

ITEM DATE: 05/07/19	ITEM TIME: 1:00pm
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FROM:	Kristy Winsler, Planning
TODAY'S DATE:	05/01/2019
AGENDA TITLE:	PL-17-153 Review of Action Items listed in the Steamboat Springs Area Community Plan

CHECK ONE THAT APPLIES TO YOUR ITEM:
<input type="checkbox"/> ACTION ITEM
<input checked="" type="checkbox"/> DIRECTION
<input type="checkbox"/> INFORMATION

I. DESCRIBE THE REQUEST OR ISSUE:

The Area Plan Coordinating Committee (APCC) has tasked staff to discuss and prioritize the Action Item Progress Report listed in the Steamboat Springs Area Community Plan (SSACP).

II. OPTIONS:

N/A

III. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):

N/A

IV. BACKGROUND INFORMATION:

There are over 100 action items listed in the SSACP (Table 14.1 Action Plan Matrix). One of the duties of the APCC is to review and implement the SSACP and the Action Plan Matrix is a way for the committee to keep the responsibilities and actions current.

Staff was tasked by the APCC with combining action items that seemed duplicative and remove items that are no longer applicable or may not be the role of the APCC. The list was then shortened to approximately 50 City/County items but staff removed City designated items from the short list and left only County designated items for purpose of this discussion to further refine and prioritize. Staff originally presented this item to BCC on 12.12.17 but the information was never discussed with ACPP because no follow up meetings scheduled.

The next meeting with ACPP is scheduled for May 8, 2019 so staff thought there was a good opportunity to discuss the action items again. For your convenience, staff included the attached Appendix A which is an edited version of the Action Item Progress Report for the discussion. It is a cut and paste of the minutes from 2017. Each Strategy/Action item has a responsible party (County/City) assigned and priority level with 1 being the highest followed by a status. The goal of this discussion is to review the short list and assign a high, medium, low priority or remove. Staff will update the status and include comments as you see fit.

V. LEGAL ISSUES:

N/A

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY:

N/A

VIII. ATTACHMENTS:

Edited County Action Items

Appendix A

Action Item and Status List

- Update as necessary to keep responsibilities and actions current.
- Last discussed with the BCC on 12.12.17.

1.) LU-1.1(b): Develop a land use tracking system – originally given a priority level two.

Status: Ongoing with new permit software improvements.

BCC Direction: Commissioner Hermacinski responded she would like that left on the list. Commissioner Corrigan stated that he would like this item set to the side because he sees no need for tracking currently specific to the Steamboat Area Plan.

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3,

2.) LU-1.3(b): Establish housing linkage programs – originally given a priority level two.

Status: Incomplete

BCC Direction: Commissioner Hermacinski stated that if this is on the list it should be assigned only to the City.

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3,

3.) GM-1.1(a): Periodically review the UGB –originally given priority level 1.

Status: Ongoing. During application reviews and most recently during revisions to the UGB amendment process.

BCC Direction: Commissioner Hermacinski stated she would like this left on the list.

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level 1, 2, 3,

4.) GM-2.1(b): Appoint a Growth Management Advisory Group – originally given priority level one.

Status: Incomplete

BCC Direction: Commissioner Hermacinski stated that she does not want to appoint another committee. Commissioner Monger agreed that he wants this item removed. Commissioner Hermacinski stated that this item can stay under the City but the County should be removed.

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3,

5.) GM-2.3(b): Implement a Concurrency Management System – originally given priority level 2.
(Ensure that public facilities and services are needed to support growth.)

Status: Incomplete. To ensure that public facilities and services are needed to support growth.

BCC Direction: Commissioner Hermacinski stated that the City has their excise tax that is supposed to pay for the public infrastructure needed for new development and this is another fee that they want to charge developers. The Commissioners agreed that this shouldn't be on the County's list.

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level 1, 2, 3,

6.) CD-1.1(a): Establish a neighborhood planning program – priority level three.

Status: Incomplete

BCC Direction: Commissioner Hermacinski stated that this item should be removed from the County list.

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3,

7.) CD-1.4(a): Assess design standards; amend if necessary – priority level one.

Status: Incomplete. The County has design standards for Land Preservation Subdivisions only.

BCC Direction: Commissioner Corrigan wants this item to be removed from County responsibility.

