



Pagosa Springs CDC Monthly Board Meeting Minutes

September 10, 2025 | 5:00 PM | Ross Aragon Community Center

In Attendance: Anne-Marie Sukcik, Rosanna Dufour, Jenelle Syverson, Sherry Waner, Todd Mees, Mont McAllister, Mario Garcia, Emily Lashbrooke, Kathleen McFadden, Jeff Sams, and The Pagosa Sun

Absent: Warren Brown, Chelle Keplinger, Brooks Lindner

Chair Sherry Waner determined there was a quorum and called the meeting to order at 5:12 PM. There were no conflicts of interest disclosed.

Jenelle Syverson moved to approve the PSCDC August 20, 2025 Monthly Meeting Minutes as presented. Mont McAllister seconded. Carried.

Treasurer Chelle Keplinger was unavailable for the meeting and the accountants have not finished reconciling the financials. The board deferred the review until the next meeting on October 8.

Sherpa Real Estate Broker Gina Backer joined the meeting and introduced herself. She has lived in Pagosa Springs for five years with her husband and son. She is eager to contribute her expertise and energy to advancing PSCDC's mission of economic development.

Executive Director Report – Emily Lashbrooke

Housing Update Phase 1

- Currently, we have sold Five homes. We have put two Homes under contract since our last meeting. There is a Homebuyer education class in September, we hope to fill in partnership with the Homes Fund. Both of our current homebuyers are enrolled.
- Our new AMI process is working well and has a very quick turnaround.
- We continue working with Homes Fund for down payment assistance. They assisted three of our homeowners with this product so far.
- We have submitted the invoice for the Retainage that DOH is holding. They are reviewing the files for compliance and have set an exit meeting for September 26th at 10am. At that time they will release the retainage
- We have placed an ad in the paper for the workforce housing units left We have also scheduled an open house for the 9th of September to gain more interest
- Met with Cindy from Gales to talk about an MLS listing. Five realtors volunteered to be the remaining transaction brokers. All four homes on Lancer Ct are now on MLS
- EZ Credit for real estate assistance for realtors

Phase 2 Update

- RG Bank has approved our Phase 2 application for phase 2 of the housing project. The Loan has closed and we are working on first loan draw request. It will pay down the Impact Development fund loan, and we will close this out.

- Grant Reports submitted on the progress of Phase 2 for IDF and Prop 123
- Paid for Builders Risk insurance and PLPOA fees.
- Starting the Permitting process for Phase 2. PLPOA Has issued permits now heading to the county
- Presented to PAWSD on progress in Chris Mtn 2 and Trails and asked for a fee waiver for CIF for 2nd phase. Tabled and asked to return next month.

Workforce Development

- We have placed 6 students in a paid internship.
- Continue to work with Build Pagosa to select an architect
- Evaluating CDOT Aeronautical for funding and an entry-level training

More Housing Now grant, Electric extension/ road perfection

- The Bid for road perfection was awarded to Neils Excavation. They have started the roadwork on Eldorado and Bonita. They have completed these roads and are currently working to complete Travelers Circle.
- Electric/Fiber Installation will be completed in all of Chris Mtn II and Trails by the end first week of September. . They are finishing High Drive and Yeomen after taking a short break to assist with the Oak Fire.
- An agreement with Visionary has been made to share the Trench for electricity and to serve the pre-existing houses within the development.
- Asked to speak to real estate group to show the work completed in Chris Mtn II and Trails. Also, to show the quality of our houses and provide evidence that these are not low income housing.

Broadband (Redundant Loop & US-160)

- CDOT ROW Work: Pre-dig along US-160 from Highway 151 toward the CNL building is proceeding after a 3–4 month contract delay.
- Network Core: New control/routing equipment for CNL arriving; installation planned in the coming months—key steps to enable the Archuleta County redundant loop. Visionary has now installed its equipment into CNL for routing it's customers
- Training: Broadband 101 scheduled Sept 29–Oct 3 at PCC Durango, in partnership with Region 9 (grant-supported).

