Site Photograph



Item History

The Adams Ridge Master Plan was originally approved in 1981, establishing density allowances for the Big Sky Condo Building (site H). The Big Sky Condo building was constructed in 1982 under the Master Plan. The Master Plan was revised and/or renewed by the Town Council in 1982, 1984, 1986, 1988, and 1993. The latest 1993 renewal had a Condition that the Master Plan expire in 1996 (3 years vesting) unless renewed, but it was never renewed and the Master Plan is now expired.

On February 11, 2025, the Town Council approved a Development Agreement with Jennifer Wright. The terms of the Development Agreement are as follows:

Exemptions/Waivers:

1. This Development Permit application for the proposed change of use shall be exempt from negative points under Policy 3 (Relative) Density/Intensity for the 2,098 sq. ft. (1.75 SFEs) of excess density,
2. this Development Permit application for the proposed change of use shall be exempt from compliance with Development Code section 9-1-17-12 which prohibits density transfer into the Historic District (no actual increase in floor area),
3. the Town shall transfer 2,098 sq. ft. (1.75 SFEs) of density to the property, and
4. the Development Agreement application and Development Permit application fees shall be waived.

Public Benefit:

The following is required of the applicant as a public benefit:

1. The applicant shall record a Restrictive Covenant and Agreement for the unit, restricting the occupancy of the unit to Employee Housing, with a 110% Area Median Income (AMI) restriction. Employee Housing is defined by the Development Code as *“A dwelling unit the occupancy of which is restricted to a person eighteen (18) years of age or older who, during the entire period of his or her occupancy of the property, earns his or her living by working for a business located in and serving in Summit County, Colorado, an average of at least thirty (30) hours per week, together with such person's spouse and minor children, if any. All employee housing units shall be a minimum of three hundred fifty (350) square feet of density in size and shall each have a living area containing at a minimum: a kitchen sink; cooking appliance and refrigeration facilities, each having a clear working space; sleeping accommodations; a closet with a door; and a bathroom with a door, sink, toilet, and a bathtub or shower. Each employee housing unit shall have its own entrance. There shall be no interior access from any employee housing unit to any dwelling unit to which it is attached.”*
2. The applicant has agreed that the 110% AMI rental restriction will include monthly HOA fees, which include utility costs.

Staff Comments

Land Use (Policies 2/A & 2/R): The applicant proposes to change the use of Unit 2 from commercial office use to a residential 3-bedroom / 2-bath deed restricted employee housing unit. Land Use District 18-2 allows for residential use. The building is already a mixed-use building with two existing deed-restricted employee housing units adjacent on the basement level. Staff does not have any concerns with the proposed use.

Density (3/A & 3/R): When the Big Sky building (Site H of the expired Master Plan) was originally constructed, the Master Plan allowed a maximum density of 1:1 FAR, regardless of use. Site H was dedicated 3,435 sq. ft. of density by the Master Plan, and the Big Sky building was approved and built to 3,835 sq. ft. total, with 3,435 sq. ft. of commercial office space and a 400 sq. ft. employee housing unit. The 400 sq. ft. employee housing unit was exempt from being counted as density under the Master Plan. The Master Plan has now been expired for 26 years, so the density with the proposed change of use is subject to the Town's LUGs and Development Code. Because the larger master planned area was subdivided into smaller individual building footprint lots, the density now recommended by the LUGs for the building footprint lot of the Big Sky Condo building is significantly less than the existing density, so the building is legal but non-conforming to the LUGs. The applicant does not propose to increase the floor area of the unit, but does propose to increase the residential density beyond the LUG recommendation.

Since the property is over density per the LUGs and a conversion to residential will further that non-conformity the applicant requested and was granted a Development Agreement described above that allows for the conversion of 2,098 sq. ft. of existing floor area into deed restricted housing. The proposed density complies with the terms of the Development Agreement, staff has no concerns.

