
Tuesday, June 10, 2025, 6:00 PM
Council Chambers
One DesCombes Drive
Broomfield, CO 80020

**** Revised ****

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1. Meeting Commencement

- 1.A. Pledge of Allegiance
- 1.B. Review and Approval of Agenda

2. Petitions and Communications

- 2.A. Great American Picnic and July 4th Fireworks Presentation

3. Councilmember Reports

4. Public Comment

5. Reports

- 5.A. Waste Connections Monthly Update
- 5.B. Immigration Services Update

6. Consent Items

- 6.A. Minutes for Approval
- 6.B. Proposed Resolution 2025-101-BSS Social Services Expenditures 2025 Q1
 - Resolution No. 2025-101-BSS Acknowledging Review of Expenditures and Electronic Benefit Transfers for January, February, and March 2025
- 6.C. Proposed Resolution Approving Signature Authority for Human Services and Public Health
 - 2025-99-BSS - A Resolution Delegating Signature Authority for Intergovernmental Agreements and Grant Documents Related to the Department of Human Services
- 6.D. Proposed Resolution Approving the HOME Consortium IGA
 - Resolution 2025-106 Authorizing the Approval of the HOME Consortium IGA

7. Action Items

- 7.A. Public Hearing - Palisade Park Filing No. 1 Replat F (Bank of America) Final Plat & Site Development Plan/Urban Renewal Site Plan
 - Resolution No. 2025-103 approving Palisade Park Filing No. 1 Replat F, Lot 1 (Bank of America) Final Plat and Site Development Plan/Urban Renewal Site Plan
 - Resolution No. 2025-104-UR approving Palisade Park Filing No. 1 Replat F, Lot 1 (Bank of America) Urban Renewal Site Plan

7.B. BURA Public Hearing - Palisade Park Filing No. 1 Replat F (Bank of America) Final Plat & Site Development Plan/Urban Renewal Site Plan

(Broomfield Urban Renewal Authority - BURA)

This item will be reviewed concurrently with item 7A to see the memo and resolution, see item 7A.

7.C. Proposed Resolution Approving the Purchase of Miller Property

— Resolution 2025-95 approving a Purchase and Sale Agreement with E&B Miller and Co. for the purchase of real property located at 4584 West 136th Avenue

7.D. Fiscal Leadership on Water Advisory Committee (FLOW) Appointments

7.E. Natural Medicine Facilities Ordinance - First Reading

— Ordinance No 2270 to amend the Broomfield Municipal Code, Title 17 related to Natural Medicine

7.F. Proposed Resolution Expressing Support for World Refugee Day

— Resolution 2025-93 A Resolution in Recognition of World Refugee Day

8. Mayor and Councilmember Requests for Future Action

9. Adjournment

The City and County of Broomfield operates without regard to race, color, national origin, ethnicity, citizenship, immigration status, gender, age, sex, sexual orientation, gender identity, gender expression, marital status, source of income, military status, or disability in all programs and activities.

Individuals with disabilities requiring accommodation or persons needing a language interpreter must submit such a request to the City Clerk no later than noon on Thursday prior to the scheduled Council meeting to allow adequate time to make arrangements. Please call 303.438.6332 or TDD 303.465.5411 or write cityclerk@broomfield.org to make your request.

During the meeting, individuals can click the “CC” button on Live Council meeting video feeds to view closed captioning. Auxiliary hearing aid equipment can be requested on the night of the meeting with our AV team located at the back of the Council Chambers.



Date Posted: June 10, 2025



City and County of Broomfield

City Council Regular Meeting

A. Great American Picnic and July 4th Fireworks Presentation

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:00 PM	Petitions and Communications Item: 2A.
Presented By	
Jenny B. Morgan	
Community Goals	

Overview

Great American Picnic festivities are scheduled to take place on Friday, July 4, beginning at 5 pm, at Broomfield County Commons Park. The event will include food trucks, beer gardens, family activities, the Bike Parade and the Fireworks Display at 9:15pm.

Attachments

[Great American Picnic and Fireworks 2025.pdf](#)

Summary

[View Correspondence](#)

Great American Picnic festivities are scheduled to take place on Friday, July 4, beginning at 5 p.m., at Broomfield County Commons Park. A map indicating the new layout of the event is included as [Attachment 1](#) to this memo.

The biggest change to this year's event will be that the Main Pavilion, Championship Field and the Red Pod on the east side of the park will be completely fenced in to make this a more family-friendly environment. Entry and exit points will allow security to check bags for prohibited items. Activities within this area will include inflatables, face painting, aerial performers, a bubble tower, food, a beer garden and two live bands, Spinphony and That Eighties Band.

For those who do not want to go through the entry checkpoints in the Red Pod, the Blue Pod, on the west side of the park, will be open and include a fenced-in beer garden and food vendors as well. The north side of the park, the Yellow Pod, will remain open for drop-in usage.

There will also be changes in road closures and allowable parking areas. No parking will be allowed on Broomfield County Commons Drive, which runs between the Paul Derda Recreation Center and Sheridan, and will be shut down to general traffic at 5 p.m., allowing only shuttle bus access.

In addition to on-site parking, off-site parking is available in the west parking lot at Legacy High School. Beginning at 5 p.m., three school buses and one accessible bus will run continuously, picking up residents near the gazebo in the west parking area and shuttling them to County Commons Park. At 7 p.m. two more school buses will arrive shuttling residents throughout the rest of the event.

For those parking on site at the event, the ADA accessible parking lot is shifting from the west parking lot to the parking lot east of the main pavilion at the commons. This shift provides the same amount of accessible parking and puts those with accessibility needs closer to the main event.

The fireworks display is scheduled to begin at 9:15 p.m. from the firing site located in the field in the southwest quadrant of County Commons, as shown in [Attachment 2](#). In case of inclement weather, the fireworks display could be postponed for up to 30 minutes. If weather conditions remain unacceptable, the fireworks show will be canceled by 10:00 p.m. There is no rain date this year. If weather conditions impact the display, measures such as announcements over the public address system at the stage area, Twitter posts and staff contact are used to notify viewers of the status of the display. As in years past, staff also use an LED lighting system (green, yellow, and red) to indicate to the public the status of the fireworks display.

Publicity for the evening's events is being managed by the Community Engagement team.

Financial Considerations

As shown in the sources and uses of funds summary below, the project can be completed within the budgeted amount.

Sources and Uses of Funds	Amount
04-66440 2024 Operating Budget (Special Events) Project Code: GAPICNIC	\$179,077
Fireworks Display	-\$65,000
Recreation Department Staffing (FT, Part Time, Temp)	-\$71,477
Stages, Sound, Entertainment, Bussing, Portalets, Activities, etc	-\$42,600
Projected Balance	\$0

Prior Council or Other Entity Actions

N/A

Boards and Commissions Prior Actions and Recommendations

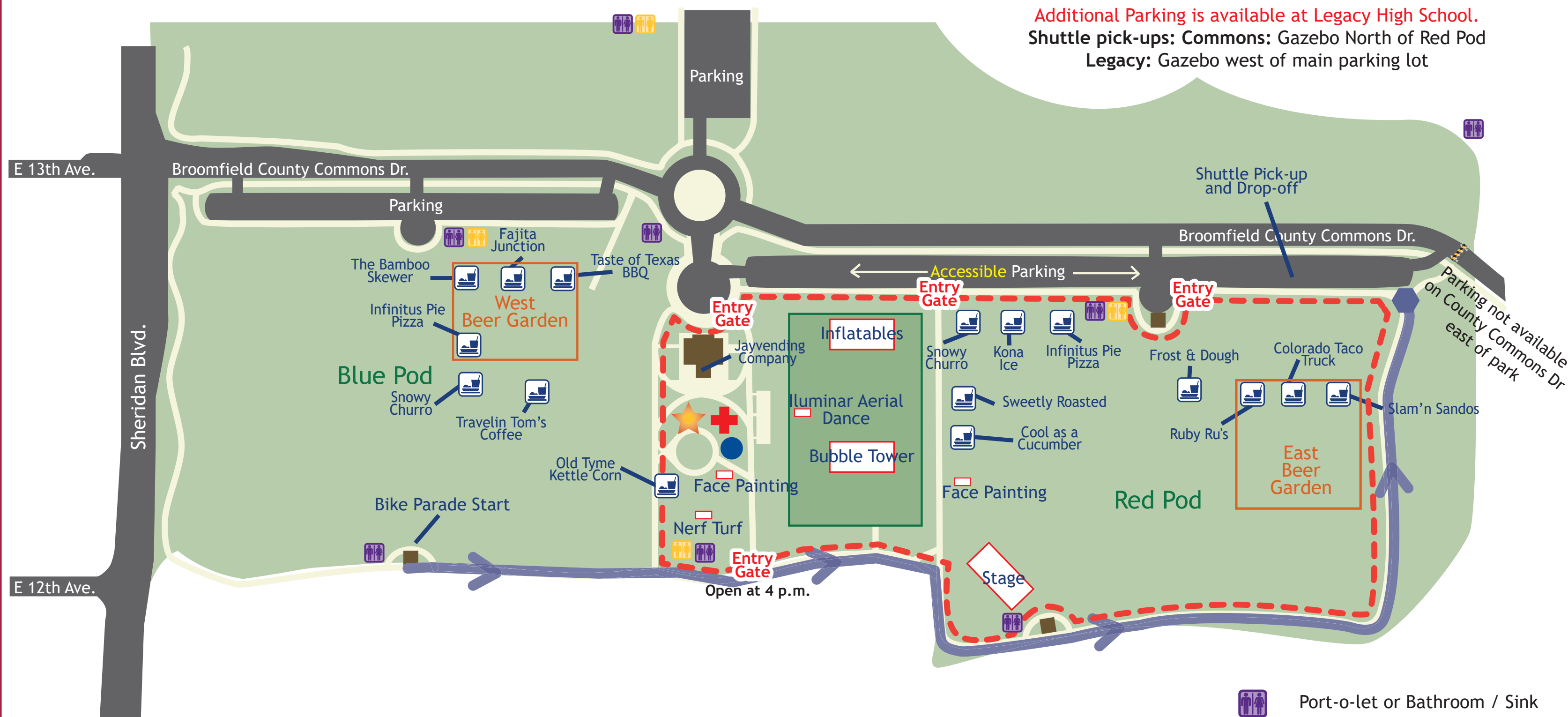
N/A

Proposed Actions / Recommendations

N/A

Alternatives

N/A



No outside alcohol is allowed in the park.

The Great American Picnic at the Broomfield County Commons



- Port-o-let or Bathroom / Sink
- Accessible Port-o-let
- Police
- First Aid
- Information, Lost Child, Lost and Found
- Food Vendor
- Bike Parade Route
- Fenced Event Area





Legend

- PARKS EMPLOYEE
- ⓧ SIGN
- LAUNCH SITE

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City and County of Broomfield

City Council Regular Meeting

B. Immigration Services Update

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:00 PM	Reports Item: 5B.
Presented By	
Vanessa Oldham-Barton	
Community Goals	
<input checked="" type="checkbox"/> Thriving, Diverse, Safe and Welcoming Community	

Overview

[View Correspondence](#)

[View Presentation](#)

An update from DDEI regarding Immigration Services

Attachments

[Memo for Update Regarding Immigration Services.pdf](#)

Summary

[View Correspondence](#)

[View Presentation](#)

This presentation and report is an update following the request by City Council made on December 10, 2024 to perform an assessment of service accessibility for Immigrants/Refugees residing in Broomfield and establish an understanding of any barriers that may exist to ensure equitable access to municipal services.

The City and County of Broomfield does not provide direct immigration assistance, legal services, or refugee resettlement services. Broomfield's role is to ensure that all residents, regardless of background, can access standard municipal services such as utilities, recreation programs, library services, public safety, and other city-provided amenities.

In early 2025 staff from the Development, Diversity, Equity and Inclusion (DDEI) Department created an internal working group to focus on service accessibility that has met every other week throughout early 2025. This group consisted of representation from various Broomfield departments, including Human Services, Library, Housing, Police, Recreation Services, Public Health, Attorney's Office and Development, Diversity, Equity and Inclusion. Participants discussed resources currently available to all Broomfield residents and identified the most effective methods for ensuring community-wide awareness of these services. Members of the working group also worked to identify any existing gaps or barriers in service delivery, including reaching out to external partners to gather their feedback.

Additionally, a Language Access Plan has been drafted by the Communications subcommittee of the Departmental Equity Workgroup (DEW), which was established in 2023. The DEW consists of a voluntary group of employees, with representation from all departments, that meet regularly to discuss how equity and inclusion is enhanced in their daily work. At the end of 2024, three pillars (Community, Policy and Communication) were created to further focus on the equity needs of the community and organization.

In early 2025, a third party, the [Broomfield Community Services Network](#) (BCSN), conducted a survey among Broomfield's community partners and non-profits to ascertain what services, if any, could be better coordinated to assist residents who may face language or cultural barriers. The results demonstrate the strength of the local nonprofit network as well as the need for more structured, coordinated efforts to improve service accessibility for all residents. In terms of future actions, the BCSN survey specifically identified that several Broomfield non-profit organizations felt it was important to ensure easy-to-share tools for front line staff/volunteers when providing information to residents. There was also strong interest in educational and resource sharing workshops for those working with diverse populations.

Based on the BCSN survey, the continued discussions of the staff working group, and discussions with Broomfield's front-line staff who interact directly with residents, DDEI staff have determined the following desired priority outcomes related to improving service accessibility for all residents who may face language, cultural, or other communication barriers when seeking to access city services:

- Developing a physical, one page Resource Guide to highlight available services for all community members,
- Adding an enhanced resource web page to the CCOB website,
- Creating a City and County of Broomfield Language Access Plan,

- Re-launch and re-education of all staff on available language access resources,
- Establishing an annual Welcome to Broomfield Resource Fair in June to connect residents with available services; and
- Producing a Council video or formal statement to share Broomfield's commitment to providing equitable municipal services to all residents.

Staff will provide a report regarding these action steps and next steps during the City Council meeting. Staff will also continue to work alongside BCSN as a part of their network of nonprofits that provide assistance to residents in need.

Prior Council or Other Entity Actions

[December 10, 2024](#) - Councilmembers Henkel and Cohen's Request for Future Action Regarding Steps Toward Improving Service Accessibility in Broomfield

Boards and Commissions Prior Actions and Recommendations

N/A

Proposed Actions / Recommendations

As directed by the City Council.

Alternatives

N/A

Details

Resource Guide for Community

It was determined through discussions with community partners that value would be found in the creation of a physical document that staff could provide to residents that outlined available municipal services and resources. As a physical handout, the guide will focus on key city services and community resources available to all residents. This guide would have a QR code that would link to the City and County website where more detailed information could be obtained. This guide will be available in English and Spanish (as well as other languages upon request) at all information desks in the Fall of 2025 and will be updated annually.

Enhanced Resource Web Page

The City and County of Broomfield will create an Immigrant/Refugee resource page where informational links regarding general resources can be found. This page will go live in the Fall of 2025. The website will be translated in English and Spanish as well as other languages as needed.

City and County of Broomfield Language Access Plan

The Language Access Plan is an outline of expectations and best practices for the City and County of

Broomfield regarding translation and interpretation services. This plan is currently in draft and being vetted by staff and various interested parties. The plan will be an administrative/operations document that provides guidance on translation and interpretation expectations for vital documents and critical information. A final draft is expected by the end of the year 2025 and will be implemented in 2026. While these types of administrative documents do not involve Council review and approval, staff will be providing updates regarding service accessibility improvements as milestones are achieved.

Language Access Resources

Currently, all City and County of Broomfield employees have on-demand access to Language Line, Language Nexis, and Google Translate for translation and interpretation services. In July, Hi There Solutions will also be added to further assist the Deaf and Hard of Hearing communities. Staff will be launching a re-education campaign to ensure all employees are aware of their access to these tools and understand how to use them. This re-education campaign will begin in the Summer of 2025.

Welcome to Broomfield Resource Fair

Staff discussed the possibility of creating an annual resource fair to connect residents with available city services and community resources. This fair would be open and available to all residents, with particular benefit for new immigrants or refugees to the community. Ideally, this fair would occur annually in June, providing an opportunity for residents to learn about municipal services, community programs, and local nonprofit resources.

Council Video or Statement

Neighboring municipalities have created [videos](#) and [communications](#) that reinforce their commitment to providing equitable municipal services to all residents. If desired by Broomfield City Council, staff can facilitate creating a video or statement with similar messaging that affirms Broomfield's commitment to serving all residents fairly and ensuring accessible city services.

Next Steps

Next steps will be determined following the presentation and Council discussion. Updates to the City Council will be provided through CMO Weekly Emails or City Manager's Reports when key milestones for the above projects are reached.



City and County of Broomfield

City Council Regular Meeting

A. Minutes for Approval

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:00 PM	Consent Items Item: 6A.
Presented By	
Crystal Clemens, City Clerk	
Community Goals	

Overview

[View Presentation](#)

Approval of Minutes for Regular Council Meeting of May 27, 2025.

Attachments

[6A. Minutes for Approval-Minutes-for-Approval.pdf](#)

Minutes for the City Council Regular Meeting

One DesCombes Drive, Broomfield, CO 80020

May 27, 2025, 6:01 PM - May 27, 2025, 9:31 PM

Roll Call: *(The following members were in attendance)*

- **Guyleen Castriotta**, Mayor
- **James Marsh-Holschen**, Ward 1
- **Jean Lim**, Ward 3
- **Deven Shaff**, Mayor Pro Tem, Ward 3
- **Laurie Anderson**, Ward 4, absent for final vote
- **Bruce Leslie**, Ward 4
- **Heidi Henkel**, Ward 5
- **Todd Cohen**, Ward 5
- **Paloma Delgadillo**, Ward 2

Not Present:

- **Kenny Van Nguyen**, Ward 1, absent
- **Austin Ward**, Ward 2, absent

Also Present:

- Anna Bertenzetti, Deputy City and County Manager
- Dan Casey, Deputy City and County Manager
- Nancy Rodgers, City and County Attorney
- Tasha Reynolds, City and County Clerk Administrator
- And various staff members

The Mayor called a recess at 7:56 p.m. The meeting reconvened at 8:06 p.m.

1. Meeting Commencement

1.A. Pledge of Allegiance- 6:01 PM

1.B. Review and Approval of Agenda- 6:01 PM

2. Petitions and Communications

3. Councilmember Reports

4. Public Comment

5. Reports

5.A. Waste Connections Monthly Update- 6:10 PM

5.B. Housing Forum Presentation Regarding Housing Survey Results- 6:12 PM

5.C. Council Meeting Call In Service- 7:36 PM

6. Consent Items

Councilmember Delgadillo moved to approve the Consent Agenda Items 6A - 6E. The motion was seconded by Councilmember Marsh-Holschen, and passed 8-0.

