



551 Hot Springs Boulevard
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**TOWN COUNCIL MEETING AGENDA
THURSDAY, JULY 21, 2016
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 July 5, 2016 Meeting Minutes**
 - 2. **Approval of June Financial Statement and Accompanying Payments**
 - 3. **Liquor Licenses**
 - a. **Special Events Permit – Folkwest Inc. Folk Festival on Reservoir Hill September 2, 3, & 4, 2016**
 - 4. **Downtown Colorado Inc. (DCI) Letter of Support**
- IV. **REPORTS TO COUNCIL**
 - 1. **Featured Department Head Reports**
 - a. **Maintenance Department**
 - b. **Planning Department**
 - 2. **Sales Tax Brief**
 - 3. **Lodgers Tax Brief**
- V. **NEW BUSINESS**
 - 1. **Selection of New Council Members**
 - 2. **Downtown Task Force Presentation**
 - 3. **South 8th Street Financing**
 - 4. **Bid Award for East Phase Trail Project**
- VI. **PUBLIC COMMENT** – *Please sign in to make public comment*
- VII. **COUNCIL IDEAS AND COMMENTS**
- VIII. **NEXT TOWN COUNCIL MEETING AUGUST 2, 2016 AT 5:00 PM**
- IX. **ADJOURNMENT**

**Don Volger
Mayor**



AGENDA DOCUMENTATION

CONSENT AGENDA:III.3.A

PAGOSA SPRINGS TOWN COUNCIL

JULY 21, 2016

FROM: **BILL ROCKENSOCK, POLICE CHIEF**

PROJECT: LIQUOR LICENSE RENEWALS

ACTION: DISCUSSION AND POSSIBLE DECISION

PURPOSE/BACKGROUND

Businesses granted liquor licenses by the State of Colorado and the Town of Pagosa Springs are required to renew their liquor license annually. The Town Council, as the Local Licensing Authority, has requested that the Police Department provide them with information on police contacts with these businesses in consideration of their renewal application.

Annually, the Police Department works with the Colorado Liquor Enforcement Division to conduct compliance checks on businesses within the Town of Pagosa Springs holding liquor licenses throughout the year, Officers do perform random checks/walk thru of businesses selling liquor in the town limits.

The vendors listed below have requested a renewal of their liquor license. Based upon a local records check, the Police Department has found the following:

Special Events Permit/Folkwest, Inc. Folk Festival – Since September 2015, there were no documented liquor violations associated with the Special Events Permits for Folkwest, Inc.

ATTACHMENT(S)

None

RECOMMENDATION

It is the recommendation of the Police Chief that the Town Council:

- **Consider the above information when determining approval of liquor license renewals**



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July 21, 2016

To Whom It May Concern:

The Town of Pagosa Springs, Colorado, would like to offer support for Downtown Colorado, Inc. (DCI) as it seeks funding from the USDA for services provided to Colorado's small towns. In the past years DCI has shown great progress in assisting communities throughout Colorado with ongoing training through quarterly Downtown Institute sessions, the annual Vibrant Colorado Downtowns Conference, and its "train the trainer" technical assistance visits and community assessments. The community assessment process requires each community to self-assess our progress and determine how better to meet our goals, or if our goals need to be restructured.

In 2013, the Town of Pagosa Springs worked with DCI to conduct an assessment of our downtown in partnership with the State of Colorado Department of Local Affairs (DOLA). The resulting assessment recommended we consider a Downtown Development Authority (DDA). In conjunction with another DOLA grant, we are almost finished with the feasibility study and the findings presented to the Town Council with a recommendation to place the question of a DDA on for a Special Election this November.

DCI has proven to be a valuable resource and training organization for our community as we grapple with creating a vital and vibrant community core in the face of expanding development.. We believe the continued existence of DCI's technical assistance programs is integral to the furtherance of our communities' goals for economic development, community activism, and revitalization.

We hope the USDA favorably considers the funding application from DCI. Please do not hesitate to contact us at 970-264-4151 with any questions.

Thanks for your consideration.

Sincerely,

Don Volger
Mayor



AGENDA DOCUMENTATION

REPORTS TO COUNCIL: IV.1A

PAGOSA SPRINGS TOWN COUNCIL

JULY 21, 2016

FROM: DENNIS FORD, MAINTENANCE SUPERVISOR

PROJECT: MAINTENANCE DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

MAINTENANCE UPDATE

TOWN HALL AND COMMUNITY CENTER

Staff did some drywall touchup and painting at the Community Center. Assisted in striping of Town Hall and Community Center parking lots. Staff continues to complete daily tasks.

VISITOR CENTER

Renovations in conference room are completed. Work continues on refinishing woodwork in the lobby area of the Visitor Center.

OTHER

Staff assisted in the installation of the fountain at Pinon Lake in time for the holiday weekend. Also, assisted with traffic control for the parade and worked with the firework vendor for coordination for the setup, security, and clean-up of the fireworks show.

Provided oversight and training of the parks crew in the installation of concrete pads for bike racks at various parks.



AGENDA DOCUMENTATION

REPORTS TO COUNCIL: IV.1.B

PAGOSA SPRINGS TOWN COUNCIL

JULY 21, 2016

FROM: JAMES DICKHOFF, PLANNING DIRECTOR

PROJECT: PLANNING DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

HISTORIC PRESERVATION BOARD (HPB) UPDATE

HPB meeting minutes from June 22 and July 13 are attached.

- 1) In recognition of the Town's 125th anniversary, the HPB has coordinated hosting several performances by regional talent to represent the multi-cultural collection of the people who are a part of the fabric of the area, at this year's Archuleta County Fair, August 5, 6 and 7th, including:

Jicarilla Junior High Drummers from Dulce, NM

(Students perform traditional drumming representing the Jicarilla Apache Nation heritage).

4 performances: Friday 8/5/16 11AM –Noon and 3-4PM

Saturday 8/6/16 - 1-2PM and Sunday 8/7/16 – 1-2PM

Semillas del la Tierra (Adams State University sponsored Spanish dancers in beautiful colorful costumes).

2 performances: Friday night August 6th, 8-9PM and Saturday August 7th 11AM-Noon

Variety Express (Old Time Rock, Spanish Traditional, Cumbia, Ranchera, Country Western & Pop music).

1 Friday night performance August 6, 2016 with a 9PM start and 12:30AM finish.

Colorado Thunder (Performing traditional Country Western music, playing Merle, Johnny, Waylon etc).

1 Saturday Night August 6, 2016 at 4H Chuck Wagon 4:30 Start

Centennial Ranch Owner Recognition: 6 Centennial Ranch owners will be recognized by the HPB during the chuck wagon dinner. Owners will be present a Commemorative Coffee Mug Set.

Saturday Night August 6, 2016 at 4H Chuck Wagon 4:30 Start

The HPB is also looking at an informational manned booth and displays.

- 2) The HPB completed its Historic District Sandwich Board Sign survey review and has developed a recommendation for Town Council's consideration, which may be heard by Town Council on August 2, 2016. The HPB would also like the TC to comment on how they would like to handle sidewalk displays including magazine/newspaper stands.
- 3) The HPB has been reviewing a web page format developed by Rachel Novak, and have provide direction to staff for information for inclusion. The site will be populated with information about the HPB and Historic Preservation in the near future.
- 4) The HPB has developed a recommendation for Town Councils consideration regarding the response from the High School art department and participation in a student Mural on Main project, which may be heard by Town Council on August 2, 2016.
- 5) The HPB has designated a sub-committee to coordinate a public work session regarding the Water Works Facility and possible re-purposing of the property. The information collected will be presented to Town Council for inclusion into the 2016 Comprehensive Plan Update.
- 6) The Movie Series "Into the West" showed at the liberty Theater as part of the HPB Historic Preservation Month activities. The 6-part series were free and attendance was excellent with 40 - 60 in attendance at each showing.

- 7) The HPB has expressed that the Town needs to be a larger part of the Courthouse Discussions. The Town Council had recently expressed interest in a BoCC work session to discuss the future Courthouse considerations, however, this work session has not yet been scheduled.

The next regular HPB meetings will be held on July 27, 2016 and August 10, 2016 at 5:45 pm in Town Hall.

PLANNING COMMISSION (PC) UPDATE

Meeting minutes from June 14 and June 28 are attached.

- 1) The PC has been conducting discussions regarding smaller lot sizes in the R-12 and R-18 districts as well as the potential effects of vacation rentals, in preparation for a work session that has been requested by the Town Council. The PC and staff respectfully asks TC to schedule this work session in the near future.
- 2) The PC has begun discussions about the Town's zoning map and potential suggested revisions to bring to Council in the form of recommendations for zoning map amendments.
- 3) Design Review Board recently approved the Axis Health Systems "Major Design Review" Application and development at 52 Village Drive.
- 4) PC has decided to hear Vacation Rental Conditional Use Permits at public hearing versus having them considered administratively. The purpose is to ensure the public notification process is conducted so that neighboring properties are aware of such proposals.
- 5) Currently the PC has an open regular seat and one alternate seat to fill, and have been actively soliciting potential candidates.

The Next Regularly scheduled PC meetings will be conducted on July 26 and August 9 at 5:30pm in Town Hall.

TWO RIVERS GRAVEL PIT

On June 28, 2016, the Archuleta County Board of County Commissioners, denied the issuance of a permit for the proposed Two Rivers Gravel Pit, 15 miles south on Trujillo Road. The Town Planning Director had provide concerns regarding the exclusive use of Town roads for transporting deliveries, requesting an equitable delivery route map and plan.

SAFE ROUTES TO SCHOOL GRANT

The Project Manager is issuing a request for qualifications for design and engineering services in compliance with CDOT regulations. Responses are due back on August 1, 2016. Construction is planned to occur in 2017.

Our Safe Routes to School Infrastructure grant application was fully funded at \$346,500. The state received 21 applications with our application scoring #4 out of the 7 projects awarded funding.

Following are the financial contributions the Planning Director was able to negotiate and secure for the project: SRTS approved \$346,500, The Town Council approved \$80,000, the BOCC \$10,000 and the School district \$3,500, Totaling \$440,000.

WATER WORKS FACILITY FUTURE REPURPOSING

The HPB has designated a sub-committee to coordinate a public input work session format regarding the future potential of the Water Works Facility site, including the stone arch bridge. This is being initiated to ensure a full understanding of the site is considered for potential future repurposing and use of the Town owned site. The information will be valuable as this site is considered in our 2006 comprehensive plan as an opportunity site. The results will be incorporated into the 2016 Comprehensive Plan Update.

RUMBAUGH CREEK BRIDGE UPDATE

We have received the preliminary restoration plans, unfortunately 3 months behind schedule. State Historical Fund staff is currently reviewing the plans for compliance with their criteria. The RFP for restoration services will be advertised once we receive and incorporate SHF comments into the final plans. Staff has a meeting set for July 21 with SHF to discuss and requested plan revisions.

TOWN TO PAGOSA LAKES TRAIL, EAST PHASE UPDATE:

This trail segment project has been advertised for construction bids. Staff will bring the bid abstract to Town Council on July 21st for consideration of awarding the project to a contractor for construction this summer.

TOWN TO PAGOSA LAKES TRAIL, WEST PHASE UPDATE:

We have received CDOT Right-of-Way approval and have submitted final plans to CDOT for final review. We are expecting to receive approval to proceed with advertising for construction bids by July 29th, at which time we will advertise for construction bids, to ensure construction can begin in 2016.

HARMAN PARK DRIVE

We have met with members of the Harman Park Association board, to discuss the considerations for the Town's acceptance of Harman Park Drive, Papoose Court and Red Ryder Court into the Town's Road system. Staff hopes to bring considerations to Town Council in the near future.

MAIN STREET MURAL

We have conducted discussions with the High School Art Teacher regarding the potential of a student mural project. Though the interest was very high, it was determined they would not be able to accommodate such a project this school year, but, wanted to have the opportunity during the next round (next art work change out in 5 years) or another appropriate project.

MILL CREEK ROAD ANNEXATION

Staff is working on the annexation process, currently developing the legal description of the area to be considered for annexation. Local surveyors are very busy currently, thus staff hopes to have the legal ready before the August 2 or 18 TC meeting.

COMPREHENSIVE PLAN UPDATE

We have advertised for the 2016 Comprehensive Plan Update. The RFP was available on July 14 and bids are due back prior to August 5, 2016. Staff will provide a summary of responses to Town Council at the August 18, 2016 meeting for award consideration.

Staff would like to have a small committee review the RFP's and conduct interviews with the short listed respondents. A TC member or two would be very beneficial on this review committee, and suggests at least one appointment by Town Council. Staff will ask the Planning Commission, Parks and Recreation and Historic Preservation Board to also participate.

SMALLER LOT SIZES IN THE R-12 AND R-18 DISTRICT

The Planning Commission has conducted numerous discussions this year regarding the consideration of allowing smaller lot sizes in the R-12 and R-18 residential districts, consistent with the current allowed dwelling unit densities. The PC has also discussed potentially increasing allowable densities for multi-family dwelling units in both of the districts. Discussion also included how Vacation Rentals may affect the smaller lot consideration in relation to available work force housing. Staff had recently prepared ordinances for Town Councils consideration, however, Town Council requested a work session with the PC to discuss the matter further including the effects of vacation rentals. The Planning Commission respectfully requests the work session take place in the near future in an effort to receive direction from Town Council on the matter, in preparation for bringing the matter back to Town Council for a decision.

COUNTY / TOWN PLANNING AND DEVELOPMENT APPLICATION REVIEW

The Archuleta County Planning Department and Town Planning Department have been working together to ensure each entity receives an opportunity to comment on projects that are occurring with each other planning areas. This has helped ensure continuity between the two entity's and consistency within our community. With development at its highest point since 2007-2008, the Town Planning Director has reviewed and commented on approximately 12 County Development projects this year.



TOWN OF PAGOSA SPRINGS
Historic Preservation Board
Regularly Scheduled Meeting Agenda
Wednesday, June 22, 2016 @ 5:45p.m.
Town Hall, 551 Hot Springs Blvd.

- I. **Call to Order / Roll Call:** Chair Peggy Bergon calls the meeting to order at 5:52PM. Present were HPB members Andre Redstone and Brad Ash. Also present were Associate Planner Rachel Novak, Jean and John Taylor from the San Juan Historical Society, and Jamie Miller.
- II. **Announcements:** Peggy Bergon declares Brad Ash a voting member.
- III. **Approval of Minutes:**
Approval of the June 8, 2016 HPB Regularly Scheduled Meeting Minutes: This has been tabled for the next meeting for approval.
- IV. **Public Comment:** NONE
- V. **Decision Items:**
 - A. 434 Pagosa Street Signage “the NEST” (Feather Your Nest): Jamie Miller describes her signage for the building. She would like to get some nice signage on the building that fits the Board’s criteria and presents some visual examples of the proposed signage. The sign will be metal with a rusty finish and a large metal feather will be placed above the rectangle sign. Andre Redstone asks how the sign and feather will be attached to the building front. The signage elements are both flat and will be screwed into the wall. Andre Redstone asks about how the wood slats are mounted on the building. He says it is a good opportunity to clean up the store front by painting the slats the same color as the building. Andre Redstone moves to approve the new signage at 434 Pagosa Street as presented to the Board with the condition that the mounting rails get painted the same color as the building front. Brad Ash seconds. Unanimously approved.
 - B. Final Sandwich Board Sign Survey Responses: Recommendations for Town Council: Peggy Bergon feels that this may need to be tabled as the Board is not full at this meeting. Andre Redstone would like to encourage the entire Board to take stock of the visual representation of Main Street and the signs. This has been tabled until next meeting.
 - C. Walking Tour Brochure Updates: The current brochure was updated in 2007 and the Board has been asked to update the brochure from several entities. Peggy Bergon would like to update the names of the businesses to their current uses. Associate Planner asks the Board if they would prefer photos over the sketches. Peggy Bergon says this would be an excellent long term goal, but for the short term updating the names would be the best solution. Jean Taylor suggests a “then” and “now” brochure. Peggy Bergon says that this would also be a great idea for a long term goal. Brad Ash says that updating the business names would be a constant revolving door and will need to be updated almost every year potentially. Andre Redstone asks if the Board can print these themselves. Associate Planner Rachel Novak says yes. He also recommends using the phrase “formally known as” instead of updating the business names. Andre Redstone also suggests possibly changing the image to a more accurate historic photo. He suggests that Associate Planner Rachel Novak could make these changes with ease. Andre Redstone asks the chair to allow Associate Planner Rachel Novak to compile the brochure with recent photos. Andre Redstone moves to update the new brochure with current businesses to “formally known as” business names and descriptions. Brad Ash seconds. Unanimously approved.
 - D. Update on County Fair Events Activities and Promotions: Associate Planner Rachel Novak presents the commemorative mugs from Jeff Laydon. The mugs would be for the centennial ranches presentation at the

Chuck Wagon. Andre Redstone suggests the Board ordering more in the future. Peggy Bergon says she spoke with Jeff Laydon and everything seems to be on schedule. The Fair Board is delighted with the progress. Peggy Bergon and Associate Planner Rachel Novak will reach out the Jeff Laydon for more information. The Board recommends the mugs say "Town of Pagosa Springs Historic Preservation Board." Andre Redstone suggests another work session for finalizing the fair activities with Jeff Laydon. Peggy Bergon says her main concern is the education tent table and who is going to man the tent. Andre Redstone moves that the Board adopt the proposed mugs as presented with the change to include "Town of Pagosa Springs Historic Preservation Board." Brad Ash seconds. Unanimously approved. Andre Redstone moves that the Board would like to hold a work session at a time to be determined after Jeff Laydon has been consulted. Brad Ash seconds. Unanimously approved.

E. Railing Proposal for Rumbaugh Creek Bridge: Andre Redstone says the railing RFP felt too premature. The Waterworks Committee has many concerns over several factors concerning the railing itself. The Committee recognizes a need the send out the RFP for the Bridge and that would include a section on the railing. Andre Redstone suggests leaving out the RFP for the railing in the new RFP to go out for the bridge. Brad Ash and Andre Redstone suggests that this item should be tabled as more information is needed for where the funding is coming from and if it is truly part of the bridge RFP. Brad Ash moves to table this decision for the railing proposal for Rumbaugh Creek looking for clarification on the RFP, funding for the project, and a better understanding of the bridge and its urgency. Andre Redstone seconds. Unanimously approved.

VI. Discussion Items:

A. Waterworks Committee: Andre Redstone discusses who attended the meeting: Architects Brad Ash and Courtney King, Planning Director James Dickhoff, Associate Planner Rachel Novak, Andre Redstone, Lindsey Smith, Mike Davis, Zac Richardson, and Council Member David Schanzenbaker were in attendance. Andre Redstone says that the meeting was very productive and it helped outline ideas and discussions for development. He says that the overriding theme to contemplate restoration and preservation in conjunction with the museum. Andre Redstone suggests early dialogue with Town Council on the museum being a part of the project. He also says that an important element of this meeting is wanting to retain what is currently there or have the site developed. A phased implementation needs to have public interaction as soon as possible. Brad Ash says that the committee is agreed that they want to know all of the limitations of the grant. One of the main concerns was the implementation of the 20-year deed restriction. If the Town is awarded the grant and if down the line development is proposed, the Town could repay the grant to be permitted to do this. Brad Ash says that overall the committee was in agreeance how to get the community to buy into the site and save the museum. He says that a hands on museum experience or park component were also proposed with community movie nights on the tank walls. It was also suggested to use the tanks as a leasable venue space for parties. Jean Taylor says that the museum is so full of artifacts and needs to expand. They support expanding into the water building and possibly even the tanks. She is concerned about not being able to use the space or being relocated. Andre Redstone addresses her concerns and why the committee was formed. He says that this site could serve as a nexus for the Town and could be a staging area for a pedestrian bridge over the river. He also says that the scope of the committee is in concept how best repurpose the site. The committee's job is to not get into the specifics, but rather flush out the scope of possibilities. Andre Redstone says that the committee is also looking into the value of the metal structure to the site. It has been determined that the possible redevelopment of the site might be limited due to the lack of parking. Brad Ash says that the committee is looking at every possible option and the big picture for what would best fit the site. The committee has also considered having the site as a public or private entity. The committee is very much in favor of keeping the site open to the public. Andre Redstone says that the committee recognizes the clear value the site adds to the Town. The committee will be reconvening on the 7th or 8th of July with the hope to have a meeting every couple of weeks.

- B. October 4, 2016, 1:15pm Bus Tour History Talk Volunteer: Peggy Bergon is unsure of any volunteers. Andre Redstone suggests an email discussion. Peggy Bergon would like to table this for next meeting.
- C. HPB Website: Associate Planer Rachel Novak discusses the new website for the Board. She also addresses a new Waterworks Committee website as well. Andre Redstone says that Lindsey Smith suggests getting feedback before posting on the Waterworks Site.

VII. Reports and Updates:

- A. Planning Director Report
- B. Opportunity for HPB members to briefly present ideas and suggestions as well as potential future agenda items for the HPB's consideration: Peggy Bergon would like the Fort Lewis Cemetery as a discussion item. She would like it surveyed, recorded, and have a grant submitted for funding efforts. Jean Taylor says that the museum has a cemetery book with some records. Andre Redstone says that the letter of support presented at Town Council to support the museum. He would like to have this as a discussion item to ensure the Council has read it and has considered it. Andre Redstone would like to have the matter of enforcement on the agenda as a discussion item. He suggests possibly a letter to Town Council to support staff on enforcement of signage.
- C. Upcoming Town Meeting Schedules

VIII. Public Comment: NONE.

IX. Adjournment: Meeting adjourned at 7:45 PM.

HPB Board Members

Peggy Bergon: HPB Chairperson, **Lindsey Smith:** HPB Vice-Chairperson
Chrissy Karas: HPB Regular Member, **Andre Redstone:** HPB Regular Member,
Judy James: HPB Regular Member, **Brad Ash:** Alternate Member

HPB Mission Statement

"Moving Forward While Preserving the Past"

To provide leadership, engage and encourage partnerships within our community of Pagosa Springs and Archuleta County, increase public appreciation by creating awareness, promoting the preservation of our irreplaceable diverse cultural heritage, architecture, and economy *while* sharing the stories of our past with ideas for the future.



TOWN OF PAGOSA SPRINGS
Historic Preservation Board
Regularly Scheduled Meeting Agenda
Wednesday, July 13, 2016 @ 5:45p.m.
Town Hall, 551 Hot Springs Blvd.

