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SAN MIGUEL REGIONAL HOUSING AUTHORITY

REGULAR MEETING

September 8, 2025 @ 2:00 PM

Via Zoom	ID#: 484.178.1222	PW: SMRHA2023
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I. CALL TO ORDER

II. PUBLIC DISCUSSION

No more than five minutes per person.

III. REVIEW OF AGENDA

IV. APPROVAL OF MINUTES

August 4, 2025

V. WORKSESSION

Review SMRHA CORA Request Policy and form - All

Review 2026 Draft Budget – Pamela Shifrin

Discussion regarding SMRHA representative on the Stakeholder Strategic Roundtable – Drea Araiza and Lance Waring

Discussion regarding County Deed Restriction process - Jarrod Biggs

VI. ACTION ITEM

Adoption of SMRHA CORA Request Policy and form. Motion.

Approval of 2026 Budget. Motion.

Appointment of SMRHA representative to the Stakeholder Strategic Roundtable. Motion.

VII. EXECUTIVE DIRECTOR REPORT

VIII. ADJOURN

NEXT SCHEDULED MEETING

October 6, 2025

1 PM



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SAN MIGUEL REGIONAL HOUSING AUTHORITY
REGULAR MEETING MINUTES
MONDAY, August 4, 2025 @ 1 PM

The following SMRHA Board Members were present:

- Lance Waring, Commissioner, San Miguel County
- Mike Bordogna, Manager, San Miguel County
- Zoe Dohnal, Town Manager, Town of Telluride
- Geneva Shaunette, Councilperson, Town of Telluride
- Matt Lewis, At-large Board Member

The following were also in attendance:

- Pamela Shifrin, Executive Director, SMRHA
- Teresa Albert, Administrative Coordinator, SMRHA
- Jarrod Biggs, Deputy County Manager, San Miguel County
- Hayden Brodowsky, Deputy Town Manager
- Drea Araiza, Housing Specialist, San Miguel County
- Nancy Willis, Paralegal, San Miguel County
- Meghan Knowles, Communications Coordinator-Media Contact, San Miguel County

I. CALL TO ORDER

The Regular Meeting of the San Miguel Regional Housing Authority Board was called to order by Lance Waring on August 4, 2025 at 1:03 p.m. via Zoom.

II. PUBLIC DISCUSSION

Mr. Douglas Tooley provided public comment.

III. REVIEW OF AGENDA ITEMS

No additions or subtractions of the Agenda were considered.

IV. APPROVAL OF MINUTES

Upon motion by Mike Bordogna and seconded by Matt Lewis the minutes of the June 2, 2025 Regular Meeting and the July 7, 2025 Special Joint Meeting were approved unanimously.

V. EXECUTIVE DIRECTOR REPORT

Pamela Shifrin reviewed the Executive Director report including introduction of the new Administrative Coordinator Teresa Albert, and Website updates to separate courtesy property listing into deed restricted versus free market offerings in both sale and rental categories.

Staff received direction to draft a policy outlining the criteria for free market listings on the SMRHA website. Consideration of AMI was suggested as a starting point to determine what free market listings sale and rental prices support the mission of SMRHA enough to warrant advertising alongside deed restricted properties. Policy draft will be presented at the September 8th meeting board meeting.

Continued presentation included the SMCHA ongoing discussion around their Land Use Code and Covenant deed restriction versions and compliance target timeline; Town of Telluride's guideline updated and compliance timeline; the administration of the Housing Choice Voucher program including inspections due in August.

- VI.** Upon motion by Lance Waring and seconded by Mike Bordogna and Geneva Shaunette the approval of the administration change of Housing Choice Voucher program for the Department of Housing/DOLA to the state was unanimous.

VII. ADJOURN

Upon motion by Mike Bordogna and seconded by Geneva Shaunette the Regular Meeting of the San Miguel Regional Housing Authority Board was adjourned by Lance Waring at 1:35p.m. on August 4, 2025.

SAN MIGUEL REGIONAL HOUSING AUTHORITY

Policy on Responding to Records Requests

The San Miguel Regional Housing Authority (SMRHA) fully supports and complies with all Federal and State laws relating to the retention, protection, and disclosure of SMRHA records, including, but not limited to, the Colorado Open Records Act, Title 24, Article 72, Part 2, C.R.S. (CORA). SMRHA's Board of Directors adopts this policy to provide procedures for how people and organizations may inspect and copy public records maintained by SMRHA.