6.A. Minutes for Approval- 7:47 PM

6.B. Proposed Resolutions 2025 Playground Replacements- 7:47 PM

6.C. Proposed Resolution Flatiron Improvement District (FID) Board Appointments 2025- 7:47 PM

6.D. Proposed Resolution Agreements with Jefferson Academy Regarding Use of Service Expansion Fee (SEF) Funds- 7:47 PM

6.E. Proposed Resolution State Highway 7 Interim Widening Improvements- 7:47 PM

7. Action Items

7.A. Public Hearing Ordinance Amending the Code Regarding Land Use Approvals by Resolution - Second Reading- 8:06 PM

Public Hearing was opened at 8:07 PM and closed at 8:10 PM

Councilmember Leslie moved to approve Ordinance No. 2252 to amend the Broomfield Municipal Code, Titles 16 and 17 to address charter amendment changes relating to Broomfield's land use processes. The motion, seconded by Councilmember Marsh-Holschen, passed 8-0.

7.B. Proposed Resolution Broomfield Housing Alliance Intergovernmental Agreement- 8:12 PM

Councilmember Henkel moved to approve Resolution No. 2025-87 approving an Amended and Restated Intergovernmental Agreement between the City and County of Broomfield and the Broomfield Housing Authority. The motion was seconded by Mayor Pro Tem Shaff, and passed 8-0.

7.C. Proposed Resolution for Funding from Flatiron Habitat for Humanity- 8:59 PM

Councilmember Marsh-Holschen moved to approve Resolution No. 2025-81 approving an agreement between the City and County of Broomfield and the Flatirons Habitat for Humanity to provide a one time funding grant. The motion was seconded by Councilmember Delgadillo and passed 8-0.

7.D. Proposed Resolution HOME Consortium and Broomfield Consolidated Plan and 2025 Annual Action Plan - 9:11 PM

Councilmember Henkel moved to approve Resolution No. 2025-67 authorizing the submittal of the 2025-2029 Broomfield Consolidated Plan and the 2025 Action Plan for HOME Investment Partnership Program and Community Development Block Grant (CDBG) Funds. The motion was seconded by Councilmember Leslie, and passed 7-0. Councilmember Anderson was absent.

8. Mayor and Councilmember Requests for Future Action

9. Adjournment

APPROVED:

Mayor Castriotta

Office of the City and County Clerk



City and County of Broomfield

City Council Regular Meeting

B. Proposed Resolution 2025-101-BSS Social Services Expenditures 2025 Q1

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:00 PM	Consent Items Item: 6B.
Presented By	
Lisana Muñoz, Director of Human Services	
Community Goals	
<input checked="" type="checkbox"/> Thriving, Diverse, Safe and Welcoming Community	

Overview

Each quarter, Human Services staff report to the City Council, sitting as the Board of Social Services, financial and statistical activity to inform the Board of the Department of Human Services (DHS) programmatic trends. This report provides information on Human Services programs along with the related revenue and expenditures for the first quarter of 2025 with comparisons of activity over three state fiscal years.

Attachments

[Memo for Electronic Benefit Transfers for 1st Quarter 2025.pdf](#)

[Resolution No. 2025-101-BSS.pdf](#)

[Attachment 1 TANF 3.31.25.pdf](#)

[Attachment 2 - SNAP 3.31.25.pdf](#)

[Attachment 3 - Medicaid 3.31.25.pdf](#)

[Attachment 4 CCCAP 3.31.25.pdf](#)

Summary

[View Correspondence](#)

Each quarter, Human Services staff report to the City Council, sitting as the Board of Social Services pursuant to C.R.S. 26-1-116(1)(2), financial and statistical activity to inform the Board of the Department of Human Services (DHS) programmatic trends. This report provides information on Human Services programs along with the related revenue and expenditures for the first quarter of 2025 with comparisons of activity over three state fiscal years. Graphics of programmatic and financial activity are shown in Attachments 1 to 4 of this memo.

DHS administers the following programs on behalf of the State of Colorado:

1. Colorado Works/Temporary Assistance to Needy Families (TANF)
2. Food Assistance - Supplemental Nutrition Assistance Program (SNAP)
3. Health First Colorado (Medicaid)
4. Colorado Child Care Assistance Program (CCCAP)
5. Adult Financial Programs
6. Child Support Services
7. Child Welfare
8. Adult Protective Services

In addition, DHS staff report benefit payments and unduplicated households served for Broomfield residents who participate in the Low Income Energy Assistance Program (LEAP). Goodwill now handles administrative functions during the LEAP season.

Trends in Human Services Programs

DHS provides assistance to Broomfield families to meet their daily needs with human services benefits, including food and medical benefits, cash assistance through the CO Works/TANF program, child care assistance, unemployment and job search assistance, health and wellness resources, and rent and housing support. Please note, this report contains information on clients served and electronic benefit transfer expenditures for state fiscal year 2024/2025 (SFY 24/25) with comparisons over three fiscal years.

The financial landscape for many Colorado counties has been challenging throughout SFY 24/25 as pandemic funding came to an end and the current administration is providing limited information regarding the future of federal funding for human services programs. In addition, legislation at the federal and state level over the past few years are beginning to impact human services programs in unintended ways. The human services programs most affected by recent legislation are CO Works/TANF, the Child Care Assistance Program, and Child Welfare.

Colorado Works (a/k/a TANF)

As one of human services' most flexible funding sources, CO Works/TANF funding is available to Human Services case managers to assist eligible low-income families in meeting a variety of basic needs. DHS' current CO Works/TANF allocation is \$782,194 for SFY 24/25. A combination of American Rescue Plan Act (ARPA) and state funding in the amount of \$21,734 has also been provided to Broomfield through March 31, 2025 to support the initiatives of [House Bill 22-1259](#) (HB1259) which modified the CO Works/TANF program by increasing basic cash assistance grants and loosening participant work requirements. HB1259 proposed using state TANF reserves and state general fund dollars for a period of time to mitigate the financial impact to counties. With the March 2025 accounting close, the CO Department of Human Services (CDHS) made adjustments back to December 2024 such that counties now pay one-sixth of the increased costs associated with HB1259.

As the State Department and counties grappled with the impact of numerous pieces of legislation over the past year, the Colorado Works Allocation Committee (WAC) held an emergency meeting to review the budget impact to state and county TANF reserves. On March 3, 2025, the WAC sent a letter to the Joint Budget Committee (JBC) recommending that certain legislative changes be tabled until the impact on long-term TANF reserves can be evaluated. These recommendations included an immediate and indefinite pause on the cost of living adjustment for basic cash assistance and expanded TANF eligibility requirements; an immediate and indefinite pause on supports for kinship foster care homes ([SB 24-008](#)) and the stable housing for survivors of abuse program ([HB 24-1431](#)); and a pause on all state-supported services funded with TANF long term reserves.

The top graph in Attachment 1 provides a comparative look at the number of distinct Broomfield, CO Works/TANF households served over three state fiscal years. Monthly households fluctuated in a narrow band throughout SFY 24/25, averaging about 57 households served each month from July 2024 to March 2025. Basic cash assistance provided to CO Works/TANF clients over three state fiscal years is shown in the bottom graph. Additional ARPA funds were available in SFY 23/24 to support CO Works/TANF clients with basic cash assistance grants. With ARPA funds now exhausted, basic cash assistance to support CO Works/TANF clients in SFY 24/25 declined below levels in SFY 23/24.

As we begin 2025, Broomfield's CO Works/TANF program saw an 18.07% decrease in CO Works/TANF households served from January to March 2025 serving 68 unique households as compared to serving 83 unique households in the same three-month period in 2024. DHS staff believe this decrease is an anomaly and anticipates serving an increasing number of CO Works/TANF households if job layoffs continue. Financial projections indicate that DHS will underspend its CO Works/TANF allocation in SFY 24/25.

Food Assistance (SNAP)

Broomfield continues to see increases in the number of Food Assistance/SNAP households served. Food Assistance/SNAP unduplicated households increased 8.22% from 2,211 unique households served in the first quarter of 2025 as compared to 2,043 unique households served in the first quarter of 2024. The top graph shown in Attachment 2 illustrates the distinct SNAP households served each month over three state fiscal years. There is a steady increase in distinct households served year over year for all three fiscal years. The bottom dual-axis graph in Attachment 2 illustrates the distinct households served compared to the monthly SNAP benefits issued. SNAP benefits averaged \$677,937 per month over the past twelve months. There was a spike in SNAP benefits to \$1,089,121 in July 2024 when summer EBT payments for children were processed to the counties by CDHS.

Health First Colorado (Medicaid)

As anticipated, DHS saw a decrease in qualifying Medicaid clients as the Public Health Emergency (PHE) Unwind period closed in April 2024 and Medicaid clients that were "locked-in" to coverage during the pandemic were redetermined for eligibility. Attachment 3 illustrates the distinct Medicaid households served by month over three state fiscal years. In SFY 22/23, Medicaid households remained high as clients were locked-in to coverage due to a federal mandate. As DHS staff began redetermining Medicaid clients for eligibility in SFY 23/24, the number of Medicaid households that continued to qualify for coverage decreased. This trend continued into SFY 24/25, however, in the first quarter of 2025 that trend has begun to reverse. DHS staff served 5,082 unduplicated households in the first quarter of 2025 as compared to serving 5,146 unduplicated households in the first quarter of 2024, a small decrease of 1.24%.

Food Assistance/SNAP and Medicaid eligibility functions are funded by the combined County Administration allocations through CDHS and HCPF. DHS received \$1,139,815 in combined County Administration funding for SFY 24/25. As required by [Senate Bill 22-235](#) (SB22-235), a funding model for County Administration was developed by an outside consultant, North Highland. The model, which determined that County Administration is underfunded by almost \$30 million statewide, was shared with members of the JBC. After a secondary review, lawmakers responded and both CDHS and HCPF's requests for a combined \$25.2 million in County Administration funding for SFY 25/26 were included in the Long Bill signed into law April 28, 2025. Broomfield anticipates receiving an additional \$211,000 of County Administration funding from increases in

the appropriation.

CO Child Care Assistance Program (CCCAP)

With DHS' Colorado Child Care Assistance Program (CCCAP) projected to significantly overspend its CCCAP allocation, DHS staff implemented a freeze on participation in the program for new participants in November 2024. With the freeze, DHS staff saw a decrease in the number of children enrolled in the program from a high in October 2024 of 133 to 116 children receiving CCCAP benefits in March 2025 as some children naturally dropped off the program. With the decrease in children enrolled in the program, direct provider payments have also begun to decrease.

As discussed in previous EBT reports, a new federal rule, Improving Child Care Access, Affordability, and Stability in the Child Care and Development Fund, created significant changes to Colorado's Child Care program. Although the CO Department of Early Childhood (CDEC) is taking a phased approach to comply with the federal rule, CCCAP provider costs became unmanageable for many counties around the state after the federal American Rescue Plan Act (ARPA) stimulus funds were exhausted in September 2024 and increased provider rates went into effect October 1, 2024. With counties required to pay for significant overexpenditures in the CCCAP program, county human services directors and their legal teams came together asserting that counties could not be forced by the state to pay for overexpending their allocations over which they have no control. In light of these difficult circumstances, CDEC staff requested an additional \$15 million be added to the CCCAP appropriation in SFY 24/25 and beyond. Lawmakers heard the request and the increase was approved in the Long Bill signed into law on April 28, 2025. With the additional funding of the CCCAP allocation for SFY 24/25, CDEC staff anticipate that all counties will receive adequate funding to support their CCCAP expenditures at the close of the fiscal year.

The top graph shown in Attachment 4 reflects the increasing numbers of CCCAP children served each month over three state fiscal years and the bottom graph reflects the monthly direct provider payments against the CCCAP allocation over the same three fiscal years. Of note, CCCAP provider costs against Broomfield's CCCAP allocation increased dramatically following the exhaustion of ARPA stimulus funds in September 2024 which had supported increasing provider payments required by the new federal rule since 2021.

In the first quarter of 2025 the CCCAP program saw a slight increase of 3.49% in CCCAP households served. DHS staff served 89 unique CCCAP households through March 31, 2025 as compared to serving 86 CCCAP households through March 31, 2024. This is a stark difference from the 33.00% increase in CCCAP households served and the 20.59% increase in children receiving care throughout 2024.

Child Welfare

DHS anticipates overspending its Child Welfare block, core services, and SB242 allocations in SFY 24/25. Child welfare funding for small and medium sized counties is anticipated to be underspent statewide in the current state fiscal year. DHS staff requested \$425,000 in mitigation funding and anticipates that surplus distribution will cover the remaining deficit in these allocations. Drivers of the increase in child welfare costs are improved salaries for DHS child welfare staff and a variety of legislative requirements enacted in 2024. In particular, [House Bill 23-1027](#) (HB23-1027), Concerning Family Time Provided Pursuant to the Children's Code for children and youth placed outside of the home has had a significant impact on Broomfield's child welfare core service allocation. To date, no additional funding has been appropriated to cover costs associated with this bill.

First Quarter 2025 In Summary

In the first quarter of 2025, the number of unduplicated households served was virtually flat as compared to the first quarter of 2024. DHS staff served an estimated 7,055 unduplicated households across all social services programs compared to serving an estimated 7,090 unduplicated households in the same time period in 2024. The Department saw increases in households served in Food Assistance/SNAP, Adult Financial

programs, the CO Child Care Assistance Program, and adult protection in the first quarter of 2025. There were decreases in households served in CO Works/TANF, Medicaid, Low Income Energy Assistance Program (LEAP), and Child Support in the first quarter of 2025.

Financial Considerations

As shown in the sources and uses of funds summary below in Table A, DHS shows a decrease in sources of funds of 4.17% in the first quarter of 2025 as compared to the first three months in 2024. DHS' uses of funds increased 10.63% for the first quarter 2025 compared to the same time period in 2024. The largest decrease in sources of funds relates to Other Revenues and Taxes decreasing 32.85% as compared to 2024. DHS Operations increased 14.62% related primarily to merit increases and improved classification of child welfare and adult protection personnel. DHS' use of funds is well within the 2025 amended budget for the first quarter of 2025.

Table A

CITY AND COUNTY OF BROOMFIELD					
HUMAN SERVICES - SOURCES AND USES OF FUNDS BY PROGRAM					
Sources and Uses of Funds	Actual Q1 Jan - Mar 2024	Actual Q1 Jan - Mar 2025	% Change	Original Budget 2025	Amended Budget 2025
Beginning Balance	\$ 4,695,006	\$ 5,836,704	24.32%	\$ 5,237,064	\$ 5,734,470
TOTAL HUMAN SERVICES					
Sources of Funds					
State & Federal Reimbursements	\$ 567,461	\$ 602,476	6.17%	\$ 4,127,205	\$ 4,472,472
State & Federal Share of Electronic Benefit Transfers (EBT's)	1,647,833	1,764,137	7.06%	10,292,910	10,292,910
Other Revenues & Taxes	850,031	570,795	-32.85%	3,146,956	3,203,789
Total Sources of Funds	\$ 3,065,325	\$ 2,937,408	-4.17%	\$ 17,567,071	\$ 17,969,171
Uses of Funds					
State & Federal Share of Electronic Benefit Transfers (EBT's)	\$ 1,647,694	\$ 1,772,208	7.56%	\$ 10,298,652	\$ 10,358,807
County Share of Electronic Benefit Transfers (EBT's)	51,807	53,654	3.57%	269,944	269,944
Operations	1,356,000	1,554,290	14.62%	7,465,156	7,703,737
Total Uses of Funds	\$ 3,055,501	\$ 3,380,152	10.63%	\$ 18,033,752	\$ 18,332,488
Balance - TOTAL HUMAN SERVICES	\$ 9,824	\$ (442,744)	-4606.73%	\$ (466,681)	\$ (363,316)
Ending Balance	\$ 4,704,830	\$ 5,393,960	14.65%	\$ 4,770,383	\$ 5,371,154

REVENUES AND EXPENSES THAT FLOW THROUGH THE STATE ARE ONE MONTH IN ARREARS

Prior Council or Other Entity Actions

City Council, sitting as the Board of Social Services, reviews human services expenditures each quarter.

Boards and Commissions Prior Actions and Recommendations

N/A

Proposed Actions / Recommendations

If the Council, sitting as the Board, desires to acknowledge the review of social services' expenditures for the period January 1 to March 31, 2025, as presented, the appropriate motion is...

That Resolution 2025-101-BSS be adopted.

Alternatives

As desired by the Council.

RESOLUTION NO. 2025-101-BSS

A Resolution Acknowledging Review of Expenditures and Electronic Benefit Transfers for
January, February, and March 2025

Be it resolved by the City Council, sitting as the Board of Social Services of the City and
County of Broomfield, Colorado:

Section 1.

City Council, sitting as the Board of Social Services, hereby acknowledges the review
of expenditures from the social services fund from January 1, 2025 through March 31,
2025 summarized in Table A, incorporated into the attached memorandum.

Section 2.

This resolution is effective upon its approval by the Board of Social Services.