- I. **Call to Order / Roll Call:** Peggy Bergon calls the meeting to order at 5:45PM. Present were members Lindsey Smith, Chrissy Karas, and Andre Redstone. Also present were Planning Director James Dickhoff and Associate Planner Rachel Novak.
- II. **Announcements:** NONE.
- III. **Approval of Minutes:**
Approval of the June 22, 2016 HPB Regularly Scheduled Meeting Minutes: Remove Planning Director James Dickhoff from the minutes. Include the June 9th minutes on the next agenda. Andre Redstone moves to approve the minutes as amended. Lindsey Smith seconds. Unanimously approved.
- IV. **Public Comment:** NONE.
- V. **Decision Items:**
A. Final Sandwich Board Sign Survey Responses: Recommendations for Town Council: Andre Redstone says that several Board members have brought up issues with not only the sandwich boards, but also containers. He feels that any decision should include all paraphernalia and not just sandwich boards. Chrissy Karas suggests that the Board recommend to Town Council to enforce the code. The Board agrees that this should include the entire Historic Business District and not just Main Street. Currently, the code allows for one sandwich board sign per building and per business. Andre Redstone feels the sign content should be left up to the tenants. Andre Redstone says that any sandwich board sign should follow a similar style represented by each building and existing signage. Peggy Bergon wants to ensure the District knows that the Board supports them, but wants them to be aware that the Town needs to enforce the code. Andre Redstone would like to word the recommendation to Town Council to include that this is a public liability matter for the Town to enforce the code. This is solely about statute. Currently, the code allows 2sqft per side in the Historic Business District and Andre Redstone feels that this is proportional to the existing available space. Anything placed in the Town ROW would require Town Council approval. Peggy Bergon feels that businesses should potentially be allowed to have other items on the sidewalks. Planning Director James Dickhoff says that businesses can use up to 25% of their building frontage for displays. This would be included in that 25% of store frontage. Andre Redstone says that the signs could be limited to 12inches wide and 24inches tall on some sort of legs. This could help limit the space that the signs would occupy the public ROW. He also says that the signs should potentially be limited to an overall height of 30-36inches. Andre Redstone also suggests increasing the surface area to 5sqft per side to compromise with businesses. The Board agrees that a 42inch height would be appropriate and encompass all of the existing signs. Andre Redstone feels that if the Board does not get compliance within a couple of years, then the HPB should look at this issue again. Andre Redstone asks how to handle the plastic newspaper and magazine dispensers. He suggests asking Town Council to allow the Board to handle this issue. He asks if they can limit the number within the District. The Board says perhaps having these containers inside could help solve this problem or having them directly against buildings. Peggy Bergon suggests having a location in Town where these types of businesses could have all of their written materials. Andre Redstone feels that having certain items in one location while others can have them outside their businesses is a double standard that should be avoided. Andre Redstone moves to the HPB recommend to Town Council to allow the continued use of Sandwich Board signs under the existing provisions of the "Land Use Development Code Article 6 section 6.12.4.B" and the Adopted "Design Guidelines for the Historic District and Local Landmarks Chapter 8," within the entire Historic District with the following changes that signs be limited to 5sqft per side and the signs also be limited to 42inches in height. Chrissy Karas seconds. Unanimously approved.

B. Update on County Fair Events Activities and Promotions: Peggy Bergon is unable to be part of the Fair activities. She received an email from the head brewer at Riff Raff and unfortunately cannot participate in a commemorative brew for the event. They have opened the main stage to the Board for a brief presentation on the various anniversaries happening this year. Thursday 4-6 or Friday 11-1 are the current open slots. Planning Director James Dickhoff and Associate Planner Rachel Novak discuss the various activities already scheduled through Jeff Laydon for the Fair. Peggy Bergon would like to have the student poster contest winners in the Fair Book or announce them somehow. Andre Redstone recommends a separate gathering for this instead of at the Fair as HPB members are limited at this time. Peggy Bergon suggests the Chili ChaCha. Lindsey Smith says that if she had at least one volunteer, she could man a table for the event and discuss the Board and its mission. Andre Redstone says he could help construct a display board for the event. Associate Planner Rachel Novak will contact Jeff Laydon on this. Staff will also check with the mayor to see if can present at the Centennial Rach presentation.

C. HPB Website: The Board would like to see historic photos, links as a resources tab, and the walking tour brochure. The Board would like staff continue with developing the website and is excited to see the finished product.

D. Mural on Main: The Board would like to see the RFP open to the public and preferably from someone within Archuleta County. This project would be open to all art forms and not just paint. Peggy Bergon asks if the space could be used for a larger park space with an opening to behind the wall. Planning Director James Dickhoff says that it could be a possibility, but they would need to have a clear vision for this idea. It is unlikely though. Peggy Bergon feels that this is a greatly underutilized space. Andre Redstone feels that the budget for this project is substantial and the wall should be able to be pushed back to allow for more artwork. Andre Redstone moves to recommend to Town Council that the Mural on Main project go out to the general public at large, with a preference to artists in Archuleta County, and an RFP will be forthcoming by the end of the month. Lindsey Smith seconds. Unanimously approved.

E. Waterworks Site: Listing as an Endangered Place: Planning Director James Dickhoff says that Rebecca Goodwin is willing to prepare this document for the Waterworks Site. The deadline is fast approaching and the Board needs to make a decision as soon as possible to support this nomination. Andre Redstone says that this is premature as the newly formed Waterworks Site Planning Committee is currently working to develop ideas for the future of the site. He asks what the value of this would be to the Rumbaugh Creek Bridge or the site in general. Lindsey Smith says that because someone is willing to do this for the Town, she says that the Board should support this effort. Andre Redstone feels that if the site was to be nominated it may be the catalyst the community needs to support the site. Andre Redstone moves that the HPB approve the submission of nominating the Waterworks Site as an Endangered Place, with assistance from Rebecca Goodwin and staff. Lindsey Smith seconds. Unanimously approved.

VI. Discussion Items:

A. *Waterworks Committee:* Andre Redstone discusses the committee's last meeting. Planning Director James Dickhoff provided the committee with information on the grant that the railing is not included in the grant for the Rumbaugh Creek Bridge. Andre Redstone says that the committee was formed to compare the scope of potential possibilities and engage the public on this matter. He would like feedback or an endorsement from Town Council to take this to the public. He would like guidance from the Board to how the committee should proceed with engaging the public. Planning Director James Dickhoff says he will be presenting at Town Council next week and he will include these discusses along with including discussions on the upcoming Comprehensive Plan update as this particular site is identified within the Comprehensive Plan and Downtown Master Plan. Andre Redstone just wants to ensure that the public has ample opportunities to provide their thoughts and feedback. Andre Redstone feels that the museum should be more involved with the discussions, especially because they are currently asking for significant funds to continue their operations.

B. *October 4, 2016, 1:15pm Bus Tour History Talk Volunteer:* Staff will attempt contacting them again.

- C. *Historic District Walking Lunch Work Session:* Staff feels it may be appropriate to have the Board have a walking work session to identify problems and get the Board more familiar with the downtown area as a whole. With the Comprehensive Plan update RFP out, it would be valuable for the Board to walk the district. Peggy Bergon feels that this would be an excellent idea in the fall. Andre Redstone thinks that this would be a perfect opportunity to engage the public in the Historic District. He also feels that the Board should be reaching out to people about listing their properties if they are eligible. He would like to have further discussions on Hermosa Street

VII. **Reports and Updates:**

- A. *Planning Director Report:* A full report will be reported at the next meeting. Staff has finally received the design plans for the Rumbaugh Creek Bridge project and have sent these to SHF staff. Andre Redstone would like to see the RFP when it is ready to go out.
- B. *Opportunity for HPB members to briefly present ideas and suggestions as well as potential future agenda items for the HPB's consideration:* Peggy Bergon would like to have the Fort Lewis Cemetery on the next agenda about surveying and recording the area. She would like to include if the Board would like to even pursue the October 1st deadline. Andre Redstone says that the museum has asked for funding and he would like the Board to consider helping the museum move forward with any endeavors and aid in facilitating processes for them. He suggests a correspondence with staff, the Board, and both museums and perhaps some Town Council members to help facilitate a dialogue. Peggy Bergon suggests Board members attending a Museum Board Meeting. Staff recommends attending a Town Council work session on this matter.
- C. Upcoming Town Meeting Schedules

VIII. **Public Comment:** NONE.

- IX. **Adjournment:** Lindsey Smith moves to adjourn. Andre Redstone seconds. Unanimously approved. The meeting adjourns at 8:18PM.

HPB Board Members

Peggy Bergon: HPB Chairperson, **Lindsey Smith:** HPB Vice-Chairperson
Chrissy Karas: HPB Regular Member, **Andre Redstone:** HPB Regular Member,
Judy James: HPB Regular Member, **Brad Ash:** Alternate Member

HPB Mission Statement

"Moving Forward While Preserving the Past"

To provide leadership, engage and encourage partnerships within our community of Pagosa Springs and Archuleta County, increase public appreciation by creating awareness, promoting the preservation of our irreplaceable diverse cultural heritage, architecture, and economy *while* sharing the stories of our past with ideas for the future.



**Planning Commission, Board of Adjustments & Design Review Board
Regular Scheduled Meeting Agenda
Tuesday, June 14, 2016 at 5:30 p.m.**

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

- I. **Call to order / Roll Call:** Commissioner Maez calls the meeting to order at 5:30 PM. Present were commissioners Maez, Adams, Giles and Parker. Also present were Planning Director James Dickhoff and Associate Planner Rachel Novak.

- II. **Announcements:** NONE

- III. **Approval of Minutes**
 - A. Approval of the May 24, 2016 Planning Commission meeting minutes: Minutes 6.D the entire country "IS" dealing with this problem. Commissioner Giles moves to approve the minutes as presented. Commissioner Parker seconds. Unanimously approved.

- IV. **Public Comment**
 - A. Opportunity for the public to provide comments and to address the Planning Commission on items not on the Agenda: None received.

- V. **Design Review Board:** None.

- VI. **Planning Commission**
 - A. *Additional Discussions Regarding Minimum Lot Sizes in the R-12 and R-18 Districts:* Planning Director James Dickhoff discusses the minimum lot sizes. He says that Town Council would like to have a work session with the Planning Commission to discuss the smaller lot sizes, vacation rentals, and work force housing. Staff is currently trying to schedule this work session with the Town Council and have a representative from the Affordable Housing Task Force. Planning Director James Dickhoff discusses the potential half lot sizes with alley and street access within the R-12 districts. He recommends 3,630 sqft for these lots instead of a typical 50 ft x 150ft lot. These would be for single family dwelling lots. A 1,770 sqft building footprint would accommodate all of the necessary setbacks, landscaping requirements, and driveway measurements. If on-street parking is available, then only one parking space in the driveway is required. Commissioner Adams discusses that the lots could be split length ways to make the lots 25ft x 150ft. This could be used for town homes. He says that there currently is a Town Home similar to this design on 8th Street. Planning Director James Dickhoff discusses some in Town examples of multi-unit homes. He says that the development of condos due to strict Colorado laws isn't as common as they used to be. Commissioner Adams would like to strategize how to give incentives to developers for building higher density dwellings. Planning Director James Dickhoff discusses changing the R-18 district to an R-20 district. This would have a 2,200 sqft minimum lot size and a 750 sqft building footprint. Commissioner Maez asks how many lots would fit this description within the proposed R-20 district. Planning Director James Dickhoff says that all of the lots should be 50ft x 150ft and eligible for the 4 town home configuration. Commissioner Adams discusses providing incentives for developers to build higher density dwellings. This would only help the Town. Commissioner Maez

asks about how the impact fees would change. Planning Director James Dickhoff says that the 4 town home configuration would have four times the impact fees. He says that the Town needs to adjust these. Commissioner Adams asks if the Town could include the County in these impact fees. Planning Director James Dickhoff says the County had participated in impact fees in the past, but has not participated as of recent. Collected impact fees must be spent within the designated entity within 10 years of the original collection date or the money goes back to the original developer. Commissioner Parker asks about raising the impact fees for larger structures. Planning Director James Dickhoff says this is always a possibility because larger developments tend to increase traffic, wear and tear on the roads, etc. He says that the impact fees are based on square footage. Commissioner Maez says that these fees help maintain the infrastructure. Planning Director James Dickhoff says that there are many different configurations with these smaller lot sizes and the potential R-20 district. Commissioner Giles says that not many people are building condos based upon the current state regulations. He asks would it not make sense to steer this conversation towards town homes. This would be the most user friendly and convenient for all parties. Planning Director James Dickhoff says that this should be left up to the developers. Commissioner Adams asks about how the MU-R districts would change if the density of the R-18 and R-20 districts changes. Planning Director James Dickhoff says that currently MU-R is allowed 16 residential units per acre.

- B. *Vacation Rental Zoning Discussions:* Staff has prepared a spreadsheet of other similar Towns in Colorado with vacation rental zoning restrictions. Planning Director James Dickhoff suggests another work session with Town Council on this issue. Town Council was concerned with the splitting and smaller lots sizes being purchased only for vacation rentals. They would like more information on this prior to making a decision on the smaller lot sizes. Commissioner Giles says he is surrounded by vacation rentals in his neighborhood. He feels the problem with the vacation rentals is finding a balance between smaller homes and larger homes. He feels that the “cuter” these homes look and the nicer the updates are, the more likely they will be rented out. Commissioner Parker says that if he were to purchase an expensive home next to a full time vacation rental, the Town would feel like a skeleton of a Town and your neighbors are constantly changing. Commissioner Giles says that homeowners will make more money on the short term market than the long term market. Commissioner Parker says that if the vacation homes weren’t here, guest would stay at a hotel that could be in Town. A new hotel could accommodate larger families with separate rooms, full kitchen, with more spaces. Commissioner Adams says that the vacation rental market is starting to level off. He says that there are many residents wanting a new living arrangement and not enough homes to go around. Planning Director James Dickhoff says that a large portion of the homes in Town are just second home owners where the owners come here for a few weeks out of the year and then they go home. The market is going to continue to change. Commissioner Adams asks how to possibly limit the number of vacation rentals in Town. Planning Director James Dickhoff says that this would need to be written in the code and enforceable somehow. Commissioner Giles says that the market will level off and fully saturate and would like to see how the market looks after 12 months of leaving the market alone. Commissioner Parker says that with the addition of the hospital he would like to see this housing issue addressed now. Commissioner Maez asks if the commission should address the density and vacation rental issues together. Planning Director James Dickhoff says that it would be best to handle these issues together. Commissioner Adams would like to see all of the current vacation rentals come into compliance. Planning Director James Dickhoff says that there would be an effort to look through all mediums to make sure all vacation rentals come into compliance. Commissioner Giles asks about

talking to a company or an expert to get their opinions on this issue. Commissioner Parker says that the commission needs to direct this effort and to not let the homeowners dictate the process. He asks where to draw the line on at home businesses. Commissioner Maez says that to have a legal at home business you must reside at the residence full time. Commissioner Parker suggests only having vacation rentals in mixed use areas. Planning Director James Dickhoff says that people can have businesses at their primary, full-time residence, but there are restrictions on the types of businesses that may have negative impacts on the neighborhood. He then asks the commission how staff handled the most recent CUP for a vacation rental. The Commission felt it was a good process. Commissioner Giles feels there needs to be a compromise and not to deter homeowners from not renting to anyone. Commissioner Maez asks about why the commission has not heard these CUP's in the past. Planning Director James Dickhoff says that they were administratively approved by him, but felt the neighbors were being left out in this decision. The Commission feels this is a better process and would like to see all vacation rental CUP's in the future. Planning Director James Dickhoff recommends adding some new language to the LUDC for denying a CUP for vacation rentals. Commissioner Adams asks if the Commission could use the Comprehensive Plan. Planning Director James Dickhoff suggests the Commission come up with 5 points for approval of a CUP for a vacation rental. Commissioner Adams asks the Planning Director to facilitate the work session with Town Council. This work session would be one hour. The commission came up with the following criteria: 1. If the majority of residence don't want it there. 2. Have only 2 vacation rentals per block. Commissioner Giles suggests all of the commissioners come up with 5 points to consider. Planning Director James Dickhoff agrees and would like to have this on the next agenda to flush out more ideas to present to Town Council. Ultimately, the goal is to ensure there are no negative impacts on the neighborhoods. Commissioner Parker: neighborhood approval, accept CUP requirements, have in more intense areas for density, having up to 2 per block in denser areas and 1 per block in less dense areas (less as you get further away from downtown), allow mixed use areas for vacation rentals. Commissioner Giles suggests: license approved, sales tax, fire inspection, neighborhood approval, no restrictions on a number. Commissioner Maez suggests: neighborhood approval, 2 per block, can't exceed house capacity, parking, licensing and compliance with inspections. Commissioner Parker would like to give Town Council as many options and opportunities as possible. He doesn't want to see dark neighborhoods and have a vibrant downtown area. Commissioner Maez agrees that they need to provide Town Council with as many options as possible. Planning Director James Dickhoff would like a substantial list that will make the work session as productive as possible and hone the direction of this discussion. Commissioner Parker emphasizes his concern for finding a balance. The Commission decides to table this item until the 28th meeting until more research can be obtain.

- C. *Zoning Map Discussions:* Commissioner Adams says that putting vacation rentals in an overlay district would be a good idea. Planning Director James Dickhoff discusses his concerns of the current zoning map. Commissioner Adams asks how the owners of properties with no interest in changing the zoning get on board with this change. Planning Director James Dickhoff says that this would be a discussion between staff and the owners and how it's to their benefit. The Commission would like to have staff provide a list of properties in need of a zoning change. Commissioner Adams would like to see the R-6 Hermosa Street neighborhood have an increased density. Planning Director James Dickhoff says that the Comprehensive Plan update is this year and these types of questions would be flushed out in work sessions. Planning Director James Dickhoff says that there have been some zoning changes since the map update in 2009. He also says that the Commission would bring any recommendations to Town Council first and then he would contact property

owners. Planning Director James Dickhoff feels that the Hermosa Street area would need to come out of the Comprehensive Planning process and would provide the justification for changing the zoning. Commissioner Adams asks if the Comprehensive Plan comes first or zoning changes. Planning Director James Dickhoff says that the Comprehensive Plan would come first. Commissioner Maez would like more research on the Hermosa Street rezoning. The Commission discusses various Town parcels in need of rezoning. Commissioner Maez feels that all of the HWY 160 properties should be MU-C and MU-TC. Planning Director James Dickhoff says that these properties could be backed with MU-R. The uptown property, 6th street property and the 14th/15th street for consideration in a rezone.

VII. Public Comment:

A. Opportunity for the public to provide comments and to address the Planning Commission on items not on the Agenda: NONE

VIII. Reports and Comments

A. Staff Report_ Projects, Updates and Upcoming Development Applications

B. Planning Commission – Comments, Ideas and Discussion

C. Upcoming Town Meetings Schedule

Adjournment: Commissioner Parker moves to adjourn at 8:36PM. Commissioner Giles seconds. Unanimously approved.

Commission Chair, Ron Maez



**Planning Commission, Board of Adjustments &
Design Review Board
Regular Scheduled Meeting Agenda
Tuesday, June 28, 2016 at 5:30 p.m.**

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

- I. **Call to order / Roll Call:** Commissioner Maez calls the meeting to order at 5:30 PM. Present were Commissioners Adams, Giles and Parker. Also present were Planning Director James Dickhoff and Associate Planner Rachel Novak.

- II. **Announcements:** Commissioner Heidi Martinez has rescinded her position on the Planning Commission, Board of Adjustments, and Design Review Board effective immediately. This does open the vice-chair position.

- III. **Approval of Minutes**
 - A. *Approval of the June 14, 2016 Planning Commission meeting minutes:* Commissioner Adams says on the 3rd page of the minutes about a third of the way down and discusses the denial criteria. Include the Planning Commission gave the following criteria. Commissioner Parker moves to approve the minutes as presented with the alterations as discussed. Commissioner Giles seconds. Unanimously approved.

- IV. **Public Comment**
 - A. *Opportunity for the public to provide comments and to address the Planning Commission on items not on the Agenda:* NONE

- V. **Design Review Board**
 - A. *Major Design Review Application for 52 Village Drive, Axis Health Systems Facility:* Planning Director James Dickhoff discusses the application. This is a public hearing and will require a period for public comment. Staff did conduct a pre-application meeting with the applicants and public notifications were issued. Planning Director James Dickhoff says the application needs to adhere to Article 2-6 of the Land Use Development Code. The applicants Jeff King and Tom Umbhau discuss their plan for the project. Mike Davis will be the engineer for the project. The applicants currently have an office space in the Adobe Building and 8 spaces across the state of Colorado. The facility will provide low cost health and dental care. Applicant Tom Umbhau discusses the architecture for the building. They have provided updated plans for the site to address some initial concerns from staff. There was a lot of effort put into the design to make the building cohesive with its surroundings. The elevations have been significantly modulated and the materials are composed of a mixture of materials: stone, stucco, metal, and horizontal siding. There was significant landscaping and lighting considerations for this project. The applicants are saving all of the large pine trees on the site, which is roughly 5 total trees. The lighting for the site will be contained within the site and will not bleed over the property lines. There will also be a dumpster enclosure on the site to screen this from viewers. Commissioner Adams asks about the design itself. He asks what the name of the design is as it is becoming popular in Colorado. Jeff King says the design was focused on creating a design that wouldn't date the building to a specific time period. There are many options to modulate the building to make it look different and unique. The

Commission thanks the applicants for being a part of our community and they feel that this building style will set a new precedent for Pagosa. Commissioner Parker asks about the shields on the lights being removable. Tom Umbhau says the shield is classified as an accessory and is confident that it is removable. Commissioner Adams asks about the demographics typically aimed for with this type of facility. Jeff King says that each location is different and once the building is open the services will be catered to what the community needs. One of the largest elements of this project is to provide options to people, families, children, and various other demographics. Mike Davis discusses the drainage for the site. There are a few minor changes that they have made from the original documents. The building location is the same. The drainage flows to the NE corner of the property, where a wetland is located. The main challenge for the site was the detention pond. Off-site drainage, the 3 properties to the west, directs their drainage onto this property. On-site and off-site drainage will be kept separate and will all eventually flow into the wetlands and natural drainage. There will be a minor wetlands impact. Planning Director James Dickhoff discusses his analysis of the project. The project is in a commercial district, which allows the use of medical offices. The maximum height and minimum setback requirements are all met. The project isn't within a floodplain, but does contain wetlands on the site and is required to adhere to BMP's for the project. The applicants are in compliance with the drainage and snow storage requirements. All utilities have been addressed for the site and the building will have sprinklers. The access points for the site are Town owned property and the Town will maintain the ditches. The applicants have exceeded the maximum number of spaces allowed for the property at roughly 60 spaces, but the code only allows for about 44 spaces. Commissioner Maez asks about the rezoning for a maximum number of parking spaces. Planning Director James Dickhoff says it's to reduce the large size of unused parking lots. The Planning Director James Dickhoff says he is comfortable with the number of spaces currently proposed at 60 spaces. The landscaping has been adjusted to accommodate the more spaces. 12 trees minimum are required for the 60 spaces proposed for the site, which has been accommodated. The lighting for the site is satisfactory and the Planning Director James Dickhoff appreciates that the addition of a shield can be added. Commissioner Parker asks about the standard for measuring the light. Planning Director James Dickhoff says that the meter should be held flat for an accurate reading. The applicants will be installing a 5ft wide sidewalk in front of the property up to the entrance of the building. The applicant has successfully provided a 4 sided design, mixture of materials, and the modulation of the roofline and façade. Commissioner Parker would like to have clarification on the sidewalk leading up to the building. He also feels that the detention pond should be landscaped. He also suggests landscaping on the inside of the NE curved sidewalk. He also recommends trees that would provide shade near the south and west side of the building. The hydrangea and lavender may also not be the best choice for the area. He recommends irrigation for the south side of the building. Planning Director James Dickhoff says that irrigation is not required, but maintaining the property is. Commissioner Parker asks about the screening for the unit on the building. The unit will be shielding with the same material on the building. The proposed monument sign meets the Town's criteria on Village Drive. The next step for the applicant would be to pursue a building permit. The walkways up to the building will be 5ft up to the curve and then transition down to 4ft around the curve. Commissioner Adams asks about the NW parking lot being only for employees and if there is enough space to turn around. Mike Davis says that it is regulation parking, while the other parking is a bit larger. Commissioner Parker asks about plans to irrigate outside of the parking area. The applicant has not discussed this as of yet, but will address these concerns with the client. Emily Deets has property nearby and is impressed with the building design. She asks about the Country Center Plaza to have an egress/digress from Village Drive or possibly a roundabout. Planning Director James Dickhoff requested to have this project's entry points directly across from the Alco Property. It has been suggested to install a traffic circle. As the property develops

to the west of Alco, it may be suggested to have Village Drive access. Emily Deets is concerned about the increase of traffic and the flow of vehicles. She asks about the swale that directs drainage. Mike Davis says that the on-site drainage is primarily directed through the parking lot and off-site drainage will be directed through the swale. All of the drainage will be directed towards the detention pond overall. She says that it would be beneficial to have an elevated, gravel walking path for people to use. It would be nice to have a path through the wetlands for people to walk or ride their bike. Dan McPherson owns the lot 3H2 on the project maps. He says that being a neighbor, he feels that the architecture is very nice. Mr. McPherson asks about the elevation of the parking lot and accommodating the swale. Mike Davis says that fitting the swale to direct drainage will not be a problem and will adequately direct drainage. He is concerned also about the trash enclosure. Mike Davis says that the placement is still conceptual and could be moved. Dan McPherson would like to work together to make the whole area cohesive. There will be 1.5 acres of affected wetlands on the site from development. Commissioner Parker moves to approve the AXIS Health Systems Major Design Review Application submitted, finding the application to be in substantial compliance with the Town's adopted Land Use Development Code, contingent that the applicant shows evidence of a storm water management plan and a State issued permit prior to the issuance of a building permit. Commissioner Giles seconds. Unanimously approved.

