



**VOTE NOW**

## Topic #8 - Transition from Unincorporated Summit County to the Town of Keystone

If the Incorporation Election is successful, the Town of Keystone will not be formally incorporated until December 2023

- The Town Home Rule **Charter must be drafted** by the Elected Charter Commission
- The Town Home Rule **Charter must be approved by the Keystone Registered Voters**
- The Keystone Town **Council must be elected**
- The District Court Judge must validate the election results and the Colorado Secretary of State must formally approve the Town of Keystone Incorporation

The Town of Keystone won't be fully operational until January 2025. This transition year is provided by state law to allow the Town Council to accomplish a number of tasks. A one-year transition period begins after Colorado Secretary of State Approval

- Tax and Government transfer revenue immediately begins accruing to the Town of Keystone
- Summit County continues to provide the current level of services for 90 days which can be extended up to one year at the request of the Keystone Town Council

Some of the tasks which the Town must accomplish in the transition year:

- **Town Manager and 6 person staff**
  - Consultants can help the Keystone Town Council identify Town Manager candidates
  - Once the Keystone Town Council has hired the Town Manager, The Town Manager will hire the town staff
  - Town Manager must write and implement a transition plan to take over all Town functions from Summit County and this plan will be approved by the Town Council
- **Town Attorney and Finance Director**
  - The Town Council will contract with a Town Attorney and Finance Director
- **Town Hall**
  - The Keystone Town Council will review and consider potential interim locations for the Town Hall. Several possible locations will be identified in the coming months
- **Town Ordinances**
  - Adopt current Summit County Ordinances with modifications tailored to Keystone. Upon the direction of the Town Council, the Town Attorney will draft the Ordinances for Town Council approval
- **Roads Maintenance and Plowing**
  - The Town Public Works Director will identify road maintenance and plowing contractors (including the current providers) to provide the contract services at the completion of the transition period. Final selection will be made and contracts approved by the Town Council
- **Law Enforcement**
  - Town staff will open discussions with local law enforcement agencies to provide Keystone Law Enforcement Support. Several law enforcement agencies in the county have indicated interest in providing these services. The Town Council will make the final selection and complete intergovernmental agreement

- **Planning, Building Department and Building Inspections**
  - After the two Town Planners are hired, they will open discussions with Summit County to:
    - **Establish the process for building permit processing with town approval** of all Building Permits and Certificates of Occupancy and write an intergovernmental agreement for Town Council approval
    - **Establish an intergovernmental agreement for transfer of Keystone PUD responsibility from Summit County to the Town.** Town Council will approve the agreement
  - **Establish Town of Keystone Planning Commission**
    - The Town Council will approve the members of the Planning Commission
    - The members of the Planning Commission will be Keystone community volunteers
- **Short Term Rental Licenses**
  - Take responsibility for Short Term Rental Licenses at Summit County renewal time
  - Consider contracting with current support contractor to provide seamless transition

**The one-year transition period will be challenging.** There will be unanticipated issues which will occur which the Town Manager, Town Staff, and Town Council will manage. It will be a period of high activity.

While it will be challenging, in the past 20 years, Town Incorporation transitions were successfully completed by Castle Pines and Centennial. It will be successful in Keystone.

**DROP Ballots in the Keystone Center by 7:00pm on March 28<sup>th</sup>**

***VOTER SERVICE CENTER is in the Keystone Center at 1628 Sts John Road in Keystone. It is open Mondays, Thursdays, Saturdays and on March 28, 2023 from 7am to 7pm***

***For those not in town - Mail ballots IMMEDIATELY***