Approved on June 10, 2025

City Council, sitting as the Board of Social Services
of the City and County of Broomfield, Colorado

Mayor/Chair

Attest:

Office of the City and County Clerk

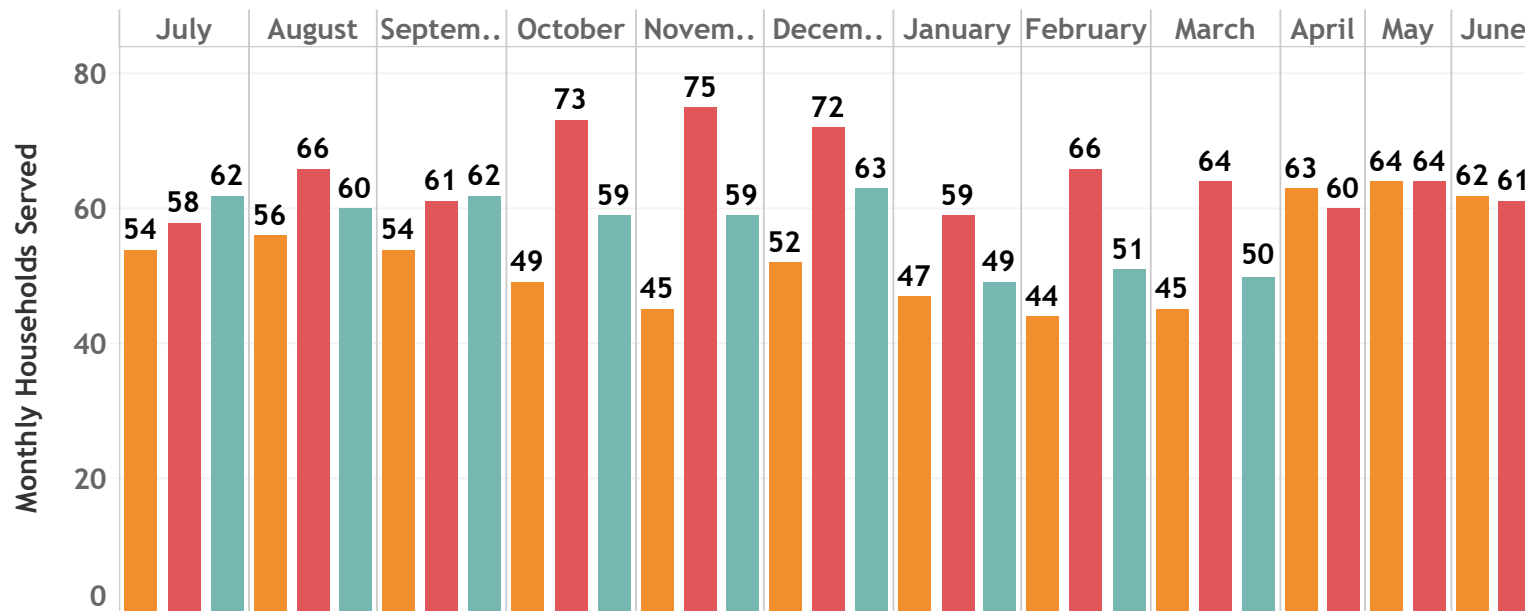
Approved as to form:

NCR

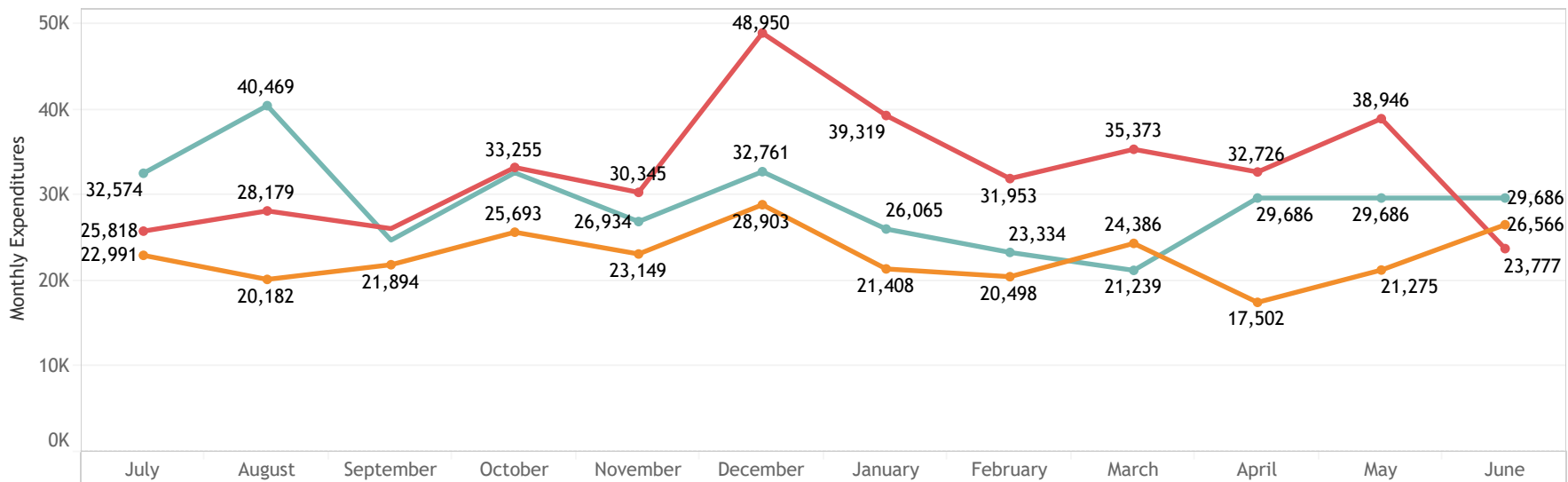
City and County Attorney

TANF Households Served State Fiscal Year - 3 Year Comparison

State Fiscal Year
 2022/2023
 2023/2024
 2024/2025

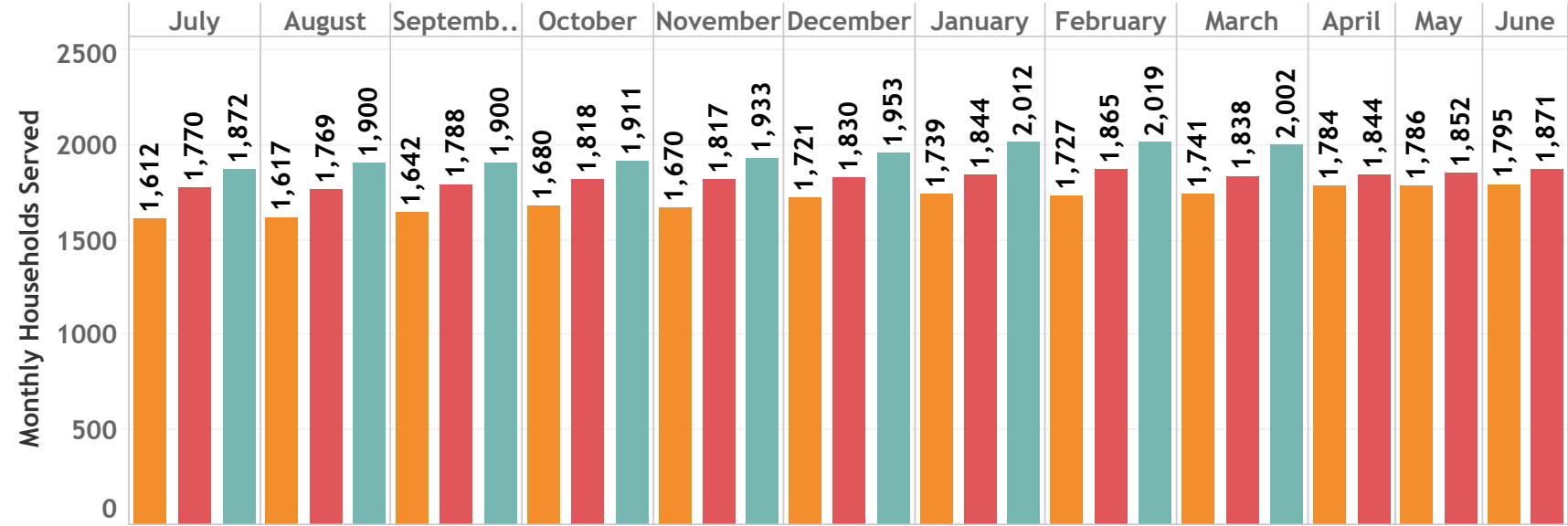


BASIC CASH ASSISTANCE (BCA) State Fiscal Year - 3 Year Comparison

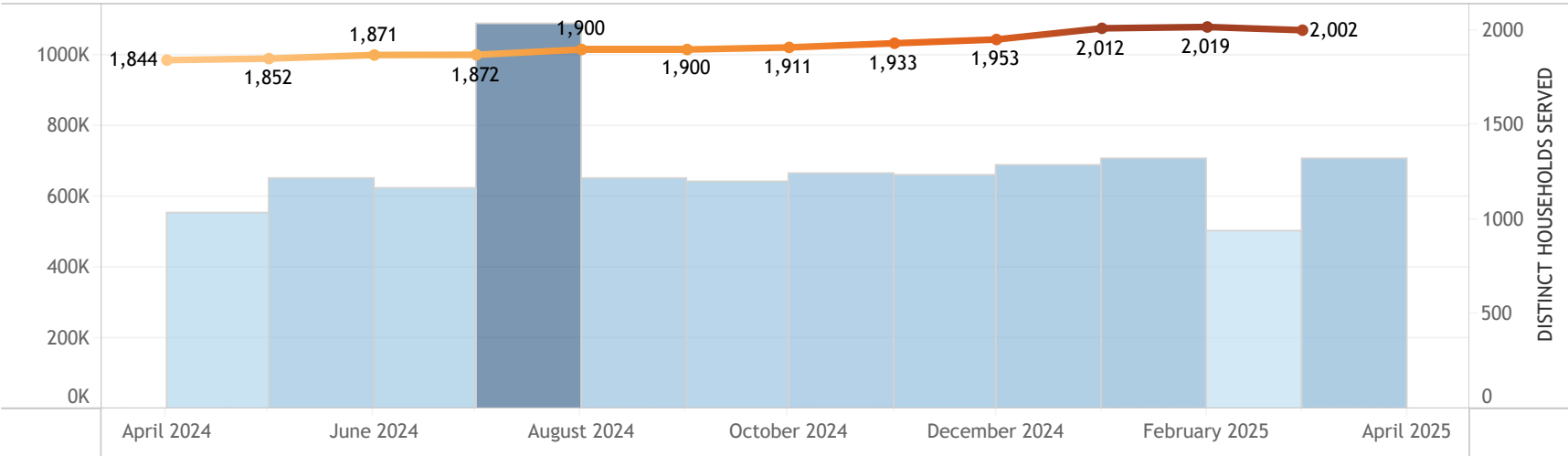


State Fiscal Year
2022/2023
2023/2024
2024/2025

Food Assistance Households Served
State Fiscal Year - 3 Year Comparison

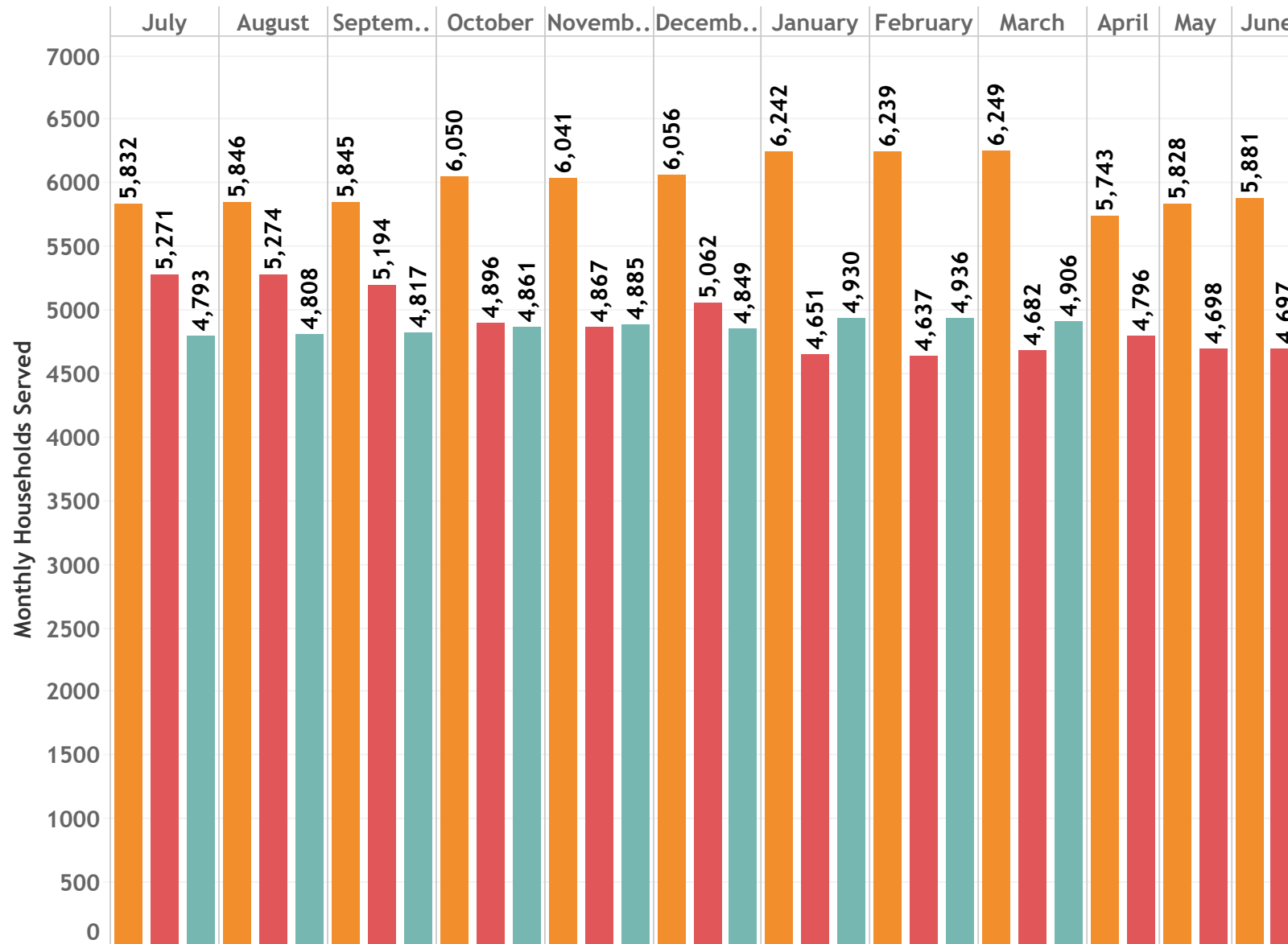


Food Assistance (SNAP)
Monthly SNAP Benefit Expenditures & Households Served
Rolling 12 Months



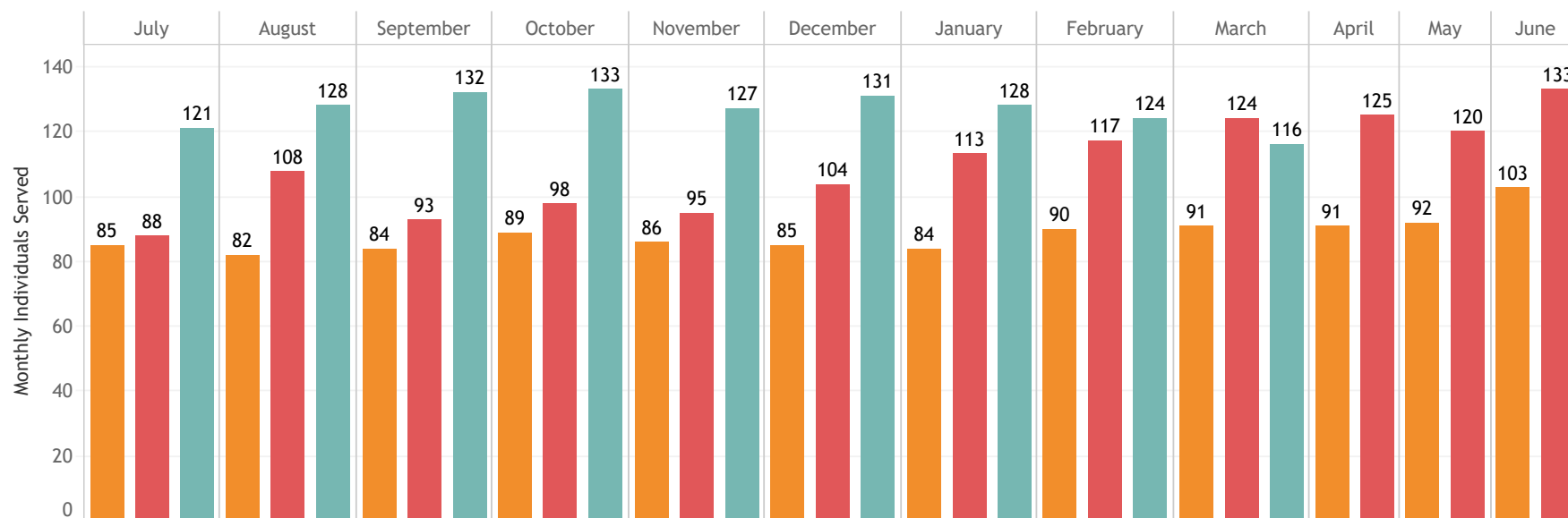
Medical Assistance Households Served State Fiscal Year - 3 Year Comparison

State Fiscal Year
 2022/2023
 2023/2024
 2024/2025

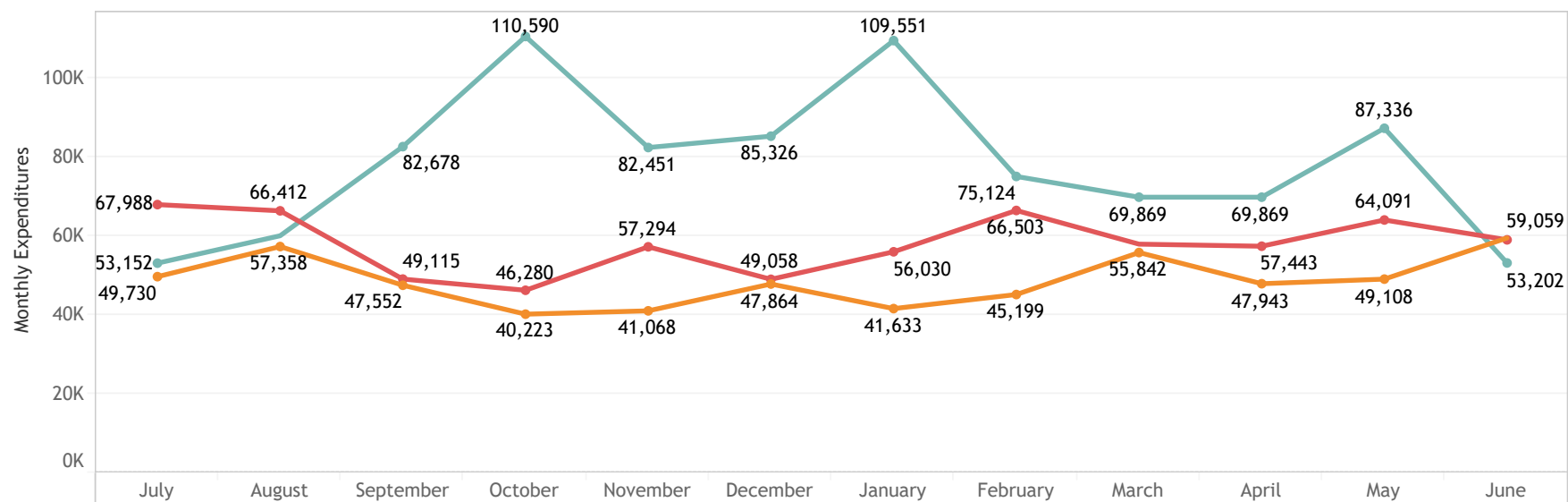


Childcare Assistance Children Served State Fiscal Year - 3 Year Comparison

State Fiscal Year
 2022/2023
 2023/2024
 2024/2025



CCCAP DIRECT PROVIDER CHILD CARE PAYMENTS State Fiscal Year - 3 Year Comparison





City and County of Broomfield

City Council Regular Meeting

C. Proposed Resolution Approving Signature Authority for Human Services and Public Health

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:00 PM	Consent Items Item: 6C.
Presented By	
Lisana Muñoz, Director of Human Services	
Community Goals	

Overview

The Department of Human Services (DHS) and the Department of Public Health and Environment (PHE) frequently enter into cooperative agreements with other governmental entities, to include other local governments and the state. Pursuant to [Section 16.2 of the Charter](#), these intergovernmental agreements typically would come to Council for approval by a 2/3rds vote. In 2022, Council approved Resolution No. 2022-35-BSS that delegated authority to the City and County Manager or the Director of DHS to execute and sign all intergovernmental agreements, government grant and government funding documents on behalf of the City and County of Broomfield as necessary for the operation of DHS and Resolution No. 2022-36 that delegated authority to the City and County Manager or the Director of the Public Health to execute all intergovernmental agreements, government grant and government funding documents on behalf of the City and County of Broomfield as necessary for the operation of PHE. Council reviews this delegation of signature authority every three years.

These resolutions are intended to delegate authority specifically for those agreements, grants, and funding contracts entered into with other government entities. Human Services and Public Health contracts with vendors and other non-government entities would follow the City's standard process for approval (to include the current \$200,000 authority granted to the City and County Manager).

