



**AGENDA  
FOR THE BOARD OF TRUSTEES  
OF THE TOWN OF BUENA VISTA, COLORADO  
January 28, 2020**

**Regular Meeting at 7:00 PM**  
at the Buena Vista Community Center  
Piñon Room – 715 East Main Street, Buena Vista, Colorado

**THE BOARD OF TRUSTEES MAY TAKE ACTION ON ANY OF THE FOLLOWING AGENDA  
ITEMS AS PRESENTED OR MODIFIED PRIOR TO OR DURING THE MEETING, AND  
ITEMS NECESSARY TO EFFECTUATE THE AGENDA ITEMS**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PLEDGE OF ALLEGIANCE**

**IV. AGENDA ADOPTION**

*The Board approves the agenda at the start of the meeting including modifications.*

**V. CONSENT AGENDA**

*Approval of matters that are routine in nature that require review and/or approval, i.e. minutes and reports. (Professional Service Agreements (PSA) that exceed \$25,000.00 require the Consent Agenda to be approved by a Roll Call vote)*

**A. Minutes**

1. Board of Trustees Regular Meeting – January 28, 2020
2. Trails Advisory Board Minutes – October 1, 2019
3. Airport Advisory Board Minutes – November 19, 2019
4. Planning & Zoning Commission – January 8, 2020

**B. Town Clerk Report**

- C. Adoption of Resolution No. 8, Series 2020, entitled “A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPOINTING KELLY COLLINS AS A REGULAR VOTING MEMBER OF THE WATER ADVISORY BOARD.”**

**VI. PUBLIC COMMENT**

*Citizen participation where the public can sign up prior to the start of the meeting in order to speak up to 3 minutes for matters not on the agenda or for agenda items not scheduled for Public Hearing. Neither Town Board nor Town staff should be expected to respond to matters raised in the Public Comment segment of Board meetings. Nevertheless, Board members will always retain the right to ask questions of the speaker and to respond then or at a later time to remarks made by any citizen.*

**VII. BUSINESS ITEMS**

**A. Chaffee County Community Foundation Grant Update – Joseph Teipel**

*Executive Director Joseph Teipel, will review with the Board Chaffee County Community Foundation’s recommendations for the 2020 Buena Vista Community Grant awards.*

**B. Health Disparities Grant**

*Chaffee County Director of Housing Becky Gray will update the Trustees on the Health Disparities Grant Program.*

**This Agenda may be Amended**

Posted at Buena Vista Town Hall, Post Office, and [www.buenavistaco.gov](http://www.buenavistaco.gov) on Friday, January 24, 2020

**C. 2019 Annual Code Enforcement Report**

*Code Enforcement Officer Grant Bryans will review with the Board the 2019 Code Enforcement Department activities.*

**D. 2019 4<sup>th</sup> Quarter Financial Report**

*The Board will receive information on the 2019 4<sup>th</sup> Quarter Financial Report from Treasurer Stoke.*

**VIII. STAFF REPORTS**

1. Town Administrator
2. Town Treasurer
3. Principal Planner

**IX. TRUSTEE/STAFF INTERACTION**

*The Board discusses items with staff and staff can bring up matters not on the agenda.*

**X. ADJOURNMENT**



**MINUTES OF THE BUENA VISTA BOARD OF TRUSTEES**  
**Pinon Room, Community Center 715 E. Main Street**  
**Tuesday, January 14, 2020**

**MINUTES OF THE MEETINGS OF THE BOARD OF TRUSTEES ARE A TRANSCRIPT OF THE GOVERNING BODY'S ACTIONS RATHER THAN A VERBATIM RECORD OF DELIBERATIONS.**

**Work Session – 6:00 pm - Discussion regarding Recreational Vehicles (RVs) and camping uses in the Town of Buena Vista**

In attendance for the Work Session were Mayor Lacy, Trustees Lawanna Best, Libby Fay, Mark Jenkins, Cindie Swisher, and David Volpe. Also present were Town Administrator Phillip Puckett, Code Enforcement Officer Grant Bryans, Principal Planner Mark Doering, and Town Clerk Paula Barnett.

Town Administrator Phillip Puckett and Code Enforcement Officer Grant Bryans reviewed with the Board that the intent of the work session is to follow up with the discussions held in 2019, and to get Trustees' feedback on Staff's preliminary recommendations on how best to comprehensively address RV and Camping use in Town limits.

Bryans reviewed that a multi-tiered process may be the best way to approach the overall use of RVs and camping in Town since one specific code cannot address the different types of uses, while adhering to the intent of the code. The proposals are not intended to stop camping, but to help guide the different types of uses in the future so they do not become a nuisance.

Bryans recommended that transient camping be addressed by increasing enforcement in known problem areas, improving signage to help with awareness, directing transient campers to local camp grounds or public lands where camping is allowed, and citing violators when necessary.

Bryans reviewed Staff's recommendation for seasonal camping, which is to make the use legal. This will necessitate changing the zoning requirements in the Unified Development Code to allow seasonal camping in the Industrial Zone (I), with a temporary use permit (TUP). With this change, staff can ensure that any camping in this district takes place within a framework of safeguards that protect the surrounding areas from any nuisances. Individuals in charge of seasonal camping areas will be required to have screening in place, to address potential impacts

to water and sanitation, to establish firm start and stop dates, and to provide a point of contact to Town staff. Staff is also recommending seasonal camping only be allowed on the same or abutting parcel as the main commercial property to ensure that parcels in the industrial zone do not become a campsite.

Bryans reviewed Special Event camping would allow for camping on public property through a permit process with safeguards in place that would hold the event(s) to a standard that would mitigate impacts to programming and infrastructure. The permitting process would have setback requirements from neighboring properties, limit the number of permits issued per event, limit the number of days camping is allowed per event, and allow for consideration of impacts to the neighborhood prior to issuance of the permit.

Bryans reviewed with the Trustees that staff is not looking at banning RV camping or making it difficult for private property owners to enjoy the use of their property. He stated that RVs have value to the community, but are responsible for the majority of nuisance violations. Bryans recommended adding a permit process for RV camping on private property. The intent of the permit would be to establish an easy application process with minimal impacts to the property owner, and to provide Staff with a way to inspect and monitor the use. A time frame limiting the duration during which a RV can be occupied will allow citizens and their guests to enjoy the use of their RV while ensuring that no RV will be used as a full-time residence. Bryans is proposing to change the limit on days a RV can be used for camping from 14 days within a 60 day timeframe, to 21 days per calendar quarter. To address the need to allow "kids to camp in the backyard," residents of a property can camp on the property without a permit. Bryans stated there would not be a fee for the permits, and the Board suggested a nominal fee should be considered to compensate for staff time.

Bryans stated the permit process addresses the use of RVs, but does not define truly the storage of the RV. Recreational vehicles that are stored in a manner that appears to be occupied with its pop outs deployed, and/or having the RV plugged in gives the appearance of it being occupied which presents a unique challenge to enforcing Town Code.

Staff will work with the Town Attorney to draft ordinances to reflect the procedures discussed for the Trustees to review and approve.

A regular meeting of the Board of Trustees was called to order by Mayor Duff Lacy, at 7:00 pm, Tuesday, January 14, 2020 at the Buena Vista Community Center, Pinon Room, 715 E. Main Street, Buena Vista, Colorado having previously been noticed in accordance with the Colorado Open Meetings Law.

**ROLL CALL**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Duff Lacy	Mayor	Present
Lawanna Best	Trustee	Present
Libby Fay	Trustee	Present
Mark Jenkins	Trustee	Present
Norm Nyberg	Trustee	Present
Cindie Swisher	Trustee	Present
David Volpe	Trustee	Present

**Town Staff Present:**

Town Administrator Phillip Puckett  
 Treasurer Michelle Stoke  
 Police Chief Jimmy Tidwell  
 Recreation Director Earl Richmond  
 Code Enforcement Officer Grant Bryans

Town Attorney Jeff Parker  
 Principal Planner Mark Doering  
 Fire Chief Dixon Villers  
 Public Works Direct Shawn Williams  
 Town Clerk Paula Barnett

**PLEDGE OF ALLEGIANCE**

Mayor Lacy led the pledge of allegiance.

**PROCLAMATION**

Mayor Lacy read the Proclamation declaring the week of February 3<sup>rd</sup> – February 7<sup>th</sup> as Youth Appreciation Week.

**AGENDA ADOPTION****MOTION NO. 1:**

MOVE TO APPROVE THE AGENDA.

<b>RESULT:</b>	<b>CARRIED</b>
<b>MOVER:</b>	Trustee Fay
<b>SECONDER:</b>	Trustee Best
<b>AYES:</b>	Best, Fay, Jenkins, Nyberg, Swisher, Volpe

**CONSENT AGENDA**

*Approval of matters that are routine in nature that require review and/or approval, i.e. minutes and reports. (Professional Service Agreements (PSA) that exceed \$25,000.00 require the Consent Agenda to be approved by a Roll Call vote)*

**A. Minutes**

1. BoT Regular Meeting – December 10, 2019
2. Recreation Advisory Board Minutes – November 13, 2019
3. Recreation Advisory Board Minutes – December 11, 2019
4. Historic Preservation Commission Minutes – August 7, 2019
5. Historic Preservation Commission Minutes – September 26, 2019
6. Historic Preservation Commission Minutes – October 24, 2019
7. Historic Preservation Commission Minutes – December 5, 2019
8. Planning & Zoning Commission Minutes – December 4, 2019
9. Tree Advisory Board Minutes – November 7, 2019

**B. Tree Advisory Board 2020 Work Plan**

**C. Police Chief Report**

**D. Fire Chief Report**

**E. Town Clerk Report – November 2019**

**F. Adoption of Resolution No. 01, Series 2020 entitled “A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, DESIGNATING THE PLACE FOR THE POSTING OF NOTICES CONCERNING THE MEETINGS OF THE BOARD OF TRUSTEES, THE PLANNING AND ZONING COMMISSION, AND THE TOWN ADVISORY BOARDS.”**

**G. Adoption of Resolution No. 02, Series 2020 entitled “A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO REAFFIRMING THOSE PERSONS WHO ARE AUTHORIZED TO SIGN ON TOWN BANK ACCOUNTS.”**

**H. Adoption of Resolution No. 03, Series 2020 entitled “A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, SETTING THE TERMS FOR APPOINTED MEMBERS OF THE TOWN OF BUENA VISTA TRAILS ADVISORY BOARD, RE- APPOINTING PAT McCARTHY, LOIS WALTON, AND ALEXANDER WARE AS REGULAR VOTING MEMBERS OF THE TRAILS ADVISORY BOARD.”**

**I. Adoption of Resolution No. 04, Series 2020 entitled “A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, SETTING THE COMMENCEMENT OF TERMS FOR APPOINTED MEMBERS OF THE TOWN OF BUENA VISTA HISTORIC PRESERVATION COMMISSION, APPOINTING SUZY KELLY, MELANIE ROTH, VIC KUKLIN AND DAN COURTRIGHT AS REGULAR MEMBERS, AND JO REESE AS AN ALTERNATE MEMBER OF HISTORIC PRESERVATION COMMISSION.”**

- J. Adoption of Resolution No. 05, Series 2020 entitled **“A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, RE-APPOINTING JOY DUPREY AND JENNIFER WRIGHT AS REGULAR VOTING MEMBERS OF THE BEAUTIFICATION ADVISORY BOARD.”**
- K. Adoption of Resolution No. 06, Series 2020 entitled **“A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPOINTING CRAIG BROWN AS A REGULAR VOTING MEMBER OF THE PLANNING AND ZONING COMMISSION.”**

Trustee Swisher stated she would like to continue to have all agendas posted at the Post Office, and thanked the community members who volunteer to serve on the Town Advisory Boards and Commissions.

**MOTION NO. 2:**

MOVE TO APPROVE THE CONSENT AGENDA, AMENDING RESOLUTION NO. 1 TO INCLUDE AGENDAS BE POSTED AT THE POST OFFICE.

<b>RESULT:</b>	<b>CARRIED</b>
<b>MOVER:</b>	Trustee Jenkins
<b>SECONDER:</b>	Trustee Swisher
<b>AYES:</b>	Best, Fay, Jenkins, Nyberg, Swisher, Volpe

**PUBLIC COMMENT**

Rebecca Hinds, 208 S. Pleasant Avenue, Buena Vista, stated that in full disclosure, she is a member of Chaffee Housing Trust, and that she is not speaking on their behalf, but as a resident of Buena Vista. Hinds expressed with the growth that is occurring in town and the number of short-term rental properties versus long-term rental properties, she is concerned that the sense of community, and strong, friendly neighborhoods will be lost. Hinds would like to request the Trustees have a work session to explore options to limit the number of short-term rentals within the town limits.

Pam Kelly, 16903 County Road 325, Buena Vista, gave the Trustees an update on the Buena Vista Community Ice Rink which included plans for building a natural ice rink on the sand volleyball court, and in the future pouring a large cement pad that would be used as an ice rink in the winter, and a multiple purpose outdoor location during summer.

**BUSINESS ITEMS**

**Public Hearing** – Consider approving the issuance of a Hotel & Restaurant Liquor License to The Dish and the Spoon, Inc. dba Spark Provisions.

Town Clerk Paula Barnett reviewed with the Board that on November 15, 2019, The Dish and the Spoon, Inc. dba Spark Provisions, 410 E. Main Street, Buena Vista, managing members Justine Witherspoon and Seth Witherspoon, 30570 Overlook Run, Buena Vista, submitted an application for a Hotel & Restaurant Liquor License with concurrent review by the Colorado Department of Revenue Liquor Enforcement.

Spark Provisions will be an events center/meeting site that will provide catering services and liquor. The Witherspoons will also offer themed specialty dinners, and a membership based program which provides freshly prepared meals To Go. A kitchen trailer will be located on the property within the next 90 days, and the unit is required to meet all Chaffee County Building Department and Environmental Health Department's codes and to pass final inspections.