SMRHA's policy is that all public records, as defined by CORA, shall be open for inspection by any person at reasonable times which do not interfere with the regular discharge of the duties of SMRHA, except as otherwise provided by law. CORA defines a "public record" to include most writings made, maintained, or kept by SMRHA in connection with its official activities. *See* § 24-72-202(6) C.R.S. SMRHA will make a good faith effort to respond to requests to inspect public records while ensuring that it redacts or withholds certain confidential, protected, or exempted information based on criteria set out in sections 24-72-202 and -204, C.R.S.

The Board designates SMRHA's Executive Director as a custodian of SMRHA's records for CORA purposes. A request for inspection and/or copying of SMRHA records is herein referred to as a "Records Request."

The following policies apply to any Records Request:

1. Purpose

- 1.1. The purpose of this policy is to implement and supplement the procedures set forth in CORA for responding to Records Requests. SMRHA will follow the procedures and charge the fees set forth in CORA and other applicable laws for processing and responding to Records Requests, as supplemented by the procedures set forth in this Policy. If any provision of this Policy conflicts with CORA or other applicable laws, the provisions of CORA or the other applicable laws shall control. This Policy shall supersede any previous policies of SMRHA related to public records requests.

2. Format of Records Request

- 2.1. Anyone making a Records Request (a "Requestor") shall submit it to SMRHA's Executive Director in writing using a designated form provided by SMRHA as approved by the Executive Director. SMRHA will not accept Records Requests verbally or in any other written form.
- 2.2. SMRHA will maintain and make available a designated Records Request form on SMRHA's website and at SMRHA's office.
- 2.3. A Requestor may submit a completed Records Request form in physical form to SMRHA's office or in electronic form to an email address designated on SMRHA's website.

3. Scope of Records Request

- 3.1. All Records Requests shall be specific as to the information desired.

- 3.2. Broad, general requests may cost the Requestor more due to the staff time required to fulfill these requests. SMRHA encourages Requestors to narrow their Records Request by identifying specific search terms, dates, purposes, SMRHA departments, if any, and personnel files so that SMRHA can limit the time and resulting expense for the Records Request.
- 3.3. SMRHA may, but need not, contact the Requestor to attempt to clarify or narrow a Records Request. Requestors may choose to provide phone and e-mail contact information to facilitate communication regarding the Records Request for this purpose.
 - 3.3.1. SMRHA will not suggest search terms or parameters and does not create new records in response to a Records Request.
 - 3.3.2. If a Requestor revises a Records Request, the Requestor must resubmit the revised Records Request in writing, and the statutory time limit will begin at submission of the revised Records Request.

4. Procedure and Schedule

- 4.1. The Executive Director may designate one or more of SMRHA employees who shall be responsible for researching, compiling, copying, and providing the records that are responsive to a Records Request.
 - 4.1.1. References in this Policy to the Executive Director shall include assigned designees.
 - 4.1.2. The Executive Director may set the time during normal office hours and the place for inspection of records and require that a designated employee be present during examination of records.
- 4.2. Pursuant to CORA, SMRHA must make records available for inspection within three (3) working days, unless extenuating circumstances, as defined by CORA, exist.
 - 4.2.1. SMRHA may extend this deadline by seven (7) working days if extenuating circumstances exist and SMRHA notifies the Requestor in writing of the extenuating circumstances within the initial three-day period.
 - 4.2.2. In calculating these deadlines, the following guidelines shall apply:
 - 4.2.2.1. SMRHA's business day ends at 5:00 p.m. SMRHA's deadline to fulfill any Records Request received after 5:00 p.m. does not begin to run until the next business day SMRHA's offices are open.
 - 4.2.2.2. SMRHA's business days exclude federal and state holidays, Saturdays, Sundays, and other dates on which SMRHA closes its offices. SMRHA's deadline to fulfill any Records Request received on such date does not begin to run until the next business day that SMRHA's offices are open.
 - 4.2.2.3. SMRHA will not count the day it receives a Records Request in the time SMRHA has to respond to it, pursuant to section 2-4-108, C.R.S.
 - 4.2.2.4. SMRHA may put the time for fulfilling broad, general, or ambiguous Records Requests on hold while it attempts to communicate with the Requestor to narrow or clarify the Records Request.