Attachments

[Memo for Signature Authority for Execution of DHS and PHE Documents 2025-06-10.pdf](#)

[Resolution 2025-99-BSS \(DHS\).pdf](#)

[PH Resolution by City Council Delegating Signature Authority.pdf](#)

Summary

[View Correspondence](#)

The Department of Human Services (DHS) and the Department of Public Health and Environment (PHE) frequently enter into cooperative agreements with other governmental entities, to include other local governments and the state. Pursuant to [Section 16.2 of the Charter](#), these intergovernmental agreements typically would come to Council for approval by a 2/3rds vote. In 2022, Council approved Resolution No. 2022-35-BSS that delegated authority to the City and County Manager or the Director of DHS to execute and sign all intergovernmental agreements, government grant and government funding documents on behalf of the City and County of Broomfield as necessary for the operation of DHS and Resolution No. 2022-36 that delegated authority to the City and County Manager or the Director of the Public Health to execute all intergovernmental agreements, government grant and government funding documents on behalf of the City and County of Broomfield as necessary for the operation of PHE. Council reviews this delegation of signature authority every three years.

These resolutions are intended to delegate authority specifically for those agreements, grants, and funding contracts entered into with other government entities. Human Services and Public Health contracts with vendors and other non-government entities would follow the City's standard process for approval (to include the current \$200,000 authority granted to the City and County Manager).

Financial Considerations

N/A - All executed contracts and grants would be consistent with the approved budgets for the Departments of Human Services and Public Health and Environment, respectively.

Prior Council or Other Entity Actions

- In 2001, City Council approved [Ordinance 1645](#) which designated the City Council as the Board of County Commissioners and which designated the City Council as the County Board of Health.
- In 2002, City Council approved [Ordinance 1677](#) which established the Health and Human Services Department.
- [Resolution No. 2002-132](#) delegated to the Mayor or Mayor Pro Tem the authority to execute documents as necessary for the operation of the Workforce Center.
- [Resolution No. 2008-194](#) delegated signature authority for execution of documents necessary for the Operations of the Broomfield Workforce Center to the City and County Manager.
- [Resolution No. 2009-62](#) confirmed the Public Health and Environment Division of the Health and Human Services Department as the Broomfield Public Health Agency and City Council as the County Board of Health and Acknowledging the Appointment of the Public Health Director and giving the Public Health Director authority to execute contracts and grants for Public Health and Environment.
- [Resolution No. 2014-106-BH](#) appointed Jason Vahling as Public Health Director and delegated authority as such to execute contracts and grants consistent with the approved budget for the Public Health and Environment Division.
- [Resolutions No. 2022-35-BSS and 2022-36-BH](#) designated Signature Authority for Execution of IGAs and Grant Documents Necessary for the Operations of DHS (including Broomfield Workforce Center) and PHE, respectively
- In 2022, City Council approved [Ordinance 2202](#), which amended BMC 2-04-030 to create a Broomfield Board of Health composed of residents with public health-related experience appointed by City Council. City Council then transferred its authority and duties to the newly appointed board.

Signature Authority for Execution of Intergovernmental Agreements and Grant Documents As Necessary for the Operations of the Department of Human Services (including the Broomfield Workforce Center) and the Department of Public Health and Environment
Prepared By: Mandy Walke

Boards and Commissions Prior Actions and Recommendations

N/A

Proposed Actions / Recommendations

If the City Council, sitting as the Board of Social Services, desires to continue the delegation of signature authority to the City and County Manager and Director of Human Services, as presented, it is recommended...

That Resolution No. 2025-99-BSS be adopted.

If City Council wishes to review and renew the delegation of signature authority to the Director of the Department of Public Health and Environment, as presented, it is recommended...

That Resolution No. 2025-100 be adopted.

Alternatives

To discontinue the delegation of signature authority to the appropriate directors, and to continue to have all intergovernmental agreements and grant documents subject to approval by City Council.

RESOLUTION NO. 2025-99-BSS

A Resolution Delegating Signature Authority for Intergovernmental Agreements and Grant Documents Related to the Department of Human Services

Be it resolved by the City Council of the City and County of Broomfield, Colorado:

Section 1.

The City Council sits as the Board of Social Services for the City and County of Broomfield.

Section 2.

The City and County Manager and the Director of Human Services are hereby authorized to execute any intergovernmental agreements, funding contracts and grants on behalf of the City and County of Broomfield as necessary for the operations of the Department of Human Services and consistent with the approved budget for the Department of Human Services.

Section 3.

The delegation of authority will stay in effect until specifically revoked or replaced with a replacement delegation of authority. This delegation of signature authority should be reviewed by City Council acting as the Board of Social Services no less than once every three years.

Section 4.

This resolution is effective upon its approval by the City Council.

Approved on June 10, 2025

The City and County of Broomfield, Colorado

Mayor (Chair of the Board of Social Services)

Attest:

Office of the City and County Clerk

Approved as to form:

NCR

City and County Attorney

RESOLUTION NO. 2025-100

A Resolution Delegating Signature Authority for Intergovernmental Agreements and Grant Documents Related to the Department of Public Health and Environment

Be it resolved by the City Council of the City and County of Broomfield, Colorado:

Section 1.

The City and County Manager and the Public Health Director are authorized to execute intergovernmental agreements, funding contracts and grants for the local health agency and on behalf of the City and County of Broomfield that are necessary for the operations of the Department of Public Health and Environment and consistent with the approved budget for the Department of Public Health and Environment.

Section 2.

This delegation of authority will stay in effect until specifically revoked or replaced with a replacement delegation of authority. This delegation of signature authority should be reviewed by City Council no less than once every three years.

Section 3.

This resolution is effective upon its approval by the City Council.

Approved on June 10, 2025

The City and County of Broomfield, Colorado

Mayor

Attest:

Office of the City and County Clerk

Approved as to form:

City and County Attorney

NCR



City and County of Broomfield

City Council Regular Meeting

D. Proposed Resolution Approving the HOME Consortium IGA

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:00 PM	Consent Items Item: 6D.
Presented By	
Sharon Tessier, Housing Policy and Development Manager	
Community Goals	
<input checked="" type="checkbox"/> Financial Sustainability and Resilience	

Overview

[View Correspondence](#)

[View Presentation](#)

Resolution 2025-106 Authorizing the Approval of the 2025 HOME Consortium Intergovernmental Agreement.

Attachments

[Memo - Authorizing the Approval of the HOME Consortium IGA with Boulder](#)

[Resolution 2025-106](#)

[Home Consortium IGA](#)

Summary

[View Correspondence](#)

[View Presentation](#)

Since 2004, staff from the City of Boulder, Boulder County, City of Longmont, and the City/County of Broomfield have worked cooperatively with the U.S. Department of Housing and Urban Development (“HUD”) to develop a Regional Home Investment Partnerships Grant (HOME) Consortium. This was accomplished in June of 2006 with the HOME Consortium Intergovernmental Agreement (IGA).

Based on HUD’s recent recommendation to the Consortium, a new [Intergovernmental Agreement](#) is being proposed. While the new IGA is largely similar to the previous approved versions of the IGA, the document does not rely on citations from previous iterations.

The agreement is between the City and County of Broomfield, Boulder County, Longmont, Lafayette, and Louisville, and the towns Lyons and Superior and the City of Boulder, and designates the City of Boulder as the lead entity and forms a Consortium for the purpose of participating in the HOME Investment Partnership Program of the United States Department of Housing and Urban Development.

The agreement allows Broomfield to continue receiving HOME funds from HUD to be used to increase housing options to benefit low and moderate-income households. Member jurisdictions benefit from the Consortium, minimizing the competition for funding in the region. The intention of the Consortium is to provide the majority of the annual HOME fund allocation to support a single project where possible. Without this agreement, Broomfield would not receive HOME funding and the Tenant Based Rental Program would no longer be funded.

All other consortium members participate in a multi-year rotation cycle intended to be comparable to the HUD HOME Consortium Builder or other HUD estimating tools. Lafayette, Louisville, Lyons, and Superior will have access to funding through Boulder County pursuant to the terms of the agreement. The estimated annual funding is adjusted according to actual funding allocated by HUD. Funds rotate to different Consortium members each year, with Boulder getting two years, as a county and as a city.

Broomfield does not participate in the rotation due to our population and poverty rates and instead receives an annual allocation that is approximately 13% of the Consortium’s larger annual allocation. When Broomfield’s population increases, the amount will increase and Broomfield will be invited to participate in the rotation.

Resolution 2025-106 would authorize the IGA between Broomfield and the HOME Consortium. The IGA authorizes Broomfield’s participation in the Boulder-Broomfield Regional HOME Consortium, which is a requirement for receiving annual HOME funds from HUD. These funds are incorporated into the Consortium’s [2025-2029 Consolidated Plan](#) and the [2025 Annual Action Plan](#) approved on May 27, 2025. The funds will be allocated and used across member jurisdictions, including Broomfield.

Financial Considerations

As shown in the sources and uses of funds summary below, the Tenant-Based rental Assistance program can be completed with the annual allocation amount.

Sources and Uses of Funds	Amount
HUD HOME 2025 - Consortium 13% allocation to Broomfield - approximate amount, as these allocations are determined annually by HUD	\$121,650
	\$ 121,650
HOME TBRA Program 2025	\$121,650
Projected Balance	\$ 0

Prior Council or Other Entity Actions

On May 27, 2025 City Council approved [Resolution 2025-67](#) authorizing the Broomfield 2025-2029 Consolidated Plan five-year plan and the 2025 Annual Action Plan.

August 27, 2024 [Resolution 2024-124](#) authorizing an Amended and Restated Intergovernmental Agreement Concerning the Boulder-Broomfield Regional HOME Consortium with Boulder County, and the Cities of Boulder and Longmont. This amended and restated the original 2006 agreement and all of its subsequent amendments.

March 12, 2019 [Resolution 2019-62](#), Approving a new Intergovernmental Agreement Between the Participating Governments of the Boulder County/Broomfield County HOME Consortium

June 12, 2012 [Resolution 2012-116](#), approving a Second Amendment to the IGA between Participating Governments of the Boulder/Broomfield County HOME Consortium

July 24, 2007 [Resolution 2007-122](#), Approving an amendment to the original IGA

June 13, 2006 [Resolution 2006-97](#) Approving a HOME Consortium IGA between Boulder County, Cities of Boulder and Longmont and the City and County of Broomfield

Boards and Commissions Prior Actions and Recommendations

N/A

Proposed Actions / Recommendations

If Council desires to approve the submission of the proposed IGA with Boulder Broomfield Consortium the appropriate motion is...

That Resolution 2025-106 be adopted.

Alternatives

Do not approve the IGA. If this occurs, the City and County of Broomfield will not be authorized to continue to participate in the HOME Consortium and will not fund the Tenant-Based Rental Assistance Program

RESOLUTION NO. 2025-106

A Resolution authorizing the 2025 Intergovernmental Agreement for the Boulder County/Broomfield County HOME Consortium

Recitals.

Whereas, the United States Government, through the National Affordable Housing Act of 1990, has established the HOME Investment Partnerships Act Program (“HOME” or “HOME Program”); and

Whereas, the City and County of Broomfield, Boulder County, the City of Longmont, and the City of Boulder agreed to participate in the HOME Investment Partnership Act Program (“HOME Program”) and entered into a HOME Consortium Intergovernmental Agreement dated June 27, 2006 (“2006 Intergovernmental Agreement”) to bring additional funds to the region for the purpose of expansion and rehabilitation of the supply of decent, safe, sanitary and affordable housing to strengthen partnership among all levels of government and the private sector; and

WHEREAS, the City and County of Broomfield agreed to an Amended and Restated HOME Consortium Intergovernmental Agreement with Boulder County, the City of Longmont and the City of Boulder in September 2024 to incorporate regulatory requirements and guidance provided by HUD; and

Whereas, HUD CPD 13-002, Notice of Procedures for Designation of Consortia as a Participating Jurisdiction for the HOME program, issued April 9, 2013, requires that the Intergovernmental Agreement be amended to add incorporated cities and towns by name into the Intergovernmental Agreement; and

WHEREAS, the 2025 HOME Consortium Intergovernmental Agreement will add the cities of Lafayette and Louisville, and the towns of Lyons and Superior to the Consortium for the purpose in participating in the program; and

Whereas, participation in the HOME Consortium will enhance cooperation between jurisdictions and will maximize the use of resources available to local governments to address the housing-related problems of lower-income people; and

Now therefore, be it resolved that the City Council of the City and County of Broomfield, Colorado:

Section 1.

The 2025 HOME Consortium Intergovernmental Agreement, attached hereto, by and between the City and County of Broomfield, Boulder County, and the City of Boulder, as the Lead Agency for the Boulder County/Broomfield County HOME Consortium, and the cities of Longmont, Lafayette, Louisville, and the towns of Lyons and Superior, is hereby approved.

Section 2.

The Mayor or Mayor Pro Tem is authorized to sign the Agreement and is further authorized to sign additional amendments to the Agreement that are duly authorized by the Lead Agency, City of Boulder pursuant to the Agreement, which includes the addition of new members, to incorporate automatic renewal provisions, or for other reasons approved by HUD which the Lead Agency is authorized to execute, with such technical additions, deletions, and variations as the City and County Attorney may deem necessary and appropriate and not inconsistent with this Resolution. The Office of the City and County Clerk is authorized to attest the Agreement if needed.

Section 3.

This resolution is effective upon its approval by the City Council.

Approved on June 10, 2025.

The City and County of Broomfield, Colorado

Mayor

Attest:

Office of the City and County Clerk

Approved as to form:

NCR

City and County Attorney



City and County of Broomfield

City Council Regular Meeting

A. Public Hearing - Palisade Park Filing No. 1 Replat F (Bank of America) Final Plat & Site Development Plan/Urban Renewal Site Plan

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:00 PM	Action Items Item: 7A.
Presented By	
Lynn Merwin	
Community Goals	
<input checked="" type="checkbox"/> Thriving, Diverse, Safe and Welcoming Community	

Overview

[View Correspondence](#) and visit [BroomfieldVoice.com](https://broomfieldvoice.com)
[View Presentation](#)

The applicant has submitted a proposal for consideration of a Final Plat and Site Development Plan/Urban Renewal Site Plan (SDP/URSP) for a new Bank of America branch located at 16802 Galapago Place which is at the northwest corner Colorado State Highway 7 (CO 7) and Palisade Parkway.

The proposal includes a 4,320 square foot bank building with drive-through ATM lanes, and 17 total parking spaces. The final plat included with the application would subdivide the existing parcel into two smaller parcels. The Bank of America is proposed on Lot 1 of the Palisade Park Filing No. 1 Replat F Final Plat.

Attachments

[Bank of America Palisade Park \(called up\) - City Council Memo.pdf](#)
[2025-103 Bank of America Resolution.pdf](#)
[2025-104-UR Bank of America BURA Resolution.pdf](#)

Summary

[View Correspondence](#) and [BroomfieldVoice Page](#)
[View Presentation](#)

The applicant has submitted a proposal for consideration of a Final Plat and Site Development Plan/Urban Renewal Site Plan (SDP/URSP) for a new Bank of America branch located at 16802 Galapago Place, which is at the northwest corner Colorado State Highway 7 (CO 7) and Palisade Parkway.

The proposal includes a 4,320 square foot bank building with drive-through ATM lanes and 17 total parking spaces. The final plat included with the application would subdivide the existing parcel into two smaller parcels. The Bank of America is proposed on Lot 1 of the Palisade Park Filing No. 1 Replat F Final Plat.

The property is zoned PUD and is subject to the Palisade Park PUD Plan. The PUD plan permits the proposed use subject to SDP/URSP approval.

Proposed Resolution No. 2025-103 and Proposed Resolution No. 2025-104-UR would approve the Palisade Park Filing No. 1 Replat F, Lot 1 (Bank of America) Site Development Plan/Urban Renewal Site Plan, and the Palisade Park Filing No. 1 Replat E Final Plat.

Financial Considerations

The proposed development and investment in the property is consistent with the land use assumptions and Broomfield's Long-Range Financial Plan. The development is expected to generate approximately \$11,000 annually in Broomfield tax revenues, and is estimated to have a net positive impact.

The business will create full and part-time employment opportunities, increase resident convenience and activity, and further the development and investment in the area.

Prior Council or Other Entity Actions

- [October 22, 2019](#) - City Council approved the Palisade Park Filing No. 1 Replat C Final Plat and the Site Development Plan/Urban Renewal Site Plan for Palisade Park Filing No. 1 Replat C Lots 4 and 6-110 and Tract A.
- [October 9, 2007](#) - City Council approved the Palisade Park Filing No. 1 Final Plat by adopting Resolutions No. 2007-186 and 2007-187-UR.
- [February 14, 2006](#) - City Council approved the Palisade Park Planned Unit Development Plan by adopting Resolution No. 2006-21.

Boards and Commissions Prior Actions and Recommendations

The Land Use Review Commission reviewed the proposal on May 12, 2025, and voted unanimously to approve the proposal. The approval is subject to City Council call up provisions established within Ordinance No. 2138. On May 13, 2025, a council member requested to call up the application for further consideration.

Proposed Actions / Recommendations

Following and subject to the results of the public hearing, if Council wishes to approve the application as presented, it is recommended...

That Resolution No. 2025-103 (development) be approved

If the Broomfield Urban Renewal Authority wishes to approve the urban renewal site plan, it is recommended that...

That Resolution 2025-104-UR (development) be approved

Alternatives

If the proposed plan does not comply with the applicable Broomfield Municipal Code (BMC) review standards for a site development plan and final plat, Council and BURA can:

- Direct the City and County Attorney to draft findings to support denial of the application based on the record and continue the application for a decision to a date certain for consideration of those denial resolutions.

Key Details

Project Website

<https://www.broomfieldvoice.com/boapalisadepark>

Links to Application Materials

[Final Plat](#)

[Site Development Plan / Urban Renewal Site Plan](#)

[Project Description](#)

[Color Elevation Pages](#)

[Variance Request Letter](#)

How to Submit Public Comments on this Proposal

Email directly to Planning@broomfield.org

Key Issues Identified By Staff

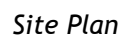
Staff has not identified any key issues with the subject proposal.

Overview of Application

The subject proposal is for a new Bank of America branch location proposed at 16802 Galapago. The property is located at the northwest corner of Colorado State Highway 7 (CO 7) and Palisade Parkway. The proposal includes a 4,320 square foot bank building with drive-through ATM lanes and 17 total parking spaces. The final plat included with the application would subdivide the existing parcel into two smaller parcels. The Bank of America is proposed on Lot 1 of the Palisade Park Filing No. 1 Replat F Final Plat.

The proposed building will be located on the new Lot 1 (at the NW corner of CO 7 and Palisade Parkway), with pedestrian connections provided to both the sidewalk along Colorado State Highway 7 and north to W 168th Place.

The property is zoned PUD and is subject to the Palisade Park PUD Plan. The application is consistent with the zoning of the property.



Property Owner: Kevamra LLC
Applicant: Cushman & Wakefield

Concept Review Plans

The applicant completed an online Concept Review on June 28, 2024. Planning received comments from two Land Use Review Commission members and one City Council member. These comments were shared with the applicant and the [BroomfieldVoice Webpage for this project](#) has remained open for comments. Comments received are provided in the Correspondence folder linked above for this meeting.