The appropriate fees have been paid, and the application was set for public hearing on January 14, 2020, with notice of the hearing published in the Chaffee County Times on December 26, 2019, and posted on the property on December 19, 2019. Backgrounds checks were submitted for Justine Witherspoon and Seth Witherspoon, and satisfactory results were received from Colorado Bureau of Investigation and Federal Bureau of Investigation.

The building plans and specifications are a true representation of the facilities, and the premises comply with applicable zoning, building, health, and fire regulations. The Fire Chief, Police Chief, Principal Planner, and Code Enforcement Officer have given their approval for the license. Wano Urbonas, Chaffee County Environmental Health Specialist/Manager, has given his approval for Spark Provisions to perform limited food operations until the kitchen trailer is complete.

Proof of possession of the premises has been provided. A Needs and Desires of the Neighborhood petition was circulated and the required number of signatures was obtained. This liquor license and its relation to the location of the building is in compliance with Ordinance #5, Series 2006 which reduced the distance restriction found in C.R.S. §44-3-313(111)(e) from the Avery Parsons Elementary School and Chaffee County High School for Hotel & Restaurant Licenses from 500 feet to 150 feet.

Barnett stated the application is complete and meets Colorado Department of Revenue Liquor Code requirements, and recommended the Trustees approve the Hotel & Restaurant Liquor License application for The Dish and the Spoon, Inc., dba Spark Provisions, managing members Justine and Seth Witherspoon.

Justine Witherspoon reviewed with the Trustees that Spark Provisions is small private events location that will provide catering, themed dinners, and a membership based program which will provide freshly prepared meals To Go. Due to the size of the building, which has an occupancy limit of 50 people, a tent will be set up to provide additional seating.

No Public Comment was received.

**MOTION NO. 3:**

MOVE TO APPROVE THE ISSUANCE OF A HOTEL & RESTAURANT LIQUOR LICENSE TO THE DISH AND THE SPOON, INC. DBA SPARK PROVISIONS.

<b>RESULT:</b>	<b>CARRIED</b>
<b>MOVER:</b>	Trustee Swisher
<b>SECONDER:</b>	Trustee Nyberg
<b>AYES:</b>	Best, Fay, Jenkins, Nyberg, Swisher, Volpe

**End-of-year update on building activity in Chaffee County**

Dan Swallow, Director of Development Services, Chaffee County Building Department reviewed with the Trustees that 2019 was another year of record setting permit activity throughout the county in terms of the number of single family dwelling (SFD) permits issued, and it was also another record setting year in terms of the total number of permits issued. In 2019 the County issued 294 SFD permits breaking the previous record of 283. Additionally, the County issued 3,756 permits countywide which broke the previous all-time record of 3,410 permits set in 2016, and 2019 was another year of sustained growth in permit activity for Buena Vista as well.

Swallow reviewed with the Board the number of single family dwelling permits issued, and the number of permits countywide and by municipality the past nine years.

	<b>Single Family Dwelling Permits</b>				
	<i>County:</i>	<i>Salida:</i>	<i>Buena Vista:</i>	<i>Poncha Springs:</i>	<i>Total:</i>
2019	128	36	79	51	294
2018	127	77	57	22	283
2017	109	61	18	39	227
2016	119	75	24	43	261
2015	88	42	12	15	157
2014	64	30	13	7	114
2013	61	24	11	3	99
2012	54	22	9	6	91
2011	46	6	9	2	63
2010	76	1	12	2	91

**Total Number of Permits Issued:**

	<i>County:</i>	<i>Salida:</i>	<i>Buena Vista:</i>	<i>Poncha Springs:</i>	<i>Total:</i>	<i>% increase over prior year</i>
2019	1785	1034	560	377	3756	15.18%
2018	1618	929	526	188	3261	9.76%
2017	1482	899	390	200	2971	(12.87%)
2016	1831	1059	306	214	3410	28.68%
2015	1414	840	229	167	2650	17.46%
2014	1256	678	238	84	2256	28.91%
2013	936	570	180	64	1750	1.04%
2012	1053	459	170	50	1732	3.77%
2011	1034	399	190	46	1669	18.12%
2010	900	333	149	31	1413	

165.82% increase since 2010

Swallow reviewed with the Trustees that Phase 1- Building A of the Buena Vista School project is completed with the exception of exterior site work. The County has given permission to occupy the building and demolition for Phase 2 will begin this month followed by the construction of Building Area B.

Swallow updated the Board on county staffing and certifications, and that he and his team have been working with Mark Doering and Joel Benson on the Planning Intergovernmental Agreement (IGA).

### **Browns Canyon National Monument**

Town Administrator Puckett requested the Trustees to allow Reed Dils, Board President of Friends of Browns Canyon to speak regarding his request for a Letter of Support from the Board for the Browns Canyon National Monument Management Plan.

Dils reviewed the public comment period for the Browns Canyon National Monument Draft Resource Management Plan ended January 2<sup>nd</sup> although Town comments can still be made this month. Dils reviewed the letter of support should identify three priority issues which are:

1. The agencies should balance access for recreation with conservation of national monument resources, objects, and values.
2. The agencies should prioritize protection of the monument's sensitive wildlife.
3. The agencies should manage for increased recreation, ensuring access is available and sustainable.

The Board will discuss authorizing the Mayor to sign the letter of support during Trustee/Staff Interaction.

**Public Parking Update**

Puckett reviewed with the Board that over the past few years there has been an increase in the number of people parking downtown due to the greater number of visitors, growth in local population, and new/additional uses in the area (events, hotels, bars, and other businesses), and that this trend is expected to continue in 2020 and the future.

Puckett stated at the end of 2019 the Public Works team put a new seal coat and striping pattern on the leased railroad right-of-way parking lots which added 15 additional spots and improves the traffic flow. Public Works will also be designating the (4) 15 minute parking spots and placing new signs in January.

Puckett reviewed Staff is exploring a License Agreement with the Buena Vista School District to use their parking lot directly north of the School District administrative building. Town would utilize this parking lot during peak summer (end of May through early September). With proper signage from Main Street, this lot would accommodate overflow parking which would help with events and regular summer traffic. The license fee Town would pay the School each year would come out of the revenue collected from patio encroachments and fees in lieu of parking.

Puckett stated Staff is also exploring allowing overnight parking on the north lot in the railroad right-of-way, thereby adding some formal overnight parking which will help with the increase in overnight uses (hotels, bars, late night entertainment). Staff would determine proper signage for the area, and establish enforcement procedures to prevent this area from being used for camping.

Staff has also been in discussions with the Farmers Market about their potential use of the north lot for their events in 2020. Staff would need to plan this out to minimize impacts from people parking in the area, and signage would be important.

Mayor Lacy commented that people are already parking in the lot by the school administration building and asked why Town should pay for something that is already being used. Puckett stated it would be intentional use versus accidental use, and with signage more people will use the lot. Mayor Lacy also expressed concern with the quality of the surface of the parking lot, and stated that it should be maintained by the school district if Town is paying a fee for the use.

Trustee Nyberg suggested also discussing with the school using the parking lot that is north of the lot that is being considered.

Staff will continue to pursue the License Agreement with the Buena Vista School District.

### Amendment to the 2020 Budget

Treasurer Stoke stated that a request is being made to correct a calculation on the totals of the 2020 Budget. The entry appeared on the spreadsheet but did not calculate into the summation box, which was not expanded to include the new line.

#### MOTION NO. 4:

MOVE TO APPROVE RESOLUTION NO. 7 AMENDING THE 2020 BUDGET AND APPROPRIATING FUNDS.

<b>RESULT:</b>	<b>ROLL CALL</b>	<b>CARRIED</b>
<b>MOVER:</b>		Trustee Best
<b>SECONDER:</b>		Trustee Jenkins
<b>AYES:</b>	Best, Fay, Jenkins, Nyberg, Swisher, Volpe	

#### STAFF REPORTS

1. Town Administrator - Highlights of the report in the packet were reviewed and Puckett responded to Trustee comments and questions.

Puckett discussed with the Trustees scheduling a joint meeting with the Buena Vista Sanitation Board. The Trustees agreed they prefer to meet in late April or May.

2. Town Treasurer - Highlights of the report in the packet were reviewed and Stoke responded to Trustee comments and questions.

3. Airport Manager - Highlights of the report in the packet were reviewed and Wyles responded to Trustee comments and questions.

4. Public Works Director - Highlights of the report in the packet were reviewed and Williams responded to Trustee comments and questions.

5. Recreation Director - Highlights of the report in the packet were reviewed and Richmond responded to Trustee comments and questions.

#### TRUSTEE/STAFF INTERACTION

Trustees and Staff reported on or commented about recent and upcoming events, activities and topics.

Trustee Swisher shared several people have contacted her regarding the lack of snow removal, and mentioned two houses that may be in violation of ordinances related to maintaining

property. Puckett reviewed with the Board that when they are contacted by residents regarding maintenance of streets, parks, or code enforcement, to have the parties contact Town Hall or Public Works and they will be directed to the appropriate department.

Trustee Jenkins stated the upcoming Work Session reviewing the Architectural Guidelines should include members from the Historic Preservation Commission, and Planning and Zoning Commission.

Puckett discussed with the Board changing the order of agenda items when there is not a Public Hearing or presenters, to move Staff Reports after Public Comment. The Board was in agreement with this change.

Puckett reviewed with the Trustees that the Municipal Judge is appointed by the Board in April of even numbered years, and in 2019 the Board gave him direction to prepare a Request for Proposal to determine interest level in the Municipal Buena Vista judge position. Puckett will also send a RFP to Judge Reynolds, the current judge for the Town. Trustee Jenkins will serve on the interview panel.

**MOTION NO. 5:**

MOVE TO AUTHORIZE MAYOR LACY TO SIGN THE LETTER OF SUPPORT FOR THE BROWNS CANYON NATIONAL MONUMENT DRAFT RESOURCE MANAGEMENT PLAN.

<b>RESULT:</b>	<b>CARRIED</b>
<b>MOVER:</b>	Trustee Jenkins
<b>SECONDER:</b>	Trustee Best
<b>AYES:</b>	Best, Fay, Jenkins, Nyberg, Swisher, Volpe

Puckett reviewed with the Board Paws for Leos will be hosting an event on February 1<sup>st</sup> to introduce members of the community to the dogs. Puckett would like Marianne Maes to meet with the Board to discuss the program, how they want to work with the Town, and their possible use of the Town logo.

The Board discussed and agreed to hold a work session related to short term rentals.

**EXECUTIVE SESSION**

“An executive session to hold a conference with the Town's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b), concerning *Lipton v. Buena Vista, et al.*, U.S. District Court Case No. 19-cv-01587-KLM.”

**MOTION NO. 6:**

MOVE TO GO INTO EXECUTIVE SESSION.

<b>RESULT:</b>	<b>CARRIED</b>
<b>MOVER:</b>	Trustee Best
<b>SECONDER:</b>	Trustee Jenkins
<b>AYES:</b>	Best, Fay, Jenkins, Nyberg, Swisher, Volpe

The Board took a 10 minute recess.

The Board went into Executive Session at 9:13 pm. Present for the Executive Session were Mayor Duff Lacy, Trustees Lawanna Best, Libby Fay, Mark Jenkins, Norm Nyberg, Cindie Swisher, and David Volpe, as well as Town Administrator Phillip Puckett, and Town Attorney Jeff Parker.

**MOTION NO. 7:**

MOVE TO ADJOURN FROM EXECUTIVE SESSION AT 9:33 PM.

<b>RESULT:</b>	<b>CARRIED</b>
<b>MOVER:</b>	Trustee Nyberg
<b>SECONDER:</b>	Trustee Fay
<b>AYES:</b>	Best, Fay, Jenkins, Nyberg, Swisher, Volpe

Mayor Lacy announced that he and Trustees Best, Fay, Swisher, Jenkins, Nyberg, and Volpe, the Town Administrator, and the Town Attorney were present for the Executive Session.

**MOTION NO. 8:**

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THAT THE MEETING BE ADJOURNED AT 9:34 PM.

<b>RESULT:</b>	<b>CARRIED</b>
<b>MOVER:</b>	Trustee Nyberg
<b>SECONDER:</b>	Trustee Best
<b>AYES:</b>	Best, Fay, Jenkins, Nyberg, Swisher, Volpe

Respectfully submitted:

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Duff Lacy, Mayor

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Paula Barnett, Town Clerk

**BUENA VISTA TRAILS ADVISORY BOARD**  
**Meeting Minutes**  
**October 1, 2019**  
**Public Works Building**  
**5:30 pm**



Present: Lois Walton, Pat McCarthy, Dave Volpe, Alex Ware, Kelly Collins, Shawn Williams, Earl Richmond

**I. Call to order:** 5:37 pm

**II. Agenda adoption or changes:** No changes.

**III. Approval of August 6, 2019 Minutes:** Alex Ware moved approval of the minutes, Pat McCarthy seconded the motion; motion passed unanimously.

