

**MEETING MINUTES**  
**GRAND COUNTY BOARD OF COUNTY COMMISSIONERS**  
**GRAND COUNTY DEPARTMENT OF SOCIAL SERVICES**  
**GRAND COUNTY HOUSING AUTHORITY**

April 17, 2018

Present: Commissioner Richard D. Cimino, Commissioner District 1  
Commissioner Merrit S. Linke, Commissioner District 2 – Chair  
Commissioner Kristen Manguso, Commissioner District 3

Also Present: Clerk and Recorder Sara Rosene  
County Attorney Robert Franek  
County Manager Lee Staab

Those present recited the Pledge of Allegiance.

County Manager Staab presented Darren Childs of Grand County Information Technology with a Grand County coin.

Commissioner Cimino moved to approve the Board minutes of April 10, 2018 as presented.

The motion passed unanimously.

Commissioner Linke announced that the Board is sitting as the Grand County Housing Authority.

Commissioner Manguso moved to approve the Applications for Exemption – Restrictive Covenants for the Coyote Creek at Winter Park Subdivision for Keystone Summit LLC for Units 3, 7, 12 and 13, Lot 23 and Units 14, 15, 24, 37, 38, 41, Lot 24 Amended Final Plat of Coyote Creek at Winter Park as presented by Sheena Darland Housing Authority Operations Manager.

The motion passed unanimously.

Commissioner Cimino moved to approve the down payment assistance loan for Michael Patrick and Candace Barrett in the amount of \$10,000 as presented by Sheena Darland Housing Authority Operations Manager and wire the loan during the first break today.

The motion passed unanimously.

Commissioner Linke announced that the Board is sitting as the Grand County Board of Commissioners.

General Public Comments

Eden Recor of the Grand County Internet Services informed the Board that the Board Agenda is not useful to anyone. He believes that contracts should appear on the written Board Agenda.

Mr. Recor expressed frustration that the Board approved a contract for internet access service between Hot Sulphur Springs and Kremmling with Visionary Communications, Inc.

Mr. Recor wondered if the County started the process with a RFP.

Mr. Recor indicated that he would provide the same service to the County at a much lower cost.

Mr. Recor will meet with the Information Technology Director to discuss.

Finance Department

Finance Director Curtis Lange presented the Warrant Register and Expenditure List to be paid on April 18, 2018, for vendor payments. The list for this period was verified for the Board's approval.

Commissioner Manguso moved to approve the vouchers presented on April 17, 2018, for payment on April 18, 2018 for the Grand County Board of Social Services.

The motion passed.

Commissioner Manguso moved to approve the wires payments and vouchers payments presented on April 17, 2018, for payment on April 18, 2018 for Grand County.

The motion passed unanimously.

### Departmental Contracts, Comments, Issues

Commissioner Linke announced that the Board is sitting as the Board of Social Services.

Commissioner Manguso moved to approve the Core Services Contract between the Department of Human Services and Building Warriors as presented by Human Services Director Deb Ruttenberg.

The motion passed unanimously.

Commissioner Linke announced that the Board is sitting as the Board of County Commissioners.

Commissioner Cimino moved to approve the request from the Fraser Valley Metropolitan Recreation District to waive the Building Permit fees. The amount is estimated at \$1,750.

The motion passed unanimously.

Sheriff Schroetlin stated that he was contacted by Yvonne Knox regarding a clean-up day for the Town of Hot Sulphur Springs. The request is to use the lot next to the Sheriff's impound lot on May 5, 2018 to place dumpsters.

The Board is fine with using the property for the dumpsters.

Clerk and Recorder Sara Rosene presented the monthly clerk fees.

Commissioner Cimino moved to approve Assignment of Hangar Lease Number 14 at the Granby / Grand County Airport from Mark Harrington to Donna Gore as presented by Assistant County Manager Ed Moyer.

The motion passed unanimously.

Commissioner Manguso moved to approve the Selection of Consultants, Project Plans and Specifications, Equipment and Construction Contracts, and Construction Project Final Acceptance Documents for the Kremmling / McElroy Airfield as presented by Assistant County Manager Ed Moyer.

The motion passed unanimously.