Parking (18/A & 18/R): This property is within the Parking Service Area. Office use within this Area requires 1.4 parking spaces per 1,000 sq. ft. of gross floor area, and residential condominium use requires 1.1 parking spaces per 1,000 sq. ft. of gross floor area. There is not an increase in the parking space requirement with the proposed conversion because the parking requirement for residential use is less than the requirement for commercial use. Residential conversions within the Parking Service Area can be exempt from any parking requirement with a Restrictive Covenant and Agreement restricting the occupancy to employee housing, but the applicant does not request a waiver of the parking requirement. One parking space in the district is granted to the building and there are parking spaces in the shared parking lot granted to the building, meeting the parking requirement, so staff does not have any concerns.

Water Plant Investment Fee (Water PIF): The unit has a Water PIF credit for 1,039 sq. ft. of office use. The fee due is the difference between the credit for the Single-Family Equivalent (SFE) rate already paid for office use at the time of original construction, and the current SFE rate for a 2-bedroom condominium.

The 2025 Water PIF is \$18,013.94 per SFE, and the rate for office use is 0.4 SFE per 1,000 sq. ft. of building space ($\$18,013.94 \times 0.40 \times 2.098 = \$15,117.30$ credit.) With the proposed change of use to a 3-bedroom condominium, the rate will change to 1.2 SFE per 3-bedroom condominium ($\$18,013.94 \times 1.2 = \$21,616.73$). $\$21,616.73 - \$15,117.30 = \$6,499.43$ (if paid in 2025).

This fee is required to be paid to the Town of Breckenridge prior to issuance of a Building Permit. This is added as a Condition of Approval.

Point Analysis (Section: 9-1-17-3): Considering the exemptions per the Development Agreement, staff finds all Absolute Policies of the Development Code have been met and does not recommend any positive or negative points under the Relative policies.

Staff Recommendation

The Planning Department recommends approval of the Wright Big Sky Unit 2 Conversion to Employee Housing, PL-2025-0312, located at 160 E Adams Ave., with the attached Findings and Conditions of Approval.

TOWN OF BRECKENRIDGE

Wright Big Sky Unit 2 Conversion to Employee Housing
160 E Adams Ave Unit 2
Big Sky Condo Unit 2
PL-2025-0312

FINDINGS

1. The proposed project is in accord with the Development Code and does not propose any prohibited use.
2. The project will not have a significant adverse environmental impact or demonstrative negative aesthetic effect.
3. All feasible measures mitigating adverse environmental impacts have been included, and there are no economically feasible alternatives which would have less adverse environmental impact.
4. This approval is based on the staff report dated **October 13, 2025**, and findings made by the Planning Commission with respect to the project. Your project was approved based on the proposed design of the project and your acceptance of these terms and conditions imposed.
5. The terms of approval include any representations made by you or your representatives in any writing or plans submitted to the Town of Breckenridge, and at the hearing on the project held on **October 21, 2025**, as to the nature of the project. In addition to Commission minutes, the meetings of the Commission are recorded.
6. The issues involved in the proposed project are such that no useful purpose would be served by requiring two separate hearings.
7. **Approval of this Development Permit is subject to the Development Agreement approved by the Town Council on February 11, 2025 and recorded with the Summit County Clerk and Recorder on March 27, 2025 at reception #1348792.**

CONDITIONS

1. This permit does not become effective, and the project may not be commenced, unless and until the applicant accepts the preceding findings and following conditions in writing and transmits the acceptance to the Town of Breckenridge.
2. If the terms and conditions of the approval are violated, the Town, in addition to criminal and civil judicial proceedings, may, if appropriate, issue a stop order requiring the cessation of work, revoke this permit, require removal of any improvements made in reliance upon this permit with costs to constitute a lien on the property and/or restoration of the property.
3. This permit expires three years from date of issuance, on **October 28, 2028**, unless a building permit has been issued and substantial construction pursuant thereto has taken place. In addition, if this permit is not signed and returned to the Town within 30 days from the permit mailing date, the duration of the permit shall be three years, but without the benefit of any vested property right.