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3,

8.) CD-1.4(b): Assess site plan standards; amend if necessary – priority level one.

Status: Complete

BCC Direction: Commissioner Corrigan stated that this item seems to be ongoing.

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level 1, 2, 3,

9.) CD-1.5(b): Establish maximum size limits for residential structure – priority level one.

Status: Incomplete

BCC Direction: Commissioner Hermacinski responded that she would like this removed. Commissioner Corrigan agreed.

Agree Y/N

Responsible Party: City/County

Comment:

Priority level 1, 2, 3, 4

10.)CD-2.4(a): Develop natural area standards – priority level one.

Status: Complete included in the LPS standards.

BCC Direction: Commissioner Corrigan responded that the word develop should be changed to maintain and it is ongoing. Commissioner Hermacinski commented that this does not really pertain to the Steamboat Springs Area Plan and she wants this to be marked as complete.

Agree Y/N

Responsible Party: City/County

Comment:

Priority level 1, 2, 3, 4

11.)CD-2.4(b): Establish Xeriscape incentives (or requirements) – priority level one.

Status: Incomplete

BCC Direction: Commissioner Hermacinski would like this removed and noted that the County is not a water operator.

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3, 4

12.)CD-3.2(a): Develop Rural Design Guidelines – priority level one.

Status: Incomplete

BCC Direction: Commissioner Hermacinski stated that the Routt County Master Plan covers this. The Commissioners agreed that this item should be removed.

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3, 4

13.)CD-4.1(b): Establish corridor overlay districts – priority level two.

Status: Incomplete

BCC Direction: The Commissioners agreed that it should stay on the list.

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3, 4

14.)CD-4.1(c): Establish corridor setback standards – priority level two.

Status: Incomplete.

BCC Direction: The Commissioners agreed that it should stay on the list.

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3, 4

15.)CD-4.4(a): Develop public space design standards – priority level one.

Status: Incomplete

BCC Direction: Commissioner Hermacinski stated that this is not something that the County will be doing.

BCC Direction:

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3, 4

16.) NS-1.2(a): Increase minimum setbacks for waterbodies – priority level one..

Status: Commissioner Monger stated that he would like this removed. Commissioner Hermacinski agreed that this should be removed

BCC Direction:

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3, 4

17.)NS-3.1(a&b): Prepare inventory and develop wetlands protection standards – priority level one.

Status: Commissioner Hermacinski stated that the Army Corp of Engineers handles this and it should be removed from the County list.

BCC Direction:

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3, 4

18.)NS-3.2(a): Prepare Wildlife Habitat Overlay District– priority level one.

Status: Commissioner Hermacinski stated that this item should be removed. Commissioner Corrigan added that referrals are taken from CPW.

BCC Direction:

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3, 4

19.)NS-6.1(b): Develop a Mineral Resource Management Plan– priority level one.

Status:

BCC Direction: Commissioner Monger stated that he would like this removed. Commissioner Hermacinski agreed that it should be taken off the list.

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3, 4

20.)NS-7.1(b): Investigate use of alternative paving materials to improve air quality – priority level one.

Status: ongoing

BCC Direction: Commissioner Hermacinski stated that the County does their CMAQ responsibilities. Commissioner Monger added that he would like this item removed.

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3, 4

21.)OS-3.1(d): Create a cash-in-Lieu system for trails – priority level two.

Status: Incomplete

BCC Direction: Commissioner Hermacinski stated that this item should be for the City only.

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3, 4

OS-4.1(b): Create a cash-in-lieu system for parks – priority level two..

Staff Comment: Complete

BCC Direction: Commissioner Hermacinski stated that this item should be for the City only

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3, 4

H-1.2(c): **Reevaluate affordable housing incentives** – priority level one.

Staff Comment: Ongoing

BCC Direction: Commissioner Hermacinski stated that the County liberalized the secondary dwelling unit measures. Commissioner Corrigan added that the 5A measure was also passed. The Commissioners agreed that they wanted the County removed from this item.

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3, 4

ED-1.2(a): **Develop and maintain an inventory of available buildable sites** – priority level two.

Staff Comment:

BCC Direction: Commissioner Hermacinski stated that she would like the County removed from this item because this is not something that the County is going to do. Mr. Phillips added that the City already does this.

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3, 4

SPA-4.3(a): **Evaluate use of an Overlay District for RCR 36** – priority level two.

