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TOWN COUNCIL MEETING MINUTES
THURSDAY, MAY 19, 2016
Town Hall Council Chambers
551 Hot Springs Blvd
5:00 p.m.

- I. **CALL MEETING TO ORDER** – Mayor Volger, Council Member Bunning, Council Member Egan, Council Member Lattin, Council Member Patel, Council Member Schanzenbaker, School Representative Thompson
- II. **PUBLIC COMMENT** – None
- III. **CONSENT AGENDA**
 1. **Approval of the May 3 & 10, 2016 Meeting Minutes**
 2. **Approval of April Financial Statement and Accompanying Payments**
 3. **San Juan Basin Health Adult Role Model Campaign Award**
 4. **Amended Jail Services Agreement** - The Town agrees to pay its costs associated with housing Town inmates and that agreement is memorialized in a Municipal Jail Services Agreement dated May 2007. Due to the flood in the Archuleta County Jail, inmates were now housed in La Plata County Jail. The previous agreement in 2004 was changed from \$0 for transportation to \$85/round trip, whereas the housing cost remains unchanged at \$55/day.
 5. **Community Center Computer Room Remodel** – Remodeling is to include eliminating the computer lab and converting that area into storage and additional office space.
 6. **Liquor Licenses**
 - a. **Liquor License Renewal – The Lost Cajun Pagosa Springs at 438C Pagosa Street**
 - b. **Liquor License Renewal – The Junction Restaurant at 401 E Pagosa Street**
 - c. **Liquor License Renewal – Alley House Grille at 214 Pagosa Street**
 - d. **Liquor License Transfer – Farrago Market Café at 175 Pagosa Street from Beer and Wine License to Hotel & Restaurant License** – Council Member Lattin moved to approve the consent agenda, Council Member Egan seconded, unanimously approved. Ms. Cindy Schultz and Ms. Cheryl Bowdridge with the San Juan Basin Health Department and Mayor Volger presented the Adult Role Model Award, a campaign to strengthen youth who believe they have a positive adult role model, to Mrs. Anita Hinger.
- IV. **REPORTS TO COUNCIL**
 1. **Featured Department Head Reports**
 - a. **Municipal Court** - Deputy Court Clerk, Amber Johnson, successfully completed the Court Basics III course on May 6, 2016. In June 2016, Amber Johnson will be assuming the responsibility of collections investigator for all traffic and criminal matters. She will be the point of contact for all delinquent accounts and the collection agency. Judge William Anderson attended the Spring CMJA (Colorado Municipal Judge's Association) Conference

and Training from April 28th through April 30th, which will allow him to get his CLE credits.

- b. **Town Clerk** - The Clerk has been working with Jeremy Nelson of REgeneration Development Strategies, Shari Pierce of the Downtown Task Force (DTF), and Town Manager Schulte to gather information about the possibility of a special Town election this November for the development of a Downtown Development Authority. Staff has been working diligently with Hinton Burdick's team of auditors to finalize the 2015 audit. One of the last items was reviewing and updating the Town, Sanitation District, and Geothermal capital assets. The HR Clerk implemented and trained employees on the new online timekeeping module. The Deputy Clerk has worked with staff in Building and Planning departments to upload the necessary documents to the Citizenserve program. This program will streamline building and planning permitting, business licensing, and citizen communication. Staff is working with Public Surplus to set up our account so that the Town can use their site to sell surplus property and equipment. Staff is actively hiring for seasonal parks and summer youth program employees.
2. **Sales Tax Brief** - March 2016 sales tax receipts in the amount of \$387,893 shows an impressive increase of 22.1% compared to March 2015.
3. **Lodgers Tax Brief** - March 2016 reflects a modest 1.82% growth over 2015. Additional payments were received for February, which now reflects a 16.95% increase over 2015. The Visitor Center is beginning to place "information kiosks" in high traffic tourist areas and area businesses with significant traffic. One of the new information kiosks will hopefully be placed at the airport.

V. **NEW BUSINESS**

1. **Ordinance 845, First Reading, Granting Franchise Agreement to Kathryn Young dba At Your Disposal** - Since the approval of Ordinance 536 in 1999 with Kathryn Young, franchise agreements with other refuse companies have been updated and altered according to Home Rule Charter requirements and needs of the Town. At Your Disposal will provide three 30-yard dumpsters with two pulls each during clean-up week, and provide one 3-yard dumpster at Town Hall with weekly service and one 4-yard dumpster at the Community Center with service two times per week. Council Member Patel moved to approve the first reading of Ordinance 845 granting a franchise to Kathryn Young, dba At Your Disposal, to operate a refuse collection service in the Town of Pagosa Springs, Council Member Bunning seconded, unanimously approved.
2. **Ordinance 846, First Reading, Amending the LUDC regarding minimum lot size in R-12 District** - Ordinance 846 is to address a recommendation allowing smaller minimum lot sizes in the Residential Medium Density (R-12) District. Pursuant to Article 5 of the LUDC, the current minimum lot size in the R-12 District is 7500 sq ft, the equivalent of a typical 50'x150' town lot. The R-12 District also allows a 3000 sq ft minimum lot size for Townhomes. The current allowable density in the R-12 district is 12 dwelling units per acre. Ordinance 846 amends the Land Use Development Code, allowing a 3,630 sq ft minimum lot size for single family dwellings in the R-12 District. Council Member Schanzenbaker is concerned about alley access to the lots. Planning Director Dickhoff said that every application has to go through a plat amendment and before all utilities and offices to sign off on the plat. The access has to be reviewed as well as parking. Council Member Lattin is concerned with the Town's infrastructure and how this extra housing units is going to increase traffic and public use on streets and alleys. She prefers a new district or zone for this type of development. Council Member Egan asked about vacation rentals of these homes, Planning Director Dickhoff said the planning commission has discussed the vacation rentals and that this type of homes is meant for workforce housing. Restrictions can be put in place in these neighborhoods. Council Member Schanzenbaker said that including vacation rental issues in this amendment item should be determined in the process. Planning Director Dickhoff said each community have different scenarios, staff will ask the planning commission to bring back suggestions on the vacation rental situation. Council Member Bunning suggests the Town Council be involved in a work session with the planning commission and