Commissioner Cimino moved to approve the Granby / Grand County Airport Emily Warner Field Airport Master Plan Final Report and to authorize the Chair to execute the Sheet 2 of the Airport Layout Plan.

Discussion: This was a 2015 project that was just finally approved by the FAA last week. Mr. Moyer stated that the Master Plan updates two items that the Airport Advisory Committee looked at for Granby. Item one was to complete an aeronautical survey which upon completion of that allows the County to apply to FAA for an instrument approach at Granby. Item two is that the Master Plan identified approximately 31 additional hangar development areas to the north.

The motion passed unanimously.

Commissioner Linke noted that the instrument approach is a big deal for Granby. Mr. Moyer noted that not having the instrument approach limits the use of the airport.

Mr. Moyer presented the State of Colorado Intergovernmental Agreement. This is for the County Road 3 Arch Pipe Culvert Project. The Agreement is between CDOT and Grand County for Federal Highway Funds in the amount of \$660,000. The County's match is \$165,000 for a total of \$825,000. Mr. Moyer made another request to CCI to see if there is additional Rural Bridge Funds available.

The project is likely going to be \$950,000. Mr. Moyer stated that the County budgeted \$300,000 for the project.

Commissioner Manguso moved to approve and authorize the Chair to sign the State of Colorado Intergovernmental Agreement between the Colorado Department of Transportation and Grand County. The maximum amount of the agreement is \$825,000.

The motion passed unanimously.

Commissioner Manguso moved to approve the Construction Contract between Grand County and Power to the People in the amount of \$8,750 for the project in the Clerk and Recorder's Office as presented by Assistant County Manager Ed Moyer.

Discussion: Mr. Moyer stated that this was put out to bid and received only one bid.

The motion passed unanimously.

Commissioner Manguso moved to approve the Services Contract between Grand County and Get Smashed, LLC for the August 18, 2018, Demolition Derby in an amount not to exceed \$10,000 as presented by Assistant County Manager Ed Moyer.

The motion passed unanimously.

County Manager Lee Staab presented his weekly report.

Commissioner Manguso moved to approve Resolution No. 2018-4-13, "A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO APPROVING AN AMENDMENT TO RESOLUTION NO. 2018-1-4 TO RESET A REGULAR MEETING OF THE BOARD FROM JUNE 5, 2018 TO JUNE 4, 2018"

The motion passed unanimously.

#### Consent Agenda

Resolution No. 2018-4-7, "A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO APPROVING AND AUTHORIZING THE ROTARY CLUB OF GRANBY FOUNDATION TO USE PORTIONS OF THE FLYING HEELS RODEO ARENA GROUNDS AND FACILITIES FOR LIQUOR SALES DURING CERTAIN EVENTS, SUBJECT TO BEING ISSUED A SPECIAL EVENT LIQUOR PERMIT AND THE CONDITIONS THEREOF"

Resolution No. 2018-4-8, "A RESOLUTION APPROVING AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO TO EXECUTE A SERVICES AGREEMENT AND A SERVICE ORDER BETWEEN VISIONARY COMMUNICATIONS INC., DBA VISIONARY BROADBAND, AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO FOR DEDICATED INTERNET ACCESS SERVICE"

Resolution No. 2018-4-9, "A RESOLUTION APPROVING AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO TO EXECUTE A MEMORANDUM OF AGREEMENT BY AND BETWEEN THE COLORADO RIVER WATER CONSERVATION DISTRICT AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO FOR SHARING THE COSTS OF PHYTOPLANKTON ANALYSES"

Resolution No. 2018-4-10, "A RESOLUTION APPROVING AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO TO EXECUTE THE FIRST AMENDMENT TO A LEASE AGREEMENT BY AND BETWEEN THE STATE OF COLORADO, DEPARTMENT OF LABOR AND EMPLOYMENT AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO"

Resolution No. 2018-4-11, "A RESOLUTION APPROVING AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO TO EXECUTE A PARTICIPATION AGREEMENT BY AND BETWEEN INTELLECTUAL TECHNOLOGY, INC. AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO FOR COLORADO MOTOR VEHICLE EXPRESS SELF-SERVICE TERMINAL PARTICIPATION"

Resolution No. 2018-4-12, "A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO APPROVING A CAPITAL RELEASE BY THE GRAND COUNTY SHERIFF FOR THE PURCHASE OF A COMMUNICATIONS COMMAND VEHICLE"

Commissioner Manguso moved to approve the Consent Agenda.