Staff Comment:

BCC Direction: Commissioner Hermacinski added that this is not something that the County is going to do.

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3, 4

SPA-5.6(a): **Review WSSAP within 12-months** – priority level one.

Staff Comment:

BCC Direction: Commissioner Hermacinski stated that she does not mind reviewing the WSSAP occasionally.

SAP-5.6(b): **Review intergovernmental agreement within 6-months** – priority level one.

Staff Comment: Ongoing

BCC Direction:

Agree: Y/N

Responsible Party: City/County

Comment:

Priority level: 1, 2, 3, 4

Sue Zulevich, County Paralegal, was also present.

SALE OF COUNTY PROPERTY

Ms. Zulevich stated the County was contacted in September from an individual that was interested in a parcel that the County owns pursuant to a Treasurer's deed. The lot is described as Lot 63 Highcross at Stagecoach and the County acquired it in March of 1991. The County has gone through the process of publication, posting, and accepting bids. Only one bid was received.

Commissioner Monger asked where the money from the bid will go if the bid is accepted. Ms. Zulevich responded that the money would be distributed to the taxing entities of tax area 55 except for funds used to cover the cost of publication and the Treasurer's fee. The actual value of the lot is \$6,500 and the Commissioners have the right to refuse any bid that is less than that.

Commissioner Corrigan asked if there are any expenses tied up with this property. Ms. Zulevich responded that there was about \$25 for the publication and the County pays \$75 annually to the homeowners association.

Commissioner Corrigan opened the sealed bid and revealed that the bid amount is \$802.00.

MOTION

Commissioner Monger moved to reject the bid for Lot 63 Highcross at Stagecoach.

Commissioner Corrigan seconded;

Under discussion, Commissioner Hermacinski questioned if the County should keep the property and continue to pay \$75 in HOA dues each year. Commissioner Monger responded he believes that it would be misaligning their fiduciary responsibilities because it would reassign the value of this property as \$802. Commissioner Hermacinski replied that the fiduciary duty would be to no longer pay \$75 a year on this property and collect money for the taxing entities on this property. Commissioner Corrigan added that he is not inclined to accept the bid.

The motion carried 2-1; Commissioner Hermacinski opposed.

EN RE: PLANNING / CHAD PHILLIPS

Kristy Winser, Planning, was also present.

SSACP ACTION ITEM REVIEW

Ms. Winser stated that she is present to discuss some of the over 100 action items that the ACP had suggested. The items that are only directed at the City were not added to the list in the communication form. The APC requested that Planning review this list with the Board to

condense the list and remove items that have already been accomplished. Ms. Winser will bring these notes back to the next ACP meeting on January 10th.

Ms. Winser went through each of the items on the list.

LU-1.1(b): Develop a land use tracking system – priority level two. Ms. Winser stated that she interpreted this to mean improving the Viewpoint software. Commissioner Hermacinski responded she would like that left on the list. Commissioner Corrigan stated that he would like this item set to the side because he sees no need for tracking currently specific to the Steamboat Area Plan.

LU-1.3(b): Establish housing linkage programs – priority level two. Commissioner Hermacinski stated that if this is on the list it should be assigned only to the City.

GM-1.1(a): Periodically review the UGB – priority level ongoing. Commissioner Hermacinski stated she would like this left on the list. Mr. Weinheimer questioned what periodically means. Commissioner Hermacinski responded that she does not want to define periodically.

GM-2.1(b): Appoint a Growth Management Advisory Group – priority level one. Commissioner Hermacinski stated that she does not want to appoint another committee. Commissioner Monger agreed that he wants this item removed. Ms. Winser questioned if another group performs this task under another name. Commissioner Hermacinski stated that this item can stay under the City but the County should be removed.

GM-2.3(b): Implement a Concurrency Management System – priority level 2. Ms. Winser stated that this means to ensure that public facilities and services are needed to support growth. Commissioner Hermacinski stated that the City has their excise tax that is supposed to pay for the public infrastructure needed for new development and this is another fee that they want to charge developers. The Commissioners agreed that this shouldn't be on the County's list.

CD-1.1(a): Establish a neighborhood planning program – priority level three. Commissioner Hermacinski stated that this item should be removed from the County list.

CD-1.4(a): Assess design standards; amend if necessary – priority level one. Commissioner Corrigan wants this item to be removed. Ms. Winser added that the County does not have design standards but they have site standards.