**IV. Public Comment:** No public comment.

**V. REPORTS**

1. Public Works Director: (Shawn Williams)
  - CDOT bridge – working with CDOT; expect more requests for additional information
  - Arkansas River Trail resurfacing (Tony Boone): Completed 1,850 feet to the turn around. The surface is 3/8-inch minus crusher fines. Estimated cost to complete the trail loop (around tennis courts) approximately \$15/linear foot, 5-ft wide, 6 inches deep. \$39,000
  - Whitewater Trail (Earl Richmond) – Repairs completed; Built retaining walls in 8 to 9 spots that had washed out. 14erfest had a service session that helped on the repairs. Need to implement a public communication/education to keep the trail in good shape. Kudos to Public Works to Timberline Landscaping (Taylor Boone).
2. Parks Supervisor (Ryan Harper): No report.
3. Recreation Director: (Earl Richmond): 2020 CIP requests to Town and CTF funds; upcoming grant applications; other
  - Social trails – The rope barricades will not be acceptable. A new river access near the Surf Hotel hopefully will draw people away from social trails. Working on vegetation to make it more difficult to get down to the river. Also will be getting a bid for rock armoring. Have identified other areas where the rope barriers can be used and will be very helpful.
  - Kiosks and signs meeting – goal was to decide where signs should be placed, and a design for a kiosk, making signs consistent between Four Mile and BVSC, and whether to have print maps. Discussed trail etiquette signs.
4. Adopt-a-trail (Lois)
5. County ENVISION report (Lois)
6. Other (All):
  - Trail connectivity is very important
  - Return on investment for building trails has been shown to be valuable.
  - History of trails in BV and connections to trails on Federal lands
  - Present budget request with the vision

**BUENA VISTA TRAILS ADVISORY BOARD**  
**Meeting Minutes**  
**October 1, 2019**  
**Public Works Building**  
**5:30 pm**



- Master plan for trails important in sequencing trail development

**VI. BUSINESS**

1. Budget requests to Town for 2020 Town (all)
  - Further discussion of social trail barriers. Lois approved the expenditure of approx. \$1000.00 for ropes and posts with Shawn's OK. Finalized locations to be determined by Alex and Earl.
  - Lois is making a budget request of \$3500.00 for brochures and mapping.
  - The Board with Tony Boone's input continued to have an in depth discussion of Town Trail plans.
  - Per Tony's rough estimate finishing the River Park ADA loop would cost approx. \$40,000. Lois will ask for \$10,000.00 from Town budget.
  - The goal of continuing to improve and connect B.V. and River Park Trails should be a main focus.
  - Completion of a successful trail system is dependent on consistent funding. Lois will request a line item budget from the Board of Trustees.
2. TAB presentation to Town October 22, 2019
  - Lois, Earl & Phil will meet Thursday Oct. 3rd to work on the Board of Trustees Budget presentation
3. Trail Board Membership: Brad Bosard resigned membership; Nancy Fox applied for membership

**VIII. PROJECT PLANNING /ACTION ITEMS**

1. Meeting dates and time for 2020: bi-monthly starting January 7.

**IX. Adjournment 8:20 pm**

NEXT MEETING: **January 7, 2020**

A handwritten signature in black ink, appearing to read 'Kelly Collins', is written over a horizontal line.

Minutes submitted by Kelly Collins

Minutes approved as written (Date) \_\_01/10/2020\_\_



## Minutes of the Regular Meeting of the Airport Board November 19, 2019

### I. Call to Order / Attendance

A regular meeting of the Airport Board was called to order at 8:30 AM, Tuesday, November 19, 2019, at the Central Colorado Regional Airport, 27960 County Road 319, Buena Vista, Colorado by Chair Dennis Heap. Additional Board Members present were Mal Sillars, Dan Courtright, Bob Dimmitt, Jerry Steinauer, Mark Godonis, and Taylor Albrecht. Airport Manager Jack Wyles was unable to attend due to an early fuel truck delivery

Board members not present were Tom Warren, Mark Muller, and Town Trustee Liaison Dave Volpe.

### II. Pledge of Allegiance

Heap led in the Pledge of Allegiance.

### III. Public Comment

No members of the general public were in attendance.

### IV. Approval of Minutes – October 15, 2019

Sillars moved and Steinauer seconded a motion to approve the minutes of the October 15, 2019 meeting. Unanimously approved.

### V. Reports

#### A. Operations

Heap reviewed the operations report as previously submitted by Wyles prior to the meeting.

The last Agusta helicopter departed October 18. It will be coming back around November 25 for a couple of weeks.

The Reach modular building is still on site with no scheduled date for removal.

The Buena Vista Chamber of Commerce Business After Hours event hosted by the Airport had about 75 attendees. Four tables were set up by local home businesses in the conference room

All vehicles are ready to go for winter operations. The SRE building is also ready with heat now available.

Year-to-date fuel sales are still down, with Jet A off 5.5% and 100LL off 14.2%. However total operations are up 8.8%, persons using the airport up 37.2% and

operations of aircraft over 12,500 pounds are up. These numbers reflect the testing that took place this summer.

**B. Financial**

Other than information previously discuss, there was no further financial report.

**VI. Old Business**

**A. 2020 HAATS Bar-B-Q**

The Optimist Club was approached to see if interested to host next summer's bar-b-q. They require a \$1,000 net in order to take on a new project, and the event is scheduled during a very busy time for them. There may be other organizations that would take on this responsibility.

**B. FAA/CDOT Revised CIP**

Wyles attended the CIP workshop but since he was unable to attend the meeting, there was no further discussion.

**C. Central Colorado UAS Club Drone Park**

Albrecht speaking on behalf of the Club gave the Board an update of the proposed Park. Heap showed the revised layout and discussed the potential impact on the airport. Given the location away from typical airport operations and the existing remote control field, impact is considered to be negligible or non-existent. Pilots using the Park will operate under either FAA Part 107 regulations or Transportation 44809 regulations that require any operations give way to manned operations.

Sillars provided a wind data graph that shows the prevailing direction and velocity of winds at the airport that will help with configuration of the Park

**VII. New Business**

**A. 2019 Annual CDOT Aeronautics Report**

Heap showed a slide with tax revenue disbursements by airport. This is a reflection of fuel sales. Of important note is that, while DIA is up almost 72%, AEJ is up 76.4% and ANK 63.2%. Again this reflects much of the wild land firefighting activity that took place but is also very indicative of the positive benefits of the airports to the community

**B. Airport Advisory Board Members**

Heap reviewed the current composition of the Board and presented an attendance grid. A couple of members have not attended several meetings. While their contributions could be substantial, their lack of attendance is not helpful. Heap will review Town policy regarding Advisory Board attendance requirements.

The election of Board Officers will take place at the January meeting.

**VIII. Other Business**

There was not other business brought before the board.

**A. Adjournment**

Sillars moved and Dimmett seconded a motion to adjourn at 9:15am. Unanimously approved.

The next Board meeting is Tuesday, January 21, 2020, 8:30am at the Airport conference room.

RESPECTFULLY SUBMITTED:



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CHAIR DENNIS HEAP



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SECRETARY TAYLOR ALBRECHT



**Minutes of the Regular Meeting of the  
Buena Vista Planning and Zoning Commission  
January 8, 2020**

**CALL TO ORDER**

A regular meeting of the Planning and Zoning Commission was called to order at 6:00 pm, Wednesday, January 8, 2020 at the Buena Vista Community Center, 715 E Main Street, Buena Vista, Colorado by Chair Preston Larimer. Also present were Vice Chair Lynn Schultz-Writsel, Commissioners Thomas Doumas, Craig Brown, and Alternate Commissioner Tony LaGreca.

Staff Present: Principal Planner Mark Doering and Planning Technician Robin Mesaric-King.

**PLEDGE OF ALLEGIANCE**

Chair Larimer led in the Pledge of Allegiance.

**ROLL CALL**

Mesaric-King proceeded with the roll call and declared a quorum.

**AGENDA ADOPTION**

Larimer called for approval of the agenda. Schultz-Writsel motioned to adopt the agenda as presented, **Motion #1** seconded by Doumas. Motion carried.

**APPROVAL OF MINUTES**

Doumas motioned for approval of the December 4, 2019 minutes as presented. **Motion #2** was seconded by Schultz-Writsel. Motion carried.

**PUBLIC COMMENT**

Public comments opened at 6:02 pm. With no comments, public comment was closed at 6:02 pm.

**NEW BUSINESS**

**Special Use Permit for a Hotel**

Cheryl Richmond representing Sharon Young for the property located at 300, 302, and 304 East Main Street. She explained that the special use permit was for the hotel on the 2<sup>nd</sup> floor of the building, where the proposed tenant spaces are located within the building, how the proposed use applies to the Comprehensive Plan, what agencies they will be complying with, how many guest rooms will be present, possible impacts on neighborhoods, the fee in lieu they will pay, along with parking locations, lighting and encroachments. She outlined the changes that would be made to the building.

Doering gave a presentation on the proposed 13 room hotel in a 13,182 sq. ft. mixed use building. He explained the reasons a special use permit and major site plan review are required. Doering showed the location, adjoining property, zoning designation (and the surrounding property), pictures of the exterior, the location of the mechanical screening, the additional alley parking locations, the parking fee in lieu, the proposed layout of the interior, and stair locations. He explained criteria for approval of the special use permit and the Major Site Plan Review per the Unified Development Code. Doering outlined the Town's recommended conditions for approval of the special use permit and the Major Site Plan.

LaGreca inquired on the Unified Development Code requirements for screening and Doering clarified. Larimer discussed the reasons for a special use permit and the parking situation. Doering discussed the parking calculations for MU-MS and the Commission generally discussed the public parking on East Main Street and North Railroad Street. They inquired on whether the wall openings on the Railroad Side were original, and Doering clarified.

### **Special Use Permit**

Schultz-Writsel motioned to approve the Special Use Permit in the MU-MS Zoning District for a 13-unit hotel located at 300, 302, and 304 E. Main Street with the following conditions:

1. The Owner shall provide a one-time fee in lieu of parking for five vehicle spaces totaling \$5,000.00 to the Town of Buena Vista within 30 days of the Special Use Permit being approved. The property is not subject to any additional parking requirements for the building located at 300, 302, and 304 E. Main Street.
2. The Owner shall instruct all visitors and tenants that overnight parking is not allowed on East Main Street in its lodging and rental materials, and make it known to tenants that any vehicles parked overnight on East Main Street may be towed at the owner's expense.
3. The Owner shall obtain and maintain a business license prior to and during its use as a hotel.
4. The Owner shall provide a written snow removal plan that complies with the Town's snow removal requirements listed in the Municipal Code to Code Enforcement within 30 days of the Commission's approval.
5. The Owner shall comply with all State of Colorado sanitary standards and regulations for public accommodations as listed in 6 CCR 1010-14, as may be amended.

Seconded by Brown, **Motion #3** was unanimously approved.

### **Major Site Plan**

Schultz-Writsel motioned to approve the Major Site Plan for the 13,182 square-foot mixed use building in the MU-MS Zone District for a 13-unit hotel, restaurant and retail uses for the building located at 300, 302, and 304 E. Main Street with the following conditions:

1. The Site Plan for the mixed-use building shall be corrected for any building code requirements that alter the proposed drawings before the Planning and Zoning Commission. Prior to a Certificate of Occupancy, all corrected drawings shall be digitally submitted to the Town for its records, including any changes from the approved Major Site Plan drawings.
2. The Major Site Plan approval is for the proposed uses and configuration as shown in the Application. Any changes in use shall be subject to the use requirements in effect at the time of any change of use. Prior to said changes of use, the Owner shall confirm with Town staff that the new uses are allowed per the Municipal Code requirements in effect at that time. Permitted uses will be allowed, and Special Uses will only be allowed after the proposed use obtains a Special Use Permit for such use.
3. Parking for the property shall not be limited to the building's tenants, whether it is the Town's rights-of-way in front of the building or leased area in the railroad right-of-way. Parking shall be open to the public on a first come-first serve basis. The Town has the authority to change parking spaces and/or configuration of parking within its rights-of-way at any time.

4. Prior to construction or installation of any encroachments from the building into the Town's rights-of-way, the Owner shall obtain Town approval of an encroachment permit and maintain the insurance for said encroachment permit on an annual basis.
5. Prior to a certificate of occupancy, the rooftop equipment for the kitchen shall be screened from the adjoining properties to the north of the alley to at least the height of the equipment.
6. Screening of trash and recycling areas shall be required to be at least the same as the height of the dumpster or trash cans.
7. All lighting shall be downcast and shielded to comply with Town requirements, and shall be inspected and approved by the Town prior to the issuance of a certificate of occupancy, and if any lighting issues are identified, shall be corrected by the Owner to minimize light pollution.
8. All signs shall be installed after obtaining a sign permit meeting the Code in effect at the time of installation, including face changes of approved signs from previously approved tenant signage.
9. All commercial uses shall obtain and maintain a business license, prior to and during commercial operations.

Seconded by Doumas, **Motion #4** was unanimously approved.

#### **STAFF / COMMISSION INTERACTION**

The Commission generally discussed why a resolution is required for a special use permit, how the comprehensive plan guides the Town's recommendations, the proposed historical preservation guidelines, and the parking in downtown area.

#### **ADJOURNMENT**

There being no further business to come before the Commission, Doumas motioned to adjourn the meeting at 7:52 p.m. Schultz-Writsel seconded. **Motion #5** was unanimously approved.

Respectfully submitted:



Preston Larimer, Chair



Robin Mesaric-King, Planning Technician

**TOWN OF BUENA VISTA**

P.O. Box 2002  
Buena Vista, CO 81211  
Phone: (719) 395-8643  
Fax: (719) 395-8644

DATE: January 28, 2020  
TO: Mayor and Board of Trustees  
FROM: Paula Barnett, Town Clerk  
Melanie Jacobs, Deputy Town Clerk  
RE: December Clerk's Office Activities

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**LIQUOR LICENSES****SPECIAL EVENTS PERMIT**

- **Buena Vista Welcome Center and Chamber of Commerce- Open House**  
December 13, 2019 – Souled Out T-Shirts – 109 Cottonwood Avenue

**LICENSES RENEWED - None**

**BUSINESS LICENSES****NEW LICENSES ISSUED**

- **Bnbikes LLC** – 125 Mayer Ave / Steven Grad (STR)
- **1014 River Park Road** – 1014 River Park / Lara Shisler (STR)
- **Abundant Life Reunion** – 344 Waters Ave / Mildred Austin (therapy services)
- **Shavano Sign & Fixture** – Salida / Randy Ballheim (signs)

**LICENSES RENEWED – 147**

**CEMETERY**

- 0 Site Sales
- 0 Interments

**NOTARY SERVICES**

- 15 Notarizations Performed

**TOWN OF BUENA VISTA, COLORADO**

**RESOLUTION NO. 08**  
**(Series of 2020)**

**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPOINTING KELLY COLLINS AS A REGULAR VOTING MEMBER OF THE WATER ADVISORY BOARD.**

**WHEREAS**, Chapter 2, Sec. 282 of the Buena Vista Municipal Code authorizes the Board of Trustees to appoint individuals to serve as members of the Town of Buena Vista Water Advisory Board by a majority vote of all members of the Board; and

**WHEREAS**, the Board of Trustees desires to make the appointment set forth herein, which is as recommended by the respective advisory board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO** as follows:

**Section 1.** The following appointment is made to the Water Advisory Board:

Kelly Collins, regular voting member, with a three (3) year term ending December 2022.