PRIOR TO ISSUANCE OF A BUILDING PERMIT

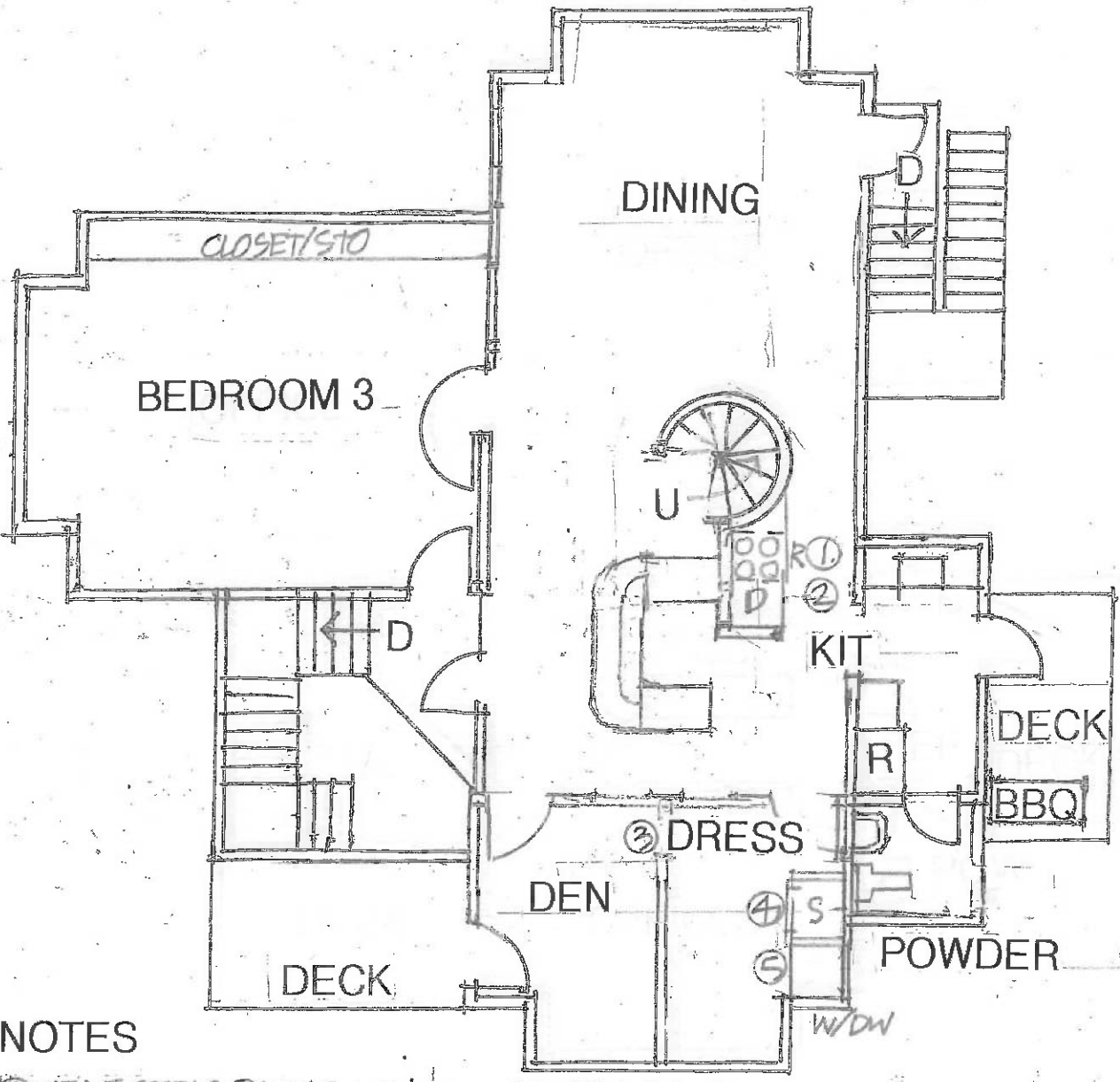