The motion passed unanimously.

Commissioner Cimino requested reimbursement for travel for the Harvard Kennedy School of Government class that he was accepted to attend. The class is \$16,200. Commissioner Cimino received a scholarship from the Gates Family Foundation in the amount of \$15,300 which leaves a balance on the tuition of \$900. The tuition covers the cost of the classes and room and board for three weeks. The dates of the classes are June 4 through June 22, 2018.

Commissioner Cimino stated that he will miss three Board of Commissioners meetings.

Commissioner Manguso moved to approve out-of-state travel and funding for Commissioner Cimino for the Harvard Kennedy School of Government in the amount not to exceed \$2,000.

Commissioner Manguso	aye
Commissioner Linke	aye
Commissioner Cimino	abstain

The motion passed.

Commissioner Cimino stated that on April 11 he had an informal meeting with Samantha Breugger Director of the Grand Lake Chamber of Commerce.

Commissioner Cimino stated that the Fraser / Winter Park Rotary Club did a Muftic Annual Service Above Self dinner and award. The award went to Greg Foley, Director of the Grand County Search and Rescue for his many years of volunteer service.

All three commissioners met with the consultants to discuss the statutory requirements and roles of Commissioners.

Commissioners Cimino and Manguso attended the Mayor and Managers meeting on Monday.

Commissioner Manguso attended the Middle Park Water Conservation District meeting.

Commissioner Manguso attended the UCC meeting.

Commissioner Manguso met with the County Manager and will continue to do so on a regular basis.

Commissioner Linke attended the 9 Health Fair on April 14. It is hosted by the Grand County EMS Department.

#### Calendar

April 18	Commissioners Cimino and Manguso will attend the Legislative Breakfast in Idaho Springs
April 19	Commissioner Cimino will testify on a health care bill
April 19	All three commissioners will attend the Veterans Dinner at the CSU Extension Hall at 5:30 pm
April 19	Commissioner Manguso will attend a HTA meeting at the BLM Office in Kremmling at 9:00 a.m.
April 20	Commissioner Manguso will attend the Statewide Transportation Advisory Committee meeting
April 23	Commissioner Cimino will participate in the voting for the 4-H Scholarships
April 23	Strategic Plan Briefing at 7:30 p.m. at the Grand Lake Town Hall
April 24	Strategic Plan Briefing at the Granby Town Hall
April 26 & 27	Commissioner Manguso will attend the QQ retreat in Eagle

#### Short Term Rentals Update

County Manager Staab provided an update.

There were 309 legacy properties that were registered between January and May of 2017. When the new program was instituted with the \$150 fee as of the first of May, 300 would have expired. Most have already re-registered.

There will be nine legacy properties that registered between May 1 and the start of the new program that are still at \$20 fee. The other 300 will expire and will need to register at the new fee.

Since June of last year, every fee collected was the \$150 fee.

Mr. Staab stated that 519 properties have paid under the new system for a total of \$77,850. There were 30 payments logged into the Treasurer's Office during the month of April. Those 30 properties totaled \$4,500.

Mr. Staab stated that there is a period of transition from the people that were registered in the previous year for \$20. As the registrations expire on a monthly basis, County staff is making contact with those property owners.

Mr. Staab stated that some of the property registrations have expired but the properties continue to be listed in short term rental programs. Those properties are non-compliant.

During the upcoming workshop with the Board, the following items will be discussed

1. Fee structure changes and recommendation for the fee structure
2. Non-compliance enforcement
3. Short term permit changes
4. Neighborhood complaints

Commissioner Manguso stated that she is not in favor of variable permit fees.

Commissioner Cimino is in favor of variable fees.

Commissioner Linke stated that he is in favor of some kind of variable fee that does not require a lot of calculations.

Mr. Staab asked the Board to consider how it wants to cover the cost of the program.