CD-1.4(b): Assess site plan standards; amend if necessary – priority level one. Commissioner Corrigan stated that this item seems to be ongoing.

CD-1.5(b): Establish maximum size limits for residential structure – priority level one. Commissioner Hermacinski responded that she would like this removed. Commissioner Corrigan agreed.

CD-2.4(a): Develop natural area standards – priority level one. Ms. Winser stated that there are already natural area standards for the LPS and SUP. Commissioner Corrigan responded that the word develop should be changed to maintain and it is ongoing.

Commissioner Hermacinski commented that this does not really pertain to the Steamboat Springs Area Plan and she wants this to be marked as complete.

CD-2.4(b): Establish Xeriscape incentives (or requirements) – priority level one. Commissioner Hermacinski would like this removed and noted that the County is not a water operator.

CD-3.2(a): Develop Rural Design Guidelines – priority level one. Commissioner Hermacinski stated that the Routt County Master Plan covers this. Ms. Winser noted that this may not make sense to include in the SSACP. The Commissioners agreed that this item should be removed.

CD-4.1(b): Establish corridor overlay districts – priority level two. Ms. Winser recommended keeping this item on the list because this is something that Planning uses. The Commissioners agreed that it should stay on the list.

CD-4.1(c): Establish corridor setback standards – priority level two. Ms. Winser recommended keeping this item on the list as well because this is something that Planning uses. The Commissioners agreed that it should stay on the list.

CD-4.4(a): Develop public space design standards – priority level one. Commissioner Hermacinski stated that this is not something that the County will be doing.

NS-1.1(b): Strengthen floodplain regulations – priority level one. Commissioner Monger stated that this item has been completed.

NS-1.2(a): Increase minimum setbacks for waterbodies – priority level one. Commissioner Monger stated that he would like this removed. Commissioner Hermacinski agreed that this should be removed.

NS-3.1(a&b): Prepare inventory and develop wetlands protection standards – priority level one. Commissioner Hermacinski stated that the Army Corp of Engineers handles this and it should be removed from the County list.

NS-3.2(a): Prepare Wildlife Habitat Overlay District– priority level one. Commissioner Hermacinski stated that this item should be removed. Commissioner Corrigan added that referrals are taken from CPW.

NS-6.1(b): Develop a Mineral Resource Management Plan– priority level one. Commissioner Monger stated that he would like this removed. Commissioner Hermacinski agreed that it should be taken off the list.

NS-7.1(b): Investigate use of alternative paving materials to improve air quality – priority level one. Commissioner Hermacinski stated that the County does their CMAQ responsibilities. Commissioner Monger added that he would like this item removed.

OS-3.1(d): Create a cash-in-Lieu system for trails – priority level two. Commissioner Hermacinski stated that this item should be for the City only.

OS-4.1(b): Create a cash-in-lieu system for parks – priority level two. Commissioner Hermacinski stated that this item should be for the City only.

H-1.2(c): Reevaluate affordable housing incentives – priority level one. Commissioner Hermacinski stated that the County liberalized the secondary dwelling unit measures. Commissioner Corrigan added that the 5A measure was also passed. The Commissioners agreed that they wanted the County removed from this item.

ED-1.2(a): Develop and maintain an inventory of available buildable sites – priority level two. Commissioner Hermacinski stated that she would like the County removed from this item because this is not something that the County is going to do. Mr. Phillips added that the City already does this.

SPA-4.3(a): Evaluate use of an Overlay District for RCR 36 – priority level two. Commissioner Hermacinski added that this is not something that the County is going to do.

SPA-5.6(a): Review WSSAP within 12-months – priority level one. Commissioner Hermacinski stated that she does not mind reviewing the WSSAP occasionally.

SAP-5.6(b): Review intergovernmental agreement within 6-months – priority level one. Ms. Winsler stated that this item is ongoing.

EN RE: COUNTY MANAGER / TOM SULLIVAN

Josh Nowak, Zirkel Wireless, and Alan Lay, Brandon LaChance, and Clair Tarsha, North Routt Citizens, were present.