During review, the applicant agreed to move the building to the edge of the parcel in response to staff comments and comments received during the concept review. While the PUD does not include specific design standards for building placement, staff provided the applicant with several recent local examples of comparable bank site layouts that more effectively connect a single-story building to public sidewalks and enhance the building's prominence relative to the on-site parking.

Applicable City and County of Broomfield Plans

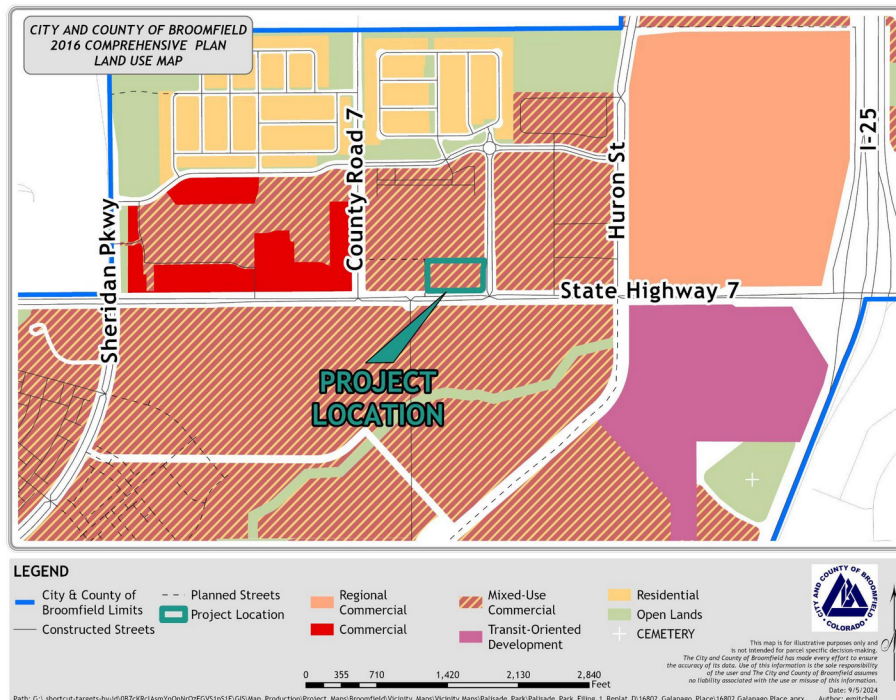
Relationship to Comprehensive Plan

The Comprehensive Plan is an advisory document. The application before Council does not require a Comprehensive Plan amendment. A bank with a drive-through is already an approved use in this PUD. This section is provided as a reference.

The 2016 Broomfield Comprehensive Plan land use designation for this property is “Mixed-Use Commercial.” The proposed SDP/URSP is consistent with the Mixed-Use Commercial land use designation.

The Comprehensive Plan describes the primary uses within Mixed-Use Commercial areas as including commercial, employment and multi-unit or single-unit attached residential uses. As a guide, no more than 30 percent of the land area within the Mixed-Use Commercial district should be utilized for residential uses unless approved through the PUD process. Residential built above first-floor retail should be considered a bonus in excess of this maximum

The following map shows the project location within a portion of the land use map for the surrounding area.



A Portion of the 2016 Comprehensive Plan Land Use Map

Goals and Policies of the Comp Plan

The application appears to support the following Comprehensive Plan policies and goals:

Policy ED-A.4: Ensure an adequate supply of appropriately zoned land for a diversified mix of manufacturing, services, and business support services.

Goal ED-B: Commercial Vitality - Maintain and enhance the vitality of commercial, industrial, and retail sectors in order to provide employment and tax base.

Goal ED-G: Adequate Tax Base - Ensure an adequate property and sales tax base to support quality community services, facilities, and amenities as identified within the Long-Range Financial Plan, and without placing an undue tax burden on citizens.

Economic Considerations and Financial Plan

The proposed development and investment in the property is consistent with the land use assumptions and Broomfield's Long-Range Financial Plan. The anticipated business will create full and part-time employment opportunities, increase business and resident's banking activity and convenience, and further the development and investment in the area. The development is estimated to have a net positive impact, based on the fiscal impact analysis.

The proposed development is expected to generate approximately \$11,000 annually in Broomfield tax revenues. The property, and the proposed development, is located in the [North Park West Urban Renewal Area](#); therefore, the annual Broomfield property tax revenue is pledged to the urban renewal district through 2029.

Zoning, Urban Renewal Area, and Previously Approved Plans

Zoning

The project area is zoned Planned Unit Development (PUD) and is governed by the Palisade Park PUD Plan approved by City Council on February 14, 2006. This project site is designated Mixed Use Commercial by the PUD Plan, with Retail/Commercial uses listed as a permitted use along Colorado State Highway 7. The proposed bank is consistent with the zoning of the site.

North Park West Urban Renewal Plan and I-25 Sub-Area Plan

This property is within the boundaries of the [North Park West Urban Renewal Plan](#). The North Park West Urban Renewal Plan states that the purposes of the Plan are to eliminate and prevent blight and to achieve development of the highest quality in the Urban Renewal Area. The review standards for the Urban Renewal Site Plan are substantially similar and mirror the requirements of a site development plan approval in the Broomfield Municipal Code. The Urban Renewal Plan does have one additional criteria, which is that the proposal should be consistent with the purposes and standards of the Urban Renewal Plan and the I-25 Sub-Area Plan.

The I-25 Sub-Area Plan designates this area as Mixed-Use Commercial and includes various design standards. The proposed SDP/URSP is consistent with the Mixed-Use Commercial land use designation. This proposed development and the approved Palisade Park PUD Plan are consistent with the standards of the I-25 Sub-Area Plan.

Previously Approved Plans

The Broomfield City Council approved the Palisade Park PUD in February 2006. In October of 2007, City Council approved the Palisade Park Filing No. 1 Site Development Plan/Urban Renewal Site Plan (SDP/URSP) and Final Plat for Palisade Park Filing No. 1. This is the master site plan for the first filing of Palisade Park, and includes plans for the primary roadways, right-of-way landscaping, and the regional detention pond at Huron Street and Lowell Lane. Site plans for individual developments, including the proposed Bank of America site, were deferred to future site plan approvals.

In October of 2019, City Council approved the Palisade Park Filing No. 1 Replat C Final Plat and the Palisade Park Filing No. 1 Replat C Lots 4 and 6-110 and Tract A Site Development Plan/Urban Renewal Site Plan (Brownstones at Palisade Park). The approval in 2019 includes the Brownstones residential buildings. These are located to the south of W 169th Avenue, and are between CR 7 and Palisade Parkway. This SDP/URSP and Plat further established a private park in the center of Filing No. 1 Replat C, and four (4) lots around the east, west, and south sides of the subdivision. Please see the graphic depiction of the layout of Palisade Park Filing No. 1 Replat C below.



Palisade Park Filing No. 1 Replat C Site Plan

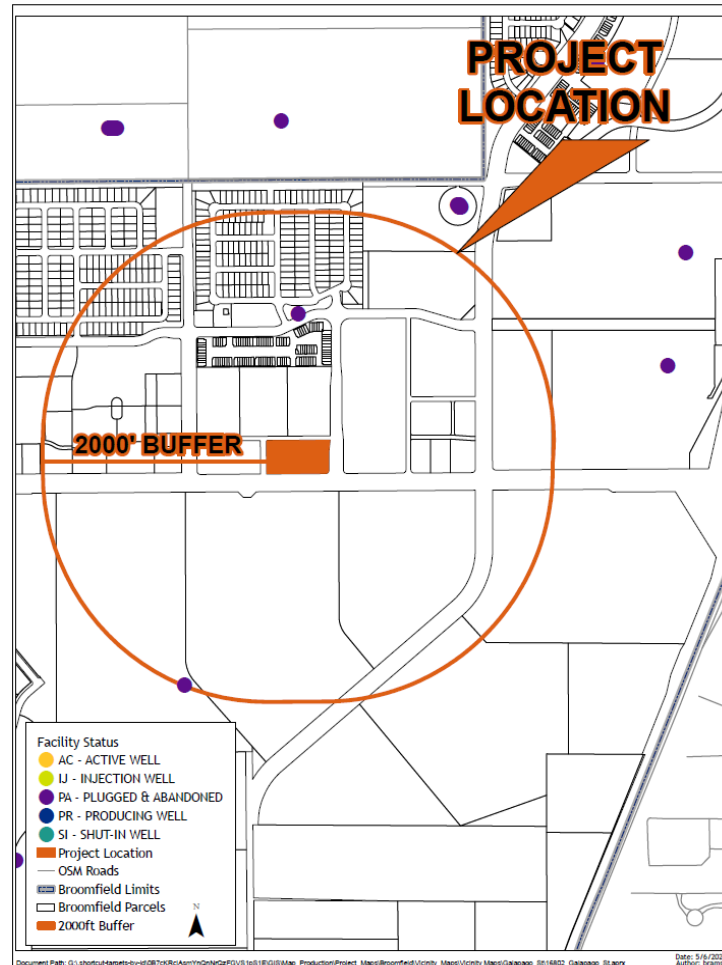
Area Context

The development site is within the Palisade Park subdivision north of CO 7. The area for this proposed application is generally located north and west of the intersection of CO 7 and Palisade Parkway. Children's Hospital is located directly across Palisade Parkway to the east, and the Brownstones are to the north. West of this project site are additional pad development sites within the Palisade Park subdivision. South of the project site, across CO 7, is the Baseline mixed-use development. A project location map is included below.



Project Location Map

The property is within 2,000 feet of two plugged and abandoned oil and gas wells, as shown in the oil and gas buffer map below. Note 3 on the SDP/URSP includes the required Broomfield Municipal Code reference outlining the owner's notice requirements to prospective purchasers or lessees regarding the property's proximity to the plugged and abandoned wells.



2,000 Foot Oil and Gas Buffer Map

Current Application - Detailed Description and Staff Review

Description

The applicant has submitted an application for consideration of a Final Plat and Site Development Plan/Urban Renewal Site Plan (SDP/URSP) for a new Bank of America branch location located at 16802 Galapago. The property is located at the northwest corner of Colorado State Highway 7 (CO 7) and Palisade Parkway.

The property is zoned PUD and is subject to the Palisade Park PUD Plan. The application is consistent with the zoning of the property.

The proposal includes a 4,320 square foot bank building with two (2) drive-through ATM lanes, one (1) bypass lane), and 17 total parking spaces. The final plat included with the application would subdivide the existing parcel into two smaller parcels. The Bank of America is proposed on Lot 1 of the Palisade Park Filing No. 1 Replat F Final Plat.

The proposed building will be located on the new Lot 1 (at the NW corner of CO 7 and Palisade Parkway), with pedestrian connections provided to both the sidewalk along Colorado State Highway 7, and north to W 168th Place.

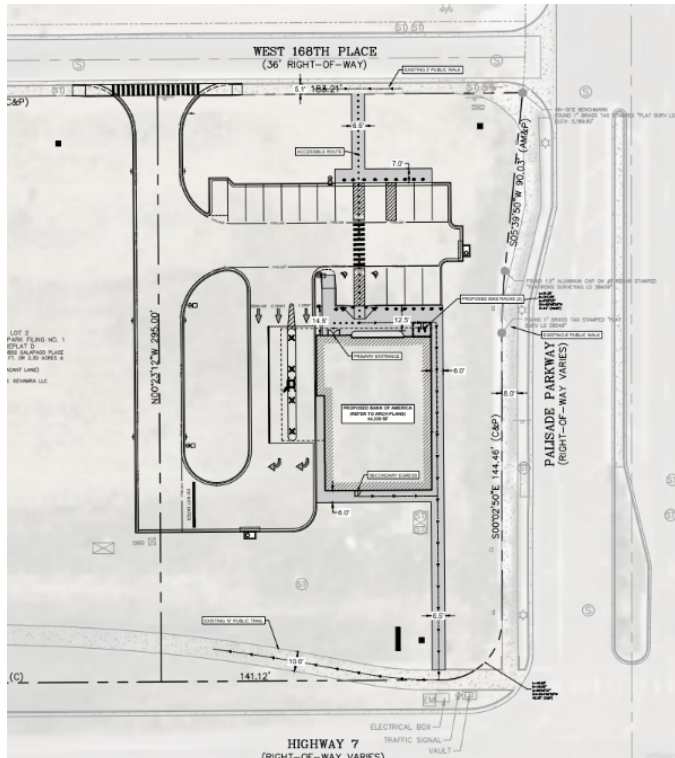
Land Use Summary

The following table summarizes the proposed land use breakdown for the proposed SDP/URSP.

Land Use Summary Table		
Development Area	SqFt	Percent of Site
Building Coverage	4,320	8%
Driving and Parking	15,170	2039%
Open Area and Walks	31,562	62%
<i>Total</i>	51,052	100%

Site Layout and Circulation

The primary entrance to the site will be from W 168th Place, to the north, along the shared access drive between Lot 1 and Lot 2 as created by the Final Plat. Vehicular access has been reviewed and approved by Traffic Engineering and North Metro Fire Rescue District. Pedestrian access is provided by on-site pathways connecting the front door and the sidewalks along Colorado State Highway 7 and West 168th Place.



Pedestrian and Bicycle Circulation Exhibit

Parking and EV Charging Stations

The applicant is proposing 17 parking spaces, including two (2) ADA spaces, for this development. This project site is located within a Parking Reduction Area as established in the Broomfield Municipal Code parking regulations. Depending on the use, a property within a designated Parking Reduction Area may be subject to Parking Maximums, which are set to the minimum off-street parking requirements for non-Parking Reduction Areas. For a bank building of 4,320 square feet, the parking maximum is 13 parking spaces.

The applicant is requesting a variance to exceed this parking minimum and to provide 17 total parking spaces. As justification, the applicant has explained in their [variance request letter](#) that this location will have 8-10 employees, which limits the parking spaces available to customers. Bank of America's business leadership has further explained that the anticipated employee and customer demand require more than 13 total parking stalls.

The parking will include one (1) EV Parking Space, one (1) EV-ready space, three (3) EV-capable spaces, and two (2) ADA parking spaces. The bank will also include two (2) bicycle parking spaces, located by the front entrance. The number bicycle parking spaces complies with [BMC 17-32-040 - Off-street parking; required spaces](#). EV parking is provided in accordance with the requirements of [BMC 15-33 - Colorado Model Electric Ready and Solar Ready Code](#).

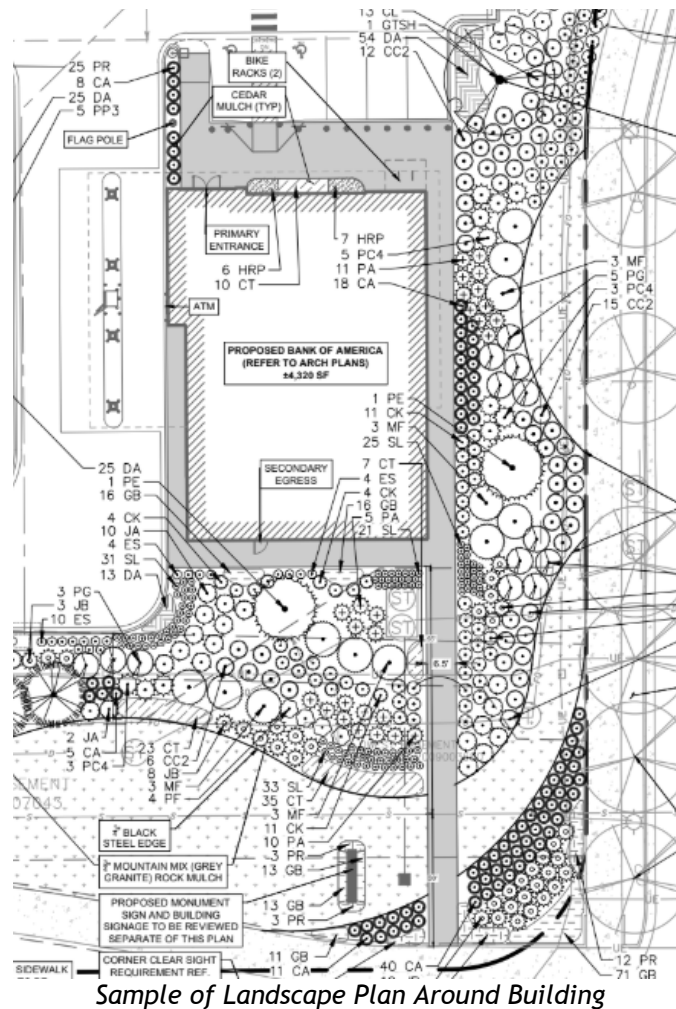
Transit Access and Walkability

The site plan includes two pedestrian connections from the planned bank to sidewalks north and south of the site. The building's placement on the site reduces pedestrian conflict points in the parking lot and provides one sidewalk connection (toward CO 7 to the south) that is free of any on-site vehicular crossings.

CO 7 is a key east-west transportation corridor between Brighton to Boulder. Communities and agency partners have been planning for new fixed route transit service and future Bus Rapid Transit (BRT) on CO 7 for a number of years. Funding has been secured to begin limited fixed-route transit service on CO 7 in 2026. It is a Broomfield priority that development in this area supports convenient pedestrian access to future transit stops to support transit usage. CDOT, RTD and local municipalities have been working to plan for and construct transit improvements at the I-25/CO 7 interchange that will create a new transit stop, PnR, and pedestrian bridge over I-25. In addition to the stop at I-25, a second BRT stop has also been identified along CO 7, generally at the midpoint between Sheridan Parkway and Mariposa St.

Site Landscaping and Drainage

The proposed landscape plan for the property includes new landscaping, primarily around the perimeter of the site. Overall, the site will be densely landscaped with a variety of trees, shrubs, grasses, ground covers, and perennials. Open area, including landscaping, will cover approximately 53% of the property, and the landscape plan and water budget has been reviewed by staff for compliance with the Broomfield Landscape Code. Landscaping along CO 7 was approved as a part of a separate SDP/URSP for Palisade Park and will be installed according to the previously approved landscape plans.



Drainage for this development is addressed in the Palisade Park Final Drainage Report, with detention for the site provided by existing pond 969 located northwest of the intersection of West 169th Avenue and Huron Street. The site slopes slightly downward from the west to the east with stormwater collected by private infrastructure, which outfalls into West 168th Place & Palisade Parkway storm infrastructure. The project is located in the Preble Creek Watershed with water quality provided by pond 969. The drainage report and grading plan have been reviewed and accepted by Broomfield's engineering staff.

