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**TOWN COUNCIL MEETING AGENDA
THURSDAY, OCTOBER 22, 2015
Town Hall Council Chambers
551 Hot Springs Blvd
5:00 p.m.**

- I. **CALL MEETING TO ORDER**
- II. **PUBLIC COMMENT** – *Please sign in to make public comment*
- III. **CONSENT AGENDA**
 - 1. **Approval of the October 6, 2015 Meeting Minutes**
 - 2. **Approval of September Financial Statement and Accompanying Payments**
 - 3. **Wal-Mart Appeals Hearing Extension**
 - 4. **On-Call Engineering List**
- IV. **REPORTS TO COUNCIL**
 - 1. **Featured Department Head Reports**
 - a. **Police Department**
 - b. **Parks & Recreation Department**
 - 2. **Sales Tax Brief**
 - 3. **Lodgers Tax Brief**
- V. **NEW BUSINESS**
 - 1. **Friends of the Pavilion Ice Rink Request**
 - 2. **Ordinance 833, First Reading, Adopting Regulations for Electronic Message Center Signs**
 - 3. **Resolution 2015-17, Approving the Application for a GOCO Grant for Springs Pedestrian Bridge Replacement**
 - 4. **Consideration of Allowing Smaller Residential Lot Sizes in the R-12 and R-18 Districts**
 - 5. **Staff Medical Insurance Premium Exemption for Months of Nov & Dec 2015**
- VI. **OLD BUSINESS**
 - 1. **Second Reading Ordinance 828, adopting regulations for Cargo Shipping Containers**
- VII. **PUBLIC COMMENT** – *Please sign in to make public comment*
- VIII. **COUNCIL IDEAS AND COMMENTS**
- IX. **NEXT TOWN COUNCIL MEETING NOVEMBER 3, 2015 AT 5:00 PM**
- X. **ADJOURNMENT**

**Don Volger
Mayor**



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**TOWN COUNCIL MEETING MINUTES
TUESDAY, OCTOBER 6, 2015
Town Hall Council Chambers
551 Hot Springs Blvd
5:00 p.m.**

- I. **CALL MEETING TO ORDER** – Mayor Volger, Council Member Alley, Council Member Egan, Council Member Lattin, Council Member Patel

- II. **PUBLIC COMMENT** – Mr. Bill Hudson sent a letter to the town council regarding the September 17th executive session. He said government boards must make decisions and discussions in public. He objected when two members of the public were allowed to be in the executive session. He said a lawsuit may be the only way to get a judge to review the audio recording to determine if the executive session was appropriate. Mayor Volger advised Mr. Hudson to complete a CORA request and present it to the Town Clerk.

- III. **CONSENT AGENDA**
 1. **Approval of the September 17, 2015 Meeting Minutes**
 2. **Resolution 2015-16, Municipal Judge Employment Agreement**
 3. **Proclamation – Domestic Violence Awareness Month** – Council Member Alley moved to approve the consent agenda, Council Member Lattin seconded, unanimously approved. Mayor Volger read the proclamation for the public.

- IV. **NEW BUSINESS**
 1. **CDOT Revised Downtown Lane Configurations** - At the September 27, 2015 meeting, Town and CDOT staff made a presentation that offered different options for examining the efficiency of the traffic flow along 160 through downtown Pagosa Springs. The proposal is to have 2 lanes in each direction from just a little west of 10th street through to Lewis Street. The section between Hot Springs Blvd and the 1st Street Bridge proposal is to transition to a 3 lane configuration with a median in the middle with one lane of traffic each direction, retain existing parking, add bicycle lane, and additional space for opening doors in the parking lane. Mr. Bill Hudson suggested a turn lane at 3rd Street. Council Member Egan moved to approve and support the plan as presented by CDOT, Council Member Lattin seconded, unanimously approved.
 2. **Preliminary 2016 Budget** - As specified by Colorado Revised Statutes, the Town of Pagosa Springs is required to present a preliminary budget on or before October 15th and to adopt a final budget by December 31st each year. There are two budget work sessions scheduled for the Town Council that are planned to occur on October 23rd and October 29th. The economic outlook for the Town continues to be positive. Growth is projected to occur in 2016 both in revenue and expenses. The assumption is that the sales tax will increase by 7% compared to the estimated year end for 2015. This assumption also factors out the prior year revenue we received in 2015. The growth in lodgers' tax funding for 2016 is expected to remain essentially similar to 2015.
 3. **Ordinance 828, First Reading, Commercial Cargo Containers** - The purpose of Ordinance 828 is

to provide clear LUDC regulations regarding the allowable use and placement of cargo shipping containers as temporary accessory structures and as permanent accessory structures, within commercially zoned districts. Council Member Egan moved to approve the first reading of Ordinance 828, an ordinance of the Town of Pagosa Springs amending the Land Use Development Code, establishing regulations regarding the use and placement of cargo shipping containers, Council Member Lattin seconded, unanimously approved.

4. **Observation Deck** - The Friends of Reservoir Hill have volunteered their time to build an observation deck on Reservoir Hill. The group is recommending the removal of the access ramp, a different design for the railing, a second stair access with handrails and benches. Council Member Egan would like to have a ramp on the deck to support those who need ADA accessibility. Mr. Bill Hudson said the seating would go away if the ramp was included. Council Member Egan moved to approve the plan with the inclusion of a ramp and modification of the plan to include the ramp and seating, motion died for lack of a second. Council Member Alley moved approve Friends of Reservoir Hill the flexibility and design of the handrail on the observation deck and steps, removal of ramp, adding a second stair access and benches, Council Member Lattin seconded, motion carried with one nay (Council Member Egan).
5. **CTO Marketing Matching Grant** - The Colorado Tourism Office offers an annual Marketing Matching Grant program. For every \$1 the organization allocates to the program, the Colorado Tourism Office will provide \$1 in matching grant funds up to \$25,000. The Town's Tourism Director, Jennie Green, approached the group including Ouray, Glenwood Springs, Steamboat Springs and Chaffee County to brainstorm the "Historic CO Hot Springs Loop" concept. The target audience includes Hot Springs Enthusiasts and an international market in Asian hot springs enthusiast audience (Japan, China and Korea). Council Member Alley moved to approve Pagosa's participation through the Tourism Board in the Historic CO Hot Springs Loop CTO grant application, and agree to allow Pagosa Springs to serve as the fiscal pass-through for the project, Council Member Egan seconded, unanimously approved.

V. EXECUTIVE SESSION

1. **Town Manager Annual Evaluation Pursuant to C.R.S. Section 24-6-402(4)(f) Concerning Personnel Matters** – Mayor Volger asked if Town Manager Greg Schulte preferred to speak in open session, Town Manager Schulte asked to enter executive session. Council Member Lattin moved to enter executive session pursuant to C.R.S. Section 24-6-402(4)(f) concerning personnel matters, Council Member Alley seconded, unanimously approved at 6:36pm. Mayor Volger called the meeting back in regular session at 8:00pm.

VI. PUBLIC COMMENT – Mr. Bill Hudson said the PAGWPA board will meet on Wednesday and hopes that it will be a good discussion.

VII. COUNCIL IDEAS AND COMMENTS – Council Member Egan said the X at the 8th Street and HomeTown Market entrance needs to be brightened. Council Member Lattin would like to look at solar lighting along the riverwalk from Centennial Park to the Town Hall. The library to the school trail as well as the west phase will be going out to bid this winter and constructed in the spring 2016.

VIII. NEXT TOWN COUNCIL MEETING OCTOBER 22, 2015 AT 5:00 PM

IX. ADJOURNMENT – Upon motion duly made, the meeting adjourned at 8:00pm.

**Don Volger
Mayor**



AGENDA DOCUMENTATION

CONSENT AGENDA: III.3

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 22, 2015

FROM: GREG SCHULTE, TOWN MANAGER

PROJECT: 90 DAY EXTENSION FOR CONDUCTING APPEALS HEARING FOR THE WAL-MART REAL ESTATE BUSINESS TRUST'S NOTICE OF APPEAL

ACTION: DISCUSSION AND POSSIBLE ACTION

PURPOSE

This matter is for the consideration of extending the Wal-Mart appeals hearing for an additional 90 days.

LUDC section 2.4.13 reviews the appeals processes, and LUDC section 2.4.13.G.4.a, reviews the period of time an appeals hearing shall be conducted.

LUDC section 2.4.13.G.4.a: *"The Director shall schedule a public hearing on the appeal no later than sixty (60) days after the date the appeal was filed with the Town Clerk. The appeal hearing may be extended up to ninety (90) days after the filing of the appeal if agreed to by both the Director and the appellant."*

Both parties of interest, Wal-Mart and the Planning Director, previously agreed to extend from the 60 day period to the 90 day period. The 90 day period sets an appeals hearing on or before October 28th, unless extended by Town Council.

BACKGROUND

On July 30, 2015, Wal-Mart Real Estate Business Trust had submitted a notice of Appeal, requesting an Appeals Hearing regarding the Planning Directors determination that the Wal-Mart store parking lot lights are in violation of the Town's Exterior Lighting regulations, LUDC section 6.11.

ANALYSIS

On August 28, 2015, the Planning Director, James Dickhoff and the Town Attorney, Bob Cole met with the Wal-Mart design team and their attorney, to discuss solutions to the identified exterior lighting violation. A proposed process of developing and approving light modifications, was agreed to by all parties. Wal-Mart appears to be working on a solution, though no documentation has been submitted as of October 13, 2015, for the Town's Planning Directors review.

The Planning Director has reason to believe Wal-Mart is working on a solution to the identified violation, thus, supports a 90 day extension for the appeals hearing. Wal-Mart also supports the 90 day extension as they are working on a solution that may take a few months for the design, approval and installation process.

RECOMMENDATION

Staff recommends the TC provide consider the 90 day extension, and either:

- 1) **APPROVE a 90 Day Extension for Conducting an Appeals Hearing based in the Notice of Appeal submitted by Wal-Mart Real Estate Business Trust, Setting the Hearing Date for No Later than January 26, 2016, Unless an Additional Extension is Approved.**
- 2) DENY a 90 Day Extension for the Appeals Hearing for the Wal-Mart Real Estate Business Trust notice of appeal.



AGENDA DOCUMENTATION

COSENT CALENDAR:III.4

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 22, 2015

FROM: GREGORY J. SCHULTE, TOWN MANAGER

PROJECT: ENGINEERING ON-CALL LIST

ACTION: DISCUSSION AND POSSIBLE ACTION

BACKGROUND

The Town of Pagosa Springs desires to expand the list of designated engineering firms the Town may use for a variety of engineering projects. The Town Special Projects Manager issued a Request For Qualifications (RFQ) in late July to solicit interest from area engineering firms. The final Filing date was August 17, 2015. Due to the departure of the Special Projects Manager, there has been a delay in bringing form the list of on-call engineering firms for Council Endorsement. The six firms submitting statement of qualifications are:

- Bartlett & West
- Bohannan Huston
- Davis Engineering
- RG and Associates, LLC
- Riverbend Engineering
- SGM Engineering

Staff recommends listing all six firms as eligible for on-call engineering services.

ATTACHMENTS:

- None. However, all six firms' proposals are on file at the Town Manger's office for review.

Fiscal Impact

There is no direct fiscal impact to endorsing any or all six firms for on-call engineering services.

ADOPTED 2015 COUNCIL GOALS & OBJECTIVES

While the Council's Goals & Objective don't speak directly to this effort, it may be inferred this initiative is consistent with "Goal 2: Objective 2.3 Beautification of Downtown core

RECOMMENDATION

Possible motions for the Town Council to consider are:

1. Move to endorse listing all six firms as eligible for on-call engineering services for the Town of Pagosa Springs.
2. Move to endorse the listing of the following firms as eligible for on-call engineering services for the Town of Pagosa Springs . . .
3. Direct Staff Otherwise



AGENDA DOCUMENTATION

REPORTS TO COUNCIL:IV

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 22, 2015

FROM: **WILLIAM ROCKENSOCK, CHIEF OF POLICE**

PROJECT: POLICE DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

POLICE DEPARTMENT INCIDENT REPORTING

The Pagosa Springs Police Department Statistics for September, 2015

Officers responded to 417 calls for service.
Officers responded to 20 agency assist calls for service
Officers completed 22 incident / offense reports
Officers completed 20 accident investigation reports.

OFFICER TRAINING UPDATE

September 2015

Daily training bulletins are administered to each officer by Lexipol to keep current on Police Department Policy and Procedure.

Officer completed 2 hour SFST update training

Officers Gholson completed Colorado POST firearms Instructor training.

All officers are receiving online training for various POST standard classes through policeone virtual academy.

RECRUITING UPDATE

The police department, currently, has two full time opening(s) for patrol officer. One of the positions is occupied by a part time officer. The department tested and interviewed two applicants. Additional Applicant testing is scheduled for October 28th.

The department is currently increasing recruiting efforts and has distributed hiring posters to Colorado law enforcement training academies throughout the state.

COMMUNITY EVENTS UPDATE

The police department has received a law Enforcement Assistance Funding (LEAF) grant from CDOT for the remainder of 2015, this grant pays overtime compensation for officer to conduct designated DUI enforcement.

The police department has received POST grant funding, to provide online POST certified classes to officers 24 Hours a day.

The police department has been utilizing the radar speed trailer at high traffic areas throughout the community. This has been an effective tool in assisting motorists with voluntary speed compliance



AGENDA DOCUMENTATION

REPORTS TO COUNCIL:IV.1.B

PAGOSA SPRINGS TOWN COUNCIL
October 22nd, 2015

FROM: DARREN LEWIS, PARKS & RECREATION DIRECTOR

PROJECT: PARKS AND RECREATION DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

PARKS AND RECREATION COMMISSION UPDATE

The latest Parks and Recreation Commission (PRC) meeting was held October 13th; the minutes from this meeting are attached for your review. The next PRC meeting will be held Tuesday, November 10th at 5:30 p.m. in Town Hall.

RECREATION PROGRAMS UPDATE

Youth basketball for ages 7-8 started October 12th and is scheduled to end November 19th. Gymnastics started October 12th for four weeks. There will be one more session offered before the end of the year.

PARKS UPDATE

All irrigation lines have been blown out for the winter. New trees and shrubs will be installed at Yamaguchi Park the week of Oct. 26th. A new sidewalk on the south side of Yamaguchi bathrooms has been completed.

The new playground equipment for Town Park is scheduled to be delivered the week of Oct. 19th and installed the week of October 26th or November 2nd. A map of the location of the new playground equipment has been attached.

Work on the Geothermal Greenhouse Project is underway in Centennial Park.

Minutes - Parks and Recreation Commission

Date - 13 October 2015

Commissioners in Attendance - deGraaf, Gadowski, Highum, Pettus.

5:35 pm - Call to order

Minutes from Sept 2015 meeting were not approved due to the lack of a quorum.

Dept Head reports

- New play structure will be installed in Town Park by early November 2015.
- The County agreed to fund the Skate Park addition.
- Landscaping is happening at Yamaguchi Park.
- Alterations to the Observation Deck on Reservoir Hill were approved.
- Restrooms to be installed at Centennial Park.
- The Town will submit a GOCO grant to aid in the replacement of the Springs Bridge.
- The Town is looking to provide after school programs for kids at the Community Center.

New Business

- Wind Harp - Ross Barrable presented a wind harp that he would like to have installed on the Springs Bridge. The harp would be donated by Mr. Barrable who would also assume responsibility for any maintenance or repair due to vandalism. All agreed that this would be a wonderful addition to the bridge and enhance the sound space of the area.
- Ice Rink - Brian Collabolletta proposed the temporary placement of an ice rink in Town Park for the winter. The rink would be smaller in size (approx 60' x 100') than last year's rink and would be placed adjacent to the gravel pullout on the North side of Hermosa Street. Temporary installation of 3 telephone poles would be necessary to shade the rink from the devastating effects of the sun. The poles will be removed in the spring when the ice rink is disassembled.
- Secretary - Jenny Highum offered to be the secretary for the Parks and Rec commission.

Other Business

- Stephen Durham of the Pagosa Area Tourism Board presented on their desire to add bike racks to the downtown area. A poll conducted by the Visitors Center revealed that many feel that the Town needs to be more accommodating to cyclists. The tourism board has allocated \$10,000 to purchase bike racks. The Commission all agreed that we prefer quality over quantity and tasked Stephen with finding appealing racks. Exact placement of the racks will be determined at a later date.

Adjournment – 7pm

**Town Park
Hermosa Street**

Location of placement of new playground equipment.





AGENDA DOCUMENTATION REPORTS TO COUNCIL:IV.2

PAGOSA SPRINGS TOWN COUNCIL
OCTOBER 22, 2015

FROM: GREGORY J. SCHULTE, TOWN MANAGER

PROJECT: AUGUST 2015 SALES TAX REVENUE REPORT
ACTION: DISCUSSION AND POSSIBLE ACTION

CURRENT MONTH SALES TAX & LODGERS TAX REVENUE

This report represents the report for August 2015 for sales tax and the revenue continues to show a good increase of **+14.5%** compared to August 2014. Total sales revenue for August 2015 for the Town is \$408,626, with that divided equally between the General Fund and the Capital Improvement Fund (\$204,313 going to each). In August 2014, the total amount received was \$356,707. The 2015 August sales tax received is \$51,919 higher than in 2014.

For only the Town, the collections year to date equals \$2,762,526 for both the General and the Capital Funds. In 2014, the year to date total for the period was \$2,318,251. This represents a 19% increase, or \$444,275.

However, part of that "year to date" increase includes significant collections, or about \$233,000 (1/2 is allocated to the Town), and is related to prior periods, mostly from 2014 and 2013. With those amounts factored out, the increase in sales tax collections was about \$658,000, which translates into a real growth rate of approximately 13% during 2015. However, the amount of funds received from prior periods has been getting progressively less and appears to be stabilizing, as follows:

<u>Prior Year \$</u>	<u>2015 Month Collected</u>
\$98,000	January
\$62,500	February
\$30,000	March
\$11,000	April
\$17,000	May
\$ 6,700	June
\$ 8,195	July
<u>\$ 0</u>	August
\$233,395	Total

Last, the State Department of Revenue continues to remit to the County instead of directly to the Town. We're not sure when that will stop.

Compared to 2015 Budget

The sales tax projection for the adopted 2015 budget is a total of \$3,791,242 or \$1,895,621 each for the General Fund and the Capital Improvement Fund, and represents a 6% increase over the year end for 2014. The month of August 2015 yielded \$204,313 for the General Fund and exactly the same amount for the Capital Improvement Fund. Premised upon the 10 year monthly average, the expectation is the Town should have received in August for each Fund about \$178,188. The variance is \$26,125 or 15% more than budget. Year to date, we are ahead of budget by approximately \$149,109, or 12% ahead of budget. This information is true for the Capital Fund as well.

Here are some year-to-date PERCENT INCREASES provided by the County in sales tax by the most closely watched categories:

CONSTRUCTION = 0.5% (INCLUDING PRIOR PERIOD ADJUSTMENTS = 4.3%)

RETAIL TRADE = 19.9% (INCLUDING PRIOR PERIOD ADJUSTMENTS = 24.2%)

REAL ESTATE/RENTAL = 29% (INCLUDING PRIOR PERIOD ADJUSTMENTS = 43.4%)

ACCOMMODATION/FOOD SERVICE = 10.1% (INCLUDING PRIOR PERIOD ADJUSTMENTS = 16.8%)

ANALYSIS

Resolution 2015-01 mandates 2015 expenditure reductions if sales tax revenues decline from the average revenue of the past two years. The application of the Resolution requires a monthly analysis that averages several months/years of revenue, to smooth out the impact of significant swings in sales tax collections:

	<u>2013</u>	<u>2014</u>	<u>Avg.</u>	<u>2015</u>	<u>% Change</u>
June	318,712	344,898	331,805	413,514	+24.6%
July	327,186	378,165	352,676	549,095	+45.2%
August	329,787	356,707	343,247	408,626	+19.04%

Everything is very positive. Application of paragraphs 5 and 5(b) of the Council's policy calls for **NO** reduction of budgeted expenditures since the reduction is not more than 5%

ATTACHMENT(S)

Exhibit A

RECOMMENDATION

Informational, no action required.

**Town of Pagosa Springs
2015 Sales Tax Estimate
General Fund**

<u>Month</u>	<u>2015 Estimated</u>	<u>2015 Actual</u>	<u>Variance</u>	<u>10 Year Ave. % Collection</u>	<u>Percent Above Budget</u>
January	127,007	155,088	28,081	6.7%	22%
February	121,320	136,674	15,354	6.4%	13%
March	140,276	158,798	18,522	7.4%	13%
April	117,529	129,739	12,210	6.2%	10%
May	138,380	160,646	22,266	7.3%	16%
June	178,188	206,457	28,269	9.4%	16%
July	231,266	229,548	(1,718)	12.2%	-0.7%
August	178,188	204,313	26,125	9.4%	15%
September	180,084			9.5%	
October	155,441			8.2%	
November	140,276			7.4%	
December	187,666			9.9%	
TOTAL	1,895,621	1,381,263	149,109	100.0%	
Percent Ahead of Estimate	12%				



AGENDA DOCUMENTATION REPORTS TO COUNCIL:IV.3

PAGOSA SPRINGS TOWN COUNCIL
OCTOBER 22ND, 2015

JENNIFER GREEN
DIRECTOR, PAGOSA SPRINGS AREA TOURISM BOARD

PROJECT: LODGING TAX UPDATE
ACTION: UPDATE AND DISCUSSION

TOURISM BOARD MEETING ACTIVITY

The Tourism Board held its October meeting on Tuesday, October 13th at 4pm at the Visitor Center. Draft minutes have been included for review. The November meeting is scheduled for Tuesday, November 10th at 4pm at the visitor center.

LODGERS TAX FINANCIAL REPORT

The most recent lodging tax report has been included for review. August 2015 reflects a decrease of 7.71% over 2014. One thing to note is that Labor Day weekend was in August in 2014 and it fell entirely in September in 2015. Year to date, lodgers tax collections are down 0.80% over 2014. Collections remain flat compared to 2014, which means we are holding last year's impressive gains, despite a loss of inventory.

VISITOR CENTER UPDATE

Visitor Center traffic continued to be strong during September, with over 9,300 visitors. Between March 1st and September 30th, the visitor center has seen 65,745 visitors. While overall traffic numbers were not impacted, daily traffic was thrown off slightly during between September 23rd and Oct 3rd, as side door devices sent data irregularly. After moving the antenna closer, we have not seen the irregular numbers.

Staff UPDATE

We have recently filled the open Visitor Center Coordinator position. Below is an overview of various roles and staffing:

- Director (Jennie Green) – full time employee; manages staff, oversees all tourism operations (including visitor center operations) and tourism board subcommittees, handles all marketing, sales, press & media relations, board governance, etc, etc
- Project Manager (Gail Vollmer) – full time employee; oversees brochure / new content development and ongoing updates, assists in special projects, project manager for various projects (such as website redesign, visitor center sign in form), updates website, updates event information on various tourism-related websites, works at Visitor Center as needed

- Volunteer Coordinator (Liz Alley) – part time employee – 25 hours / week; works at the visitor center, recruits visitor center volunteers, schedules / staffs volunteers, schedules / organizes business tours and activities, quarterly social gatherings / appreciation events
- Visitor Center Coordinator (Kim Lund – new hire) – part time employee – 25 hours / week; works at the visitor center, manages visitor center brochure inventory, oversees swag inventory, works with area businesses and other visitor centers to keep our brochures stocked, and beginning 2016, will handle weekly fulfillment mailings

SOCIAL MEDIA UPDATE

- Facebook – www.facebook.com/visitpagosasprings Facebook: 11,557 fans
- Instagram – www.instagram.com/visitpagosa: 1,405 followers
- Twitter – www.twitter.com/visitpagosa – 956 followers

TRAVEL PLANNER – NEW ONLINE VERSION

- View online planner at: http://issuu.com/visitpagosasprings/docs/pagosa_springs_travel_guide?e=18759431/30559857
- Added links to videos, brochures, links to specific sections on website with more information

RESEARCH STUDY THROUGH HILLSDALE COLLEGE

- Surveys going out in early November; results expected in mid December
- The goal of this study is to gain insight on specific factors that influence visitors' rational to visit Pagosa Springs in an effort to better satisfy their visitors and increase traffic during PSAT's slow months.

TAX COMPLIANCE

- Tax Compliance efforts have begun
- Greg signed contract and addendum with MuniRevs
- MuniRevs has received Town tax rolls and is working with State / County Staff to obtain County Tax rolls; a few logistical issues stand in the way of beginning database compilation (cross referencing tax rolls, property records and listing sites)

2015 AUDIENCE SURVEY

- Two audiences surveyed – optional surveys at visitor center and travel planner requests on website
- Requests for More Information (direct from website)
 - CTO data indicates those that request visitor guide show strongest intent to travel; 51% of requests were planning to travel within 1–3 months
 - Much more of our fulfillment audience is interested in summer versus winter – Summer Only = 58.54% (2482), Winter Only = 10.05% (426), Both Summer and Winter = 17.64% (748), No Season Indicated = 13.77% (584)
- Visitor Center Traffic:
 - 9 of top 12 States that Requested Travel Planners are also in the Top 12 States Represented at the Visitor Center
 - 41 Different States were Represented by Visitor Center Sign Ins



DRAFT Minutes

Pagosa Springs Area Tourism Board

Tuesday, October 13th, 2015

Pagosa Springs Visitor Center

4 pm

Meeting called by: CK Patel

Attendees: Voting Members; CK Patel, Larry Fisher, Stephen Durham, Nick Tallent, Steve McKain, Criselda Montoya, Jon Johnson

Absences: Bob Kudelski, Matt Sprowls, Steve Wadley

Non Voting Attendees; Jennifer Green, Greg Schulte

Please review: September Meeting Minutes

Please bring: Agenda, Committee reports

1. Call to Order
2. Determination Of Quorum (6)
3. Approval of Minutes – September
 - a. Nick Tallent motioned to approve minutes, Stephen Durham seconded, all approved
4. Chair Report
 - a. No update
5. Tourism Director Report – Jennie Green
 - a. 2016 CTO Grant – Historic Hot Springs Loop
 - i. Jennie provided update to group about grant application; Town Council approved submitting grant and serving as fiscal agents
 - ii. Grant submitted October 13th
 - b. 2015 Audience Surveys

- i. A review of the data collected through the optional survey on www.visitpagosasprings.com for Travel Planner requests and visitor center iPad sign provided interesting data
 - 1. 41 one the 50 US states were represented by visitor center sign ins in 2015
 - 2. 9 of the 12 top states requesting visitor guides also appeared in top 12 states represented by visitor center traffic

c. Map Updates & New brochures

- i. New Hot Springs Comparison and Downtown Recreation Brochure have been developed; should be available by the end of the month
- ii. Reservoir Hill and downtown recreation maps have been updated

6. Treasurers Report – Stephen Durham

a. Monthly Town Lodging Receipts report – Update

- i. August was down for 2015, compared to 2014; however, reduced inventory continues and Labor Day weekend fell entirely in September for 2015 versus August in 2014

7. Subcommittee Reports

a. Budget

i. Review of 2016 Budget

- 1. Jennie provided overview of budget; income of \$45,000 was added to “other income” and \$50,000 was added to the external marketing budget to address the Historic Hot Springs Loop

ii. Nick Tallent asked the group about a recent discussion about infrastructure funding. He recapped the discussion to the group, explaining that the costs of the ideas the Board has for infrastructure are often larger than the budgeted amount – spray park, climbing rocks for town parks, etc.

