COMMISSION DEVELOPMENT SERVICES
STUDY SESSION
MINUTES

DATE: 6-6-05

COMMISSIONERS PRESENT: Chairman Perry Huston, Vice Chairman David Bowen, Commissioner Alan Crankovich

CDS STAFF PRESENT: Director Darryl Piercy, Assistant Director Allison Kimball, Administrative Assistant Mandy Motes, Planner II Jan Sharar

OTHERS PRESENT:

TOPIC:
1. Comp Plan Update
2. Upper County Vision Plan Draft
3. Use of County Web Site for CDS Information
4. Tillman Creek Rezone, Ordinance 2005-01
5. Unique Permit Applications
6. Building Permit & Inspection Facilitation
7. Plat Notes
8. PAF
9. Budget Amendment
10. Rate Schedule

DISCUSSION:
1. Piercy stated that he had a meeting with CTED reps last week and was given confirmation of action by legislation to extend the Critical Areas Ordinance (CAO) out for another year. Due to the CAO being scheduled out another year, it can then parallel and be part of the Watershed Planning. Piercy stated that we are looking for about $75,000 in grant money for the comp plan update. BOCC asked Piercy to bring a memo 6/7/05 asking for permission to apply for the grant, as Piercy will need a signed letter by the Chair in order to apply for the grant. Piercy also informed the BOCC that he received a new Critical Areas checklist which happens to be the same as the one we are currently using. Piercy also stated that he would like a resolution in regards to the process and scope of the comp plan update to be able to show the public and in order to set the appeal process very early in the review. Commissioner Crankovich clarified that there would be public notification for this process. Piercy confirms there will be. On the resolution, Piercy will hold a meeting with the public to set the scope and then a hearing in front of the BOCC will take place. Piercy said that we are on top of the process according to CTED and ahead of the game and stated that he feels good about where we are at. Commissioner Huston stated that in 2006 we will have a Public Benefit Rating System (PBRS) and he will be working on developing one.
2. Piercy asked the Commissioners if they had any comments on the Upper County Vision Plan Draft and he stated that it will be presented to the Conference of Government on the 22nd of this month. Piercy stated that all of the major issues brought forth by the Upper County have already been presented to the BOCC and have been addressed. BOCC wants time to review the draft and will get back to Piercy with any feedback.

3. Piercy listed items that he would like to get on the county website such as inspection requests, inspection schedule, building permit data, and a comp plan update page. He is looking for ways to keep the public informed, and by having this information on the website we hope to reduce the phone calls for these items and in turn be able to answer more of the incoming calls that we are currently not able to answer.

4. Piercy discussed the Tillman Creek Rezone, Ordinance 2005-01 that was recently passed. It has three tax parcels numbers and if you add them up they equal 60 acres. However, the application states that the rezone is 240 acres. A BLA had taken place and finalized back in August of 2004. The tax parcel numbers were transferred from the old parcels to the new parcels, going from 3 acre pieces to 20 acre pieces. All items in the hearing process were addressed on all of the 240 acres. We denied a short plat on another piece in that area. Piercy says we will probably get appealed. Commissioner Huston said he will only amend the ordinance at a public hearing. BOCC agrees that it will go back to the public hearing process. Commissioner Huston also commented that it is not an administrative decision.

5. Piercy stated that in regards to unique permit applications such as the Suncadia Lodge and the WildHorse Wind Farm, that neither one is accounted for in the adopted budget or budget amendment. Piercy believes it will come in this year. The permit fee is expected to be about $150,000. We have had some talk about the review and how to tackle it rather then shipping it out for review and that we could also use some outside consultants. Piercy also stated that we also have not included it in our revenue. Commissioner Huston said he would like to see it projected if we have a notion we will be getting it this year. Piercy stated we are still in negotiations regarding the wind farm staffing agreement. However, we have asked for $250,000. Commissioner Huston wants a split on the permit revenue and staffing agreement. $135,000 range for the permit fee. The onsite prep will start in the fall. Piercy said that there is a schedule of review set up and it will be a phasing process.

6. Piercy brought to the Commissioners that he has been approached to hire an outside PE and BI. We would still collect our normal fees and it would allow those who want to spend more money to get through the process faster. We would double check the work that is done outside of our system. Commissioner Huston said all of the people would be directly under us. They would be paid by us thru the applicant. Commissioner Huston also stated that we could bump up the permit fees and hire another person but he isn’t interested in hybriding the process. Piercy also stated that we are having a problem with people not waiting for inspections and going ahead and pouring their foundations. He stated that we may need to bump up our violation fee and the next one will either be a stop work order with an increase in fee and have to redo their
foundation. All BOCC agree the public will not hire their own inspectors, we will do them.

7. Piercy stated that there was a plat that was approved, not appealed, but requires that an easement be recorded before the plat is finalized. Piercy said that he can't find any reason as to why the easement should be granted. It is serving 2 lots and until the plat is approved, there is nothing to tie an easement to. We would have to change the road standards in order to comply. Commissioner Huston said to be consistent with our codes we can amend the preliminary plat. Commissioner Bowen asks if it is the same ownership on both sides. Piercy stated it is not.

8. Piercy stated that an evaluation was completed a few days prior to an employee giving his 2 week notice and he met the requirements for an increase and a new PAF to be completed. Question is whether or not to process the PAF since the employee has resigned and the PAF was not processed before him leaving. BOCC said that he is gone and the payout is complete so no increase will be given.

9. In regards to the budget amendment, Commissioner Huston asks how much we have reduced our budget from the prior year. Piercy says that it is not reduced, but things were left out before and with the budget being complete it is only an additional $72,000, but this figure does include the Planner II and the intern which are covered under staffing agreements. Piercy stated that the budget represents a simplified budget process with the Fire Marshall/Code Enforcement being also brought into our budget. Kimball went over the proposed budget. CDS has not yet put increased fees into the budget. Commissioner Huston would like to know where we are with our grants. Piercy says we are still trying to work thru them and that we have some that need updated in order to extend the grant for another year. Commissioner Huston said he is not interested in extending any of the grants. Piercy stated that we need to bring the contracts current to pay for the work that has already been done. Commissioner Bowen says that he thinks we should extend the grants so we can pay the people we owe. Piercy stated that in the future Mandy will be in charge of overseeing the grants. Commissioner Huston would like all grants to be closed out this year.

10. Piercy stated that the permit activity and revenue show that building permit activity is looking good. The numbers are ahead of last year by about 8%. Piercy proposed that he would like to raise the planning fees so we could also start getting a cost recovery on those fees as well as the permit fees. Commissioner Huston says we need to recover expenses if we do increase these fees and take into account Public Works. Piercy said that they charge their own fees. Commissioner Huston wants projected revenue based on activity and 2006 projections or we can phase in the fee increases. Commissioner Huston said that everything is in operations and to have target numbers and we may need to re look at the cost sharing formula. He asked Piercy to bring fees to Study Session next Monday, 6/13/05 based on actual and projections.

**ACTION:**

1. 6/7/05 Piercy will bring letter asking for permission to apply for grant to BOCC
2. None
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<td>BOCC approved website requests</td>
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<td>Public hearing</td>
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<td>None</td>
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<td>None, County will do inspections</td>
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<td>Amend preliminary plat</td>
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<td>No increase on PAF</td>
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<td>None, extend grants by updating paperwork</td>
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<td>10.</td>
<td>Bring fees to study session 6/13/05</td>
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