Commissioner Manguso stated that her initial thought is that the cost of the Sheriff should probably not be covered. The Sheriff would respond to neighborhood complaints whether or not the program exists. The personnel costs internally should be considered.

Commissioner Linke stated that the cost of all infrastructure needs to be considered.

Commissioner Cimino is in favor of the program to cover the cost of all infrastructure including the Sheriff.

#### Human Resources Bi-Annual Update

Human Resource Director Colleen Reynolds presented.

#### Employee Demographics

- 313 Total Employees
- 219 Full Time Employees  
(employees working 30+ hours per week included in full time group)
- 21 Part Time Employees
- 73 Election Judges
- Average age 51\*
- 152 Female, 161 Male
- Average Length of Service = 6.41 Years

\*Based upon information in the system. No birth date information available for some employees.

#### 2017 Hires

##### 60 Hires

- 1 Attorney
- 4 C&R
- 1 Commissioners
- 4 Community Development
- 17 EMS
- 2 Human Services
- 1 Information Systems
- 8 Internships
- 4 Public Health (includes Home Care, PH, Senior Nutrition)
- 11 Road and Bridge (includes R&B, Natural Resources, Crusher)
- 7 Sheriff (includes Jail, Sheriff, Dispatch)

#### 2018 Hires (January, February, March)

- 12 Hires
- 2 Community Development
- 2 Sheriff
- 2 Public Health
- 3 Road and Bridge
- 3 EMS

2017 Terminations

- 70 Terms
- 1 Assessor
- 3 Clerk and Recorder
- 1 Commissioners
- 1 Community Development
- 21 EMS
- 2 Human Services
- 9 Internships
- 6 Public Health (Home Care, Senior Nutrition, PH)
- 15 Road and Bridge (R&B, Natural Resources, Crusher)
- 10 Sheriff (Jail, Sheriff, Dispatch)
- 1 Water Quality

2018 Terms (January, February, March)

- 12 Terms
- 1 Attorney
- 2 Community Development
- 2 EMS
- 1 Juvenile Services
- 6 Sheriff

Gross Wages			
Year	2016	2017	2018
1st Quarter	\$2,808,026	\$2,735,722	\$2,788,393
Total	\$11,806,931	\$11,602,645	

Overtime Breakout by Department

Overtime Breakout By Department (January - March, 2018)	
<small>Departments not grouped for this slide. Example: Jail, Dispatch and Sheriff are depicted separately.</small>	
Sheriff	30,129
EMS	26,817
R&B	14,733
Jail	13,159
Natural Resources	2,867
Maintenance	2,668
Building	1,390
Animal Control	1,032
Dispatch	745
Crusher	464
Airport	227
Accounting	82
C&R	15
Motor Vehicle	44
Total	94,370

Employee Benefits:

Medical Insurance

- Grand County is self insured
- CIGNA administers and processes claims
- Enrollment:
  - 77 base plan single
  - 117 base plan family
  - 7 buy up plan family
- Total Base Plan Single Cost = \$960.47/month
  - Employee portion = \$0.00
  - Grand County portion = \$960.47 (\$11,525.64 annual)
    - \$ 137.47 admin/stop loss fee  
(37.63 admin + 78.41 individual stop loss + 21.43 aggregate stop loss)
    - \$ 823.00 self insurance
    - \$ 960.47 total/month 77 enrolled in base single (74 employees + 3 COBRA/retiree)
- Total Base Plan Family Cost = \$2,353.12/month
  - Employee portion = \$190.00 (\$2,280.00 annual)
  - Grand County portion = \$2,163.12 (\$25,957.44 annual)
    - \$ 336.78 admin/stop loss fee

(92.18 admin + 192.11 individual stop loss + 52.49 aggregate stop loss)

- \$ 2,016.34 self insurance
- \$ 2,353.12 total/month

#### 117 employees enrolled in base family

- Total Buy Up Plan Family Cost = \$2,413.68/month
  - Employee portion = \$0
- Grand County portion = \$2,413.68 (\$28,964.16 annual)
  - \$ 346.95 admin/stop loss fee  
(100.68admin + 192.49 individual stop loss + 53.78 aggregate stop loss)
  - \$ 2,066.73 self insurance
  - \$ 2,413.68 total/month