**Section 2.** Each advisory board member so appointed shall hold his or her appointment until his or her term expires, or he or she is removed or resigns, or as otherwise provided for in accordance with the ordinances of the Town of Buena Vista.

**RESOLVED, APPROVED, AND ADOPTED** this 28<sup>h</sup> day of January, 2020.

TOWN OF BUENA VISTA

BY: \_\_\_\_\_  
Duff Lacy, Mayor

ATTEST:

\_\_\_\_\_  
Paula Barnett, Town Clerk

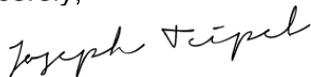
**BV Community Grants Town Trustee Recommendation Packet**

For Trustee Meeting on January 28<sup>th</sup>, 2020

Mr. Mayor, Town Trustees and staff,

It is with great excitement that I submit to you this recommendation packet for the 2020 Buena Vista Community Grants. This letter outlines the process we followed, then each application is summarized below along with our recommended funding amount. I will be present during your meeting in order to answer any questions you have. I look forward to hearing your final funding decisions and then working diligently to execute the awards and the follow-up reporting on the Town’s behalf.

Sincerely,



Joseph Teipel  
 Executive Director

[joseph@chaffeecommunity.org](mailto:joseph@chaffeecommunity.org)  
 (719) 204-5071

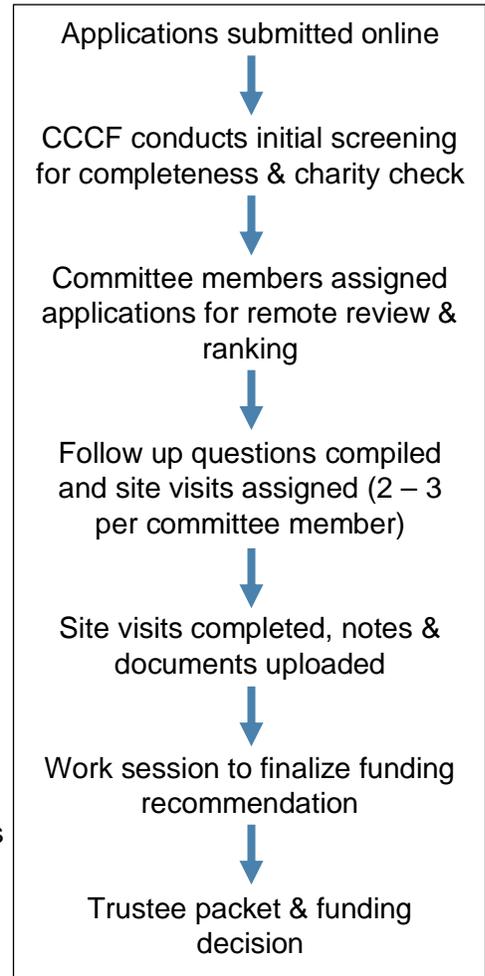
<p><u>Applications Overview</u></p> <ul style="list-style-type: none"> <li>• 16 Community Grants applications           <ul style="list-style-type: none"> <li>○ Total of \$59,433 requested vs \$26,093 budget</li> <li>○ 14 organizations recommended for funding</li> <li>○ No applications are recommended for full funding at request level. Mainly due to budget, not quality.</li> </ul> </li> <li>• 4 out of five line-item support applications received           <ul style="list-style-type: none"> <li>○ 4 line-item orgs recommended for exclusion from CCCF management in 2021</li> </ul> </li> </ul>	<p><u>Grant Review Committee</u></p> <ul style="list-style-type: none"> <li>• 6 Reviewers + CCCF ED Facilitator           <ul style="list-style-type: none"> <li>○ 1 Trustee</li> <li>○ 3 CCCF Board</li> <li>○ 2 At-large residents</li> </ul> </li> <li>• 45+ years combined grants experience</li> <li>• 3 organizational conflicts of interest for recusal</li> <li>• 4.5 in-person meeting hours</li> <li>• 56+ hours of application review</li> <li>• 13 site visits conducted</li> <li>• Decisions made via majority vote</li> </ul>
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As agreed with the Town of Buena Vista, CCCF is managing a total budget of \$45,335, in the form of a Donor-Advised Fund (DAF). See here for a breakdown of amounts included therein.

Public Support Line-Items		
- Boys & Girls Club	\$5,000	\$15,335
- CCEDC	\$5,000	
- American Legion Fireworks	\$4,000	
- Boy Scouts Operation Flagpole	\$835	
- After Prom (BVHS)	\$500	
Community Grants		
- CCCF DAF Fee (2%)	\$906.70	\$30,000
- Hold-back for later in year	\$3,000	
- November deadline total	\$26,093.30	

**Timeline & Process**

- 1) Initial committee meeting – Monday, Nov. 18<sup>th</sup>
  - a) Conflicts of Interest disclosed
  - b) Training on online portal
  - c) Timeline agreed
- 2) Applications assigned for review – Monday, Nov. 25<sup>th</sup>
  - a) Conflicts of interest did not get assigned review
  - b) Alignment with Town comp plan & priorities ranked
  - c) Site visit/follow-up questions input
  - d) Individual recommended funding amount input
- 3) IF application had an average funding amount above \$0, then follow-up questions compiled & site visit assigned
- 4) Site visits conducted – Jan. 1<sup>st</sup> thru Jan. 15<sup>th</sup>.
  - a) Most were phone calls, some were in-person
- 5) Final work session conducted – Thursday, Jan. 16<sup>th</sup>
- 6) Trustee decision – Tuesday, Jan. 28<sup>th</sup>
- 7) CCCF to execute awards by February 15<sup>th</sup>
- 8) Grant reports due December 31<sup>st</sup>, 2020 OR an interim report is due upon application for 2021 Town grant support.
  - a) Use the Colorado Common Grant Report format



**Factors in Funding Recommendations**

The Grant Review committee strived to base all decisions on objective and defensible data. Inevitably tough decisions were made in order to meet the budget available and were based on a formula or an objective data source.

<p><b>Application</b></p> <ul style="list-style-type: none"> <li>⇒ Complete</li> <li>⇒ 501c3 or tax-exempt status</li> <li>⇒ All required documents uploaded</li> </ul> 	<p><b>Committee Reviews</b></p> <ul style="list-style-type: none"> <li>⇒ Town alignment rank (% to 100)</li> <li>⇒ Direct BV benefit</li> <li>⇒ Avg. \$\$ recommendation</li> </ul> 	<p><b>Site Visits</b></p> <ul style="list-style-type: none"> <li>⇒ Follow-up Questions</li> <li>⇒ Additional documentation</li> <li>⇒ New information or changes</li> </ul> 	<p><b>Final Recommendations</b></p> <ul style="list-style-type: none"> <li>⇒ Only consider apps above 50%</li> <li>⇒ Start with avg. \$\$ recommended</li> <li>⇒ + or – based on site visit info then vote</li> <li>⇒ Final trim to get to budget (15%)</li> </ul> 
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## Application Summaries

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Due to the large number of applications, and to ensure the Trustees have full access to the original applications, the summaries do not include organizational mission statements or project descriptions. Instead they provide a summary of the committee's reviews, ranks, site visit, and discussions that led to the funding recommendation.

Each summary includes a sentence about the project purpose. Full applications available on request.

### Achieve Inc. (The Little Engine Eatery) – 2020 Special Needs Employment Project

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This application requests funds to support and expand the employment of special needs youth at the Little Engine Eatery food trailer in BV. Overall the grant review committee felt this project aligns well with the Town's comprehensive plan. Most cited was the plan's mention that "we want to create a community with a sense of pride and acceptance where all contribute to the social, economic, political life, prosper and feel respected and safe." Achieve's population served (special needs young adults), while small in numbers (10 - 25 individuals) is truly underserved.

While the whole committee recognized the importance of this work, questions were raised around the long-term impact beyond summer employment on the individuals served. There is no mention about long-term or next-step goals after the summer employment period. Site visit assignee Rachele Vierthaler shared about the site visit she conducted. It was acknowledged that they have a deficit budget. The measurement for how they will reduce depression and suicide was tough to answer and the applicant acknowledged they could not measure these things. Suggestion was made to change to outcomes that they can measure.

Committee Review Rank:  
73%

Site Visit Conducted:  
Yes – Phone interview

Requested Amount:  
\$4,000

Avg. Committee Recommendation:  
\$1,833

Final Recommendation:  
**\$1,705**

### The Alliance – Domestic and sexual violence support

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This application requests funds to support BV victims of sexual and domestic violence. Committee reviewers cite both affordable housing goals of the Comp plan and the key outcome of "We want to create a community with a sense of pride and acceptance where all contribute to the social, economic, political life, prosper and feel respected and safe." As the Project provides so much rental assistance in the county, the tie to affordable housing is strong as well as strong Youth serving components.

This application received the highest average rating from initial committee review with unanimous support for funding and recognition of strong measurable outcomes. While the rating of the application review was very high, the site visit revealed discrepancies in their budgeting numbers and methodologies for reporting BV clients. This accounts for the lower final recommended amount.

Committee Review Rank:  
98%

Site Visit Conducted:  
Yes – Phone interview

Requested Amount:  
\$5,000

Avg. Committee Recommendation:  
\$4,650

Final Recommendation:  
**\$3,411**



### **Chaffee Housing Trust – Matching funds for State Grant**

This application requests funds to provide a local match for a State Division of Housing operating grant. Committee members clearly tie this Project to the Town's comp plan. Specifically Goals 1, 2, and 4. It also clearly ties to the Trustee's priority of Affordable Housing, and indirectly to Youth by ensuring stable housing for families. Committee members unanimously agree the Project provides measurable outcomes and should be funded.

There were a few minor clarifying questions from committee members that were asked and responded to promptly by CHT. Committee discussions centered on the fact that this award will leverage additional funds and that if more Town funding were available, the committee's recommended funding would be at the full amount requested.

Committee Review Rank:  
87%

Site Visit Conducted:  
Yes – Email Questions

Requested Amount:  
\$7,500

Avg. Committee Recommendation:  
\$5,800

Final Recommendation:  
**\$5,116**

### **Full Circle Restorative Justice – Restorative Justice Diversion in Buena Vista**

This application requests funds to help divert, as appropriate, BV residents from the traditional justice system toward their restorative justice program. Committee reviewers acknowledge the strong tie of the Project to 2015 Town of BV Comp Plan language such as "envisioning the town as a clean, safe, quiet, and secure community that is a desirable place to live, work and play - an altogether good place to raise our children" even though it does not tie directly to a goal or activity of the comp plan. In addition, the committee saw strong ties between the Project and the Trustees' priority of Youth.

There is unanimous agreement the Project has measurable outcomes and should be funded. Site visit assignee Mark Jenkins shared about his site visit with FCRJ. The organization, under the direction of the new ED, has turned a 2018 deficit into a 2019 surplus. While the number of direct BV clients is low, there are more residents impacted in each case. They expect a 15-19% increase in 2020 cases. It was acknowledged they have a really solid board, but it is unknown if any are from BV.

Committee Review Rank:  
84%

Site Visit Conducted:  
Yes – In-Person Visit

Requested Amount:  
\$2,245

Avg. Committee Recommendation:  
\$2,185

Final Recommendation:  
**\$1,705**

### **High Country Fine Arts – Children's Theatre Productions**

This application requests funds the production of two children's theatre shows in the middle and elementary schools. Committee members saw good alignment with the Town's comp plan citing most often Chapter 3, Goal 3: "Develop recreational programs and facilities that complement the activities of the School District." And "Arts and events should target all age groups, appeal to the family unit and be affordable." With perfect alignment with the Trustee's second priority of Youth, this Project scored highly with the committee, who also recognized the long-term potential connection for youth to go on to remain active and participating in the arts.



Site visit designee Sydney Schnurr shared out about the site visit she conducted. Syd continues to be supportive of this given the lack of arts in the school. The only concern is the mis-match of their grant period to fiscal year. If funded now, the funds they receive would support Fall 2020 and Spring 2021 programming. This is not a deep concern, but something to be acknowledged & noted. Another committee member noted the deficit financials & budget submitted.

Committee Review Rank:  
81%

Site Visit Conducted:  
Yes – Phone Interview

Requested Amount:  
\$1,000

Avg. Committee Recommendation:  
\$950

Final Recommendation:  
**\$853**

### **GARNA – Youth Ecological Literacy Program Serving BV Youth**

This application requests funds to connect BV youth with the outdoors and foster a sense of appreciation and stewardship. There is strong committee agreement that this Project aligns with multiple parts of the Town comp plan including questions 48, 49, and 50 such as "Environment Goal 3: The community will collectively commit to supporting and promoting environmental stewardship. Policy: The local government will partner with community groups in pursuing and supporting environmental stewardship." In addition, it aligns with the Trustees' 2nd priority of Youth. Committee members say funding this Project will have a great impact on the community by impacting over 300 BV youth.

Site visit assignee Rachele Vierthaler shared about her site visit with GARNA. It was acknowledged there were a lot of negative numbers in the financials but did submit a complete common grant report for their prior year.

