

## 7 | Work Performed on Similar Projects

**Project Name:** "Together Chaffee County" Comprehensive Plan Update; Chaffee County, Colorado

**Project Description:** CTA was selected by Chaffee County Commissioners to prepare a Comprehensive Plan Update, the first new comprehensive plan since 2000.

The CTA team had more than 70 people from all across the County attend the kick-off meeting to provide input to the process. The team setup the space with a series of tables and giant boards, designed to give people more information about the goal areas. Along with what became hundreds of sticky note questions, concerns, and comments on the big boards, participants were asked to complete a three-question survey. This project is ongoing.

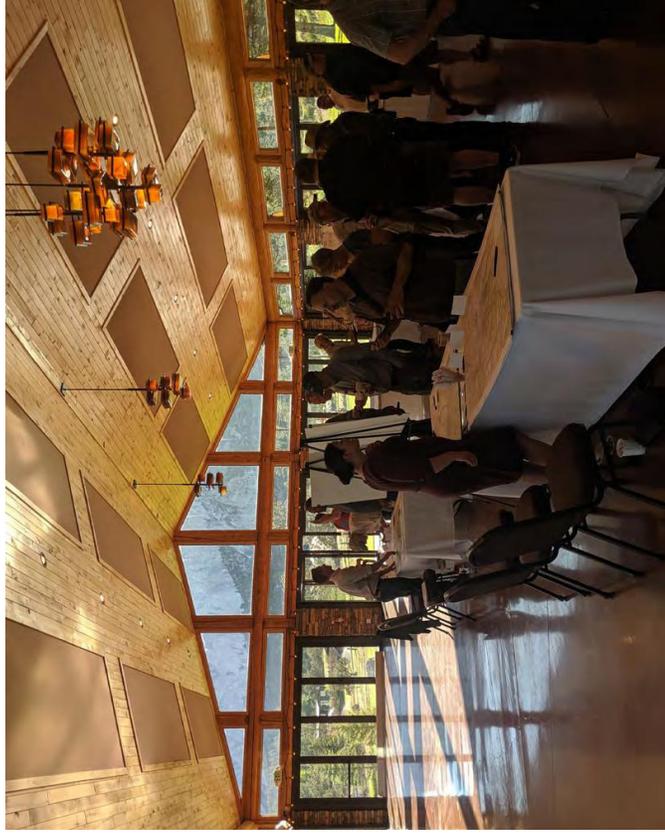
CTA is in the middle of completing a significant comprehensive plan update for Chaffee County which includes a massive public outreach component. The community includes the towns of Buena Vista, Salida, and Poncha Springs, and faces enormous growth problems. As a tourist-based economy, the County doubles in size for six months out of the year. Transportation, housing, water and servicing top the charts of issues facing Chaffee County.

**Project Cost:** \$248,000.00 Planning Fee

**CTA Scope:** Planning Services and Community Outreach

**Date of Completion:** Ongoing

**Project Reference:** Dan Swallow, Chaffee County Project Manager and Director of Development Services, 719.530.5567



## 7 | Work Performed on Similar Projects



**Vision 1: Our Forests, Waters and Wildlife are Healthy**

- Focus on the interface between public and private lands and preserving public open space
- Preservation and regulation of water
- Leverage the impacts of the tourism economy through education and regulation to mitigate impacts

**Vision 2: Our Community members are able to live Locally and benefit from a Resilient Economy**

- Affordable housing and its correlation to the job market
- Utilizing renewable and alternative energy sources
- Healthcare, specifically child and elder care

**Vision 3: Our Community remains Friendly, Engaged, and Culturally Connected**

- Implementing innovative transit and pedestrian connectivity networks
- Promoting diversity and industry in the County

**Vision 4: We have Sustainable Agriculture, beautiful Rural Landscapes, and Development focused in and around Town**

- Keeping rural areas rural and focusing growth near existing communities
- Making sure farmers, ranchers, and their land
- Making connections between recreational with communities and recreational trails, existing roads, and rural subdivisions