- 1. Nick asked if we could move unspent annual infrastructure budget to the following year, to specifically increase infrastructure budget and grow amount in order to tackle larger projects

iii. Group agreed that large projects were not attainable with annual budget; Stephen Durham suggested grant sources

- 1. Group discussed and agreed there were so many Town projects that needed grant funding, it would be difficult

- iv. Larry Fisher agrees with the idea setting money aside to pursue larger projects
- v. CK Patel explained it might work better to develop a plan of projects we wanted to fund and then determine how to work within Tourism budget or pursue additional funding
- vi. Group determined to have staff investigate options and continue discussion in November; all agreed it didn't really impact 2016 budget

b. Marketing

i. Hosting Media Writers and FAMs

- 1. Jennie provided overview of current situation; securing rooms for media writers is no longer discounted or comped by lodging properties. Up until Spring 2015, rooms were secured by covering cleaning fees (up to \$50 / night).
- 2. In order to continue to grow our PR and media efforts, hosting writers and media FAMs are critical, however, it has become cost-prohibitive
- 3. Annual Budget with Current Situation, allows:
 - a. 2 – Sales Missions: (50+ writers)
 - b. 4 – FAMs: (24 writers) *we will have more interest than budget allows
 - c. 10 – Media Writers (10 writers / 20 articles): \$9,000 – \$12,000 *we will have more interest than budget allows
 - d. PR Agency
 - e. Total direct reach of 84 writers at \$506 per writer
- 4. Jennie suggested providing documentation to businesses for tax purposes, acknowledging receipt of donation
- 5. CK suggested we increased PR budget to handle as many writers as needed, paying businesses full amount
 - a. Jennie explained that working with businesses to offer discount and receive tax documentation would allow us to host more writers for the same budgeted amount

ii. CTO Sales Mission – Toronto

- 1. Group discussed Toronto Sales Mission with overall PR strategy; determined that they wanted writers to visit

Pagosa versus going to pitch writers about destination, even though for we can host 2 writers for the same amount it costs to reach 30+ writers in one on one discussions

c. Events & Events Infrastructure – Larry Fisher

i. Bike Racks

1. Postponed until November meeting – Stephen is presenting to Parks & Rec Commission during their October 13th meeting

ii. Mountain Express Transit

1. Group reviewed proposal from Mountain Express Transit regarding the Tourism Board funding monitors for the County bus system to show ads and videos promoting the area
2. Nick Tallent asked how many visitors use Mountain Express Transit; he then asked if John Egan solicited quotes from any other vendors besides Axxis Audio (provided with funding request)
3. Concerns were mentioned with Pagosa being a drive market and therefore most visitors already have transportation
4. Group requested staff ask John about tourism usage and growth projections

iii. 2016 Event Funding

1. Application / Schedule

- a. Jennie explained that event organizers had been requesting updates on the 2016 funding application and process
- b. Jennie explained that the Board should move forward on 2016 funding, while beginning discussions on the direction for event funding in 2017 and beyond
- c. Jennie reminded group that they had discussed multiple ideas, such as recruiting large event organizer to put on event in town, similar to Madison House Productions in Salida, or providing funds for off-season events versus summer events

- d. Group scheduled a meeting for Monday, October 26th at 10am at the visitor center to review 2016 application and 2016 process
- iv. Review 2015 final reports:
 - 1. Drive 4 Corners (BMW event) –
 - a. Group discussed final report and commented on the impressive email survey results
 - b. Stephen Durham motioned to approve Drive 4 Corners final report, Jon Johnson seconded, all approved
 - 2. Pagosa Springs Center for the Arts
 - a. Nick Tallent motioned to approve Pagosa Springs Center for the Arts final report, Jon Johnson seconded, all approved
- d. Wayfinding and Signage – Steve McKain / Jon Johnson
 - i. Update on 2015–2016 projects
 - 1. Group scheduled meeting for Monday, October 26th at 9am at Visitor Center
- e. Visitor Center subcommittee
 - i. New hire – Kim Lund was hired as Visitor Center coordinator, she is handling inventory and will begin processing
 - ii. 2015 Maintenance Budget – Meeting Room Remodel
 - 1. Group discussed using remaining 2015 budget for visitor center maintenance to provide a remodel of the meeting room at the Visitor Center
 - a. Dennis Ford is getting estimates for adding windows on west wall, painting walls, carpet, new chairs, etc.
 - b. We will see where estimates come in and determine what can be accomplished
- f. Tax Compliance
 - i. Update
 - 1. Continue to run into various glitches – State does not view Tax ID number public record, therefore obtaining list of numbers paying lodging tax is not permitted by State

2. Greg and Jennie continue to work with Erin Neer, County, State and others to move this project forward

8. Old Business

a. CDT Gateway Community

- i. Initial group met September 22nd with CDT representatives to learn more about being Gateway Community
- ii. Jennie worked through application and determined another meeting with organizational group would be needed to understand what services community would offer hikers and develop ideas for CDT event / trail maintenance project
- iii. Jennie asked group if CDT crossed into Archuleta County anywhere besides South San Juans, as top of pass access is Mineral County and access north of town was in Hinsdale County; it might be a consideration as events / trail maintenance efforts are discussed
- iv. The organizational group will try to schedule meeting the first week of November, but not on November 4th

9. New Business

a. Public Comment

- i. No comment

b. Tourism Board Ideas and Comments

- i. No comment

10. Adjournment

- a. Jon Johnson motioned to adjourn, Nick Tallent seconded, all approved

2015 Audience Surveys

*Travel Planner Requests and
Visitor Center Traffic*

2015 Travel Planner: Survey Results

Travel Planner Requests: Survey Results (Audience)

- 4,240 responses
- Directly requested Travel Planner in 2015 (via www.visitpagosasprings.com)
- Traffic to website derived from online advertisements, online searches, PR / Media, etc
- Participated in optional survey

Travel Planner Requests: Survey Results (Where do they Live)

State	# of Responses	% of Total (4,240)
Texas	996	23.49%
Colorado	560	13.21%
Oklahoma	261	6.16%
Arizona	213	5.02%
New Mexico	193	4.55%
California	164	3.87%
Missouri	158	3.73%
Alabama	102	2.41%
Kansas	134	3.16%
Illinois	134	3.16%
Florida	133	3.14%

Travel Planner Requests: Survey Results (Season)

- Summer Only = 58.54% (2482)
- Winter Only = 10.05% (426)
- Both Summer and Winter = 17.64% (748)
- No Season Indicated = 13.77% (584)

Travel Planner Requests: Survey Results (Interests)

Interest	# of Responses	% of Total (4,240)
Golf	410	9.67%
Relocation	426	10.05%
Winter Sports	667	15.73%
Horseback Riding	1,116	26.32%
Hunting & Fishing	1,211	28.56%
Music & Nightlife	1,375	32.43%
Shopping	1,583	37.33%
Arts & Culture	1,670	39.39%

Travel Planner Requests: Survey Results (Interests)

Interest	# of Responses	% of Total (4,240)
Family Activities	2,037	48.04%
Festivals / Events	2,222	52.41%
Historic Sites	2,318	54.67%
Dining	2,398	56.56%
Outdoor Recreation	2,424	57.17%
Sightseeing	2,797	65.97%
Hot Springs	2,810	66.27%

Travel Planner Requests: Top 5 Interests - Summer

Interest	% of Total (2,482)
Hot Springs	71.43%
Nature & Sightseeing	71.03%
Dining	62.41%
Outdoor Recreation	61.12%
Historic Sites	58.82%
Festivals & Events	55.84%

Travel Planner Requests: Top 5 Interests - Winter

Interest	% of Total (426)
Hot Springs	71.60%
Dining	65.73%
Outdoor Recreation	60.56%
Nature & Sightseeing	59.86%
Ski & Snowboard	58.69%
Family Travel & Activities	55.63%

Travel Planner Requests: Top 5 Interests - Arts & Culture

Interest	% of Total (426)
Nature & Sightseeing	84.65%
Hot Springs	83.79%
Historic Sites	83.11%
Dining	81.92%
Festivals & Events	79.40%

Travel Planner Requests: Top 5 Interests - Family Travel

Interest	% of Total (426)
Hot Springs	84.19%
Nature & Sightseeing	83.06%
Outdoor Recreation	77.07%
Dining	73.49%
Historic Sites	71.08%

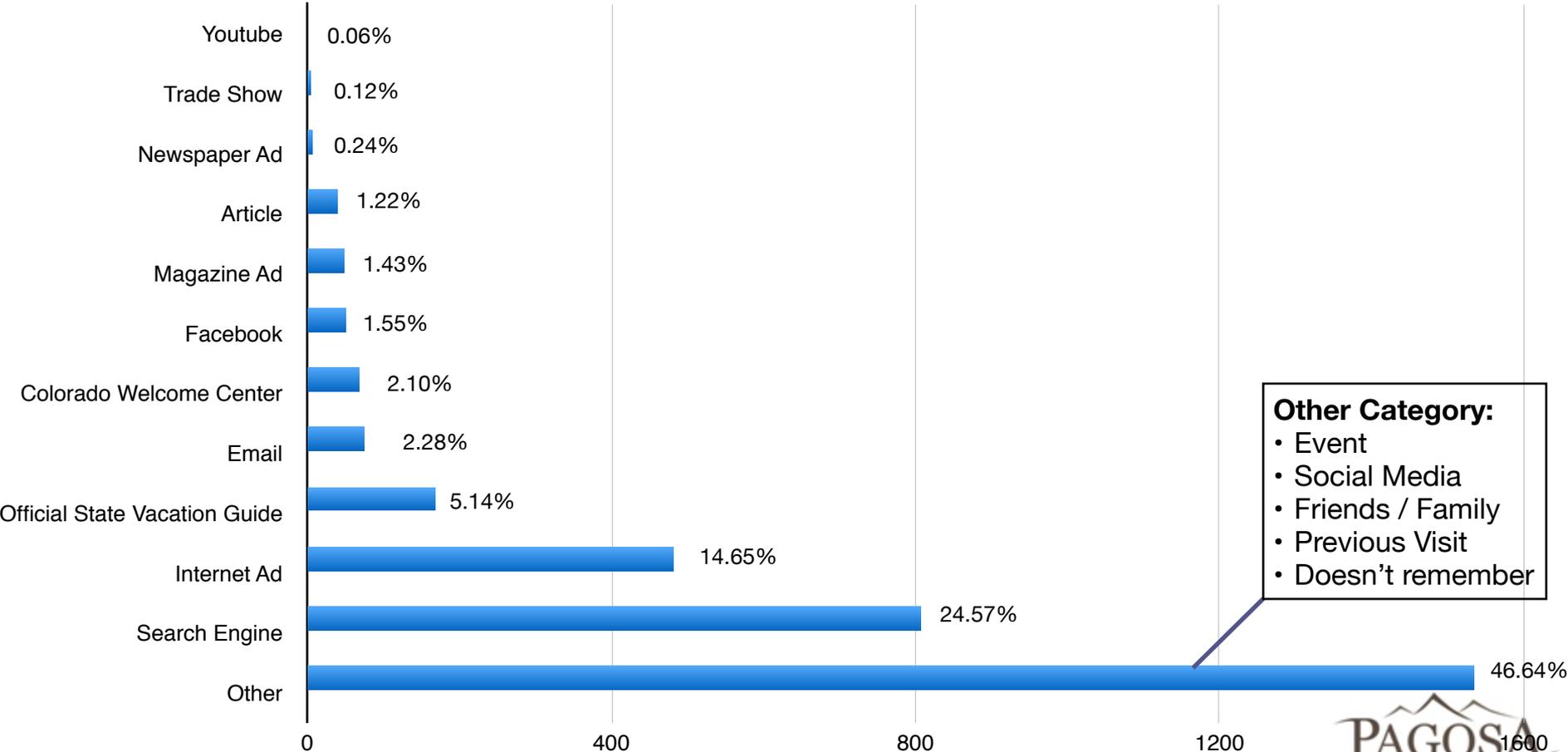
Travel Planner Requests: Top 5 Interests - Outdoor Recreation

Interest	% of Total (426)
Nature & Sightseeing	84.65%
Hot Springs	83.79%
Dining	70.92%
Historic Sites	68.32%
Festivals & Events	68.28%

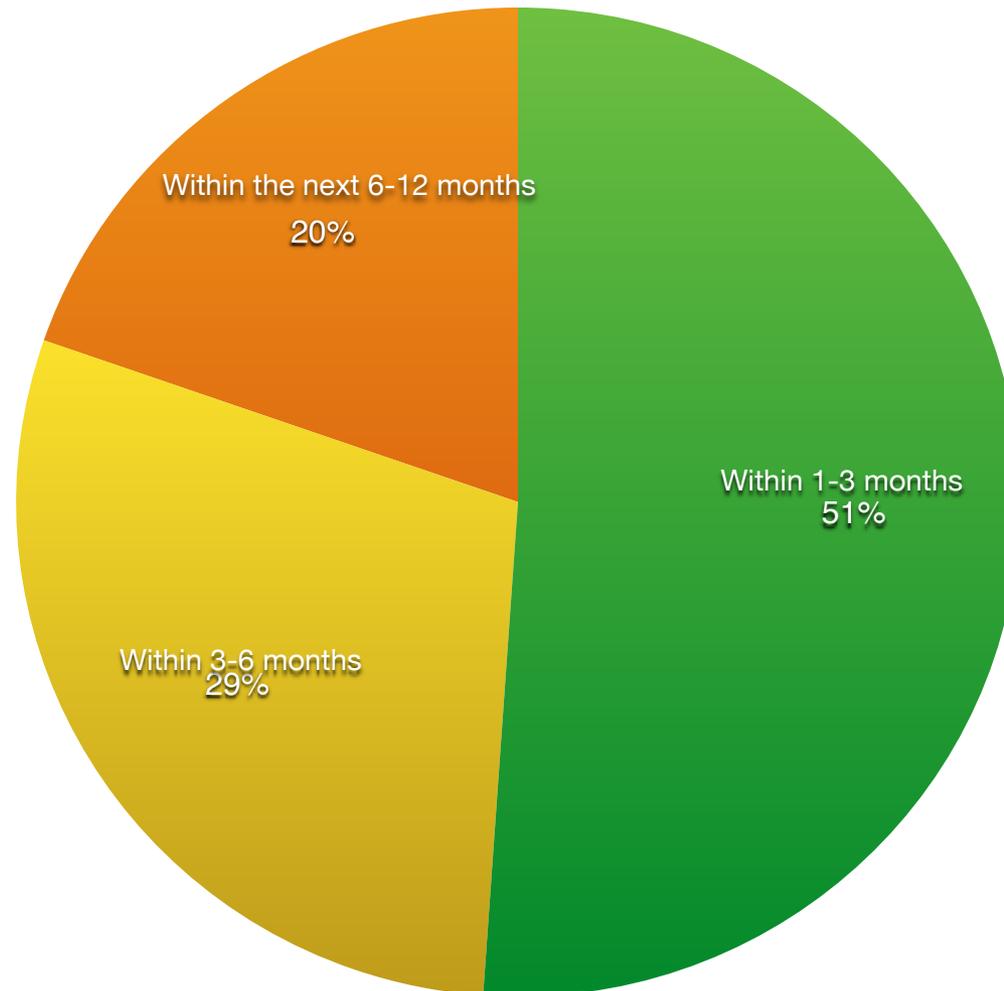
Travel Planner Requests: Top 5 Interests - Festival & Events

Interest	% of Total (426)
Hot Springs	85.42%
Nature & Sightseeing	84.70%
Dining	77.99%
Historic Sites	76.01%
Outdoor Recreation	74.48%

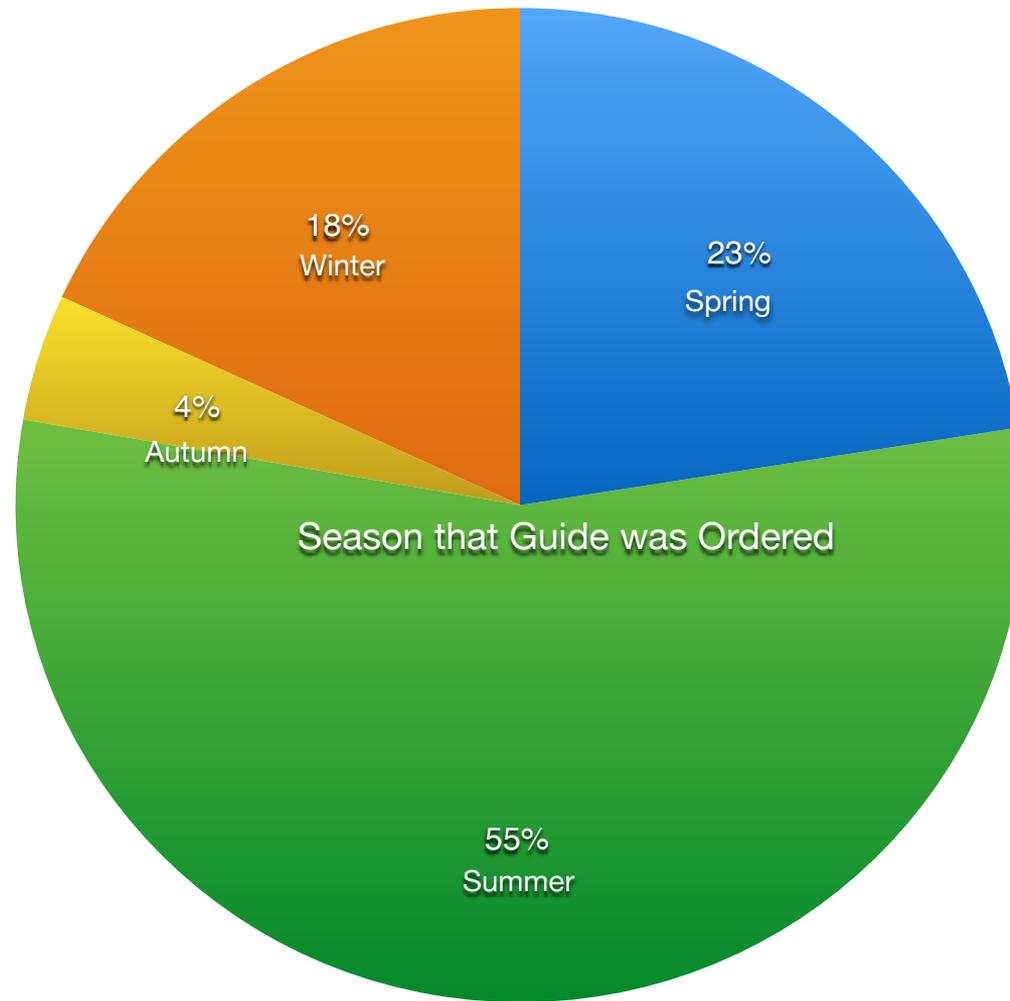
Travel Planner Requests: How They Heard About Us



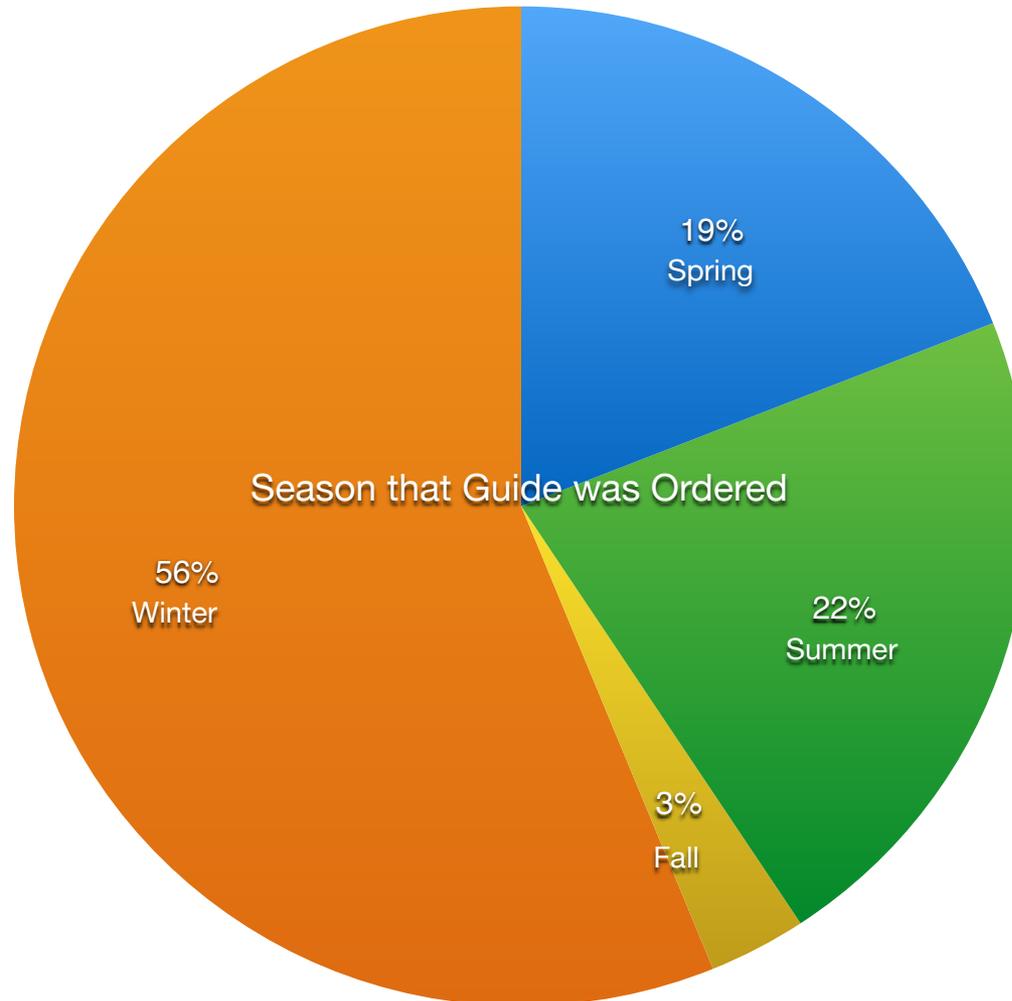
Travel Planner Requests: How Soon are They Traveling



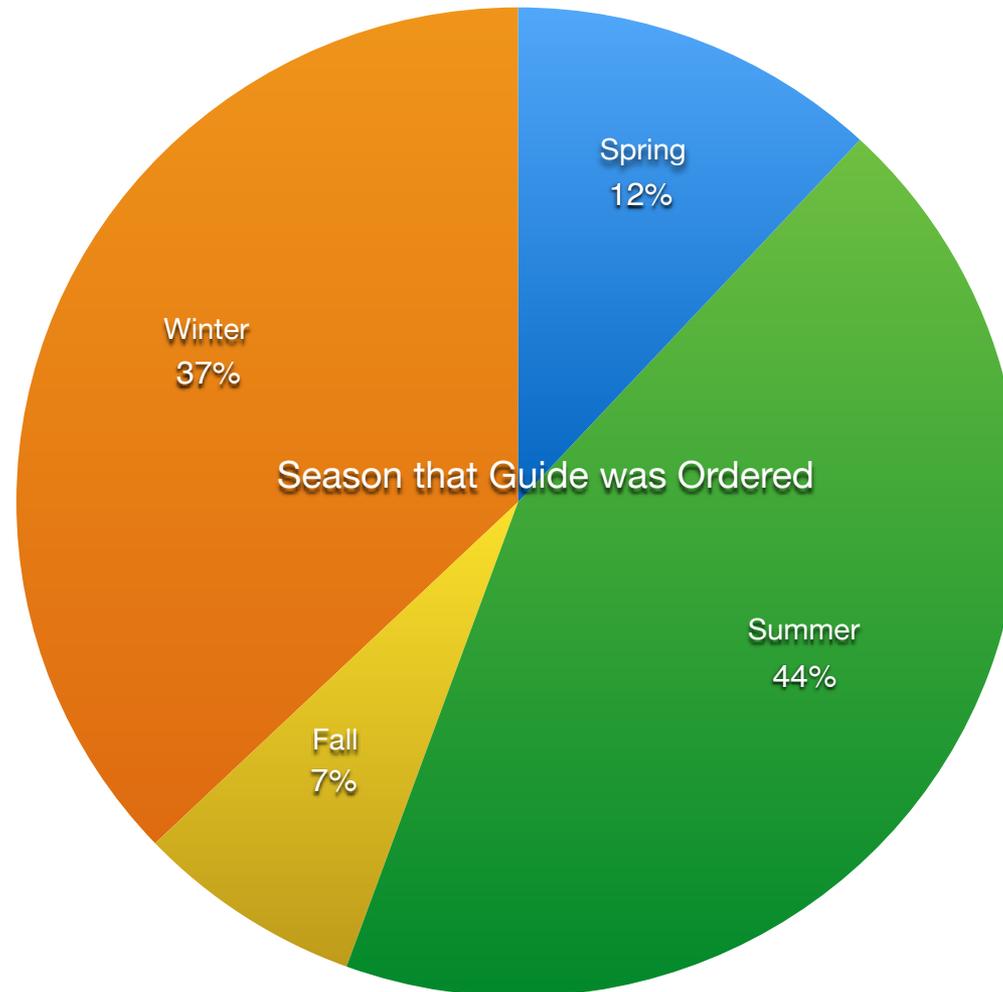
Travel Planner Requests: Traveling Within 1-3 Months



Travel Planner Requests: Traveling Within 6 Months



Travel Planner Requests: Traveling Within 12 Months



Visitor Center Traffic: Survey Results

Visitor Center Traffic: Survey Results (Audience)

- 894 Responses
- Participated in optional survey
- Stopped in Visitor Center during 2015
 - 571 1st time visitor (63.87%)
 - 318 repeat visitor (35.57%)
 - 5 were apparently unsure

Visitor Center Traffic: Survey Results (Length of Stay)

Length of Stay	# of Responses	% of Total (894)
Passing Through / Day Trip	229	25.62%
1	121	13.53%
2	127	14.21%
3	95	10.63%
4	60	6.71%
5 or more	252	28.19%
Unknown	10	1.12%

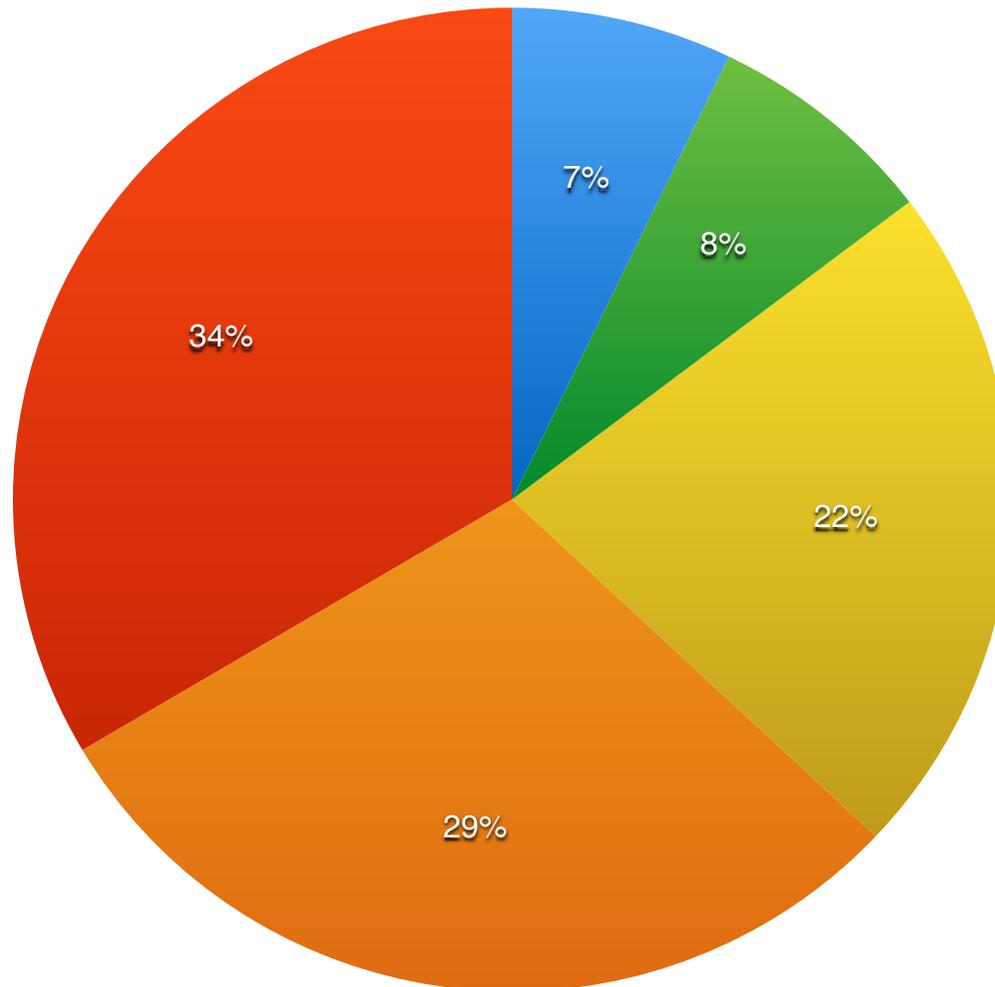
Visitor Center Traffic: Survey Results (Accommodations)

Accommodations	# of Responses	% of Total (894)
Hotel / Motel	224	25.06%
Bed & Breakfast	2	0.22%
Time Share	128	14.32%
Vacation Rentals	129	14.43%
Friends/Family	52	5.82%
Camping / RV	97	10.85%
Other	262	29.31%

Visitor Center Traffic: Where are they From?

