



**ELBERT COUNTY, COLORADO  
BOARD OF COUNTY COMMISSIONERS MEETING AGENDA**

Regular Meeting Held in the BOCC Meeting Room  
October 25th, 2017 at 9:00 A.M.

**WE VALUE**

- **Honesty, integrity and respect for the rights of all individuals**
- **Quality service to all**
- **Respect for our culture and history**
- **Clear communication and transparency**
- **Efficiency & fiscal responsibility**
- **Recognition of employee and citizen contributions**
- **Partnerships and collaborations**
- **Planning for the future**
- **Cooperative leadership and professional development**

**VISION: *Elbert County is recognized by our citizens and employees as the best place to live, work, and conduct business in Colorado; led in a responsive, effective, transparent, and professional manner.***

**A. CALL TO ORDER AND ROLL CALL 9:02 AM**

Commissioner Thayer – Aye, Commissioner Richardson – Aye, Commissioner Thayer - Aye

**B. INVOCATION/PLEDGE OF ALLEGIANCE: Pastor Jim Kimbriel, Harvest Bible Church**

**C. APPROVAL OF AGENDA**

**Motion: Approval of Agenda, with the following modifications, moving Item 5 under the Consent to a discussion item.**

	Moved	2nd	Comments
Richardson	x		
Thayer		x	
Willcox			
	AYE	NAY	
Richardson	x		
Thayer	x		
Willcox	x		

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**D. CONSENT AGENDA:**

1. Approval of CDS Mylars as needed
2. Approval of Vouchers as needed
3. Acknowledgement of Variance Reports
4. Approval of Public Trustee’s Quarterly Report
5. Planning Presentation Pipeline

Motion: Approval of Consent Agenda as amended.

	Moved	2nd	Comments
Richardson		x	
Thayer	x		
Willcox			
	AYE	NAY	

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Richardson	X	
Thayer	X	
Willcox	X	

## E. ELECTED OFFICIALS/DEPARTMENT HEADS/STAFF REPORTS

### 1. Staffing Update (Sam Albrecht, County Manager)

Mr. Albrecht gave an update on current positions available in the County and gave an update on the relocation of the different offices. He announced that Anne Howard has been brought into the Finance Department and will be working on several planning ahead projects. He referenced the upcoming Comp Plan meeting on November 15.

Dallas Schroeder, Elbert County Clerk and Recorder, gave an update on the Elections. He related that the new building is serving the needs of the Election department very well.

Shayne Heap, Elbert County Sheriff, relayed that he currently has 3 inmates in the Douglas County Jail.

## F. OPEN PUBLIC COMMENT (See Note 1)

NONE

## G. DISCUSSION ITEMS: (See Note 2)

### 1. Update on 2018 Budget Deadlines (Rick Pettitt, Elbert County Treasurer and chief Budget Officer)

Mr. Pettitt stated that most of the projections are done for the rest of the year so this allow for a better ending balance. There have been minor changes but for the most part what has been presented in the past is close to what it is. Budget is on schedule and comprehensive of what we are trying to accomplish next year.

### 2. Update on Zoning Regulations (CDS Director, Kyle Fenner)

Ms. Fenner started talking about the Planning Pipeline. She has explained what the process will be going forward.

There were some suggestions as to adjustments to the spreadsheets by the Commissioners.

Ms. Fenner moved onto the Zoning regulations. She explained the patches that will be coming up during Land Use. There is also meetings on Economic Development Overlay.

Commissioner Thayer commented on the Economic Development Overlay, its benefits, goals and challenges.

Commissioner Richardson also commented on the Economic Development Overlay, and asked a question based on the Work Session last week with Baseline.

Ms. Fenner relayed that they are rewriting all the Regulations. She is looking at having an open house on Dec 14 so people can come and discuss the new regulations.

### 3. Hoo House Update (Sam Albrecht, County Manager)

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Mr. Albrecht announce that the Hoo House is under contract. Inspections are currently being taken place and rezoning has been applied for from the Town of Kiowa. This is a contingent sale, based on proposed buyers selling their house in Castle Rock.

4. Review of Proposed Draft Policies (BOCC)

Commissioner Richardson gave an overview on policies moving forward. This is an effort to bring all the different policy documents that explain how we do business into a centralized place.