workforce housing group. Council Member Egan moved to table item Ordinance 846 and 847, Council Member Patel seconded, unanimously approved.

3. **Ordinance 847, First Reading, Amending the LUDC regarding allowable density and minimum lot size in the R-18 Districts** - Ordinance 847 addresses increasing the allowable density and allowing smaller minimum lots sizes in the Residential High Density District. Pursuant to Article 5 of the LUDC, the current minimum lot size in the R-18 district is 7500 sq ft, the equivalent of a typical 50'x150' town lot. The R-18 district also allows a 3000 sq ft minimum lots size for Townhomes. The current allowable density in the R-18 district is 18 dwelling units per acre. This ordinance amends the LUDC to change the minimum lot size, including town homes, in the R-18 district to 2,100 sq ft and increase the allowable density to 20 allowable dwelling units per acre, changing the R-18 district to an R-20 district. Planning Director Dickhoff said there are some good examples of townhome lots that he will bring back to Council at the work session.
4. **Yamaguchi Skate Park Phase Two Contractor Award** - Phase II will consist of a 3,229 square feet cast in concrete bowl in accordance with the design of Pillar Design Studios, L.L.C. Phase II will also enlist local firms to provide in-kind services to aid with the construction of the park. The financial contribution of the in-kind service providers is anticipated to be \$14,300, which is in addition to the 2016 budgeted amount of \$150,000 for this project. Council Member Schanzenbaker moved to accept the current bid proposal and award Artisan Skate Parks the contract for Yamaguchi skate park phase II. Council Member Bunning seconded, unanimously approved.
5. **Town Park Bouldering Area Approval** - The Pagosa Area Tourism Board advised the Parks and Recreation Commission that funding in the amount of \$20,000 had been allocated towards the climbing boulder. The placing recommended for the boulder area is in Town Park, just west of the existing playground. The current Town Park playground would be extended to the west, towards Hot Springs Blvd. Bridge, and would be large enough to encompass the new climbing boulder area. An approximate cost of \$40,000 for the boulder itself, transport, and site preparation. \$20,000 is available from the tourism fund, staff will approach PROST for the balance. Council Member Lattin moved to direct staff to approve the proposed location of the bouldering area in Town Park and to proceed with a PROST application for matching funding from the County, Council Member Bunning seconded, unanimously approved.
6. **Resolution 2016-07, Appointing Pagosa Springs Area Tourism Board Members** - The Pagosa Springs Area Tourism Board has two open board-appointed seats: Chamber of Commerce and Board of Realtors. The Chamber of Commerce recommended Jon Johnson serve as their appointment and the Board of Realtors has recommended Lee Riley to their seat. Council Member Egan moved to approve Resolution 2016-07, Appointing Jon Johnson as the Chamber of Commerce representative and Lee Riley as the Board of Realtors representative to the Pagosa Springs Area Tourism Board for a two (2) year term, Council Member Lattin seconded, unanimously approved.

VI. OLD BUSINESS

1. **Ordinance 842, Second Reading, Accepting Lands from PSSGID for South 5th Street Right of Way** - A portion of South Fifth Street south of the northern boundary of the Town Streets Department shop, exists under a prescriptive right. This portion of Fifth Street is south of the originally platted Town boundary established in 1891 and has not been formalized as public right of way. There are four portions of land that are needed to formalize the Fifth Street Right-of-way from the Town Shop to the JEM properties, LLC land at the end of Fifth Street. Council Member Bunning moved to approve the second reading of Ordinance 842, an ordinance of the Town of Pagosa Springs accepting properties from the Town of Pagosa Springs General Improvement District Wastewater Activity Enterprise, Council Member Egan seconded, unanimously approved.
2. **Ordinance 844, Second Reading, Accepting Land from Archuleta School District for South 5th Street Right-of-Way** - A portion of South Fifth Street south of the northern boundary of the

Town Streets Department shop, exists under a prescriptive right. This portion of Fifth Street is south of the originally platted Town boundary established in 1891 and has not been formalized as public right of way. Council Member Schanzenbaker moved to approve the second reading of Ordinance 844, an ordinance of the Town of Pagosa Springs accepting property from the Archuleta School District Joint 50, Council Member Bunning seconded, unanimously approved.

VII. PUBLIC COMMENT – None

VIII. COUNCIL IDEAS AND COMMENTS – Council Member Egan said the new bus stop signs are being installed around the community.

IX. NEXT TOWN COUNCIL MEETING JUNE 7, 2016 AT 5:00 PM

X. ADJOURNMENT – Upon motion duly made, the meeting adjourned at 6:55 pm.

**Don Volger
Mayor**