#### 7 employees enrolled in buy up family

THIS PLAN WILL BE ELIMINATED IN 2019

#### 2019 Medical Insurance Options

- Various options being considered for 2019
- Intent is to keep health care costs flat or reduced for 2019  
Lynn Baker, HUB, briefed department heads on April 11, 2018 regarding potential plan designs which included the following options:
  - Current plan with increased deductible and out of pocket
  - High Deductible Health Care Plan Only (with Health Savings Account (H S A))
  - Dual choice option (current plan with increased deductible/OOP or HDHP (w/H S A))

Employee Contribution Strategies Will Be Reviewed for 2019

#### Compensation In Lieu

- Program that allows an employee to waive the County's medical coverage (if he/she can provide proof of alternative coverage). If medical is waived the employee is eligible for a compensation in lieu payment.
  - Single rate = \$125/month (\$1,500/year)
  - Family rate = \$250/month (\$3,000/year)

Enrollment in this program:

- 8 single
- 5 family

#### Dental Insurance

- Grand County is self insured
- CIGNA administers the claims
- Enrollment
  - 129 family
  - 64 single (63 employees + 1 retiree)
- Total Family Cost = \$88.83/month
  - Employee portion = \$25.00 (\$300.00 annual)
  - Grand County portion = \$63.83 (\$765.96 annual)
    - \$7.79 admin fee
    - \$81.04 self insurance
    - \$88.83 total/month

129 employees enrolled in family dental

- Total Single Cost = \$30.45/month
  - Employee portion = \$15.00 (\$180.00 annual)
  - Grand County portion = \$15.45 (\$185.40 annual)
    - \$ 2.39 admin fee
    - \$28.06 self insurance
    - \$30.45 total/month

64 enrolled in single dental (63 employees + 1 retiree)

#### Flexible Spending Account Plan

- Allows individuals to use pre-tax dollars for out of pocket health care and/or child/dependent care expenses. 2018 limits are \$2650 health and \$5000 dependent care (set by IRS)
- Contributions subject to the "use it or lose it" rule
- Administered by Rocky Mountain Reserve
- Enrollment = 46 employees
- Grand County cost:

Estimated annual cost: \$2,628 (will vary depending on enrollment)  
\$35.00 per month admin fee + \$4.00 per member per month

- Flex Spending Account options will be modified and/or eliminated if the County moves to a High Deductible Health Care Plan with Health Savings Account Option

#### Group Life Insurance

- Full time employees covered at \$20,000 (benefit amount reduces after age 65)
- Family life provided if employee enrolls in family medical
  - spouse covered at \$2,000
  - Children 14 days to 6 months covered at \$100
  - Children 6 months+ covered at \$1,000
- Grand County pays 100% of the premium
  - Family Life = \$6.70 per month (if employee under age 65)
  - Single Life = \$5.80 per month (if employee under age 65)
  - Premiums reduce after age 65
  - March, 2018 cost = \$1,354
  - Based upon March cost, the annual premium will be approximately \$16,248

#### Long Term Disability Insurance

- Provided through Lincoln Financial Group
- Covers lost income (60% of monthly salary up to \$5,000 per month) if someone is deemed disabled and cannot work
- 180 day elimination period after an individual is deemed disabled
- Employees who work 30+ hours per week are enrolled in this benefit
- Grand County pays 100% of the premium
  - Premium based upon annual pay
  - 217 employees enrolled
  - March, 2018 cost = \$2,930
  - Based upon March cost, the annual premium will be approximately \$35,160

#### Voluntary Insurance Products

100% employee paid

Premiums processed via payroll deduction

#### Voluntary Insurances Offered:

- AFLAC Accident Plan – 56 employees enrolled
- VSP Voluntary Vision Plan – 49 employees enrolled
- 5 Star Family Protection Plan – 12 employees enrolled
- 5 Star Voluntary Life Plan – 35 employees enrolled

#### Holiday Savings Plan

- Voluntary plan
- Employees can contribute into the Holiday Savings Plan in any amount  
Designated amount withheld January through October
- Paid to employee with the first pay date in November
- 27 employees enrolled