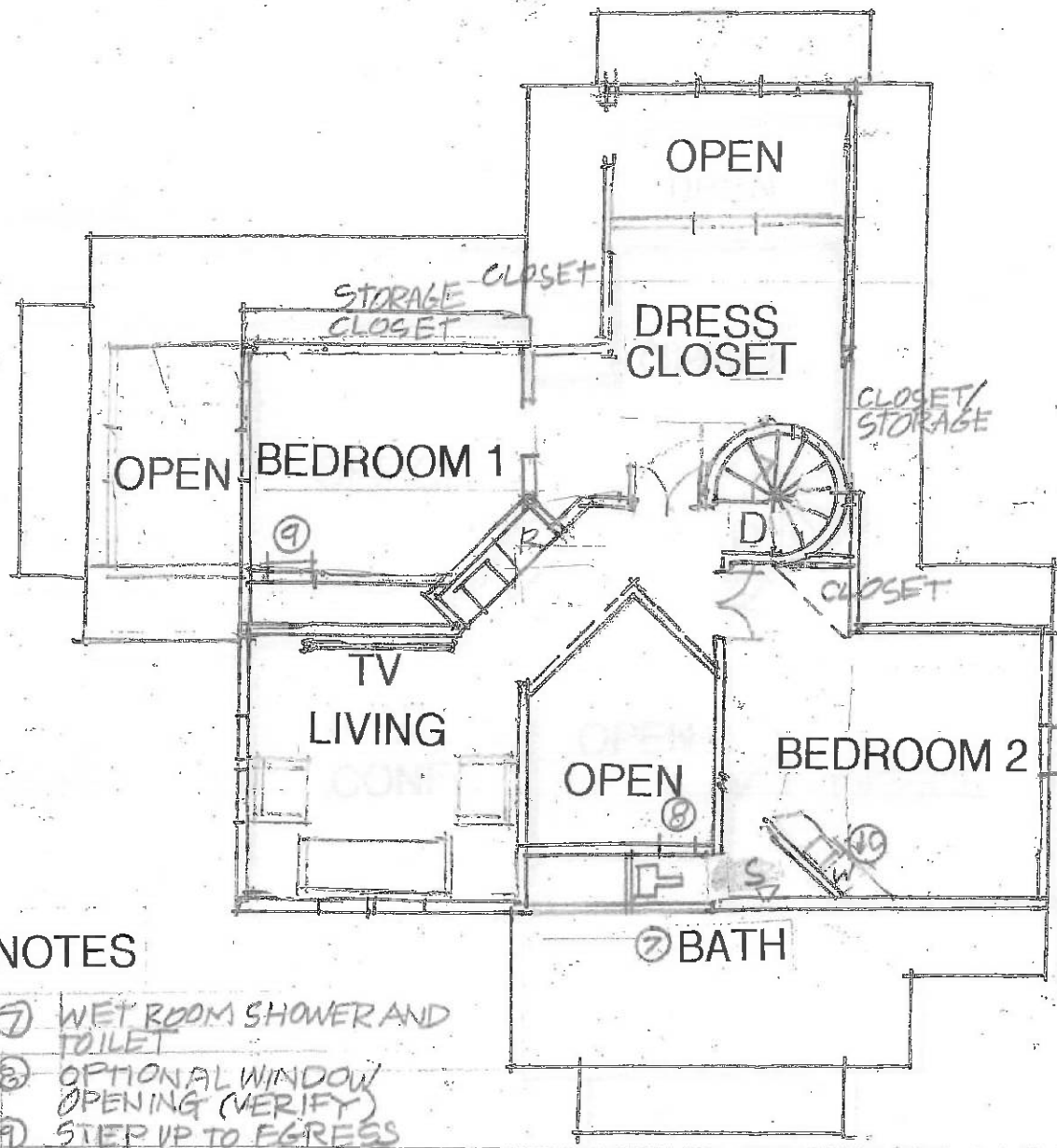
4. Applicant shall submit proof of ownership of the project site.