● OK ● AZ ● NM ● CO ● TX

1	Texas
2	Colorado
3	New Mexico
4	Arizona
5	Oklahoma
6	Arkansas
7	Florida
8	Utah
9	Louisiana
10	Missouri



41 Different States were Represented by Visitor Center Sign Ins

Visitor Center Traffic: Where are they From?

	Travel Planner	Visitor Center Traffic
1	Texas	Texas
2	Colorado	Colorado
3	Oklahoma	New Mexico
4	Arizona	Arizona
5	New Mexico	Oklahoma
6	California	Arkansas
7	Missouri	Florida
8	Alabama	Utah
9	Kansas	Louisiana
10	Illinois	Missouri
11	Florida	Oregon
12	Arkansas	California

9 of top 12 States that Requested Travel Planners are also in the Top 12 States Represented at the Visitor Center

Visitor Center Traffic: A Few Comments

- Tom was very helpful!
- Nice facility
- I always stop here and bring friends and family here. Great facility and friendly staff.
- Wonderful job keeping the river accessible to everyone
- Great information!
- Stopped in by accident. But delighted. Thank you. We will be back!
- Beautiful first impression! Our first time here, but definitely not the last!
- Beautiful! Great stop passing through. Your Visitors Center was informative and delightful.
- Great help, knowledgeable at visitors center
- Beautiful first impression! Our first time here, but definitely not the last!
- Thank you, so friendly
- Very nice center. Workers are fabulous!
- Excellent service
- Very friendly and helpful staff
- I really like the small town vibe. Very friendly. No one took my food.
- We really enjoyed your beautiful town. Thank you for being so welcoming to us.



AGENDA DOCUMENTATION REPORTS TO COUNCIL: IV

PAGOSA SPRINGS TOWN COUNCIL OCTOBER 22, 2015

FROM: ZACH RICHARDSON, TOWN BUILDING OFFICIAL

PROJECT: DEPARTMENT OF BUILDING & FIRE SAFETY REPORT

ACTION: UPDATE AND DISCUSSION

COMMERCIAL BUILDING ACTIVITY:

Walmart received an additional extension on its temporary Certificate of Occupancy (CO) for 90 days, until December 17, 2015. Prior to issuance of a final CO, the following issues shall be completed: landscaping, fire issues, and parking lot lighting.

City Market is nearly complete with their interior remodeling project. Issues under review include the fire alarm, Starbucks coffee shop addition, new roof and loading docks. The Department plans on issuing a Certificate of Completion during the month of October.

Hometown Food Markets completed the interior remodeling – addition of a customer service counter and walls, installation of new refrigeration equipment, and have addressed the mechanical and electrical issues. The store opened for business on August 25 and has received a Certificate of Occupancy.

Hospital and Medical Arts Building Expansion plans have been placed on hold until spring 2016.

BUILDING PROJECTS:

The Department issued the following building permits:

	JULY	AUGUST	SEPT	YEAR TO DATE
Commercial - Addition	1	0	0	8
Commercial – Improvement	0	0	0	6
Commercial – New	0	0	1	1
Misc-Accessory Structures	0	0	1	2
Residential – Addition	2	2	0	7
Residential – Improvement	0	0	1	4
Residential – New	1	0	1	12
Permits Issued	4	2	3	40
Total Project Valuation:	\$150,543.02	\$12,450.00	\$3,173,1000.00	\$9,297,687.02

During the month of September, the following building files were closed – completed in accordance with the approved plans:

- Single Family Residence Addition – San Juan Street
- Rez Hill Grill – Hot Springs Boulevard
- Cobblestone Townhomes (2 units) – Cobblestone Lane

- Riverwalk Condos (4 units) – S. 5th Street
- Seeds of Learning Shade Canopy – S. 7th Street

As of this report, the Department has 94 active building permits.

BUILDING DEPARTMENT TRAINING AND CONTINUED EDUCATION:

Building Official/Fire Marshall is not planning any training during the month of October. Certified Permit Technician/Associate Planner Margaret Gallegos is preparing for the Residential Plans Examiner certification and will attend a weeklong class in Denver in preparation for the written exam.

BUILDING INFRACTIONS:

Legal Issues: The Department continues to work with legal counsel to follow-up on building code violations, including several businesses operating without an approved Town business license/contractor work permit.

Asbestos Demolition Project - Complete: The fifth street mobile home park is gone. The State of Colorado approved eight demolition permits – those tested positive have taken steps to remedy the situation and four homes have been demolished and the remaining four were removed. A permit was issued in September to Bent Pines Holdings to begin the “Pagosa Junction” eight-plex condominium foundations.



AGENDA DOCUMENTATION

REPORTS TO COUNCIL:IV

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 22, 2015

FROM: DENNIS FORD, MAINTENANCE SUPERVISOR

PROJECT: MAINTENANCE DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

MAINTENANCE UPDATE

Staff has been doing their daily tasks in maintaining Town Facilities. Staff installed gutters at the Visitor Center.

Staff has been in contact with two firework companies and is soliciting proposals to supply and conduct the firework display for July 4, 2016. To date, a quote has not been received from either company.

Geothermal System has been turned on. System is presently running good. Water loss is under 1.1 gallons per minute. Staff worked with the Archuleta County School District on a geothermal energy audit. Staff tapped a new geothermal connection for a residential customer on Lewis Street.

Staff covered Sanitation Department while Sanitation personnel were on leave. Assisted the Streets Department in crack filling. Poured sidewalk for Parks Department at Yamaguchi Park. Staff is working on estimates for remodel at the Visitor Center.



AGENDA DOCUMENTATION

REPORTS TO COUNCIL:IV.1

PAGOSA SPRINGS TOWN COUNCIL
OCTOBER 22, 2015

FROM: CANDACE DZIELAK, COURT ADMINISTRATOR

PROJECT: MUNICIPAL COURT, DEPARTMENT REPORT
ACTION: UPDATE

IN-COURT ACTIVITY UPDATE AND SUPERVISION CASELOAD UPDATE

COURT SESSIONS ~ Four (4) court sessions were conducted in September 2015.

Pagosa Springs Municipal Court September 2015 Case Characteristics				Pagosa Springs Municipal Court Current Supervision Caseload October 15, 2015		
Total Cases Docketed	85			Total		% of Caseload
Traffic	23			Cases Under Supervision	77	—
Adults		22		Juveniles	20	23.94%
Juveniles		1		Adults	57	76.06%
Criminal	62			Males	45	56.34%
Adults		34		Females	32	43.66%
Juveniles		28		TOTAL WORKLOAD UNITS	159.94	

STAFFING

- 1) **Deputy Court Clerk** ~ On September 17, 2015, the Council approved the hiring of a Deputy Court Clerk for the Municipal Court. The Deputy Court Clerk position was opened on October 1, 2015, and the deadline for application submission was October 16, 2015. Interviews for the position will be conducted on October 27, 2015.
- 2) **Presiding Judge** ~ On October 6, 2015, the Council approved an employment agreement for Presiding Judge William Anderson. Additionally, on October 6, 2015, the Council approved Resolution 2015-16 re-appointing Judge William Anderson for a four-year term.

2016 BUDGET

- 1) On September 21, 2015, the Court Administrator reviewed the Court's proposed 2016 budget with the Town Manager and Town Clerk. Upon discussion, 2015 year-end estimated expenditures were adjusted, and the 2016 proposed budget was established. Except for additional staffing costs, the 2016 Municipal Court budget proposal does not deviate significantly from the 2015 approved budget.



AGENDA DOCUMENTATION

REPORTS TO COUNCIL:IV.1.B

PAGOSA SPRINGS TOWN COUNCIL
October 22nd, 2015

FROM: DARREN LEWIS, PARKS & RECREATION DIRECTOR

PROJECT: PARKS AND RECREATION DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

PARKS AND RECREATION COMMISSION UPDATE

The latest Parks and Recreation Commission (PRC) meeting was held October 13th; the minutes from this meeting are attached for your review. The next PRC meeting will be held Tuesday, November 10th at 5:30 p.m. in Town Hall.

RECREATION PROGRAMS UPDATE

Youth basketball for ages 7-8 started October 12th and is scheduled to end November 19th. Gymnastics started October 12th for four weeks. There will be one more session offered before the end of the year.

PARKS UPDATE

All irrigation lines have been blown out for the winter. New trees and shrubs will be installed at Yamaguchi Park the week of Oct. 26th. A new sidewalk on the south side of Yamaguchi bathrooms has been completed.

The new playground equipment for Town Park is scheduled to be delivered the week of Oct. 19th and installed the week of October 26th or November 2nd. A map of the location of the new playground equipment has been attached.

Work on the Geothermal Greenhouse Project is underway in Centennial Park.

Minutes - Parks and Recreation Commission

Date - 13 October 2015

Commissioners in Attendance - deGraaf, Gadowski, Highum, Pettus.

5:35 pm - Call to order

Minutes from Sept 2015 meeting were not approved due to the lack of a quorum.

Dept Head reports

- New play structure will be installed in Town Park by early November 2015.
- The County agreed to fund the Skate Park addition.
- Landscaping is happening at Yamaguchi Park.
- Alterations to the Observation Deck on Reservoir Hill were approved.
- Restrooms to be installed at Centennial Park.
- The Town will submit a GOCO grant to aid in the replacement of the Springs Bridge.
- The Town is looking to provide after school programs for kids at the Community Center.

New Business

- Wind Harp - Ross Barrable presented a wind harp that he would like to have installed on the Springs Bridge. The harp would be donated by Mr. Barrable who would also assume responsibility for any maintenance or repair due to vandalism. All agreed that this would be a wonderful addition to the bridge and enhance the sound space of the area.
- Ice Rink - Brian Collabolletta proposed the temporary placement of an ice rink in Town Park for the winter. The rink would be smaller in size (approx 60' x 100') than last year's rink and would be placed adjacent to the gravel pullout on the North side of Hermosa Street. Temporary installation of 3 telephone poles would be necessary to shade the rink from the devastating effects of the sun. The poles will be removed in the spring when the ice rink is disassembled.
- Secretary - Jenny Highum offered to be the secretary for the Parks and Rec commission.

Other Business

- Stephen Durham of the Pagosa Area Tourism Board presented on their desire to add bike racks to the downtown area. A poll conducted by the Visitors Center revealed that many feel that the Town needs to be more accommodating to cyclists. The tourism board has allocated \$10,000 to purchase bike racks. The Commission all agreed that we prefer quality over quantity and tasked Stephen with finding appealing racks. Exact placement of the racks will be determined at a later date.

Adjournment – 7pm

Town Park
Hermosa Street

Location of placement of new playground equipment.





AGENDA DOCUMENTATION

REPORTS TO COUNCIL: IV.1

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 22, 2015

FROM: JAMES DICKHOFF, PLANNING DIRECTOR

PROJECT: PLANNING DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

HISTORIC PRESERVATION BOARD (HPB) UPDATE

The DRAFT September 15, 2015 and the October 7, 2015 meeting minutes are attached for TC's reference. The October 14th HPB has been cancelled.

In summary:

On October 7, 2015, the HPB:

- 1) Approved a certificate of alteration for 486 Lewis Street (High Country Title) and the proposed exterior building improvements with a few contingencies.
- 2) Briefly discussed a private citizens nomination to Colorado Preservation, Inc. of the County Courthouse as an Endangered Place.
- 3) As a result of our grant application for the restoration of the Rumbaugh Creek Bridge, the HPB discussed the process of listing the Rumbaugh Creek stone arched bridge as a local landmark. The following public hearings have been set for this consideration: HPB November 18th, TC November 19th and December 1st.

Due to the Veterans Day holiday, the Next regular HPB meeting is on November 18, 2015 at 5:15 pm.

PLANNING COMMISSION (PC) UPDATE

The September 22, 2015 and the October 13, 2015 PC meeting minutes are attached for TC's reference. The October 8, 2015 PC meeting was cancelled.

In summary:

On September 22, 2015 the PC:

- 1) The PC approved a recommendation for Town Council to prohibit temporary signage for businesses that have an electronic message center sign.
- 2) Discussed the consideration for a recommendation to TC to allow smaller single family residential lot sizes in the R-12 and R-18 districts. This consideration is consistent with current density allowances, and may provide smaller affordable single family homes for work force housing options. The PC directed staff to bring this item back the Town Council for further direction. After the meeting, the PC Chair asked staff to include this item on the PC agenda for October 13 for further PC discussion, before bringing to Town Council.

On October 13, 2015, the PC:

- 1) Further discussed the consideration for a recommendation to TC to allow smaller single family residential lot sizes in the R-12 and R-18 districts. The PC provided the following recommendation for Town Council's consideration "
- 2) Approved a variance application for 319 S. Eighth Street, allowing the owner to construct a covered entry porch along the street side with a 5 foot set back from the property line.

The next regularly Scheduled Planning Commission meeting is on November 10, 2015. The October 27 PC meeting has been cancelled

PIEDRA STREET RE-CONSTRUCTION PROJECT

The project is substantially complete and is open to the public. The Planning Director researched the omission of the 9th Street curb cut, and determined the town Project Manager had signed the change order authorizing the curb cut to be removed from the project.

SAFE ROUTES TO SCHOOL GRANT

Safe routes to school has issued a notification of the availability of infrastructure grants for 2016, with a grant deadline of January 8, 2015. Projects can request up to \$300,000 in grant funding, however, there is only \$2,000,000 available state wide for infrastructure grants. Staff will work with the local Safe Routes coalition and look at potential projects that would be eligible for this funding and bring them to Town Council for consideration. A minimum 20% cash match is required. Eligible projects include sidewalks, bike paths and crosswalks, that can be legitimately considered as providing a safe route for K-8 grad students to and from schools.

WATER WORKS FACILITY STATE HISTORIC HUND GRANT APPLICATION

Staff has submitted a grant application with the State Historical Funds for the restoration of the Water Works building located at 96 first Street. Award notification are expected in April. The estimated project cost is \$183,153.00 and the requested grant funding is \$137,365.00 with a town cash match of \$45,788.25.

MAJESTIC DRIVE

Staff was successful in being awarded an additional \$75,000 in CMAQ funds for the Majestic Drive paving project, though we will not be able to utilize all of the \$75,000 for the Majestic Drive project, the remaining balance will be requested to be rolled into our future CMAQ paving project grant awards.

GEOHERMAL GREENHOUSE PROJECT

The Geothermal Greenhouse partnership project site work has begun. Site work completion is expected by the end of October, depending on weather. The GGP will then solicit funding for the actual greenhouse domes, and expect to have one installed next year.



Town of Pagosa Springs Historic Preservation Board
Special Meeting Minutes
Wednesday, September 15, 2015
Town Hall Conference Room Located at 551 Hot Springs Boulevard
Pagosa Springs, Colorado 81147

- I. **Call to Order / Roll Call:** Chair Brad Ash called the meeting to order at 5:58 pm. Present were Board members Peggy Bergon, Judy James, Chrissy Karas, Andre Redstone, Lindsey Smith and Associate Planner Margaret Gallegos.
- II. **Announcements:** None
- III. **Approval of Minutes: Motion made by Member Karas, seconded by Member Redstone and unanimously carried to approve the August 12, 2015 and September 9, 2015 Historic Preservation Board regular meeting minutes as presented.**
- IV. **Public Comment:** None
- V. **Sign Review:** None
- VI. **Landmark Designations:** None
- VII. **Alteration Certificate Review:** None
- VIII. **Tax Credit Review:** None
- IX. **Project Review:** None
- X. **Decision Items:**
 - 1) **Visitors Center Heritage Brochure:** The Board expressed concerns with the content and possible legal ramifications for the material published in the Visitors Center Heritage Brochure. The Board felt that the printed material contains inaccurate historic information, lacks factual details and has numerous grammar errors. The Board concluded that it wants to address its concerns to the Town officials; specifically the Town Council since it endorsed, and possibly approved, the publication. The Board, once again, offered its assistance with providing researched factual historic information and wants to be included in the re-print of the brochure. The Board also suggested that a 3rd party become involved to assess and evaluate the historic facts and provide input for its re-print.

Motion by Member Redstone, seconded by Member Bergon and unanimously carried to request staff to consult with the Town Manager as to the appropriate channels for the HPB to submit a letter of recommendation and to whom it should be directed and/or addressed.

Motion by Member Redstone, seconded by Member Karas and unanimously carried that Chair Ash craft a letter, to be sent through the appropriate channels, addressing



Town of Pagosa Springs Historic Preservation Board
Special Meeting Minutes
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the Board's concern regarding the Visitor Center Heritage Brochure and its likely reprint.

- 2) **Establishing Parliamentary Procedures for HPB meetings:** The HPB discussed at their last meeting the interest in establishing parliamentary procedures for HPB meetings. Member Bergon presented the following suggestions for the HBP's consideration. The general intent of this effort is providing clear procedures for conducting orderly and productive meetings.

PRESENTING BUSINESS

- ~The Chair introduces the topic briefly
- ~A speaker must always be recognized by the chair
- ~The way to present business is to create a motion. "I move that..."
- ~An idea is *not* discussed first and then a motion made; it is the other way around
- ~To make a motion the member must obtain the floor; motions are stated in the positive
- ~Motion made i.e. "Let's have a picnic" Seconded, chair states M & S, asks for discussion, members now have the right to debate and discuss
- ~ The motion can be restated by anyone, seconded, discussed, vote

DEBATE PROTOCOL

- ~One person may speak at a time without repeating what has already been stated
- ~A speaker must always be recognized by the chair
- ~All comments are made through the Chair, even if directed towards another member. No cross conversations or interruptions. Even mentioning another member's name is discouraged.
- ~All comments must pertain to the motion
- ~Remember a second means, "let's discuss it, not, I agree"
- ~Debate times must be respected unless $\frac{2}{3}$ member vote amends limits
- ~The member who made the motion has the first right to speak
- ~When a member makes a motion it belongs to them and they may modify or withdraw it until the chair repeats the motion. Once that happens, it belongs to the assembly and changes may be suggested
- ~Each member may speak 2 times; it is a courtesy to state whether you are speaking for or against the motion

~**Unanimous consent:** In cases where there seems to be no objection to routine business, the chair can merely state, "If there is no objection..." and state the desired action. This saves considerable time from making and voting on motions. The maker of a motion can rescind his or her own motion using this phrase, but only before it belongs to the assembly.

FORMAL MEETINGS

- ~A meeting in which strict parliamentary rules apply
- ~Always in place for Boards larger than 12 members

INFORMAL MEETINGS

- ~For Boards of less than 12 members
- ~The person presiding can make motions, and vote on motions



Town of Pagosa Springs Historic Preservation Board
Special Meeting Minutes
Wednesday, September 15, 2015
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- ~Members can often discuss ideas before they make a motion
- ~Motions do not need to be seconded
- ~When all members state they know what they are voting on, having a formal motion is not necessary for the vote (though recommended)
- ~The presiding officer can return to formal rules of conducting a meeting and declare that formal Parliamentary Procedure Rules are in place

GENERAL GUIDELINES

- ~Meetings shall have a declared beginning and ending time
- ~Adopting the agenda at the beginning of a meeting means it then takes $\frac{2}{3}$ vote to add an item
- ~No agenda item may exceed the allotted time frame without $\frac{2}{3}$ member vote, any member of the board or audience may declare time and request moving the meeting forward
- ~All societies specify how long a member shall speak; any board member may declare time is up
- ~After the reading of the minutes and corrections are made, no motion is needed, they are *approved as read or corrected* without a vote

Motion by Member James, seconded by Member Bergon and unanimously carried to adopt the Parliamentary Procedures, as presented and sourced from Robert of Rules of Order, 10th Edition, pages 31-54 and 342-351, as the Board's guidelines for its operating procedures.

XI. Discussion Items: None

XII. Public Comment: None

XIII. Reports and Comments:

- A. Historic Preservation Board Discussion and Ideas:** Member Redstone requested that the Board consider a referral mechanism that provides guidance to the Board members for representing the Board during public events / meetings. **Motion by Member Redstone, seconded by Member James, and unanimously carried to add the topic of HPB representation on the next HPB meeting for discussion.**

XIV. Adjournment: Meeting duly adjourned at 7:40 pm.

By: Brad Ash, Historic Preservation Board Chair



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Special Meeting Minutes
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Town Hall Conference Room Located at 551 Hot Springs Boulevard
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- I. **Call to Order / Roll Call:** Vice Chair Peggy Bergon called the meeting to order at 5:50 pm. Present were Board members Judy James, Chrissy Karas (arrived at 5:58 PM), Alternate Member Lindsey Smith, Planning Director James Dickhoff and Associate Planner Margaret Gallegos. Members Brad Ash and Andre Redstone were absent. Vice Chair Bergon designated Alternate Member Smith as a voting member.
- II. **Announcements:** None
- III. **Approval of Minutes: Motion made by Member James, seconded by Member Smith and unanimously carried to approve the September 15, 2015 Historic Preservation Board regular meeting minutes as presented.**
- IV. **Public Comment:** None
- V. **Sign Review:** None
- VI. **Landmark Designations:**
 - A. **Rumbaugh Creek Stone Arched Bridge, Local Landmark Designation:** Planning Director Dickhoff reported that during the State Historic Fund office review of the pending grant award contract, they identified that the Rumbaugh Creek Stone Ached Bridge is not included in the Water Works building/property local landmark designation, and thus, needs to be designated by the Town as a local landmark for the grant contract to proceed. He stated that the Land Use and Development Code (LUDC), public noticing is required and staff will advertise the public notice for a November 18, 2015 Historic Preservation Board (HPB) public hearing, November 19, 2015 Town Council (TC) public hearing and December 1, 2015 TC public hearing for two readings of the ordinance. As part of the designation, an area around the actual bridge may need to be within the designated area, to ensure that can expend SHF grant funds on items around the bridge perimeter. Staff suggests, and the Board concurred, that the Town consider designating just the immediate area around the bridge. A survey and legal description are being developed for the designation process. The Board accepted that this item is being reviewed at this meeting in preparation for the bridge local landmark designation and as an update for the SHF Grant Contract for the bridge restoration.
- VII. **Alteration Certificate Review:**
 - A. **486 Lewis Street exterior Alteration Application:** On October 2, 2015, the Planning Department received the application from Tracy & Karen Bunning for exterior alterations at 486 Lewis Street, currently the “High Country Title” business. The property is not listed; however, it is located within the historic district. The property survey, conducted in 2001, was provided to the Board.



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The Exterior Alteration proposed work includes:

- 1) Remove existing siding materials, and install:
 - a. New siding, Smart side 10” lap siding (cedar texture), colored Sherwin Williams “Clary Sage Green” (SW6178).
 - b. New cultured stone wainscoting, from Eldorado stone as shown on plans.
- 2) Remove existing window, door framed awnings, and install with new rustic hand hewn timber framed awnings with rusty metal roofing.
- 3) Remove existing south entrance stairs and construct new ADA compliant wheel chair ramp and new stairs. This improvement includes a concrete ramp/stair structure with black painted metal tube hand railing.
- 4) Remove signage as indicated on the Architect drawings and reinstall.
- 5) Remove existing flashing and Install new metal cap over roof parapet wall.
- 6) Remove existing corbel detail and Install new 2x6 hand hewn over 2x12 hand hewn cornice detail.
- 7) Remove and Replace existing exterior light globes.
- 8) All doors and windows to remain, no changes.

Additionally,

- 1) The existing Oval Sign located on the south face of the building is being removed and replaced with the sign and bracket shown on sheet A-202. This sign will be located at the south eastern corner of the building (above ADA ramp), and shown on the plan view on sheet A-201 as a dashed line from the lower left hand corner of the building. The sign bracket is proposed to be black metal angle iron. Sign will be same colors as the sign on the colored sheet A-203. The sign material is natural wood that is carved, sand blasted and painted.
- 2) The awning hand hewn timbers will be stained with a light natural stain, to bring out the red grain of the hem fir lumber.
- 3) The Smart side lap siding is a composite siding material, and has a similar wood grain texture as Hardi-Plank concrete board siding, similar to the Devore house siding, at 480 Lewis Street.
- 4) Cornice cap flashing is proposed as a brown colored metal flashing.

Planning Director Dickhoff reported the following analysis:



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The Historic Resource Survey conducted in 2001. The building appears to incorporate two or more original buildings, with original construction in 1890, and the building's exterior materials appeared to be less than 20 years old at the time of the survey. With that information, it would appear that there are no historically significant architectural features that will be affected by the proposed exterior alteration.

The property/building does not appear to have any significant architectural historic features. The proposed alterations are substantially consistent with the historic district as it relates to the Secretary of the Interior's Standards for Rehabilitation.

Historic Business District and Local Landmark Design Guidelines - the property/building does not appear to have any significant architectural historic features. The proposed alterations are substantially consistent with the historic district.

Land Use Development Code:

- 1) Staff is working with the applicant regarding the oval sign and its height above the highest portion of the building. A solution may be a raised parapet wall to accommodate a sign area.
- 2) Staff is working the applicant regarding the proposed exterior lighting globe replacement, which are not necessarily compliant with TOPS exterior lighting regulations.
- 3) Snow anchors may be required on the new over sidewalk awnings for pedestrian protection.
- 4) Approval from Town Council maybe required for the awning projection over the public ROW.

The Board considered the proposed "Exterior Alteration Certificate Application" as it applies to the standards set forth in the Town's LUDC, Historic Business District & Local Landmark Design Guidelines and the Secretary of the Interior's Standards for Rehabilitation and took the following action:

Moved by Member Karas, Seconded by Member James, and unanimously carried to APPROVE the Alteration Certificate and the Proposed Exterior Alterations for 486 Lewis Street, finding the application, signs and proposed work is in substantial compliance with the Town's Land Use Development Code, the Town's Historic Business District and Local Landmark Design Guidelines and the Secretary of the Interior's Standards for Rehabilitation, with the following contingencies: 1) Planning Director Dickhoff review the back wall and the proposed metal siding, and make a decision, if acceptable to the Town code; and 2) lighting fixtures be brought back to the HPB for review and decision.