STATEMENT OF POLICY REGARDING COLLOCATION OF NON-GOVERNMENTAL AND COMMERCIAL COMMUNICATIONS EQUIPMENT

Mr. Sullivan stated that he is requesting approval and adoption of a resolution and statement of policy for collocation of non-governmental and commercial communications equipment specifically on County owned tower equipment at emergency communication sites. This pertains to every site in the County although the two sites that are being focused on are Farwell Mountain and King Mountain. The creation of a policy to allow commercial uses on County communication sites has the potential to improve broadband capacity in underserved and unserved areas of the County. USFS is working to change the site use plans at Farwell Mountain. The USFS is currently looking at amending the Special Use Permit to allow Routt County to sign agreements with other entities to place user equipment on the County site as long as it is in the County structure or attached to existing County equipment. This will allow any application to come to the Board of County Commissioners for those uses.

Mr. Sullivan discussed the key components of the policy. Those components included the possibility of an initial lease term of 24 months as a period to allow a wireless broadband internet provider to recoup its initial capital investment, county leases on the land and infrastructure, and a list of County sites.

This policy has been created in conjunction with Routt County Communications and the County Attorney has reviewed the policy.

PUBLIC COMMENT

Mr. LaChance stated that he is in support of this with the hope that this will improve internet connection in North Routt.

Mr. Nowak thanked the Board for the efforts from the County thus far. Zirkel Wireless has identified two additional sites that in conjunction with Farwell Mountain can serve North Routt. The capabilities of wireless potential have increased an enormous amount. They are proponents of a highbred model by using fiber and wireless together to provide good broadband to that area.

Ms. Tarsha stated that she understands that CenturyLink may have had funds diverted to them and questioned if that money can be moved to Zirkel Wireless to expanding service to North Routt. Commissioner Corrigan responded that those were federal and state funds and the County Commissioners have been unsuccessful at learning what CenturyLink has done with those funds.

ROUNDTABLE

Commissioner Monger asked what the rate will be on a lease. Mr. Sullivan responded that proposals would be presented with a rate determined by the applicant and the Board of County Commissioners can accept or reject them. Commissioner Hermacinski added that both Forest Service and BLM have published rates that the County can reference.

Commissioner Monger commented that he is excited to see this moving forward and seeing another step taken towards bringing internet to an underserved community.

MOTION

Commissioner Hermacinski moved to adopt Resolution 2017-056, adopting the Statement of Policy of Routt County, Colorado Concerning the Collocation of Non-Governmental and Commercial Communications Equipment.

Commissioner Monger seconded; the motion carried 3-0.

HUMAN RESOURCES PROGRAM ASSESSMENT

Mr. Sullivan stated that this item is the consideration to approve a contract with CPSHR for the Human Resources Program Assessment. There have been a lot of changes within Routt County and HR has been heavily impacted due to the ERP conversion. There are some functions that may be compared with best practices and that may be better suited to shift to other County departments. A practical comparative review is necessary to determine recommendations for the department. This assessment will span nine weeks

Mr. Sullivan continued that HR is a dynamic program and is actually very broad. CPS HR also has consulting staff that are highly trained in facilitating discussion, dialog, collaboration, and fact finding. Also having an outside consultant will provide an unbiased view of the program and could dissuade misinformation.

Commissioner Monger asked who the project manager will be for this. Mr. Sullivan responded he will be the project manager

MOTION

Commissioner Monger moved to approve a professional services agreement between Routt County and CPS HR to perform a program assessment of the Routt County Human Resources program and authorize a budget amount of up to \$16,000.

Commissioner Hermacinski seconded; the motion carried 3-0.

EN RE: DEPUTY COUNTY MANAGER / DAN WEINHEIMER

GFOA PROFESSIONAL SERVICES AGREEMENT

Mr. Weinheimer stated that he is requesting the approval of a professional services agreement between Routt County and the Government Finance Officers Association (GFOA) for management and process assessment. This is similar to the previous item but this will be assessing the purchasing, accounting, finance, and banking services functions of the County. These functions have not been evaluated in a while and due to the ERP implementation and staffing changes this feels like a good time to complete an assessment. The evaluation will take six weeks and it will be timed to be completed in late 2018 to make sure proper function of the new ERP has been achieved.

Mr. Weinheimer continued that the cost of this assessment is \$30,400 and travel is included in that figure. This was budgeted for in 2018.

Commissioner Corrigan asked if there will be recommendations regarding the Treasurer's Office. Mr. Weinheimer responded that there most likely will be.