5. **Applicant shall pay the required Water Plant Investment Fee to the Town for the change of use from commercial condominium to a 3-bedroom condominium unit. If paid in 2025, the fee is \$6,499.43, and is subject to increase annually.**
6. **The applicant shall pay any required Upper Blue Sanitation District sewer fees.**

PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY / COMPLETION

7. **Applicant shall record a Restrictive Covenant and Agreement for the unit, restricting the occupancy of the unit to Employee Housing, with a 110% Area Median Income (AMI) restriction. Employee Housing is defined by the Development Code as *“A dwelling unit the occupancy of which is restricted to a person eighteen (18) years of age or older who, during the entire period of his or her occupancy of the property, earns his or her living by working for a business located in and serving in Summit County, Colorado, an average of at least thirty (30) hours per week, together with such person's spouse and minor children, if any. All employee housing units shall be a minimum of three hundred fifty (350) square feet of density in size and shall each have a living area containing at a minimum: a kitchen sink; cooking appliance and refrigeration facilities, each having a clear working space; sleeping accommodations; a closet with a door; and a bathroom with a door, sink, toilet, and a bathtub or shower. Each employee housing unit shall have its own entrance. There shall be no interior access from any employee housing unit to any dwelling unit to which it is attached.”* Applicant has agreed the 110% AMI rental restriction will include monthly HOA fees, which include any utility costs.**
8. **The Town shall transfer 1.75 SFEs of density to the property.**
9. Applicant shall revegetate all disturbed areas with a minimum of 2 inches topsoil, seed and mulch.
10. Applicant shall paint all flashing, vents, flues, rooftop mechanical equipment and utility boxes on the building a flat, dark color or to match the building color.
11. Applicant shall screen all utilities.
12. **All exterior lighting on the site or buildings shall be fully shielded to hide the light source and shall cast light downward. All exterior lighting shall be a white color not exceeding 3,000 kelvins. LED bulbs are permitted at a maximum of 950 lumens, fluorescent bulbs are permitted at a maximum of 15 watts, and incandescent bulbs are permitted at a maximum of 60 watts.**
13. At all times during the course of the work on the development authorized by this permit, the permittee shall refrain from depositing any dirt, mud, sand, gravel, rubbish, trash, wastepaper, garbage, construction material, or any other waste material of any kind upon the public street(s) adjacent to the construction site. Town shall provide oral notification to permittee if Town believes that permittee has violated this condition. If permittee fails to clean up any material deposited on the street(s) in violation of this condition within 24 hours of oral notice from Town, permittee agrees that the Town may clean up such material without further notice and permittee agrees to reimburse the Town for the costs incurred by the Town in cleaning the streets. Town shall be required to give notice to permittee of a violation of this condition only once during the term of this permit.
14. The development project approved by this Permit must be constructed in accordance with the plans and specifications, which were approved by the Town in connection with the Development Permit application. Any material deviation from the approved plans and specifications without Town approval as a modification may result in the Town issuing a Stop Work Order and/or not issuing a Certificate of Occupancy or Compliance for the project, and/or other appropriate legal action under the Town's development regulations. A Stop Work Order may not be released until a modification to the permit is reviewed and approved by the Town. Based upon the magnitude of the modification, another hearing before the Planning Commission may be required.

15. No Certificate of Occupancy or Certificate of Compliance will be issued by the Town until: (i) all work done pursuant to this permit is determined by the Town to be in compliance with the approved plans and specifications for the project, and all applicable Town codes, ordinances and standards, and (ii) all conditions of approval set forth in the Development Permit for this project have been properly satisfied. If either of these requirements cannot be met due to prevailing weather conditions, the Town may issue a Certificate of Occupancy or Certificate of Compliance if the permittee enters into a Cash Deposit Agreement providing that the permittee will deposit with the Town a cash bond, or other acceptable surety, equal to at least 125% of the estimated cost of completing any required work or any applicable condition of approval, and establishing the deadline for the completion of such work or the satisfaction of the condition of approval. The form of the Cash Deposit Agreement shall be subject to approval of the Town Attorney. "Prevailing weather conditions" generally means that work can not be done due to excessive snow and/or frozen ground. **As a general rule, a cash bond or other acceptable surety will only be accepted by the Town between November 1 and May 31 of the following year. The final decision to accept a bond as a guarantee will be made by the Town of Breckenridge.**
16. Applicant shall submit the written statement concerning contractors, subcontractors and material suppliers required in accordance with Ordinance No. 1, Series 2004.
17. **Applicant shall be held responsible for any deterioration or damages caused by development or construction activities to any Town infrastructure, public rights-of-way, or public property. This includes but is not limited to deterioration or damages to roadway surfaces, curbs, drainage systems, sidewalks, and signage. Applicant must rectify such deterioration or damages to the previous condition at their own expense. Town shall provide written notification to permittee if Town believes that permittee has caused deterioration or damages which would enact this condition. If permittee fails to rectify deterioration or damages in violation of this condition, permittee agrees that the Town may resolve such deterioration or damages and permittee agrees to reimburse the Town for the costs incurred by the Town. Town shall be required to give notice to permittee of a violation of this condition only once during the term of this permit. Any failure to rectify deterioration or damages or provide reimbursement without Town approval may also result in the Town issuing a Stop Work Order and/or not issuing a Certificate of Occupancy or Compliance for the project, and/or other appropriate legal action under the Town's development regulations.**