Committee Review Rank:  
80%

Site Visit Conducted:  
Yes – Phone Interview

Requested Amount:  
\$1,000

Avg. Committee Recommendation:  
\$887

Final Recommendation:  
**\$756**

### **elevateHER – Ensuring Access to the Outdoors and Life Skills**

This application requests funds to support outdoor and life skills programming for BV girls. Committee members cite how the Project strives to introduce young women to the outdoor activities that exist in their community, providing direct job-related skills to be hired in the tourism industry (Economy Goal 2). They are also hoping to create environmental stewards through trail building/maintenance and community service projects (chapter 6). In addition, the Project clearly aligns with the Trustees' priority of supporting Youth.

There was unanimous agreement that the Project offers measurable outcomes and should be funded. Site visit assignee Dustin Nichols shared out about the site visit he conducted. He did not share any concerns about the organization that were not addressed.

Committee Review Rank:  
80%

Site Visit Conducted:  
Yes – Phone Interview

Requested Amount:  
\$2,500

Avg. Committee Recommendation:  
\$2,000

Final Recommendation:  
**\$1,705**



### **CC Habitat for Humanity – Homeowner and Community Education and Outreach**

This application requests funds for homeowner education courses for low-income families. Committee members identify that this Project meets the Town comp plan: "Goal 1: Buena Vista will promote the development of a range of housing opportunities and choices. Goal 4: Funding mechanisms and an administrative framework for affordable housing should be created and developed." In addition it clearly ties to the Trustees' first priority of supporting affordable housing, and indirectly (stable housing impacts child development) priority two of Youth.

Committee members note the lack of measurable outcomes for the Project but all recommend funding. Site visit assignee Rachele Vierthaler shared about her site visit. The timing of house closings affects their financials significantly and can show a negative balance sheet. There was an acknowledgement that most of the 'outcomes' were really outputs. The direct beneficiaries were a bit vague and led to a slightly lower final recommendation.

Committee Review Rank:  
77%

Site Visit Conducted:  
Yes – Phone Interview

Requested Amount:  
\$1,500

Avg. Committee Recommendation:  
\$1,250

Final Recommendation:  
**\$853**

### **CC Public Health – Baby and Me Tobacco Free**

This application requests funds to support the transportation of CC Public Health employees to allow for increased BV programming. Grant review committee members overall felt that while the comp plan does not specifically mention the elements of this Project, there is still strong conceptual alignment for example where the comp plan says "envisioning the town as a clean, safe, quiet, and secure community that is a desirable place to live, work and play - an altogether good place to raise our children." The amount of the request demonstrates strong value to ensure this programming is available. Minor follow-up questions were identified by committee members and answered by applicant.

Committee Review Rank:  
72%

Site Visit Conducted:  
Yes – Email Questions

Requested Amount:  
\$500

Avg. Committee Recommendation:  
\$500

Final Recommendation:  
**\$426**

### **Ark Valley Helping Hands – Ark Valley Helping Hands**

This application requests funds to support the hiring of a BV Coordinator position. The committee acknowledged that the 2015 Town Comp plan does not adequately (or at all) address the senior population and therefore this Project does not align well. However, all committee members noted how this is a real-life need (and growing more so) in Chaffee County given the demographic changes. In addition, the committee felt there was a good connection between this Project and the Trustee's first priority of Affordable Housing - it works to ensure seniors can stay in their homes.

While committee members did acknowledge a lack of clear long-term outcomes, they also noted how the low BV enrollment would be improved by funding a local staff member as the Project proposes to do. Site visit assignee Mark Jenkins shared about his site visit with them. Their transition from an



affiliate of A Little Help to an independent organization has been both challenging and rewarding. BV funding would go exclusively to the new BV coordinator position.

Committee Review Rank:  
71%

Site Visit Conducted:  
Yes – Phone Interview

Requested Amount:  
\$5,000

Avg. Committee Recommendation:  
\$2,875

Final Recommendation:  
**\$2,132**

### **Chaffee County Council for the Arts – Chaffee Arts Organization Support**

This application requests funds to support the continued operations of the organization. Committee members cite mainly Chapter 3, Goals 1 & 3, and also serve Youth. Indirectly benefits economy by contributing to the vitality of the community. Committee members recognize and appreciate the way in which CCA has persisted through great organizational duress. However, a lack of clear impact was cited even though there are many individuals reached through programming. The committee also appreciates how this Project benefits both BV residents and visitors. Site visit assignee Dustin Nichols shared about the site visit conversation with Chaffee Arts. His only ongoing concern is that they don't seem super organized. Other committee member commented how helpful the historical evolution & challenges/lessons learned attachment they submitted with the application. Their progress in turning around the organization has been clear.

Discussion also acknowledged Chaffee Arts' contribution to students and the artist community in general. There is a general desire to see more collaboration between the arts organizations and this was raised with the applicant directly and well received in concept.

Committee Review Rank:  
70%

Site Visit Conducted:  
Yes – Phone Interview

Requested Amount:  
\$5,000

Avg. Committee Recommendation:  
\$3,000

Final Recommendation:  
**\$2,132**

### **Neighbor to Neighbor Volunteers/The Chaffee Shuttle – Go Green! Ride the Shuttle!**

This application requests funds to support the operations and expansion of the Chaffee Shuttle services in BV. While committee reviewers acknowledged weak links with the Town's comp plan, they cited more a lack of "public transportation" being mentioned in the comp plan than this Project's lack of applicability to BV residents. Goal 1 of the plan was cited "Goal 1: New and existing development will closely consider accessibility, parking, and alternative transportation (p.37)" as well as Question 87 in transportation states "We should attempt to be a community that is less dependent on cars." The committee recognizes the link between affordable housing and transportation options even though this Project does not directly address Trustee priority one of Affordable Housing.

Site visit assignee Wendy Hall share about her site visit. Most of their clients are on 'fixed income,' mainly social security income. There is a misperception in the community that the shuttle is only for older or disabled residents. They served 2,860 BV riders (non-unique) in 2019. They are not allowed to charge a rider fee due to CDOT regulations.

Committee Review Rank:  
68%

Site Visit Conducted:  
Yes – Phone Interview



Requested Amount:	Avg. Committee Recommendation:	Final Recommendation:
\$4,150	\$2,166	<b><u>\$1,961</u></b>

### Mini-Blessings – Outdoor Sound System

This application requests funds to purchase an outdoor sound system to be used in its youth programming. Committee reviewers cited Chapter 3, Goal 3. "This is a community asset that helps attract and retain families - especially those with learning disabilities" as well as a general sense this supports community character as referenced in the Citizens Collective Vision Statement. This Project clearly ties to the Trustees' second priority of Youth.

While reviewers acknowledge the general benefit of the described programs, the application did not specify outcomes from impacted youth or provide clear benefits that participants get from programming. Site visit designee Ruthann Schoeffield shared about the site visit. The organization will be focusing on increasing documentation about impact in 2020. Challenges with different bookkeepers was discovered because there were discrepancies between 2018 and 2019 numbers. It was acknowledged they do not have any back-up plans if town funding doesn't come through. Very low dollar amount of personal contributions. Long-term organizational sustainability was brought up as a concern.

Committee Review Rank:	Site Visit Conducted:
66%	Yes – Phone Interview

Requested Amount:	Avg. Committee Recommendation:	Final Recommendation:
\$2,000	\$860	<b><u>\$639</u></b>

### BV Heritage – Efficiency and Sustainability

This application requests support to make energy efficient and cost savings lighting upgrades as well as purchase tables and chairs to be able to host more events and diversify its revenue stream. Committee reviewers cite many specific ties to the Town's comp plan including specific mentions of the Heritage museum and its importance to the community. Specifically "Goal 1: Buena Vista will highlight and enhance the public's understanding of the community's heritage." and Chapter 3, Goal 2. While youth do access services at the Project, there is not a strong tie to youth services.

Committee members felt the Project did represent a strategic investment for the event capabilities of the facility, but that the ROI of LED lighting was small compared with other upgrades such as to the heating/ventilation system. One committee member recommended the Museum become a line-item support organization in the future. Site visit assignee Wendy Hall shared about the site visit. She was very impressed and acknowledged the growth of the organizational capacity. Since applying to BV, they are started applying to others (Monarch Community Outreach & Climax).

Committee Review Rank:	Site Visit Conducted:
55%	Yes – Phone Interview

Requested Amount:	Avg. Committee Recommendation:	Final Recommendation:
\$10,038	\$3,166	<b><u>\$2,699</u></b>



### **Buena Vista Event Cooperative – Funding for performers in 2020**

This application requests funds to hire performers for the 2020 season. Overall, committee members did not see a strong tie between this Project and the Town's comp plan goals other than a general sense of increasing livability in BV. While the Project does involve Youth which aligns with Trustee priorities, the application lacks specificity about impact and deliverables. No committee members saw measurable outcomes and two members voted to not recommend the Project for funding at any level. Given the low initial ranking, there was no funding recommendation considered.

Committee Review Rank:  
49%

Site Visit Conducted:  
Yes – Phone Interview

Requested Amount:  
\$3,000

Avg. Committee Recommendation:  
\$750

Final Recommendation:  
**\$0**

### **Paws for LEOs – Support for service dog Imagine "Emy"**

This application requests funds to support the training of a service dog for BV's first responders. No committee reviewer saw a direct tie between this Project and the Town's comp plan goals or activities. There is an indirect and unspecified link to the Trustee's second priority of Youth. The committee didn't see a direct impact of this Project on BV residents, other than the indirect link through first responders. There is a desire to understand where the dog lives, and if there is actually a stated desire from BV law enforcement for the Project.

The committee reviewers all recommended to not fund the Project. While reviewers acknowledge wanting to support the concept and especially BV's first responders, the ways in which this Project would do those things was unclear.

Committee Review Rank:  
45%

Site Visit Conducted:  
Yes – Phone Interview

Requested Amount:  
\$5,000

Avg. Committee Recommendation:  
\$0

Final Recommendation:  
**\$0**

### **Boys & Girls Club of Chaffee County – LINE ITEM SUPPORTED**

Committee members unanimously recognize the Project ties to the Town Comp plan, especially "Economy: Goal 3 BV will continue to provide community assets and community environment conducive to attracting and retaining families." It also ties to the second Trustee priority of Youth. The comments from committee members center on the increased need for this Project because of lack of other childcare options in BV. High number of children impacted - 326 in 2019.

All committee members felt there are measurable outcomes and recommended full funding and continued line-item support from the Town.

Committee Review Rank:  
89%

Site Visit Conducted:  
No

Requested Amount:  
\$5,000

Avg. Committee Recommendation:  
N/A

Final Recommendation:  
**N/A**



### Boy Scouts Operation Flagpole – LINE ITEM SUPPORTED

Committee members reference 2015 Com Plan Chapter 1, pp. 4-5 for a tie to comp plan but see a stronger tie to Trustees' goal of supporting Youth. Members also note the importance of demonstrating national and local pride. While there was unanimous support to fund this, there was a desire to see reporting from previous years of funding as well as a desire to know if the costs of the Project could be cut through researching other flag vendors or reducing the frequency of flag purchases.

Committee Review Rank: 82% Site Visit Conducted: No

Requested Amount: \$835 Avg. Committee Recommendation: N/A Final Recommendation: N/A

### CC Economic Development Corporation – LINE ITEM SUPPORTED

Grant review committee members see solid ties between the Project and the Town's comp plan. Especially Chapter 3, Goal 1. While the Project does not directly tie to Trustee priorities of Affordable Housing and Youth, some committee members see indirect benefits to both areas.

While funding is recommended, there is a general consensus among committee reviewers that the application lacked specificity on how the funds would be used and what the direct benefit to BV residents would be. It is not recommended that CCEDC continue as a line-item support organization managed by CCCF.

Committee Review Rank: 72% Site Visit Conducted: No

Requested Amount: \$5,000 Avg. Committee Recommendation: N/A Final Recommendation: N/A

### American Legion Post 55 4<sup>th</sup> of July Fireworks – LINE ITEM SUPPORTED

Committee members did not see a strong tie to the comp plan other than increasing 'community spirit' and providing an attractive element for gathering community and visitors. However, all committee members agreed that this is an expectation of BV residents and visitors and has immense value to the community.

Committee noted there was no budget provided - only bank statements. It is not recommended that this continue as a line-item support project managed by CCCF.

Committee Review Rank: 55% Site Visit Conducted: Yes – Email Questions

Requested Amount: \$6,000 Avg. Committee Recommendation: N/A Final Recommendation: \$4,000





# HOUSING+HEALTH

Building Opportunity and Equity in Chaffee County



# Colorado Department of Public Health and Environment: Office of Health Equity

## Health Disparities Grant Program:

Address the upstream social determinants of health by working on systems and policy changes that address housing and land-use planning, focused on affordability and reducing displacement, segregation, and gentrification.

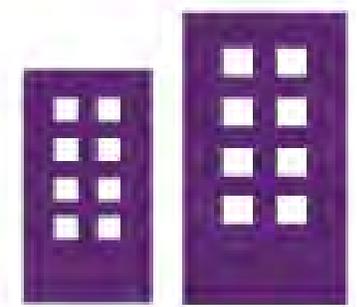
(Secondary outcome is increased community capacity!)

# SOCIAL DETERMINANTS OF HEALTH

The social determinants of health are the conditions in which we are born, we grow and age, and in which we live and work. The factors below impact on our health and wellbeing.



Childhood experiences



Housing



Education



Social support



Family income



Employment



Our communities



Access to health services

# Grant Details

## Grant Information:

- \$250,000
- July 1, 2019 through June 30, 2020
- Chaffee County Offices of Public Health and Environment and Housing
- Community selected Land Use Topics
- At least 18 Community Education Events
- Collect feedback from participants at each event
- Compile feedback into report to Planning Commissions and Electeds

# 2019 Events

- Lean Development: Brian Falk
- Financial Implications of Development Patterns: Kevin Shepherd
- Incremental Development: Monte Anderson
- Entrepreneurship/Small Business start-up and/or expansion: Eric Bruno and Erick Mueller

# 2019 Events

- 115 participants
- 40% increase in their level of understanding
  - 71% of participants felt it was very important for local policies and systems to encourage small scale development
  - 63% of participants felt it was very important for our local policies and systems to encourage small business development/entrepreneurship

# 2020 Events

- Smart Growth Principles: Chuck Marohn, Strong Towns
  - February 26 - 27
- Missing Middle Housing: Opticos
  - April 2-3
- Conservation Subdivision Design: Randall Arendt
  - April 8-9
- Permanent Affordability Strategies: Panel,
  - Tentatively May 7-8
- Land Use 101 – how does land use impact affordability? TBD

NEW: “I Am Chaffee” – This storybanking activity aims to capture the diverse histories and experiences of Chaffee County residents. Stories will be shared to help inform policy makers and build communities.