Admin Manager/Main Street Coordinator Report – Kathleen McFadden

PSCDC

Marketing Campaigns & Materials: To help promote housing initiatives, I created coordinated email and social media campaigns for events, including the September 9 Workforce Housing Open House, the September 20 Homebuyer Education Class, and a “Save the Date” announcement for the September 24 Quarterly Update. In addition to outreach, I performed website maintenance by updating plugins and ensuring smooth performance. I also embedded and formatted code to display the Region 9 dashboard directly on our site, giving the community access to regional economic data that previously cost \$1,900 per year through a subscription service. This provides both a significant cost savings and a more seamless user experience. I also added new content to highlight real estate brokers who have supported workforce housing efforts, with Galles Properties now serving as our designated broker partner moving forward. These combined efforts improve transparency, expand resources, and strengthen our partnerships.

Main Street Program

Wednesday Wine Walks: The August Wednesday Wine Walk was a major success, drawing 200 attendees and raising \$2,003 for the Main Street Business Assistance Fund. To increase visibility, we ordered a large banner for downtown promotion and 1,000 business cards that were placed in Wyndham and The Springs Resort guest check-in packets. This outreach, combined with online promotion that included Coney Z videos, helped boost attendance and almost doubled participation compared to the July walk. The final Wine Walk of the season is scheduled for September 24, with both PSCDC and Main Street serving as sponsors. We will need volunteers to help manage the event, and board members are encouraged to participate!

Public Parking/Business Signs: Several downtown businesses have requested additional signage to help direct customers to parking areas and alley access. In response to those requests, I scheduled a stakeholder meeting with the Town, the PIOs, Tourism, and the Chamber to create a coordinated plan. Following that discussion, the Town and the PIOs agreed that placing signage on the jersey barriers and at alley entrances will improve visibility and help guide visitors through the construction zone. I also met with Development Director James Dickhoff to walk the corridor between 1st and 4th Streets and review potential sign locations. I'm working on a spreadsheet to catalog the businesses and their signage needs, and I will continue working with James and the PIOs to create mock-ups and install consistent, professional signage throughout downtown.

Cone Zone Challenge: The Cone Zone Challenge officially launched during the July 30 Wine Walk, generating two initial submissions. To expand visibility and encourage more participation, we included flyers in all 150 giveaway bags at the August event. Since then, the number of submissions has grown to ten, demonstrating that the campaign is beginning to gain momentum. The committee is also reviewing additional ways to simplify the entry process and continue increasing community engagement in the weeks ahead.

Heritage & Culture: The committee continues to make steady progress on its projects. Oral history interviews are underway, and interest from community members continues to grow as more stories are recorded. The local DAR chapter is actively assisting with the expansion of the Historical Walking Tour, which will add depth and accessibility to the town's history. Mayor Pierce also secured additional funding through her work with the museum to purchase a fireproof gun safe for the History Vault, ensuring that collected artifacts and recordings are preserved safely for future generations. I have written a draft proposal for the historical coloring book to commemorate Colorado's 150th anniversary and am now seeking grant opportunities to support its production. The increasing level of volunteer involvement and strong partnerships are enhancing the committee's ability to share and celebrate Pagosa Springs' heritage.

Marketing / Main Street Website: Work on the Main Street website continues to move forward, with the focus now on building out the new business directory. A total of 35 Main Street businesses have submitted their information through our online Google form, and a draft version of the directory is expected this week from OMG. Once complete, the directory will serve as a central hub for locals and visitors to discover downtown shops, restaurants, services, and experiences. Digital marketing efforts will launch shortly after the draft is finalized to promote the directory and increase visibility for downtown businesses, complementing our ongoing events and promotions.

AARP Sponsorship Proposal: As an official Colorado Main Street community, we were invited to apply for a special sponsorship opportunity through AARP, which is partnering with Colorado Main Street to provide up to \$4,000 per community for small livability projects. Unlike traditional grants, this sponsorship process is streamlined with no required match, and funds are distributed directly to communities to complete projects within the next 6–9 months.