VI. Planning Commission

- A. *Additional Discussions Regarding Minimum Lot Sizes in the R-12 and R-18 Districts:* Planning Director James Dickhoff discusses the work session from earlier this week. The utility companies are concerned about the splitting of lots because the gas lines are located in the alleys. They are concerned with ignition sources or sewer line issues. It is imperative to maintain a 5ft distance from anything else that may be buried. PAWSD and La Plata had less concerns. La Plata is currently installing meters on structures instead of on the property line. If staff were to allow someone to split their lot, they need to go through the plat amendment process. Structures cannot be closer than 10ft together or they would need to be constructed out of fire resistant materials. Planning Director James Dickhoff says that there needs to be at least 7.5ft easements for utilities on both sides of a property. Commissioner Adams says that the Commission should push back on the 7.5ft requirements and feels it is over restrictive. He suggests a site specific consideration for each application. Planning Director James Dickhoff says it is site specific and the LUDC does require the 5ft setback on each side in this zone. The 5ft side setbacks are a national standard for utilities. When staff receives a plat amendment, no building plans are typically provided. It is imperative for staff to ensure future development is not hindered. Every site is different and takes its own consideration. Commissioner Maez would like the Commission to review this information.
- B. *Vacation Rental Zoning Discussions:* Planning Director James Dickhoff discusses the current ideas presented to Town Council. Town Council is concerned with how vacation rental may affect the smaller lot sizes. They would like to have a work session with the Planning Commission on this issue. Town Council would like to know how we should regulate the market if we should even regulate it. Communities across Colorado all have very different regulations. Some possible considerations are a workforce housing overlay district, restrictions (number per block/area/only certain zones), prohibition in certain zones because of use, or let the market regulate itself. Currently, the Code allows for home businesses if you live at the residence full time, on site. A vacation rental is a business, but the owners don't live on-site. This is the primary difference. The R-12 and R-18 districts do not allow this use by right. Dan McPherson manages properties within the Town. He says owners have switched back and forth between short term and long term. He says

that most of the vacation rentals are in the Pagosa Lakes area and not downtown. Mr. McPherson says that it's too risky for an investor to develop site just for short term rentals. It is more likely they would create long term rentals. Commissioner Maez asks how many of his properties are in compliance with the Town. He says that by law he is required to report these to the county and Town. Commissioner Parker asks how Mr. McPherson determines what a long or short term rental is. Anything over 6 months is considered long term for the county and anything over 30 days for the Town. Currently he has 58 long term rentals and 80 short term rentals. Commissioner Adams asks what the threshold is to let homes go if they are not being rented. Mr. McPherson says any property that doesn't rent at least 45 days a year will be dropped from his management. He says that the occupancy rate has been steadily rising over that couple of years. Properties over other uses are very difficult to rent. He says that most people purchase a second home for enjoyment and not solely to make a profit. 33% of the nights available were occupied by the owner or a renter and of that percentage 10% was owners. On average, most of the properties are rented for about a week. Commissioner Parker asks how Mr. McPherson coordinates with online sources. They only advertise on those sites. Mr. McPherson says that the online sites don't rent properties as long throughout the year. He says his company can rent a property for roughly 13 weeks a year, while online sites could do 5 weeks. He says that there has been an increase for long term rentals in the downtown, but not from the tourists. Commissioner Adams asks if the downtown vacation rentals rent less than the uptown area. Dan McPherson says there is a demand for downtown rentals and they rent more often, but larger homes are located uptown. Commissioner Giles says that limiting vacation rentals is something that needs further consideration. He suggests incentives, possibly impact fees, for developers instead of limiting the rentals. Commissioner Adams would like to have Commissioner Giles join the housing group. Commissioner Parker asks how many builders are currently waiting to develop. He says that we shouldn't lower standards to just accommodate developers. Impact fees would be helpful to raise the standard of living and development. Commissioner Adams says that developers are looking to be profitable and changing the zoning downtown, increasing the density, impact fees, and lowering other costs. Commissioner Adams discusses the research he did on the local rental market. He says that the rental market for short terms is saturated and some rental agents are urging their clients to go into the long term market. He feels that the Commission doesn't have the data to provide any recommendations or decisions and suggests leaving this alone. He also suggests a newspaper article quoting the LUDC to get people in compliance and some people will most likely drop out of the short term rental market. Commissioner Maez asks for the Planning Director's opinion on these issues. Planning Director James Dickhoff says that he is happy to hear that most of Dan McPherson's properties are second homeowners. It provides evidence that is what's occurring for properties being professionally managed. It is also good to hear that the market is saturated and that some property owners are converting back to long term. For the Commission to get involved with incentives, there needs to be a long term plan, but will require staff's time to monitor the property. Planning Director James Dickhoff would like to see the market take its course at the present time. Commissioner Adams says that deed restrictions are appropriate for subsidized larger housing developments. Staff is currently trying to schedule a work session with Town Council on this.

C. *Zoning Map Discussions*: Tabled for the next meeting.

VII. **Public Comment**

A. *Opportunity for the public to provide comments and to address the Planning Commission on items not on the Agenda*: NONE

VIII. Reports and Comments

- A. Staff Report_ Projects, Updates and Upcoming Development Applications: Town Council did approve the full construction of 8th Street.
- B. Planning Commission – Comments, Ideas and Discussion
- C. Upcoming Town Meetings Schedule

- X. Adjournment:** Commissioner Giles moves to adjourn. Commissioner Adams seconds. Unanimously approved. The meeting adjourns at 8:41 PM.

Commission Chair, Ron Maez

DRAFT



AGENDA DOCUMENTATION REPORTS TO COUNCIL: IV.2

PAGOSA SPRINGS TOWN COUNCIL
JULY 21, 2016

FROM: GREGORY J. SCHULTE, TOWN MANAGER

PROJECT: MAY 2016 SALES TAX REVENUE REPORT
ACTION: DISCUSSION

CURRENT MONTH SALES TAX & LODGERS TAX REVENUE

This report represents the information for May 2016 for sales tax and shows a **decrease** of **0.5%** compared to May 2015. Total sales tax revenue for May 2016 for the Town is \$319,772 with that divided equally between the General Fund and the Capital Improvement Fund (\$159,886 going to each). In May 2015, the total amount received was \$321,291. The sales tax received in May 2016 is \$1,519 **less** than the same month in 2015.

May 2016 is the first month since October 2014 where there hasn't been an increase in a month compared to the same month a year before. This is also the first month where there is the direct comparison, month to month, that includes Wal-Mart.

While only one month, it may be an indicator that sales tax is flattening. Also, there has been recent news that the City of Durango has now seen 2 straight months of sales tax decreases, although the amounts of the decreases are small enough to be characterized as "flat."

Compared to 2016 Budget

The sales tax projection for the adopted 2016 budget is a total of \$4,352,566 or \$2,176,283 each for the General Fund and the Capital Improvement Fund representing a 7% increase over the estimated year end for 2015. The month of May 2016 yielded \$159,886 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 May for each Fund about \$158,869. The variance for May 2016 is \$1,017 or 0.6% **more** than budget. Year to date, we are ahead of budget by approximately \$67,450, or 9%. Please see Exhibit A.

ANALYSIS

Resolution 2016-01 mandates 2016 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>2104</u>	<u>2015</u>	<u>Avg.</u>	<u>2016</u>	<u>% Change</u>
March	293,377	317,595	305,486	387,893	+26.9%
April	217,095	259,477	238,286	291,462	+22.3%
May	265,652	321,291	293,472	319,772	+8.96%

Everything continues to be 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
2016 Sales Tax Estimate
General Fund**

<u>Month</u>	<u>2016 Estimated</u>	<u>2016 Actual</u>	<u>Variance</u>	<u>10 Year Ave. % Collection</u>	<u>Percent Above Budget</u>
January	145,811	157,611	11,800	6.7%	8%
February	139,282	150,211	10,929	6.4%	8%
March	161,045	193,947	32,902	7.4%	20%
April	134,930	145,731	10,801	6.2%	8%
May	158,869	159,886	1,017	7.3%	0.6%
June	204,571			9.4%	
July	265,507			12.2%	
August	204,571			9.4%	
September	206,747			9.5%	
October	178,455			8.2%	
November	161,045			7.4%	
December	215,452			9.9%	
TOTAL	2,176,283	807,386	67,450	100.0%	
Percent Ahead of Estimate	9%				



AGENDA DOCUMENTATION

REPORTS TO COUNCIL: IV.3

JULY 21ST, 2016

JENNIFER GREEN

DIRECTOR, PAGOSA SPRINGS AREA TOURISM BOARD

PROJECT: LODGING TAX UPDATE
ACTION: UPDATE AND DISCUSSION

TOURISM BOARD MEETINGS

The most recent Tourism Board meeting was held on Tuesday, July 12th, 2016. The next Tourism Board meeting will be held on Tuesday, August 9th at 4pm at the Visitor Center. Furthermore, the events subcommittee met on Tuesday, June 28th. A strategy retreat will be scheduled in the next month.

LODGERS TAX FINANCIAL REPORT

The most recent lodging tax report has been included in the packet for review. With all payments received, April 2016 reflects an 11.62% increase over 2015. May 2016 reflects an 11.73% increase, or \$4,104. Year to date, collections are up 9.62%, or \$16,746 over 2015. An amended occupancy report, derived from available room nights, \$100 nightly ADR and lodging tax collections has been included in the Tourism Trend Charts. Data has been updated for 2015 and 2016.

VISITOR CENTER UPDATE

Traffic to the visitor center during the month of June was up significantly over 2015 with 12,695 visitor - an increase of 1,092. Daily traffic averaged 423 visitors. Monday, June 27th was the busiest day in June, with 602 visitors during the day. Mondays are the busiest, followed by Wednesdays and Sundays. Below is the average traffic per day of week for June:

	Average Daily Traffic
Sunday	402
Monday	573
Tuesday	441
Wednesday	469
Thursday	388
Friday	398
Saturday	327

VIDEOGRAPHER

We hosted Anton Fresco (winter videographer) from July 3rd - 7th to capture remaining summer footage. During 3.5 very long days (and 55 hours of filming), the following was captured:

- Nighttime starry sky (2 different nights)
- 4th of July parade
- River tubing (action and via drone)
- Carnival at Dusk
- 4th of July Fireworks
- Hot Springs / downtown at sunrise (at 5:45 in the summer!)
- Each of the breweries - Riff Raff, Pagosa, Wolfe

- Golf / Pinion Lake Fountain (via drone)
- Pagosa Springs Center for the Arts (kids camp, full dress of a few songs from Cabaret and Little Mermaid)
- Chimney Rock National Monument
- Sunset campsite with fire (staged / fake campsite on Jackson Mtn Road)
- Archuleta County Airport
- Evening Razor / ATV on forest service roads / forest canopy at dusk
- Downtown drone multiple times of day

The weather was perfect throughout the shoot. We now have footage to promote 4th of July, enhance summer promotion to include more activities, Center for the Arts promotions, Chimney Rock, update brewery video, and much, much more! Director to issue RFP to locate video editing services. We have the footage to develop hundreds of different videos. We can push them out via social media, new website, co-op programs, etc.

SOCIAL MEDIA UPDATE

CrowdRiff implementation has begun; Director to focus on more active usage in July. Stats will be provided once more data is collected.

- Facebook - www.facebook.com/visitpagosasprings Facebook: 14,000 fans
- Instagram - www.instagram.com/visitpagosa: 1,790 followers
- Twitter - www.twitter.com/visitpagosa - 1,144 followers

WEBSITE UPDATE

Progress is being made with the new website; staff has had limited time in last few weeks to focus on reviewing site for launch, identifying bugs and adding content.

HOT SPRINGS LOOP

The Hot Springs Loop project continues to gain momentum. For only a \$5,000 investment from each partner, we have will receive the following:

- Landing page: www.colorado.com/hotspringsloop
- Printed brochures in English, Japanese, Chinese and German (in development) - English version being distributed through visitor centers
- Video Overview in English, Japanese and Chinese
- Representation at trade shows / events: Go West Summit, IPW, LA Sales Missions (Japan / China), CTO-led media pitches, etc
- Media placement: 5280, USA Today, Denver Post, Dallas Morning News, Leisure Group Travel Magazine, Sunset Magazine, Dorado Magazine and more to come
- CTO-led FAM trip and press release in Fall 2016
- USB "Business Cards" with all loop assets - brochures, photos, videos, etc
- Paid social media campaigns through CTO and others

The partners plan to meet during the upcoming CO Governor's Conference on Tourism September 14th - 16th to determine plans for 2017 and apply for CTO Marketing Matching Grant funds. All 5 destinations are committed to continuing this effort.

PRESS & MEDIA

On July 26th - 29th, we are hosting Josh Berman, freelance writer with Denver Post Travel section and USA Today. He is traveling with his family to explore the entire Hot Springs Loop. On July 23rd, 3 Japanese tour operators are visiting Pagosa for a final site inspection to begin including Pagosa Springs and the Springs Resort & Spa in product offerings.

OCTOBER CAST MEETING

We will be hosting the CAST Meeting in October, with hopefully 50+ attendees. Details will be provided once available. Greg Schulte and Jennie Green will attend the Aug 25th & 26th meeting in Fraser, CO.

Town of Pagosa Springs Monthly Lodgers Tax Collections

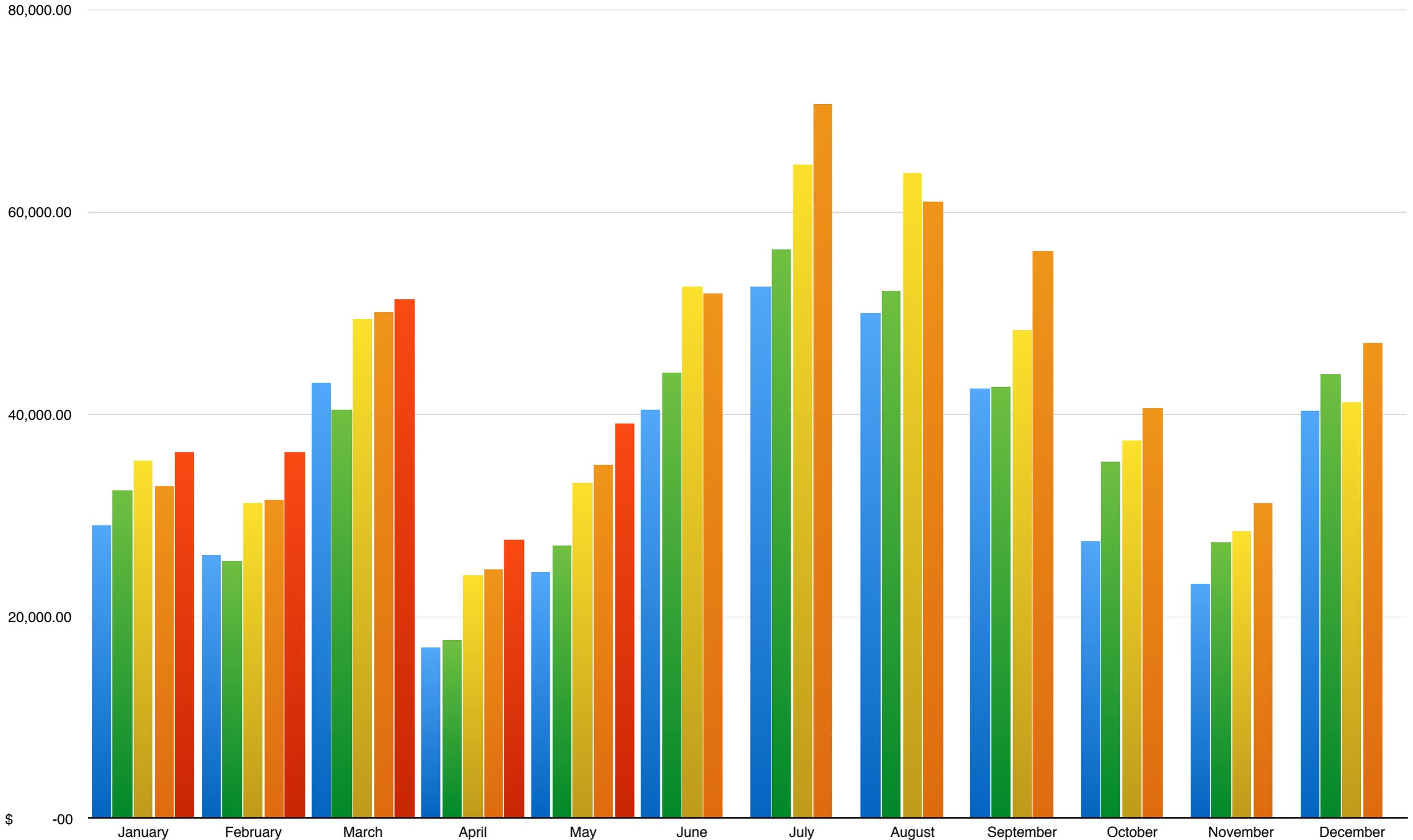
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	% Change 2016 vs 2015
January	\$ 22,904	\$ 23,544	\$ 24,228	\$ 27,295	\$ 26,944	\$28,916	\$32,500	\$35,390	\$32,822	\$36,191	10.26%
February	\$ 20,543	\$ 17,002	\$ 19,361	\$ 21,960	\$ 21,825	\$26,003	\$25,511	\$31,222	\$31,453	\$36,512	16.08%
March	\$ 33,516	\$ 31,216	\$ 29,925	\$ 34,929	\$ 37,350	\$43,034	\$40,383	\$49,399	\$50,036	\$51,380	2.69%
April	\$ 15,879	\$ 12,500	\$ 15,186	\$ 15,765	\$ 16,831	\$16,912	\$17,607	\$24,064	\$24,692	\$27,562	11.62%
May	\$ 20,590	\$ 19,276	\$ 21,949	\$ 21,049	\$ 21,758	\$24,283	\$26,943	\$33,230	\$34,998	\$39,102	11.73%
June	\$ 31,804	\$ 29,041	\$ 32,622	\$ 37,539	\$ 36,091	\$40,508	\$44,148	\$52,611	\$51,874		
July	\$ 43,728	\$ 44,693	\$ 50,125	\$ 51,932	\$ 57,317	\$52,572	\$56,191	\$64,681	\$70,696		
August	\$ 35,610	\$ 38,092	\$ 42,308	\$ 41,714	\$ 44,944	\$49,949	\$52,183	\$63,775	\$61,073		
September	\$ 36,500	\$ 32,364	\$ 35,610	\$ 41,333	\$ 44,020	\$42,500	\$42,615	\$48,244	\$56,080		
October	\$ 25,265	\$ 22,041	\$ 25,765	\$ 28,858	\$ 30,662	\$27,483	\$35,282	\$37,304	\$44,219		
November	\$ 14,866	\$ 16,232	\$ 19,816	\$ 21,348	\$ 27,542	\$23,180	\$27,340	\$28,446	\$31,451		
December	\$ 31,652	\$ 31,935	\$ 35,457	\$ 40,198	\$ 41,931	\$40,345	\$43,900	\$41,094	\$47,075		
Total	\$ 332,857	\$ 317,936	\$ 352,350	\$383,919	\$ 407,214	\$415,684	\$444,602	\$509,458	\$536,469	\$190,747	
\$\$ Difference (over previous year)		\$ (14,921)	\$ 34,414	\$ 31,569	\$ 23,295	\$ 8,470	\$ 28,917	\$64,856	\$27,011	\$16,746	
% Difference		-4.48%	10.82%	8.96%	6.07%	2.08%	6.96%	14.59%	5.30%	9.62%	

		2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	% Change
Q1	Town	\$76,963.56	\$71,762.00	\$73,513.78	\$84,183.98	\$86,118.70	\$97,953.00	\$98,393.62	\$116,010.30	\$114,311.00	\$124,083.00	8.55%
	County	NA	NA	NA	NA	NA	\$16,245.23	\$18,769.34	\$22,116.79	\$25,952.02	\$18,416.26	-29.04%
	Combined	NA	NA	NA	NA	NA	\$114,198.23	\$117,162.96	\$138,127.09	\$140,263.02	\$142,499.26	1.59%
Q2	Town	\$68,272.65	\$60,817.00	\$69,757.11	\$74,353.26	\$74,679.71	\$81,703.10	\$88,697.87	\$109,904.75	\$111,564.00		
	County	NA	NA	NA	NA	NA	\$19,925.20	\$17,173.05	\$18,623.89	\$16,326.35		
	Combined	NA	NA	NA	NA	NA	\$101,628.30	\$105,870.92	\$128,528.64	\$127,890.35		
Q3	Town	\$115,838.05	\$115,148.75	\$128,042.61	\$134,978.55	\$146,280.99	\$145,020.43	\$150,988.63	\$176,699.10	\$187,849.00		
	County	NA	NA	NA	NA	NA	\$30,041.11	\$23,760.77	\$35,975.64	\$47,764.82		
	Combined	NA	NA	NA	NA	NA	\$175,061.54	\$174,749.40	\$212,674.74	\$235,613.82		
Q4	Town	\$71,782.55	\$70,208.15	\$81,036.85	\$90,403.58	\$100,134.59	\$91,007.94	\$106,521.65	\$106,843.65	\$122,745.00		
	County	NA	NA	NA	NA	NA	\$19,761.88	\$23,854.14	\$26,407.32	\$28,109.20		
	Combined	NA	NA	NA	NA	NA	\$110,769.82	\$130,375.79	\$133,250.97	\$150,854.20		
Totals	Town	\$332,856.81	\$317,935.90	\$352,350.35	\$383,919.37	\$407,213.99	\$415,684.47	\$444,601.77	\$509,457.80	\$536,469.00		
	County	\$73,813.73	\$75,544.09	\$72,878.61	\$72,890.39	\$80,211.79	\$85,973.42	\$83,557.30	\$103,123.64	\$118,152.39		
	Combined	\$406,670.54	\$393,479.99	\$425,228.96	\$456,809.76	\$487,425.78	\$501,657.89	\$528,159.07	\$612,581.44	\$654,621.39		
% Growth	Town	NA	-4.48%	10.82%	8.96%	6.07%	2.08%	6.96%	14.59%	NA		NA
	County	NA	2.34%	-3.53%	0.02%	10.04%	7.18%	-2.81%	23.42%	NA		NA
	Combined	NA	-3.24%	8.07%	7.43%	6.70%	2.92%	5.28%	15.98%	NA		NA