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VIII. Tax Credit Review: None

IX. Project Review: None

X. Decision Items: None

XI. Discussion Items:

A. County Courthouse, Endangered Places Nomination by private citizen: Planning Director Dickhoff reported that staff has received notification from a private citizen, Rodney Profit, that he has nominated the Archuleta County Courthouse as an endangered place with Colorado Preservation, Inc. and plans to work with the applicant and the office of the Colorado Preservation, Inc., for any needed information regarding the application.

XII. Public Comment: None

XIII. Reports and Comments: None

XIV. Adjournment: Meeting duly adjourned at 6:51 pm.

By: Peggy Bergon,
Historic Preservation Board Vice-Chair



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- I. **Call to Order / Roll Call:** Commission Chair Ron Maez called the meeting to order at 5:30 PM. Commissioners Heidi Martinez, Kathie Lattin, Peter Adams, Greg Giles were present. Alternative Member Natalie Woodruff was absent. Also present were Planning Director James Dickhoff, Associate Planner Margaret Gallegos, Pagosa Fire Protection District Assistant Chief Randy Larson and Fire Marshall David Hartman, and County Planning Manager John Shepard.
- II. **Announcements:** PC Dickhoff noted that the Town Council approved a new Associate Planner position within the Planning Department and advertisements to fill the position are in process with an anticipated fill date in November. The new position will continue full-time into 2016.
- III. **Approval of Minutes:** Motion by Member Lattin, seconded by Commissioner Martinez to approve the August 25, 2015 Planning Commission regular meeting minutes as presented.
- IV. **Public Comment:** None received.
- V. **Board of Adjustments:** None
- VI. **Planning Commission:**
- A. **Electronic Message Center Sign Regulation Regarding Prohibiting Temporary Signage:** Planning Director Dickhoff reported that on April 28, 2015 the Planning Commission made a recommendation to the Town Council regarding specific regulations for allowing Electronic Message Center (EMC) signs. On June 2, 2015, the TC approved moving forward with specific regulations for consideration as an ordinance for LUDC revisions. Planning Director Dickhoff presented the June 2, 2015 TC minutes and summarizing the TC's decision in which the following regulations will be included in an ordinance for their consideration on October 6, 2015.
- 1) Allow EMC's within sign zone 2.
 - 2) Allow EMC's within sign zone 1 (TC approved with 2 TC opposed).
 - 3) Prohibit EMC's in residential districts and the Historic district.
 - 4) Limit to no more than one message change each 5 minute period. (TC approved with 1 TC opposed).
 - 5) Require a 5 second phase-out and 5 second phase-in for changing messages.
 - 6) Limit the light level output to 0.3 Foot-candles.
 - 7) Exemption for Temperature/Time display signs, meeting light level to 0.3 Foot-candles.
 - 8) Exemption for Gas Station pricing signs, meeting light level to 0.3 Foot-candles.
 - 9) Limit ECM's to freestanding and wall signs only.
 - 10) Restrict EMC signs no more than 30% of total wall sign or freestanding sign.
 - 11) EMC's shall not be the predominant element of any sign.
 - 12) Provide a LUDC definition for ECM's.



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- 13) EMC sign regulations shall apply to all EMC signs located inside a building and visible from a public sidewalk or public street.
- 14) Limit to no more than one EMC sign per property.
- 15) No Limit on number of Colors used (TC approve with 1 opposed).
- 16) Text shall be the lighter color and the background shall be the darker color.
- 17) EMC signs shall have automatic dimming software or solar sensors to control brightness for nighttime viewing and variations in ambient light.
- 18) EMC messages shall be static. Moving messages and Animation shall be prohibited.

Temporary Signage for Business that has EMC Signs: PD Dickhoff reported that Town Council directed staff to bring to the Planning Commission, the consideration of prohibiting temporary sign permits for businesses that have an EMC. Staff's analysis is that a business that has an Electronic Message Center sign, has the capability of displaying temporary messages, thus, does not need the temporary sign provision. In previous research, Colorado Springs incorporated a very similar prohibition for businesses with an EMC sign. In essence, staff believes the use of an EMC sign, satisfies the need for temporary signage, thus, additional temporary signage should be prohibited. Staff also recommends the temporary sign prohibition regulation be based on a business, not property, since a property can have multiple tenants, however, only one of those business tenants may have an EMC. There was also discussion and PC support for Town Council to consider special provisions for public service announcement EMC's, that may include for example; the School District, TTC and other community service organizations to notify the public of school and sporting events, special events in Town, and other community and civic notifications and alerts.

Motion by Commissioner Lattin, seconded by Commissioner Adams, unanimously carried to APPROVE a recommendation for Town Council to prohibit temporary signage for businesses that have electronic message center signs.

Limiting Hours of Illumination: PD Dickhoff reported that the Town Council further directed staff to work with the Planning Commission to look into limiting the hours of operation for EMC's. Town Council directed staff to look into limiting hours of operation for EMC signs.

Staff reached out to a number of Colorado communities including Aspen, Breckenridge, Crested Butte, Durango, Englewood, Steamboat, Telluride, Vail, Salida, Cortez, Frisco and Silverthorne; as well as a few non-Colorado towns. During the research, it was difficult to find communities that restricted hours of illumination; however, we did identify the following communities that do limit hours of business sign illumination, however, not specific to only EMC signs:

- Steamboat, Colorado: "No sign shall be illuminated between 12:00 a.m. and 6:00 a.m. unless a business establishment is open to the public."



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- Middleton, Connecticut: *“Illuminated of signs should not be illuminated after 10pm or the close of business, whichever is later.”*

All communities that allowed EMC sign restricted foot candle readings to .3 foot candles, with some further identifying foot candle readings at certain distances from the sign. Most all communities generally referenced that sign illumination shall be shielded/concealed and shall not provide un-necessary glare onto surrounding properties.

Motion by Commissioner Lattin, seconded by Commissioner Martinez, motion carried (Commissioner Adams opposed); to DENY a recommendation that Town Council Recommend that Town Council not consider limiting hours of illumination of signs.

B. Continued Discussion and Possible Decision on Allowing Smaller Residential Lots for Single Family Homes in R-12 and R-18 Districts: Planning Director Dickhoff reported that at the August 25, 2015 PC meeting, the Planning Director briefly reviewed the topic of considering the allowance for smaller single family dwelling lot sizes in the R-12 and R-18 districts. Staff had also provided some reading materials for the PC as a discussion starting point on the topic.

As reported, staff has had, and continues to receive, many inquiries into the concept of allowing smaller single family homes on smaller residential lots. Staff believes there is good reason and merit to consider such a concept, as nationally, average family incomes and family sizes are reducing, not increasing, and there is a national trend to allow smaller lots for smaller homes as well as allowing accessory structure dwelling units (sheds/garages/outbuildings converted into dwelling units).

Staff has reviewed the current LUDC language and regulations regarding allowable densities and minimum lot sizes. Following is an initial analysis for the R-12 and R-18 district only, as they support higher densities, and the fact that the R-6 district would only allow 1 dwelling unit on a typical single 50'x150' town lot (based on .17 acres per lot at 6 units per acre equates to one dwelling unit per lot).

Residential Dwelling Densities: The R-12 (medium density) and R-18 (high density) residentially zoned districts, support residential density. LUDC allowable dwelling densities in R-12 allow up to 2 dwelling units on a typical 50' x 150' town lot, and, R-18 allows up to 3 dwelling units on a typical 50' x 150' town lot.

Lot Size Regulations: LUDC Article 5, outlines minimum lot sizes for the R-12 and the R-18 district.

~ Single family Dwelling lot size: Minimum 7500 S.F. lot size (the equivalent of a typical 50'x150' town lot).

~ Townhomes lot size: Minimum 3000 S.F. lot size.



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This LUDC standard would appear to support multi-family dwelling structures versus detached Single Family Dwelling structures.

Required Yard Setbacks: Both the R-12 and R-18 districts have the same setback requirements. 15 front yard, 10 rear yard and 5 foot side yard. Additionally, corner lots require a 10 foot side setback along the secondary road.

Dwelling Unit Size, Minimum: The minimum dwelling unit size is 400 S.F. of living space, consistent with the International Building Code. Typically, we see this minimum used for granny flats and accessory dwelling units. The Tiny house movement is based on this 400 S.F. minimum as a starting point for small dwelling sizes.

Lot Sizes: For purposes of comparison, staff looked at residential lot size minimums in similar communities within their urban residential zone districts. These provisions are separate than the allowances for accessory rental dwelling units (converting outbuildings into a rental dwelling unit, typically accessed from the alley).

- Durango allows 3,500 S.F. residential lot sizes in for detached single family homes.
- Telluride allows 2,500 S.F. residential lot sizes for detached single family homes and 1,500 S.F residential lot sizes for classified affordable housing.
- Frisco allows 3,000 S.F. residential lot sizes for detached single family homes and 4,000 minimum for Duplexes.
- Steamboat allows 2,500 S.F. residential lot sizes for detached single family homes with an alley and 5,000 minimum for Duplexes.
- Crested Butte allows 3,750 S.F. residential lot sizes for detached single family homes.

Vacation Rental Component: Staff reached out to the Town Attorney, who agrees that limiting the allowance of Vacation Rentals in our LUDC is acceptable, as long as there is reasoning on why the LUDC limits vacation rentals in certain zone districts or under certain circumstances. The Town LUDC already limits vacation rentals in certain residential zone districts, only allowing as a use by right in the MU-TC and MU-C districts and requiring a Conditional Use Permit in the RA, RT, R-6, R-12 and R-18 districts.

Half Lot Size: Currently a detached single family dwelling lot is required to be 7500 S.F. (50'x150') minimum. A half lot would be 3750 S.F. (approximately 50' x 75'') with accesses from the street and from the alley (or side street on corner lots).

Size Limits of Structure (house): The size of a structure (house) is limited based on the following LUDC regulations.



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- ~ 15% landscaped area is required.
- ~ Mid-span roof height restrictions are 24' in R-12 and 35' in R-18 district.
- ~ Off Street parking is required at a minimum of 2 spaces per each single family dwelling unit (house).
- ~ 15' Front/ 5' Side / 10' rear yard setbacks, plus potential 15' min front yard setback for alley fronted lots.

ACCESS to smaller lots: Access to a typical 50'x150' town lot in the R-12 and R-18 districts may be accommodated from the Street and from existing Alleys. Subdividing a typical town lot into two parcels, would require access from the street for one lot and the alley for the second lot, unless a flag pole driveway was designed into one of the parcels. Many downtown homes are currently accessed from alleys.

Without an Alley: A flag pole driveway or access easement would need to be established, which could drastically reduce the available building area on one lot.

With an Alley: 1) Two detached single family homes on one lot can be accommodated with access from alley and street; 2) Three detached single family homes on one lot (R-18 only) may present some challenges with the need for driveways that could drastically reduce the available building area, though, if more than one lot is being used, then this concern may be a non-issue.

Corner Lots: A corner lot may have additional access opportunities from the side street.

Alley Setbacks and Parking Considerations: For a lot with access from the alley, a 10 foot rear yard setback may not be enough to accommodate the parking of a vehicle, off the alley ROW. Alleys do not have enough width to accommodate parking in the ROW, where a Street typically has enough on-street or unimproved ROW available for parking, thus, under this scenario, Alley accessed properties/homes would require parking considerations on the lot that may include one of the following configurations:

- 1) Parallel parking up to two long.
- 2) Parking along side either of the home, garage or outside.
- 3) Pull in Parking into a garage or in front of the structure, requiring a minimum of 25 feet clear space from the property/alley line.

Planning Director reported that he spoke with Town's streets supervisor, Chris Gallegos, he agrees with the above parking arrangements and wants considerations for private property snow removal/storage. Gallegos also wanted to ensure that trailers and other non-vehicle storage would not occur and the streets / alleys. The Town's Municipal Code adopts the model traffic code, which addresses the use of the Public ROW's and does not allow the parking of trailers on town streets/alleys.



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Comparable Urban Residential Lot Sizes: Based on the research collected from the other communities regarding allowable residential lot sizes in urban zoned residential districts, a half lot of 3750 S.F. is consistent with Crested Butte, and larger than the allowable minimum lot sizes in Durango, Steamboat, Telluride and Frisco. The Pagosa R-12 and R-18 residential districts are urban in nature and similar to the urban residential districts identified in the provided comparable community lot sizes.

Public Utility Easements: Property subdivisions (and all plat amendments) require the dedication of perimeter public utility easements on the new plat to ensure access to utility main lines for connections. This existing LUDC will ensure a half lot has ample access to utilities from the opposite street or alley ROW.

Emergency Vehicle Access: Alleys are frequently accessed and used by emergency vehicles. As is typical in any fire emergency, fire crews pull from the nearest fire hydrant, and stretch hoses across neighboring properties. During the lot development planning and approval process, ensuring that alleys will not be blocked due to park cars extending into the alley will be required to be mitigated in the site planning and approval process.

Hard surfaces Alley improvements: There are no plans to hard surface alleys if the small lot scenario is considered for approval. It is possible that CMAQ paving funds could be available; however, most ROW substrate base materials do not meet current specifications, resulting in road base reconstruction projects instead of a paving project. Many of the town's we have used for comparison have gravel alleys. Drainage is always a concern that is reviewed during site plan approval. Staff would work directly with the Streets department on each specific project to identify drainage issues that can be mitigated as part of the development of the lot, and may include easements for drainage or drainage considerations on the lot.

Staff also provided the Commission with the following documents: 1) Colorado Association of Ski Town's (CAST) report on Vacation Rentals, Workforce housing section; and 2) Staff had included a few articles at the August 11 meeting packet for the PC's consideration.

After PD Dickhoff's presentation, Chair Maez opened the floor to comments and questions.

Randy Larson, Assistant Chief for Pagosa Fire Protection District had no objections to the use of property. The Fire District recommendations include adequate access from alleyway, roads to be all weather for access, adequate clearance for the power lines and cable that run through properties – clearance for apparatus for access, and adequate turn around for dead end road – more than 150 feet for turnaround of apparatus.

Commissioner Giles asked about the number of lots that would be affected and wanted clarification that the process would only involve R-12 and R-18 properties. PD Dickhoff



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affirmed that R-12 & R-18 are the only properties involved but did not have information about the number of lots affected. Giles later commented that ownership and use by owner of property is the right of owners.

Commissioner Lattin commented that the Town Council should provide input and backing for alley access and concept of smaller lots.

Commissioner Adams commented that he supports affordable housing because it equates to increased density within community. An example that he used was on 7th Street in which a lot measures 50' x 150' and has access from an alleyway with four units constructed and include carports. He felt that developers are awaiting a decision, and the Town should collaborate with other effected entities.

Commissioner Maez asked about the Koch property on South 8th Street. PD Dickhoff noted that it is a rental situation only, no separate ownership. However, the intent of smaller lots is for people to pursue ownership – affordable land.

Commissioner Martinez asked if there is a minimum square footage for a mortgage. Commissioner Lattin responded that for government loans it is 600 sq. ft. for the primary residence with comparable in-house mortgages. She noted that developers want to solve affordable housing problem and government programs are working toward workforce housing solutions. Martinez asked PD Dickhoff if the required 15% landscape can be installed in setbacks, he responded, “yes”. Martinez commented that if the lots were split it would create two lots and in turn would incur two fees – utility, taxes, etc.

Commissioner Adams Peter said that exploring will take time, but the subdivision process can happen now and felt that it is a quick solution for housing needs. Chair Maez asked Adams, as a builder and developer, to recuse himself from the meeting because he felt that the has a conflict of interest because he has a vested interest in the topic of smaller residential lots. PD Dickhoff excused himself to check with legal counsel about conflict of interest. Upon his return, Dickhoff stated that Adams does not have a conflict of interest because the topic is broad and is being discussed for a recommendation to the Town Council – there is no conflict with perceived benefits, no final determination, and Town Council can consider member professions when making its decisions.

Commissioner Adams noted that he has experience with rental properties and the smaller lots not solve workforce housing but will reduce rental rates, difficult for service industry – over the past year rents have increased by 25%. He again stressed that he would like to create more affordable housing. He said that the infrastructure costs are a big consideration by developers and it comes down to a question of economics. In closing, he noted that building density equals building population and in turn creates income for Town.



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David Hartman, PFPD Fire Marshall provided additional information about the need for Fire Department access roads by highlighting the Fire Codes that are relevant from the Fire Department's point of view – Sections 503 through 503.1.3. Hartman's comments included that 1) the Fire Department's dedicated access codes are provided in Fire Code– significant for protection and apparatus access roads; 2) the District utilizes 150 feet of hoses to get to and around back of structures; 3) the road access dimensions are 20' wide x 13.6' high, unobstructed; 4) Fire Code Section 503.3 outlines surface, designed and maintained imposed loads for fire apparatus – all weather driving conditions and the need to make snow removal within the alleyways priority.

John Shepherd, County Planning Manager commented that rural county is his expertise and in other counties, density is encouraged where the infrastructure is affected. The trend is toward more flexibility for equity and larger lot sizes. Court cases are giving more options for single-family residences. In some areas, alley access is primary while others are not. In his personal experience, good, long term rental is difficult to secure and is a problem across the board in other areas. He appreciated that honest discussion, felt it was the best for Pagosa Springs to look at others, and encouraged home ownership.

Motion by Commissioner Lattin, seconded by Commissioner Martinez and motion carried (Adams opposed) to DENY a recommendation to Town Council in support of allowing 3750 S.F. minimum lot sizes for single family dwellings within the R-12 and the R-18 residential zone districts and further to ask TC for guidance for their consideration along with other entities (ie, fire district and streets department) involvement and request a future special meeting for open discussions.

VII. Design Review Board: None

VIII. Public Comment: None received.

IX. Reports and Comments:

A. Planning Commission – Commissioner Adams expressed concern with the 8th Street traffic light, he commented that is very slow changing to “green” and when it changes, and it only allows two to three cars the option to turn onto the Highway before turning “red” again.

Commissioner Martinez expressed concern with the 5th Street traffic light – slow access from Lewis Street onto the Highway.

Planning Director Dickhoff reported that a meeting will be held on October 6 to readdress CDOTs proposing street stripping of Highway, narrowing lanes and adding two drive lanes and center turn lanes for five lanes from 12th Street to 7th Street, 3rd and 1st street two travel lane and



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turn lane with bike lane. He noted that the objective is to slow traffic and offer pedestrian refuge while crossing the highway and encouraged the Commissioners to attend the meeting.

Commissioner Adams inquired about the turn lane by tire shop on Eagle Drive. PD Dickhoff noted that the Town budget supported the project for many years. He said that the Town is exploring an affordable solution to left-hand turn but coordination may be needed to improve the dirt road until paving is affordable.

B. Planning Department Report –Planning Department Director Dickhoff provided the following written Department Report:

HISTORIC PRESERVATION BOARD (HPB) UPDATE:

On August 12, 2015, the HPB:

- 1) Approved drafting a letter of support for the preservation and retention of our local museums. Both museums have expressed interest for the Town to be more involved for their sustainability.
- 2) Approved final artwork for the remaining local landmark plaques, with the exception of one property, which will be re-presented on September 9, 2015.
- 3) The HPB expressed concern over the content included in the Visitors Center heritage brochure, and asked staff that this matter be included on the September 9, 2015 agenda.

On September 9, 2015 the HPB:

- 1) The HPB reviewed preservation projects that include the Rumbaugh Creek Bridge restoration, Water Works building grant re-submission, Interpretive signage project and potential grants, Main Street Mural, public forum presentation and the Dr. Mary Fisher statue project.
- 2) The HPB discussed concern over the content included in the Visitors Center heritage brochure, and approved supporting a letter to the Town Manager, which will be drafted by Brad Ash with input from the board via email, for consideration of approval at a special meeting set for September 15, 2015 at 5:30pm.
- 3) The HPB discussed establishing some form of Parliamentary Procedures for HPB meetings, and approved further discussion and possible decision at the September 15th special meeting.
- 4) The HPB briefly discussed the proposed CDOT Main Street traffic lane configuration re-stripping plan, expressing concern over the number of lost parking spaces and the economic viability of the downtown historic district merchants.
- 5) Briefly discussed the 125th Anniversary of the Town's incorporation. Judy James has been appointed to serve as the HPB's representative on the committee working on event and community coordination ideas.

The Next regular HPB meeting is on October 14, 2015 at 5:15 pm in Town Hall.



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GEOTHERMAL GREENHOUSE PROJECT: The Geothermal Greenhouse partnership project site work has begun. Site work completion is expected by the end of October, depending on weather. The GGP will then solicit funding for the actual greenhouse domes, and expect to have one installed next year.

PIEDRA STREET RE-CONSTRUCTION PROJECT: The project is substantially complete and is open to the public, with some final construction work still to be completed. It is expected the final work will be complete before the end of September.

WALMART: Staff continues to work with Walmart staff, design team and general contractor on a number of items, including finding a resolution to the non-complying nature of the exterior parking lot lighting. The Planning Director recently met with the Town's legal counsel, Bob Cole, and the Walmart team in Denver, as a means to find a solution to the lighting concerns. The meeting was productive and resulted in the agreement for the Walmart team to work on the design of a shield for the existing light fixtures. As previously reported, on July 30, 2015 (after the final determination from the BOA, supporting the Town Planning Directors determination) Walmart submitted a "Notice of Appeal" to Town Council, appealing the Planning Directors determination of the parking lot lights not complying with the town code. This matter will be heard by Town Council on or before October 29, 2015, at an appeals hearing, thus, this is a quasi-judicial matter and Town Council should not discuss the matter outside of such hearing. Staff is hopeful a resolution will be in place before the appeals hearing, omitting the need for such hearing. If the hearing is held, it is expected to last 2-3 hours, and may dictate a special scheduled meeting day and time. Walmart will also be requesting to extend the hearing date an additional 90 days, giving additional time for finding a solution and complying with the Town's exterior lighting code.

RUMBAUGH CREEK STONE ARCHED BRIDGE GRANT AWARDED: Staff is working with SHF staff to complete some requested documentation that will initiate the drafting of the SHF grant contract for the awarded \$166,605.

WATER WORKS BUILDING AND TANK WALLS GRANT APPLICATION: The grant application for the water works building and tanks was not awarded in this round due to the limited grant funding available, however, the application scored high. The Town Council granted staff permission to re-apply before October 1, 2015.

CARGO SHIPPING CONTAINER REGULATIONS: Town Council recently approved staff to bring the Cargo Container regulation ordinance back to them in two ordinances, since there were split votes and views on this subject, in reference to the Residential regulations. The agenda item has been bumped from being included on the TC agenda a couple of times now; given the TC, agendas have been very long. In addition, staff vacations interfered with preparations to bring to TC a couple of meetings. It is anticipated this will come to TC on October 6th for their consideration.



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CDOT PROPOSED LANE CONFIGURATION CHANGES THROUGH DOWNTOWN: On September 17, Town Council will consider a proposed plan from CDOT to reconfigure traffic lanes through downtown. Staff updated the Planning Commission at the meeting. Staff encouraged PC members to attend the TC meeting to be held on October 6, 2015.

C. Upcoming Scheduled Town Meetings: A meeting schedule was provided to the Commissioners that included meetings, through November 11, 2015, for the Planning Commission, Historic Preservation, Town Council and Parks and Recreation.

X. Adjournment - Upon motion duly made, the meeting adjourned at 7:38 PM.

Ron Maez
Planning Commission Chair



Town of Pagosa Springs
Planning Commission, Board of Adjustments & Design Review Board
Regular Scheduled Meeting Minutes

October 13, 2015

Town Hall, Council Chambers, 551 Hot Springs Boulevard, Pagosa Springs, Colorado 81147

I. **Call to Order / Roll Call:** Commission Chair Ron Maez called the meeting to order at 5:30 PM. Commissioners Heidi Martinez, Kathie Lattin, Peter Adams, Greg Giles were present. Alternative Member Natalie Woodruff was absent. Also present were Planning Director James Dickhoff, Associate Planner Margaret Gallegos and Estreberto (Beto) Palma.

II. **Announcements:** None

III. **Approval of Minutes:** Motion by Commissioner Martinez, seconded by Commissioner Lattin to approve the September 22, 2015 Planning Commission regular meeting minutes as presented.

IV. **Public Comment:** None received.

V. **Board of Adjustments:**

A. **Variance Application requesting reduction of minimum front yard setback at 319 S. 8th Street - Public Hearing / Quasi-Judicial Matter:** On September 16, 2015, the Town Planning Department received an application requesting a variance to the front yard setback requirements at 319 S. 8th Street. The applicant, Estreberto Palma, submitted the variance application requesting a front yard setback reduction to 5 feet (from 20'), to accommodate an addition of an 8 foot wide covered porch as a protective entrance to the existing residential house.

The applicant has submitted the following and the Planning Director has determined the submitted Land Use and Development Code (LUDC) application for variance meets the application submittal requirements:

- ~ Completed Land use Application.
- ~ Land Use application fees of \$300, received.
- ~ Agreement of payment of fees has been signed.
- ~ Evidence of good title, received.
- ~ Surrounding and interested property ownership report, received.
(Town staff processed the envelopes for neighborhood mailed notifications).
- ~ General Development information, request for variance.

The current house is on one city lot and sits at 13'-0" from the front property line. The main entrance to the home is along the front, the 8th Street side. LUDC section 5.2.3.B.2 & 4 provide some allowances for encroaching into required setbacks, including specific provisions for patios, and roofed approaches to pedestrian doorways, however, the location of the subject house in relation to the front property line, dictates the proposed covered porch to be closer than the LUDC contemplates for this allowance. In general, the LUDC allows encroaching into the setback by 5 feet into the setback.

Public notification is required for the public hearing agenda item and was provided as follows:



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- 1) Posted on the subject property on September 23, 2015.
- 2) Posted at Town Hall on September 23, 2015.
- 3) Published in the Pagosa Springs Sun newspaper on September 23, 2015.
- 4) Mailed to property owners within 300 feet of the subject property on September 23, 2015.

Staff has not received any public comments regarding this variance request.

Mr. Palma explained that the entry is needed because, during the winter months, the snow and ice in front of the front door has become very dangerous. He is also concerned with rain hitting the front of the home and running down the siding, he felt that in time, the structure siding will become damaged with the increased water on the front elevation. The concrete slab is existing in the front of the home – 8’ wide along the entire length of the home.

The Board of Adjustments considered the application submitted, testimony and materials, staff report, the applicable approval criteria, and all testimony and evidence received at the public hearing, for considering a final determination regarding the variance application.

Motion made by Commissioner Lattin, seconded by Commissioner Martinez, and unanimously carried to APPROVE a front yard setback variance for the proposed new open-air roofed entrance porch, allowing a 5-foot front setback at 319 S. 8th Street.

VI. Planning Commission:

A. Discussion and possible decision on allowing Smaller Residential Lots for Single Family Homes in the R-12 and R-18 Districts: On September 22, 2015, the Planning Commission discussed the consideration of allowing smaller minimum lot sizes for single-family residences within the R-12 and R-18 district. During the meeting, the fire district representatives presented their interest and the accessibility of the alleys for emergency vehicle access. Staff had also presented comments provided by other utility providers and the Town’s streets department.