5. Update on Employee Benefits (Diana Hiatt, Benefits Coordinator)

Ms. Hiatt, Human Resourced, wanted to relay how everyone is enjoying the extra space. With benefits, the county is staying with CTSI. There was only a 1% increase in premiums. CORA will continue to be used for the retirement program. There will be a cafeteria option for the employees in 2018. Employee benefits fair is next Thursday. There is also work being done to evaluate employee pay.

6. GIS Data Update (Sam Albrecht, County Manager)

Mr. Albrecht stated this is one of his special plan. There is an urgent need on the base layers. He will be meeting with other departments, outside County experts to see what should be added to the base layer. This will be a 2-part project.

7. Funding Streams for Conservation District (Commissioner Chris Richardson)

Commissioner Richardson would like to see an internal meeting the 3 conservations districts to find what they need and if the County can assist in any way. The levies need to have attention paid to them.

Mr. Albrecht met with OEM and they are exploring getting money from FEMA for mitigation.

Jane Penley, 22593 Eagle Drive, Elbert

Ms. Penley used to be involved with the Kiowa Conservation District. Their funding is very little. She gave some examples of work that has been done and what needs to be done. She feels this is an important issue.

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H. ACTION ITEMS: (See Note 3)

1. Approval of October 11, 2017 Minutes

	Moved	2nd	Comments
Richardson	x		
Thayer		x	
Willcox			
	AYE	NAY	
Richardson	x		
Thayer	x		
Willcox	x		

2. Approval of October 12, 2017 Executive Session Minutes

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	Moved	2nd	Comments
Richardson		x	
Thayer	x		
Willcox			
	AYE	NAY	
Richardson	x		
Thayer	x		
Willcox	x		

3. Approval of October 12, 2017 Minutes

	Moved	2nd	Comments
Richardson	x		
Thayer		x	
Willcox			
	AYE	NAY	
Richardson	x		
Thayer	x		
Willcox	x		

4. Transfer Supervisory Authority of CDS to County Manager

Commissioner Thayer that reporting relationships should be more predictable. The CDS department is now a direct report to the County Manager.

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I. BOARD PLANNING

- Agenda Items for Next Meeting (11/8/17)  
 Minutes from 10/25/17  
 Land use

**RECESS**

**Motion: Recess until 1:00 PM**

	Moved	2nd	Comments
Richardson	x		
Thayer		x	
Willcox			
	AYE	NAY	
Richardson	x		
Thayer	x		
Willcox	x		

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1:04 PM Back in session

Motion: Move into Public Hearing

	Moved	2nd	Comments
Richardson	x		
Thayer		x	
Willcox			
	AYE	NAY	
Richardson	x		
Thayer	x		
Willcox	x		

J. Land Use (Start time at 1:00 PM)

- a. Amendment ECZR. Part I, Section 9: Referral Process for Land Use Applications  
 Ms. Fenner presented a summary for the need for this amendment.
- b. Amendment ECZR. Part I, Section 10: Public Notice Requirements for Land Use Applications

Ms. Fenner presented a summary for the need for this amendment. Both of these streamline the Referral Process and Notice Requirements to be uniform for all applications.

Commissioner Thayer explained the necessity of streamlining the process.

Motion: Approval of Resolution on Elbert County Zoning Regulations Amendment – Adding Two New Sections to part I, Adding Sections 9: Referral Process for Land use Applications and Section 10: Public Notice Requirements for Land Use Applications.

	Moved	2nd	Comments
Richardson	x		
Thayer		x	
Willcox			
	AYE	NAY	
Richardson	x		
Thayer	x		
Willcox	x		

- c. Amend the Fee Schedule as described in Part I, Section 8 of the ECZR as it pertains to: Development permits for Tier III SURs including: Solar Installations, Wind Developments, Solid Waste Treatment facilities, Major Oil & Gas Development,

Pipelines, Power Installations and SUR that involves 500+ acres as well as Tier II SURs for Commercial Communications (cell, radio, etc.) Towers.

Ms. Fenner explained the background of the SUR fees. Historically this has been a one size fits all fee. This adds 1% development fee on large projects.

Commissioner Thayer explained the necessity of this amendment.

Spring Valley Ranch

She wanted to know what other counties charge, and how we came to this fee schedule.

Ms. Fenner stated the 1% is a negotiated rate. There is no hard and fast rule. She surveyed the neighboring counties and wanted to find a dollar amount that would not discourage development and offset the costs.