#### Retirement Options – 401a Plan

- Retirement Plan is through CCOERA
- Mandatory participation for eligible employees, starts immediately upon hire
- Employee can elect anywhere from 3% to 6% to go into the plan (irrevocable election); the employee contribution is matched 100% by Grand County
  - Employees who have completed 20 years of service can elect 3% to 9%

#### Retirement Options – 401a Plan Continued

- 222 employees enrolled; Average election percentage = 5.78%
- Estimated Grand County match cost for 2018 = \$623,385 (\*less forfeitures)

\*2018 match estimate is based on 03/23/2018 pay date match amount of \$23,899.45

\*Match amount will be reduced by forfeitures

\*2017 Forfeiture Amount = \$55,259.54

#### Retirement Options – 457 Plan

- Retirement Plan is through CCOERA



- Voluntary participation; Employee contribution only (no match)
- Pre tax deduction
- 2018 annual contribution limit \$18,500 (increases to \$24,500 for age 50+)
- 58 employees enrolled in 457 Plan

#### Retirement Options – 457 and 401a Loans

- Loans allowed on 401a and 457 Plans
  - Minimum loan amount is \$2500
  - Can borrow up to 50% of vested account balance
  - Maximum loan amount is the lesser of \$50,000 or 50% of vested account balance
  - Limited to 1x refinance per year
  - Loan payments required to go through payroll
- 4 employees with 457 loans
- 25 employees with 401a loans

#### Leave Time

Leave time includes vacation time, sick time, personal time and holidays

- Sick time = 12 days per year
- Vacation time = 10 days per year initially (increases with years of service)
- Holidays = 10 days per year or 10 ½ days (if Christmas Eve falls on weekday)
- Personal time = 2 days per year (hours per day based on annual hours)

\*The amounts indicated above vary for EMS field staff and are pro-rated for benefitted employees who work less than full time

#### Other – Work Comp Claims

Workers compensation insurance is through County Technical Services Inc (CTSI)

- CTSI administers work comp claims
- 2017: 26 work comp claims submitted
- 2018: 2 work comp claims submitted
- Not all work comp claims result in payment and/or lost time from work; some are submitted for reporting purposes only

#### Other – Family and Medical Leave (Federal Law)

- Employees eligible for FMLA if they have completed at least one year of employment and worked at least 1250 hours
- FMLA can be requested for own illness and/or for time needed to care for eligible dependent (spouse or child under the age of 18)
- 2017: 28 FMLA requests were processed by HR
- 2018 Year to Date: 4 FMLA requests have been processed by HR

#### Other - Personnel Manual Re-Write

- Grand County Personnel Manual adopted by BOCC in February, 1996 (Resolution 1996-2-7)
- Manual has been amended several times since adoption
- Re-write is an ongoing process; focus for 2018
- Multiple sections in the manual tie together/overlap

#### Other

- 26 payrolls processed annually (bi-weekly pay schedule)
- Employee newsletter produced quarterly
- Audit reports completed twice per year
- 941/Unemployment reports processed quarterly
- Open enrollment coordination/process done annually
- Pay plan/job description maintenance (as needed)
- Salary publication generated and published twice per year (per state statute)
  - February (reflects prior calendar year earnings)
  - August (reflects June earnings)
- Year end process (annually)
- Incode version 10 upgrade (coming up)

#### Town of Granby – Town Update

Granby Town Manager Aaron Blair presented the update for the Town of Granby.

Ms. Blair presented the Development Report for the first quarter of 2018.

The Town is working on trails and access to trails.

The Town sold the developer (Sun Land) 61.5 acres. The developer will be building 311 units and there will be affordable housing units.

The Town is working with an architect to draw "Granby Cottages." If someone wants to build a Granby Cottage, they can do so without plan review and no building permit fees.

Mr. Blair stated that he is working on zoning codes and design codes.

The Town is looking at a fix for the bridge at 6<sup>th</sup> Street and Agate.

The Town is working on parking enhancements.

The Town of Granby has some new branding.

The Town is working on traffic calming and streetscaping.

The Town is working on code enforcement with regard to land use.