Commissioner Monger stated that he is concerned about how the new ERP system may affect the outcome of the assessment. Mr. Weinheimer responded that was taken into consideration when scheduling this for the end of 2018.

MOTION

Commissioner Hermacinski moved to approve the execution of a professional services agreement between Routt County and the Government Finance Officers Association (GFOA) for management and process assessment in the amount of \$30,400.

Commissioner Monger seconded; the motion carried 3-0.

EN RE: LEGAL / ERICK KNAUS

LEGAL REPRESENTATION AGREEMENT

Mr. Knaus stated that this is the request for approval of and authorization for the Chair to sign a Legal Representation Agreement with Margaret O'Donnell for review of water rights adjudicated in Case No. 06CW54 in light of potential real property transfer to the City of Steamboat Springs for construction of the CLEF. Margaret O'Donnell has done work for the County regarding the water rights at the Justice Center previously. Now that the County is contemplating selling the northern portion of the detention facility parcel the County needs to ensure that the transfer of the water rights is executed correctly and that the water rights are protected on the remainder parcel. Ms. O'Donnell anticipates this will take three hours of work at a cost of \$310 per hour.

MOTION

Commissioner Monger moved to approve and authorize the Chair to sign a Legal Representation Agreement with Margaret O'Donnell for review of water rights adjudicated in Case No. 06CW54 in light of potential real property transfer to the City of Steamboat Springs for construction of the CLEF.

Commissioner Hermacinski seconded; the motion carried 3-0.

EN RE: ENVIRONMENTAL HEALTH / SCOTT COWMAN

Gina Cadrecha, Environmental Health; Ed Colclasure and Jane Sindell, Phippsburg residents; Lynaia South and Erick Knaus, County Attorneys; were also represent.

AVAILABILITY OF USE FEE – COMMUNITY OF PHIPPSBURG WATER AND WASTEWATER SYSTEM

Mr. Cowman stated that he is requesting the consideration of the Board for Department of Environmental Health to proceed with updates to the Community of Phippsburg Rules and Regulations to implement an Availability of Use Fee for residents of the Community who own property with paid tap fees but with no infrastructure connections to water and sewer mains. Routt County Environmental Health is proposing an Availability of Use Fee equivalent to 25% of the full fee for water and sewer service. At current rates this would equate to \$56.75 per quarter or \$227.00 per year (\$25/quarter for sewer, \$31.75/quarter for water). Based on current information, 4-6 lots would be affected leading to \$908.00 to \$1589.00 of additional revenue.

Commissioner Hermacinski asked what costs are to make sure service is available without running it. Commissioner Monger responded that the costs are perpetual to make sure the system runs water and sewer. Mr. Cowman stated that there are administrative costs but the cost for the system overall is different.

Commissioner Corrigan asked when these tap fees were paid. Mr. Cowman responded that it depends. Some were paid in 1982 when the system was installed at the cost of \$100 a tap. The current tap fee is \$6,000.

Mr. Cowman continued that this came up after a land owner wanted to confirm their tap fee had been paid because they were selling their lot. The records have been challenging but once Ms. Cadrecha came onboard she made a spread sheet to document the status of the lots. With the spreadsheet it was determined how many people had paid the tap fees but never began services.

Mr. Cowman added that people can forgive the tap if they choose to never develop on a parcel with a paid tap fee.

Commissioner Corrigan asked if they are all truly buildable lots. Mr. Knaus responded that these are all platted, buildable parcels.

PUBLIC COMMENT

Mr. Colclasure stated that he is present to object to the availability of use fees. He sees a problem with paying for a service that he is not receiving. The County has a monopoly on the water system in Phippsburg and there is nothing anyone can do to avoid their arbitrary decision. Commissioner Monger replied that this type of fee is the standard that if you have the guaranteed availability of use the system it needs to be maintained and updated for your use. Mr. Colclasure commented that a tap that is not being used is not imposing any wear and tear on the system. Commissioner Hermacinski responded that the system is treated to meet the capacity for those taps whether they are being used or not because the future availability is guaranteed with the purchase of the tap fee.

Mr. Knaus added that the improvements are done based on the availability, not necessarily the amount of taps being used.

ROUNDTABLE

Commissioner Hermacinski stated that she would like Mr. Cowman to call other local municipalities to find out what they charge for their availability of use fees to determine what the appropriate amount should be.