The planning commission ended the agenda item with the following: *“Motion by Commissioner Lattin, seconded by Commissioner Martinez and motion carried (Adams opposed) to DENY a recommendation to Town Council in support of allowing 3750 S.F. minimum lot sizes for single family dwellings within the R-12 and the R-18 residential zone districts and further to ask TC for guidance for their consideration along with other entity (i.e., fire district and streets department) involvement and request a future special meeting for open discussions.”*

On October 6, 2015, the Planning Commission (PC) chair, Ron Maez, asked staff to include the matter on the October 13th agenda for further consideration by the Commission. Staff confirmed, that since the matter is a recommendation to Town Council, the board chair has the authority to ask staff to include the matter for PC’s further discussion and consideration. However, given the short notice, staff did not prepare additional information for consideration. Staff had included the responses from utility providers, town staff and the fire district.



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The Commission had additional questions and comments about the subdivision process and potential effects on the lots and alleyways. Several comments were made about the vacation rental component. PD Dickhoff noted that the LUDC, Article 9 addresses non-conforming use and the property should conform after the activity ceasing for six-months. He also stated that staff is also being added in 2016 for code enforcement.

Commissioner Lattin had the following comments about the alley access, subdividing process and agreement for rental properties. Lattin felt that the alley access should be addressed by the developer for improvements to the whole alley and enforcement of no on-street parking. Commissioner Adams felt that that requirement was a lot to ask from a developer. Commissioner Lattin commented that no subdividing should take place until a building has been established and permits obtained. Commissioner Adams noted that it is the property owner's prerogative to subdivide and be able to sell lot and invest into another lot. Commissioner Lattin felt that an agreement should be signed for rental properties making them aware of the lodger's taxes and other components to short-term rentals.

Commissioner Adams advised that the Commission needs to perform additional research and bring in expert resources to discuss the vacation rental component. He also noted that smaller lots are more affordable, creates more housing options, and the process would bring down rental costs, PD Dickhoff noted that residential properties are for residential use not business use, definitions for zones and allowable use charts are for districts for residential uses. He recommended that rather than separating topics (subdivision and rentals), they should be discussed jointly as other communities are addressing. He also noted that impact fees include funds for road development and improvements.

Motion by Commissioner Martinez to approve a recommendation to Town Council in support of allowing 3750 S.F. minimum lot sizes for single-family dwellings within the R-12 and the R-18 residential zone districts; however, motion died for lack of second.

Motion by Commissioner Adams, seconded by Commissioner Giles, and motion carried, with Commissioner Lattin opposed, to approve a recommendation to Town Council in support of allowing 3750 S.F. minimum lot sizes for single-family dwellings within the R-12 and the R-18 residential zone districts, if the applicant can provide adequate access and infrastructure.

*Chair Maez left the meeting; Vice-Chair Martinez presided and resumed the meeting at 6:31 PM.

VII. Design Review Board: None



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VIII. **Public Comment:** None received.

IX. **Reports and Comments:**

A. Planning Commission: Commissioner Adams suggested that the Commission address the short-term rental topic and its enforcement. Adams felt that it is important to address the issue since staff has brought it up several times and legal counsel has been involved. Commissioner Martinez commented that the rules already exist; however, Adams felt that the rules need to be changed with feedback from community members. He also suggested that a task force be formed to address the smaller lots and short-term rentals. Planning Director Dickhoff will forward the Commissioners' motion and recommendations to the Town Council.

B. Planning Department Report –Planning Department Director Dickhoff reviewed and provided the following written Department Report:

Walmart: As previously reported, on July 30, 2015 (after the final determination from the BOA, supporting the Town Planning Directors determination) Wal-Mart submitted a "Notice of Appeal" to Town Council, appealing the Planning Directors determination of the parking lot lights not complying with the town code. Town Council will hear this matter on or before October 29, 2015, at an appeals hearing, thus, this is a quasi-judicial matter and should not be discussed outside of such hearing. Staff is hopeful a resolution will be in place before the appeals hearing, omitting the need for such hearing. If the hearing is held, it is expected to last 2-3 hours, and may dictate a special scheduled meeting day and time.

Piedra Street Re-Construction Project: The project is substantially complete and is open to the public. Staff is working with the engineer and contractor in regards to the curb cut for the northern access to the unimproved Ninth Street ROW.

Safe Routes to School Grant: Safe routes to school have issued a notification of the availability of infrastructure grants for 2016, with a grant deadline of January 8, 2016. Projects can request up to \$300,000 in grant funding, however, there is only \$2,000,000 available state wide for infrastructure grants. Staff will work with the local Safe Routes coalition and look at potential projects that would be eligible for this funding and bring them to Town Council for consideration. A 20% match is required. Eligible projects include sidewalks, bike paths and crosswalks that can be legitimately considered as providing a safe route for K-8 grade students to and from schools.

Springs Pedestrian Bridge Replacement: Planning staff is working on drafting a GOCO grant application for the replacement of the twenty-year old Springs Pedestrian Bridge. It was anticipated that the bridge life was 25-30 years. A resolution for support of applying for the grant and committing to the required matching funding will come to Town Council on October 22 for consideration. The grant application deadline is on November 6, 2015.



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Water Works Facility State Historic Fund Grant Application: Staff has submitted a grant application with the State Historical Funds for the restoration of the Water Works building located at 96 First Street. Award notifications are expected in April. The estimated project cost is \$183,153.00 and the requested grant funding is \$137,365.00 with a town cash match of \$45,788.25.

Majestic Drive: Staff was successful in being awarded an additional \$75,000 in CMAQ funds for the Majestic Drive paving project, Though we will not be able to utilize all of the \$75,000 for the Majestic Drive project, the remaining balance will be requested to be rolled into our future CMAQ paving project grant awards.

Geothermal Greenhouse Project: The Geothermal Greenhouse partnership project site work has begun. Site work completion is expected by the end of October, depending on weather. The GGP will then solicit funding for the actual greenhouse domes, and expect to have one installed next year.

C. Upcoming Scheduled Town Meetings: A meeting schedule was provided to the Commissioners that included meetings, through December 9, 2015, for the Planning Commission, Historic Preservation, Town Council and Parks and Recreation.

X. Adjournment - Upon motion duly made, the meeting adjourned at 6:55 PM.

Ron Maez
Planning Commission Chair



AGENDA DOCUMENTATION

REPORTS TO COUNCIL:IV

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 22, 2015

FROM: **WILLIAM ROCKENSOCK, CHIEF OF POLICE**

PROJECT: POLICE DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

POLICE DEPARTMENT INCIDENT REPORTING

The Pagosa Springs Police Department Statistics for September, 2015

Officers responded to 417 calls for service.
Officers responded to 20 agency assist calls for service
Officers completed 22 incident / offense reports
Officers completed 20 accident investigation reports.

OFFICER TRAINING UPDATE

September 2015

Daily training bulletins are administered to each officer by Lexipol to keep current on Police Department Policy and Procedure.

Officer completed 2 hour SFST update training

Officers Gholson completed Colorado POST firearms Instructor training.

All officers are receiving online training for various POST standard classes through policeone virtual academy.

RECRUITING UPDATE

The police department, currently, has two full time opening(s) for patrol officer. One of the positions is occupied by a part time officer. The department tested and interviewed two applicants. Additional Applicant testing is scheduled for October 28th.

The department is currently increasing recruiting efforts and has distributed hiring posters to Colorado law enforcement training academies throughout the state.

COMMUNITY EVENTS UPDATE

The police department has received a law Enforcement Assistance Funding (LEAF) grant from CDOT for the remainder of 2015, this grant pays overtime compensation for officer to conduct designated DUI enforcement.

The police department has received POST grant funding, to provide online POST certified classes to officers 24 Hours a day.

The police department has been utilizing the radar speed trailer at high traffic areas throughout the community. This has been an effective tool in assisting motorists with voluntary speed compliance



AGENDA DOCUMENTATION

REPORTS TO COUNCIL:IV

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 22, 2015

FROM: CHRIS GALLEGOS, PUBLIC WORKS DIRECTOR

PROJECT: PUBLIC WORKS DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

STREETS UPDATE

The Streets crew has been taking care of drainage, trimming trees, repairing potholes, blading alleys, fixing and repairing street lights, and patching road cuts. Additionally, the crew filled road and asphalt cracks in Aspen Village and in Vista San Juan.

GEOHERMAL UPDATE

Geothermal has been turned on for the season. The crew added a new geothermal line to a residential customer.

OTHER PROJECTS

The Pinon Lake Fountain has been shut off for the winter and placed in storage. The fountain in the One-Way was not working and the crew cleaned and repaired the water lines. Staff met with Davis Engineering reference the construction project located at 5th and Apache Streets.



AGENDA DOCUMENTATION

REPORTS TO COUNCIL:IV

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 22, 2015

FROM: APRIL HESSMAN, CMC, TOWN CLERK

PROJECT: TOWN CLERK DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

CLERK'S OFFICE UPDATE

The Town Clerk's office continues to work on improving processes. A new evaluation form has been created, tested, and used by the Town Council during the Town Manager evaluation. After training with the department heads, this form should assist in streamlining the evaluation process and justifying potential merit increases for those employees.

The Clerk has submitted a request for proposal for auditing services. Our long-time auditor, Michael Branch, has decided to retire from auditing. The RFP has already generated interest from four auditing companies. We are working to have a list collected for approval by the Town Council by mid-November.

The Clerk's office has compiled the list of delinquent sewer accounts, sent notice of lien, and will be presenting the resolution for approval at the November 3rd District Board meeting.



AGENDA DOCUMENTATION

REPORT TO COUNCIL:IV

PAGOSA SPRINGS TOWN COUNCIL
OCTOBER 22, 2015

FROM: GREGORY J. SCHULTE, TOWN MANAGER

PROJECT: TOWN MANAGER'S REPORT

ACTION: UPDATE AND DISCUSSION

CIVIL PROSECUTIONS

The Town is in process of performing an inspection of a particular establishment that is not paying lodgers' tax or the sewer fees. In addition they do not have a Business License. This location more than likely involves building and fire code violations.

Geothermal Authority Update

The Geothermal Authority met on October 7th and Pagosa Verde presented a risk analysis for moving forward with continued development of the Pagosa Waters project. Unfortunately as has been reported before, the project suffered a setback when the DOE funding was pulled earlier than expected and the project was not able to do the test wells as planned. Furthermore, of the \$1.9 million of the DoLA grant, \$1.4 million still remains. The question is whether the Town and County want to invest additional funding to see the test drilling go to approx. 2,500 feet to verify the temperature gradient. The Pagosa Verde staffs feel there is a 70-80% likelihood the temperature will be approx. 125 degrees at the 2,500 feet. The meeting ended with the suggestion that we explore getting a 2nd opinion for verifying the 70-80% degree of likelihood. Another meeting for the geothermal authority is yet to be scheduled as of this writing.

Energy Audit Update

On Oct. 15th, 2 specialists from the CS Extension Office of the Rural Energy Center visited Pagosa Springs and we held an energy assessment for the different Town facilities. A report on possible options will be presented to Council probably in December.

Personnel Updates

The Admin staff is in the middle of several recruitments as follows:

- Special Project Manager (interviews: 10-16-15)
- Associate Planner (Final Filing: 11-2-15)
- Deputy Court Clerk (Final Filing: 10-16-15, interviews on 10-27-15)
- Police Officer: (Interviews: 10-28-15)
- Visitor Center Coordinator (Kim Lund hired 1-12-15)

Open Enrollment Update

On October 20th, an Open Enrollment meeting was held for all staff and presentations were given by Benefits Health, AFLAC, United Way, and CCOERA. Staff was encouraged to attend by giving away 4 Nuggets tickets raffled for those that attended.

2016 BUDGET PREP

The staff will be preparing for the 2016 Budget. The Budget Calendar is as follows:

- Budget Work Sessions: October 23rd & 29th (both at 7:30 am)
- Public Budget Work Session: November 19th
- Final Budget Adoption: December 1st



AGENDA DOCUMENTATION

NEW BUSINESS:V.1

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 22, 2015

FROM: DARREN LEWIS , PARKS & RECREATION DIRECTOR

PROJECT: ICE RINK TOWN PARK

ACTION: DISCUSSION AND POSSIBLE ACTION

BACKGROUND

The Friends of the Pavilion partnered with the Town of Pagosa Springs in 2014 and signed a MOU to place an ice rink in Town Park during the winter. The Friends of the Pavilion are requesting that partnership again for the 2015 season. One addition to the installation would be three telephone poles to create a shade structure for the ice rink. At the end of the season, the ice rink, three telephone poles, and shed would be removed.

ATTACHMENTS:

- MOU between the Town of Pagosa Springs and Friends of the Pavilion

Fiscal Impact

This recommendation has no cost to the Town of Pagosa Springs. All expenses are taken care of by the Friends of the Pavilion. There will be a moderate amount of revenue from the MOU agreement back to the town.

Parks & Recreation Commission

On October 13th the commission did not have a quorum, however, four board members unanimously recommended the placement of the ice rink at Town Park.

ADOPTED 2015 COUNCIL GOALS & OBJECTIVES

While the Council's Goals & Objective don't speak directly to this effort, it may be inferred this initiative is consistent with "Goal 2: Objective 2.3 Beautification of Downtown core

RECOMMENDATION

Possible motions for the Town Council to consider are:

1. **Move to approve Friends of the Pavilion to place an ice rink in Town Park, along with three telephone poles to create a shade structure and a shed, upon signing the MOU agreement.**
2. **Move to decline Friends of the Pavilion to place an ice rink in Town Park.**
3. **Direct Staff Otherwise**



TOWN OF PAGOSA SPRINGS

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MEMORANDUM OF UNDERSTANDING

Between the Town of Pagosa Springs and Friends of the Pavilion for the placement of an ice-skating rink on the grounds of Town Park in the winter of 2015-2016.

Friends of the Pavilion will:

1. Provide the Town with a copy of a liability insurance policy listing the Town as co-insured in the amount of \$1,000,000.
2. Assemble the rink in the location determined by Town staff and Friends representatives.
3. Remit to the Town a usage fee of \$3.00 per day during the period the assembled rink is in place, to be paid within 30 days of the end of the skating season.
4. Remit to the Town 3% of all admissions sold throughout the season, to be paid within 30 days of the end of the skating season,
5. Reimburse the Town for electricity and water used for the operation of the rink at the rate paid by the Town.
6. Conduct all maintenance and operation activities associated with the rink.
7. Provide security for the facility during hours of operation.
8. Be responsible for trash removal from the rink and adjacent areas.
9. Complete site cleanup and removal of all installed equipment within one week of the conclusion of the skating season

Town of Pagosa Springs will:

1. Coordinate the siting of the rink.
2. Mark irrigation lines.
3. Provide electricity and water for the rink.
4. Provide a contact number for a staff member (Darren Lewis) for any site-related questions and needs.

Brian Collabolletta
Friends of the Pavilion

Darren Lewis
Parks & Rec Director
Town of Pagosa Springs



AGENDA DOCUMENTATION

NEW BUSINESS: V.2

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 22, 2015

FROM: JAMES DICKHOFF, TOWN PLANNING DIRECTOR

PROJECT: FIRST READING OF ORDINANCE 833, AN ORDINANCE OF THE TOWN OF PAGOSA SPRINGS AMENDING THE LAND USE DEVELOPMENT CODE FOR ESTABLISHING REGULATIONS REGARDING ELECTRONIC MESSAGE CENTER SIGNS.

ACTION: DISCUSSION AND POSSIBLE ACTION

PURPOSE

The Planning Commission has been considering regulations for Electronic Message Center (EMC's) signs for some time now. On April 28, 2015, the PC approved a set of EMC sign regulations for Town Councils consideration and approval, prior to Staff drafting LUDC revisions and associated Ordinance.

After the first EMC sign was installed at an uptown lodging establishment, it became apparent the Town may need to revise the LUDC to clarify and define the allowable operation of such EMC signs to ensure compliance with the intent of the existing LUDC sign regulations. Though the Town's sign code could be interpreted as allowing EMC's with the above restrictions, with the rise of popularity of EMC signs and inquiry's the Town receives, it may be prudent to adopt specific regulations for EMC's to ensure their installation does not negatively affect neighboring property owners or motorists and to ensure that electronic message center sign owners understand the allowable operation of such signs.

BACKGROUND

June 2, 2015 TC Meeting Minutes:

- 1. Recommended Electronic Message Center Sign Regulations -***"Mayor Volger said the items unanimously supported by the planning commission, he suggests recommending those items, then discuss the handful not unanimously approved. Council Member Lattin moved to support the 14 items the planning commission unanimously recommended, Council Member Bunning seconded, unanimously approved. Council Member Schanzenbaker moved to direct staff to prohibit EMS in zone 1, Council Member Alley seconded, motion failed with three nays (Mayor Volger, Council Members Bunning and Lattin). Council Member Lattin moved to approve planning commission recommendation on item 2 allowing EMC in sign zone 1, Council Member Bunning seconded motion carried with two nays (Council Members Schanzenbaker and Alley). Council Member Lattin moved to approve item 4 limiting changes to one per 5 minute period, Council Member Egan seconded, motion carried with one nay (Council Member Schanzenbaker). Council Member Bunning moved to approve recommendation of number 14 limiting one EMC sign per property, Council Member Lattin seconded, unanimously approved. Mr. Andre Redstone said the historic district accepts more than one color to break up the monotone in the district. Ms. Laurie Williams said that other areas have embraced multi colors. Council Member Lattin moved to accept planning commission recommendation on item 15, Council Member Bunning seconded, motion carried with one nay (Council Member Schanzenbaker). Council Member Lattin moved that staff bring to planning commission item 19 restricting temporary signs for those with EMC's, Council Member Egan seconded, unanimously approved. Council Member Egan suggests limiting lighting to 50% during off hours while the business is closed to save and respect the use of electricity. Planner Dickhoff said the software will limit the brightness during the evening hours. Council Member Egan moved to direct staff to work with the planning commission to look into limiting the hours of operation of EMC's, Council Member Schanzenbaker seconded, unanimously approved."*

Pursuant to TC's direction for recommendations from the Planning Commission regarding temporary signs and limiting hours of sign illumination:

On September 22, 2015, the planning commission approved the following recommendation: *"Motion by Commissioner Lattin, seconded by Commissioner Adams, unanimously carried to APPROVE a recommendation for Town Council to prohibit temporary signage for businesses that have electronic message center signs."*

Also, the PC reviewed other community regulations for limiting the hours for illumination of signs in general. Staff reached out to a number of Colorado communities including: Aspen, Breckenridge, Crested Butte, Durango, Englewood, Steamboat, Telluride, Vail, Salida, Cortez, Frisco and Silverthorne; as well as a two non-Colorado towns. During the research, It was difficult to find communities that restricted hours of illumination, however, we did identify the following communities that do limit hours of business sign illumination, however, not specific to only EMC signs :

Steamboat, Colorado: *"No sign shall be illuminated between 12:00 a.m. and 6:00 a.m. unless a business establishment is open to the public."*

Middleton, Connecticut: *"Illuminated of signs should not be illuminated after 10pm or the close of business, whichever is later."*

After discussing the matter on September 22, the Planning Commission made the following recommendation: *"Motion by Commissioner Lattin, seconded by Commissioner Martinez, motion carried (Commissioner Adams opposed); to DENY a recommendation that Town Council Recommend that Town Council not consider limiting hours of illumination of signs"*.

Summarizing, the following TC's decisions from June 2, 2015 and recommendations form the planning Commission are included in Ordinance 833:

- 1) Allow EMC's within sign zone 2.
- 2) Allow EMC's within sign zone 1 (TC approved with 2 TC opposed).
- 3) Prohibit EMC's in residential districts and the Historic district.
- 4) Limit to no more than one message change each 5 minute period. (TC approved with 1 TC opposed).
- 5) Require a 5 second phase-out and 5 second phase-in for changing messages.
- 6) Limit the light level output to 0.3 Foot-candles.
- 7) Exemption for Temperature/Time display signs, meeting light level to 0.3 Foot-candles.
- 8) Exemption for Gas Station pricing signs, meeting light level to 0.3 Foot-candles.
- 9) Limit ECM's to freestanding and wall signs only.
- 10) Restrict EMC signs no more than 30% of total wall sign or freestanding sign.
- 11) EMC's shall not be the predominant element of any sign.
- 12) Provide a LUDC definition for ECM's.
- 13) EMC sign regulations shall apply to all EMC signs located inside a building and visible from a public sidewalk or public street.
- 14) Limit to no more than one EMC sign per property.
- 15) No Limit on number of Colors used (TC approve with 1 opposed).
- 16) Text shall be the lighter color and the background shall be the darker color.
- 17) EMC signs shall have automatic dimming software or solar sensors to control brightness for nighttime viewing and variations in ambient light.
- 18) EMC messages shall be static. Moving messages and Animation shall be prohibited.
- 19) Prohibit Temporary Signs for business that have an EMC sign.

ANALYSIS

During the previous PC and TC meetings, staff referred to the Comprehensive Plan, Downtown Master Plan and stated purposes within the LUDC for guidance in developing specific regulations for Electronic Message center signs.

The Comprehensive Plan (CP)

- ~ *Identifies and promotes healthy and attractive neighborhoods and need to protect character of neighborhoods by promoting quality developments, compatible with existing and proposed developments.*
- ~ *CP Policy G-4(b) Infill and Redevelopment Designed to be Compatible:
Ensure compatible infill & redevelopment by considering aspects such as scale and massing of buildings, setbacks, relationship of entrances to street and public spaces, landscaping, sidewalks, and other broad design issues that provide consistency & compatibility of new structures with older structures.*
- ~ *Policy G-6(a) Development Contributes to Positive Image and Livability of Town
Ensure new private development (residential +nonresidential) contributes to furthering development of Pagosa Springs as a sustainable and livable community and fosters the town's eclectic and unique architectural qualities. Characteristics may be different for specific parts of the community, and new development should not lead to standard "sameness" for all buildings or all parts of town.*

The Downtown Master Plan

- ~ *Generally supports building design compatibility.
FP7. Ensure new infill and redevelopment contains site and architectural elements that reflect the desired character of the community, by employing design Guidelines.
Chapter 6: Design Guidelines:*
- ~ *Supports architectural character of buildings relative to the existing context, and maintaining the character of an authentic rural mountain Town.*
- ~ *New buildings, redevelopment and building renovations should respect the small town character of Pagosa Springs. In General, buildings should have a high degree of visual interest that derives from the use of a traditional building material palette.*
- ~ *A new building should be compatible with the traditional architectural features exhibited by existing buildings in town, reinforcing traditional building patterns.*

Land Use Development Code, Article 6: Development and Design Standards: 6.1.1. PURPOSE

This Section includes standards that must be followed when developing property or establishing new uses of property within the boundaries of Pagosa Springs, to ensure the protection of the health, welfare, safety, and quality of life for local citizens, visitors, and business owners. The development and design standards in this chapter shall apply to the physical layout and design of all development, unless exempted by this Land Use Code. These provisions address the physical relationship between development and adjacent properties, public streets, neighborhoods, and the natural environment, in order to implement the comprehensive plan vision for a more attractive, efficient, and livable community.

LUDC 6.7 COMMERCIAL AND MIXED-USE DESIGN STANDARDS: 6.7.1 PURPOSE

This Section is intended to promote high-quality commercial and mixed-use building design, encourage visual variety in non-residential areas of the Town, foster a more human scale and attractive street fronts, project a positive image to encourage economic development in the Town, and protect property values of both the subject property and surrounding areas. In addition, this Section intends to create a distinct image for important or highly visible areas of the Town.

FISCAL IMPACT

There will be expenses associated with the review of proposed LUDC revisions by the Town's attorney.

ATTACHMENTS:

- 1) Ordinance 833, An Ordinance of the Town of Pagosa Springs Amending the Land Use Development Code for Establishing Regulations Regarding Electronic Message Center Signs.

RECOMMENDATION

Staff recommends the TC provide consider their previously direction to staff and the additional Planning Commission recommendations regarding the proposed Electronic Message Center Sign regulations.

Following are alternative actions for TC's consideration.

- 1) APPROVE the First Reading of Ordinance 833, An Ordinance of the Town of Pagosa Springs Amending the Land Use Development Code for Establishing Regulations Regarding Electronic Message Center Signs.
- 2) APPROVE the First Reading of Ordinance 833, An Ordinance of the Town of Pagosa Springs Amending the Land Use Development Code for Establishing Regulations Regarding Electronic Message Center Signs, with the following revisions.....
- 3) DENY the First Reading of Ordinance 833, and provide the following direction to staff.....

TOWN OF PAGOSA SPRINGS, COLORADO

**ORDINANCE NO. 833
(SERIES 2015)**

**AN ORDINANCE OF THE TOWN OF PAGOSA SPRINGS
AMENDING THE LAND USE DEVELOPMENT CODE FOR
ESTABLISHING REGULATIONS REGARDING
ELECTRONIC MESSAGE CENTER SIGNS**

WHEREAS, the Town of Pagosa Springs (“Town”) is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Pagosa Springs Home Rule Charter of 2003, as amended on April 3, 2012, April 23, 2013 and April 22, 2014 (the “Charter”); and

WHEREAS, pursuant to Section 1.4 (A) of the Charter, the Town has all power of local self-government and home rule and all power possible for a municipality to have under the Constitution and laws of the State of Colorado; and

WHEREAS, pursuant to Article XX, Section 6 of the Colorado Constitution and Section 11.2 of the Charter the Town has the power to adopt and amend land use and development ordinances; and

WHEREAS, the Town Council has, by Ordinance, adopted the Pagosa Springs Land Use and Development Code, including Article 6 regarding “Development Standards”, section 6.12 Sign Code, and Article 12 regarding “definitions”; and

WHEREAS, the Town Council hereby determines that for the protection of the health, safety and welfare of the Town, it is in the best interest of the residents and visitors of the Town to amend the Land Use Development Code regarding the regulations for allowable locations and operation of Electronic Message Center signs.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, as follows:

Section 1. Amend the Land Use and Development Code to include the following additions:

LUDC Article 12, Definitions:

Addition of the following Definitions:

Sign, Electronic Message Center: A sign capable of displaying words, symbols, figures or images that can be electronically or mechanically changed by remote or automatic means.

Sign, Dissolve: A mode of message transition on an Electronic Message Center accomplished by varying the light intensity or pattern, where the first message gradually appears to dissipate and lose legibility simultaneously with the gradual appearance and legibility of the second message.

Sign, Fade: A mode of message transition on an Electronic Message Display accomplished by varying the light intensity, where the first message gradually reduces intensity to the point of not being legible and the subsequent message gradually increases intensity to the point of legibility.

Addition of LUDC section 6.12.4.A.4.g.

- g. Electronic Message Center (EMC) Sign operation shall adhere to the following rules and standards.
 - i. EMC's shall be allowed in sign zone 1 and sign zone 2.
 - ii. Exterior EMC's shall be prohibited in the Historic District and on local listed historic landmark properties.
 - iii. EMC's shall be prohibited in residential districts.
 - iv. EMC's are restricted to monument and wall signs only, and shall make up no more than 30% of such total sign area, and shall not be the predominant element of any sign.
 - v. No more than one EMC sign is allowed per property.
 - vi. Limit of no more than one message change each 5 minutes.
 - vii. Message transition shall occur through a minimum 5 second gradual dissolve or fade-in / fade-out.
 - viii. EMC messages shall be static. Moving messages, animation and effects described in LUDC section 6.12.3.C and 6.12.4.A.4.d are prohibited.
 - ix. EMC light level output shall be a maximum of 0.3 Foot-candles, measured in front of the sign.
 - x. EMC signs shall be equipped with automatic dimming software or solar sensors to control brightness for nighttime viewing and variations in ambient light. Manufactures verification is required.
 - xi. Text shall be the lighter color and the background shall be the darker color.
 - xii. EMC sign regulations shall apply to all EMC signs located inside a building and visible from a public sidewalk or public street.
 - xiii. Temporary signage is prohibited for businesses that have an EMC sign installed.