Mr. Blair stated that the intersection of Highways 34 and 40 is very important to the Town.

Carlotta E. Hardy stated that she came today to address the Commissioners for a hearing at 11:00 a.m. The hearing was held on April 10, 2018.

The Board asked Ms. Hardy to discuss the hearing with the Community Development Department.

Commissioner Manguso moved to appoint Rich Cimino as Acting Chair.

The motion passed.

Trail Creek Estates, Amended Final Plat of Lot 73-74, & Adjustment of Interior Lot Line and Vacation of Easements

The public hearing scheduled to begin at 3:15 p.m. was called to order by Acting Chair at 3:28 p.m. County Attorney Robert Franek set the record.

- Exhibit A Letter of Application, dated November 22, 2017
- Exhibit B Public Notice – Middle Park Times dated March 28<sup>th</sup>, 2018
- Exhibit C Proof of Publication – Middle Park Times dated April 5<sup>th</sup>, 2018
- Exhibit D Vicinity map depicting the 750' notification buffer as established by the Grand County GIS system
- Exhibit E Mailing to all property owns within 750 feet as established by the Grand County GIS system
- Exhibit F Public Review Sheets (without signatures)
- Exhibit G Memorandum from the Department of Community Development dated March 23<sup>rd</sup>, 2018
- Exhibit H Amended Grand County Development application, April 13<sup>th</sup>, 2018
- Exhibit I Grand County Community Development staff report dated April 17<sup>th</sup>, 2018
- Exhibit J Vicinity Map
- Exhibit K Community Development Staff Power Point

APPLICANT: Gary and Catherine Brewer on behalf of themselves, David and Sheryl Greenbury and Ruth Ann Hostetler

REQUEST: Amended final plat pursuant to Grand County Subdivision Regulations 4.3 to relocate interior lot line so that existing site improvements are within the lot boundary. A variance pursuant to 16.1 to approve the minimum lot area and width for Lot 73 and lot area for Lot 74, was approved April 12, 2018.

LEGAL

- DESCRIPTION: Lot 73 and Lot 74, Amended Trail Creek Estates 2nd Filing
- LOCATION: 759 GCR 412 – Approximately 1.1 miles NW of the US34/GCR 41 intersection to GCR 412, Trail Creek Estates
- DISTRICT: F/O – Forestry/Open
- AREA: .86 acres Lot 73 and Lot 1.341 acres 74
- STAFF CONTACT: Alexander Taft, ataft@co.grand.co.us
- ATTACHMENTS: 1) Vicinity Map

- 2) Amended Trail Creek Estates, Filing No. 2, Plat
- 3) Proposed Amended Final Plat

#### History:

Trail Creek Estates was subdivided into three filings between 1969 and 1972, consisting of 38 lots on a total of 40 acres. These subdivisions are not controlled by any covenants. The original plats were approved prior to adoption of zoning or subdivision regulations for the County. This means the lots within the subdivision are pre-existing and non-conforming.

Lots 73 and 74 are located within Filing No. 2 of the subdivision. Included as an attachment to this certificate, the original plat shows lots 73 and 74. Lots 73 and 74 as originally platted (see attached), are each approximately 1.1 acres.

Lot 73 is currently vacant land. Lot 74 has a residence with a driveway and shed that were constructed prior to transfer of the property to the applicants. The driveway and shed were both placed over the common lot line and encroach into Lot 73. The Brewers are requesting a REPLAT of Lots 73 and 74 to relocate the interior property line, creating Amended Lot 73A and Amended Lot 74A. A copy of the amended PLAT that shows both amended lots is included as an exhibit to this report.

#### Project Description:

The applicants are proposing an amended final plat to relocate the common lot line so the driveway and shed are no longer encroaching onto Lot 73.

The application is to combine 0.24 acres of Lot 73, increasing Lot 74 to approximately 1.34 acres.

No additional structures are proposed with this application.