Commissioner Monger added that he is disappointed that it wasn't considered sooner because other areas have implemented this type of fee for a long time.

LAGOON LINER REPLACEMENT – COMMUNITY OF PHIPPSBURG WATER AND WASTE WATER TREATMENT FACILITY

Mr. Cowman stated that this item is the consideration to approve review and processing of a grant application to the Colorado Department of Local Affairs (DOLA) to fund construction and engineering of synthetic lagoon liners at the Phippsburg Wastewater Treatment Facility. The Board may recall that an application was submitted last year although it was withdrawn to

allow time to deal with some engineering issues. A new application was submitted following the review from the County Attorney and the County Finance Director and today the DOLA Representative, Greg Winkler, reviewed the application in person. A few edits will be made based upon Mr. Winkler's feedback. Mr. Cowman added that procedurally the Board needs to approve the application.

MOTION

Commissioner Monger moved to approve processing and review of a grant application to the Colorado Department of Local Affairs (DOLA) to fund construction and engineering support of synthetic lagoon liner installation at the Phippsburg Wastewater Treatment Facility.

Commissioner Hermacinski seconded; the motion carried 3-0.

No further business coming before the Board, same adjourned sine die.

Kim Bonner, Clerk and Recorder

Douglas B. Monger, Chair

Date

Strategy/Action	Responsible	Priority	Status - City	Status - County	Priority
LU-1.1(b): Develop a land use tracking system	City/County	2	Incomplete	Ongoing	
LU-1.3(b): Establish housing linkage programs	City/County	2	Incomplete (previously completed but linkage ordinance repealed)	Incomplete	
GM-1.1(a): Periodically review the UGB	City/County	0	Ongoing	Ongoing	
GM-2.1(b): Appoint a Growth Management Advisory Group	City/County	1		Incomplete	
GM-2.3(b): Implement a Concurrency Management System	City/County	2		Incomplete	
CD-1.1(a): Establish a neighborhood planning program	City/County	3	Incomplete	Incomplete	
CD-1.4(a): Assess design standards; amend if necessary	City/County	1	Complete	Incomplete	
CD-1.4(b): Assess site plan standards; amend if necessary	City/County	1	Complete	Complete	
CD-1.5(b): Establish maximum size limits for residential structure	City/County	1	Incomplete	Incomplete - withdrawn	
CD-2.4(a): Develop natural area standards	City/County	1	Incomplete	Ongoing	
CD-2.4(b): Establish Xeriscape incentives (or requirements)	City/County	1	Incomplete	Incomplete	
CD-3.2(a): Develop Rural Design Guidelines	City/County	1		Incomplete	
CD-4.1(b): Establish corridor overlay districts	City/County	2	Incomplete	Incomplete	
CD-4.1(c): Establish corridor setback standards	City/County	2	Incomplete	Incomplete	
CD-4.4(a): Develop public space design standards	City/County	1	Incomplete	Incomplete	
NS-1.1(b): Strengthen floodplain regulations	City/County	1	Incomplete	Complete	
NS-1.2(a): Increase minimum setbacks for waterbodies	City/County	1	Incomplete	In progress	
NS-3.1(a&b): Prepare inventory and develop wetlands protection standards	City/County	1	Ongoing	In progress	
NS-3.2(a): Prepare Wildlife Habitat Overlay District	City/County	1	Incomplete	Incomplete	
NS-6.1(b): Develop a Mineral Resource Management Plan	City/County	1		Incomplete	
NS-7.1(b): Investigate use of alternative paving materials to improve air quality	City/County	1		Complete	
OS-3.1(d): Create a cash-in-Lieu system for trails	City/County	2	Incomplete	Incomplete	
OS-4.1(b): Create a cash-in-lieu system for parks	City/County	2	Incomplete	Complete (2006)	
H-1.2(c): Reevaluate affordable housing incentives	City/County	1	Complete (then repealed)	Ongoing	
ED-1.2(a): Develop and maintain an inventory of available buildable sites	City/County	2	Incomplete	Incomplete	
SPA-4.3(a): Evaluate use of an Overlay District for RCR 36	City/County	2		Incomplete	
SPA-5.6(a): Review WSSAP within 12-months	City/County	1		Complete (2006)	
SAP-5.6(b): Review intergovernmental agreement within 6-months	City/County	1		Ongoing	