### In rural County areas outside of municipalities, how do we balance County values with property rights?

Do we create a conservation zone on high-value resource areas? (views/hed, landscapes)

Do we locate and refine zoning districts where increased density is most appropriate

Response	Percentage
Yes	90%
No	10%

Response	Percentage
Yes	94%
No	6%

## 7 | Work Performed on Similar Projects

**Project Name:** Town of Basalt Master Plan Update; Basalt, Colorado

**Project Description:** In early December 2018, the town government issued a Request for Proposal soliciting proposals from firms interested in updating a 12-year-old master plan. CTA was awarded the project, which needs to be complete by the end of 2019.

This master plan will be a framework and guide for accomplishing community aspirations and intentions. It states goals and objectives and recommends courses of action for future growth and development of land, public facilities and services, and environmental protection.

This plan will provide the policy framework for regulatory tools like zoning, subdivision regulations, annexations and other policies. The plan will promote the community's vision, goals, objectives and policies; establish a process for orderly growth and development; address both current and long-term needs; and provide for a balance between the natural and built environment.

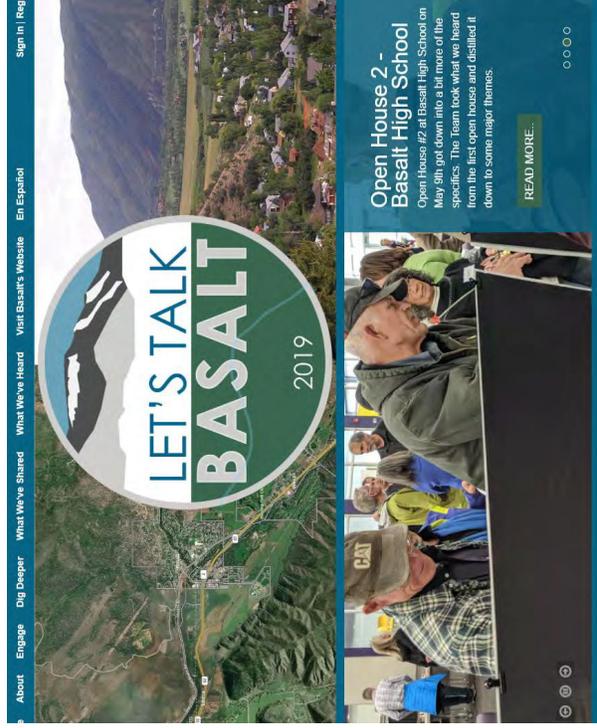
The Town's process and engagement platform is live and is [www.letstalk.basalt.net](http://www.letstalk.basalt.net).