Town Collections by Month

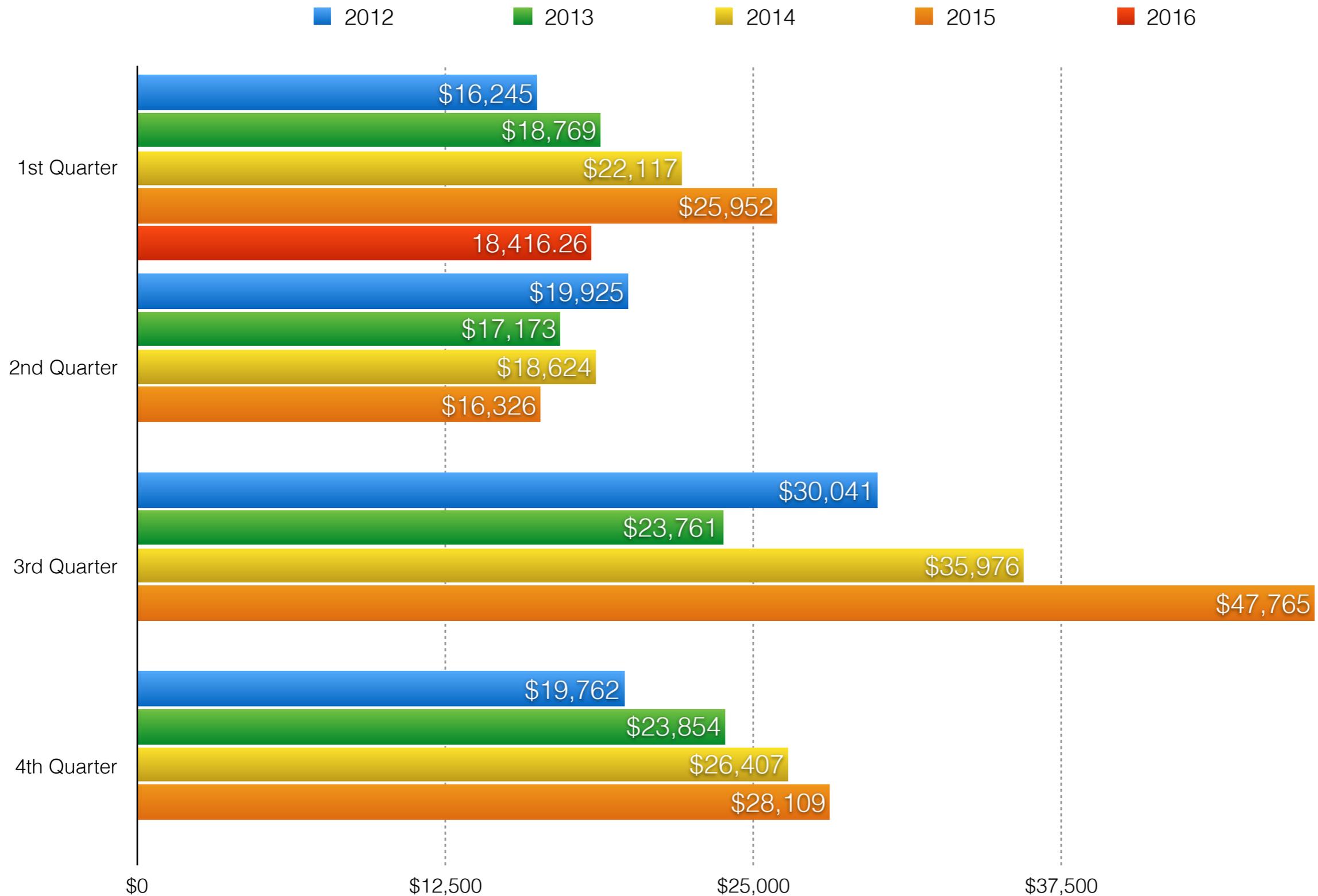
(2012 - 2016)

■ 2012 ■ 2013 ■ 2014 ■ 2015 ■ 2016



County Collections by Quarter

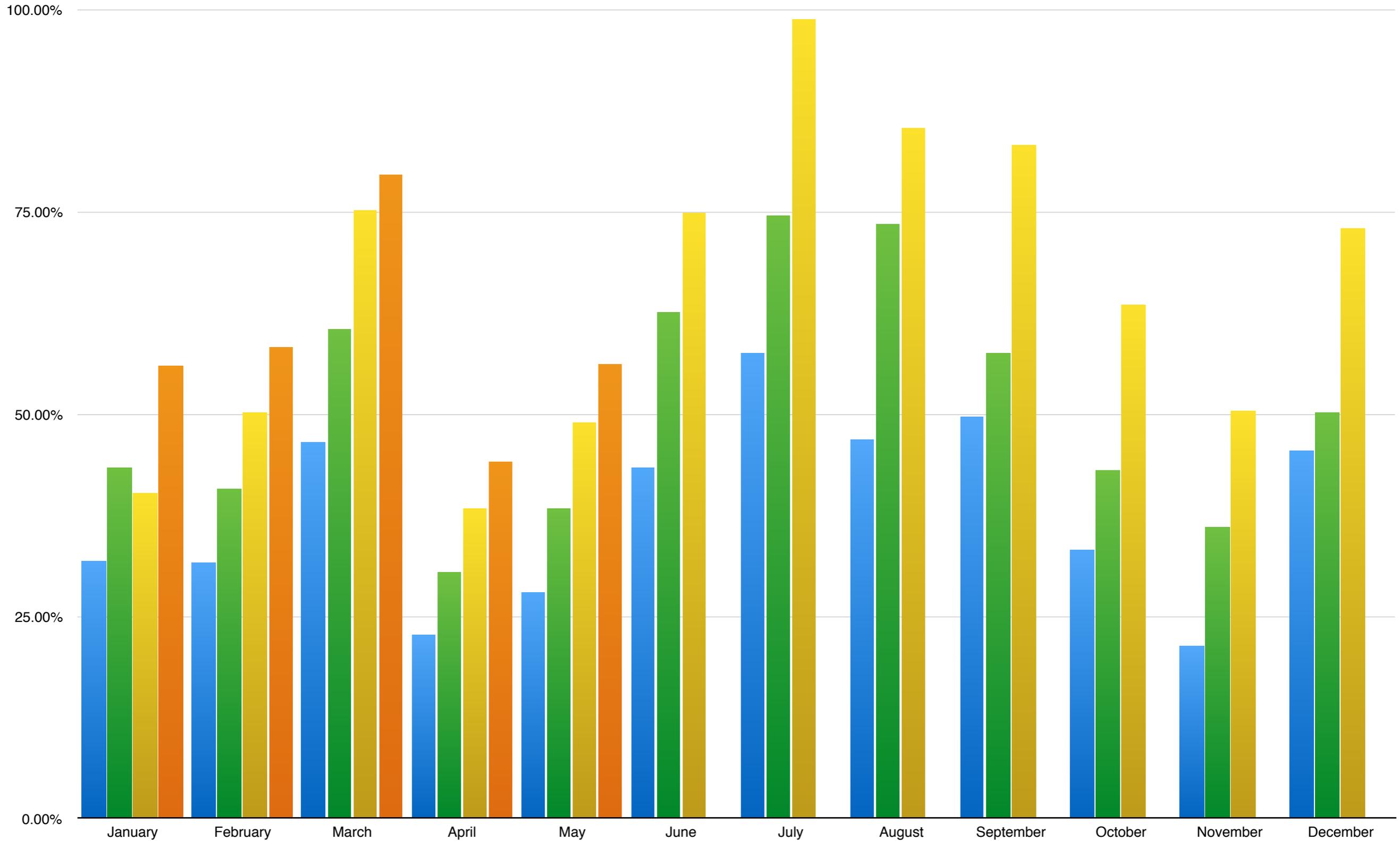
(2012 - 2015)



Town Occupancy by Month

(2007 - 2016)

■ 2007 ■ 2014 ■ 2015 ■ 2016

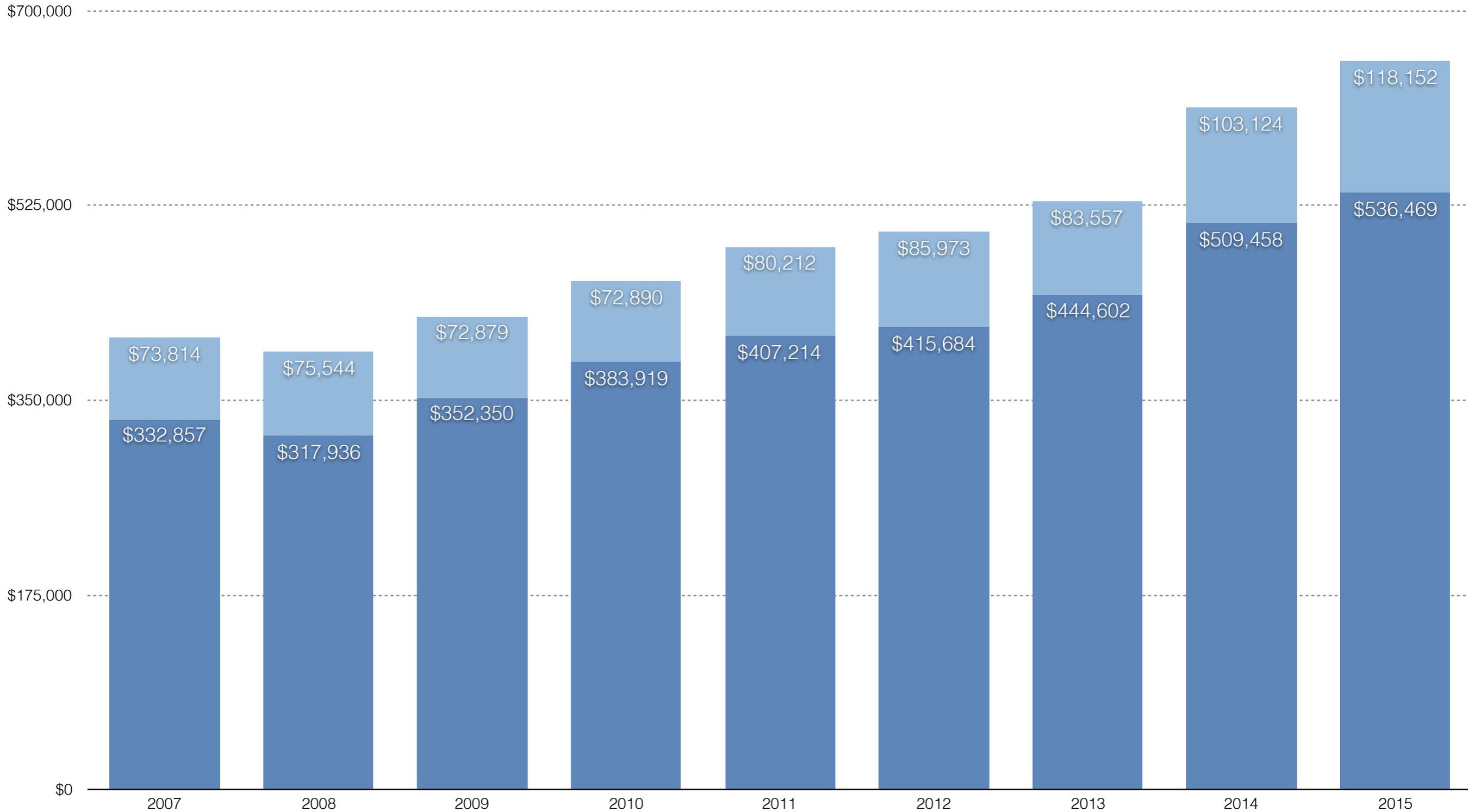


Total Collections by Year

(2007 - 2015)

■ Town

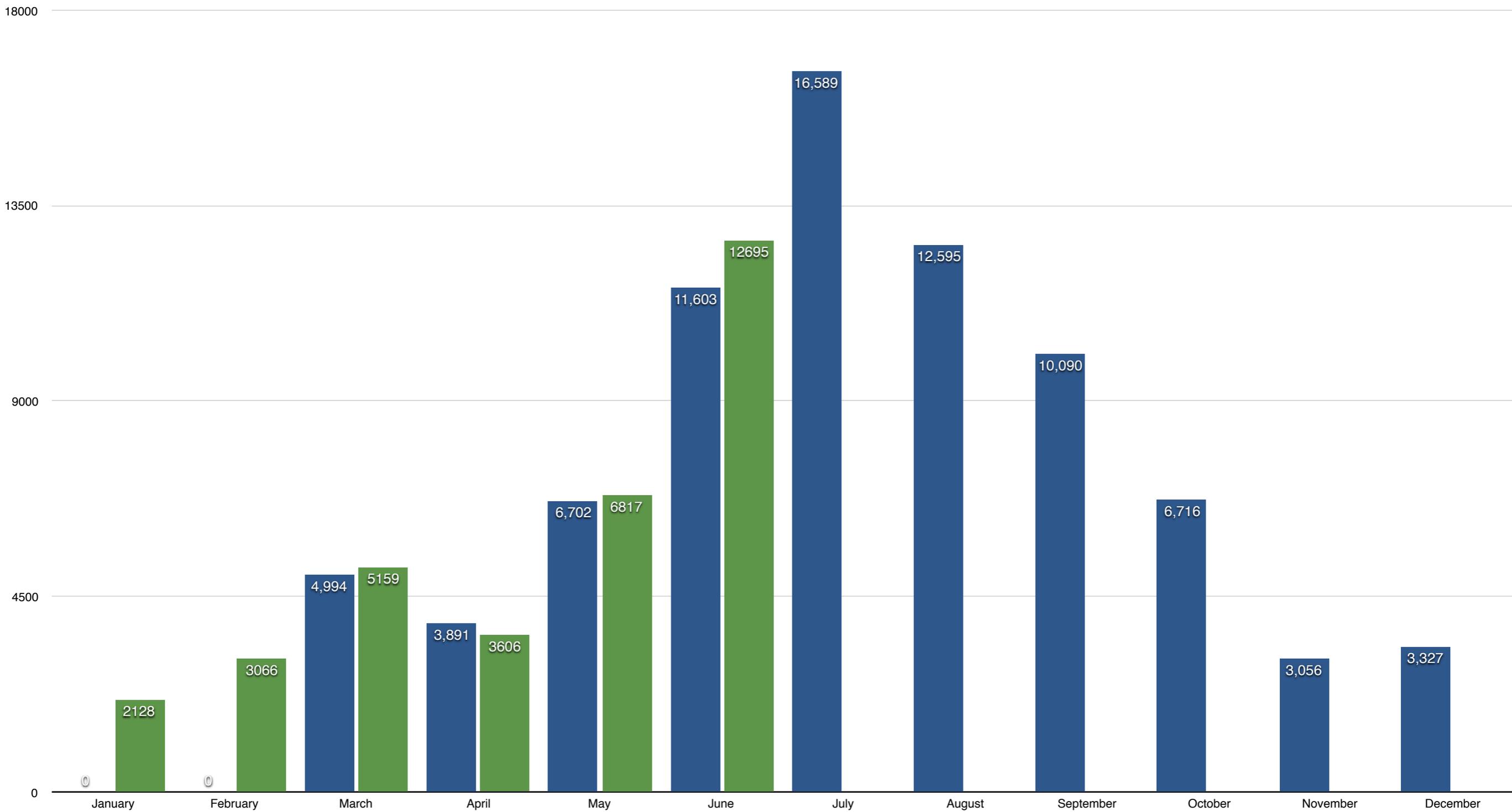
■ County



Visitor Center Traffic

■ 2015 (Traffic less Chamber / Mtgs)

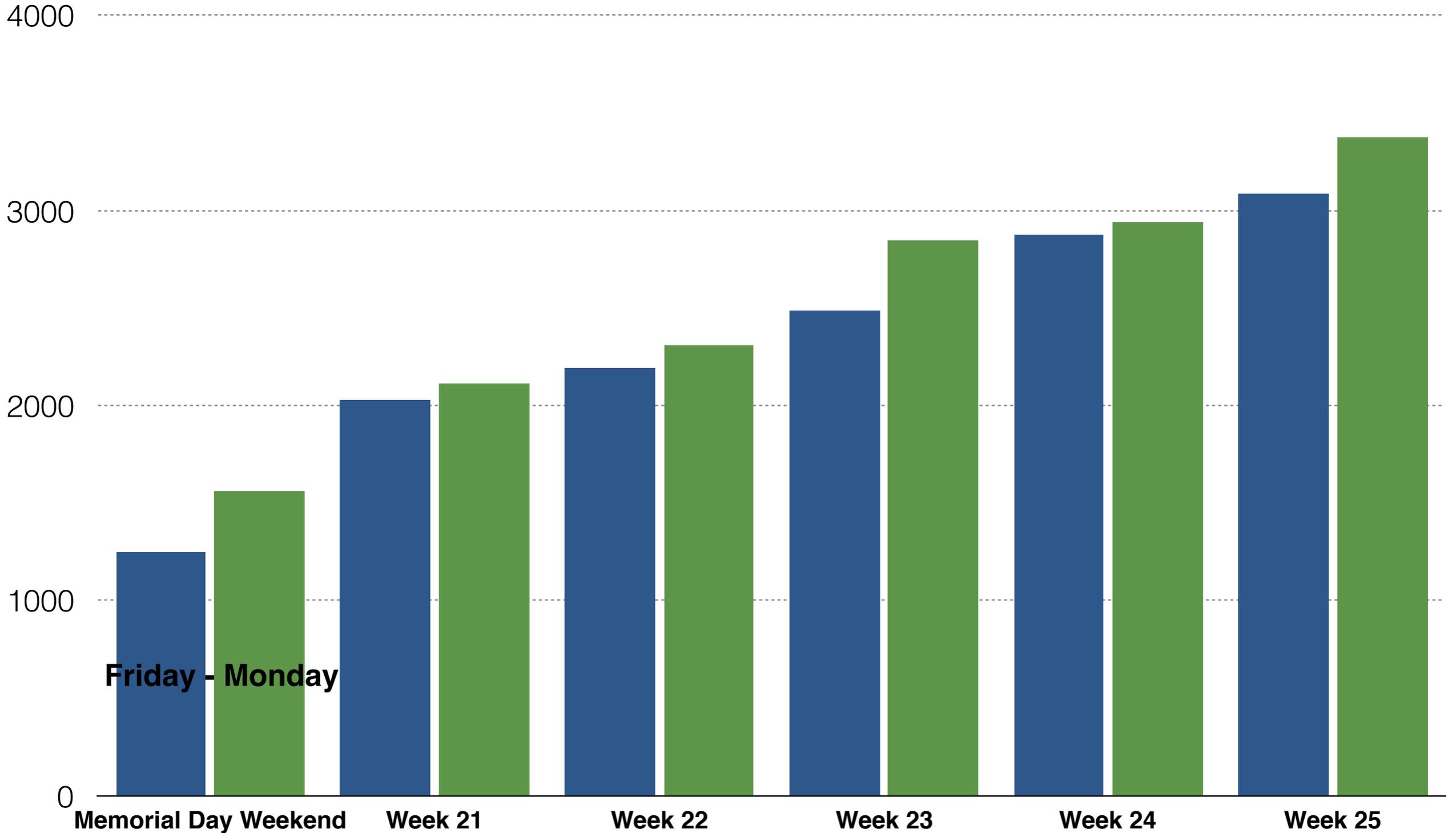
■ 2016 (Traffic less Chamber / Mtgs)



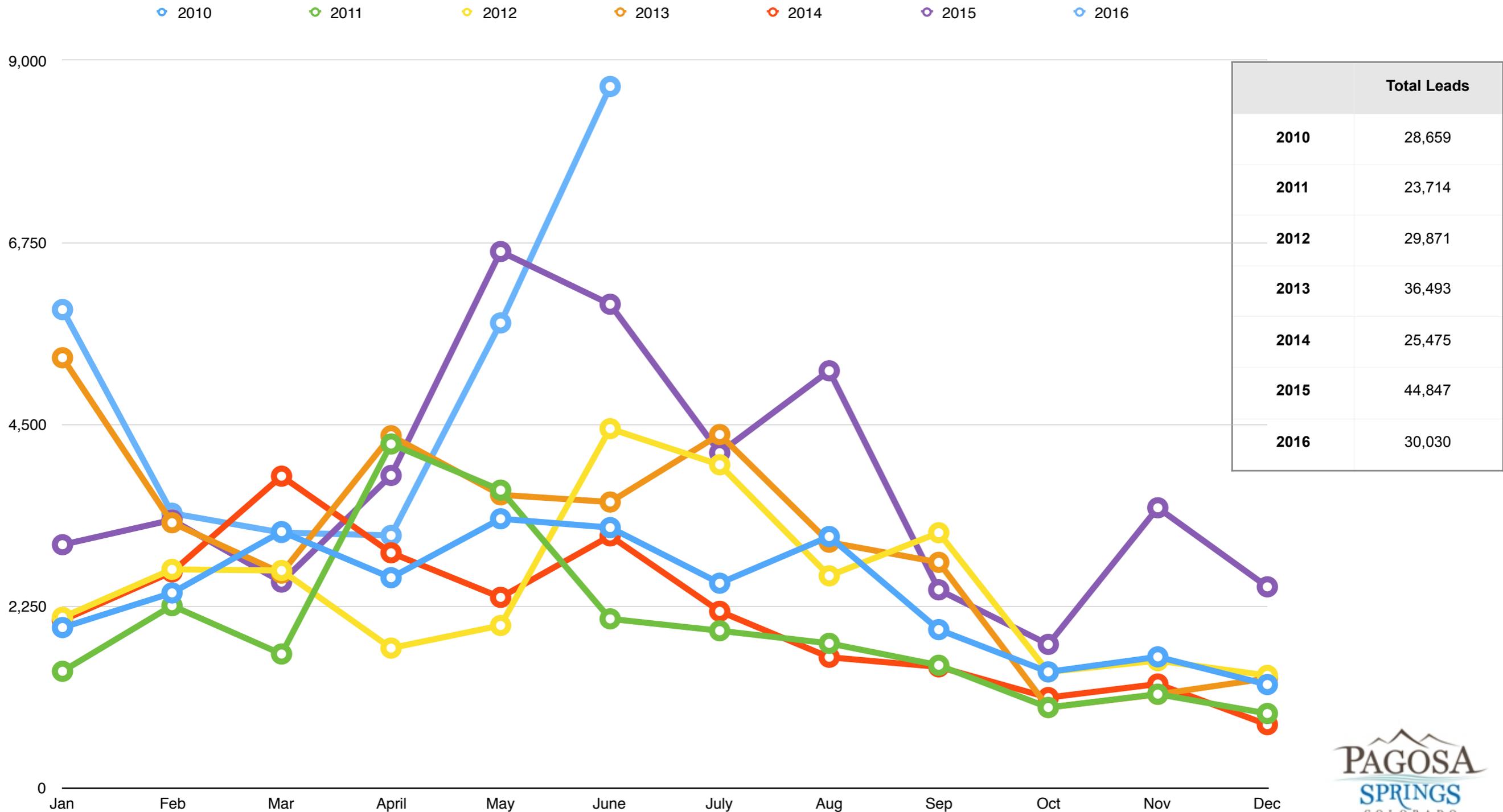
2015 - 2016 Week over Week Visitor Center Traffic

■ 2015

■ 2016



Vacation Planner Requests by Month



Total Lead Collection by Month

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
2010	1984	2413	3171	2601	3330	3221	2533	3110	1959	1436	1622	1279	28,659
2011	1443	2255	1657	4255	3684	2092	1945	1789	1518	995	1160	921	23,714
2012	2111	2704	2690	1730	2010	4445	3998	2624	3157	1435	1575	1392	29,871
2013	5322	3281	2658	4357	3626	3537	4372	3040	2791	995	1158	1356	36,493
2014	2,074	2,672	3,857	2,909	2,358	3,118	2,185	1,617	1,498	1,118	1286	783	25,475
2015	3,009	3,316	2,547	3,866	6,636	5,984	4,147	5,161	2,451	1,776	3,466	2,488	44,847
2016	5,918	3,398	3,159	3,124	5,753	8,678							30,030



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REPORTS TO COUNCIL:IV

PAGOSA SPRINGS TOWN COUNCIL
JULY 21, 2016

FROM: ZACH RICHARDSON, DEPARTMENT OF BUILDING & FIRE SAFETY

PROJECT: DEPARTMENT REPORT
ACTION: UPDATE AND DISCUSSION

COMMERCIAL BUILDING ACTIVITY:

- **Walmart** received an additional extension on its temporary Certificate of Occupancy (CO) for 60 days; expired 6/17/16. For issuance of a final CO, staff is awaiting completion of the landscaping and parking lot lighting.
- **Community Center, Hot Springs Blvd.** – Interior remodel; door removal, addition of wall, door opening and pony wall for storage/office space.
- **Pagosa Market Place, E. Pagosa Street** – commercial concession stand

BUILDING PROJECTS:

The Department issued the following building permits:

	MAY 2016	JUNE 2016	JAN-JUNE 2016	JAN-JUNE 2015
<i>Commercial - Addition</i>	0	1	3	6
<i>Commercial – Improvement</i>	4	1	11	7
<i>Commercial – New</i>	0	0	0	0
<i>Misc-Accessory Structures</i>	0	0	0	1
<i>Residential – Addition</i>	3	2	8	3
<i>Residential – Improvement</i>	3	1	4	4
<i>Residential – New</i>	1	1	6	10
<i>Permits Issued</i>	11	6	32	31
<i>Total Project Valuation:</i>	\$324,994	\$135,690	\$9,611,119	\$5,937,694

As of this report, the Department has 128 active building permits.