NOTES

- ⑦ WET ROOM SHOWER AND TOILET
- ⑧ OPTIONAL WINDOW OPENING (VERIFY)
- ⑨ STEP UP TO EGRESS SKYLIGHT
- ⑩ NEW UNDER COUNTER WASHER, NEW LAVATORY AND COUNTER TOP

NOTES

- ① ELECTRIC RANGE + OVEN 24 X 24 X 34
- ② COUNTER TOP OVER DRYER 24 X 24 X 34
- ③ NEW OPENING TO MATCH CASING
- ④ NEW SHOWER
- ⑤ WASHER OVER DISHWASHER (STACKED) ALL NEW APPLIANCES TO BE 24 X 24 X 34 HIGH

RESIDENTIAL TOTAL 561 SF THIS LEVEL

TOTAL THIS LEVEL 1320 SF

LOFT LEVEL PLAN PROPOSED

SECOND LEVEL PLAN PROPOSED

BIG SKY OFFICES AND RESIDENTIAL APARTMENT



GRAND TOTAL 561+1320=1881

JOB NO:
DATE:
DRAWN BY:
CHECKED BY:

John Partners
P.O. BOX 931, 160 EAST ADAMS BRECKENRIDGE, CO 80424 (970) 453-6880
P.O. BOX 2113, 560 ADAMS AVENUE SILVERTHORNE, CO 80498 (970) 513-1000

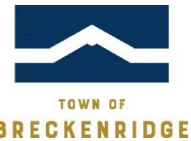
BIG SKY BUILDING

12 16 2024

REVISED 2 10 2025

REVISED 9 9 2025

© 2018
SHEET NUMBER:
TWO
OF 2



Memo

To: Planning Commission
From: Mark Truckey, Community Development Director
Date: October 16, 2025 (for meeting of October 21, 2025)
Subject: Comprehensive Plan Update

Summary

Community Development staff, with consultant assistance, will soon be embarking on work to update the Town of Breckenridge Comprehensive Plan. The Plan was last updated in 2008.

Background

A Comprehensive Plan, sometimes also referred to as a Master Plan or General Plan, serves as an overall guiding document for municipalities and counties, setting overall policy direction on growth and development issues faced by a community. Most Comprehensive Plans will address a series of issues, but will particularly focus on setting the stage for future land use and development decisions, as growth and development tend to be some of the most impacting changes to communities. State law requires that jurisdictions have an adopted Comprehensive Plan. The Town of Breckenridge Comprehensive Plan was last updated in 2008 and is due for an update. In addition, recent laws enacted by the state legislature have set forth new requirements for the information that must be included in Comprehensive Plans and have set a deadline of December 31, 2026 for compliance.

2008 Comprehensive Plan

[The 2008 Town of Breckenridge Comprehensive Plan](#) sets policy direction for a number of key subject matters that are organized in a series of Plan Elements. The elements included in the 2008 Plan include Community Character, Economy, Natural Environment, Transportation, Housing, Cultural Resources, Recreation and Tourism, Community Facilities, Population and Demographics, Historic Character, and Land Use. A number of the policies included within the Plan resulted in subsequent efforts addressed by the Town. For example, a policy on establishing caps on single family home sizes and floor area resulted in the Town's first Neighborhood Preservation Policy in 2009. Another policy in the Plan recommended the development of a Sustainability Plan for the Town, which resulted after two years of work in adoption of the SustainableBreck Plan. As we proceed with our Plan update, we expect that the list of Plan Elements and areas of focus will adjust to reflect today's priority issues. At a minimum, the new Plan will include a Land Use Element, a Recreational and Tourism Uses Element (required by state law), and additional elements as discussed below.