# Access to Capital: April 27-29, 2020

- Chaffee County Economic Development Corporation;
  - Colorado Housing Finance Authority;
  - Chaffee County Department of Public Health and Environment;
  - Chaffee County Office of Housing;
  - Central Colorado Small Business Development Center.
- 
- Goal: Connect Affordable Housing Ideas with Capital

# When will this end??

- June 30, 2020
  - Report of participants responses
  - Prioritized policy evaluation recommendations
- 
- AND year two of the grant will launch July 1, 2020

# Questions?

Public Health and Environmental  
Health

Director Andrea Carlstrom

719-530-2564

[acarlstrom@chaffeecounty.org](mailto:acarlstrom@chaffeecounty.org)

Office of Housing

Director Becky Gray

719-530-2590

[bgray@chaffeecounty.org](mailto:bgray@chaffeecounty.org)



## CODE ENFORCEMENT REPORT

2019

### ANNUAL REPORT

2019

#### - Investigate

- Number Open: **145**
- Number Closed Unfounded: **63**
- Number Moved to Courtesy Notice: **82**
- Violations Cited: **Number – Violation**

33 – 16-249/16-03.3.2.2.4C1 – RV  
 14 – 16-249.1 – Trailer  
 4 – 7-36/7-2 – Piling of Rubbish  
 2 – 7-54/7-2 – Covered Container  
 Required  
 2 – Ord 5 Series 2019 – Shed Permit  
 Required  
 1 – 11-21 – Access Permit Required  
 1 – 16-4.4.6C1 – Fence Permit Required  
 1 – 7-51 – Dumping on Private  
 1 – 7-73 – Weeds Deemed Nuisance  
 1 – 8-42 – Parking on Private  
 1 – 16-3.3.2.24C – Sign Permit Required  
 1 – 18-300 – Adoption of the Property  
 Maintaince Code  
 1 – Complaint – on drainage issue

#### - Courtesy Notice (CN)

- Number Open: **82**
- Number Closed: **77**
- Number Moved to Notice of Violation: **5**
- Violations Cited: **Number – Violation**

23 – 16-249/16-03.3.2.2.4C1 – RV  
 19 – 6-123 – STR Permit Required  
 8 – 16-04.7.2.C.3.a.iv – Sign Permit  
 Required  
 5 – 7-73/7-2 – Rubbish  
 4 – 16-3.3.4.A4a – Home Occupation  
 4 – 6-21 – Business License Required  
 4 – 16-4.7.2B – Dumping on Private  
 4 – 7-73 – Weeds Deemed Nuisance

2 – 7-51 – Dumping on Public  
 2- 8-43 – Parking on Public  
 2 – 16-4.4.6C1 – Fence Permit Required  
 2 – 18-24 – Violation of Building Permit  
 2 – 16-4.7.3G – Feather Flags Prohibited  
 1 – 6-124 – Rental of STR without CO  
 1 – 7-136 – Dog at Large  
 1 – 11-21 – Access Permit Required  
 1 – 16-4.7.3a - Prohibited Signs  
 1 – CO Conditions  
 1 – Chapter 8 Section XVII – Temporary Vendor Permit Required

- **Notice of Violation (NOV)**

- Number Open: **5**
- Number Closed: **5**
- Number Moved to Municipal Court: **0**
- Violations Cited:

**Number – Violation**

4 – 6-123 – STR Permit Required  
 1 – 18-24 Violation of Building Code

- **Municipal Court**

- **Number of Cases taken to Court:** **1**
- **Cases and Outcome with Fines:** **1 – Awarded Abatement**
- **Total in Fines:** **\$3,411.00**

- **Permits**

- **Type:** **Short-Term Rental - \$9,900.00**  
**Special events Permits - \$4,631.00**  
**Farm Animal Permits - \$595.00**
- **Total Revenue:** **\$15,126.00**

- **Summary of Code Enforcement Duties**
  - **Board of Trustees**
    - **Executive Sessions regarding Abatement - January 2019**
    - **Executive Session regarding property Maintenance - February 2019**
    - **Work Session with a tour of properties in Town - April 2019**
    - **Adoption of Ordinance 4 Series 2019 - May 2019**
    - **Work on revisions of camping and RV ordinance - September 2019 - Current**
  - **Special Events**
    - **35 events Permitted in 2019**
    - **Collaborated with Chamber on Special Events**
      - **Set up an MOU**
      - **Moved away from this arrangement in 2020**
    - **Worked on policy regarding alcohol on public property**
    - **Explored and made recommendations on camping for special events**
    - **Hosted Ride the Rockies**
    - **Moved Gold Rush Days to Soccer Field**
      - **Last second adjustment**
      - **Installed power to Soccer Field**
    - **Helped move special events to the Recreation Department**
      - **Set up a SOP**
      - **Ensure that policy and procedure implemented is continued**
  - **Short Term Rental**
    - **106 licenses issued in 2019**
    - **Collaborated with Chaffee County and local municipalities regarding their best practices and ordinances**
      - **Worked with County**
        - **Have access to their licensing software**
        - **Basic understanding of their licensing rules**
      - **Worked with Poncha Springs**
        - **Went to meetings to discuss our policy**
        - **Helped understand and review what they adopted**
      - **Gained an understanding of Salida rules and regulations and networked with their STR compliance persons**
  - **Projects**
    - **Generated, with IT, software for Code Enforcement that improves work flow**
    - **Subpoenaed to Court in March for a property line dispute**
    - **Reviewing the Tree Cutters license in Code**
      - **Passed a fee for license**
      - **Implemented an application and basic process to start**
      - **Working with Tree board (2020) to finalize process**
    - **Worked with Colorado Food Shed Alliance on Farmers Market**
      - **Made policy clear**
      - **Made suggestions on locations**
      - **Was decided to remain in South Main**
  - **Abatement**

- Took Case (19-0170) to Court in February awarded abatement
- Plea Deal with defendant granted
  - Gave 30 days to comply
  - After 30 days Town would abate at property owners' cost
- Abatement of the property took place on 4/13/2019
  - Worked with Buena Vista Police Department
  - Worked with tenant on the property
- Found and hired a local company to preform abatement
- Total cost to Town \$3,411.00
  - Invoice submitted to court in May
  - Invoice paid on 6/21/2019
- Continually work with property owner on future compliance
- Accomplishments
  - 33% increase in case load
  - 53% increase in STR licenses
    - Currently a 90% + compliance rate
    - Good common-sense rules make this work
    - Looked at as a leader in this area for STR licensing
  - Able to close 97% of cases in Courtesy Notice Stage
    - Able to work and communicate with citizens
    - Citizens eager to do the right thing
    - Success in compliance through Code Corner
  - Made strong connections with Chamber of Commerce
    - Although MOU did not work out was able to gain respect for future projects
    - Helps with compliance regarding business rules
    - Weekly notice in their announcements regarding snow from October through end of Winter 2020

**TOWN OF BUENA VISTA**

P.O. Box 2002  
Buena Vista, CO 81211  
Phone: (719) 395-8643  
Fax: (719) 395-8644

DATE: January 28, 2020  
TO: Mayor and Board of Trustees  
FROM: Michelle Stoke, Town Treasurer  
AGENDA ITEM: Quarterly Financial Status and Update – Q4, 2019

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**Request**

A request is being made for the trustees to review the quarterly financial status report.

**Overview**

Per the BOT adopted Policy Governance approach, the town treasurer is subject to quarterly financial reports. The goal is for the treasurer and the BOT to have a quarterly dialog about how actual financial results compare to budget regarding revenues, expenditures and expected reserves as set forth in the financial policy. The next report is scheduled for April 28, 2020.

**Analysis**

- Sales Tax report revenue generated through November 2019.
  - The sales tax report includes collections attributable to January through November 2019. To date, Sales Tax is showing a \$335,146.11 surplus over budget, an increase of 11.78% and \$405,089.96 increase over 2018, which is an increase of 14.59%. Although this is a robust increase, it is important to remember that we cannot count on this type of yearly increase. Eventually, Sales tax growth will level off or even decline.

The number of remote sellers in reporting in November was 433 for \$6,684 in sales tax or 3.81% of sales.

I have attached both the Sales Tax graph and the Remote Seller graph

- Balance Sheet for all funds as of 12/31/2019
  - Assets for all funds total \$17,860,358.98
  - Liabilities for all funds total \$2,312,779.95
    - \*\*Please note: GAAP accounting principles does not list long-term debt in governmental funds. The 2012 Sales Tax Revenue Bonds are not listed here but have a remaining 12/31/2019 balance of \$2,440,000 which should be factored in for a full representation of fiscal health.

-Fund Balance report as of 12/31/2019

-The fund balance report is attached showing each fund status as of 12/31/2019. The report shows restricted, committed and unrestricted reserves for the year to date for each fund.

-Investment Report

-I have attached the Register for the Investment Account. Current Holdings total \$2,692,000.00. The account has yielded \$48,391.08 in interest in 2019.

-The Budget to Actual will be addressed next meeting when I bring forward the Final budget adjustment for 2019

### **Policy Alignment**

Quarterly financial reports are consistent with the Policy Governance Doctrine the BOT adopted and are part of measuring the performance of the town administrator.

### **BOT Action**

Review reports and give feedback on progress.