BUILDING/CODE INFRACTIONS:

The Department continues to work with legal counsel to follow-up on building code and nuisance violations. Staff is preparing for a court hearing, which will take place on July 21 for one nuisance infraction. The owners were non-responsive to correct the infraction and are summoned into court.

The Code Board of Appeals meet in June to hear an appeal received from 56 Talisman Drive, Unit #5. The Board denied the application for appeal finding that the true intent of the Codes and the rules legally adopted thereunder have been correctly interpreted, the provisions of the Code do fully apply and the property/business

owner did not propose an equally good or better form of construction based on the International Building and Mechanical Codes – 2006 editions. The business owner is working to provide the Town with the requested engineered drawings and plans for installation of a ventilation system.

BUILDING COMMITTEE:

The Building Committee and sub-committees completed its two-year review of the significant changes between the current (2006 building and 2009 fire) and 2015 residential, building, fire, mechanical, energy, fuel gas, and swimming pool and spa codes. Local engineers and architects are voluntarily reviewing other related codes as well.

STAFF TRAINING & ACHIEVEMENTS:

Building & Fire Inspector Jonathan Roberts attained the 2015 Fire Inspector I certification during the month of July and is preparing for the Commercial Building Inspection certification.

Building Official/Fire Marshal Zach Richardson achieved the State accreditation from the Colorado Department of Public Safety Division of Fire Prevention and Control.



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REPORTS TO COUNCIL:IV

PAGOSA SPRINGS TOWN COUNCIL
JULY 21, 2016

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 June 2016.

Pagosa Springs Municipal Court June 2016 Case Characteristics				Pagosa Springs Municipal Court Current Supervision Caseload July 12, 2016		
Total Cases Docketed	67			Total		% of Caseload
Traffic	21			Cases Under Supervision	74	—
Adults		20		Juveniles	23	31.08%
Juveniles		1		Adults	51	68.92%
Criminal	46			Males	49	66.22%
Adults		20		Females	25	33.78%
Juveniles		26		TOTAL WORKLOAD UNITS	182.78	

COMMUNITY YOUTH TASK FORCE

- The Community Youth Task Force (CYTF) met twice in June. Eight (8) youth and their families participated. Eight (8) community volunteers, along with Judge Anderson and the Court Administrator, Candace Dzielak, staffed the pre-sentencing task force. Deputy Court Clerk, Amber Johnson, serves in the role of CYTF Secretary.

GRAM GROUP

- On June 16th and June 17th, Municipal Court hosted the Getting Real About Marijuana (GRAM) Group. To qualify for GRAM, youth on probation must have a marijuana offense, test positive for marijuana, or self-admit marijuana use. Scott Smith, MSW, conducted the group. The GRAM group helps youth participants recognize the physical and psychological effects of marijuana. Seven (7) youth participated. Municipal Court expects to offer this group, or a similar group, quarterly. Expenses, except for limited beverages and snacks, were paid with SB 215 funds which are moneys allocated by the state in connection with the legal marijuana industry.



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REPORT TO COUNCIL

PAGOSA SPRINGS TOWN COUNCIL
July 21, 2016

FROM: DARREN LEWIS, PARKS & RECREATION DIRECTOR

PROJECT: COMMUNITY CENTER AND PARKS AND RECREATION DEPARTMENT REPORT

ACTION: UPDATE

PARKS AND RECREATION COMMISSION UPDATE

There was a meeting Tuesday, July 12, 2016. Minutes will not be completed in time for this packet. I have included the minutes from the June meeting.

RECREATION PROGRAMS UPDATE

Adult Softball ongoing thru August 1st.

Adult Volleyball Clinic ended on July 15th

Registration for Pee Wee Soccer and Adult Co-ed Volleyball is being accepted with play beginning in August. Both programs are new being offered.

Registration for 5-12 youth soccer started July 12th.

PARKS UPDATE

Yamaguchi skate park bowl construction should begin within the next two weeks.

New bike racks have been installed in our parks.

RFP for the Climbing Boulder in Town Park will be issued this month.

In the process of obtaining permit for electrical work on Reservoir Hill

Landscaping in front of Quality Inn, on Hot Springs Blvd. will start this month.

16 trees planted at Yamaguchi Park.

Volleyball court at South Park is being updated.

Expansion of parking lot at South Park being worked on.

Irrigation at Centennial Park partially on. Irrigation being worked on at athletic field in Town Park and South Park.

Community Center

Summer Youth Camp is having continued success.

The computer lab remodel is completed. Waiting on a few furnishings to arrive.

**** Extremely pleased with staff efforts in all three departments****

Town of Pagosa Springs Parks and Recreation Commission Minutes

Date-June 14, 2016

Commissioners in attendance- M. Musgrove, D. Pettus, A. Gadowski, S. High, E. Simpson, M. deGraf.

Staff- Darren Lewis

Call to order- 5:30pm

Minutes-a motion to approve the minutes from the May meeting was made by D. Pettus, 2nd M. deGraf

Department head report:

Rec Update:

- Huck Finn fishing day was held at the ponds at River center park with great success
- Adult soccer has ended
- Baseball ends July 1st
- Softball ends Aug. 1st
- 3 new recreation programs starting in August: Volleyball ages 9-12; Peewee soccer, ages 3-4, co-ed volleyball

Park update:

- With the warm temperatures and lack of rain the deficiency in the irrigation system at Yamaguchi park has become obvious, and the system will need to be reworked
- 100 junior and senior high schoolers recently participated in a park work day
- Bike racks will be complete by the end of June
- River Center paving is complete
- 20 trees purchased to be planted at Yamaguchi
- The carnival will be set up at The Town Park ball field from June 24-July 5 this year

Community Center update

- The summer camp program has been a big success with 30-45 kids a day attending
- The Computer lab has been removed to add more office and storage space for staff

Project updates:

- Climbing boulder(Darren Lewis)-PROST approved the funding request and it will go before the BoCC June 21
- GGP Update(Sally High)- The Amphitheater is finished. Sod will be in place by the end of the month and will have to be watered by hand until the irrigation system is in place. There are plans to possibly have a shade structure over the stage at the amphitheater. Construction of the first greenhouse will begin August 1 and will take approximately 1 week, with events already planned around the opening of this first greenhouse. The GGP is looking for volunteer carpenters for help build the beds inside the dome. There is a grand opening celebration planned for Sept. 17, during Colorfest.

- Skate bowl- contract has been awarded to Artisan Skateparks. In-kind work has begun; the drain line is being installed this week. Additional in-kind work to begin June 20. Artisan will show up sometime soon after July 4th holiday to start the concrete work.

Other business:

- Bicycle pump track- a good time for construction will be after the skatepark addition is complete. Location will either be to the south of the skate park where there is currently a swale that will need to be filled in, or between the skate park and the swing set to the West. With the cost of filling in the swale being of primary concern.
- Ice Rink- Brian Collabolletta presented an updated master plan with the building that will house the Zamboni closer to the alley than originally proposed, which would need to be built by next winter. Also presented were renderings of the temporary shade structure to be used this coming winter and the permanent structure they are hoping to have in place by 2018. The permanent steel building would be 100' x 220', to fit their full size rink being 85' x 185'. The commissioners had a brief discussion about some of the pros and cons of the project. Commissioner Gadowski thought there could be possible complaints from nearby residents about lights, parking and noise. Commissioner High suggested that the Pavilion group designate one main contact to have with Town staff. There was further discussion about the ice rink being an asset to the community. The commissioners came to a consensus to support the project.
- Overlook- the commission was informed that the Overlook structure in the parking lot next to Tequila's restaurant needs to be replaced, and presented with a few possible ideas for a new structure that will hopefully be completed by June 2017. There was no decision, just an introduction to the idea, with more information coming in the future.



AGENDA DOCUMENTATION

REPORTS TO COUNCIL: IV

PAGOSA SPRINGS TOWN COUNCIL

JULY 21, 2016

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 June, 2016

Officers responded to 397 calls for service.
Officers responded to 16 agency assist calls
Officers completed 62 incident / offense reports
Officers completed 22 accident investigation reports.

OFFICER TRAINING UPDATE

Training for June 2016

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

Officers are provided with online training 24 hours a day with Policeone Academy.

Chief Rockensock and Officer Gholson completed Taser Instructor certification.

Chief Rockensock and Officer Brown completed Intoxilyzer update training.

All officers completed PPCT arrest control training.

The Police Department received a Colorado Peace Officers in Service Training grant for the 2016 / 2017 state fiscal year. This grant includes funding \$2,923.00 for training in advanced evidence collection. \$3,049.00 for training in homicide investigation. \$2,800.00 for Simunition training weapons. The total POST grant award is **\$8,052.00**.

RECRUITING UPDATE

The police department, currently, has one full time opening for a patrol officer.

The department is advertising and in the process of hiring for a police recruit to send to the fall law enforcement academy.

COMMUNITY EVENTS UPDATE

The police department has been awarded **\$8,820.00** for the law Enforcement Assistance Funding (LEAF) grant from CDOT for 2016 – 2017 state fiscal year. The police department has been awarded **\$ 8,820.00** for the High Visibility Enforcement (HVE) campaign for the 2016 – 2017 state fiscal year.

The Police department is participating in the Retro-Metro bicycle program with the schools.

CAPITAL IMPROVEMENTS UPDATE

NONE



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REPORTS TO COUNCIL:IV

PAGOSA SPRINGS TOWN COUNCIL

JULY 21, 2016

FROM: CHRIS GALLEGOS, PUBLIC WORKS DIRECTOR

PROJECT: PUBLIC WORKS DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

STREETS UPDATE

The Streets crew was busy taking care of pot holes, signs and moving material at the sewer lagoons. Staff took care of curb painting, finished all the lines through Town and did the rest of the crosswalks. They installed all the flags for the Fourth of July and set everything up for the parade. Staff also got Pinion lake fountain running for the year and did maintenance on equipment.



AGENDA DOCUMENTATION

REPORTS TO COUNCIL:IV

PAGOSA SPRINGS TOWN COUNCIL

JULY 21, 2016

FROM: APRIL HESSMAN, CMC, TOWN CLERK

PROJECT: TOWN CLERK DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

CLERK'S OFFICE UPDATE

Election: The Clerk continues to work with Jeremy Nelson of REgeneration Development Strategies, Shari Pierce of the Downtown Task Force (DTF), Bob Cole 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. An election calendar has been provided by legal counsel in regards to election date deadlines.

Business: Staff continues to work with the Colorado Department of Revenue in anticipation of direct sales tax distribution. The state liaison believes the first direct payment would be received by the Town in August.

Training: The Town Clerk attended Colorado Municipal Clerks Associate Masters Academy training in Vail June 24th and 25th. The program included sessions on constructive dialogue, improved collaboration, and career development. The Deputy Clerk and Human Resources Clerk will be attending the Municipal Clerk's Institute July 17 -22 in Denver. This week long program is designed to assist the clerks in acquiring their CMC, give them knowledge on every aspect of the Clerk's office as well as make contacts with other clerks in Colorado whom they can share information. The Deputy Clerk and Human Resources Clerk applied and were awarded \$800 in scholarships for the Clerk's Institute week training. The Town Clerk and Deputy Clerk will be attending a Budget 101 class held July 27th in Durango and hosted by the CGFOA. This will be a good jump start to the budget process.

Staff continues to work with Citizenserve on customizing the user interface to the Town's specifications. Work has been completed on the building permit and inspection process with the planning and business license modules being completed by the end of next week. Training is scheduled for the last week of July.

PERSONNEL

The Town currently has one open position in the Police Department. Interviews have been scheduled to fill the position with a Police Officer Recruit who will be sponsored through the academy by the Town.

The Human Resources Clerk has completed a draft version of the Town Personnel Handbook. Once reviewed by legal and staff, the handbook will be presented to the Town Council for adoption.



AGENDA DOCUMENTATION

REPORT TO COUNCIL: IV

PAGOSA SPRINGS TOWN COUNCIL
JULY 21, 2016

FROM: GREGORY J. SCHULTE, TOWN MANAGER

PROJECT: TOWN MANAGER'S REPORT

ACTION: UPDATE AND DISCUSSION

Updated: July 21, 2016

To be as specific as possible, the updates from the Town Manager will be organized by Department and subject area, as follows:

Administration

- Complete implementation of Town Council direction for re-investment of existing Certificates of Deposit, with a review at least every six months. **At the May 3rd meeting Council directed staff to not invest the funding into CDs with UMB at this juncture so that the funds may be held in a manner to allow for investment into capital projects. Reassess at end of construction season.**
- Continue implementation of performance plans, such that all staff receive annual reviews and Town Manager personally meets with all direct reports at least 3 times per year in reviewing performance plans. **In progress. Held first performance reviews in early May with all Department Heads. Next reviews are scheduled for late August and final reviews in Nov/Dec.**
- Review and recommend for Council adoption a revised Town of Pagosa Springs Personnel Manual. Carry over from 2015, Draft is complete – reviewing with Department Heads. **Scheduled for Council in August.**
- Work with new HR staff member to implement and document regular safety training programs for all staff. Initial training series complete. **Recent trainings for all staff include "Consequences of Unsafe Driving" and "Preventing Sexual Harassment." Town gets extra CIRSA points for these trainings. Will always be in progress.**
- Implement new electronic timesheet module through Caselle. Phase I Complete. **Staff is trained and everyone is using the module. Phase II is to develop further time code structure.**
- Review legal services options and recommend to Council an approach for 2016. **Town Council authorized release of RFP. Due date for proposals is July 29th. Interviews on August 12th.**
- Review and recommend to Council appropriate adjustments to staff benefits, if any, effective in 2016. **Comparison research is complete. Work session for Council to be scheduled in August 2016 to coincide with Personnel Manual.**
- Assess possibility of 2 year Budget and, if directed, prepare and complete for 2017/2018 Budget. **In progress – to be assessed with staff and Council during Budget preparation.**
- Assist as needed and directed with the new Early Childhood Development Coordinator for Archuleta County. **Town is participating in community discussions and has agreed to help fund a part-time Coordinator.**
- Assist as needed and directed with the formation of the Attainable Housing Advisory Committee. **Town is participating with community partners lead by Commissioner Lucero. Met with EPS to consider updating the Housing Needs Assessment plan originally completed in 2008. Awaiting a potential scope of cost estimate, which should arrive by end of August. The thought is that the Town and County would split the cost of the update.**
- Assist Regional Housing Solutions to provide home buying classes for Archuleta County. Complete. **First class held in Community Center on June 18th with 28 attendees. Two families under contract with La Plata Homes Fund. Five more classes to be held by end of calendar year assuming demand is still there.**
- Lead the staff effort to bring to Council possible incentives and/or strategies to further attainable / workforce housing. **In progress – Not done. Waiting for recommendations from working groups.**

- Assist in the development and implementation of the ADA Business Assistance program. ***In progress. Working with Access Ability Alliance to conduct program. Executed agreement with Community Connections to be fiscal agent. There have been 10 Accessibility Assessments completed to date for businesses in the Town.***

Municipal Court

- Assist in preparing MOU between Town and County for handling and transport of Municipal arrestees. ***Complete.***

Police Department

- Assist Chief and HR staff in strategizing to successfully filling final officer vacancy. ***Still having difficulty is recruiting police officers. Many factors contributing to this include wage competitiveness, remoteness, and limited opportunities for advancement. Council approved the sponsorship of a local cadet in the Mancos academy for the August track on July 5th.***
- In coordination with Chief, implement the additional data tracking module for the speed trailer in downtown. ***In progress.***

Parks & Recreation

- Assess and possibly reallocate funding from 2015 Skate Park Bowl to replacement of Town Park playground equipment. ***Approvals of funding by Town and County complete. RFP for construction was sent out in March 2016. Vendor has been selected and contract awarded. Construction set to begin in late July.***
- Assist in the implementation of further landscaping improvements for Yamaguchi Park. ***Tree planting and further landscaping in progress.***
- Assist in the construction of the restrooms at Centennial Park. ***Bathroom designed, change order has been executed and construction is in progress. Completion set for mid-Sept.***
- Assist in oversight of the paving and improvement of River Walk behind River Center. ***Complete.***
- Assist in the assessment of the feasibility of the implementation of a pump track for Yamaguchi Park. ***To be constructed in conjunction with the Skate Bowl – see above.***
- Assist in the possible placement of a bouldering area in the parks (Joint effort with Tourism). ***Approved by Town with contribution of half cost of area by County. Funding is in place. Need to place order for boulder with site prep and placement of boulder to be complete in September.***
- Assist in the installation of new red clay at the Yamaguchi ball fields. ***Planned for Fall after the summer softball season.***
- Assist in the improvements at South Park (canopy, water fountain, new sand and expanded parking). ***In planning stages; to be complete by end of Fall.***
- Installation of the new bike racks at Town parks and facilities. ***Complete. Accomplished with funding from the Tourism Fund.***

Streets

- Assist in oversight of implementation of South 8th Street Reconstruction. ***Project approved by Council at the June 7th meeting. Next step is to provide financing options. Scheduled to return to Council on July 21st for determination of financing options.***
- Assist in the assessment and implementation of the 2016 portion of the 5 Year Street Maintenance Plan. ***In progress. South 10th Street is the designated project from the Plan for 2016. Project is set for mid-August 2016.***
- Assist in assessment of and, if determined necessary, replace 1st St / Lewis St Culvert. ***For 2016, a wing wall was installed by Streets crew to assist in channeling the water through the existing culvert. More extensive improvements will need to be assessed for a future year. Complete for now.***
- Assist in the oversight of the replacement of the sidewalk on the north side Pagosa Street between 2nd and 3rd Streets. ***Deferred to 2017 as part of analysis of sidewalk planning in conjunction with SRTS Project.***
- Assist in oversight of the renovation of the planter areas between 1st St Bridge and Conoco Station. ***Not done. Carry over to 2017?***
- Assist in the oversight in the paving of Trujillo Rd from Town Limits to 8th and Apache in conjunction with County. ***Complete.***
- Assist in the installation of the partial sidewalk on west side of 3rd St between Lewis and Hwy 160. ***Difficulty in securing bids the first time and is presently being rebid.***

Community Center

- Completion of renewed lease agreements with ASI, AAA, and the County Veteran Services. **ASI is done; AAA and Vets still to do.**
- Assist Community Center staff with an operational assessment review of the Community Center, to include summer programs, additional adult and youth programs, and weekend hours. **The Community Center staff has implemented several new programs including weekend hours and the biggest initiative – Summer Youth Program. In addition, there is the creation of the exercise room and the conversion of the Computer Lab to more versatile storage and office space. All in progress but the exercise room and Computer Lab conversion are complete.**

Tourism

- Continue Lodgers Tax Audit in coordination with County to ensure proper compliance. **In progress.**
- Assist in the presentation of the SW Colorado Tourism Summit in Pagosa in April 2016 as well as the CAST Meeting in Pagosa in Oct. 2016. **The Tourism Summit was successfully held with very good feedback and about 150 participants and we are in the planning stages for the CAST meeting in late October.**
- In coordination with the Parks staff, install landscaping behind the monument signs at the west and east ends of town. **Due to easement issues, this will not be done in 2016. Looking to divert funding to another rehabilitation and expansion project for the overlook deck.**

Planning / Building / Historic Preservation

- Assist Building staff with the Builders Committee to implement voluntary contractor registration and put into place mechanical contractor training and registration. **In progress. Conducted mechanical training in early May. A bit of a lull during the construction season.**
- Assist in the execution of the IGA between Town and Fire District for fire plan and inspection duties allocation. **Complete.**
- Assist in the implementation of Phase I of the Comprehensive Plan Update. **Currently out to bid. Due date for proposals is August 5th.**
- Assist in the implementation of the Historic Stone Arch Bridge. **In progress. Bridge has temporarily been sandbagged for preservation. Design plans complete. Plans now with State Historic Fund for final review. Out to bid once returned from SHF.**
- Monitor progress of implementation of CityWorks. **CityWorks discontinued. Moved to implementing the Citizen Serve software. Staff presently installing and programming. Planning and Building programming is done and Business Licensing is in progress. Expected "go live" is later this Fall.**
- Assist staff in pursuing Nuisance Enforcement violations. **Staff has sent out notices to 11 subject properties. We have had acceptable compliance with most properties but there are at least 2 properties that are not making any efforts and they will be cited into Court.**
- Assist Building Department in conducting first ever complete review of annual business license and fire inspections. **In progress.**

Trails

- Assist in the oversight of the completion of the East and West Phase I of the Town to Lakes Trail. **East Phase has been bid and is set for award on July 21st. West Phase is under final review by CDOT. Bidding to occur later this summer.**
- Assist in the pursuit of easements for the middle section of the Town to Lakes Trail once the alignment is determined. **Not started for easements. Composing RFP for engineering services for the Harmon Hill segment.**
- Assist in investigation easements for two probably paths for Riverwalk Trail from Town Park to River Center. **Not started.**
- Assist in the replacement of Hot Springs Pedestrian Bridge. **GOCO application denied but moving forward with the replacement. New bridge ordered. Bid secured for old bridge of \$30,000. Scheduled for replacement after Labor Day.**
- In the event of the SRTS Grant award, assist in the development and design of project such that it is ready for construction in 2017. **SRTS Grant awarded in amount of about \$440,000. RFP for engineering services being prepared.**

- Assist and lead as necessary in the coordination with the school and DUST2 for the production of the planning document for Phase I of the Urban Single Track. ***In progress. DUST2 folks coming back to Council for a revision to the Phase 1 scope of work in August.***

Geothermal Projects

- Continue to support PAGWAPA on a staff level. ***Continues presently with staff support. Geothermal well drilling project is at a standstill although we have amendments to DOLA grants for extra time and better match ratio. However, unless state or federal money appears, the project is likely dead.***
- Prepare and present the request for funding for the GGP project in March. If awarded, administer funding for the purposes of the project. ***Construction almost done. Work continues with the bathrooms.***
- Working with Pagosa Verde to conduct assessment of Geothermal Utility System with a \$75,000 grant for Governor's Energy Office. ***Cancelled. Funding from state did not materialize.***

Downtown Projects

- Continue to assist the Downtown Task Force in the possible creation of a Downtown Development Authority (DDA). ***In progress. DTF coming to Council for permission to place DDA question on November ballot at July 21st Council meeting.***
- Continue to assess the options for funding for the proposed 5th Street Bridge. ***In progress. Traffic and Economic Impact studies are underway. Results expected in late summer.***
- Work with CDOT on McCabe Creek Project, 8th Street signal, community communication and Downtown traffic circulation. ***In progress. See below. McCabe Creek won't be done until 2017.***
- Assist in working with CDOT to examine the possibility of re-striping and/or re-aligning the downtown core area to improve traffic flow, parking and downtown development. ***Revised diagrams brought to Council on Oct. 6th 2015 and approved. Work delayed until after Labor Day 2016.***
- Assist in the RFP and replacement of the mural on the 400 block of Pagosa Street next to The Rose. ***In progress. Coming to Council in August 2016.***

Sanitation

- Provide leadership in completion of the sewer pipeline and act as primary liaison between GID and PAWSD. ***Project almost done. Substantial completion has been granted for both PS1/FM1 and PS2/FM2. Lagoon decommissioning is in progress. Issues with Liquidated Damages outstanding.***
- Assist staff in administration of the new Small System Sewer Grant in 2016. ***In progress.***
- Assist in oversight of McCabe Creek geothermal line reconstruction. ***Will occur in 2017.***
- Assist in providing information and guidance to GID Board for possible implementation of "dormant" account admin and fee structure. ***Not done. Will be getting with Gene and to revise a timeline to get back to Council for recommendation of program parameters.***



AGENDA DOCUMENTATION

NEW BUSINESS: V.1

PAGOSA SPRINGS TOWN COUNCIL

JULY 21, 2016

FROM: GREGORY J. SCHULTE, TOWN MANAGER

PROJECT: TOWN COUNCIL SEATS

ACTION: DISCUSSION AND POSSIBLE DECISION

PURPOSE/BACKGROUND

Two town council members have recently stepped down from the board. Kathie Lattin, representing District 1, has moved out of Town and therefore resigned her seat. Clint Alley, representing an at-large seat, resigned due to a conflict in the time commitment the position requires.