4.2.2.5.SMRHA's deadline to fulfill a Records Request does not begin to run until the business day after the Requestor pays any deposit required under this policy to SMRHA.

5. Restrictions on Disclosure

- 5.1. SMRHA will only allow inspection of those documents permitted by CORA.
- 5.2. If any question arises as to the propriety of complying with a Records Request, the Executive Director shall immediately forward it to SMRHA's legal counsel.
- 5.3. SMRHA's legal counsel shall determine SMRHA's obligations under CORA and any other applicable laws and advise the Executive Director accordingly.
- 5.4. If SMRHA's legal counsel determines SMRHA is not permitted by applicable law to comply with the Records Request in whole or in part, legal counsel shall assist the Executive Director in preparing and providing a written response to the person submitting the Records Request stating the legal basis upon which the Records Request in whole or in part is being denied.

6. Fees and Costs

- 6.1. SMRHA will provide paper copies of requested records at a cost of \$0.25 per page for documents in standard size and format. SMRHA will charge the actual cost of production for a copy, printout, or photograph of a public record in a format other than a standard page size and format.
- 6.2. Additionally, SMRHA will charge a fee of \$41.37 per hour for every hour after the first hour spent by its employees researching and retrieving records in response to a Records Request, as allowed by 24-72-205(6) C.R.S.
 - 6.2.1. SMRHA will provide the requestor with an estimate of the time required to fulfill the Records Request before beginning the work necessary to produce the requested records. Should the required time exceed any estimate, SMRHA will provide such additional estimates of time as required to complete the Records Request before continuing work to produce the requested records.
 - 6.2.2. The Requestor must pay an advance deposit of the cost for any estimated time required to fulfill the Records Request greater than one hour before SMRHA will begin, or continue if applicable, researching and retrieving the requested records. SMRHA will refund any deposit that exceeds the actual statutorily allowed cost.
 - 6.2.3. The \$41.37 hourly research and retrieval fee will automatically adjust for inflation pursuant to 24-72-205(6) C.R.S. or successor statute, every 5 years. The next statutory increase will occur on July 1, 2029.
 - 6.2.4. Any fee charged for the research and retrieval will be the same for all requesting parties, whether the person requesting the records is an individual, a representative of the media, a public or private entity, or a for-profit or nonprofit entity.

7. Multiple, Duplicative or Voluminous Records Requests

- 7.1. If SMRHA receives multiple or voluminous Records Requests, from either one or multiple individuals, that require extensive amounts of staff time and which would interfere with

SMRHA operations, it may limit allocation of staff time to Records Requests to avoid interference with regular SMRHA operations. SMRHA will manage such Records Requests in the order received.

- 7.2. In addition, SMRHA may consolidate multiple or duplicative Records Requests with the same or similar terms from one requestor as it determines necessary. Once consolidated, SMRHA will assess statutorily allowed fees for the staff time necessary to review and respond to the consolidated request and will calculate the statutorily imposed deadlines from the date of submission of the last Records Request that is so consolidated.
- 7.3. If SMRHA receives duplicative Records Requests from multiple requestors, it may likewise choose to consolidate the requests and publish the requested information on a publicly available website and direct the requestors to that website in satisfaction of its responsibilities under CORA. Once consolidated, SMRHA will assess statutorily allowed fees for the staff time necessary to review and respond to the consolidated request and will calculate the statutorily imposed deadlines from the date of submission of the last Records Request that is so consolidated.

8. Abandoned Requests

- 8.1. If SMRHA attempts to contact a requestor to clarify a Records Request, discuss the scope of a Records Request, or obtain payment of a deposit to begin work on a Records Request, and the requestor does not respond within ten (10) business days, SMRHA will deem the request as abandoned and will close the request.
- 8.2. SMRHA will hold records assembled in response to a Records Request for no more than ten (10) business days after it has notified the requestor that the records are available. The holding period may be shorter for physical records that SMRHA needs to use for its operations. If the requestor fails to inspect or pick up the records within this time, SMRHA will consider the Records Request abandoned and will close the request.
- 8.3. SMRHA will process a request to re-open a closed request as a new request.