Sustainability

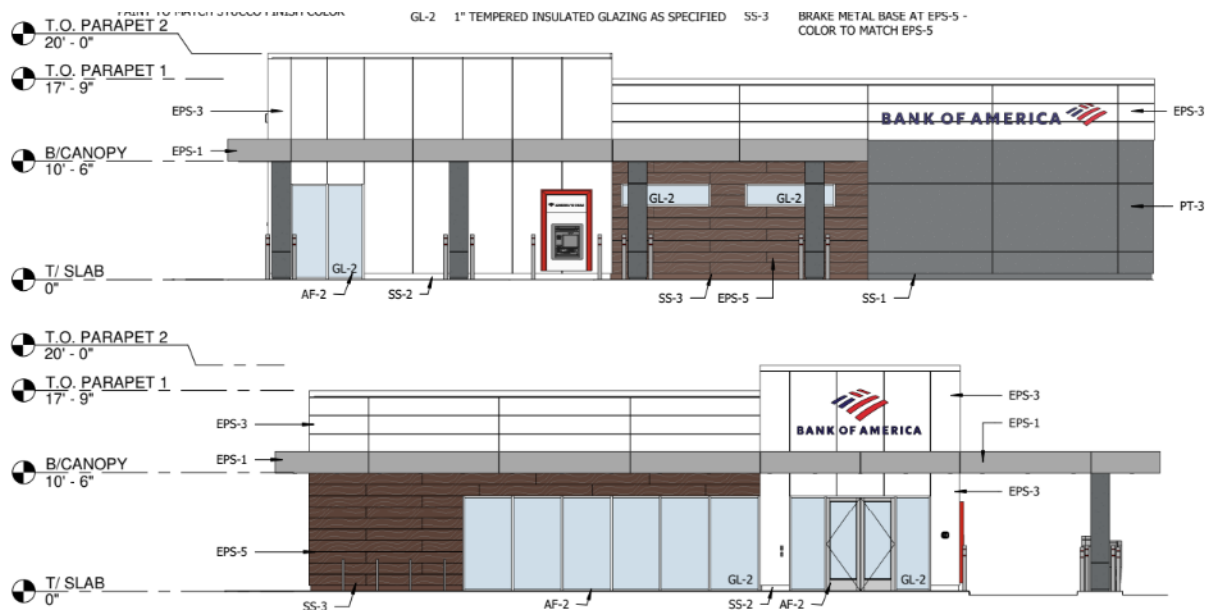
The water budget for this project has been reviewed by staff for compliance with the Broomfield Landscape Code. Less than 30% of the site will be landscaped with turf grass. The proposal will also include EV parking in accordance with the requirements of [BMC 15-33 - Colorado Model Electric Ready and Solar Ready Code](#). The site provides bicycle parking and good pedestrian access allowing for patrons to visit the business without requiring a vehicle.

Architecture, Signage and Lighting

The applicant has provided exterior elevations in the proposed SDP/URSP. The primary building materials are stucco and metal panels with aluminum accents and glass storefront glazing. Store signage will be mounted on the building parapets on all four elevations. The primary entrance is proposed to face north, with drive-through lanes and a canopy incorporated into the western elevation.

Signage is shown on the color elevations for the buildings for conceptual purposes. All signage, including any freestanding signs, will be reviewed for conformance with the Broomfield Sign Code at the permit stage.

Site lighting will include shields on light poles, and all fixtures will be full cut-off and directed down in full cut-off position. The lighting plan shows light levels at the property line are generally at 0 footcandles, although slightly higher along Palisade Parkway.



Sample Color Elevations of Bank Building

Subdivision Improvement Agreement

The subject proposal includes a two-party subdivision improvement agreement (SIA) between the developer and the City and County of Broomfield (City). This agreement includes an itemized list of public improvements and associated cost estimates (Exhibit C) for the development. This agreement is subject to approval by the City Manager's Office following Council's action on the development proposal. The special provisions of the agreement are summarized below.

1.1. Completion of Public and Private Improvements.

- 1.1.1. **Public Improvements.** Prior to the issuance of the first certificate of occupancy for any buildings constructed on the Property, or for a phase of the development if applicable, all public improvements listed in **Exhibit C** and as shown on the Site Plans and the approved construction plans shall be completed, inspected and approved for public use by the construction inspection supervisor. As provided in the Section 5.0 above, the Developer remains responsible for all maintenance of the Improvements until the Construction Acceptance into Warranty has been issued.

- 1.1.2. Private Improvements. Prior to the issuance of the first certificate of occupancy for any building constructed on the Property, or for a phase of the development if applicable, the Developer shall complete all private improvements listed in **Exhibit C** and shown on the Site Plans and the approved construction plans, including but not limited to sidewalks and landscaping, unless other arrangements acceptable to the City have been made for the completion of the private improvements.
- 1.2. Oil and Gas Notifications. The City and County of Broomfield passed Ordinance No. 2178 in April 2022 regarding setbacks from oil and gas facilities and associated notification requirements. The regulations require property owners to provide a notice to potential lessees or purchasers of a property regarding the proximity of oil and gas facilities.
 - 1.2.1. Written Notice Requirements. The Property is within 2000 feet of an existing, permitted or proposed oil and gas location or a plugged or abandoned well. As a result, written notice to potential lessees or purchasers regarding the proximity of oil and gas facilities is required and must meet the following requirements:
 - 1.2.1.1. The text in the notice must be 14 point font or larger;
 - 1.2.1.2. The notice must be provided from property owner to potential buyer no less than 30 days before closing, unless a lesser timeframe is consented to by the seller and potential purchaser provided that the notice occurs before the signing of any purchase or sale agreement for the home.
 - 1.2.1.3. The notice must also be provided to any potential lessee prior to the signing of any lease agreement.
 - 1.2.1.4. The notice must, at a minimum, state, “As required by section 16-28-190 of the Broomfield Municipal Code, notice is hereby given that Palisade Parking Filing No 1 Replat E, Lot 1 and Lot 2 are within 2,000 feet of a producing, permitted or proposed oil or gas location or a plugged and abandoned well. For more information contact the City and County of Broomfield or the Colorado Energy & Carbon Management Commission (formerly known as the Colorado Oil and Gas Conservation Commission).” An example form of notice is attached hereto as **Exhibit E**.
 - 1.2.1.5. It is unlawful to fail to provide the above required notice per Broomfield Municipal Code.

Neighborhood Outreach and Communication

The City and County of Broomfield standard public notice requirements have been met for this case. These requirements include:

- Mail notices were sent to all property owners within 1,000 feet of the project boundaries a minimum of ten days in advance of the meeting.
- Sign(s) were posted on the property a minimum of ten days in advance of the meeting to advertise the public hearing.
- Publication in the newspaper (Broomfield Enterprise) more than five days before the hearing.

A neighborhood meeting for the proposed development was held on July 3, 2024. No members of the public attended the meeting.

Staff created a [project website for this development proposal](#) on the BroomfieldVoice platform to provide information and an opportunity for public engagement regarding the proposal.

Land Use Review Commission

The Land Use Review Commission reviewed the proposal on May 12, 2025, and voted unanimously to approve

the proposal. The approval is subject to City Council call up provisions established within Ordinance No. 2138. On May 13th, 2025, a councilmember requested to call up the application for further consideration.

Applicable Municipal Code Provisions

A public hearing is required. At the conclusion of the public hearing, the City Council reviews the application based on the criteria contained in the Broomfield Municipal Code:

PUD/Zoning

The Bank of America is proposed on Lot 1 of the Palisade Park Filing No. 1 Replat E Final Plat. The property is zoned PUD and is subject to the Palisade Park PUD Plan which was previously approved by City Council and is not being amended or changed at this time. The PUD plan permits banks with drive-through lanes subject to SDP/URSP approval. Review of the site development plan/urban renewal site plan is to determine conformance with the approved PUD Plan.

Final Plat

16-20-090 Review standards

The decisions of the land use review commission and the city council shall be based on whether the applicant has demonstrated that the proposed final plat meets the standards set forth in section 16-16-110, B.M.C., and is generally consistent with an approved preliminary plat, if there is one. No final plat will be approved until such maps, data, surveys, analyses, studies, reports, plans, designs, documents, and other supporting materials as may be required herein have been submitted and reviewed, and found to meet the planning, engineering, and surveying requirements of the city; provided, however, that the city engineer may waive any final plat requirement for good cause shown.

16-16-110 Review standards.

The recommendation of the land use review commission and the decision of the city council shall be based on whether the applicant has demonstrated that the proposed preliminary plat meets the following standards:

- (A) The project should not create, or should mitigate to the extent possible, negative impacts on the surrounding property.
- (B) The project should provide desirable settings for buildings, make use of natural contours, protect the view, and afford privacy and protection from noise and traffic for residents and the public.
- (C) The project should preserve natural features of the site to the extent possible.
- (D) The proposed traffic flow and street locations should be consistent with the city's master plan, should be in accordance with good engineering practice, and should provide for safe and convenient movement.
- (E) The lots and tracts should be laid out to allow efficient use of the property to be platted.
- (F) The proposed public facilities and services should be adequate, consistent with the city's utility planning, and capable of being provided in a timely and efficient manner.
- (G) The proposal should comply with the design standards of chapter 16-28, the improvement requirements of chapter 16-32, and the standards and specifications of chapter 14-04.
- (H) The proposal should be consistent with the need to minimize flood damage.
- (I) The proposal should have public utilities and facilities, such as sewer, gas, electrical, and water systems, located and designed to minimize flood damage.
- (J) The proposal should have adequate drainage provided to reduce exposure to flood damage.

Site Development Plans and Site Development Plan Amendments

17-38-220 - Review standards.

The decisions of the land use review commission and the city council shall be based on whether the applicant has demonstrated that the proposed site development plan meets the following standards:

- (A) The proposal should be consistent with the intent of this chapter as set forth in section 17-38-010.
- (B) The proposal should identify and mitigate potential negative impacts on nearby properties.
- (C) The proposal should identify and maximize potential positive impacts on nearby properties.
- (D) The proposal should include adequate facilities for pedestrians, bicyclists, and motorists.
- (E) The proposal should include adequate public improvements (both on and off site) to be provided in a timely fashion.
- (F) The proposal should optimize conservation of energy, water, and other resources on a site-specific scale.
- (G) The land uses within the plan should be compatible with one another and with nearby properties.
- (H) The proposal should provide for open area at a rate of not less than 40% of the developable site in residential areas and 25% in other areas as provided in section 17-38-240 below.
- (I) The proposal should include any common areas serving the site, and adequate provisions should be made for the ownership and maintenance of such areas.
- (J) The proposal should justify any proposed deviations from the Broomfield Municipal Code in terms of the overall quality of the plan.
- (K) The proposal should be consistent with the approved PUD plan.
- (L) For residential-use PUD plans and site development plans, the proposal should be consistent with adopted uniform standards.

Urban Renewal Site Plans

2-41-060 - Review of urban renewal site plans.

The commission shall hold a public hearing on urban renewal site plans and make recommendations to the Broomfield Urban Renewal Authority as to the conformity of the urban renewal site plans to applicable urban renewal plans and urban renewal design standards. To the extent the Broomfield Urban Renewal Authority has delegated its approval authority to the commission, the commission may, subject to a call-up by the city council consistent with [section 17-38-190](#), B.M.C., approve, approve with conditions, or deny an urban renewal site plan based on the conformity of the urban renewal site plan to applicable urban renewal plans and urban renewal design standards.

Urban Renewal Plan for the North Park West Urban Renewal Project

Plan Review Process

The purposes of the Plan are to eliminate and prevent blight in the Urban Renewal Area and to achieve development of the highest quality in the Urban Renewal Area.

Site Development Plan.

- a. Each plan or proposal shall be accompanied by a site development plan. The site development plan shall be submitted to the Authority in a form required by Sections 17-38-150 and 17-38-160 of the Broomfield Municipal Code as such provisions may be amended from time to time.

Review Standards

The decision of the Authority shall be based on whether a proposed site development plan meets the following standards.

- (1) This proposal should be consistent with the purposes and standards of the Urban Renewal Plan and the I-25 Sub-Area Plan.

- (2) The proposal should identify and specify factors that mitigate any potential negative impacts on nearby properties.
- (3) The proposal should identify and specify factors that maximize potential positive impacts on nearby properties.
- (4) The proposal should include adequate facilities for pedestrians, bicyclists and motorists.
- (5) The proposal should optimize conservation of energy, water, and other resources on a site-specific basis.
- (6) The land uses within the proposal should be compatible with one another.
- (7) The proposal should include any common areas serving the site, and contain adequate provisions for ownership and maintenance of such areas.
- (8) The proposal should include adequate public improvements (both on and off site) to be provided in a timely fashion.
- (9) The proposal is consistent with the I-25 Sub-Area Design Guidelines and Standards.

RESOLUTION NO. 2025-103

A Resolution Approving Palisade Park Filing No. 1 Replat F, Lot 1 (Bank of America) Final Plat and Site Development Plan/Urban Renewal Site Plan

Recitals

Whereas, the owner, Kevamra LLC and applicant, Cushman & Wakefield, submitted an application for a Final Plat and Site Development Plan/Urban Renewal Site Plan for a bank building with three drive-thru lanes.

Whereas, a public hearing was heard by the Land Use Review Commission on May 12, 2025, at which time the Land Use Review Commission by formal resolution recommended approval of the proposal.

Whereas, after proper notice was given in accordance with Chapter 17-52 of the Broomfield Municipal Code, a public hearing was heard by the City Council on June 10, 2025.

Now, therefore, be it resolved by the City Council of the City and County of Broomfield, Colorado:

Section 1. Findings

Giving consideration to Broomfield Master Plan and the Broomfield Municipal Code, recommendations from the Land Use Review Commission, comments of public officials and agencies, and testimony and written comments of all interested parties, the City Council finds as follows:

- A. The proper posting, publication and public notice were provided as required by law for the hearings before the Land Use Review Commission and the City Council, and the Community Development case file is hereby incorporated into the record.
- B. That the hearing before the City Council was extensive and complete, that all pertinent facts, matters and issues were submitted and that all interested parties were heard at those hearings.

SDP Findings:

- C. The proposal is consistent with the intent of the Planned Unit Development chapter as set forth in Section 17-38-010 of the Broomfield Municipal Code.
- D. The proposal is in general conformance with the master plan which designates the subject property as industrial which also allows some commercial uses.
- E. The proposal mitigates potential negative impacts on nearby properties, other areas of the city, and the city as a whole.

- F. The proposal maximizes potential positive impacts on nearby properties, other areas of the city, and the city as a whole.
- G. The proposal contains adequate facilities for pedestrians, bicyclists, and motorists.
- H. The proposal contains adequate public improvements (both on and off-site) to be provided in a timely fashion.
- I. The proposal optimizes conservation of energy, water, and other resources on a site-specific scale and on a broad scale.
- J. The land uses within the proposal are compatible with one another and with nearby properties.
- K. The proposal provides for open area at a rate of not less than 40% of the developable site in residential areas and 25% in other areas as provided in section 17-38-240 of the Broomfield Municipal Code.
- L. To the extent the proposal includes any common areas serving the site, adequate provisions are made for the ownership and maintenance of such areas.
- M. The proposal is consistent with the approved PUD plan upon approval of this resolution.

Additional Urban Renewal Findings:

- N. The proposal is consistent with the North Park West Urban Renewal Plan and the I-25 Sub-Area Plan and its Design Guidelines and Standards.

Final Plat Findings:

- O. The proposed final plat does not create, and mitigates to the extent possible, negative impacts on the surrounding property.
- P. The proposed final plat provides desirable settings for buildings, makes use of natural contours, protects the view, and affords privacy and protection from noise and traffic for residents and the public.
- Q. The proposed final plat preserves natural features of the site to the extent Possible.
- R. The proposed final plat contains traffic flow and street locations consistent with the city's master plan, which are in accordance with good engineering practice, and provide for safe and convenient movement.
- S. The proposed final plat lot and tract are laid out to allow efficient use of the property to be platted.
- T. The proposed final plat public facilities and services are adequate, consistent with the city's utility planning, and capable of being provided in a timely and

efficient manner.

- U. The proposed final plat complies with the design standards of chapter 16-28, B.M.C., the improvement requirements of chapter 16-32, B.M.C., and the standards and specifications of chapter 14-04, B.M.C.
- V. The proposed final plat is consistent with the need to minimize flood damage.
- W. The proposed final plat has public utilities and facilities, such as sewer, gas, electrical, and water systems, which are located and designed to minimize flood damage.
- X. The proposed final plat has adequate drainage provided to reduce exposure to flood damage.

Section 2. Action

On the basis of the above and pursuant to the provisions of Chapters 16-20 and 17-38 of the Broomfield Municipal Code, the Palisade Park Filing No. 1 Replat F, Lot 1 Final Plat and Site Development Plan/Urban Renewal Site Plan is hereby approved.

This resolution is effective on the date of approval by the City Council.

Approved on June 10, 2025.

The City and County of Broomfield,
Colorado

Mayor

Attest:

Office of the City and County Clerk

Approved As To Form:

NCR

City and County Attorney

RESOLUTION NO. 2025-104-UR

A Resolution Approving Palisade Park Filing No. 1 Replat F, Lot 1 (Bank of America)
Urban Renewal Site Plan

Recitals

Whereas, the owner, Kevamra LLC and applicant, Cushman & Wakefield, submitted an application for a Final Plat and Site Development Plan/Urban Renewal Site Plan for a bank building with three drive-thru lanes;

Whereas, a public hearing was heard by the Land Use Review Commission on May 12, 2025, at which time the Land Use Review Commission by formal resolution recommended approval of the proposal;

Whereas, after proper notice was given in accordance with Chapter 17-52 of the Broomfield Municipal Code, a public hearing was heard by the Broomfield Urban Renewal Authority on June 10, 2025;

Now, therefore, be it resolved by the by the Broomfield Urban Renewal Authority:

Section 1. Findings

Giving consideration to Broomfield Master Plan and the Broomfield Municipal Code, recommendations from the Land Use Review Commission, comments of public officials and agencies, and testimony and written comments of all interested parties, the Authority makes the following findings:

- A. That proper posting and public notice was provided as required by law for the hearing before the Broomfield Urban Renewal Authority and the case file is hereby incorporated into the record.
- B. That the hearing before the Broomfield Urban Renewal Authority was extensive and complete, that all pertinent facts, matters, and issues were submitted and that all interested parties were heard at this hearing.
- C. The proposal is consistent with the North Park West Urban Renewal Plan and I-25 Sub-Area Plan and its Design Guidelines and Standards.
- D. The proposal mitigates potential negative impacts on nearby properties, other areas of the city, and the city as a whole.
- E. The proposal maximizes potential positive impacts on nearby properties by bringing additional commerce to the area.

- F. The proposal contains adequate facilities for pedestrians, bicyclists, and motorists.
- G. The proposal optimizes conservation of energy, water, and other resources on a site-specific scale.
- H. The proposal only addresses the development on one parcel and is compatible with the mixed-use commercial area.
- I. To the extent the proposal includes any common areas serving the site, adequate provisions are made for the ownership and maintenance of such areas.
- J. The proposal contains adequate public improvements (both on and off site) to be provided in a timely fashion.

Section 2. Action

On the basis of the above findings, the Broomfield Urban Renewal Authority hereby approves the Palisade Park Filing No. 1 Replat F, Lot 1 Urban Renewal Site Plan.

This resolution is effective on the date of approval by the Broomfield Urban Renewal Authority.

Approved on June 10, 2025.

Broomfield Urban Renewal Authority

Chair

Attest:

Secretary

Approved As To Form:

City and County Attorney

NCR



City and County of Broomfield

City Council Regular Meeting

C. Proposed Resolution Approving the Purchase of Miller Property

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:00 PM	Action Items Item: 7C.
Presented By	
Nancy Rodgers, City and County Attorney	
Community Goals	

Overview

[View Correspondence](#)

[View Presentation](#)

The purpose of this memorandum is to request City Council approval of the Purchase and Sale Agreement (Agreement) in the amount of \$8.1 million plus costs for the acquisition of approximately 26 acres of property owned by E&B Miller & Co. for public park, recreation and open space.