**Project Cost:** \$200,000.00 Planning Fee

**CTA Scope:** Planning and Community Outreach with local collaborators, Connect One Design

**Date of Completion:** Ongoing

**Project Reference:** Susan Philip, Basalt Planning Director, 970.279.4397



## 7 | Work Performed on Similar Projects

**Project Name:** Feasibility and Conceptual Land Use Plan; Town of Buena Vista, Colorado

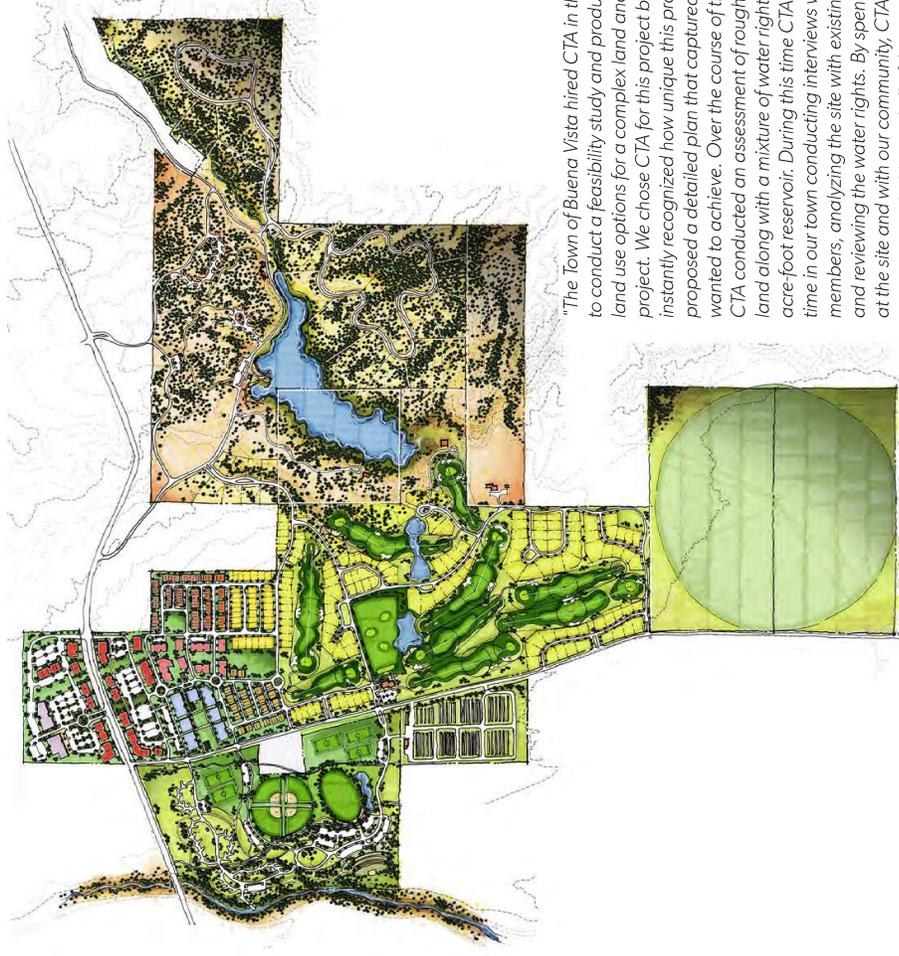
**Project Description:** CTA completed a land-use and market plan for 830 acres of land adjacent to the Town of Buena Vista, Colorado. The project includes summary market analysis and water rights assessment for lands and water currently being offered to the City-only for purchase. CTA explored options for use of both land and water to explore option for purchase. This was a massive undertaking by the Town of Buena Vista. They envision completing and investing in the total future of this mountain recreational community.

**Project Cost:** \$80,000.00 Planning Fee

**CTA Scope:** Planning Services and Community Outreach

**Date of Completion:** February 2019

**Project Reference:** Phillip Puckett, Town Administrator, Town of Buena Vista, Colorado, 719.581.1031



"The Town of Buena Vista hired CTA in the fall of 2018 to conduct a feasibility study and produce conceptual land use options for a complex land and water project. We chose CTA for this project because they instantly recognized how unique this project was and proposed a detailed plan that captured what we wanted to achieve. Over the course of three months, CTA conducted an assessment of roughly 900 acres of land along with a mixture of water rights and a 1,300 acre-foot reservoir. During this time CTA spent a lot of time in our town conducting interviews with community members, analyzing the site with existing infrastructure and reviewing the water rights. By spending this time at the site and with our community, CTA was able to capture our priorities and all of the nuances relating to the property. We were very impressed with team that CTA put together."

-Phillip Puckett, Town Administrator

## 7 | Work Performed on Similar Projects

**Project Name:** Capital City Development Corporation (CCDC) Boise Shoreline District Framework Plan; Boise, Idaho

**Project Description:** CTA worked in conjunction with Red Sky Public Relations, assisted CCDC, and the City of Boise to establish its newest urban renewal district, the Shoreline District. District creation will reduce, eliminate, and prevent the spread of blight and catalyze growth and private investment within its boundaries as well as parts of the western edge of the city of Boise. To accomplish the district's purposes, the Shoreline Framework promotes objectives of adopted community planning documents, studies, and assessments while advancing the priorities of Boise City's Comprehensive Plan. Projects and recommendations set forth in the Shoreline Urban Framework similarly advance these same priorities. Through a series of stakeholder and public meetings, the CTA team developed conceptual ideas for key focus areas including: Urban Form, Riverfront Development, and Streetscapes.