Adopted: _____

SAN MIGUEL REGIONAL HOUSING AUTHORITY

OPEN RECORDS REQUEST FORM

Please complete this form and return it to the San Miguel Regional Housing Authority at 820 Black Bear Rd., G-17, Telluride, CO 81435 or by e-mail at admin@smrha.org.

Name: _____ Date of Request: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone (Day): _____ (Evening): _____
Email address: _____

Request is for: Inspection only Printed (hard) copies Electronic
Record(s) requested:

(Request should be sufficiently specific to allow SMRHA to prepare or gather the records requested)

(Pursuant to § 24-72-203, C.R.S., three (3) working days may be allowed for a search of the records. This may be extended by seven (7) working days for extenuating circumstances to include records not available.)

THIS SECTION FOR SMRHA USE ONLY

REQUEST FOR INSPECTION/COPYING OF RECORD

Responsible Department, if any: _____

Availability: ☐ Paper Copy ☐ Electronic Format

Location: ☐ In Storage ☐ Readily Available (on-site)

Cost Estimate:

8.5" X 11" pages @ \$0.25 =	\$	_____
11" X 17" (or other) pages @ \$0.50 =	\$	_____
Research/Retrieval hours @ \$41.37 =	\$	_____
Flash drive @ \$12.00 =	\$	_____
	\$	_____

Total Cost Estimate: _____

Having received the foregoing cost estimate, I choose to confirm my request for the records described and agree to pay the charges.

☐ Yes ☐ No – cancel request

Signature

Date

	2024	2025	2026
	Actuals	Approved Budget	Proposed Budget
Income			
Operations Funding			
Town of Telluride	109,065.00	120,000.00	150,000.00
San Miguel County	109,065.00	120,000.00	150,000.00
Housing Voucher	13,622.26	16,000.00	
Total Operations Funding	231,752.26	\$256,000.00	\$300,000.00
Funding from Reserves		22,495.00	6,200.00
Total for Income	231,752.26	\$278,495.00	\$306,200.00
Expenses			
Personnel Expenses			
Position 1	91,658.05	96,980.00	111,725.00
Position 2	61,428.63	60,320.00	63,180.00
Total Salaries and Wages	153,086.68	\$157,300.00	\$174,905.00
Medicare	2,230.93	2,500.00	2,536.12
SUI	84.08	350.00	350.00
PERA	23,446.76	23,245.00	25,763.51
Health Insurance	34,385.40	40,000.00	42,009.00
Wellness Stipend	3,157.00	3,400.00	3,400.00
Workers Compensation Ins	2,423.00	340.00	340.00
Total Personnel Expenses	218,813.85	\$227,135.00	\$249,303.63
Operating Expenses			
Advertising	15.81	3,000.00	3,000.00
Bank Charges	0.00	0.00	0.00
Cleaning Services	1,309.00	1,530.00	1,440.00
Computer Software	5,048.09	4,080.00	5,500.00
Conference / Training	1,107.08	1,500.00	1,500.00
Shared office costs THA	2,264.15	1,500.00	3,132.00
Insurance Expense	1,060.00	3,000.00	3,517.00
Legal & Professional Fees	740.50	5,000.00	5,000.00
Consulting	0.00	300.00	2,700.37
Rent	8,376.99	11,000.00	9,612.00
Office Supplies	752.02	500.00	500.00
Payroll Processing Fee	2,075.34	2,250.00	2,250.00
Postage	234.29	500.00	500.00
Telephone	3,115.30	4,000.00	1,045.00
Website	4,447.55	3,500.00	3,500.00
Special Projects	797.04	1,000.00	6,000.00
Education / Outreach	330.79	500.00	500.00
Auditing Services	0.00	6,200.00	6,200.00
Travel	212.39	1,500.00	500.00
IT Services	329.00	500.00	500.00
Total Operating Expenses	32,215.34	\$51,360.00	\$56,896.37
Total Expenses	251,029.19	278,495.00	306,200.00
Net Operating Income		0.00	0.00
Beginning Bank Balance	141,450.92	216,609.38	
Ending Bank Balance*	216,609.38	37,322.00 *	
Reserves	32,395.00	37,322.00	31,122.00