### **Attached**

Sales tax Chart

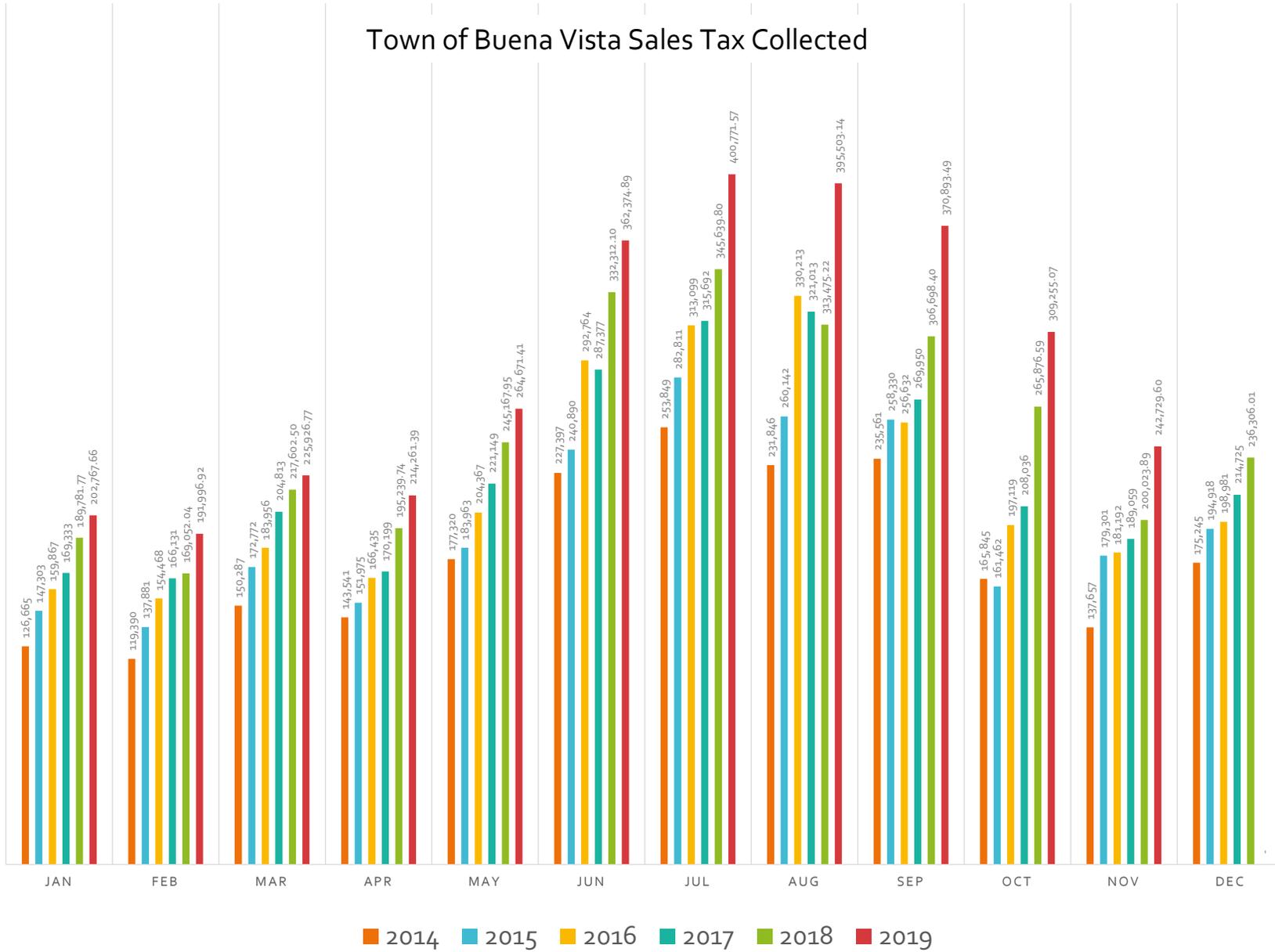
Remote Seller Chart

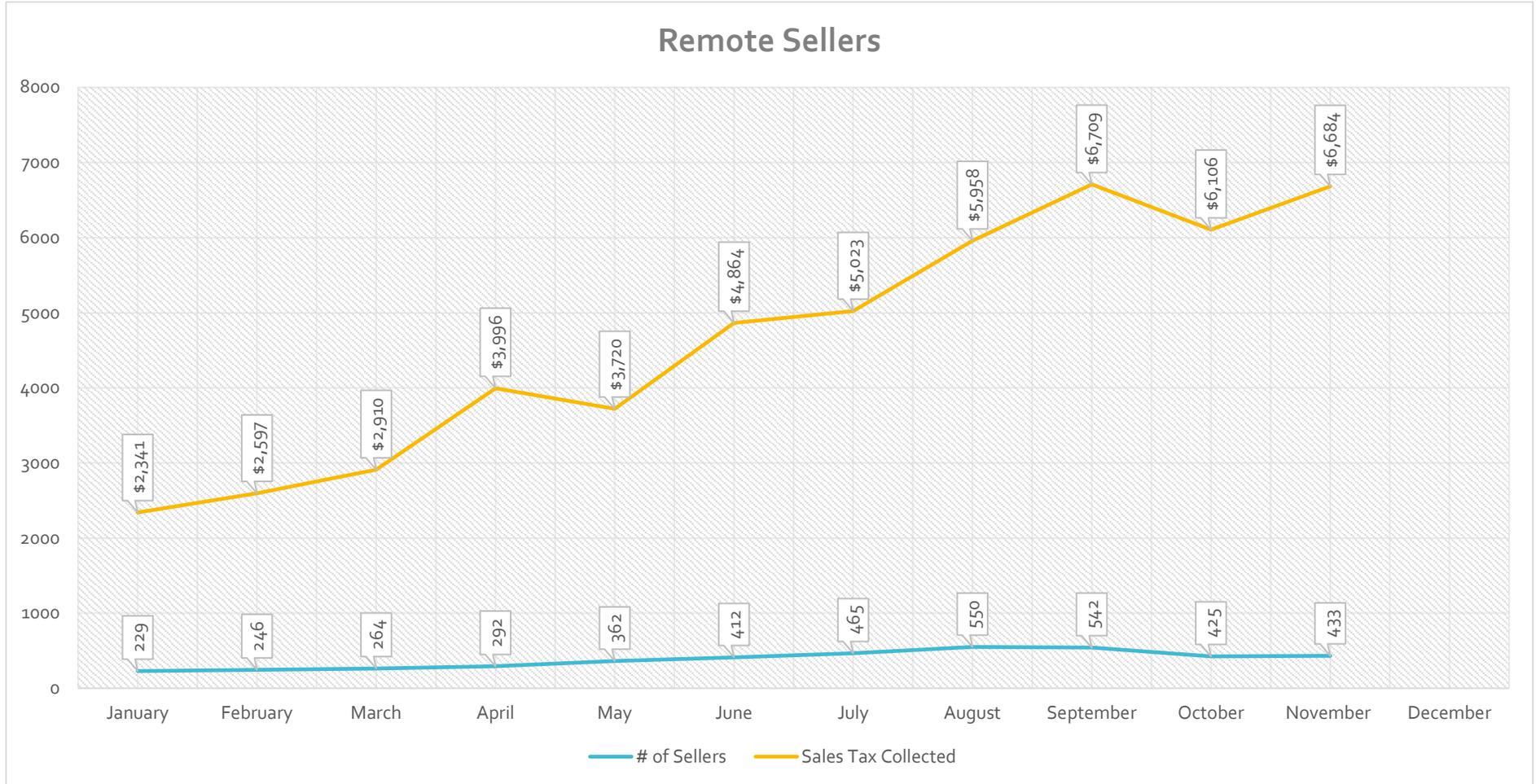
Balance Sheet-all funds

Fund Report

Investment Register

### Town of Buena Vista Sales Tax Collected







**Balance Sheet--All Funds**  
**Town of Buena Vista**  
**As of 12/31/2019**

	01 - General Fund	02 - Water Enterprise Fund	03 - Capital Improvement Fund	35 - Street Fund	04 - Conservation Trust Fund	06 - Stormwater Enterprise Fund	07 - Airport Enterprise Fund	Total
<b>Asset</b>								
CASH	2,034,503.24	1,613,848.59	(117,396.85)	221,672.50	27,979.89	182,618.25	(153,057.90)	3,810,167.72
INVESTMENTS	-	2,695,112.58	-	-	-	-	-	2,695,112.58
RECEIVABLES	491,646.20	1,947,853.33	259,093.33	71,953.91	-	6,429.41	295,580.48	3,072,556.66
ACCRUALS AND PREPAIDS	9,257.67	(6,712.64)	23,964.04	-	-	-	(9,723.47)	16,785.60
INVENTORIES	-	59,103.24	-	-	-	-	75,664.68	134,767.92
FIXED ASSETS	14,877,298.70	9,057,632.48	-	-	-	-	10,208,322.33	34,143,253.51
ACCUMULATED DEPRECIATION	(6,556,437.76)	(4,260,994.53)	-	-	-	-	(6,873,991.78)	(17,691,424.07)
NET INVESTMENT IN FIXED ASSETS	(8,320,860.94)	-	-	-	-	-	-	(8,320,860.94)
<b>Total Assets</b>	<b>2,535,407.11</b>	<b>11,105,843.05</b>	<b>165,660.52</b>	<b>293,626.41</b>	<b>27,979.89</b>	<b>189,047.66</b>	<b>3,542,794.34</b>	<b>17,860,358.98</b>
<b>Liability</b>								
PAYABLES	58,914.17	102,481.64	12,026.09	145.00	-	-	5,943.24	179,365.14
DEPOSITS	143,750.39	53,496.00	-	-	-	-	-	197,246.39
DEFERRALS AND ACCRUALS	(73.09)	6,367.51	-	-	-	-	-	6,294.42
DEBT	-	1,929,874.00	-	-	-	-	-	1,929,874.00
<b>Total Liabilities</b>	<b>202,591.47</b>	<b>2,092,219.15</b>	<b>12,026.09</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,943.24</b>	<b>2,312,779.95</b>
<b>Equity</b>								
Beginning Fund Balance/Equity	1,756,937.71	8,143,340.99	154,663.68	211,826.82	46,194.50	120,323.90	3,408,611.24	13,841,898.84
Add Revenue	4,941,747.32	3,153,170.80	628,102.19	551,556.37	42,785.39	69,283.76	762,616.91	10,149,262.74
Less Expenditures	(4,365,869.39)	(2,282,887.89)	(629,131.44)	(469,901.78)	(61,000.00)	(560.00)	(634,377.05)	(8,443,727.55)
<b>Total Equity and Current Surplus</b>	<b>2,332,815.64</b>	<b>9,013,623.90</b>	<b>153,634.43</b>	<b>293,481.41</b>	<b>27,979.89</b>	<b>189,047.66</b>	<b>3,536,851.10</b>	<b>15,547,434.03</b>
<b>Ending Fund Balance 12/31/2019</b>	<b>2,535,407.11</b>	<b>11,105,843.05</b>	<b>165,660.52</b>	<b>293,481.41</b>	<b>27,979.89</b>	<b>189,047.66</b>	<b>3,542,794.34</b>	<b>17,860,213.98</b>



### 2019 Fund Balances

As of 12/31/2019

### 2019 Consolidated Fund Balance Summary

For period 1/1/2019 through 12/31/2019

Fund	Audited 2019 Beginning Balance	Revenue as of 12/31/2019	Interfund Transfers In	Available Resources as of 12/31/2019	Expenditures as of 12/31/2019	Interfund Transfers Out	Ending Fund Balance as of 12/31/2019	TABOR Reserve	Loan Covenant Reserve	Restricted for Fire Equipment	Restricted for Debt Service	27% Reserve Per Board of Trustees	Unrestricted Fund Balance as of 12/31/2019
<b>General Government Funds</b>													
General Fund	1,756,938	4,941,747		6,698,685	-4,046,429	-319,440	2,332,816	-104,900		-141,622		-1,334,272	752,022
Capital Improvement Fund	154,664	287,662	340,440	782,766	-629,131		153,635						153,635
<b>Special Revenue Funds:</b>													
Conservation Trust Fund	46,195	42,785		88,980	0	-61,000	27,980						27,980
Street Fund	211,827	551,556		763,383	-469,902		293,481				-176,975		116,506
<b>Enterprise Funds:</b>													
Airport Fund	74,281	722,617	40,000	836,898	-634,377		202,521						202,521
Water Enterprise Fund	3,346,704	3,153,171		6,499,875	-2,282,888		4,216,987		-149,373		-65,029		4,002,585
Stormwater Enterprise Fund	120,324	69,284		189,608	-560		189,048						189,048
<b>Totals:</b>	<b>5,710,932</b>	<b>9,768,823</b>	<b>380,440</b>	<b>15,860,195</b>	<b>-8,063,288</b>	<b>-380,440</b>	<b>7,416,467</b>	<b>-104,900</b>	<b>-149,373</b>	<b>-141,622</b>	<b>-242,004</b>	<b>-1,334,272</b>	<b>5,444,297</b>

①

Water and Airport Fund Balances shown are calculated without regard to fixed assets to show the cash and near cash fund balances.



Investment Register  
Town of Buena Vista  
As of 12/31/2019

**Current Holdings**

Purchase Date	Interest Date	Redemption Date	Issue Coupon	CUSIP	Call/Non-Call	Maturity Date	Interest payments	Activity	Quantity	Yield to Maturity	Price	Interest Payments
11/1/2018				Resolution FDG Corp 76116FAD9	Non-Callable	7/15/2020	Zero Coupon	Purchase	\$517,000.00	2.78%	\$493,243.33	
11/1/2018			1.38%	US Treasury 912828K58	Non-Callable	4/30/2020	Semi-Annual April & Oct	Purchase	\$500,000.00	2.70%	\$490,342.00	
	4/30/2019							Interest Payment				\$3,437.50
	10/31/2019							Interest Payment				\$3,437.50
8/1/2019			2.13%	Federal Home Loan 3133834G3	Non-Callable	6/9/2023	Semi-Annual June & Dec	Purchase	\$500,000.00	1.80%	\$507,581.74	
	12/9/2019							Interest Payment				\$5,312.50
10/4/2019			2.89%	Federal Agric Mtg 3132X0Y88	Non-Callable	4/29/2022	Semi-Annual April & Oct	Purchase	\$675,000.00	1.39%	\$709,027.91	
	10/29/2019							Interest Payment				\$9,753.75
11/27/2019			1.89%	Federal Farm Credit 3133ELBF0	Callable	11/27/2024	Semi-Annual May & Nov	Purchase	\$500,000.00	1.89%	\$501,665.50	
									\$2,692,000.00		\$2,701,860.48	

**Redeemed Securities**

11/1/2018				US Treasury 912828WW6	Non-Callable	7/31/2019	Semi-Annual Jan & July	Purchase	\$500,000.00	2.46%	\$498,974.33	
	1/31/2019							Interest				\$4,062.50
	7/31/2019							Interest				\$4,062.50
		7/31/2019						Redemption			-\$500,000.00	
2/28/2019			2.28%	Federal Farm Credit 3133EHF73	Callable	10/17/2022	Semi-Annual April & Oct	Purchase	\$525,000.00	2.54%	\$524,856.50	
	4/17/2019							Interest Payment				\$5,985.00
	10/9/2019							Interest Payment				\$5,719.00
		10/9/2019						Called			-\$525,000.00	
5/10/2019			2.10%	Federal Farm Credit 3133EHC76	Callable	4/4/2022	Semi-Annual April & Oct	Purchase	\$500,000.00	2.30%	\$498,350.00	
	10/4/2019							Interest Payment				\$5,250.00
	11/21/2019							Interest Payment				\$1,370.83
		11/21/2019						Called			-\$500,000.00	



## TOWN OF BUENA VISTA

P.O. Box 2002  
 Buena Vista, CO 81211  
 Phone: (719) 395-8643  
 Fax: (719) 395-8644

DATE: January 28, 2020  
 TO: Mayor and Board of Trustees  
 FROM: Phillip Puckett, Town Administrator  
 AGENDA ITEM: Town Administrator Report

### Key Dates

Topic	Date & Time	Location
<b>Intergovernmental Meeting</b>	February 12 <sup>th</sup> , 6:00pm	Grimo's Restaurant
<b>Board Strategic Planning Session</b>	Thursday March 5 <sup>th</sup> 5:45pm – 8:30pm	Airport, 2 <sup>nd</sup> floor conference room
<b>Joint Work Session with BV Sanitation</b>	May 19 <sup>th</sup> , 5:00 – 6:00pm	BV Sanitation District
<b>Board Training with CML</b>	May	TBD
<b>Board Training – Water Work Session</b>	May/June	TBD

### Updates

- **Staffing Changes:**
  - Lisa Scanga has been selected to become our new municipal prosecuting attorney! Lisa brings a wealth of experience and also serves as the prosecutor for the Town of Poncha Springs. A Legal Services Agreement will be setup at the same hourly rate that we had with Dale Enck (\$200/hr). Lisa will transition with Dale during February to take over starting in March. The search committee received 4 applications and selected Lisa out of 2 finalist interviews.
  - BV Fire is excited to bring on Chris Greene as a new Firefighter to backfill an opening from December. The 2 new firefighter positions for 2020 have been filled and we will be announcing our new team members soon.
  - BV Police have filled 2 of the 3 open positions. Elijah Brito and Chris Marusarz joined us in December and bring great experience and skills to the team.
  - Al Smith has now moved into the Town Engineer role and will work on the staffing transition of the water department in 2020. With this move the Town will be able to keep on pace with our water, street and development review activities.

- **Facilities and Emergency Services Equipment Campaign** – The BV Safety Core Committee had a kickoff meeting on January 15<sup>th</sup>. The Committee will meet next on January 29<sup>th</sup> at 9:00am at the Fire Department to start the facilities tour.