**Project Cost:** \$150,000.00 Planning Fee

**CTA Scope:** Planning Services and Community Outreach

**Date of Completion:** 2018

**Project Reference:** Shellan Rodriguez, PMP, Real Estate Development Manager for CCDC, 208.319.1225



## 7 | Work Performed on Similar Projects

### **Project Name:**

South Kalispell Urban Renewal Plan; Kalispell, Montana

### **Project Description:**

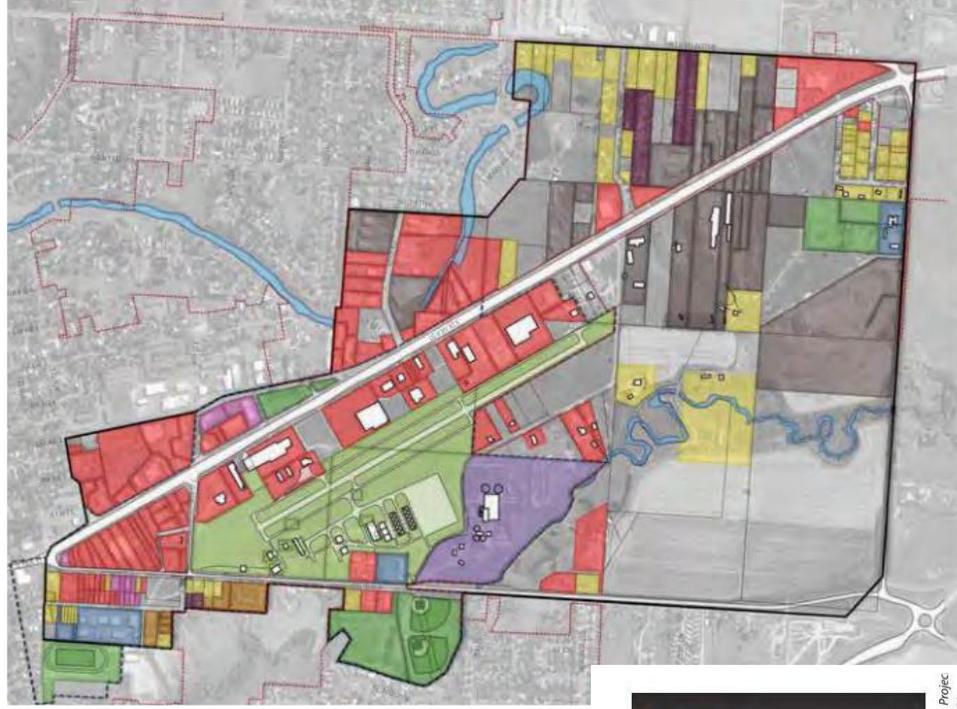
CTA was hired by the City of Kalispell to provide the City of Kalispell, Airport Advisory Board, and Community with guidance for the future development of South Kalispell. The objective of this plan is to assist the Community with the future planning and vision of South Kalispell that includes an analysis of the Airport's future development options. The final document will be the South Kalispell Urban Renewal Plan. The effort included a 'live' project website intended to encourage public comment as well as keep the planning process as dynamic as possible. Public outreach, input, and feedback are critical to the successful outcome of the South Kalispell Urban Renewal Plan.

**Project Cost:** \$76,000.00 Planning Fee

**CTA Scope:** Planning Services and Community Outreach

**Date of Completion:** 2016

**Project Reference:** Tom Jentz, AICP, Building and Community Development Director, City of Kalispell, MT, 406.758.7940



*"I would like to take this opportunity to recommend to you CTA Architecture and Engineering. In my capacity as the Planning Director for the City of Kalispell I have worked closely with CTA on a broad variety of projects over the past 10 years.*

*I continually find the CTA staff to be responsive, professional, creative problem solvers who make project happen. In my 36 years in the planning profession I have found them to be in the top tier of all professional firms.*