Section 2. Public Inspection. The full text of this Ordinance, with any amendments, is available for public inspection at the office of the Town Clerk.

Section 3. Severability. If any portion of this Ordinance is found to be void or ineffective, it shall be deemed severed from this Ordinance and the remaining provisions shall remain valid and in full force and effect.

Section 4. Effective date. This Ordinance shall become effective and be in force immediately upon final passage at second reading.

INTRODUCED, READ, AND ORDERED PUBLISHED BY TITLE ONLY PURSUANT TO SECTION 3.9, B) OF THE PAGOSA SPRINGS HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF PAGOSA SPRINGS, ON THE ____ DAY OF ____, 2015.

TOWN OF PAGOSA SPRINGS, COLORADO

By: _____
Don Volger, Mayor

Attest:

April Hessman, Town Clerk

FINALLY ADOPTED, PASSED, APPROVED, AND ORDERED PUBLISHED BY TITLE ONLY PURSUANT TO SECTION 3.9, D) OF THE PAGOSA SPRINGS HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF PAGOSA SPRINGS, ON THE ____ DAY OF _____, 2015.

TOWN OF PAGOSA SPRINGS, COLORADO

By: _____
Don Volger, Mayor

Attest:

April Hessman, Town Clerk

CERTIFICATE OF PUBLICATION

I, the duly elected, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No. 833 (Series 2015) was approved by the Town Council of the Town of Pagosa Springs on first reading at its regular meeting held on the ___ day of _____, 2015, and was published by title only, along with a statement indicating that a violation of the Ordinance is subject to enforcement and punishment pursuant to Article 3, Chapter 1 of the Pagosa Springs Municipal Code, and specifically Section 1.3.3 which provides for a fine not exceeding \$1,000 or incarceration for not to exceed one year, or both, and that the full text of the Ordinance is available at the office of the Town Clerk, on the Town’s official website, on _____ ____, 2015, which date was at least ten (10) days prior to the date of Town Council consideration on second reading..

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this ___ day of _____, 2015.

April Hessman, Town Clerk

(S E A L)

I, the duly appointed, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No. 833 (Series 2015) was approved by the Town Council of the Town of Pagosa Springs on second reading, at its regular meeting held on the ___ day of _____, 2015, and was published by title only, along with a statement indicating the effective date of the Ordinance and that the full text of the Ordinance is available at the office of the Town Clerk, on the Town's official website, on _____ __, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this ___ day of _____, 2015.

April Hessman, Town Clerk

(S E A L)



AGENDA DOCUMENTATION

NEW BUSINESS: V.3

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 22, 2015

FROM: JAMES DICKHOFF, TOWN PLANNING DIRECTOR

**PROJECT: RESOLUTION NO. 2015-17, SUPPORTING THE SUBMITTAL OF A GREAT OUTDOORS COLORADO (GOCO)
GRANT APPLICATION FOR THE SPRINGS PEDESTRIAN BRIDGE REPLACEMENT**

ACTION: DISCUSSION AND POSSIBLE ACTION

PURPOSE/BACKGROUND

The Planning Director is preparing a Great Outdoors Colorado grant application for the Springs Pedestrian Bridge replacement. The grant deadline is November 6, 2015. As previously reported, the Springs Pedestrian Bridge has identified structural failures that dictate the bridges replacement.

The scope of the project includes:

- 1) Develop as-built plans of existing bridge abutment and site conditions, by Davis Engineering.
- 2) Design and manufacturing of new bridge, by Big-R Bridge of Greely, Colorado.
- 3) Request for bids for general contractor to coordinate and oversee project, select contractor.
- 4) Delivery of new bridge.
- 5) Crane removal of existing bridge, temporarily setting it on the ground until new bridge is off of the truck.
- 6) Crane new bridge into place and secure onto existing concrete abutments.
- 7) Crane old bridge onto delivery truck and transport to final destination.

ATTACHMENT(S)

Resolution 2015-17, A Resolution of the Town of Pagosa Springs, Colorado Supporting and Authorizing the Submittal of a Great Outdoors Colorado Grant Application for the Springs Pedestrian Bridge Replacement.

FISCAL IMPACT

The estimated cost of the project includes the following expenses:

- 1) New bridge design, manufacturing and delivery: \$98,000.
- 2) Developing as-built plans: \$8,000
- 3) General Contractor: \$35,000
- 4) Crane cost: \$50,000.
- 5) Cost of delivery to salvage yard if a second owner is not identified: \$5,000.
- 6) Incidental repairs to bridge approaches: \$10,000
- 7) Reclamation of construction site \$8,000.

Total Estimate: \$214,000

The Town's required match is 30% = \$64,200. The requested grant funding from GOCO is \$149,800.

RECOMMENDATION

Staff has prepared Resolution No. 2015-17 for TC's consideration. After discussion of this agenda item, staff recommends Town Council consider one of the following:

- 1) Approve Resolution No. 2015-17, A Resolution of the Town of Pagosa Springs, Colorado Supporting and Authorizing the Submittal of a Great Outdoors Colorado Grant Application for the Springs Pedestrian Bridge Replacement.**
- 2) Deny Resolution No. 2015-17, A Resolution of the Town of Pagosa Springs, Colorado Supporting and Authorizing the Submittal of a Great Outdoors Colorado Grant Application for the Springs Pedestrian Bridge Replacement, providing the following direction to staff.....

TOWN OF PAGOSA SPRINGS, STATE OF COLORADO

RESOLUTION NO. 2015-17

A RESOLUTION OF THE TOWN OF PAGOSA SPRINGS, COLORADO SUPPORTING AND AUTHORIZING THE SUBMITTAL OF A GREAT OUTDOORS COLORADO GRANT APPLICATION FOR THE SPRINGS PEDESTRIAN BRIDGE REPLACEMENT

WHEREAS, the Town of Pagosa Springs supports the submittal of a 2015 Great Outdoors Colorado Grant Application for the Springs Pedestrian Bridge replacement, And if the grant is awarded, the Town of Pagosa Springs supports the completion of the project ; and

WHEREAS, the Town of Pagosa Springs has requested grant funding up to \$149,800.00 from the Great Outdoors Colorado to replace the 20 year old Springs Pedestrian bridge that has been determined to have structural failures, and is in need of replacement.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS THAT:

1. The Town Council of the Town of Pagosa Springs strongly supports the submittal of a 2015 Great Outdoors Colorado grant application requesting up to \$149,800, and has approved the expenditure of \$64,200 for the required minimum grant match.
2. If the Great Outdoors Colorado grant is awarded, the Town Council of the Town of Pagosa Springs strongly supports and will prioritize the completion of the bridge replacement project.
3. The Town Council of the Town of Pagosa Springs authorizes the expenditures of funds necessary to meet the terms and obligations of any awarded grant.
4. The project site is under the control of the Town of Pagosa Springs either through ownership or a dedicated public easement and will be under the Town's control for at least the next 25 years.
5. The Town Council of the Town of Pagosa Springs recognizes that as the recipient of a Great Outdoors Colorado Local Government grant the project site must provide reasonable public access.
6. The Town Council of the Town of Pagosa Springs will continue to maintain the Springs Pedestrian bridge in a high quality condition and will appropriate funds for maintenance in its annual budgets.
7. If the grant is awarded, The Town Council of The Town of Pagosa Springs authorizes either the Town Manager or Mayor, to sign the grant agreement with Great Outdoors Colorado.
8. This resolution is to be in full force and effect from and after its passage and approval.

RESOLVED, APPROVED AND ADOPTED THIS ____ DAY OF ____, 2015 BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, BY A VOTE OF ____ IN FAVOR, ____ AGAINST.

TOWN OF PAGOSA SPRINGS

By: _____

Don Volger, Mayor

Attest:

April Hessman, Town Clerk



AGENDA DOCUMENTATION

NEW BUSINESS: V.4

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 22, 2015

FROM: JAMES DICKHOFF, TOWN PLANNING DIRECTOR

PROJECT: CONSIDERATION OF ALLOWING SMALLER MINIMUM LOT SIZES FOR SINGLE FAMILY HOMES WITHIN THE R-12 (MEDIUM DENSITY) AND R-18 (HIGH DENSITY) RESIDENTIALLY ZONED DISTRICTS

ACTION: DISCUSSION AND POSSIBLE ACTION

PURPOSE/BACKGROUND

The Planning Director presents this matter to Town Council as a discussion item with a request for direction to staff, prior to staff drafting an ordinance for Town Council's consideration.

Staff has had and continues to receive many inquiries into the concept of allowing smaller single family homes on smaller residential lots. Staff believes there is good reason and merit to consider such a concept, as nationally, average family incomes and family sizes are reducing, not increasing, and there is a national trend to allow smaller lots for smaller homes as well as allowing accessory structure dwelling units (sheds/garages/outbuildings converted into dwelling units). Research has indicated a growing national trend for allowing smaller single family lots and in Colorado, many communities allow 2500 – 3500 sq ft lot sizes in downtown and urban residential districts.

On September 22, 2015, the Planning Commission discussed the consideration of allowing smaller minimum lot sizes for single family residences within the R-12 and R-18 district. During the meeting, the fire district representatives presented their interest and the accessibility of the alleys for emergency vehicle access. Staff had also presented comments provided by other utility providers and the Town's streets department. The planning commission provided the following: *"Motion by Commissioner Lattin, seconded by Commissioner Martinez and motion carried (Adams opposed) to DENY a recommendation to Town Council in support of allowing 3750 S.F. minimum lot sizes for single family dwellings within the R-12 and the R-18 residential zone districts and further to ask TC for guidance for their consideration along with other entities (ie, fire district and streets department) involvement and request a future special meeting for open discussions."*

On October 6, 2015, The PC chair, Ron Maez, asked staff to include the matter on the October 13th PC agenda for further consideration by the PC. At the request of the Planning Commission Chair, staff included the item on the October 13th agenda. The Planning Commission then approved the following recommendation for Town Council's consideration *"Motion by Commissioner Adams, seconded by Commissioner Giles, and motion carried, with Commissioner Lattin opposed, to approve a recommendation to Town Council in support of allowing 3750 S.F. minimum lot sizes for single-family dwellings within the R-12 and the R-18 residential zone districts, if the applicant can provide adequate access and infrastructure."*

LOCAL EXAMPLES

Some local residential development projects to look at and consider during this discussion include the following:

Single family Dwelling Developments:

- 1) CHI Overlook residential development located in the 400 block of South Seventh Street. These residential homes are individually owned and the lots are approximately 3,400 sq ft.
- 2) Koch's Cottages located at 318 South Eight Street. These residential homes are long term rental homes and not on individual lots.
- 3) In addition, there are a number of smaller homes placed on one-half of a typical town lot that are good examples.

Multi-Family Developments:

- 1) Hickory Ridge Apartments located at 216 North Eight Street.
- 2) Archuleta Housing Apartments located at 302 South Ninth Street, 375 North Fifth Street and 189 N Seventh Street.

LUDC ANALYSIS

Following is an analysis for current LUDC language and regulations regarding allowable densities and minimum lot sizes in the R-12 and R-18 districts only, as they support higher densities. The R-6 district would only allow 1 dwelling unit on a typical single 50'x150' town lot (based on .17 acres per lot at 6 units per acre equates to one dwelling unit per lot).

Article 5, Dimensions Table 5.1.1

Residential Dwelling Densities:

The R-12 (medium density) and R-18 (high density) residentially zoned districts, support residential density. LUDC allowable dwelling densities in R-12 allow up to 2 dwelling units on a typical 50' x 150' town lot, and, R-18 allows up to 3 dwelling units on a typical 50' x 150' town lot.

Lot Size Regulations:

LUDC Article 5, outlines minimum lot sizes for the R-12 and the R-18 district.

~ **Single family Dwelling lot size:** Minimum 7500 S.F. lot size (the equivalent of a typical 50'x150' town lot).

~ **Townhomes lot size:** Minimum 3000 S.F. lot size.

This LUDC standard would appear to support multi-family dwelling structures versus detached Single Family Dwelling structures.

Required Yard Setbacks:

Both the R-12 and R-18 districts have the same setback requirements.

15 front yard, 10 rear yard and 5 foot side yard. Additionally, corner lots require a 10 foot side setback along the secondary road.

Dwelling Unit Size, Minimum:

The minimum dwelling unit size is 400 S.F. of living space, consistent with the International Building Code. Typically we see this minimum used for granny flats and accessory dwelling units. The Tiny house movement is based on this 400 S.F. minimum as a starting point for small dwelling sizes.

RESEARCH

Lot Sizes:

For purposes of comparison, staff looked at residential lot size minimums in similar communities within their urban residential zone districts. These provisions are separate than the allowances for accessory rental dwelling units (converting outbuildings into a rental dwelling unit, typically accessed from the alley).

Durango allows 3,500 S.F. residential lot sizes in for detached single family homes.

Telluride allows 2,500 S.F. residential lot sizes for detached single family homes and 1,500 S.F residential lot sizes for classified affordable housing.

Frisco allows 3,000 S.F. residential lot sizes for detached single family homes and 4,000 minimum for Duplexes.

Steamboat allows 2,500 S.F. residential lot sizes for detached single family homes with an alley and 5,000 minimum for Duplexes.

Crested Butte allows 3,750 S.F. residential lot sizes for detached single family homes.

Vacation Rental Component:

Locally, we have seen the single family home long term rental inventory shrink to the point where there is just not enough available for the demand and we have seen up to 25% long term rental price increases just this year. This has been largely due to second home owners offering their properties for short term vacation rentals instead of long term housing rentals. This has had a negative impact on locals looking for affordable housing options and for local businesses attempting to attract future employees from outside of our community. If this smaller lot concept is eventually considered for adoption, there may be merit in considering the prohibition of vacation rentals in the R-12 and R-18 districts (or on the specific allowed smaller lots), for example, to ensure the smaller lot homes are available for long term workforce housing rentals or ownership, and not absorbed into the short term vacation home rental inventory.

Staff also reached out to the Town Attorney, who agrees that limiting the allowance of Vacation Rentals in our LUDC is acceptable, as long as there is reasoning on why the LUDC limits vacation rentals in certain zone districts or under certain circumstances. The Town LUDC already limits vacation rentals in certain residential zone districts, only allowing as a use by right in the MU-TC and MU-C districts and requiring a Conditional Use Permit in the RA, RT, R-6, R-12 and R-18 districts.

Half Lot Size:

Currently a detached single family dwelling lot is required to be 7500 S.F. (typical 50'x150' Town Lot) minimum.

A half lot would be 3750 S.F. (approximately 50" x 75") with accesses from the street and from the alley (or side street on corner lots).

Size Limits of Structure (house):

The size of a structure (house) is limited based on the following LUDC regulations.

~ 15% landscaped area is required.

~ Mid-span roof height restrictions are: 24' in R-12 and 35' in R-18 district.

~ Off Street parking is required at a minimum of 2 spaces per each single family dwelling unit (house).

~ 15' Front/ 5' Side / 10' rear yard setbacks, plus potential 15' min front yard setback for alley fronted lots.

~ Perimeter utility easements are required for lot subdivisions, 7.5-10 feet wide, essentially increasing the side yard setback.

ACCESS to smaller lots:

Access to a typical 50'x150' town lot in the R-12 and R-18 districts may be accommodated from the Street and from existing Alleys. Subdividing a typical town lot into two parcels, would require access from the street for one lot and the alley for the second lot, unless a flag pole driveway was designed into one of the parcels. Many downtown homes are currently accessed from alleys.

Without an Alley:

A flag pole driveway or access easement would need to be established, which could drastically reduce the available building area on one lot. OR, multiple lots can be consolidated and subdivided to provide adequate access.

With an Alley:

~ Two detached single family homes on one lot can be accommodated with access from alley and street.

~ Three detached single family homes on one lot (R-18 only) may present some challenges with the need for driveways that could drastically reduce the available building area, though, if multiple lots can be consolidated and subdivided to provide adequate access, then this concern may be a non-issue.

Corner Lots:

A corner lot may have additional access opportunities from the side street.

Alley Setbacks and Parking Considerations:

For a lot with access from the alley, a 10 foot rear yard setback may not be enough to accommodate the parking of a vehicle, off of the alley ROW. Alleys do not have enough width to accommodate parking in the ROW, where a Street typically has enough on-street or unimproved ROW available for parking, thus, under this scenario, Alley accessed properties/homes would require parking considerations on the lot, that may include one of the following configurations:

- 1) Parallel parking up to two long.
- 2) Parking along side of the home, either garage or outside.
- 3) Pull in Parking into a garage or in front of the structure, requiring a minimum of 25 feet clear space from the property/alley line.
- 4) Also, speaking with the Town's streets supervisor, Chris Gallegos, he agrees with the above parking arrangements and wants considerations for private property snow removal/storage. He also wanted to ensure that trailers and other non-vehicle storage would not occur on the streets / alleys. The Town's Municipal Code adopts the model traffic code, which addresses the use of the Public ROW's and does not allow the parking of trailers on town streets/alleys.

Comparable Urban Residential Lot Sizes:

Based on the research collected from the other communities regarding allowable residential lot sizes in urban zoned residential districts, a half lot of 3750 S.F. is consistent with Crested Butte, and larger than the allowable minimum lot sizes in Durango, Steamboat, Telluride and Frisco. The Pagosa R-12 and R-18 residential districts are urban in nature and similar to the urban residential districts identified in the provided comparable community lot sizes.

Public Utility Easements:

Property subdivisions (and all plat amendments) require the dedication of perimeter public utility easements on the new plat to ensure access to utility main lines for connections. This existing LUDC will ensure a half lot has ample access to utilities from the opposite street or alley ROW.

Emergency Vehicle Access:

Alleys are frequently accessed and used by emergency vehicles. As is typical in any fire emergency, fire crews pull from the nearest fire hydrant, and stretch hoses across neighboring properties. During the lot development planning and approval process, ensuring that alleys will not be blocked due to park cars extending into the alley will be required to be mitigated in the site planning and approval process.

Hard surfaces Alley improvements:

There are no plans to hard surface alleys if the small lot scenario is considered for approval. It is possible that CMAQ paving funds could be available, however, most ROW substrate base materials do not meet current specifications, resulting in road base reconstruction projects instead of a paving project. Many of the town's we have used for comparison, have gravel alleys. Drainage is always a concern that is reviewed during site plan approval. Staff would work directly with the Streets department on each specific project to identify drainage issues that can be mitigated as part of the development of the lot, and may include easements for drainage or drainage considerations on the lot.

Public Utility / Service Providers

Staff has asked the following entities for their comments on the consideration of reducing the minimum lot size and providing more accesses from the alleys to these small lots. The following is a summary of the comments received:

- 1) LPEA: Additional transformers may be needed to service additional residences, as is the case with any new development. During site planning of the lots along the alley, consideration for the location of the transformer will need to be determined. Perimeter public utility easements along the property lines of all plat amended lots is essential.
- 2) Centurylink: No concerns as long as perimeter public utility easements are secured during lot subdivisions.
- 3) USA Communications: No response.
- 4) Source Gas: As long as perimeter public utility easements are secured during lot subdivisions, no concerns.
- 5) PAWSD: No concerns were identified, as long as perimeter public utility easements are secured during lot subdivisions, to ensure water can be accesses from the street to the alley lot.
- 6) PSSGID: The Town' sanitation department sees no issues as long as perimeter easements are secured.
- 7) Town Streets Department supervisor Chris Gallegos: There are major concerns. Some drainage will need to be approved as part of any new development. All accesses from the alley shall be approved by the streets department to ensure proper culvert size and drainage. Most all alleys in the proposed R-12 and R-18 districts are currently plowed regularly during road clearing, as many alleys currently provide access to existing houses.
- 8) Town Fire Code Official, Zach Richardson: The alleys currently provide access to homes and in most all situations, can accommodate year round emergency vehicle access. Zach reviewed the Fire Code and does not see any issues with the current alleys accommodating emergency vehicles. In cases where a dead-end alley exists, there may need to be consideration of a turnaround area (hammerhead) or If the distance is short enough, the equipment can back out of a short alley.
- 9) Fire Department: Ensure access through alleys can accommodate all season emergency vehicle access. The fire department would most likely respond with one pumper truck and then locate the nearest fire hydrant to run a water hose to. Fire hydrant distances should be considered when adding new structures.
- 10) Town Streets Department: The town streets supervisor Chris Gallegos has

Planning Department Process:

If smaller lots are approved, the Town Planning Department would process the subdivision development application consistent with other similar development applications, which ensures availability to infrastructure/utilities and access to the property. All utility providers are notified of such applications and are requested to provide comments on each specific application. The property owner is required to work with each entity to ensure availability of infrastructure and utilities.

FISCAL IMPACT

There will be expenses associated with the review of proposed LUDC revisions by the Town's attorney.

ATTACHMENTS

- 1) Colorado Association of Ski Town's (CAST) report on Vacation Rentals, Workforce housing section. The full report was previously distributed electronically.
- 2) Newspaper and Magazine articles with information and analysis

RECOMMENDATION

The Planning Director recommends the Town Council consider the provided information, attachments, discussion and analysis for direction to staff for the preparation of an ordinance for Town Councils future consideration. Below are alternate actions for consideration purposes.

- 1) Direct staff to draft an ordinance revising the LUDC regarding allowing 3750 S.F. minimum lot sizes for single family dwellings within the R-12 and the R-18 residential zone districts
- 2) Direct staff to draft an ordinance revising the LUDC regarding allowing 3750 S.F. minimum lot sizes for single family dwellings within the R-12 and the R-18 residential zone districts, with the following considerations to be included.....
- 3) Direct staff to provide additional information on the subject matter for further consideration at the next TC meeting.
- 4) Direct staff otherwise.

VII. Workforce Housing

Issues and Emerging Trends

Concerns have increased within the last year over the impacts that VHR's are having on workforce housing, particularly its availability and cost. Communities have not done much to date to quantify the impacts but seem to be increasingly interested in options they might pursue to preserve and provide affordable housing for their workforce.

Loss of Long-Term Rentals

The conversion of rental units that have historically housed employees has become a major concern in mountain towns. Availability of workforce rental housing in all inter-mountain resort communities became very scarce in 2014. In 2014, apartment vacancy rates were extremely low -- less than 1% in many areas. In some towns like Jackson, the lack of rental housing has been called a crisis. Conversion of long-term rentals occupied by locals into VHR's has often been anecdotally cited as the reason for such a dramatic shift in rental availability.

Rent Increases

The economic principles of supply and demand have been functioning well in mountain towns. With the decrease in the rental supply, due at least in part to conversion into VHR's, rents have been rising. At one apartment complex near Vail, rents increased by over \$500/month in 2014. In response to the steep jump in rents in many Colorado mountain communities efforts are underway to develop additional apartments in Buena Vista, Breckenridge, Crested Butte, Edwards, Eagle, Mountain Village, Telluride, Salida and Steamboat Springs.

Large Cities Also Concerned

The concern about loss of long-term rentals is not isolated to mountain resort communities. A March 2015 report titled *Airbnb, Rising Rents and the Housing Shortage in Los Angeles* by LAANE, a group that supports "a new economy for all" cited the loss of over 7,300 long-term rental units. This estimate has been widely quoted in publications throughout the country, reflecting the growing concern over this issue.

Using Workforce Housing as Vacation Home Rentals

Some residents of deed-restricted workforce housing have rented their homes or spare bedrooms through online hosting sites. These scattered incidents have typically been reported by neighbors who also live in nearby homes with deed restrictions prohibiting the practice.

In Aspen, some community officials are in favor of allowing residents of restricted workforce housing to use their homes as vacation rentals, advertising through hosting sites and producing much needed extra income. The housing authority's guidelines and deed restrictions explicitly prohibit such use because, as the housing authority director explained, "it undermines the spirit and intent of the workforce housing program." The housing authority's outside legal counsel has strongly advised against permitting this

activity. Aspen is the only mountain town identified to date in which changes to regulations prohibiting the use of workforce housing as vacation home rentals may be considered.

Quantifying the Situation

While concerns over the impacts that the proliferation of VHR's has had on housing for the workforce, few attempts have been made to quantify the impacts. Evidence is anecdotal but many communities feel loss of units is significant since, as the town manager of Estes Park indicated, "It is so easy to have vacation rentals and the profits are substantial, that many people are choosing to utilize their properties as vacation rentals, thereby taking at least a portion of these off of the long term rental market." (sic)

Impacts on Accessory Units

One impact that is particularly hard to track is the use of accessory units at VHR's. Construction of deed restricted accessory dwelling units are often encouraged by municipalities though incentives such as density bonuses and fee waivers/reductions. The units can provide housing for the workforce, retirees and family members as their needs change. Petaluma is one community concerned about their ADU's or "granny flats" becoming VHR's.

CAST Survey Findings

Loss of Long-Term Rentals

The loss of housing previously rented by members of the local workforce on a long-term basis has become the top concern in participating CAST communities, edging out tax collection. Communities rated this an average of 3.9 (on a scale of 1 to 5 with 5 being "major concern"). Concern about conversion of long-term rentals that housed employees into short-term vacation home rentals is particularly high in Breckenridge, Crested Butte, Frisco, Jackson and Park City. Steamboat Springs is the only town surveyed where concern about this issue is low.

Tracking Conversion from Long-Term to Short-Term Rentals

While the concern is widespread, only two of the 10 CAST towns surveyed have tracked or attempted to identify residential units that were occupied by local residents but are now short-termed.

- Breckenridge maintains a property database used primarily for its RETT that classifies each residential unit according to its primary use. Long-term rentals have held steady at 9% to 10% of the inventory, despite fluctuations due to new construction and conversion into VHR's.
- Durango gains knowledge about the past use of units through its VHR permitting system. While the system has been in place for less than a year, staff estimates roughly half are out-of-town owners or professional property managers. The other half are local homeowners who travel and want the option to rent the house while gone, have a 2nd unit on their property that they want to rent, or want to short-term rent a room in the house. This system does not track change in use.

Using Deed Restricted Workforce Housing as VHR's

Incidents where illegal use of deed restricted workforce housing as VHR's has been very limited. Only Jackson and Frisco reported known incidents. None of the 10 towns reported requests by residents of restricted workforce housing for permission to rent their homes or spare bedrooms short term.

Despite few reported incidents, concern about the potential use of workforce housing as VHR's is relatively high, ranking 6th out of 16 issues tested in the CAST survey. While staff are aware of the concern, most feel compliance with prohibitions will not be problematic because neighbors will report violations and annual compliance monitoring will detect unauthorized rental of units.

Best Practices

Tracking Conversion of Employee Housing Into VHR's

Real Estate Database – Breckenridge

- The finance department maintains a database developed for tracking real estate transfer tax (RETT). New owners are contacted when units are sold to determine change in use.

Housing Census – Crested Butte

- The Town Planner has historically conducted a census on the use/occupancy of every residential unit in the community. This tool has been helpful on many tasks related to workforce housing and could be used to track loss of employee housing. It has documented that short-term rentals have increased from 5.1% of total housing units in 2000 to 15.8% in 2015, with a growth rate – times faster than the growth in housing.

Prohibiting Use of Workforce Housing as VHR's

Deed Restriction Provisions – Breckenridge

- Only “qualified occupants” who are employed in Summit County can reside in units, which prohibits renting the unit or individual bedrooms to visitors. Non-paying guests are allowed. Renting to roommates who are employed in Summit County is also allowed.