Spring Valley Ranch

She thought that these were subjective and perhaps not the best way in the future.

Ms. Fenner stated that she had spent many hours figuring out the proper fee.

Commissioner Thayer explained that this is the starting point and it can be evaluated over time. There is no pushback on the 1%.

Motion: Approve the Amendment on Fee Schedule in Part 1, Section 8 of the Elbert County Zoning Regulations.

	Moved	2nd	Comments
Richardson		x	
Thayer	x		
Willcox			
	AYE	NAY	
Richardson	x		
Thayer	x		
Willcox	x		

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d. ECZR Part II, Sections 17, 25 and 27. (CDS)

Ms. Fenner gave a summary of the changes to sections 17, 25 and 27.

Commissioner Thayer summarized the reasons for the necessity of the changes. The MOU process is not working or compliant with current State regulations. These are recognizing the time impacts on the County.

Motion: approval of resolution. Read it

	Moved	2nd	Comments
Richardson	x		
Thayer		x	

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Willcox		
	AYE	NAY
Richardson	x	
Thayer	x	
Willcox	x	

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- e. Building permit fee schedule to include: Minor Oil and Gas Permits to Drill and Minor Oil & Gas Permits for completion activities such as: tanks, batteries, on-site pipelines, etc. (Building Department)

Ms. Mehrer, Building Department Director, presented the reasons for the proposed Building Permit Fees.

Commissioner Thayer further explained the details of the proposed building permit fee.

Jim Duvall, Rd 21 in Elizabeth.

Mr. Duvall wanted to know if other counties had been contacted as to the reasons and fees schedule changes, such as Weld County.

Commissioner Thayer answered the questions.

Commissioner Richardson explained that the Road Agreement and Fire District is a separate agreement.

Motion: Approve Resolution for the Building Department Fee Schedule Amendment

	Moved	2nd	Comments
Richardson	x		
Thayer		x	
Willcox			
	AYE	NAY	
Richardson	x		
Thayer	x		
Willcox	x		

Motion: Adjourn at 1:53 PM

	Moved	2nd	Comments
Richardson		x	
Thayer	x		
Willcox			
	AYE	NAY	
Richardson	x		
Thayer	x		
Willcox	x		

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**NOTES ON PUBLIC COMMENT:**

**Note 1: General Public Comment** - *This portion of the agenda is reserved for citizens who wish to comment to the BOCC on items of county interest that are not scheduled for Discussion or Action. This time will not be used to make political speeches nor will personal attacks be tolerated. Individuals will be limited to one opportunity to speak for a period of up to three minutes during this portion of the agenda.*

**Note 2: Discussion Items** - *This portion of the agenda is intended to introduce items that may require future board action. It allows for shaping of final decisions, and allows for public input to ensure all aspects of the issue are fully considered before decisions are made. After each item, the chair will offer time for public comment limited to three minutes per person.*

**Note 3: Action Items** - *This portion of the agenda is intended for items requiring a board decision. Prior to taking action, the chair will offer time for any final public input, limited to three minutes per person, prior to a vote.*

**Note 4: Land Use Hearings** - *Hearings for Land Use Items will be held at 1:00pm on meeting days. If all other agenda items are completed earlier, the chair will recess until this scheduled time. If previous agenda items are not complete by 1:00pm, the land use hearings will be opened and completed before proceeding to any remaining agenda items. Land use hearings will follow the following sequence:*

- *Open Land Use Hearing*
- *Staff Presents Application and Recommendation of Planning Commission*
- *Applicant Presents*
- *Public Input on Application (three minutes per person)*
- *BOCC Questions and Discussion*
- *BOCC Decision*
- *Close Land Use Hearing*

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**BOARD OF COUNTY COMMISSIONERS**

**ELBERT COUNTY, COLORADO**

  
\_\_\_\_\_  
**CHRIS RICHARDSON, Vice-Chair, COMMISSIONER District 1**

  
\_\_\_\_\_  
**DANNY WILLCOX, Chair, COMMISSIONER District 2**

  
\_\_\_\_\_  
**GRANT THAYER, COMMISSIONER District 3**

**ATTEST: Dallas Schroeder**  
**County Clerk**



**BY:**   
\_\_\_\_\_  
**Clerk to the Board of County Commissioners**