SAN MIGUEL COUNTY Housing Code Update

Community Engagement Plan

BOCC Meeting July 23rd, 2025



**SAN MIGUEL
COUNTY**
COLORADO

Agenda

- 1 Introductions and Project Team
- 2 Project Overview
- 3 Community Engagement Plan Overview
- 4 Questions

Project Team



L O G A N S I M P S O N



Jen Gardner



Robin Adams



Melissa Ruth



Sophie Frankenburg



Sarah McClain



**SAN MIGUEL
COUNTY**
COLORADO

**Kaye Simsonson
Drea Araiza
Jarrod Biggs**





Project Overview

San Miguel County Housing Code Update

- Funded by Colorado Proposition 123 Local Planning Capacity Grant
- Meet Prop 123 Requirements for Fast Track funding eligibility
- Timeline: June 2025 - September 2026 (15 months)
- Goal: Enable more housing choices while preserving community character





The Housing Challenge

The Crisis

-  **1,114**
housing units needed by 2034
(218 in unincorporated areas)
-  **195**
jobs unfilled annually due to housing barriers
-  **62%**
of businesses can't recruit/retain employees
due to lack of affordable housing
-  Nearly half of workers
commute 25+ miles to work

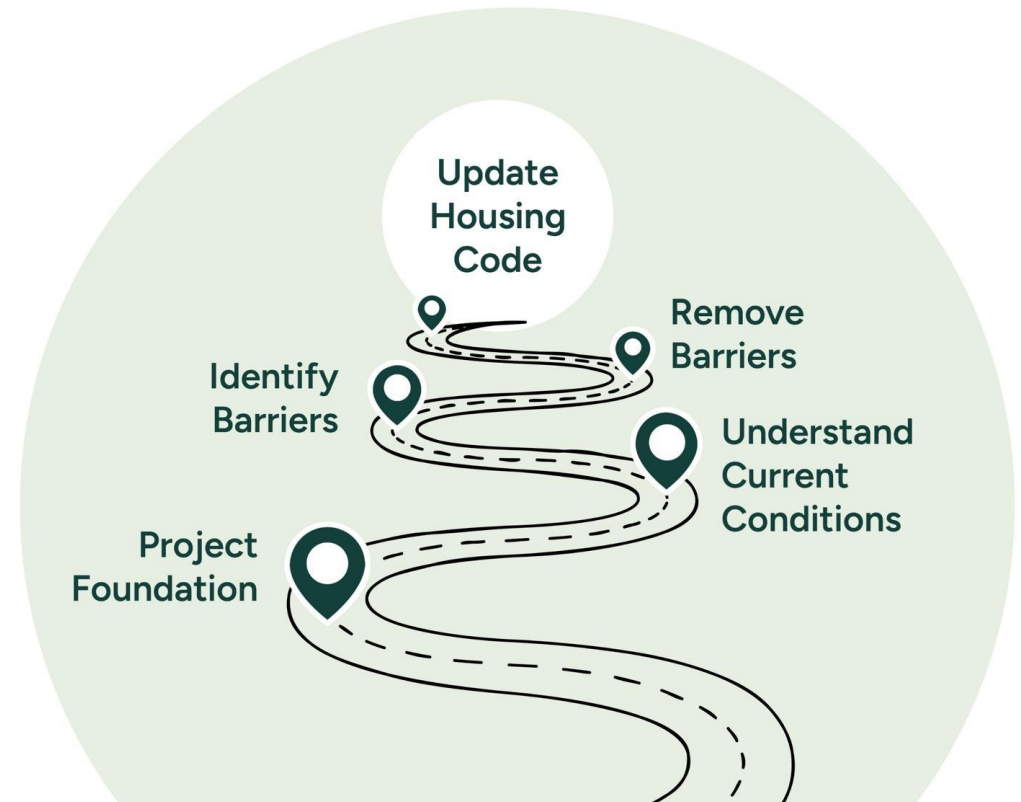
Source: 2025 San Miguel County Housing Needs Assessment