Compliance with the Grand County Master Plan, Zoning, Subdivision Regulations, CRS 43-2-301 et al –  
Vacation Proceeding: Roads, Streets and Highways

CRS 43-2-301 et al - Vacation Proceeding: Roads, Streets and Highways

Grand County has used the criteria in CRS 43-2-203 regarding vacation of roadways also to review vacation of utility easements:

43-2-203 (1) All right, title, or interest of a county, of an incorporated town or city or of the state or of any of its political subdivisions in and to any roadway shall be divested upon vacation of such roadway by any of the following methods:

(1)(b) The board of county commissioners of any county may vacate any roadway or any part thereof located entirely within said county if such roadway is not within the limits of any city or town.

(2) No roadway of part thereof shall be vacated so as to leave any land adjoining said roadway without an established public road connecting said land with another established public road.

(3) In the event of vacation under subsection 1 of this section, rights-of-way or easements may be reserved for the continued use of existing sewer, gas, water or similar pipelines and appurtenances for ditches or canals and appurtenances and for electric, telephone, and similar lines and appurtenances.

The vacation and rededication of the utility easement will not eliminate utility access for adjacent property owners.

#### Master Plan

The property is not located in either, a Grand County Urban or Rural Growth Boundary. The proposal will not create any change in density and is in compliance with the Grand County Master Plan - because it maintains the rural character of the county.

#### Planning Commission Review

Planning Commission conditionally approved this application. This application requires variances to the minimum lot size as the subdivision was originally platted before the adoption of County zoning and subdivision regulations.

Platting language will need to reflect changes to lots by adding “Amended” and “A” to each amended lot. Planning Commission recommended quit claim deeds also be recorded.

#### Recommendation

Staff recommends approval of Amended Lot 73A and Amended Lot 74A, Amended Trail Creek Estates 2nd Filing, A Replat of Lot 73 and Lot 74, Amended Trail Creek Estates 2nd Filing, Reception No. 121553 and the relocation of the lot line with the following conditions:

1. The title of the plat shall be amended to read:

#### AMENDED FINAL PLAT

AMENDED LOT 73A AND AMENDED LOT 74A, AMENDED TRAIL CREEK ESTATES, 2ND FILING  
A REPLAT OF LOT 73 AND LOT 74, AMENDED TRAIL CREEK ESTATES 2ND FILING, RECEPTION  
NO. 121553

SECTION 19, TOWNSHIP 3 NORTH, RANGE 76 WEST, 6TH P.M.

GRAND COUNTY, COLORADO

OWNERSHIP RECORDED AT RECEPTION NO. 03130932 and 2009005367

2. Revise label of each lot to read Amended Lot 73A and Amended Lot 74A.
3. Surveyor’s Certificate to be corrected as follows:

I, Michael Sean Kervin, a duly licensed land surveyor in the state of Colorado, do hereby certify that this amended final plat, Amended Lot 73A and Amended Lot 74A, Amended Trail Creek Estates 2nd Filing, A Replat of Lot 73 and Lot 74, Amended Trail Creek Estates 2nd Filing, Reception No. 121553, truly and correctly represents the results of a survey made by me or under my direction, and that said plat complies with the requirements of Title 38, Article 51, Colorado Revised Statutes, 1973, and that the monuments, required by said statute and by the Grand County Subdivision Regulations have been placed on the ground.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

4. All property taxes shall be paid prior to recording. A Certificate of Taxes shall be provided to meet this condition.
5. An approved variance shall be completed prior to recording with all fees paid.
6. A Quit Claim Deed shall be provided to recording.
7. A correct, final plat Mylar shall be submitted.
8. Recording will not occur until all utility companies have submitted confirmation of acceptance of vacation of the existing easement.
9. All recording fees shall be paid prior to recording of the plat.

Commissioner Manguso moved to approve the amended final plat of Trail Creek Estates 2<sup>nd</sup> Filing, replat of Lot 73 and Lot 74. An added condition is to provide verification if there is a combination deed and that the combination deed is resolved to assure that title is clear. All other conditions presented by staff apply.

The motion passed.

Commissioner Manguso moved to close the public hearing.

The motion passed.

There being no further business to come before the Board, the meeting was adjourned at 3:30 p.m. The minutes were prepared by Clerk and Recorder Sara L. Rosene. Approved this \_\_\_\_\_ day of April 2018.

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Merrit Linke, Chair

Attest:

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Sara L. Rosene, Clerk and Recorder