Attachments

[Memo For Miller Property Purchase.pdf](#)

[Resolution 2025-95 Approving the Purchase of the Miller Property.pdf](#)

Summary

[View Correspondence](#)

[View Presentation](#)

Introduction

The purpose of this memorandum is to request City Council approval of the [Purchase and Sale Agreement](#) (Agreement) in the amount of \$8.1 million plus costs for the acquisition of approximately 26 acres of property owned by E&B Miller & Co. for public park, recreation and open space using funds designated for open space/park land acquisition and related improvements.

Overview

Background

In 2001, Broomfield purchased approximately 41 acres from E&B Miller & Co., a Colorado partnership; Leslie Miller; Greg Miller; and Creighton Miller. The 41 acres was incorporated into Broomfield County Commons (BCC) for public park use. The 2001 purchase agreement included a provision giving Broomfield a right of first offer to purchase from E&B Miller & Co. an additional 26 acres of agricultural property owned by the family (the “Property”) and located just to the north of the BCC Dog Park that includes a residence and several farm operations buildings. The Property is located at the southeast corner of the intersection of Sheridan Boulevard and West 136th Avenue. The street address for the Property is 4584 West 136th Avenue. The Property is identified on this [vicinity map](#). Surrounding uses are: 1) East - the Red Leaf neighborhood; 2) South - the BCC park land; 3) West - the Northmoor neighborhood; and 4) North - the Broomfield Retirement Residence and the Chateaux at Fox Meadows. [Here](#) is a photo taken from the northeast corner of the Property from West 136th Avenue looking towards the Northmoor neighborhood. [This photo](#) shows the Property from the BCC Dog Park looking north. [This photo](#) shows the Red Leaf neighborhood in the foreground and the Property to the west.

Negotiations

Negotiations to purchase the Property occurred over the past year. In a letter dated [March 9, 2024](#), Broomfield was informed by the Seller that the Property was for sale. Broomfield indicated its interest in exercising its first right of offer in a letter dated [April 3, 2024](#). On [July 22, 2024](#), Broomfield made an initial offer to purchase the Property for \$7.38 million based on an appraisal that was completed for the Property which considered the Property’s current Planned Unit Development zoning. Following additional negotiations with the Seller, Broomfield reached agreement with the Seller on a final purchase price of \$8.1 million (approximately \$311,548 per acre) on [October 4, 2024](#). The purchase price includes all mineral rights now owned, if any, by the Seller. Additionally, Broomfield will become the Lessor of all existing oil, gas, and other mineral leases, if any, and any other leases either recorded or unrecorded.

Open Space, Parks, Recreation and Trails Plan Acquisition Criteria

The Property is listed as a potential acquisition site in both the 2005 and 2024 Open Space, Parks, Recreation and Trails (OSPRT) Plans. The 2024 OSPRT Plan lists this site as one of the Top Ten Park Acquisition Sites. Factors that the Property was evaluated against include park suitability, scenic quality, equity, connectivity, accommodates specialized active recreation facility, walkability, terrain and development, and minimizes parking and circulation impacts. The 2024 OPSRT Plan did not evaluate the Property against open space acquisition criteria as it was anticipated that the use would be Park. However, the Property also serves open space acquisition criteria such as connectivity; agricultural land; and passive recreation and/or education value.

Acquisition Approach and Due Diligence

Two sources of funding are proposed to be used for the acquisition of the Property. The Property for the Park use is recommended to be funded from the Public Land Dedication (PLD) Account. Revenue for the Public Land Dedication is provided by private sector developers of residential development. This money is allowed to be used for open space/park land acquisition and related improvements. The PLD Account would provide 73% of the purchase price or \$5,913,000. The proposed future Park/Recreation area could utilize a maximum of approximately 18.9 acres based on this PLD contribution. The Open Space portion of the Open Space and Parks, Sales and Use Tax is proposed to fund the remaining 27% of the purchase price or \$2,187,000. As a result, 7 acres will be required to be designated as open space according to the restrictions on the use of the Open Space Sales and Use Tax.

Due diligence included a Minor Subdivision Plat that is in the review process, a [Phase 1 Environmental Site Assessment](#) (Phase 1), and a [Limited Asbestos Inspection Report](#) that focused only on the residence. The Phase 1 revealed no evidence of Recognized Environmental Conditions, Controlled Recognized Environmental Conditions, or significant data gaps in connection with the Property. The Phase 1 also confirmed that there are no active, inactive, or plugged and abandoned oil and gas wells on the Property.

The Asbestos Report did find asbestos in some areas of the residence such as the floor tiles and dry wall. This situation is not uncommon in older farmhouses. The Miller residence was built in 1953. If the residence is removed, the materials with asbestos will need to be abated and disposed of properly. If the residence is renovated, the areas with asbestos will also need to be abated. Additional environmental assessments will be completed if Broomfield becomes the landowner prior to any demolition or renovation of the residence or other structures.

Oil and gas research by Broomfield Oil and Gas staff has confirmed that there are no wells on the Property and the closest oil and gas wells are the Hutton 1-30 and McClintock MA 1903J wells. Both sites are plugged and abandoned as shown on this [aerial photo map](#). Future oil and gas development on the site is prohibited by the Broomfield Municipal Code as the Property is within 2,000 feet of the nearest residential (dwelling unit) parcel lot line and the BCC Dog Park, athletic fields and associated recreational facilities.

Next Steps

If the acquisition is approved by Council, a closing to finalize the purchase of the property is expected to occur within approximately sixty (60) days. The proposed resolution approving the Purchase and Sale Agreement authorizes the City and County Manager or a designee to complete, in a form approved by the City and County Attorney, any documents necessary to close the real estate transaction and accept ownership of the Property on behalf of the City.

Additionally, a future management plan will be created that incorporates community outreach to define the park, recreation and open space uses on the site. In general, active recreation is proposed to be located on the western 18.9 acres and open space uses will be on the 7 acres on the east side of the Property. Through the management plan process, it will also be determined if the existing residence and farm structures should be demolished and removed from the site or if they should remain on the site for future public use. For example, the residence could be used as a potential public nature/agricultural history center or other similar use. If warranted, the buildings could be submitted upon direction by the City Council for future consideration by the Historic Landmark Board as a local historic landmark. Any final approval of the management plan will be presented for consideration by the City Council at a future public meeting.

To ensure the planned use of the property for public park and open space is clearly identified, if the property is acquired, staff will bring forward a Comprehensive Plan Land Use Map Amendment to change the

designated future land use from Residential to Open Lands and will bring forward a proposed rezoning of the property from Planned Unit Development to the Parks, Recreation and Open Lands District. A rezoning would allow both the recreation and open space uses intended for the property and provide greater transparency of the permitted uses on the property for neighboring property owners. These processes will involve all typical public notices, neighborhood meetings, and public hearings.

Proposed Resolution No. 2025-95

Proposed Resolution No. 2025-95, if approved by City Council, approves the Purchase and Sale Agreement with E&B Miller and Co. in the amount of \$8.1 million plus costs for the purchase of the Property and authorizes the City and County Manager or a designee to complete, in a form approved by the City and County Attorney, any documents necessary to close the real estate transaction and accept ownership of the Property on behalf of the City.

Financial Considerations

As shown in the sources and uses of funds summary below, the project can be completed within the budgeted amount. The projected balance is provided to cover any unanticipated closing costs and minor site work that is appropriate to do if this Agreement is approved.

Sources and Uses of Funds	Amount
Public Land Dedication Fund (22-70060-55300)	\$6,000,000
Open Space Fund (22-70060-55300)	\$2,400,000
Public Land Dedication Acquisition for Park Land	-\$5,913,000
Open Space Land Acquisition	-\$2,187,000
Projected Balance	\$300,000

Prior Council or Other Entity Actions

On December 11, 2001, Council approved [Resolution No. 2001-15](#) authorizing the Miller purchase and sale agreement for approximately 41 acres.

On December 11, 2001, Council approved [Resolution No. 2001-363](#) authorizing the Miller purchase and sale agreement for approximately 6 acres of right of way for Sheridan Boulevard.

Boards and Commissions Prior Actions and Recommendations

On January 23, 2025, the Open Space and Trails Advisory Committee reviewed the proposed acquisition and generally supported the concept for the acquisition.

On May 21, 2025, the Parks, Recreation, and Senior Services Advisory Committee reviewed the proposed acquisition and expressed no concerns with the acquisition.

Proposed Actions / Recommendations

If Council desires to authorize the purchase of the Property, the appropriate motion is...
That Resolution No. 2025-95 be adopted.

Alternatives

The Council may decide to not purchase the Property.

RESOLUTION NO. 2025-95

A resolution approving a Purchase and Sale Agreement with E&B Miller and Co. for the purchase of real property located at 4584 West 136th Avenue

Be it resolved by the City Council of the City and County of Broomfield, Colorado:

Section 1.

The Purchase and Sale Agreement by and between the City and County of Broomfield and E&B Miller and Co. in the amount of \$8.1 million plus costs for the purchase of real property located at 4584 West 136th Avenue is hereby approved.

Section 2.

The Mayor or Mayor Pro Tem is authorized to sign and the Office of the City and County Clerk to attest the agreement, in form approved by the City and County Attorney.

Section 3.

The City and County Manager or a designee thereof is authorized to complete, in form approved by the City and County Attorney, any documents necessary to close the real estate transaction and accept ownership of the Property on behalf of the City.

Section 4.

This resolution is effective upon its approval by the City Council.

Approved on June 10, 2025

The City and County of Broomfield, Colorado

Mayor

Attest:

Office of the City and County Clerk

Approved as to form:

City and County Attorney



City and County of Broomfield

City Council Regular Meeting

D. Fiscal Leadership on Water Advisory Committee (FLOW) Appointments

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:00 PM	Action Items Item: 7D.
Presented By	
Crystal Clemens, City Clerk	
Community Goals	

Overview

[View Correspondence](#)

[View Presentation](#)

City Council approved [Resolution No. 2025-85](#) creating the Fiscal Leadership on Water Advisory Committee (FLOW) and identified the purpose for the committee to make suggestions and recommendations related to utility enterprise utility fees, capital improvement project planning, and financial planning. This item will be the formal appointment to the FLOW committee.

Attachments

[Memo for Fiscal Leadership on Water Advisory Committee \(FLOW\).pdf](#)

Summary

[View Correspondence](#)

[View Presentation](#)

On May 13, 2025, City Council approved [Resolution No. 2025-85](#) creating the Fiscal Leadership on Water advisory committee (FLOW) and identified the purpose for the committee to make suggestions and recommendations related to utility enterprise utility fees, capital improvement project planning, and financial planning. [Ten applications](#) were received in total, and one applicant rescinded.

Recruitment: Based on feedback during the April 15, 2025 study session, staff expedited the recruitment for the committee. Information was available on [Broomfield's website](#). Recruitment began on May 5th with the application remaining open until May 21st. Applicants then had until May 26th to complete a SparkHire interview. Following the conclusion of the application period, staff compiled the applications and provided Council with a spreadsheet containing links to the application materials.

Number and Review of the FLOW: The Resolution allows for the appointment of seven residents to the advisory committee, with no provision for alternate members. This is consistent with the typical 5 to 9 voting members appointed to boards for other cities (see table regarding cities with [similar advisory boards](#)). Within 18 months, as the resolution notes, the City Council will review the establishment of the FLOW and whether any changes or modifications are needed to its requirements and scope of work at a public meeting.

Terms: Appointments for Broomfield Boards and Commissions are typically for four year terms, except for alternates who typically serve two year terms. Broomfield's Board and Commission recruitment occurs every other year, with appointments beginning April 1st. To align future recruitment for the FLOW with the standard Broomfield Boards and Commission recruitment process, the initial terms for appointees of the FLOW will be approximately 4.5 years (3 appointments) and 2.5 years (4 appointments), ending on March 31, 2030 and March 31, 2028 respectively.

City Council's [Procedures and Rules of Order](#) sets the procedures by which Council makes appointments to the boards and commissions. For each board/committee appointment, Councilmembers may make individual nominations, or nominate the entire slate of applicants for the board/committee. No second is needed for a nomination.

- If the number of nominations exceeds the number of vacancies, Council will proceed to vote.
- If the number of nominations does not exceed the number of vacancies, Council can proceed directly with a motion to appoint.

Votes shall be made by ballot. The City and County Clerk will count the votes, and the Presiding Officer will announce the results. For FLOW, City Council will first vote for three appointments of the 4.5 year term and then will proceed with voting for four appointments to the 2.5 year term. Each resident was asked to indicate their term preference on the application form.

If none of the candidates receive a majority of the votes cast by Councilmembers to be elected on the first ballot, the candidate receiving the fewest votes will be dropped unless the elimination of such name (or names in the cases of a tie vote) would leave only one candidate for the office. This process will continue until one candidate receives the required number of votes to be elected. Following completion of the electronic balloting, a motion to appoint will be necessary.

The City and County Clerk shall maintain a record of the vote for boards and commissions appointments.

Pursuant to Broomfield Municipal Code Section 2-61-010 non-elected individuals appointed to serve on any board or commission shall serve and be appointed to solely one board, committee or commission at any time. This limitation may be waived by a supermajority of eight affirmative votes of the city council. There are no applicants for FLOW that are currently serving on another board or commission.

Financial Considerations

N/A

Prior Council or Other Entity Actions

Recruitment and appointment to the various citizen boards and commissions are done biennially. The last appointments were made [March 19, 2024](#).

Boards and Commissions Prior Actions and Recommendations

N/A

Proposed Actions / Recommendations

It is recommended that Council make the necessary appointments by motion, following balloting, to fill expiring and vacated terms on Broomfield's boards and commissions.

Appointments to be Considered

3 Members for 4.5-year terms ending on March 31, 2030

4 Members for 2.5-year terms ending on March 31, 2028

That _____, _____, and _____ each be appointed to the Fiscal Leadership on Water Advisory Committee (FLOW) for a 4.5-year term or until a successor is appointed.

That _____, _____, _____, and _____ each be appointed to the Fiscal Leadership on Water Advisory Committee (FLOW) for a 2.5-year term or until a successor is appointed.

Alternatives

Council may choose to not appoint positions at this time and instead recruit during the 2026 recruitment period to begin FLOW after April 1, 2026. More information on the boards and commissions appointment process will be presented at the July 15 Council Study Session.



City and County of Broomfield

City Council Regular Meeting

E. Natural Medicine Facilities Ordinance - First Reading

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:00 PM	Action Items Item: 7E.
Presented By	
Branden Roe, Principal Planner	
Community Goals	
<input checked="" type="checkbox"/> Thriving, Diverse, Safe and Welcoming Community	

Overview

[View Correspondence](#)

[View Presentation](#)

Coloradans approved Proposition 122 (the Decriminalization, Regulated Distribution, and Therapy Program for Certain Hallucinogenic Plants and Fungi Initiative) on November 8, 2022.

The Colorado General Assembly approved [Senate Bill 23-290](#) (SB23-290) during the 2023 legislative session, and Governor Polis signed the bill into law. SB23-290 replaced applicable sections of the Colorado Revised Statutes which were created by Proposition 122 to create an implementation and regulatory framework.

Proposition 122 and [SB23-290](#) prevent any local jurisdiction from prohibiting natural medicine facilities within their jurisdictional boundaries, but does allow for local jurisdictions to regulate the time, place and manner of these uses and the opportunity to establish local licensing frameworks in addition to state licensing requirements.

Ordinance No. 2270 proposes to amend Title 17, Zoning of the Broomfield Municipal Code, to add time, place and manner regulations related to natural medicine and natural medicine businesses.

Attachments

[Memo - Ordinance No 2270 Natural Medicine Regulations 1st Reading](#)

[Ordinance No. 2270 - Related to Natural Medicine](#)

Summary

[View Correspondence](#) and visit [BroomfieldVoice.com](https://broomfieldvoice.com)
[View Presentation](#)

Staff is bringing forth an ordinance that proposes to amend Title 17, Zoning of the Broomfield Municipal Code, to add time, place and manner regulations related to natural medicine and natural medicine businesses.

Coloradans approved Proposition 122 (the Decriminalization, Regulated Distribution, and Therapy Program for Certain Hallucinogenic Plants and Fungi Initiative) on November 8, 2022.

The Colorado General Assembly approved [Senate Bill 23-290](#) (SB23-290), the Natural Medicine Health Act of 2022, during the 2023 legislative session, and Governor Polis signed the bill into law. SB23-290 replaced applicable sections of the Colorado Revised Statutes, which were created by Proposition 122 to create an implementation and regulatory framework.

Proposition 122 and [SB23-290](#) prevent any local jurisdiction from prohibiting natural medicine facilities within their jurisdictional boundaries, but does allow for local jurisdictions to regulate the time, place and manner of these uses and the opportunity to establish local licensing frameworks in addition to state licensing requirements.

A study session was held on [April 29, 2025](#) regarding the proposed framework for local regulations related to natural medicines. This framework did not include time restrictions as Broomfield does not typically regulate hours of operation of businesses, but did include proposed locational and manner regulations.

If approved, Ordinance No. 2270 would make the following changes to the Broomfield Municipal Code:

- Create locational requirements for natural medicine healing centers, manufacturing, and cultivation facilities.
- Create place and manner regulations for natural medicine healing centers, manufacturing and cultivation facilities.

Financial Considerations

The amendments proposed by this ordinance will not impact fees or other mechanisms for collecting revenue for the City and County of Broomfield.

Prior Council Action

- [April 29, 2025](#) - A study session was held to discuss a framework for a proposed ordinance to regulate natural medicine and natural medicine businesses in Broomfield.

Board and Commissions Prior Actions and Recommendations

N/A

Proposed Actions/Recommendations

Based on the above, it is recommended...

That Ordinance No. 2270 be adopted on first reading and ordered published in full;

That a public hearing and second reading of the Ordinance be held on July 22, 2025, at 6 pm as allowed by City Council Procedures and Rules of Order.

Alternatives

Make no changes to the Broomfield Municipal Code.

Make changes to the Broomfield Municipal Code as directed by City Council.

Project Website

<http://www.broomfieldvoice.com/natural-medicine>

How to Submit Public Comments on this Proposal

Email directly to Planning@broomfield.org

Introduction and Background

Coloradans approved Proposition 122 (the Decriminalization, Regulated Distribution, and Therapy Program for Certain Hallucinogenic Plants and Fungi Initiative) on November 8, 2022. Approval of Proposition 122 defined certain psychedelic plants and fungi as natural medicine, including dimethyltryptamine (DMT), ibogaine, mescaline (excluding peyote), psilocybin, and psilocyn. Proposition 122 also decriminalized the personal use, possession, growth and transport of natural medicines for persons 21 years old and older; and created the Regulated Natural Medicine Access Program for licensed healing centers to administer natural medicine services. Proposition 122 did *not* provide for retail sales of psychedelic plants and fungi. Proposition 122 decriminalized natural medicine but did not establish an implementation strategy to roll out natural medicine.