The vacancies were reported in the June 30th newspaper with hopes of gaining interest in replacement candidates. The Town ran display ads requesting letters of interest in the local newspaper on July 7 and 14. The deadline for receiving interest was July 14th at 5:00 pm.

Four interested parties submitted letters for the at-large seat vacated by Clint Alley. No letters of interest were received from any person in the District 1 ward.

The four applicants for the at-large seat are:

- Mat deGraaf
- Matt DeGuise
- Nicole DeMarco
- Mark Weiler

The four applicants will be available at the meeting to discuss their qualifications as well as answer any questions the Town Council members may have. If desired, a secret ballot will be distributed and the applicant with the most votes will be sworn in and seated during the July 21st meeting.

ATTACHMENT(S)

Candidate letters of interest

RECOMMENDATION

It is the recommendation of staff that the Town Council:

1. Consider voting by secret ballot and seat a candidate for the at-large council seat
2. Direct staff to extend the application deadline for interested candidates for the at-large seat
3. Direct staff to extend the application deadline for interested candidates for the District 1 seat

Nicole DeMarco

267 North 6th St. Pagosa Springs, CO 81147 | 970.903.2624 | nicolecdemarco@gmail.com

July 8, 2016

April Hessman
Town Clerk
PO Box 1859
Pagosa Springs, CO 81147

Dear Ms. Hessman:

Please accept this as my letter of interest to be considered for the at-large seat on Town Council. I meet all of the qualifications for elected office as specified on the Town website. If selected, I am committed to fulfilling the remaining three and half years on Council.

I stumbled upon Pagosa in the fall of 2009 during a migratory period in life. I was somewhere between a flat tire and broke, weather was changing, and thus decided it was time to hunker down for winter. I landed a job, and just as important, found community at Wolf Creek Ski Area. I stayed through the winter and left that spring for the rivers of Alaska and the following winter in South America. I was in route from Georgia to Idaho in the spring of 2011 when I came back through Pagosa to earn some gas money and visit with friends. At this time, I was offered a year-round gig at Wolf Creek and have been in Pagosa since.

Since leaving home, Pagosa is the only place I have returned to after leaving. It is people, place and passion for me. I've still yet to decide what season I like best. It has taken me in, provided direction and has come to be the place I call home. I bought my house last April and encouraged my sister to move out. Thus, I am where I want to be and have put down roots for a very full life in this town. So, now it is time to give back.

I bring a unique fusion of life experience to the table. Immediately upon graduation I went to Washington, D.C. to try my hand at politics. I was a research assistant at a national security think tank, and then the Deputy Press Secretary for Senator John D. Rockefeller, IV. While still fascinated with international matters, change happens at the local level. These decisions have tangible bearings on the daily business of life.

In addition to politics, I gained invaluable experience during my time in upper management at Wolf Creek Ski Area. I was exposed to the financial realities of operating a tightly held company dependent upon the fickleness of weather. I managed employees and am aware of the challenges they face in making a life here in Pagosa. I am fully submerged in the mountain sports lifestyle, which speaks to a significant portion of both residents and guests of Pagosa Springs.

I am fully vested in the future of this community. And with that comes the responsibility of paying it forward. I believe that serving on Town Council is such an opportunity for me to do so.

Sincerely,

Nicole DeMarco

Matt DeGuise
226 Lewis St.
PO Box 5757
Pagosa Springs, CO 81147

July 6, 2016
Pagosa Town Council
Mayor Don Volger

Dear Council and Mr. Volger,

My name is Matt DeGuise and I am writing to apply for the at-large vacancy on the town council. I have lived in the Pagosa Springs area for nearly seven years, but only moved within the town limits as of June 2015. I am currently a resident of District 2.

Pagosa Springs is a growing community and the town needs leaders who will act with regards to both the near term goals and long range vision to keep the community thriving. With a downtown that has become more vibrant within my short time here, I believe that my input can help grow and maintain the community, while still looking towards preserving the small town atmosphere.

I currently work within town as the Shop Manager at Growing Spaces, as well as a ski instructor at Wolf Creek in the winter. Both businesses are thriving family owned operations, which I feel is an integral part of what makes this community different. My past experience includes 2 years as a legislative aid and researcher for the Minnesota State Senate. I also have a degree in political science.

If you would like to discuss my qualifications further, please don't hesitate to call me at (970) 903-5021. I can also be reached by email mdeguise@gmail.com. I look forward to hearing from you.

Regards,

Matt DeGuise



To: Members of Council, Mayor Volger, Greg Schulte

From: Mat deGraaf

Date: 7 July 2016

Re: Town Council vacancy

I would like to be considered to fill the at large Town Council seat vacated by Clint Alley.

Two years ago I had the pleasure of running for Town Council against Kathy Lattin for the District 1 seat. I knocked on every door in that district and even though I lost the election, I got to meet my neighbors. The experience had a tremendous impact on the way in which I view my community and myself. I learned that everybody has a unique story to tell and everyone has an idea on how the world should work. While most are quick to speak, very few are motivated to make change because, as you well know, enacting change is hard work.

My wife and I moved to Pagosa Springs in 2008 because we saw a small town with great potential. I feel that potential is finally beginning to be realized and I want to be a part of that growth. As a young person trying to build a life and raise a family in Pagosa Springs, I feel that I offer an insightful voice for the future of this town.

Thank you for your consideration.

Respectfully,



Mark J. Weiler
7 Parelli Way
P.O. Box 4159
Pagosa Springs, CO 81147

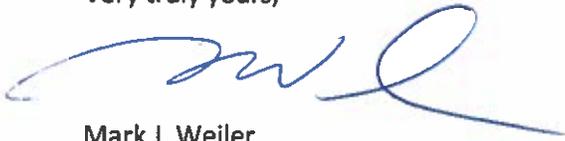
July 13, 2016

Re: Letter of Interest

To Whom It May Concern:

This letter expresses my interest in being considered for a position on the Pagosa Springs Town Council.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'M. Weiler', with a large, stylized flourish at the end.

Mark J. Weiler



AGENDA DOCUMENTATION

NEW BUSINESS: V.2

PAGOSA SPRINGS TOWN COUNCIL

JULY 21, 2016

FROM: GREGORY J. SCHULTE, TOWN MANAGER

PROJECT: DOWNTOWN TASK FORCE PRESENTATION AND UPDATE

ACTION: DISCUSSION AND POSSIBLE ACTION

PURPOSE / BACKGROUND

Many municipalities are interested in taking those steps they can to help revitalize their downtown core. To further that effort, many municipalities partner with Downtown Colorado, Inc. (DCI) to perform assessments. In partnership with a group known as the Downtown Task Force, the Town of Pagosa Springs allocated \$10,000 to hire DCI to perform the assessment with a focus of exploring the possibility of forming a Downtown Development Authority (DDA). This effort began in 2012 and was completed in 2014.

As is the case across the state, many times municipalities and their partner groups have difficulty in executing on all of the recommendations that come as a result of the DCI assessments. Ken Charles, Regional Manager for DoLA, has suggested that DoLA may be interested in awarding an administrative grant to a group of communities that partner to hire either a consultant or part-time help to assist in the execution of their respective DCI assessments.

Pagosa Springs was successful in securing a grant from DOLA hire a consultant to act as a "shepherd" for the downtown business community to ascertain whether a Downtown Development Authority (DDA) or Business Improvement District (BID) would be a viable initiative. Jeremy Nelson of Regeneration Development was selected as the consultant and has been busy working to assist the group in this review of different options and researching data. Some of the information compiled is as follows:

- Creating educational materials
- Ascertaining whether a DDA or BID is the best vehicle for furthering the causes of downtown.
- Determining a district boundary
- Developing a list of potential voters
- Creating revenue projections
- Developing possible project lists
- Conducting public meetings and surveys

After several months of research and discussion, the general belief is that a DDA would most likely be the best vehicle for the business community to take direct steps to improve the downtown.

There will be a presentation by Mr. Nelson and the DTF to demonstrate the information gathered and the DTF will make their request to Council.

The purpose of the meeting today is to consider a request from the DTF to place a series of questions on the ballot for a Special Election to be conducted by the Town. At minimum, there will be three ballot questions and perhaps a fourth.

The questions essentially are:

1. Shall a DDA be organized?
2. Shall property taxes be raised by 5 mills in the specified DDA district?
3. Shall the DDA be authorized to retain sales tax?

And, a possible fourth question:

4. Shall the DDA be authorized to incur debt?

FISCAL IMPACT

The fiscal impact can be assessed in at least two ways:

1. There is a cost of conducting the election and the following are costs incurred by the Town for recent elections:

2012 \$2,500 - At large, charter amendments (polling place election)

2013 \$1,615 - Special for Reservoir Hill (polling place election)

2014 \$3,705 - District seats, Rec Center, Council Compensation, Muni Court (Mail ballot)

2016 \$2,150 - At large and broadband (Mail ballot)

All of the election costs outlined above include printing, postage, judges, and publications. In addition, all the above elections involved approximately 900 ballots. The estimated number of ballots for this election is 250. At present, the Clerk's Office has \$1,850 left in the 2016 election line item.

2. The second aspect of the financial impact is the lost incremental sales tax that would be at the Town Council's discretion instead of the DDA. Absent the DDA, any incremental sales tax realized in the defined DDA boundary area would normally come to the Town for allocation for spending.

2015 TOWN COUNCIL GOALS & OBJECTIVES

Included in the Town Council's adopted Goals & Objectives is Goal #2 of "Recognizing and valuing downtown as the community's heart." Objective 2.3 within that goal is "Help to Re-vitalize and Expand the Downtown Commercial Area." Finally, a specific action item within Objective 2.3 is to "Encourage a Downtown Development Authority." This proposed project directly promotes those goals and objectives.

ATTACHMENTS

- Exhibit A: Legal Memorandum from Collins Cockrel & Cole on DDAs
- Exhibit B: Election Timeline
- Exhibit C: Sample Ordinance Setting the Election and Ballot Questions
- Exhibit D: PowerPoint Presentation from DTF

RECOMMENDATIONS

Possible actions by the Town Council include:

- 1) **"DIRECT STAFF TO BRING BACK TO COUNCIL AN ORDINANCE TO SET AN ELECTION FOR A POSSIBLE DOWNTOWN DEVELOPMENT AUTHORITY CONSISTENT WITH THE TIMELINE PROVIDED. THE ELECTION SHALL CONSIST OF __ BALLOT QUESTIONS, AS FOLLOWS"**
 1. Shall a DDA be organized?
 2. Shall property taxes be raised by 5 mills in the specified DDA district?
 3. Shall the DDA be authorized to retain sales tax?
 4. Shall the DDA be authorized to incur debt?
- 2) **"MOVE TO DECLINE SCHEDULE AN ELECTION FOR A DOWNTOWN DEVELOPMENT AUTHORITY."**
- 3) **DIRECT STAFF**

COLLINS COCKREL & COLE

A PROFESSIONAL CORPORATION

PAUL R. COCKREL
 JAMES P. COLLINS
 ROBERT G. COLE
 TIMOTHY J. FLYNN
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NOVEMBER 8, 2016 INDEPENDENT MAIL BALLOT ELECTION CALENDAR TOWN OF PAGOSA SPRINGS

DATE	ACTION	AUTHORITY
August 2	Town Council Meeting – 5PM – FIRST READING of Ordinance(s) to Establish DDA, Impose Property Tax, Call for Election to submit question and issue to qualified electors, and appoint a Designated Election Official.	§31-25-804, C.R.S. Charter Sections 3.9, 5.6 and 5.7
Prior to August 18	Town Clerk shall hold public hearing prior to setting the ballot title.	Charter Section 5.9
August 18	Town Council Meeting – 5PM – SECOND READING of Ordinance(s) to Establish DDA, Impose Property Tax, Call for Election to submit question and issue to qualified electors, and appoint a Designated Election Official.	§31-25-804, C.R.S. Charter Sections 3.9, 5.6 and 5.7
September 9	Final adoption of ordinance no later than 60 days prior to election. (No requirement to certify ballot.)	Charter Section 4.3
September 9	County Clerk shall provide list of UOCAVA voters	§31-10-102.8(5)
September 9	Issue Committees shall register with the Town Clerk within 10 calendar days of accepting or making contributions or expenditures in excess of \$200 to support or oppose any ballot issue or ballot question.	Article XXVIII, Section 2(10), Colo. Constitution §1-45-108(3.3)
September 23	Written comments for and against the TABOR ballot issue(s) must be received by the Town Clerk (45 days before the election). (Comments must be filed by the end of the business day on the Friday before the 45th day before the election). Town Clerk shall mail ballots to those qualified electors who reside within the DDA area and who have applied and are designated as a “covered voter” under the Uniform and Overseas Citizens Absentee Voting Act	§1-7-901(4) and Article X, Section 20, Colorado Constitution §§1-8.3-103(1)(d), 1-8.3-110(1), and 31-10-102.8

COLLINS COCKREL & COLE

DATE	ACTION	AUTHORITY
	(UOCAVA) (not later than 45 days before the election).	
October 7	Mail TABOR Notice to each household where a qualified elector of the DDA resides (at least 30 days before the election).	Article X, Section 20(3)(b), Colorado Constitution
October 17	Town Clerk may begin mailing to each qualified elector a mail ballot package. Mail ballots shall be made available at the office of the Town Clerk.	§31-10-910(1)(a)
October 18	FCPA NOTE: File Issues Committee Report of Contributions and Expenditures pursuant to the Fair Campaign Practices Act with the Secretary of State (21 st day before the election).	§1-45-108(2)(a)(II)
October 24	Last day to mail the ballot packages (no later than 15 days before the election). Governing body or Town Clerk shall appoint election judges (at least 15 days prior to election). Election Judges may receive and prepare mail ballots for tabulation. Counting of the mail ballots may begin fifteen (15) days prior to the election and continue until counting is completed.	§31-10-911 §31-10-401 §31-10-911
October 28	Publish notice of election at least ten days prior to election and post notice in Clerk’s office	§§31-10-501(1) and (2)
November 4	FCPA NOTE: File Issues Committee Report of Contributions and Expenditures pursuant to the Fair Campaign Practices Act with the Town Clerk (Friday before the election).	§1-45-108(2)(a)(II)
November 8	ELECTION DAY. 7:00 A.M. to 7:00 P.M	
November 16	Last day to receive mail ballot from UOCAVA eligible elector, if such ballot was postmarked by 7:00 p.m. on the day of election, in order for ballot to be counted (by the close of business on the 8 th day after the election).	§1-8.3-111 §1-8.3-113(2)
November 22	Canvass Board (consisting of Town Clerk, Town Mayor and eligible elector of the Town) shall certify the official abstract of votes cast at the election (no later than the 10 th day after the election).	

COLLINS COCKREL & COLE

November 8, 2016 Independent Mail Ballot Election Calendar
 Page 3

DATE	ACTION	AUTHORITY
December 8	FCPA NOTE: File Issue Committee Report of Contributions and Expenditures with the Town Clerk (30 days after the election).	§1-45-108(2)(a)(II)
	Election official shall retain the sealed voted ballots until time has expired for any contest proceedings or 25 months after the election, whichever is later. All other election records and forms shall be preserved for at least six (6) months following the election.	§1-13.5-616(1) §1-13.5-616(2)

TOWN OF PAGOSA SPRINGS, COLORADO

**ORDINANCE NO.
(SERIES 2016)**

**AN ORDINANCE OF THE TOWN OF PAGOSA SPRINGS
CALLING A SPECIAL MUNICIPAL ELECTION OF THE TOWN
OF PAGOSA SPRINGS ON NOVEMBER 8, 2016 TO SUBMIT TO
THE QUALIFIED ELECTORS OF A PROPOSED PAGOSA
SPRINGS DOWNTOWN DEVELOPMENT AUTHORITY (DDA) AT
SUCH ELECTION BALLOT TITLES CONCERNING THE
FORMATION OF THE DDA, IMPOSITION OF A MILL LEVY ON
PROPERTIES WITHIN THE DDA, AUTHORIZATION OF DDA
DEBT, AND EXEMPTION OF THE DDA FROM
CONSTITUTIONAL REVENUE AND SPENDING RESTRICTIONS
ALL IN ACCORDANCE WITH APPLICABLE CONSTITUTIONAL,
HOME RULE CHARTER AND STATUTORY PROVISIONS**

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; and

WHEREAS, Sections 5.6 and 5.7 of the Home Rule Charter provide that the Council may submit any measure to a vote of the registered electors of the Town by ordinance; and

WHEREAS, pursuant to its Home Rule Charter, home rule powers, and Part 8, Article 25, Title 31 of the Colorado Revised Statutes (“DDA Statutes”), the Town is authorized to establish a downtown development authority to provide for the development and redevelopment of the Town’s downtown; and

WHEREAS, the Town Council hereby finds and determines that establishing a downtown development authority is necessary to develop and redevelop the Town’s central business district and will serve a public use; will promote the health, safety, prosperity, security, and general welfare of the inhabitants thereof and of the people of the State of Colorado; will halt or prevent deterioration of property values or structures within the Town’s central business district, will halt or prevent the growth of blighted areas within the central business district; and will assist the Town in the development and redevelopment of the central business district and in the overall planning to restore or provide for the continuance of the health thereof; and will be of especial benefit to the property within the downtown development authority; and

WHEREAS, the Town Council has determined that it is appropriate and necessary to the function and operation of the Town to refer to the voters at a special election on November 8, 2016 certain questions concerning the formation of a Pagosa Springs Downtown Development Authority and related DDA fiscal and financial issue.

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

Section 1. Incorporation of Recital. The above recitals are incorporated by reference into this Ordinance as if ordained in full, and such recitals constitute findings of the Town Council in support of this ordinance.

Section 2. Establishment of Central Business District and Downtown. The area within the boundaries of the proposed Pagosa Springs Downtown Development Authority as described in the ballot title stated in Section 4.A. below, is and traditionally has been the location of the principal business, commercial, financial, service, and government center of the Town of Pagosa Springs, and is and has been zoned and used accordingly. Such area is established as being within the “central business district” and “downtown” area of the Town of Pagosa Springs as such terms are used and defined by the DDA Statutes.

Section 3. Election Call. A special election of qualified electors of the proposed Pagosa Springs Downtown Development Authority shall be conducted as a mail ballot election on November 8, 2016 for the purposes set forth in this ordinance. The election shall be conducted pursuant to the authority and requirements of the Home Rule Charter, the DDA Statutes, the Municipal Election Code, and Article X, Section 20 of the Colorado Constitution (“TABOR”).

Section 4. Questions Submitted. At the November 8, 2016 special election, there shall be submitted to the qualified electors of the proposed Pagosa Springs Downtown Development Authority the following ballot titles:

- A. SHALL THE PAGOSA SPRINGS DOWNTOWN DEVELOPMENT AUTHORITY BE ORGANIZED PURSUANT TO PART 8, ARTICLE 25, TITLE 31, COLORADO REVISED STATUTES, TO EXERCISE ALL POWERS AUTHORIZED THEREIN WITHIN THE BOUNDARIES OF THE AREA DESCRIBED AS FOLLOWS:

The proposed Pagosa Springs Downtown Development Authority is located within the town limits of the Town of Pagosa Springs, County of Archuleta, Colorado in an area whose boundaries are described as follows. All references to reception numbers or to book

and page numbers refer to documents recorded with the Archuleta County Clerk and Recorder's Office.

[Need to add legal description]

___ YES

___ NO

- B.** SHALL PAGOSA SPRINGS DOWNTOWN DEVELOPMENT AUTHORITY TAXES BE INCREASED \$ _____ ANNUALLY, OR BY SUCH AMOUNT AS MAY BE RAISED BY AN AD VALOREM PROPERTY TAX RATE OF 5.00 MILLS, EXCLUSIVE OF REFUNDS, ABATEMENTS OR DEBT SERVICE, FOR THE PURPOSES SET FORTH IN SECTION 31-25-807, C.R.S., NONDEBT FUNDED EXPENDITURES ALLOWED UNDER SECTION 31-25-808(1)(A) AND (1)(B), C.R.S., AND BUDGETED OPERATIONS OF THE AUTHORITY, AS AUTHORIZED BY SECTION 31-25-817, C.R.S.; AND SHALL THE AUTHORITY BE AUTHORIZED TO COLLECT, RETAIN AND SPEND THE TAX REVENUE COLLECTED FROM SUCH TOTAL PROPERTY TAX RATE, AND ALL OTHER REVENUE RECEIVED FROM ANY SOURCE; COMMENCING WITH TAXES PAYABLE JANUARY 1, 2017, AND CONTINUING THEREAFTER; AS A VOTER-APPROVED REVENUE CHANGE, OFFSET AND EXCEPTION TO THE LIMITS WHICH WOULD OTHERWISE APPLY UNDER ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION (TABOR), OR ANY OTHER LAW, AND AS A PERMANENT WAIVER OF THE 5.5% LIMITATION UNDER SECTION 29-1-301, C.R.S.?