State Mandates

Colorado Revised Statutes require that municipalities adopt master plans (aka comprehensive plans) to guide the physical development of their respective communities. As noted above, the Town of Breckenridge last updated its Comprehensive Plan in 2008. Since that time, the statutes have been amended to include additional requirements for plans, which are required to be enacted by the end of 2026. These include:

- A strategic growth element that integrates elements of the master plan to discourage sprawl and promote the development or redevelopment of vacant and underutilized parcels to address the municipality's demonstrated housing needs and mitigate the need for extension of infrastructure and public services to develop natural and agricultural lands for residential uses.
- A water supply element developed in consultation with entities that supply water for use within the municipality to ensure coordination on water supply and facility planning.

- A housing needs assessment and housing action plan. Our current County-wide housing needs assessment will need some minor adjustments to comply with state requirements and the Summit Combined Housing Authority will be taking the lead on making these adjustments. The Town's Housing Blueprint serves as the Town's housing action plan. Staff intends to update the Housing Blueprint in 2026 in conjunction with this Comprehensive Plan update effort.

Some of these requirements were put in place in 2024 in response to a concerted effort by Governor Polis to address the housing shortage in Colorado. For example, the required strategic growth element is primarily focused on identifying vacant and underutilized properties that could accommodate future housing development.

Process and Timeline

Staff intends to release a Request for Proposals in October to solicit proposals from consultants to assist in the development of the Comprehensive Plan. A significant amount of staff resources will also be allocated to this effort, including Planning, Housing, and Water Division staff. Much of the technical data and analysis will be done by staff and staff will direct the work of the consultants. We will look for the consultant team to focus on the following:

- A robust public engagement process, with a focus on involving typically under-represented segments of our population.
- Design work and public workshops focused on redevelopment, with associated visual modeling of different options for redevelopment and development of infill or underutilized properties in the Town.
- Development of the Plan document, including formatting, graphics, and providing recommendations on policy content, based on public input, along with Planning Commission and Town Council feedback.
- Assisting staff in taking the Plan through the formal adoption process.

Timing of the project will include:

- Data collection and analysis in late 2025
- Initiation of public engagement and stakeholder outreach in early 2026
- Development of draft Plan goals and policies by summer, 2026
- Final adoption process with the Planning Commission and Town Council in the fall of 2026.

Because of the highly technical requirements related to the water supply element, the Water Division will contract with a separate consultant team to assist in the analysis related to the water supply element. Our goal will be to integrate the water supply element into the overall Comprehensive Plan, as the water consultant completes their analysis.

Relation to other Plans

The Town has a series of other important planning documents, such as the SustainableBreck Plan and the Open Space and Trails Master Plan, which are all recently updated documents. To the extent possible, the Comprehensive Plan will refer to the policy guidance provided by those plans to address their respective issues, rather than re-visiting the issues addressed in those plans.

Historic District

The Handbook of Design Standards for the Conservation District will continue to guide growth and redevelopment in the District, as the Handbook is consistent with state and federal guidelines regarding historic districts. A major update to the Handbook was completed in 2019. Whereas we will be actively addressing issues like redevelopment in areas outside the District in this Comprehensive Plan effort, we will continue to rely on the Handbook for policy guidance within the District.

Plan Content

Our goal will be to produce an engaging Comprehensive Plan document, one that succinctly addresses key growth issues in the community. Whereas most previous plans were narrative and data heavy, the newer generation of plans that we have seen in our community, along with many other communities is focused on a more limited narrative, graphic approach that is more attractive and digestible to readers. The recent SustainableBreck Plan and the Open Space and Trails Master Plan are examples of this newer approach. Key substantive issues will be addressed, but in a more streamlined manner.

Public outreach/engagement

As described above, our intent will be to have a robust public involvement process in the development of the Plan. We anticipate a series of public open houses and workshops, along with a series of stakeholder engagement meetings. There will be at least three periods of public engagement during the development of the Plan with a goal of reaching out to all segments of the community.

Equity Lens

The proposed public outreach process will have a focus on outreach to typically underrepresented segments of our population with the goal of identifying and mitigating disparities relevant to the Comprehensive Plan scope.

Staff Recommendation

This memo is intended as an update to the Planning Commission as staff prepares to initiate the Comprehensive Plan process. Staff will be providing updates to the Commission throughout the Plan development process and Commission input will be solicited during different stages of the process. Staff welcomes any thoughts or suggestions that the Commission may have regarding the Comprehensive Plan Update effort.