Web Site Notice - Aspen

- The Aspen/Pitkin County Housing Authority web site has in bold, red typeface, “Under NO circumstances are you allowed to rent your deed restricted home or room out through VRBO, Airbnb or equivalent.”



BUILDING FOR FAMILIES OF ONE

Why you should start paying attention to single buyers—especially older ones

Ignore singles at your peril: if you assume all buyers come with a spouse and children, you're shutting out a significant chunk of today's home-buying market. We're not just talking about millennials, either—there are more people age 50 and up in this demographic who are buying homes, and they likely have more money to spend. Show these buyers that you haven't overlooked them by offering a layout built for one.

The stock home plan market hasn't always had a lot to offer in this category, but some

innovative and attractive new designs are changing that. Take this sweet cottage: at just 782 square feet, it won't break the bank to build, and it is compact enough for a small lot. The bathroom is easily accessed from both the master bedroom and the hallway (avoiding the awkward situation of guests having to pass through the owner's bedroom to use the facilities), and it also includes a modern, large shower and space for a washer/dryer. A second bedroom offers a place either for visitors or an office—the latter being especially handy for someone segueing into retirement via part-time work.

See our roundup of other house plan selections for single buyers (including a cool contemporary design that will appeal to city-dwelling millennials) at go.hw.net/BD0515-plans. — AURORA ZELEDON

Q Browse plans or order online at BuilderHousePlans.com or by phone 1-800-634-4773



Plan #HWB1780001

Square Footage 782

Bedrooms 2

Bathrooms 1

Dimensions 24' w x 44'd

Foundation Crawlspace

5 sets \$700

8 sets \$800

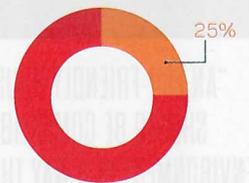
Repro N/A

CAD \$1,550

PDF \$920

This compact English cottage plan would make a splendid guesthouse or a simple primary residence. It features a master bedroom suite, a second bedroom, a large living room with a corner fireplace, a galley kitchen, and a cozy front porch. You may be surprised at some of the luxurious details, like a large shower in the bathroom and a box-bay window in front. Built-in storage keeps everything organized. On the exterior, a large stone chimney adds to the cottage charm.

SINGLES CLAIM ONE-QUARTER OF THE MARKET



A recent survey broke down home buyer households by age and relationship status (better than simply married or not, since a significant number of unmarried couples live together). Overall, singles represented 25% of buyers, with the largest percentages among those age 50 and older.

Source: National Association of Realtors

Architects and Solar-Tectic to crack the code on an affordable, eco-friendly, and solar-powered hut-like home for remote areas. The group recently has made immense progress, receiving two patents for its model: the first for its innovative roof method and the second for the design of the home. Although the prototype is geared toward developing countries, its lessons may be of interest to U.S. builders as well.

When creating the concept for this affordable house, the team wanted to make sure the house fit in with its surroundings, says Ashok Chaudhari, managing director of ST Bungalow.

"An eco-friendly housing product should be compatible with the environment in a way that respects the local culture and has a pleasing design," he says, adding that Simal Shrestha, an architect and solar system designer working with ST Bungalow, is from Nepal.

According to Chaudhari, builders in Nepal construct homes designed to hold a second story for additional space such as a storage room, so the roof needed to be flat. Yet, the structure also had to be lightweight and easy to ship.

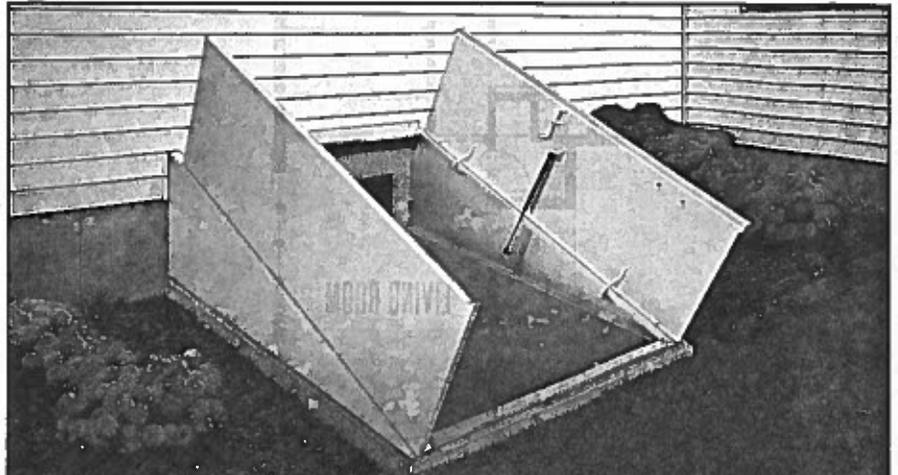
Mike Molinelli, the architect credited with inventing the roof method while working with ST Bungalow and who had previous experience with a project in Haiti, turned to arched fiberglass reinforced plastic (FRP) molds. The FRP forms, which are stackable and interlock for shipping, are placed on top of the compressed earth bricks (CEB) con-

structed house, and then concrete or CEB are placed on top of the forms.

The team's first model, which currently is under construction, just survived its first winter, and has held up well, says Chaudhari.

ST Bungalow has received considerable

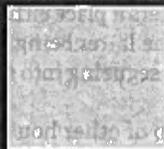
interest from several U.S. and international companies, and Chaudhari says the team hopes to work with them to bring the product to market and find business routes to deliver them to communities in need. They also will sell the roof product separately for other building design needs. — KAYLA DEVON



Powder Coat Finish – Straight from the Factory

Basement doors are now available with a factory-applied powder coat finish. The result is a tougher coating, providing both a decorative and protective finish.

Durable Chip-resistant Attractive



White



Sandstone



Light Gray

Brick

Eliminate the time and expense required by the homeowner to paint the door after it is installed.



It's only Genuine Bilco...
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"AN ECO-FRIENDLY HOUSING PRODUCT SHOULD BE COMPATIBLE WITH THE ENVIRONMENT IN A WAY THAT RESPECTS THE LOCAL CULTURE AND HAS A PLEASING DESIGN."

— ASHOK CHAUDHARI, ST BUNGALOW

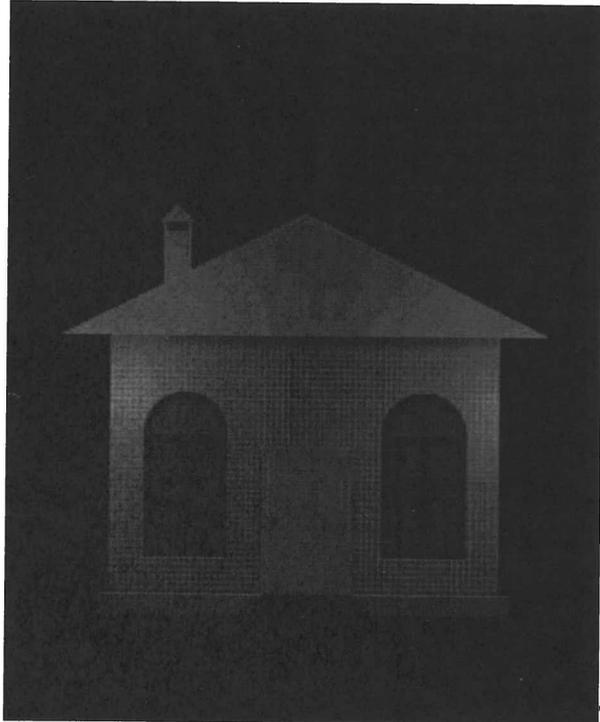
year or so. The under \$200,000 segment is a huge underserved market, so builders who can profitably serve them will have a ready set of buyers.”

In that case, maybe the starter home is math, political science, and geography—but not history.

Are New Starter Homes History?

Since World War II ended, builders lured buyers with new houses priced to vie with resale, but better built. They may now be extinct.

By Les Shaver



Taisya Kuzmenko

If you're an American home builder of an age, here's something you know: If you can build and sell new homes for two-and-a-half times median household income in a neighborhood, people line up around the block to buy them. Bill and Al Levitt knew it, and when they first put their stripped-down two-bedroom, one-bath, single-story Cape on the for-sale market near Hempstead, N.Y., in March 1949 for \$6,990, they had 1,000 couples show up on the grand-opening weekend with their \$60 first payment in hand. Median household income in 1949 was around \$3,100—so two-and-a-half times that wage got you into homeownership. In today's dollars, two-and-a-half-times the median household wage gets you to \$130,000. Not a home builder out there, save for a few isolated markets, can sell a new home for that price and keep his or her shirt. Question is, can home builders build for the low-end buyer any more at all?

Another question is, what does American society, the economy, and the culture itself risk if the iconic badge of the American dream—the pristine and new, if unashamedly modest, starter

home—is allowed to become a figment of history rather than part of an entrepreneurial solution to housing’s all-too-anemic clutch at recovery? Forget, for a moment, two-and-a-half times median income and instead look at median sales prices for existing homes of around \$210,000. Can home builders develop and build homes in new communities for less than that? The scary answer is maybe, in a few places, and perhaps not for long.

One decade ago, at the crest of the last real estate boom, the number of new homes sold for less than \$200,000 totaled 297,012. Each year since 2005, the number of single-family homes sold for less than \$200,000 has declined, cratering to 46,718 in 2014.

With personal savings sapped, joblessness rising, and qualifying for a loan increasingly beyond reach, demand for the \$200,000 (and lower) home plummeted after 2008. But that’s only part of the story. As the Great Recession wounded demand for the modestly priced new home, supply constraints—like soaring land costs, burdensome entitlement fees, and rising labor and material costs—seem to be adding up as nails in the coffin.

“If you look at the trajectory over the last few years, that new single-family detached \$200,000 home is mortally wounded,” says Tony L. Callahan, president and CEO of Kennesaw, Ga.–based Callahan Consulting Group, which advises builders and manufacturers on managing the product supply chain. “I don’t know how much longer it will be possible [to build that home] if things keep going on this trajectory.”

While some builders are still out there building sub-\$200,000 homes, it’s getting harder and harder to make the numbers work. “\$200,000 is not possible in many markets right now,” says Stephen East, a partner and senior managing director at New York–based ISI Group, an investment research firm. “LGI [Homes] is doing it. Horton is doing it with Express, but in reality, it’s very, very tough.”

And getting tougher.

Getting to \$160,000

Making a \$200,000 home work as a home builder is junior-high–level arithmetic. Solving for profit—say, 20%—land and building direct costs can not exceed \$160,000. Problem is, a 20% margin on a sub-\$200,000 house has become frighteningly elusive in the past decade.

“The lowest build cost is around a \$50 a foot,” says David Goldberg, a home building and building products manufacturers analyst for UBS, New York. “If you do a 2,000-square-foot house, which is what you’d have to do to compete with existing stock, that leaves you with \$100,000 of sticks-and-bricks cost. The maximum cost on the land would be \$60,000.”

That math can still work, but not in many locales. Saun Sullivan, senior partner at Denham Springs, La.–based DSLD Homes, won’t sneeze at building a home for less than \$200,000, or even \$160,000. Finding qualified buyers, even at that price, is another matter. He can buy a developed lot at \$35,000 and spend \$100 to \$200 per foot to build a three-bedroom, two-bath

home ranging in size from 1,400 square feet to 1,600 square feet. “We’re in a cheaper market than most,” Sullivan says.

Still, that price band is rare, and growing rarer. In Summerville, S.C.—hardly New York, Washington D.C., or San Francisco—Kenneth T. Seeger, president of MWV Community Development and Land Management, which is developing the Nexton master planned community, estimates that it will cost \$100,000 to build a house and \$40,000 to \$50,000 to buy developed lots. Add in soft costs, and there goes the gross margin on a \$200,000 home.

The catch to all this is that it’s not just one problem. No single culprit is killing the new starter home. A stream of factors—land, operational risk, labor, material costs, entitlement fees—converge at a single, all-too-real vanishing point where affordability becomes unaffordability.

“They’re all moving pieces of the equation,” Goldberg says. “If you got your land for free, you can make it work. If the municipality waives permitting fees, I can make it work. It’s the confluence of everything.”

Start with land. During the Great Recession, lots went for pennies on the dollar. Those days are long gone as rough Metrostudy guidelines say estimated price per bulk lots has gone up from around \$50,000 in the recession to over \$80,000. “It’s really difficult, given what land prices moved up to, for a builder to make that entry-level product pencil out,” says Rick Palacios Jr., director of research for Irvine, Calif.–based John Burns Real Estate Consulting. “More and more builders have been chasing that luxury and 55-plus buyer, and all of that stuff is at higher price points.”

Even if land can be secured at a reasonable cost, cash-thirsty localities heap fees upon fees that weigh more and more heavily on final home price tags. Chris Cates, co-owner of Fayetteville, N.C.–based Caviness & Cates Communities, estimates that regulations that stipulate he has to convert stormwater ponds to permanent ponds and bond items such as street lights, sidewalks, landscaping, and retention ponds have doubled his development costs.

“What we don’t have any more is entry-level costs because of all of the regulations that we do have,” Cates says. “The days of developing an entry-level home [site] for \$25,000 are over. Now, it’s \$50,000. You can’t build a \$175,000 home on a \$50,000 lot. The numbers don’t work.”

The logical result of onerous local fees is that attainable for-sale housing gets jeopardized. In this way, local government interests directly oppose federal housing policy, which has pushed to spur homeownership among entry-level buyers by reducing Federal Housing Administration (FHA) insurance premiums and offering Fannie Mae and Freddie Mac mortgages with 3% down payments.

While Goldberg says encouraging homeownership is a “popular bread and butter issue” for national politicians, the issues are different at the local level. “You have a lot of municipalities that are struggling with the tax issues and need to make more money,” he says. “Land is a finite resource. On one hand, you get property taxes, development, and job growth [with new homes].

On the other hand, you only get one chance [to monetize those new residential properties and offset infrastructure and school costs, etc.]. You can't charge someone a permitting fee again." Plus, there's the political ramifications of introducing lower-income, lower status citizens to established communities, potentially impacting property values and community "ethic." So, entry-level buyers new to the neighborhood take the not-in-my-backyard hit.

Rising Costs

The pain goes on. When the recession hit and many contractors had to close their doors or at least cut head count, laborers went in droves back to their home countries or found work elsewhere. "In Texas and fracking-heavy markets, I think a lot of people left construction to work in that sector," Palacios says.

As builders kick-started operations, labor suddenly was a lot harder to find. The Associated General Contractors of America (AGC) says labor costs have risen from \$22.51 per hour in April 2012 to \$25.13 in December 2014. The jump in residential materials is even more striking—it rose 45% over the past decade, according to AGC chief economist Ken Simonson.

Materials and labor volatility make it tougher to pencil out the \$200,000 home, even in Texas, where the land base is less. Houston-based Legend Classic Homes has secured a perennial place on our BUILDER 100 list by building entry-level homes.

Yet Mark Tollefsrud, vice president of sales and marketing at Legend, contends the window of opportunity to build \$200,000 homes is closing rapidly.

"The idea of under \$200,000 price point really in the next couple of years, even in the Texas market, may go away," he says.

Not for the Faint of Heart

Still, any quest for a below-\$200,000 home starts on the ground. "Land is step one, if you can't do that, you don't have a shot at step two," Callahan says.

But finding land at a price that works for a sub-\$200,000 selling price means going to deeper suburbs and outlying areas, which is something many customers—including the coveted millennial—say they'd avoid if they can. "You need to fill up with gas before you go look at [these communities]," East says.

If you want to build homes on more expensive ground—closer in to job centers and business hubs—a solution is to build in density. Again, local governments tend to hit reject.

Emile Haddad, president and CEO of Aliso Viejo, Calif.-based Five Point Communities, an independent real estate development and management company jointly owned by Haddad and Lennar Homes of California, thinks the first step to allowing builders to increase density and lower costs starts with the neighborhoods. In the previous cycle, they entitled expensive, bigger-lot projects. Since then, the market has adjusted and these bigger-lot homes have lost some luster

with consumers. However, many local governments haven't detected the change and altered their own stances.

"Right now, the entitlement requires you to build a certain [large lot] size, and you're not able to build that," Haddad says. "If certain cities want to activate the market, they're going to have to go back and redo entitlements and downsize. If you can do that, you can build a single-family detached home, price it to the market, build it, and make money on it."

Materials costs are another place builders need to find savings to get homes below \$200,000. Tollefsrud says builders are pulling out the value-engineering stops to get to \$200,000, including staying below 1,700 square feet; sticking to 8- or 9-foot flat ceilings; eliminating features like fireplaces; shifting to laminate countertops and 30-inch-high cabinets; avoiding crown molding or tile backsplash in the kitchen; and limiting brick to the front of the home. "There would be a lot of value engineering where you keep things structurally simple," he says.

PercentageAs the number of for-sale attached homes declined over the past decade, the number of new-home closings under \$200K shrankSource: Metrostudy AnalyticsSingle-family detachedSingle-family attachedOther/Unknown2005200620072008200920102011201220132014020406080

In the Charleston, S.C., market, Seeger thinks the only way a builder can hit the sub-\$200K threshold is to build a vinyl box with minimal finishes. "I think it's very, very difficult," he says. "It's not impossible, but you're right at the edge of possibility. It would be a very, very inexpensively built house. You can't afford Hardie Plank siding or real plank siding [like many municipalities demand]. You have to go with vinyl."

But there are exceptions for builders who can gain efficiencies with materials and labor, and the nation's No. 1 home builder by volume, D.R. Horton, is one of them. East has studied Horton's product and sees some trends in its lower-priced Express homes.

"In Dallas, it's brick on four sides with ceramic floors and granite countertops," he says. "It's very much a box set up. In Houston, it's brick and vinyl with Formica and vinyl floors as well."

Speed is another key part of keeping a home under \$200,000, but to get there a builder has to put together the no-frills box. "The construction cycle is extremely quick," East says.

To make it work, a systematic Levittown-like process—where builders have crews do the foundations and then construct the framing—works best. Tollefsrud says Legend sticks to a 40-foot-wide lot product and works efficiently. "The key is basically panel building a community and keeping your trades in the community and through the cycle," he says. "Where we have gone into a community and prepaneled the homes out, including the color choice, we gained some cost efficiencies."

But, as always, there's a downside. These homes often are giving up something in aesthetics. "When you talk about price points like that, the curb appeal of the home is going to be more boxy in design because boxier is more cost effective to build," Callahan says.

So, to build these homes under \$200,000, builders work faster, which creates a boxier design with no-frills finishes. The question is does today's starter-home buyer—a millennial adult more often than not—really want to move into a boxy, no-frills home with Formica and vinyl after living in high-tech student housing and ritzy apartments with granite countertops?

“The expectation of what a customer thinks should be in a house at that entry-level price point is kind of crazy,” says Matt Riley, director of sales and marketing at Raleigh, N.C.-based Royal Oaks Building Group. “They want granite countertops, tile backsplash, and stainless steel appliances. People are used to the newer apartment complexes.”

Even if you can cut enough corners and build fast enough to get a home under \$200,000, you're going to be building spec homes and you need to keep the pipeline full on the demand side for them. “Then you have to be very confident about your absorption assumptions,” Goldberg says. “And if they miss those absorptions, they don't hit their return targets.”

East says Horton and LGI go about driving velocity in different ways. LGI, whose average selling price for its homes in 42 active communities is about \$166,000, ties its very identity and nature to successfully extracting people from rental apartments, plastering their buildings with fliers. Horton uses traditional methods but won't budge on price.

“LGI did a great job driving volume with its sales process,” East says. “Everyone is pre-qualified before they get to walk through house. They don't spend a lot of time with people they won't make a sale to.”

A Difficult Proposition

Once the sales process, speed of building, location, and simplicity are figured in, it's no mean feat for a builder to try to build a \$200,000 home. What's more, why would builders jump through hoops to build starter homes when their margins on those are razor thin as move-up and second-time move-up homes are moving?

Ironically, given the need for new housing stock and the means of society, new entry-level housing is where most of the home building business could be, but it's also where the market can be its riskiest, as was abundantly clear in the past decade.

“Realistically, you won't see a lot of builders go down into this price point for a variety of reasons,” East says. “One, operationally, they can't make money on it. They don't know how to run that [production] process. Two, they don't have the sales process. Three, they're not a spec builder. So, I don't think we'll see everyone heading for below \$200,000.”

Others are more optimistic. Palacios argues that the sub-\$200,000 level buyer is ready to come back to the market. And, with lower FHA premiums and gas prices and easier underwriting, they can make their dollar stretch about 15% more.

Brad Hunter, chief economist for Metrostudy, the research arm for BUILDER's parent company, agrees, suggesting that no matter how daunting it appears now, builders eventually will figure out how to meet this high-volume below-\$200,000 market.

"I do see certain builders who are actively serving the under-\$200,000 segment," Hunter says. "Express Homes is expanding aggressively into this segment, and meeting strong demand. LGI Homes is also actively serving this segment. I expect this segment to grow rapidly in the next year or so. The under \$200,000 segment is a huge underserved market, so builders who can profitably serve them will have a ready set of buyers."

In that case, maybe the starter home is math, political science, and geography—but not history.

All Grown up and Nowhere to Go

Millennials are finally entering the housing market. Unfortunately, inventory is limited.

By Ned Cramer



Millennials can't catch a break, or so the story goes: Graduated into the worst job market in living memory and saddled with unprecedented school debt, they are stuck in mom and dad's basement without the wherewithal to buy a house of their own. According to John Burns Consulting, those student loan payments cost the housing industry \$83 billion in sales in 2014.

Fortunately, the storyline may be changing. *Bloomberg Business Week*, *The New York Times*, and *Money* all report that as the economy improves Millennials will finally begin to pursue homeownership en masse. The catch, as young house hunters may discover, is that entry-level options, in the \$200,000 range, are limited.

Destination cities such as New York, San Francisco, and Washington, D.C., are simply priced out of reach. Concurrently, we're witnessing the rise of the NORC, or naturally occurring retirement community. Boomers around the country are embracing the idea of aging in place and opting to remain in their homes, which reduces both resale inventory and the likelihood of remodeling jobs from recent purchasers.

The new construction landscape is just as grim. “More and more builders have been chasing that luxury and 55-plus buyer, and all of that stuff is at higher price points,” John Burns Consulting’s Rick Palacios Jr. tells *Builder*, ARCHITECT’s sister magazine, in an eye-popping feature titled “Are New Starter Homes History?” Furthermore, Palacios says, “It’s really difficult, given what land prices moved up to, for a builder to make that entry-level product pencil out.”

It’s not that home builders are avaricious. In his story, *Builder* deputy editor Les Shaver enumerates a host of factors that make the starter home a financial nonstarter, including zoning that prohibits density and the rising cost of materials, land, and labor.

So if the free market can’t meet the pent-up demand for starter homes, whether old or new, where are Millennials to turn? It’s tempting to imagine Good Design swooping down and saving the day singlehandedly, like Superman or Wonder Woman (but in an all-black unitard, of course).

There is precedent. As in 1927, when a league of 17 early modernists—among them Corb, Gropius, and Mies—industrialized the building type with the Weißenhof model housing estate in Stuttgart. Or in 1967, when AIA Gold Medalist Moshe Safdie wedded prefabrication and prehistoric settlement patterns at Habitat in Montreal. But neither would’ve been built had the architects’ radical ideas not aligned with the policies of the governments footing the bills.

Nowadays, architects must reconcile a myriad of powerful interests—not just those of the client, but of bankers, planners, community groups, the trades, and on and on. It’s a tall order, but it’s also an opportunity for the profession to take a leading role. Already, architects are poised to make major contributions, in areas such as prefabrication and energy harvesting.

Demand for low-cost housing is only going to increase with time. According to a recent Better Homes and Gardens Real Estate survey of Post-Millennials aged 13 to 17, a full 97 percent of respondents believe they will one day own a home, and 82 percent say it is the most important part of the American dream. Architects can help make that dream a reality.

Advertisement

Keywords:

Subject:

Housing Policy

Design

Economics

When living where you work is out of reach



This 50-unit, \$11 million affordable housing project is under construction in Durango, where the workforce has been squeezed out of the rental and home-buying markets. Jonathan Thompson, *High Country News*

By Jonathan Thompson *High Country News*

\$890,000. 60 percent.

These figures came from a panel titled, not so subtly, "The Problem of Amenity Migrants in North America," at the Rocky Mountain Land Use Institute conference in Denver in March. The numbers respectively refer to the average price of a single-family home in Summit County in north-central Colorado, and the percentage of those homes that are second homes and thus vacant much of the year.

So what's the problem? Second-home-buying "amenity migrants" — those who move to a place because of the proximity to recreational opportunities — have driven up prices so much that no one else can afford to either buy or rent homes in these places. Usually these migrants, also known as "equity refugees," rely on outside sources of income, either cash from selling out in another market, investment earnings or salaries from work in another community, to buy into the community. The communities' actual workers — firefighters, cops, teachers, cooks and

housekeepers — are left with a commute from as far away as Denver or Leadville (both over an hour's drive), a smattering of "workforce housing," which isn't exactly affordable, or living in their cars in the Wal-Mart parking lot.

"We are in crisis mode, trying to find out how we can live where we work and work where we live," said Dan Gibb, a Summit County commissioner and former state legislator, who lives in local workforce housing. "We are just struggling."

If it were just Summit County, which is home to Breckenridge ski resort and has become Denver's weekend playground, we might be less concerned. We could write that place off as a loss and set up real communities in neighboring areas. But by now we all know that the problem of not being able to afford to live where we work is not limited to Colorado's posh resort communities. It's like a disease, spreading across the West, both a symptom and cause of economic inequality. Oftentimes the carriers are those amenity migrants, but the malady can also be spread



Jonathan Thompson is a senior editor at *High Country News*.



"Housing prices are rising faster than average wages. That's why this problem is not going away," said Don Elliott, director of Clarion Associates, a land-use consulting firm. *Jonathan Thompson, High Country News*

THOMPSON

◀◀ FROM 1D

by the economic mix of a particular community, a simple imbalance between wages and housing costs.

Denver, for example, has a robust economy and plenty of jobs, but its core neighborhoods are becoming unaffordable.

"Housing prices are rising faster than average wages. That's why this problem is not going away," said Don Elliott, director of Clarion Associates, a land-use consulting firm, in another panel. "And the West is particularly stressed."

Take another Summit County, this one in Utah, home of Park City, where the average home costs \$700,000, and just 3,000 of the 8,400 housing units are occupied year-round. If you make the median income, whether it's from a wage or a trust fund, you can't afford to buy a market-rate house.

"We're losing the middle income bracket big time," says Kirsten Whetstone, senior planner for Park City. Her town "really struggles to remain a complete city, to balance resort versus real town."

Clearly, it wasn't always this way. Many of the West's most unaffordable towns, from Telluride to Aspen, both Summit Counties to Moab, once relied on extractive industries, i.e., mining, for their livelihood.

Mining may have ravaged the environment, and can be hard and dangerous work, but in the days when unions were strong, it provided a well-paying, stable occupation of the type that can support a robust middle class. And the industrial nature of mining towns, regardless of how lovely the surroundings, tend to be a turn-off for amenity migrants. So housing stayed relatively affordable.

When mining collapsed, those jobs — at least some of them — were replaced by jobs in the

tourism and amenities industries, from ski areas to nice restaurants to bike shops and guide services, not to mention real estate agents. Today there are surely far more service-industry employees in, say, Moab, than there ever were miners.