___ YES

___ NO

- C.** SHALL THE PAGOSA SPRINGS DOWNTOWN DEVELOPMENT AUTHORITY BE AUTHORIZED TO COLLECT, RETAIN AND SPEND, FOR ANY AUTHORITY PURPOSES, ALL REVENUES AND FUNDS COLLECTED OR

RECEIVED FROM ANY AUTHORIZED SOURCE,
COMMENCING UPON ORGANIZATION OF THE AUTHORITY
AND CONTINUING THEREAFTER, AS A VOTER-APPROVED
REVENUE CHANGE, OFFSET AND EXCEPTION TO THE
LIMITS WHICH WOULD OTHERWISE APPLY UNDER
ARTICLE X, SECTION 20 OF THE COLORADO
CONSTITUTION (TABOR), SECTION 29-1-301, C.R.S., OR
ANY OTHER LAW?

_____ YES

_____ NO

Section 5. Bond Ordinance or Resolution. Any ordinance or resolution by which bonds are issued pursuant to the DDA Statutes and approved by qualified electors shall specify the maximum net effective interest rate of such bonds.

Section 6. Designated Election Official. The Town Clerk is hereby directed to take all necessary and proper compliance actions to place the ballot titles before the qualified electors of the proposed Pagosa Springs Downtown Development Authority by mail ballot at the November 8, 2016 regular election. The Town Clerk shall serve as the Designated Election Official to conduct the special election on behalf of the Town and the proposed Downtown Development Authority. The Designated Election Official is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Ordinance, the Home Rule Charter, the DDA Statutes, TABOR and all other applicable laws. Among other matters, the Designated Election Official shall arrange for the required notices of election, including the TABOR notice, appoint election judges, and direct that all other appropriate actions be accomplished.

Section 7. TABOR Notice IGA. The Designated Election Official shall execute and enter into an intergovernmental agreement on behalf of the Town, with Archuleta County, Colorado, regarding the mailing of the notice required by Section 3(b) of TABOR. The mailing of the Town's TABOR notice shall be in accordance with the provisions of such intergovernmental agreement.

Section 8. Actions by Town Officers and Employees. Any and all actions previously taken by the Designated Election Official or any other Town Officer or employee in furtherance of the directions and authorizations of this Ordinance are hereby ratified and confirmed.

Section 9. Public Inspection. The full text of this Ordinance, with any amendments, are available for public inspection at the office of the Town Clerk.

Section 10. **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 11. **Safety Clause.** The Town Council finds and declares that this Ordinance is promulgated and adopted for the public health, safety and welfare and this Ordinance bears a rational relation to the legislative object sought to be obtained.

DRAFT

INTRODUCED, READ, AND ORDERED PUBLISHED 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 _____, 2016.

TOWN OF PAGOSA SPRINGS,
COLORADO

By: _____
Don Volger, Mayor

Attest:

April Hessman, Town Clerk

FINALLY ADOPTED, PASSED, APPROVED, AND ORDERED PUBLISHED 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 _____, 2016.

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. ____ (Series 2016) was approved by the Town Council of the Town of Pagosa Springs on first reading at its regular meeting held on the _____ day of _____, 2016, and was published by title only, along with a statement indicating that the full text of the Ordinance is available at the office of the Town Clerk, on the Town's official website, on _____, 2016, 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 _____, 2016.

April Hessman, Town Clerk

(S E A L)

I, the duly elected, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No. ____ (Series 2016) was approved by the Town Council of the Town of Pagosa Springs on second reading, at its regular meeting held on the _____ day of _____, 2016, 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.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this __ day of _____, 20__.

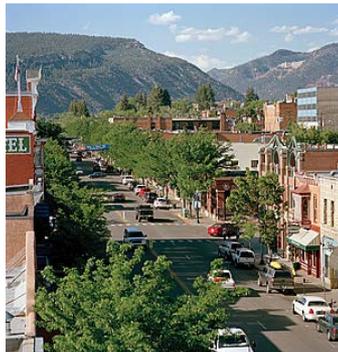
April Hessman, Town Clerk

(S E A L)

Downtown Development Authority Feasibility Study

Town of Pagosa Springs Council Meeting
7/21/16

Jeremy Nelson
REgeneration Development Strategies



Tonight's presentation

- Overview of DDA districts
- Proposed DDA boundaries
- Stakeholder feedback
 - Community meeting
 - Survey
- Estimated costs & revenues
- Next steps
- Questions and discussion



Overview of DDA Districts

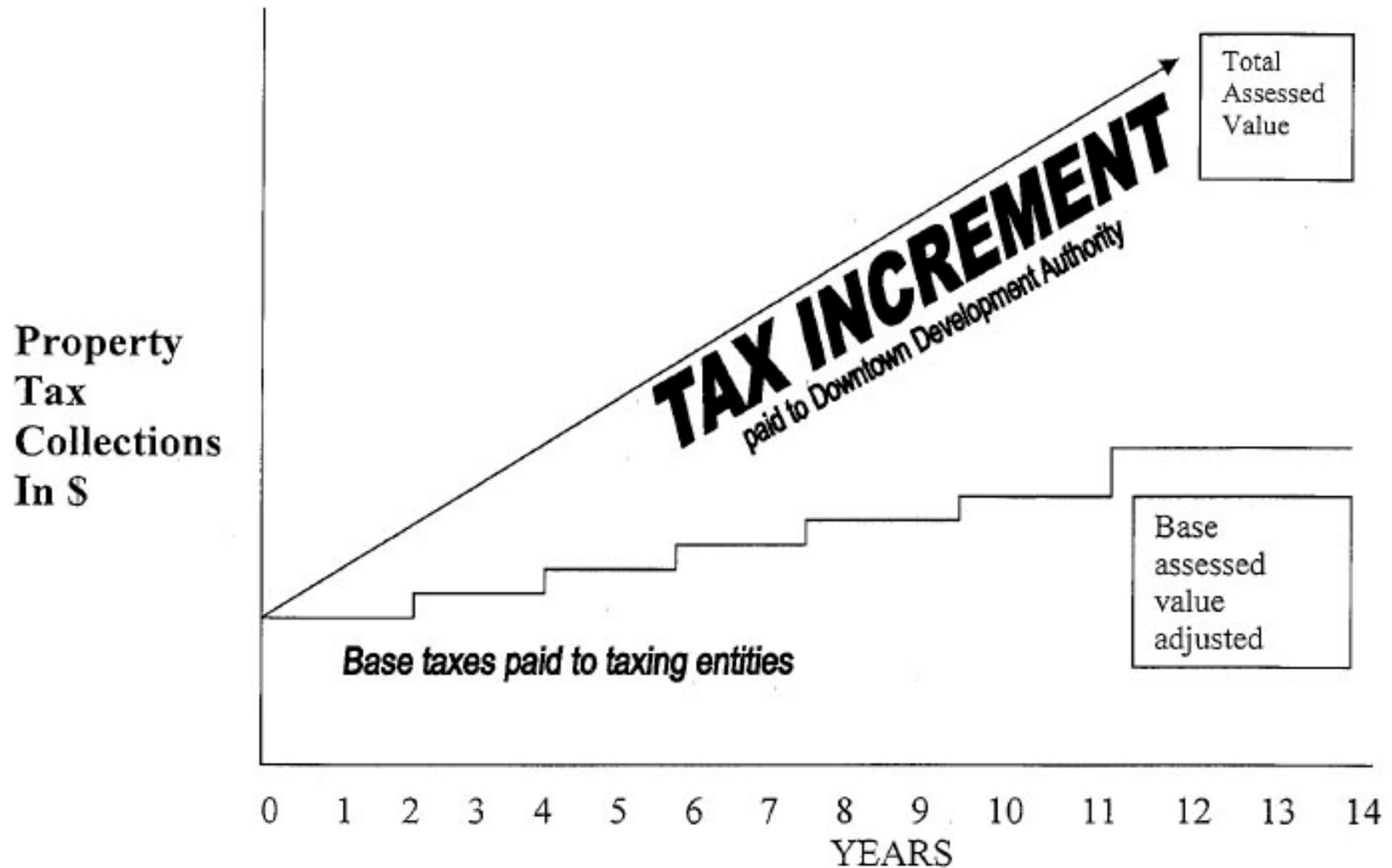
What is a DDA allowed to do?

- DDA is a “quasi-municipal corporation intended to to halt/ prevent deterioration of property values or structures.”
- So if approved by Downtown property owners, residents, and lessees and Town Council, a DDA can:
 - Create and implement a “plan of development, whether economic or physical.”
- What does this mean?
 - Capital projects: infrastructure, landscaping, lighting, etc...
 - Operations / Programs: maintenance, cleaning, costsharing, etc...
 - Redevelopment: Acquire, lease, and/or sell property, directly partner on development projects
- Does NOT have eminent domain powers

What are *potential* DDA funding sources?

- Mill Levy on Property Tax
 - New tax of up to 5 mills
 - Operational costs (programs, maintenance, etc...)
- Tax Increment Financing (TIF)
 - NOT a new tax
 - Property and/or sales tax capture
 - Typically used for capital costs (construction projects, etc...)
- The power of TIF: Bonds
 - Municipality can issue bonds based secured by future TIF revenues
 - DDA can use bond monies to frontload improvements (especially more expensive capital projects)

How TIF works



How do DDAs form & operate?

- Public hearings to adopt ordinance to establish proposed boundaries, funding sources, and development/improvement plan
- TABOR election: approval of eligible electors in the district
 - Property owners
 - Business owners
 - Residents
- Approval by Town Council of final DDA boundaries, funding sources, and plan of priority improvements
- Form DDA entity, appoint DDA board, begin plan implementation

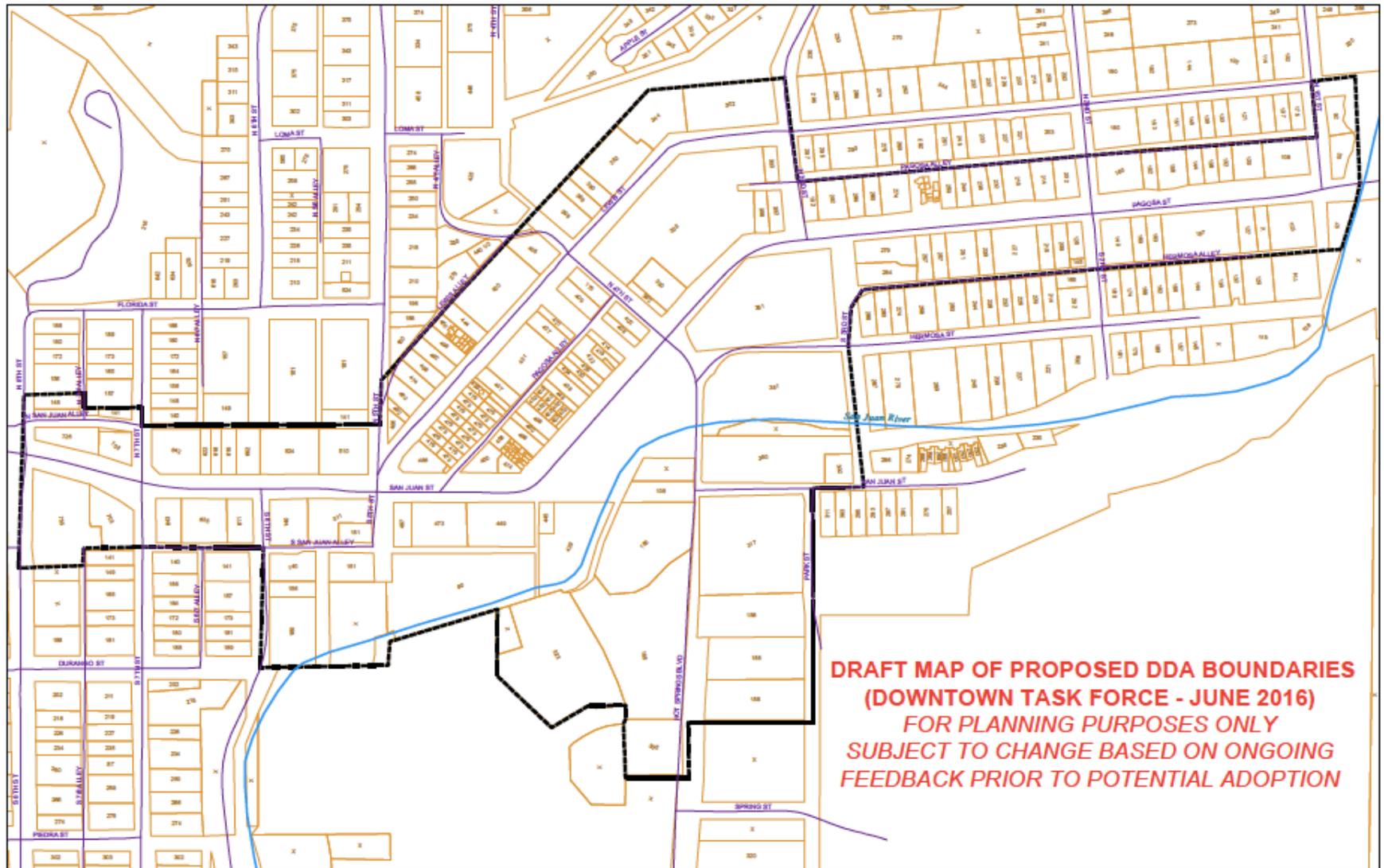
How do DDAs form & operate?

- DDA Board Requirements:
 - 5-11 members
 - Majority must reside or own property in the DDA
 - At least 1 must be from Council
- DDA Board Options:
 - Can be all Council members, OR
 - Council can appoint from DDA electors, OR
 - DDA electors can directly elect the board
- Renewal vote of DDA in 15-25 years

DDAs in other Colorado towns

- **18 in existence, including:**
 - Brighton
 - Castle Rock
 - Ft. Collins
 - Glenwood Springs
 - Grand Junction
 - Greeley
 - Longmont
 - Montrose
 - Mt. Crested Butte
 - Nederland
 - Rifle
 - Windsor
 - Woodland Park
- **Under consideration:**
 - Durango

Proposed DDA boundaries





What stakeholder feedback has been received thus far?

Community meeting

- June 16 at Town Hall
- ~25 people in attendance
- Similar presentation as tonight's
- DTF stakeholders presented DDA pros/cons
- Nearly an hour of discussion
- Lots of savvy, tough questions
- Overall feedback was supportive:
 - “How do we partner to make this work?”
- Coverage in the SUN

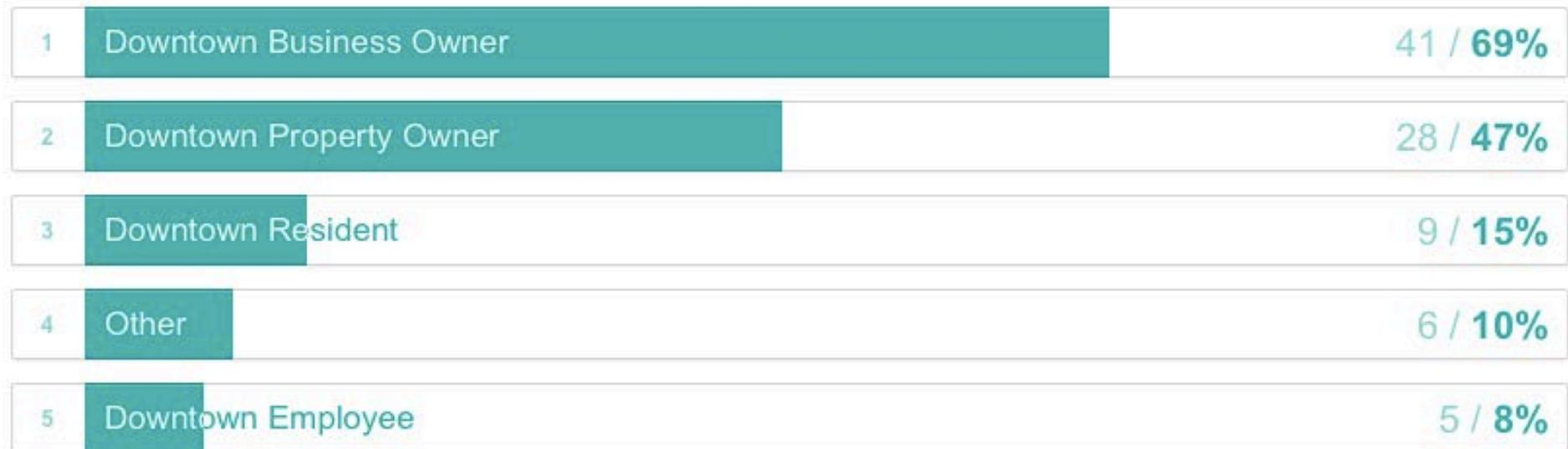
Stakeholder survey

- Survey open for 6 weeks (6/10 to 7/25)
- Distributed the online survey link via:
 - DTF's Wiggio discussion group
 - DTF's contact database / email list
 - Shared link at 6/16 community meeting
- And distributed paper surveys:
 - At 6/16 community meeting
 - By request from any DTF member

Survey response: roles / interests

What is your interest in revitalizing downtown?

59 out of 59 people answered this question



Bottom line: A robust response rate with diverse representation.

Survey response: priorities

- Priority improvements from DTF & stakeholder discussions past 2+ years
- Ranked from 1 (most important) to 10 (not important)
- Ranking:
 1. Tie:
 - Better cleaning/maintenance of infrastructure (4.10)
 - Pedestrian safety / traffic calming (4.10)
 2. Increase parking availability / supply (4.24)
 3. Sidewalk enhancement, landscaping, beautification (4.39)
 4. Public restrooms on east end of downtown (4.81)
 5. Revolving loan program for façade improvements (5.08)

Bottom line: The surveyed projects & programs were all ranked as fairly high importance and all perceived as roughly equivalent priorities.

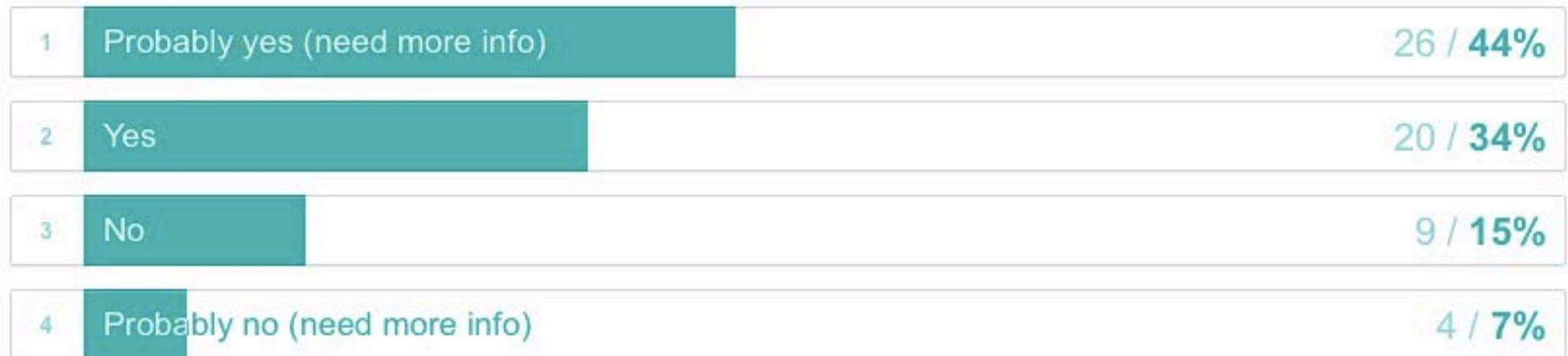
Additional survey suggestions

- Survey question: *“Do you have other priority downtown improvements?”*
- An optional question, but...
 - 26 respondents shared nearly 40 additional suggestions for priority downtown improvements
- Major categories...
 - Multimodal transportation / safety
 - Development / redevelopment
 - Beautification
 - Lighting
 - Parking enforcement
 - Speed limit enforcement
 - Miscellaneous (various programs and projects)

Survey response: DDA formation

Support formation of a DDA to fund your priority downtown improvements?

59 out of 59 people answered this question



Bottom line: 78% support/likely support the formation of a DDA (Downtown Development Authority) to pay for their priority downtown improvements.

Survey response: TIF

Support TIF to fund your priority downtown improvements?

59 out of 59 people answered this question

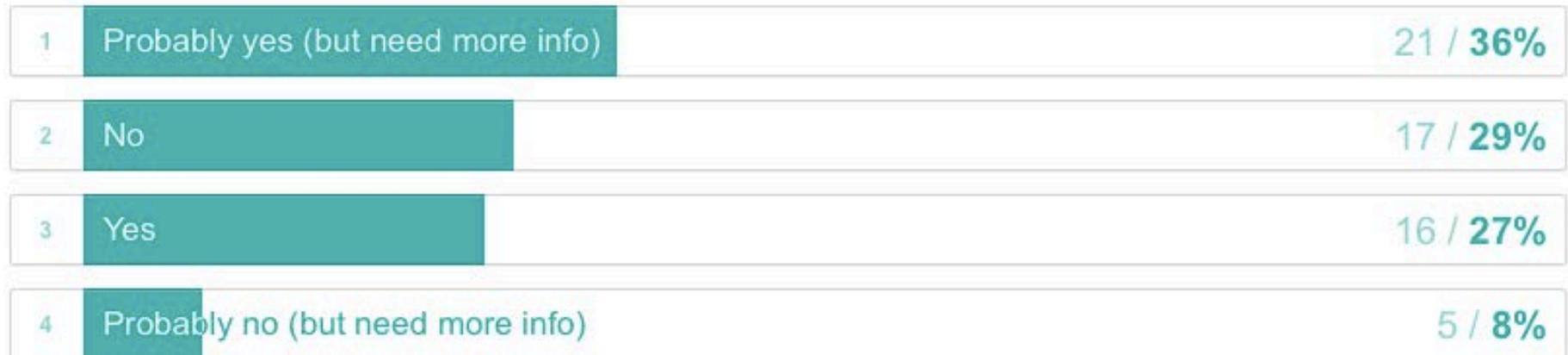


Bottom line: 80% support/likely support the use of TIF (Tax Increment Finance) to pay for their priority downtown projects.

Survey response: 5 mill levy

Support a 5 mill levy on downtown commercial properties to fund your priority downtown improvements?

59 out of 59 people answered this question



Bottom line: 63% support/likely support the use of a 5 mill levy to pay for their priority downtown programs.



Estimated Costs & Revenues

Capital project costs

Capital projects:

- Pedestrian safety / traffic calming: \$288,000
- Sidewalk enhancement, landscaping, beautification: \$420,000
- Increase parking availability / supply: \$112,500
- Public restrooms on east end of downtown: \$96,000

TOTAL: \$916,000

NOTE: All capital cost estimates are high-level for initial planning purposes only. Final costs could vary from these estimates by +/- 25%.

TIF revenue projections

- **30-Year Tax Increment Revenue (rounded)**
 - **Property** \$911K
 - **Sales** \$233K
 - **TOTAL** \$1.1M
- **Notes**
 - Intended use is for capital projects (infrastructure, etc.)
 - Can issue municipal bonds for some/all of projected revenues (to expedite implementation)
 - Base year: 2015
 - Property tax projections based on:
 - Assumption of 1%, 3%, or 5% annual growth in downtown property valuation and tax revenues
 - Figure shown above is midpoint projection assuming 3% growth
 - Sales tax projections based on:
 - 2004-2015 citywide sales tax growth factor of 2.2%
 - Assumption that downtown generates 5%, 7.5%, or 10% share of countywide sales tax
 - Figure shown above is midpoint projection assuming 7.5% share per DTF recommendation
 - Revenues exclude residential & tax-exempt property
 - Projected reserve of approx. \$228K (caveats: capital cost estimates are +/-25%, don't include O & M costs, bond fees, or debt service)
 - *Planning-level projections* (will continue to be refined)

Tax bill with property/sales TIF

- How much more tax would you pay?