The committee is made up of the following people:

Community Members	Staff	Trustees
Brian England Alex Telthorst Joe Ortiz Jim Hight Amy Eckstein Joseph Teipel	Jimmy Tidwell Dixon Villers Michelle Stoke Paula Barnett Joel Benson Phillip Puckett	Mark Jenkins Cindie Swisher

- **Live Nation / Seven Peaks Event** – at the January 21<sup>st</sup> County Commissioner Public Hearing it was decided that the costs for Emergency Services would not be waived or reduced by the County or the Town. The Town and Sheriff emphasized the need to improve the Traffic Plan and early planning includes use of the Rodeo grounds, opening a day early for campers to arrive at the event site and an exit plan to reduce traffic around the BV Fire Department (Linderman and HWY 24).
- **CDOT Projects** – CDOT has reviewed the Traffic Study for the Baylor/De Paul and Steele Dr intersections on HWY 24 and has agreed with the results which demonstrated the need for traffic signals/improvements. Staff will meet with CDOT in February to look at the sites in person and then gain an understanding of their design requirements and process.

CDOT has also stated that they will have at least \$500,000 available in their 2023 budget which is from June 2022 – June 2023. This is a great opportunity for the Town to plan and prepare for a construction project in the 2022/2023 timeframe. Staff anticipates spending money on engineering in 2020 to get this process started. An update will come after the CDOT meeting in February.

Thank you for your attention to my report. Please let me know if you have questions.



Phillip Puckett, Town Administrator

**TOWN OF BUENA VISTA**

P.O. Box 2002  
Buena Vista, CO 81211  
Phone: (719) 395-8643  
Fax: (719) 395-8644

DATE: January 28, 2020  
TO: Mayor and Board of Trustees  
FROM: Michelle Stoke, Town Treasurer

AGENDA ITEM: Treasurer's Report

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Transparency Portal:

<https://buonavistaco.opengov.com>

Sales Tax:

Sales Tax attributable to November activity was \$242,729.60 which continues to remain healthy at 14.59% over 2018 and 11.78% over 2019 Budget. I have attached the graph again to this report for your review.

Town Expenditures:

Since the January 14, 2020 report the Town has issued:

- 40 accounts payable checks for a total of \$106,930.91
- ACH withdrawals to the IRS, FPPA, CCOERA and Colorado Department of Revenue for pay period ending 01/11/2020 was \$25,852.47.
- Net payroll was \$67,312.24 for the same period.
- The breakdown by Fund for AP and payroll-related check disbursements plus the ACH payments is as follows: *(Note that not all expenditures are expenses since some are reimbursements or withholding from employees' gross payroll)*
  - General Fund - \$ 108,666.19
  - Water Enterprise Fund - \$ 14,242.28
  - Capital Improvement Fund - \$ 490.00
  - Stormwater Enterprise Fund- \$ 0.00
  - Airport Enterprise Fund - \$ 9,134.91
  - Street Fund \$ 250.00
  - TOTAL \$ 132,783.38

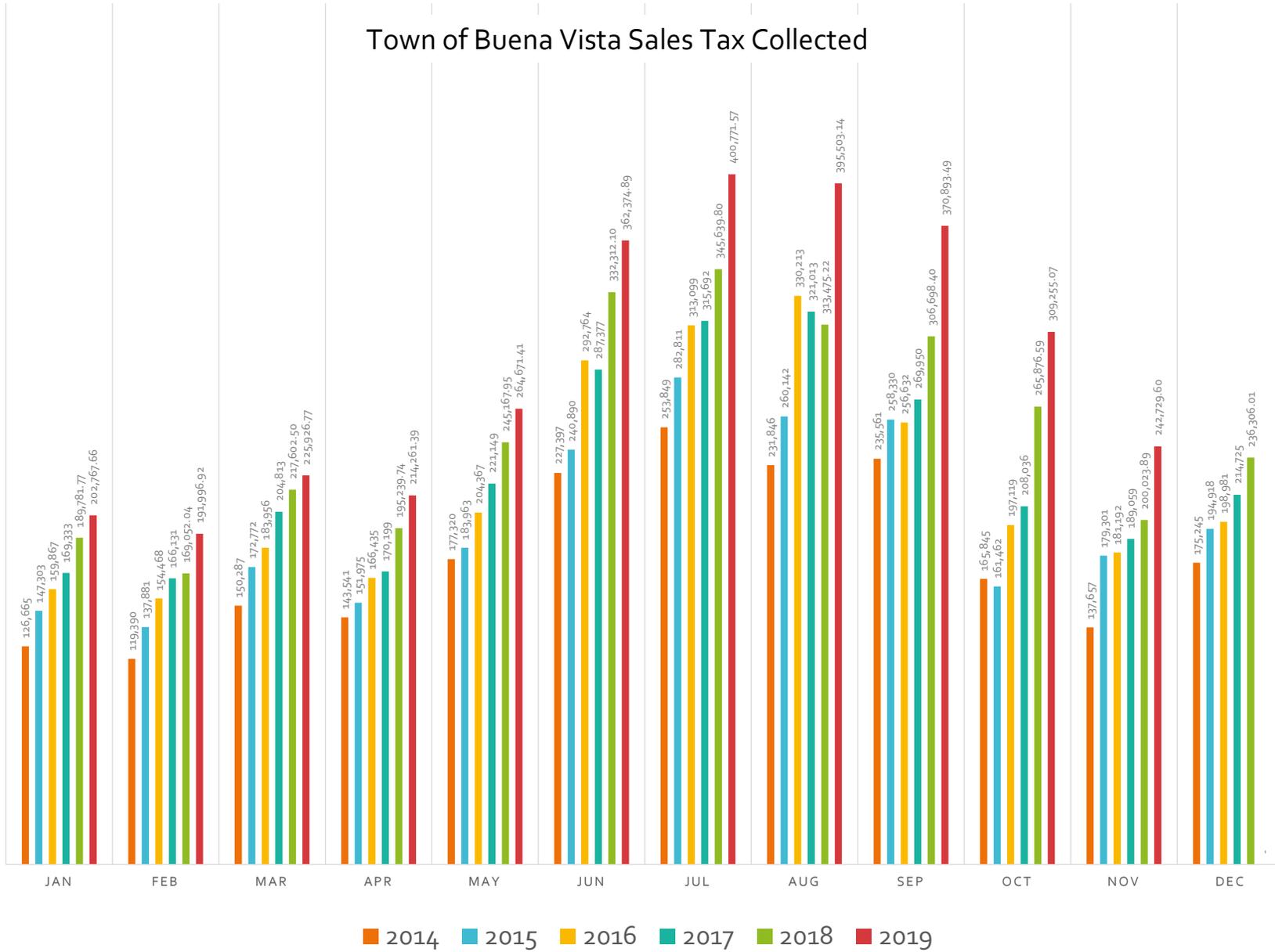
Expenditures Over \$2,000.00

-CEBT for \$49,065.43 for January 2020 health and life insurance premiums for employees  
-Colorado Municipal League for \$3,065.00 for membership dues for 2020  
-Davenport Group, Inc. for \$9,500.00 and 12,582.00 for Dell equipment, licensing and implementation of server upgrade  
-Delta Dental of Colorado for \$4,168.35 for January 2020 dental insurance premiums for employees  
-Pinnacol Assurance for \$5,876.48 for 1<sup>st</sup> of 9 Worker's Comp insurance installments  
-Atmos Energy for \$3,157.13 for December billing for natural gas  
-Ascent Aviation for \$2,000.00 for January lease payment for jet refueler truck  
-EMC Corporation for \$2,195.00 for Dell Technologies World Registration  
-KLM Engineering, Inc. for \$2,500.00 for Float down evaluation for Water Fund

This concludes my report.

Michelle Stoke, CPA  
Treasurer/Finance Director

### Town of Buena Vista Sales Tax Collected





# Planning Department Monthly Report

December 2019

## Planning:

**Building Permits:** 9 New Residential Permits Issued  
 0 New Residential ADU Permit Issued  
 1 Residential Remodel/Addition  
 0 New Commercial Permits Issued  
 0 Commercial Remodel/Additions  
 0 Multi-Family Permits Issued

**CO's Issued:** 4 Residential  
 1 Commercial

**Other Reviews:** 2 Pre Applications

## 2019 Year to Date (as of 12/31/2019) Dwelling Unit Information

64 Single Family Dwelling Unit Building Permits Issued  
 13 Accessory Dwelling Unit Building Permits Issued  
 0 Apartment Units in a Commercial Building Permits Issued  
 0 Individual Duplex Dwelling Unit Building Permits Issued  
 9 Multifamily Units Building Permits Issued  
12 Condominium Unit Multifamily Building Permits Issued  
**98 Total New Residential Unit Permits Issued**

Where those permits are located:

33 in the Farm Subdivision  
 23 in Sunset Vista  
 21 in Downtown  
 12 in Tri-Vista  
 4 in South Main  
 3 in River Run  
 2 Elsewhere in Town

## Other Items:

1. **Short-Term Rentals:** 106 Licenses for 2019 granted, 94 Licenses for 2020 so far
2. **Code Enforcement:** 34 Special Events for 2019
3. **Historic Preservation:** Architectural Design Guidelines  
 2 Reviews of Demolition permits for buildings over 50 years old

## 2019 Annual Report

### Planning:

<b>Building Permits:</b>	64	New Residential Permits Issued
	13	New Residential ADU Permit Issued
	28	Residential Remodel/Addition
	0	New Commercial Permits Issued
	15	Commercial Remodel/Additions
	9	Multi-Family Unit Permits Issued
	12	Condominium Unit Permits Issued
 <b>Other Reviews:</b>	8	Minor Subdivisions
	8	Major Subdivisions
	8	Site Plan Reviews
	4	Special Use Permits
	1	Administrative Adjustments
	4	Code Amendments
	1	Intergovernmental Agreement
	42	Shed Permits
	68	Fence Permits
	8	Temporary Vendors
	24	Sign Permits
	3	Comprehensive Sign Plan Reviews
	2	Temporary Uses
	2	Change of Uses
	1	Home Occupations
	2	Encroachment Permits
	1	Street Patio



January 14, 2020

Mr. Phillip Puckett, Town Manager  
Town of Buena Vista  
210 E. Main St.  
Buena Vista, CO 81211

**RE: Engineering Work for Private Developer**

Dear Phillip,

As we discussed the other day, Mr. Mark Lewis requested the services of RG and Associates, LLC in preparing a site development plan modification, principally drainage and grading, for development of a site at 501 Antero Circle to construct a set of storage units. Mark selected RGA principally for our availability and knowledge of the town's development standards.

Given our position with the town as its engineers and planners responsible for assisting in the review and approval of development in the town, there could be a perceived conflict of interest in our performing work and then reviewing it. We would like to inform the town that we can do this work, not only without a conflict, but, because of our knowledge the town's standards, we can submit work that will require only one review, and can eliminate the multiple cycles of reviews and re-submittals that seems to occur when developers' engineers fail to understand or have the desire to comply with the town's standards.

To avoid even the perception of conflict, we will have a separate professional engineer be responsible for the preparation and submittal of the development work as will be responsible for the review on the town's part. Review on the town's part will be accomplished by Gary Welp, PE, CFM, as has been the case in the past.

Throughout the process, our primary allegiance will remain with the town, and if a situation occurs whereby the developer and town enter into a conflict on engineering standards, we will withdraw from providing services to the developer.

Also, because our primary allegiance is with the town, we feel it important to obtain the town's approval to proceed with working with Mr. Lewis.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ricardo J.F. Gonçalves', with a long horizontal flourish extending to the right.

Ricardo J.F. Gonçalves, P.E.



**AGENDA  
FOR THE BOARD OF TRUSTEES  
OF THE TOWN OF BUENA VISTA, COLORADO  
February 11, 2020**

**Work Session at 6:00 PM – Architectural Guidelines  
Historical Preservation Commission and Planning and Zoning Commission**

**Regular Meeting at 7:00 PM**  
at the Buena Vista Community Center  
Piñon Room – 715 East Main Street, Buena Vista, Colorado

**THE BOARD OF TRUSTEES MAY TAKE ACTION ON ANY OF THE FOLLOWING AGENDA  
ITEMS AS PRESENTED OR MODIFIED PRIOR TO OR DURING THE MEETING, AND  
ITEMS NECESSARY TO EFFECTUATE THE AGENDA ITEMS**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PLEDGE OF ALLEGIANCE – Boy Scout Troop 67**

**IV. AGENDA ADOPTION**

*The Board approves the agenda at the start of the meeting including modifications.*

**V. CONSENT AGENDA**

*Approval of matters that are routine in nature that require review and/or approval, i.e. minutes and reports. (Professional Service Agreements (PSA) that exceed \$25,000.00 require the Consent Agenda to be approved by a Roll Call vote)*

**A. Minutes**

1. BoT Regular Meeting – January 28, 2020
- 2.
- 3.
- 4.

**B. Police Chief Report**

**C. Fire Chief Report**

**VI. PUBLIC COMMENT**

*Citizen participation where the public can sign up prior to the start of the meeting in order to speak up to 3 minutes for matters not on the agenda or for agenda items not scheduled for Public Hearing. Neither Town Board nor Town staff should be expected to respond to matters raised in the Public Comment segment of Board meetings. Nevertheless, Board members will always retain the right to ask questions of the speaker and to respond then or at a later time to remarks made by any citizen.*

**VII. BUSINESS ITEM**

**A. Paws for LEO's**

**B. Recreational Vehicle (RV) Camping Ordinance**

**This Agenda may be Amended**

Posted at Buena Vista Town Hall, Post Office and [www.buenavistaco.gov](http://www.buenavistaco.gov), on Friday, February 7, 2020

C.

D.

E.

F. **Public Hearing – 2019 Budget Adjustments**

**VIII. STAFF REPORTS**

1. Town Administrator
2. Town Treasurer
3. Airport Manager
4. Public Works Director
5. Recreation Director

**IX. TRUSTEE/STAFF INTERACTION**

The Board discusses items with staff and staff can bring up matters not on the agenda.

**X. EXECUTIVE SESSION**

**XI. ADJOURNMENT**