But there's a catch: A mining machine operator makes a heck of a lot more than your average bike mechanic, ski patroller, waiter and even more than most real estate agents, the *creme de la creme* of resort town occupations. A recent *Governing* magazine analysis found that, among 191 U.S. metros, Flagstaff, Ariz., which relies heavily on tourism, has the lowest cost-of-living-adjusted wages of all.

It's almost as if the desirability of a place is inversely proportional to opportunities to make a living.

A good measure of this phenomenon is the percentage of a community's income that comes from labor, as opposed to that which comes from other sources, primarily investments.

There's another catch. All those service industry folks' livelihoods rely on attracting more and more people to their communities. And the more people they attract with their amenities, the more folks are going to want to buy a home, either to live there or just for vacations. And then the housing inventory will shrink and rents and sale prices rise.

Exacerbating the situation is the growing trend toward short-term and vacation rentals of guest homes and condos, taking them out of the long-term rental market.

The actual workers, then, from the chef to the teacher to the cop, have to move "down valley" to some less desirable, and less expensive bedroom community, from which they must commute.

A good measure of this phenomenon is the percentage of a community's income that comes from labor, as opposed to that which comes from other

sources, primarily investments. According to *Headwaters Economics* research, nearly half of the total personal income in Teton County, Wyoming, home of Jackson, comes from investment-related sources; Pitkin and Summit Counties in Colorado aren't far behind, and Grand County, Utah, home of Moab, is also high on the list. Compare that to extractive-industry-heavy San Juan County, N.M., where investment-related sources only make up 12 percent of total personal incomes.

Our communities have transformed, from economies that were sustained by the local labor of local residents, to ones that rely on stock market dividends reaped by folks who might only have a part-time home in the community. They've transformed from places that were occupied by local workers, to those that are made up of often-empty but expensive homes.

In many places, the local governments and non-profits are doing all they can to remedy the situation. Some have inclusionary housing ordinances, which require developers to make a certain proportion of a new developments' units "affordable." Other communities have housing authorities that use tax revenue or impact fees on developers to build their own affordable-housing.

But these initiatives, at best, result in less than 10 percent of the total housing stock being "affordable." That's not enough.

These sorts of Band-Aids won't heal this growing problem, this crisis. It will require a far bigger, regional effort and, most likely, a fair amount of public spending on large quantities of a mix of housing to accommodate the people who keep our communities running. That's no easy goal.

"The real problem," says Elliott, "is that you don't have a culture of providing homes to the people who can't afford them."

Real Estate

Home Shrunken Home

Hold your stomach in! Mini-apartments may be one way to solve New York's housing shortage.

By NATALIE SHUTLER

For most single New Yorkers, the tyranny of living in a small space, or worse, a shared space, is all too familiar.

And with the number of single New Yorkers growing, the demand for more of these spaces is inevitable.

Enter My Micro NY, the city's first micro-apartment complex, at 335 East 27th Street, with 55 units ranging from 260 to 360 square feet. The building will begin leasing studios this summer for around \$2,000 to \$3,000 a month.

My Micro NY, made of prefabricated modular units built at the Brooklyn Navy Yard, will be stacked into place this spring. The apartments will come with kitchenettes, wheelchair-accessible bathrooms, 9-foot-high ceilings and big windows. And to help make living in a small space more palatable, tenants will have access to storage units and common spaces scattered throughout the building.

To allow this building to come to be, the city had to waive current zoning and density rules that limit apartments to no less than 400 square feet.

The project is being watched with interest by both housing advocates and developers, and not just because of its modular construction. Housing advocates say the creation of more micro-apartments could open up many more reasonably priced living options. More units dedicated to singles could eventually bring down rent prices across the city, as more two- to four-bedroom apartments would then open up to families. Singles looking for larger apartments to share with others may have artificially inflated the rental market, as the combined incomes of roommates can be greater than those of families.

Some developers have a related idea on the drawing board, "micro-suites," or apartments that are slightly larger than the legal limit — at, say, 500 square feet — but house two or three singles in separate, albeit tiny, bedrooms.

Whether New Yorkers can live (and happily, at that) in less than 400 square feet is not really in question — many New Yorkers already do. Micro-apartments that were built before the zoning rules were enacted in 1987 exist throughout the city. There are some 3,000 apartments under 400 square feet in Manhattan alone, according to Jonathan J. Miller, the president of Miller Samuel, a real estate appraisal

'People already live this way, by putting up pressurized walls,' a developer said.

and consulting firm.

Kelli Okuji, 27, a graduate student at Columbia University, lives in one, a newly renovated apartment of 313 square feet at the Greystone, a former hotel built in 1923 on the Upper West Side that has since turned its rooms into luxury rentals. Ms. Okuji occupies one of 26 efficiency units under 400 square feet, each of which comes with high-end finishes and appliances, a Murphy bed that tucks into the wall and access to a broad variety of building amenities, including a gym and a landscaped rooftop lounge.

"For me, the draw was living on my own," said Ms. Okuji, who is from Aptos, Calif. "I had been crammed in an apartment with three other girls, and as I have lived with roommates for eight years, since my freshman year of college, I was ready to do my own thing."

Rent is \$2,600 a month, so Ms. Okuji knew she would not be saving money so much as buying the privacy she needs to complete her master's degrees in business administration and international affairs.

She was also taken with the design of the apartment. "I was really impressed with how everything is configured," Ms. Okuji said. "I think it is great that the bed can go up; it really opens up the space."

The miniature appliances easily accommodate the needs of one person: "The dishwasher looks like a regular drawer, and a mini-oven doubles as a microwave," she said. "The only drawback is the size of the bathroom: The sink is tiny. But having amenities in the building were icing on the cake."

Indeed, amenities may be key to the success of micro-apartments. "Amenities have become much more important to people as apartments have gotten smaller," said Cliff Finn, the executive vice president of new development at Douglas Elliman, and the leasing agent for the Greystone. "They have become an extension of living space. People are prepared to make the space trade-off if they have other places to go."

Many of the new towers that have popped up in Brooklyn and Queens also attract renters with add-ons and common spaces. The firm that designed My Micro NY, nArchitects, has given them community spaces including studies, small gardens, a gym, and a laundry center and storage for bikes and overflow belongings.

The firm won a closely watched design competition in 2013 that was sponsored by the city's Department of Housing Preservation and Development and enthusiastically endorsed by former Mayor Michael R. Bloomberg. It is being built by Monadnock Development and the Lower East Side People's Mutual Housing Association.

Demand for these apartments seems clear: Eric Bunge, a principal at nArchitects,

said that after winning the competition, his firm received dozens of calls from interested parties of all ages.

Mr. Bunge said his firm designed My Micro NY to accommodate tenants of all ages and all income levels — 22 of the units will be designated as affordable housing. The architects are hoping that sliding glass doors, high ceilings, lots of natural light and Juliet balconies will help alleviate any feelings of claustrophobia.

The current zoning rules were enacted in 1987 to prevent a return to the days when overcrowded tenements filled many of the city's streets. But Mr. Bunge said he believes that the large dwellings that began to be built nationwide after World War II are a historical aberration that has altered "how much space we think we need."

The many two- to four-bedroom units on the rental market "actually better respond to the housing landscape of the 1950s," when homes were designed for families, and not for today, said Sarah Watson, the deputy director of the Citizens Housing and Planning Council. Her organization

has developed an initiative, Making Room, that explores expanding New York's housing options.

That means focusing on all the single people in the city.

In 2013, about half of all New Yorkers were single, up from about a third in 1970, according to an analysis of census and other data by Susan Weber-Stoger, a researcher in the sociology department at Queens College. The large number of singles here corresponds to a surge nationally, as more people are waiting to get married, if they do at all. At the same time, older adults are living longer, and often in single households. This, combined with the

fashioned zoning laws" has led to widespread flouting of the law. "Most people sharing apartments together are in some way breaking the rules," Ms. Watson said. Any apartment that is subdivided among more than three people who aren't related is in violation of occupancy rules, for example, and many apartments have locks on bedroom doors, which in many cases blocks the fire exit.

According to a 2008 study, by the Pratt Center for Community Development and the Chhaya Community Development Corporation, more than half of the housing added in New York City from 1990 to 2000 was in this illegal "housing underground."

Matthew Baron, the president of Simon Baron Development, said he sees this as a "shadow market," which his firm plans to tap into with micro-suites for singles that are code compliant. In the next few months, the firm plans to unveil some 400 units featuring two- and three-bedroom suites designed to be shared that will average about 250 square feet per person. The average bedroom size will be 110 square feet, the suites furnished and the kitchens pared down with slimmed-down appliances; residents will have access to a host of amenities.

"People already live this way, by putting up pressurized walls and turning a two-bedroom into three, or a one-bedroom into two," Mr. Baron said. "We are seeking to legitimize things for both the landlord and the tenant, while still breaking up the cost of rent."

While it remains to be seen whether true micro-apartments, those under 400 square feet in size, will gain regulatory footing, Ms. Watson, of the Citizens Housing and Planning Council, is optimistic. As part of his State of the City speech this month, Mayor Bill de Blasio emphasized affordable housing and sustainable density. Expanding the availability of compact units — or micro-apartments — beyond the pilot phase is part of his plan to bring down housing costs. Mayor de Blasio's plan cites the success of "livable, safe, healthy" micro-apartment initiatives in other cities that have broadened "housing options for small households." His administration has promised to consider zoning changes after a review of the My Micro NY pilot. In this administration, Ms. Watson sees "a broader commitment to encourage housing that better matches how people live," beyond just finishing what former Mayor Bloomberg started.

Seattle is often held up as a leader in the micro-apartment movement. Units at developments there called aPodments can be rented on leases as short as three months, for around \$600 a month. But that model is unlikely to spread to New York, where leases are typically a year or two long and where financial requirements are so onerous that they often require the signature of a guarantor.

A potential barrier to zoning changes that would allow for micro-apartments, Ms. Watson said, comes from a misunderstanding about the makeup of the single population. "Many people fear the idea of singles," she said. "They think they will be young hooligans." Critics worry that micro-units will attract a young transient population that will not spend paychecks locally, and keep the neighbors up at night with rowdy behavior.

But the singles of New York City are not all hard-partying 20somethings. The population includes recent graduates drawn by a first job, slightly older people who have put off getting married and a growing population of older New Yorkers. The number of single New Yorkers age 65 and older has increased by almost 10 percent and has grown more rapidly than any other group of singles in the city since 2000, according to William H. Frey, the senior demographer at the Brookings Institution, an independent research organization. Only 19 percent of single-person households are under 35 years old.

The population living in existing micro-apartments would suggest that they do not just appeal to the young.

Jack and Linda Sproule, both in their late 60s, have lived in a 300-square-foot apartment on Central Park West and 83rd Street for almost 13 years. "We were won over by gorgeous views of the park, and an elevator," said Ms. Sproule, who as a self-described "old Upper West Sider," is happy to have settled in the neighborhood.

The couple outfitted the apartment with a foldaway table and a Murphy bed from Resource Furniture, and they painted the floors white to make it look more airy. "Having a view really helps in a small space, too," Ms. Sproule said.

Their grandchildren sleep over from time to time, curling up on a retractable chaise or on the floor. The secret to living together in their small home is mutual respect, Ms. Sproule said, joking that the only time she and her husband feel crowded is when their beloved 13-year-old rescue cat, Alphonse, lies on top of them while they sleep.



AGENDA DOCUMENTATION

NEW BUSINESS: V.5

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 22, 2015

FROM: GREGORY J SCHULTE, TOWN MANAGER

PROJECT: STAFF MEDICAL INSURANCE PREMIUM EXEMPTION FOR MONTHS OF NOV. & DEC. 2015

ACTION: DISCUSSION AND POSSIBLE ACTION

PURPOSE/BACKGROUND

The Town of Pagosa Springs provides health insurance coverage for employees and their dependents through Cigna. Premiums paid to Cigna cover administrative services, coverage for large claims (specific) coverage, and small claims (aggregate) coverage. The remaining is set aside to fund the small claims. When the Town's claims are below the amount set aside, the Town receives a portion of the amount back upon renewal. For the previous policy year, November 2013 – October 2014, the Town received \$29,490.31 as a credit from Cigna. If our claims run over the projected amount, Cigna picks up these claims under the specific and aggregate coverage we purchase; therefore, the Town will never pay more than the budgeted amount in a plan year.

In an effort to encourage Town employees to continue to maintain a healthy lifestyle and reward them for positively managing their health care, it is proposed that the Council exempt the employees from paying their portions of the medical premium during the months of November and December 2015. Twenty-Seven (27) employees contribute \$6,301.32 per month to pay the medical premiums to Cigna.

The average savings for employees is as follows:

Type of Coverage	1 Month Premium	2 Months Premium
Employee Only	\$45.00	\$90.00
Employee + Spouse	\$416.68	\$833.36
Employee + Children	\$353.84	\$707.68
Family	\$583.09	\$1,166.18

FISCAL IMPACT

The employee portion of medical insurance premiums equate to \$6,301.32 per month for a total fiscal impact of \$12,602.64. However, the Town received a payment from Cigna for a cumulative premium surplus of \$29,490.31.

ATTACHMENTS

None

RECOMMENDATION

Possible actions by the Town Council include:

- 1) Move to approve exempting Town employees from paying the employee portion of medical insurance premiums for the months of November and December 2015.
- 2) Move to deny exempting Town employees from paying the employee portion of medical insurance premiums for the months of November and December 2015.



AGENDA DOCUMENTATION

OLD BUSINESS: VI.1

PAGOSA SPRINGS TOWN COUNCIL
OCTOBER 22, 2015

FROM: JAMES DICKHOFF, TOWN PLANNING DIRECTOR

PROJECT: SECOND READING OF ORDINANCE 828, AN ORDINANCE OF THE TOWN OF PAGOSA SPRINGS, AMENDING THE LUDC FOR ESTABLISHING REGULATIONS REGARDING THE USE AND PLACEMENT OF CARGO SHIPPING CONTAINERS
ACTION: DISCUSSION AND POSSIBLE ACTION

PURPOSE

The purpose of Ordinance 828 is to provide clear LUDC regulations regarding the allowable use and placement of Cargo Shipping Containers as Temporary Accessory Structures and as Permanent Accessory Structures, within commercially zoned districts. Ordinance 828 only addresses the commercially zoned districts, and the residential component will come back to Town Council for additional considerations at a future TC meeting.

BACKGROUND

On October 6, 2015, Town Council approved the First Reading of Ordinance 828, an Ordinance of the Town of Pagosa Springs Amending the Land Use Development Code, Establishing Regulations Regarding the Use and Placement of Cargo Shipping Containers.

FUTURE ENFORCEMENT

There are a few ways staff can enforce previously placed cargo shipping containers. All placements were most likely required to have some sort of Building Permit approval (either as a temporary Structure or a permanent structure) or a Land Use Development Permit (CUP or TUP). In addition, since 2009, metal siding was not allowed in the Mixed Use Corridor, Mixed Use Town Center and the Commercial districts.

Staff proposes, as time allows, to identify all CSC's, and to notify the property owners of any violation that may exist, and possibly issuing them a temporary use permit for up to 1 year, in essence giving them one year to comply with the Town's requirements, by either submitting a building permit application or land use development permit.

FISCAL IMPACT

There will be some expenses associated with the review of proposed LUDC revisions by the Town's attorney.

RECOMMENDATION

Staff recommends the TC consider the PC's recommendation and the first reading of Ordinance 828.

- 1) APPROVE the Second Reading of Ordinance 828, An Ordinance of the Town of Pagosa Springs Amending the Land Use Development Code, Establishing Regulations Regarding the Use and Placement of Cargo Shipping Containers.
- 2) APPROVE the Second Reading of Ordinance 828, An Ordinance of the Town of Pagosa Springs Amending the Land Use Development Code, Establishing Regulations Regarding the Use and Placement of Cargo Shipping Containers, with the following revisions.....
- 3) Deny approving the Second Reading of Ordinance 828.

TOWN OF PAGOSA SPRINGS, COLORADO

**ORDINANCE NO. 828
(SERIES 2015)**

**AN ORDINANCE OF THE TOWN OF PAGOSA SPRINGS
AMENDING THE LAND USE DEVELOPMENT CODE FOR
ESTABLISHING REGULATIONS REGARDING THE USE
AND PLACEMENT OF CARGO SHIPPING CONTAINERS**

WHEREAS, the Town of Pagosa Springs (“Town”) is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Pagosa Springs Home Rule Charter of 2003, as amended on April 3, 2012, April 23, 2013 and April 22, 2014 (the “Charter”); and

WHEREAS, pursuant to Section 1.4 (A) of the Charter, the Town has all power of local self-government and home rule and all power possible for a municipality to have under the Constitution and laws of the State of Colorado; and

WHEREAS, pursuant to Article XX, Section 6 of the Colorado Constitution and Section 11.2 of the Charter the Town has the power to adopt and amend land use and development ordinances; and

WHEREAS, the Town Council has, by Ordinance, adopted the Pagosa Springs Land Use and Development Code, including Article 4 regarding “Use Regulations”; and

WHEREAS, the Town Council hereby determines that for the protection of the health, safety and welfare of the Town, it is in the best interest of the residents and visitors of the Town to amend the Land Use Development Code regarding the allowable use and placement of Cargo Shipping Containers.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, as follows:

Section 1. Amend the Land Use and Development Code to include the following additions:

LUDC Article 12, Definitions:

Addition of Definition of Cargo Shipping Container: A Cargo Shipping Container is defined as “A large, usually rectangular-shaped, steel constructed unit that is built and used to carry goods for transport by sea, road, rail or air”. Depending on the proposed use, cargo shipping containers are considered temporary or permanent structures when placed on a property,

Addition of LUDC section 4.3.3.A.3.

- a. All Accessory Structures shall be consistent in design and appearance as the principal structure on the property, including color, materials, roofing, orientation, ect...
- b. All Accessory Structures require a Building Permit prior to construction or placement.

Addition of LUDC section 4.4.2.G.

Cargo shipping containers may be allowed for temporary use and placement in all districts, with an approved temporary use permit, issued pursuant to section 2.4.10. A temporary use permit shall be valid for a maximum of 180 days, with a maximum of 360 days consecutive use allowed. The applicant must demonstrate the need for such temporary use in their application.

Addition of LUDC section 4.3.4.E. Cargo Shipping Containers

- a. Cargo shipping containers shall be prohibited for permanent placement and use in Open Space districts.
- c. Cargo shipping containers shall be allowed for permanent placement within the Light Industrial district and in compliance with sections 4.4 and 4.5.
- d. Cargo shipping containers shall be allowed in the Commercial District, Mixed Use Corridor District and Mixed Use Town Center district, limiting the maximum of no more than 320 square feet, unless otherwise approved with a conditional use permit pursuant to section 2.4.4.
- e. Cargo shipping containers shall be allowed in the Downtown Business and Lodging Overlay District and Downtown East Village Overlay District, limiting the maximum of no more than 160 square feet, unless otherwise approved with a conditional use permit pursuant to section 2.4.4.
- f. Cargo shipping containers shall be allowed in the Public/Quasi Public District, Limiting to no more than 160 square feet in size, unless otherwise approved with a conditional use permit pursuant to section 2.4.4.
- g. Cargo shipping containers in place in any zoning district at the time of this code amendment, are considered non-conforming and shall comply with Article 9, unless the container was placed in violation of the LUDC or building code adopted at the time of placement.

Section 2. Public Inspection. The full text of this Ordinance, with any amendments, is available for public inspection at the office of the Town Clerk.

Section 3. Severability. If any portion of this Ordinance is found to be void or ineffective, it shall be deemed severed from this Ordinance and the remaining provisions shall remain valid and in full force and effect.

Section 4. Effective date. This Ordinance shall become effective and be in force immediately upon final passage at second reading.

INTRODUCED, READ, AND ORDERED PUBLISHED BY TITLE ONLY PURSUANT TO SECTION 3.9, B) OF THE PAGOSA SPRINGS HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF PAGOSA SPRINGS, ON THE ____ DAY OF ____, 2015.

TOWN OF PAGOSA SPRINGS, COLORADO

By: _____
Don Volger, Mayor

Attest:

April Hessman, Town Clerk

FINALLY ADOPTED, PASSED, APPROVED, AND ORDERED PUBLISHED BY TITLE ONLY PURSUANT TO SECTION 3.9, D) OF THE PAGOSA SPRINGS HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF PAGOSA SPRINGS, ON THE ____ DAY OF _____, 2015.

TOWN OF PAGOSA SPRINGS, COLORADO

By: _____
Don Volger, Mayor

Attest:

April Hessman, Town Clerk

CERTIFICATE OF PUBLICATION

I, the duly elected, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No. 828 (Series 2015) was approved by the Town Council of the Town of Pagosa Springs on first reading at its regular meeting held on the ____ day of _____, 2015, and was published by title only, along with a statement indicating that a violation of the Ordinance is subject to enforcement and punishment pursuant to Article 3, Chapter 1 of the Pagosa Springs Municipal Code, and specifically Section 1.3.3 which provides for a fine not exceeding \$1,000 or incarceration for not to exceed one year, or both, and that the full text of the Ordinance is available at the office of the Town Clerk, on the Town’s official website, on _____, 2015, which date was at least ten (10) days prior to the date of Town Council consideration on second reading..

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this __ day of _____, 2015.

April Hessman, Town Clerk

(S E A L)

I, the duly appointed, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No. 828 (Series 2015) was approved by the Town Council of the Town of Pagosa Springs on second reading, at its regular meeting held on the __ day of _____, 2015, and was published by title only, along with a statement indicating the effective date of the Ordinance and that the full text of the Ordinance is available at the office of the Town Clerk, on the Town's official website, on _____, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this ___ day of _____, 2015.

April Hessman, Town Clerk

(S E A L)



551 Hot Springs Boulevard
Post Office Box 1859
Pagosa Springs, CO 81147
Phone: 970.264.4151
Fax: 970.264.4634

**PAGOSA SPRINGS SANITATION GENERAL
IMPROVEMENT DISTRICT MEETING AGENDA
THURSDAY, OCTOBER 22, 2015
Town Hall Council Chambers
551 Hot Springs Blvd
5:00 P.M.**

- I. **CALL MEETING TO ORDER**
- II. **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- III. **PUBLIC COMMENT** – *Please sign in to make public comment*
- IV. **CONSENT AGENDA**
 - 1. **Approval of October 6, 2015 Meeting Minutes**
 - 2. **Approval of September Financial Statement and Accompanying Payments**
- V. **REPORTS TO BOARD**
 - 1. **Sanitation District Report**
 - 2. **PAWSD/Pipeline Update Report**
- VI. **NEXT BOARD MEETING NOVEMBER 3, 2015 AT 5:00PM**
- VII. **ADJOURNMENT**



551 Hot Springs Boulevard
Post Office Box 1859
Pagosa Springs, CO 81147
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Fax: 970.264.4634

**PAGOSA SPRINGS SANITATION GENERAL
IMPROVEMENT DISTRICT MEETING MINUTES
TUESDAY, OCTOBER 6, 2015
Town Hall Council Chambers
551 Hot Springs Blvd
5:00 P.M.**

- I. **CALL MEETING TO ORDER** – Board President Volger, Board Member Alley, Board Member Egan, Board Member Lattin, Board Member Patel
- II. **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- III. **PUBLIC COMMENT** – None
- IV. **CONSENT AGENDA**
 1. **Approval of September 17, 2015 Meeting Minutes** - Board Member Egan moved to approve the consent agenda, Board Member Alley seconded, unanimously approved.
- V. **REPORTS TO BOARD**
 1. **PAWSD/Pipeline Update Report** - Both the water and sewer force mains are now complete. Progress has been slowed somewhat as the contractor found water leaks and they are focusing on the waterline at this time as Trujillo Road cannot be paved until the pressure testing of the waterline under Trujillo Road is completed. Electrical inspections for the PS's have been completed and approved. LPEA has been contacted to set meters at both pump stations. All 10 Variable Frequency Drives are in Denver and being wired by Browns Hill Engineering, the SCADA subcontractor.
- VI. **NEW BUSINESS**
 1. **Preliminary 2016 Budget** – Per State requirements, the preliminary 2016 budget is being presented to the board. The 2016 budget presumes the pipeline will be complete and the crew will be finishing up decommissioning of the lagoon system in 2016.
- VII. **NEXT BOARD MEETING OCTOBER 22, 2015 AT 5:00PM**
- VIII. **ADJOURNMENT** – Upon motion duly made, the meeting adjourned at 5:12pm.



AGENDA DOCUMENTATION

REPORTS TO BOARD:V.1

PAGOSA SPRINGS SANITATION BOARD OF DIRECTORS

OCTOBER 22, 2015

FROM: GENE TAUTGES, SANITATION SUPERVISOR

PROJECT: SANITATION DISTRICT REPORT

ACTION: DISCUSSION

ADMINISTRATIVE

I attended a webinar on October 8th regarding the request for applications for year 2016 for the Small Communities Grant Program administered by the Colorado Department of Health and Environment. The program has undergone some changes since last year, one of them being that collection systems are also eligible. With a little help from engineering, I plan to request an amount yet to be determined for engineering and construction of a larger wet well at pump station #1. We are concerned that if the force main should ever break or be accidentally hit by an unsuspecting contractor, that the current detention time of approximately 2 hours would be insufficient for the repair to be made before potential backups could occur to some of our customers, one being the high school.

I also plan to request funding to start manhole rehabilitation. Many of our older manholes are constructed partially of brick and were done in a time where construction standards were far less stringent than today. There are a few other minor items I will include as well. I will keep you posted as board action would be required in November if we go through with the application.

COLLECTION SYSTEM

I continue the ongoing analysis of flow meter data which is helping me determine problem areas and where to focus next year's pipe repair efforts. We also recently had a small back up which required a sub-contractor to remove. I also recently raised some manholes in preparation for the upcoming paving projects.

WASTEWATER TREATMENT PLANT

The average daily flow to the lagoon system in July was 324,000 gallons per day with no violations reported. I continue to prepare the old lagoon site for decommissioning as time permits as well as doing 3rd quarter maintenance and winterization procedures.



AGENDA DOCUMENTATION

REPORTS TO BOARD:V.2

PAGOSA SPRINGS SANITATION GENERAL IMPROVEMENT DISTRICT
OCTOBER 22, 2015

FROM: GENE TAUTGES, SANITATION SUPERVISOR

PROJECT: PAWSD/PIPELINE UPDATE REPORT
ACTION: UPDATE AND DISCUSSION

PROJECT UPDATE

As you know we are nearing the end of the project. As a point of reference, per the construction contract, substantial completion was supposed to be completed on October 1st, so obviously the project is behind schedule. Most of the remaining tasks are very technical in nature having to do with installation, wiring, and commissioning of 8 variable frequency drives, the SCADA system, and training on the new equipment by the manufacturers.

There is also pouring of the final concrete slabs at both pump stations, building painting, force main pressure testing, and numerous other small tasks to be completed. The second to the last step is to complete a 7 day functional "live" test. I am anticipating this may occur now sometime in mid-December. Once that test is successfully completed, the decommissioning of the lagoons will begin. I have quizzed the contractor and their intention is still to perform that task at the end of the startup test. However it is reasonable to expect that the decommissioning will undoubtedly continue into 2016 at this juncture.

I am currently assisting a separate contractor in securing radio paths for the SCADA system required to operate the project which includes repeater sites on Reservoir Hill and near the existing transfer station on Trujillo Road. This aspect was taken out of the construction contract for some reason in 2013 so we are needing to finance and perform it separately now.

All Davis Bacon certified payrolls are up to date with no issues found or reported.

Respectfully submitted,
Gene Tautges
Sanitation Supervisor