\$0

- NOT an increase of an existing tax
- NOT a new tax
- Everyone pays the same amount of property / sales tax as they would without a DDA
- Only difference: the growth in tax revenue generated downtown...
 - Diverts to the DDA
 - Is dedicated to downtown improvements

Programs/operations costs

Programs & operations:

- Enhanced cleaning/maintenance of infrastructure: \$15,000
- Revolving loan program for façade improvements: \$15,000
- Part-time DDA Manager: \$20,000

TOTAL: \$50,000

NOTE: All program cost estimates are high-level for initial planning purposes only. Final costs could vary from these estimates depending on policy choices of future potential DDA board.

Mill levy revenue projections

- **5 Mill Levy Revenue (Rounded)**
 - 2016: \$50K
 - 2017: \$51K
 - 2018: \$53K
 - 2019: \$54K
 - 2020: \$56K
- **Notes**
 - Required use is for programs & operations
 - Base year: 2015
 - Projections calculated assuming 1%, 3%, or 5% annual growth in downtown property valuation and tax revenues
 - 2017-2020 figures are midpoint projections assuming 3%
 - Revenues exclude:
 - Residential & tax-exempt property (would not pay)
 - County Treasurer's mandated 3% collection fee
 - 2016 is breakeven, by 2020 running a reserve of up to \$10K (caveat: program costs estimates do not include cost escalation)
 - *Planning-level projections* (will continue to be refined)

Tax bill with 5 mill levy

- **How much more tax would you pay?**
- Do you own commercial property within the proposed DDA boundaries?
 - **NO:** Additional property tax would be... **\$0**
 - **YES:** Additional property tax would be... **\$12/month for every \$100,000 in actual value**
- You can do the math yourself...
tinyurl.com/5-Mill-Levy-Calculator

Next steps

- **August**
 - Public hearing / community meeting #2
 - Summarize feedback from survey, community meeting, Council
 - Revise DDA plan of action based on feedback
- **September**
 - Council Hearings to adopt ordinance & ballot language (if applicable)
- **October**
 - Prepare for election, mail ballots, etc. (if applicable)
- **November**
 - 11/8: Hold election (if applicable)
 - Count ballots and publish elections results
- **December/January**
 - Form DDA (if applicable)
 - Adopt & implement DDA plan of action (if applicable)

Questions & discussion?



REgeneration
DEVELOPMENT STRATEGIES

San Francisco | Durango

Jeremy Nelson

jnelson@REgenerationDevelopment.com

(415) 425-9848



AGENDA DOCUMENTATION

NEW BUSINESS: V.3

PAGOSA SPRINGS TOWN COUNCIL
JULY 21, 2016

FROM: GREGORY J. SCHULTE, TOWN MANAGER

PROJECT: SOUTH 8TH STREET FINANCING
ACTION: DISCUSSION AND POSSIBLE ACTION

PURPOSE / BACKGROUND

Over the last year and half, staff has been working with geotechnical experts, Davis Engineering and the general public to provide Council with a scope of work for the South 8th Street project. South 8th Street was originally to be resurfaced with asphalt in 2015, however, geo-technical testing results identified the base of the roadway was not sufficient to accommodate the life span of a new asphalt layer, 20 + years. As a result, the decision was to rebuild the road and consider other alternatives for road enhancements. After a series of public meetings and council work sessions, direction was given to staff and Davis Engineering to proceed with design work and to seek bids. Bids were due on May 25th.

At a Special Meeting on June 9th, the Town Council voted to move forward with the project with all 5 additives with Cooley and Sons being the apparent low bidder. The cost breakdown was as follows:

Base Bid with all 5 Additives:	\$1,809,364
Design & Engineering Costs:	\$ 175,736
5% Contingency:	\$ 99,255
TOTAL	\$2,084,355

The Town Council also directed staff to come back with options to pay for the project through lease purchase financing. There are essentially 2 options for financing the project through a lease purchase formula. The following information describes the differences between the Bank Placement and a Public Offering:

	<u>Bank Placement</u>	<u>Public Offering</u>
<u>Legal Work</u>	Requires governing and authorizing documents only.	Also requires investor disclosure document Called an "Official Statement" (OS).
<u>Timing</u>	4-6 weeks from award to close.	6-8 weeks from award to close.
<u>Interest Rate</u>	Fixed for a maximum of 10 years; Reset for another 5 or 10 years depending on length of amortization. Rate is fixed during documentation to closing.	Fixed as the time of bond sale after documents are drafted. Rates are fixed up to 20-25 years. Rate is determined when bonds are sold.
<u>Prepayment</u>	Generally more flexible; prepayment May be limited within first 5 years, flexible thereafter.	Generally restricted to a traditional 10 yr call. Principal may be paid off at the call or refinanced once prior to the call date.

<u>Upfront Costs</u>	Generally less than a public offering; fewer legal requirements.	Additional upfront costs include the increased Legal fees for drafting the OS, distribution of the OS, and registration fees paid on all public offer bonds.
<u>Covenants</u>	Similar to a public offering	Similar to a bank placement
<u>Legal Structure</u>	Lease-leaseback whereby the Town leases property (collateralizing the financing) to a leasing trust and leases it back, repaying the lease obligation.	Same as bank placement

FISCAL IMPACT

The fiscal impact can be assessed in different ways. The other factor that comes into play is the ability of the Town to utilize surplus funding in the amount of about \$1 million to use for the project. The second factor is the remaining debt for the Lewis Street project. At present there is about \$540,000 outstanding on the Lewis Street financing. We would have the ability to pay off \$450,000 of that loan in 2016, with the balance of \$89,000 paid on Jan. 1, 2017. The questions before Council are:

1. How much to finance and for how long?
2. Whether to use Town surplus funding as part of this project and, if so, how much?

For financing options, please see Exhibit A.

ATTACHMENTS

- Exhibit A: Sample Financing Options Summary

RECOMMENDATIONS

Possible actions by the Town Council include:

- 1) **Move to finance the South 8th Street Project through a lease purchase BANK PLACEMENT methodology in the amount of \$_____ for a period of 10 years (with / without) a 5 year interest rate reset after 10 years.**
- 2) **Move to finance the South 8th Street Project through a lease purchase Public Offering methodology in the amount of \$_____ for a period of 20 years.**
- 3) **Direct Staff.**

**TOWN OF PAGOSA SPRINGS
SOUTH 8TH STREET FINANCING SUMMARY**

BANK PLACEMENT SCENARIOS

<u>Term</u>	<u>5 Yr Reset</u>	<u>Call Date</u>	<u>Amount</u>	<u>Interest</u>	<u>Debt Service</u>	<u>Notes</u>
10 YEARS	NONE	5 YEARS	\$2.1 MILLION	2.65	\$255,000	
10 YEARS	YES	5 YEARS	\$2.1 MILLION	2.65	\$172,000	
10 YEARS	YES	5 YEARS	\$1.745 MILLION	2.65	\$137,000	Project bought down by \$500K

PUBLIC OFFERING SCENARIOS

<u>Term</u>	<u>5 Yr Reset</u>	<u>Call Date</u>	<u>Amount</u>	<u>Interest</u>	<u>Debt Service</u>	
20 YEARS	NO	10 YEARS	\$2.1 MILLION	3.43	\$150,000	
20 YEARS	NO	10 YEARS	\$2.675 MILLION	3.43	\$180,000	Lewis St included in financing
20 YEARS	NO	10 YEARS	\$2.875 MILLION	3.43	\$195,000	Lewis St included and \$195K extra reserve fund

Current Lewis St Annual Debt Service: \$180,000



AGENDA DOCUMENTATION

NEW BUSINESS:V.4

TOWN COUNCIL
JULY 21, 2016

JAMES DICKHOFF, PLANNING DIRECTOR

PROJECT: EAST PHASE OF TOWN TO PAGOSA LAKES TRAIL PROJECT CONSTRUCTION BID AWARD
ACTION: DISCUSSION AND POSSIBLE DECISION

PURPOSE/BACKGROUND

The Town to Pagosa Lakes East Phase Trail project will continue a 10-foot-wide hard surfaced trail west of the Library Trail to 10th Street, and a sidewalk along the east side of 10th Street to the apex of the curve at the elementary School with a cross walk to the School grounds.

Staff and Davis Engineering recently went out to bid for this trail construction project. Bids are due back on July 19th at 2pm. Since the bids were not available at the time of this report, we will provide the bid abstract subsequent to this report via email and at the meeting.

Once a bid is selected for award, we will secure the contractor and initiate the contract process. The construction is intended to begin by mid-August 2016 with completion this construction season.

There was a base bid along potential additive items that included Concrete trail versus Pavement and Trail Lighting.

Base Bid

The Base Bid includes; landscaping treatments, drainage, general preparation for the 10 foot wide trail surface and a 5 foot wide concrete sidewalk along 10th Street. Engineers estimate = \$163,642.00.

Alternative Bid Items

Alternative bid items include:

- 1) Asphalt trail surface versus Concrete Trail surface.

Give the local of the trail, concrete would be the preferable choice, however, given asphalt pricing is currently favorable, we have solicited pricing for both. Engineers estimate range = \$37,000 – \$51,000.

- 2) Preparation for trail lighting.

This item includes the conduit and light base foundations for adding seven (7) lights at a later date. The electrical wire, electrical meter, lights and poles are not included in the alternative bid request. Engineers estimate = \$23,000.00.

ATTACHMENT(S)

Engineers Estimate

FISCAL IMPACT

Budgeted in 2016 = \$315,000.

We will be able to fully utilize the CDOT Transportation Grant Award of \$261,096.00

Town Match if all estimated alternative items are selected = \$64,000.00

Estimated cost to add and install trail lights = \$35,000.

Previously completed Trail along Library = \$55,000.00

RECOMMENDATION

Possible actions by Council include:

- 1) Move to approve the lowest and best bidder for the project for only the base bid construction.
- 2) Move to approve the low bidder and best for the project for the base bid and selected additive items.

**MULTI-USE TRAIL & SIDEWALK (8TH TO 10TH STREET)
TOWN OF PAGOSA SPRINGS**

Project No.: STE M016-025 Project Code: 18307

Cost Estimate

Prepared May 26, 2016

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	ENGINEERS ESTIMATE	
				UNIT PRICE	EXTENSION
201-00001	CLEARING & GRUBBING	ACRE	0.85	\$ 1,500.00	\$ 1,275.00
202-00220	REMOVAL OF ASPHALT MAT	S.Y.	932	\$ 3.00	\$ 2,796.00
202-00250	REMOVAL OF PAVEMENT MARKING	S.F.	270	\$ 1.00	\$ 270.00
202-00810	REMOVAL OF GROUND SIGN	EACH	6	\$ 50.00	\$ 300.00
203-00060	EMBANKMENT (CIP)	C.Y.	1,340	\$ 10.00	\$ 13,400.00
203-00100	MUCK EXCAVATION	C.Y.	310	\$ 15.00	\$ 4,650.00
203-01597	POT HOLING	HR.	8	\$ 250.00	\$ 2,000.00
207-00205	TOPSOIL	C.Y.	220	\$ 25.00	\$ 5,500.00
207-00210	STOCKPILE TOPSOIL	C.Y.	60	\$ 8.00	\$ 480.00
208-00004	SILT BERM	L.F.	420	\$ 3.00	\$ 1,260.00
208-00008	EROSION LOG (9 INCH)	L.F.	420	\$ 4.00	\$ 1,680.00
208-00020	SILT FENCE	L.F.	1,025	\$ 3.00	\$ 3,075.00
208-00045	CONCRETE WASHOUT STRUCTURE	EACH	1	\$ 800.00	\$ 800.00
208-00070	VEHICLE TRACKING PAD	EACH	1	\$ 2,500.00	\$ 2,500.00
208-00103	REMOVAL AND DISPOSAL OF SEDIMENT (LABOR)	HR.	25	\$ 50.00	\$ 1,250.00
208-00206	EROSION CONTROL MANAGEMENT	DAY	26	\$ 175.00	\$ 4,550.00
210-00810	RESET GROUND SIGN	EACH	3	\$ 250.00	\$ 750.00
212-00006	SEEDING (NATIVE)	ACRE	0.52	\$ 1,500.00	\$ 780.00
212-00032	SOIL CONDITIONING	ACRE	0.52	\$ 2,000.00	\$ 1,040.00
213-00003	MULCHING (WEED FREE)	ACRE	0.46	\$ 500.00	\$ 230.00
213-00061	MULCH TACKIFIER	LB.	92	\$ 3.00	\$ 276.00
213-00705	LANDSCAPE BOULDER (SPECIAL)	EACH	5	\$ 250.00	\$ 1,250.00
214-00225	DECIDUOUS TREE (2.5 INCH CALIPER)	EACH	13	\$ 500.00	\$ 6,500.00
214-00320	DECIDUOUS SHRUB (2 GALLON)	EACH	36	\$ 30.00	\$ 1,080.00
214-00350	DECIDUOUS SHRUB (5 GALLON)	EACH	66	\$ 40.00	\$ 2,640.00
216-00042	SOIL RETENTION BLANKET (BIOD. S/C)	S.Y.	430	\$ 3.00	\$ 1,290.00
240-00000	WILDLIFE BIOLOGIST	HR.	15	\$ 100.00	\$ 1,500.00
250-00010	ENV. HEALTH/SAFETY MANAGEMENT PLAN	L.S.	1	\$ 2,500.00	\$ 2,500.00
304-02005	AGGREGATE BASE COURSE (CL. 2)	C.Y.	310	\$ 35.00	\$ 10,850.00
403-00720	HOT MIX ASPHALT (PATCHING) (ASPH.)	TON	25	\$ 200.00	\$ 5,000.00
420-00112	GEOTEXTILE (DRAINAGE) (CLASS 1)	S.Y.	600	\$ 3.50	\$ 2,100.00
506-00010	RIPRAP (SPECIAL)	C.Y.	115	\$ 50.00	\$ 5,750.00
506-00206	RIPRAP (6 INCH)	C.Y.	9	\$ 60.00	\$ 540.00
506-01020	GEOGRID REINFORCEMENT	S.Y.	300	\$ 4.00	\$ 1,200.00
603-10120	12 INCH CORRUGATED STEEL PIPE	L.F.	40	\$ 45.00	\$ 1,800.00
603-30012	12 INCH STEEL END SECTION	EACH	2	\$ 200.00	\$ 400.00
607-11525	FENCE (PLASTIC)	L.F.	200	\$ 3.00	\$ 600.00
608-00005	CONCRETE SIDEWALK (SPECIAL)	S.Y.	133	\$ 50.00	\$ 6,650.00
608-00012	CONCRETE CURB RAMP (SPECIAL)	S.Y.	25	\$ 54.00	\$ 1,350.00
608-00026	CONCRETE BIKEWAY (6 INCH) (SPECIAL)	S.Y.	25	\$ 55.00	\$ 1,375.00
609-21900	CURB AND GUTTER TYPE 2 (SPECIAL)	L.F.	380	\$ 23.00	\$ 8,740.00
614-00011	SIGN PANEL (CLASS 1)	S.F.	2,25	\$ 20.00	\$ 45.00
614-01502	STEEL SIGN POST (2-IN. RD.) (PO. \$ SOCK)	L.F.	11	\$ 20.00	\$ 220.00
625-00000	CONSTRUCTION SURVEYING	L.S.	1	\$ 15,000.00	\$ 15,000.00
626-00000	MOBILIZATION	L.S.	1	\$ 5,000.00	\$ 5,000.00
626-01000	PUBLIC INFORMATION SERVICES	L.S.	1	\$ 1,000.00	\$ 1,000.00
627-00005	EPOXY PAVEMENT MARKING	GAL.	4	\$ 300.00	\$ 1,200.00
630-XXXXX	CONSTRUCTION ZONE TRAFFIC CONTROL	L.S.	1	\$ 10,000.00	\$ 10,000.00
F/A	FUEL COST ADJUSTMENT			\$ 1,700.00	\$ 1,700.00
F/A	ENVIRONMENTAL HEALTH/SAFETY MANAGEMENT			\$ 2,500.00	\$ 2,500.00
F/A	MINOR CONTRACT REVISIONS			\$ 15,000.00	\$ 15,000.00
BASE BID SUBTOTAL					\$ 163,642.00

ALTERNATE 1 - CONCRETE AND ASPHALT TRAIL

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENSION
304-06007	AGGREGATE BASE COURSE (CL. 6)	C.Y.	343	\$ 40.00	\$ 13,720.00
602-00000	REINFORCING STEEL	LB.	2,983	\$ 0.90	\$ 2,684.70
608-00040	CONCRETE BIKEWAY (SPECIAL)	S.Y.	175	\$ 45.00	\$ 7,875.00
608-01500	BITUMINOUS BIKEWAY	TON	95	\$ 130.00	\$ 12,350.00
ALTERNATE 1 SUBTOTAL					\$ 36,629.70

ALTERNATE 2 - CONCRETE TRAIL

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENSION
304-06007	AGGREGATE BASE COURSE (CL. 6)	C.Y.	322	\$ 40.00	\$ 12,880.00
602-00000	REINFORCING STEEL	LB.	6,556	\$ 0.90	\$ 5,900.40
608-00040	CONCRETE BIKEWAY (SPECIAL)	S.Y.	703	\$ 45.00	\$ 31,635.00
ALTERNATE 2 SUBTOTAL					\$ 50,415.40

ADDITIVE ITEMS - PREPARATION FOR TRAIL LIGHTING

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENSION
602-00000	REINFORCING STEEL	LB.	297	\$ 0.90	\$ 267.30
613-00200	2 INCH ELECTRICAL CONDUIT	L.F.	650	\$ 12.00	\$ 7,800.00
613-40012	LIGHT STD. FOUNDATION (SPECIAL)	EACH	7	\$ 2,000.00	\$ 14,000.00
625-00001	CONSTRUCTION SURVEYING	HR.	4	\$ 250.00	\$ 1,000.00
ADDITIVE ITEM SUBTOTAL					\$ 23,067.30

POTENTIAL PROJECT AWARD SCENARIOS

BASE BID + ALTERNATE 1 TOTAL	\$ 200,271.70
BASE BID + ALTERNATE 2 TOTAL	\$ 214,057.40
BASE BID + ALTERNATE 1 + ITEM 613-00200 TOTAL	\$ 208,071.70
BASE BID + ALTERNATE 2 + ITEM 613-00200 TOTAL	\$ 221,857.40
BASE BID + ALTERNATE 1 + ALL ADDITIVE ITEMS TOTAL	\$ 223,339.00
BASE BID + ALTERNATE 2 + ALL ADDITIVE ITEMS TOTAL	\$ 237,124.70

NOTE: The cost estimate above represents the best judgment of the Engineer as a design professional familiar with the construction industry. The Engineer in no way guarantees that bids, proposals, or construction costs will not vary from the prepared estimate.



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**PAGOSA SPRINGS SANITATION GENERAL
IMPROVEMENT DISTRICT MEETING AGENDA
THURSDAY, JULY 21, 2016
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 July 5, 2016 Meeting Minutes**
 - 2. Approval of June Financial Statement and Accompanying Payments**
- V. REPORTS TO BOARD**
 - 1. Sanitation District Report**
 - 2. PAWSD/Pipeline Update Report**
- VI. NEXT BOARD MEETING AUGUST 2, 2016 AT 5:00PM**
- VII. ADJOURNMENT**



AGENDA DOCUMENTATION

REPORTS TO BOARD: V.1

PAGOSA SPRINGS SANITATION BOARD OF DIRECTORS

JULY 21, 2016

FROM: GENE TAUTGES, SANITATION SUPERVISOR

PROJECT: SANITATION DISTRICT REPORT

ACTION: DISCUSSION

ADMINISTRATIVE

Staff is currently working with FEI Engineering on the design of the overflow vault and other aspects of the Small Community Grant Program. This project consists of a few sub tasks which include:

1. Design, state approval, bidding process, and construction of an over flow vault at PS #1. This vault will allow approximately 24 hours of storage at today's flows. The design will include a screened access lid allowing the District to dump the contents of its sewer vacuum truck into the vault without making a mess. Any solid debris will be able to be easily removed. Lagoon cell #3 will be modified and kept in service until this project is complete. Once this structure is completed (anticipated to be in the summer of 2017), the District at its expense, will remove the liner from lagoon cell #3 and dispose of it.
2. The original design of both pump stations did not include a restroom. In the interest of public health and employees who will be working on this equipment, a small restroom will be constructed at both pump stations to allow sanitary conditions for workers.
3. The original construction contract called for a mobile hoist to be installed at both pump stations. Since then the specified hoist would not fit inside the existing buildings so was returned and deleted from the contract. Instead, we intend to construct a permanent hoist inside each pump station as a part of this project. The outside pumps can be removed with the existing PAWSD crane truck which has been tested.
4. The final task in the grant program is installing the SCADA intra-net system on the two new pumping stations as well as the three existing small pump stations. It is our intension to wait until firm bids are received for the overflow vault portion to ensure we have the funding available to do the SCADA portion. This will allow much more secure and reliable monitoring of District facilities.

COLLECTION SYSTEM.

We continue to get requests for new sewer taps into the system, with four currently in the queue as of this writing. Staff is currently doing annual maintenance on the other three smaller stations as well as responding to the numerous line locate requests during this busy construction season. We have also been working closely with CDOT on the McCabe Creek project which will require the relocation of a small portion of the sewer piping near highway 160 and 6th street.

WASTEWATER TREATMENT PLANT

As mentioned previously, the old lagoon treatment system stopped discharging in mid-June. Staff will continue to work on the legal paperwork required by the state to terminate the discharge permit.



AGENDA DOCUMENTATION

REPORTS TO BOARD: V.2

PAGOSA SPRINGS SANITATION BOARD OF DIRECTORS

JULY 21, 2016

FROM: GENE TAUTGES, SANITATION SUPERVISOR

PROJECT: PAWSD/PIPELINE UPDATE REPORT

ACTION: DISCUSSION

UPDATE

Staff has received and approved the lagoon de-commissioning plan from the contractor. The current timeline call for the clearing of the area need to be done between July 15th and 22nd. Mobilization of the subcontractor on site to set up the Biosolids containment bags, and pump the final contents of the lagoons is anticipated the week of July 18th. The final earthwork as specified in the contract to remove the liners from cells #2 & #3 and remove the berms with compaction and grading is scheduled for August 3rd through the 10th. Finally, once the Biosolids has cured and thickened for a few weeks, disposal to the Archuleta County Landfill along with the large liners is scheduled in late August.

Currently, the contractor is finishing up the draining of the liquid from the lagoons in preparation for removal of the thickened Biosolids and cleaning the foot print of the area needed for the thickening process.

The final punch list items and critical spare materials specified in the contract are continuing to be worked upon. Staff has nearly completed the Standard Operating Procedure document which will be used in the training of key PAWSD staff who will fill in while the sanitation supervisor is on vacation.

Another item that was not in the bid but promised to the Colorado Timber Ridge HOA was landscaping around Pump Station #2. I have received 2 bids for this work and the low bid for 10 trees and a drip irrigation system will be awarded to U Can Afford Landscaping for \$4,328.

Respectfully submitted,
Gene Tautges
Sanitation Supervisor