The Opportunity

-  Unlocks future state funding through
Proposition 123 compliance
-  Implements existing community plans
through concrete code changes
-  Enable diverse housing types: ADUs,
tiny homes, starter homes, and
workforce housing
-  Reduce regulatory barriers and
streamline development
processes

Through a Community Driven Process, we will:

- **ASSESS** current zoning regulations, development standards, and permitting processes
- **IDENTIFY** where unnecessary complexity, costs, or delays prevent housing production
- **REMOVE** these barriers by amending the land use code



Overview and Timeline



Outreach and Success Measures

Community Engagement Approach

✓ Transparent about trade-offs

⋮ Multiple ways to participate

Full Spectrum of Engagement



Goal: Well-informed community decisions that reflect our shared values

- Balanced perspectives from all stakeholders
- Clear understanding of tradeoffs and impacts

Community-Wide Outreach

Multiple Engagement Formats:

- Community Listening Sessions and one-on-ones
- Focus groups & targeted sessions with stakeholders
- Public community events in different county areas
- Interactive activities (mapping, visualization, ride-alongs)
- Digital engagement (online surveys, comment portals)
- Government meetings (PC/BOCC work sessions)

Strategic Stakeholder Roundtable (SSR)

Purpose

Collaborative working group to identify housing barriers and develop practical solutions
Members serve as community liaisons, sharing information and gathering feedback

Formation Timeline

August 20th



Applications Due

August 27th



BOCC Approval

SSR Composition

GEO

Geography

SECTOR

Economic
Sector

LIVED
EXP

Housing
Experience

10-12 member collaborative working group

- Application-based selection process
- Balanced representation across county
- 6 meetings with full transparency
- Materials posted within 72 hours

Success Measures



Participation from long-distance commuters



Input from diverse economic sectors and employers



Representation from different geographic areas



Meaningful dialogue about lessons learned from past initiatives



Community understanding of regulatory barriers



Fully transparent process

Project Phases

Phase I – Project Kick-Off

- Refining schedule
- Draft Community Engagement Plan
- Defining Strategic Stakeholder group
- Reviewing existing plans and documents

Phase II – Issue Identification and Analysis

- Existing Code Analysis and Constraints Review
- Three Public Outreach Series
- Preliminary Code Audit Report

Series 1: Housing Constraints and Opportunities



Sept - Dec

- Focus groups
- Community listening sessions
- Data visualization workshops
- Other engagement opportunities like ride-alongs on the Norwood SMART bus route

Focus

- The economic impact (costs and availability)
- The regulatory barriers
- The infrastructure reality
- The community balance everyone cares about

Series 2: Code Barriers and Solutions



Jan - Mar

- Technical workshops and visual presentations showing "what could be built" under different regulatory scenarios
- Interactive mapping and community design workshops exploring housing types
- Infrastructure capacity discussions with utility providers

Focus

- Identify biggest regulatory barriers
- Streamline review processes
- Reduce unnecessary cost drivers
- Learn from other mountain communities

Series 3: Draft Amendment Review



Apr - July

- Public presentations of draft code amendments
- Geographic-specific meetings and design workshops "Office hours" for one-on-one consultations on draft amendments
- Planning Commission and BOCC work sessions (public attendance encouraged)
- Online comment portal for detailed feedback on specific code provisions

Focus

- Review proposed amendments against barriers
- Present development impact analysis Identify needed modifications
- Balance housing production with character preservation

Phase III – Final Audit Report and Code Drafting



Public Review Process: The draft Land Use Code updates will be posted online for public review for at least 30 days prior to public hearings to gather final community input.



Final Presentations: In Fall 2026, the final project presentations and hearings will be given at a joint session of the Planning Commission and Board of County Commissioners.

Questions?



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EXECUTIVE DIRECTOR REPORT

September 8, 2025

- **SMRHA**
 - Office Space – continuing to look for suitable office space
 - Database improvements
- **SMC**
 - 5 closings in August
 - 1 Exception hearing in September
 - Compliance timeline – tentative start January 2026
- **TOT**
 - Exception hearings
 - 2 in August
 - 2 in September
 - Ongoing guidelines updates - upcoming review by THA
- **Housing Voucher**
 - Transition with DOH has begun, final September 30, 2025