Recognizing the fit, I worked with the Town to identify a long-intended project that aligns perfectly with AARP's focus on accessibility: replacing the unsafe, eroding path between the Archuleta Senior Center parking lot and the Riverwalk with a permanent concrete staircase and handrail. I developed the proposal, secured an

estimate from Town staff, and prepared photos and video to illustrate the need before submitting the application to DOLA.

Last week I received confirmation that we were awarded the full \$4,000 sponsorship, which will support the \$15k project. This funding ensures that the improvements can be completed during the current build season and will provide a lasting benefit by improving safety, walkability, and accessibility for older adults and all who use the riverwalk.

Housing Coordinator Report – Jeff Sams

Housing Action Plan (HAP)

The Housing Needs Assessment was completed and adopted by both the Town and County. It showed a need for 362 Units to catch up with current demand and a total of 1316 units needed by 2035. The Housing Action Plan, in compliance with SB24-174. The county was approved for a grant to hire a consultant to complete the Housing Action Plan. That contract has been signed by the County, and we have started with an initial meeting with consultant. Regular meetings are scheduled, and we are moving forward with scheduling Public Meetings and Work Group meetings to gather feedback to formulate the plan. The project is expected to take 6 to 9 months.

Workforce Housing Guidelines

The Workforce Housing Guidelines being drafted by Jennifer Kermode of Kermode Consulting, LLC continue to progress. We completed our stakeholder work sessions on March 17th and 19th. Key stakeholders attended those with representation from the Town and County. There was great progress made towards identifying key goals around workforce housing to guide the completion of this document. The purpose of the Guidelines is to provide direction for deed restricting units based on the totality of public incentives provided to individual housing projects, ensuring long term affordability of workforce housing units. The Guidelines will be referenced by Town and County officials, Other Government Agencies (including state agencies and those working on Prop 123), Developers, those looking for housing, etc. The consultant has completed the final draft, and we are working towards scheduling presentations to the Town Council and the Board of County Commissioners for adoption.

Land Banking

The Land Banking application to purchase 11 lots currently owned by the county in Chris Mountain II has been withdrawn.

Projects Underway

- Timberline Apartment LITCH project located at 135 Legacy Drive next to Walmart is making good progress on the 50 units. Following the completion of this project, the developer is planning on submitting a LIHTC application for a second project of 50 units as well. The projected rental range is broad, which helps us hit multiple income ratios in the lower income brackets, with units serving 30%-80% of AMI (averaging below 60% of AMI). Recent updates from the developer stated they plan to start pre-leasing in December of 2025.
- **Phase 1 CDC Chris Mountain Work Force Ownership Housing.**
The first two houses closed on February 20th. We have sold an additional 2-bedroom home in May, and one 3-bedroom home was also sold in May. The last 3-bedroom home closed on July 24th and another 2-bedroom home is under contract. This leaves four homes left to sell. A current buyer is expected to be under contract early next week. Homes are now listed in the MLS to get more exposure and reach more potential buyers.

Potential Developments

- Pagosa Views is still working towards submitting subdivision applications to get their project approved.
- Town's Enclave property with a development agreement with Servitas has been working on a model for this property. I have connected them with a Modular Construction Company, [Vederra](#). They have been working on pricing for the project and reviewing financial options to build. Servitas presented it to the Town Council on May 20th to review the proposed build and financial structure. Town Council planned to review and gather questions to be presented to Servitas. Servitas continues to work on finding a financial model that works. Recently, Servitas has re-engaged to review other Grant options and review other financial models that could fit that do not require a financial commitment from the town.
- Colorado Outdoors, LLC is looking to move forward with their proposed middle income (60- 140% of AMI) apartment rental project east of the Pagosa Springs Medical Center. The developer is revising their subdivision sketch application for future Planning Commission review. The Commission voted for a continuance on their first submittal, allowing the Developer to make some changes. The second presentation still has not been scheduled, it was expected in September, but nothing has been submitted. The Town received a \$2 million DOLA More Housing Now grant that will be used towards the costs of the public infrastructure needed to serve the housing project.
- Looking at other construction options for Single Family homes in Chris Mountain for future Phases. Meetings with Vederra Modular to review options and pricing to see how that would fit for a housing project. Working towards some final pricing to give a full review of the project and compare it to traditional construction. Other alternative building methods are continuing to be reviewed to reduce construction costs and increase eligibility for Grants and other funding options.
- Met with a new developer that owns property in Archuleta County and they would like to build approximately 70 units. They have some preliminary drawings of a 10-building apartment complex with a mix of unit sizes. They are still in the initial design phase but working towards a final plan and identifying what grants to pursue. I have continued to meet with them to review options. The HDG grant they were reviewing did not bring enough funding for the project so we are looking for other options to create the capital to complete the project.