As a result of Proposition 122's lack of implementation strategies, the Colorado Legislature passed SB23-290, the Natural Medicine Health Act of 2022, as part of the 2023 General Assembly Regular Session. [SB23-290](#) replaced Proposition 122 and went into effect on July 1, 2023. It is codified in C.R.S. § 12-170-101 *et seq.* The Colorado Legislature adopted [Senate Bill 24-198](#) (SB24-198) as part of a clean up of the regulatory framework established in SB23-290.

Proposition 122, and subsequently [SB23-290](#) and [SB24-198](#), reaffirmed that local jurisdictions may not prohibit natural medicine uses or adopt regulations that are unreasonable or are in conflict with state law but can regulate the time, place and manner of the uses. Local jurisdictions may also, under state law, opt into creating a local licensing system, but dual licensing was not intended with the regulations adopted by the State.

Staff reviewed ordinances related to natural medicine facilities created by Arapahoe and El Paso Counties and the City of Boulder. Staff has also reviewed information from the [Colorado Municipal League \(CML\) on time, place and manner regulation approaches](#) available and undertaken by other communities to regulate natural medicine facilities.

Time regulations are related to when natural medicine facilities can operate. CML notes that municipalities have shown a moderate amount of variation in regulating operational hours for natural medicine facilities.

CML notes that place-related regulations vary. Natural medicine facilities are divided into two distinct categories in most municipal codes. First, there are "natural medicine businesses," which are where natural medicine is cultivated, manufactured, and tested. Second, there are "natural medicine healing centers," which are facilities where people are supervised while taking natural medicine.

Natural medicine businesses are typically zoned for industrial or light industrial, with some communities allowing for placement in commercial areas. Natural medicine healing centers are typically permitted in commercial and business districts; however, some municipalities also restrict natural medicine healing centers to industrial zoning.

Another factor affecting the placement of natural medicine facilities is the distance from schools. State law requires natural medicine facilities to be at least 1,000 feet from any school, unless local law allows for a shorter distance (C.R.S. 44-50-302(1)(d)(I)). Most municipalities have implemented this 1,000-foot restriction. However, the City of Boulder and the City of Trinidad, have reduced the distance to 500 feet and the Town of Granby has eliminated this restriction entirely.

Some municipalities have adopted additional criteria to limit the placement of natural medicine facilities in their communities. Several municipalities require all natural medicine facilities to be at least 1,000 feet from residential dwellings. Other municipalities require natural medicine facilities to be a certain distance from each other.

Manner regulations are related to how municipalities may restrict the operation of facilities. CML notes that municipalities have adopted a variety of regulations on the manner in which natural medicine facilities operate. These regulations primarily concern the security of the facilities, safe storage of natural medicine, and potential nuisances. State law does include elements regulating these aspects, but some communities have chosen to increase regulations related to the manner in which natural medicine facilities operate.

Council Questions from Study Session

During the April 29, 2025 study session regarding the proposed framework for natural medicine regulations, there were multiple questions from City Council that necessitated additional research by staff to address. Responses to those questions are below.

- Does the state regulate the natural medicine waste, or is that something the local jurisdiction needs to tackle?
 - Rule 3120 of the Colorado Code of Regulations establishes the requirements for managing waste of natural medicines. The rule is substantial in length but does note that any natural medicine waste needs to be disposed of in a restricted area or a locked waste receptacle. Waste generated at cultivation facilities must be rendered unusable by autoclaving (extreme heat) to ensure thorough spore destruction. Disposal of natural waste materials is also

required to be done in a manner that prevents spontaneous growth of fruiting bodies or mycelium.

- Why did communities decide to reduce or eliminate the setback distances?
 - Staff contacted Boulder, Granby and Trinidad following the study session:
 - City of Boulder - Boulder has explained that the 1,000-foot distance established by the state would have eliminated most areas in the city because of the fact that there are so many schools and daycares within the city limits. Staff from Boulder explained that to not have a large regulatory barrier to natural medicine businesses and to focus on the concerns of keeping natural medicine away from impressionable kids (generally teenage), the council opted to reduce the distance to 500 feet and make the distance only applicable to junior, middle, and high schools.
 - Granby - Staff with Granby did not provide any specific explanation on the reduction.
 - Trinidad- Staff has not received a response from Trinidad at the time of drafting this memorandum.
- Limitations on locations and mixed-use districts regarding residential and setbacks.
 - There are no established setbacks from residentially zoned or used properties as part of locational requirements for natural medicine businesses. This mirrors the approach with the revised marijuana regulations that are currently in place in Broomfield. The proposed ordinance would not allow for commercial natural medicine businesses to operate on residentially zoned properties; cultivation would be allowed on agriculturally zoned properties.
- Rules Regarding Treatments and Possible Impaired Driving
 - The use of any of the natural medicines permitted under the state regulations can still subject a person to criminal driving under the influence (DUI) charges if they were to operate a vehicle under the influence. All natural medicines are Schedule I controlled substances, and their lawful use is not a defense to a DUI charge. The natural medicine regulations require a transportation plan to be completed prior to administering natural medicine to ensure safe transportation following the administration session. Just because a patient's controlled therapy session may have ended successfully, it does not mean they are lawfully able to drive home. Patients must also not be affected to the slightest degree in order to exercise clear judgment, sufficient physical control, and due care in the safe operation of the vehicle.

Proposed New Code Related to Natural Medicine and Natural Medicine Businesses

State regulations prevent local jurisdictions from prohibiting natural medicine businesses, but does allow for local jurisdictions to enact time, place and manner regulations to govern natural medicine businesses. Ordinance No. 2270 would add a new section to the Broomfield Municipal Code.

17-02-110 - Natural Medicine.

- (A) *Intent.* It is the purpose of this section to provide regulations implementing Colorado Natural Medicine Health Act and the regulatory structure codified under the Colorado Natural Medicine Code regarding the cultivation, manufacturing, testing, administering, and consuming of natural medicine products.

(B) *Definitions.* It is the intent of these regulations that the terms not defined herein shall be the same as those found in the Colorado Natural Medicine Health Act and the Colorado Natural Medicine Code as such laws, rules and regulations may be amended from time to time.

- (1) Healing center shall have the meaning set forth in the Colorado Natural Medicine Health Act as amended from time to time.
- (2) Natural medicine shall have the meaning set forth in the Colorado Natural Medicine Health Act as amended from time to time.
- (3) Natural medicine businesses include healing centers, cultivation, manufacturing and testing facilities, or any other such natural medicine business as defined in the Colorado Natural Medicine Health Act and Colorado Natural Medicine Code and properly licensed for operation pursuant to Colorado law.

(C) *Natural Medicine Businesses*

- (1) Natural medicine businesses shall operate in compliance with all applicable state and local regulations and state licensing requirements.
- (2) Natural medicine businesses are permitted in the following zoning districts:
 - (i) Natural medicine healing centers are permitted on commercially and all industrially zoned properties, and within zoned planned unit development, mixed use or transit-oriented development that allow general office uses, or include medical offices or clinics.
 - (ii) Natural medicine testing facilities are permitted on commercially and all industrially zone properties, and within zoned planned unit development, mixed use or transit-oriented development that allow laboratory uses.
 - (iii) Natural medicine cultivation facilities are permitted on all industrially and all agriculturally zoned properties, and within zoned planned unit development, mixed use or transit-oriented development that allow light industrial uses.
 - (iv) Natural medicine product manufacturing is permitted on all industrially zoned properties, and within zoned planned unit development, mixed use or transit-oriented development that allow light industrial uses.
- (3) A natural medicine healing center may be an accessory use to a natural medicine cultivation and manufacturing business in any zone district allowing natural medicine cultivation and manufacturing businesses.
- (4) All natural medicine businesses shall be located at least one thousand (1,000) feet away from a child care center, preschool, elementary, middle or junior high school; and/or a residential child care facility. The distance shall be calculated by direct measurement from the nearest property line of the land used for a school or facility to the nearest property line of the property upon which a natural medicine facility would operate.
- (5) All natural medicine businesses shall not cause odors, smoke, heat, glare, or light that is detectable to a person of normal senses beyond the property line of the property upon which the natural medicine business is being conducted, or in an adjacent dwelling unit or public area.
- (6) No natural medicine business shall be operated as a home occupation. Facilitators cannot use their own residence to perform and supervise natural medicine services for a participant. However, facilitators may provide natural medicine services at a participant's residence in compliance with Colorado Revised Statutes.

Public Engagement

A Broomfield Voice page has been created and provides information regarding the proposed amendments included in this proposed ordinance. The Broomfield Voice platform will allow for feedback on the proposed amendments to the Broomfield Municipal Code, and community engagement is encouraged. Comments received will be gathered and summarized to provide feedback as part of the public hearing process.

There will be an opportunity at the first reading and at the public hearing for the second reading of the proposed ordinance for additional public comments to be provided for City Council's consideration.

Ordinance No. 2270

Proposed Ordinance No. 2270 amends Title 17, Zoning of the Broomfield Municipal Code, to add regulations related to natural medicine and natural medicine businesses. If approved on first reading, proposed Ordinance No. 2270 will be published in full, and a second reading and public hearing will be scheduled for July 22, 2025.

Bold type indicates new material to be added to the Broomfield Municipal Code
~~Strikethrough type~~ indicates deletions from the Broomfield Municipal Code

ORDINANCE NO. 2270

An ordinance to amend the Broomfield Municipal Code, Title 17 related to Natural Medicine

Recitals.

Whereas, the People of the State of Colorado approved the citizens' initiative known as "Proposition 122: Access to Natural Psychedelic Substances," which was codified in the Colorado Revised Statute Sections 12-170-101 through 115 (the "Natural Medicine Health Act") in 2022; and

Whereas, the Natural Medicine Health Act decriminalized the personal possession, growing, sharing, and use, but not the sale, of five natural medicines, including psychedelic mushrooms (psilocybin and psilocin) and three plant-based psychedelic substances (dimethyltryptamine, ibogaine, and mescaline); and

Whereas, the Natural Medicine Health Act allowed the supervised use of psychedelic mushrooms by individuals aged 21 and over at licensed facilities and requires the state to create a regulatory structure for the operation of those licensed facilities; and

Whereas, the Natural Medicine Health Act allows the state to expand the type of substances that may be used in licensed facilities to include plant-based psychedelic substances (dimethyltryptamine, ibogaine, and mescaline), beginning in 2026; and

Whereas, the State Legislature enacted Senate Bill 23-290, which amended certain sections of the Natural Medicine Health Act and also codified in Colorado Revised Statutes Sections 44-50-101 through 904 (the "Colorado Natural Medicine Code") a regulatory structure for the operation of licensed natural medicine facilities, which includes the licensing and registration of facilities and related businesses that provide for the use, cultivation, manufacture and testing of these substances; and

Whereas, the Natural Medicine Health Act and Colorado Natural Medicine Code prohibit local governments from banning licensed natural medicine facilities, services, and use of natural psychedelic substances permitted by the Natural Medicine Health Act, while allowing local governments to regulate the time, place and manner of operation of such facilities; and

Whereas, the Colorado Natural Medicine Code provides that the "state licensing authority will "not receive or act upon an application for issuance of a natural medicine

business license”... “[for] a location in an area where the cultivation, manufacturing, testing, storage, distribution, transfer, and dispensation of natural medicine or natural medicine product as contemplated is not permitted under the applicable zoning laws of the local jurisdiction;” and

Whereas, the Colorado Natural Medicine Code further provides that the state licensing authority will not receive or act upon an application for the issuance of a natural medicine business license if “the building where natural medicine services are provided is within one thousand feet of a child care center, preschool, elementary, middle, junior, or high school; or a residential child care facility...;” and

Whereas, the City Council desires to enact this ordinance to regulate the time, place and manner of the operation of licenses issued pursuant to the Natural Medicine Health Act and its regulatory structure; to establish the appropriate zoning districts for the operation of licenses issued pursuant to the Colorado Natural Medicine Code; and to establish distance restrictions for natural medicine businesses are in operation or proposed to be in operation within the vicinity of a child care center; preschool, elementary, middle, junior or high school; or residential child care facilities pursuant to the Colorado Natural Medicine Code.

Now, therefore, be it ordained by the City Council of the City and County of Broomfield, Colorado:

Section 1.

Chapter 17-02-110, Natural Medicine, is added to the Broomfield Municipal Code as follows:

17-02-110 - Natural Medicine.

- (A) *Intent.*** It is the purpose of this section to provide regulations implementing Colorado Natural Medicine Health Act and the regulatory structure codified under the Colorado Natural Medicine Code regarding the cultivation, manufacturing, testing, administering, and consuming of natural medicine products.
- (B) *Definitions.*** It is the intent of these regulations that the terms not defined herein shall be the same as those found in the Colorado Natural Medicine Health Act and the Colorado Natural Medicine Code as such laws, rules and regulations may be amended from time to time.
 - (1)** Healing center shall have the meaning set forth in the Colorado Natural Medicine Health Act as amended from time to time.
 - (2)** Natural medicine shall have the meaning set forth in the Colorado Natural Medicine Health Act as amended from time to time.
 - (3)** Natural medicine businesses include healing centers, cultivation, manufacturing and testing facilities, or any other such natural medicine business as defined in the Colorado Natural Medicine Health Act and

Colorado Natural Medicine Code and properly licensed for operation pursuant to Colorado law.

(C) Natural Medicine Businesses

- (1) Natural medicine businesses shall operate in compliance with all applicable state and local regulations and state licensing requirements.
- (2) Natural medicine businesses are permitted in the following zoning districts:
 - (i) Natural medicine healing centers are permitted on commercially and all industrially zoned properties, and within zoned planned unit development, mixed use or transit-oriented development that allow general office uses, or include medical offices or clinics.
 - (ii) Natural medicine testing facilities are permitted on commercially and all industrially zone properties, and within zoned planned unit development, mixed use or transit-oriented development that allow laboratory uses.
 - (iii) Natural medicine cultivation facilities are permitted on all industrially and all agriculturally zoned properties, and within zoned planned unit development, mixed use or transit-oriented development that allow light industrial uses.
 - (iv) Natural medicine product manufacturing is permitted on all industrially zoned properties, and within zoned planned unit development, mixed use or transit-oriented development that allow light industrial uses.
- (3) A natural medicine healing center may be an accessory use to a natural medicine cultivation or manufacturing business in any zone district allowing natural medicine cultivation or manufacturing businesses.
- (4) All natural medicine businesses shall be located at least one thousand (1,000) feet away from a child care center, preschool, elementary, middle or junior high school; and/or a residential child care facility. The distance shall be calculated by direct measurement from the nearest property line of the land used for a school or facility to the nearest property line of the property upon which a natural medicine facility would operate.
- (5) All natural medicine businesses shall not cause odors, smoke, heat, glare, or light that is detectable to a person of normal senses beyond the property line of the property upon which the natural medicine business is being conducted, or in an adjacent dwelling unit or public area.
- (6) No natural medicine business shall be operated as a home occupation. Facilitators cannot use their own residence to perform and supervise natural medicine services for a participant. However, facilitators may provide natural medicine services at a participant's residence in compliance with Colorado Revised Statutes.

Section 2.

This ordinance is effective seven days after publication following final passage.

Introduced and approved after first reading on June 10, 2025, and ordered published in full.

Introduced a second time and approved on July 22, 2025, and ordered published.

The City and County of Broomfield, Colorado

Mayor

Attest:

Office of the City and County Clerk

Approved As To Form:

KKH

City and County Attorney



City and County of Broomfield

City Council Regular Meeting

F. Proposed Resolution Expressing Support for World Refugee Day

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:00 PM	Action Items Item: 7F.
Presented By	
Vanessa Oldham-Barton	
Community Goals	
<input checked="" type="checkbox"/> Thriving, Diverse, Safe and Welcoming Community	

Overview

[View Correspondence](#)

[View Presentation](#)

The proposed resolution underscores our values of compassion, justice, and inclusivity, and encourages the community to reflect on the global refugee experience while recommitting to support those seeking safety and opportunity.

Attachments

[Memo for Resolution No. 2025-93 Expressing Support for Immigrants and Refugees in Recognition of World Refugee Day.pdf](#)

[Resolution No. 2025-93 in Recognition of World Refugee Day.pdf](#)

Summary

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[World Refugee Day](#) is observed every year on June 20. It is an international day designated by the United Nations to honor the people who have been forced to flee their home country to escape conflict or persecution.

During the meeting of December 10, 2024, City Council directed staff to bring back a resolution in support of World Refugee Day. A resolution has been prepared expressing the City and County of Broomfield's support for immigrants and refugees through recognition of World Refugee Day on June 20, 2025. The resolution affirms our commitment to diversity, human dignity, and a welcoming community for all, regardless of origin. It honors the strength and resilience of displaced individuals and acknowledges the important cultural and economic contributions refugees make to our community.

The proposed resolution underscores our values of compassion, justice, and inclusivity, and encourages the community to reflect on the global refugee experience while recommitting to support those seeking safety and opportunity.

Adoption of this resolution will demonstrate Broomfield's continued dedication to being a welcoming and inclusive place for refugees and immigrants.

Financial Considerations

N/A

Prior Council or Other Entity Actions

[December 10, 2024](#) - Councilmembers Henkel and Cohen Requested Future Action Regarding Steps Toward Creating an Immigrant-Inclusive Environment in Broomfield

Boards and Commissions Prior Actions and Recommendations

N/A

Proposed Actions / Recommendations

If Council desires to proceed with expressing support, the appropriate motion is...
That Resolution 2025-93 be adopted.

Alternatives

N/A

RESOLUTION NO. 2025-93

A Resolution in Recognition of World Refugee Day

Recitals.

Whereas, World Refugee Day is observed annually on June 20th to honor the strength, courage, and resilience of millions of refugees and displaced persons around the world who have been forced to flee their homes due to conflict, persecution, or natural disaster; and

Whereas, more than 100 million worldwide have been forcibly displaced, including over 35 million recognized as refugees, and many face daily threats to their safety, human rights, and dignity; and

Whereas, Broomfield is home to a growing refugee and immigrant population who contribute to the economic vitality, cultural richness, and social diversity of our city; and

Whereas, our community recognizes the importance of embracing diversity and fostering a welcoming environment for all individuals, regardless of their country of origin, language, or immigration status; and

Whereas, the safety, dignity and human rights of immigrants and refugees are essential to upholding the shared belief that an inclusive community is a strong community.

Whereas, Broomfield is committed to partnering with non profits and faith based organization to support the integration and well-being of refugees and immigrants; and

Whereas, by supporting World Refugee Day provides an opportunity for residents to learn more about the global refugee crisis and reaffirm their support for policies and programs that uphold human rights and protect displaced persons;

Now, therefore, be it resolved by the City Council of the City and County of Broomfield, Colorado:

Section 1.

That the City and County of Broomfield hereby recognizes World Refugee Day on June 20, 2025, and commends the courage and perseverance of refugees and all immigrants living in our city and throughout the world. Broomfield encourages residents to learn about the refugee experience and support refugee and immigrant-serving programs and initiatives. We affirm Broomfield's dedication to being a safe, inclusive and welcoming place for all.

Section 2.

This resolution is effective upon its approval by the City Council.

Approved on June 3, 2025.

The City and County of Broomfield, Colorado

Mayor

Attest:

Office of the City and County Clerk

Approved as to form:

NCR

City and County Attorney