Other Work in Progress

Continued attendance at meetings with Region 9, DOLA and other Prop 123 groups to stay abreast of current programs, funding opportunities and successful housing project

examples It helps to keep up with changes and what is going on in the industry. There are frequent meetings and presentations to review grant opportunities and requirements for current state initiatives that involve housing.

Continued attending C.A.S.T. (Colorado Area Ski Towns) Housing Task Force Meetings. This group has had a big focus on Workforce Housing.

Continue to review alternative construction methods, mostly focused on modular construction. This includes some regional builders and local General Contractors. Another company with a similar product out of Delta has also reached out. We have also had additional inquiries from other “innovative” Construction companies. A modular builder out of Oklahoma has discussed options to provide affordable housing. They have a local general contractor that they work with. There is also a local general contractor that has approached us to use SIP Panels for construction. They work with an out-of-state supplier to ship them here

Reviewing Childcare needs in our community to potentially incorporate into future developments. There is a push from the state to incorporate childcare into new developments, and it increases your “scoring” when evaluated from grants. Discussed need with Laura Mijares at the Early Childhood Council of Archuleta County. She asked me to present to their board, and I attended and asked for their assistance to help identify an owner for a new facility as well as helping to address how we staff that new facility. We also discussed the need for ongoing funding.

Working on completing requirements to have the town certified as an ADU Supportive Jurisdiction with the state. All information on codes, waivers and other requirements have been reviewed and discussing with representatives at the state to confirm compliance. The goal is to be eligible for additional funding and add additional rental units to that would fit our workforce.

Region 9 Verbal Report

No update from Region 9.

Discussion

Emily also provided updates on recent real estate transactions, noting that two houses have gone under contract and another is expected to do so soon. She is working on gathering support letters from elected officials for a building better places training application due in February.

Emily reported that the Department of Housing is holding \$23,000 in Prop 123 funding for phase one. All required documentation, including the housing needs assessment and AMI (Area Median Income) verification, has been submitted. However, the Department of Housing changed the rules midway, requiring additional documentation from applicants already living in their homes. Emily believes all necessary documents have now been provided. A meeting is scheduled for September 24th to review the entire packet, after which the funding should be released, provided there are no further changes in requirements.

The board determined that the existing resolution authorizing Sherry and Emily to sign for construction loan debt (capped at \$4 million) was sufficient and did not require revision, as the total debt remains under the cap. The second resolution, which authorizes Emily to sign on behalf of the CDC for all closings on Phase 2 was reviewed.

Mont McAllister moved to adopt the resolution authorizing Emily Lashbrooke to execute all necessary documents, contracts, agreements and instruments required to facilitate the construction of five (5) workforce homes as part of Phase 2 of the Workforce Housing Project and to execute the sale of the five (5) homes to qualified buyers. Anne-Marie Sukcik seconded. Carried.

Emily announced a meeting with PAWSD on September 11th at 5 PM, which will likely last 2 hours, and emphasized the importance of attending to support fee waiver requests, as affordable unit construction in Phase 2 depends on it. She mentioned that she will present a packet to PAWSD and will be available online during the meeting. Emily also confirmed the next Board meeting for October 9th and a membership meeting on September 24th.

Mont McAllister moved to appoint Gina Backer to the open vacancy on the Board. Mario Garcia seconded. Carried.

Chair Sherry Waner adjourned the meeting.