*I have worked with CTA staff on the Core Area Plan, a visionary redevelopment plan for our aging rail industrial downtown neighborhood containing 400 acres and 450 property owners. The plan featured a vision to remove a short branch rail line from the city, relocate two remnant industries (grain elevators and drywall firm), replace the rail with an urban trail and then create a graphic redevelopment plan for this entire area.*

*The plan had limited support as we began, yet a year later, it won community and chamber support, a unanimous vote by city council and it continues to be held up as the example of where the future of Kalispell should be. Additionally the plan has been presented at 4 state and national conferences."*

**-Tom Jentz, Building and Community Development Director**



Figure 7: Project Homepage

## 7 | Work Performed on Similar Projects



**COUNTY OF STILLWATER**  
STATE OF MONTANA  
STILLWATER COUNTY COMMISSIONERS  
P.O. BOX 970  
COLUMBUS, MONTANA 59019

To Whom It May Concern,

It is a pleasure to recommend to you the services provided by CTA and their planning services. Here in Stillwater County we do not currently have a staff planner and for the past several years have been contracting with CTA for these services. While they have a representative that is based locally, their entire staff seems to be close to hand. No matter what the question or concern they are all available for an answer or know where to direct us.

We have used CTA from everything from flood plain, to subdivision review, to updating our growth policy, to now helping with future infrastructure planning. It often appears that their resources are endless as their response to questions and guidance thru various processes seem to be seamless.

I cannot express to you enough on how valuable the CTA staff is in their planning services. They are timely and responsive to all of our planning needs. The team as a whole engages into the projects we have going and frequently brings fresh ideas and concepts to the discussion table. I would recommend that if you given the opportunity that you select CTA as a partner in your future planning projects.

Sincerely,



Mark Crago  
Stillwater County Commissioner  
mcrago@stillwatercountymt.gov  
406-322-8013

Ph: (406) 322-8010

email: [commissioners@stillwater.mt.gov](mailto:commissioners@stillwater.mt.gov)

Fax: (406) 322-8007



May 21, 2019  
City of Spruce Grove  
315 Jespersen Avenue  
Spruce Grove, AB

Re: Public Hearing – Bylaw C-1074-19 City Centre Area Redevelopment Plan

The Spruce Grove & District Chamber of Commerce Board of Directors support Bylaw C-1074-19 City Centre Area Redevelopment Plan. The ARP provides the municipality and the City Centre Business Association (CCBA) with a comprehensive vision for the future of the City Centre with guidelines and direction that defines this renewed vision.

The chamber has supported a new vision for city centre, since the late 80's and are excited to see the business community taking an active approach to a connected, convenient, desirable, livable and walkable plan that has a time-line for implementation of phases over the next 15 years. The leadership from the CCBA and support of City of Spruce Grove Economic Development has provided the information and support to city council to make determined and reasonable decisions to implement Bylaw C 1044-19.

The passing of this bylaw will lead to major redevelopment initiatives in the city centre that is long overdue and necessary to not only retain existing business but to be marketable to new business development. The redevelopment of Columbus Park is an exceptional concept and will definitely provide for a more usable and visible space. The chamber has facilitated events in Columbus Park for many years now and fully understands the current limitations to the space as it exists right now.

The chamber notes that redevelopment in the city centre will require the CCBA, the chamber and the city to ensure the continued viability of existing business as the vision becomes a reality. The chamber has reached out to the CCBA and offered the chamber's network support of expertise as the transition in city centre moves forward.

The Board of Directors wants to acknowledge the excellent work that Cushing, Terrell Architecture Inc. has provided from the initial discussions of what city centre revitalization could be to a final ARP that hosts the future development and vision.

Sincerely,  
Dave Grobman  
Chair, The Spruce Grove & District Chamber of Commerce



Box 4210 (99 Campsite Rd.) Spruce Grove, AB T7X 3B4  
Ph: 780.962.2561 Fax: 780.962.4417 | [www.sprucegrovechamber.com](http://www.sprucegrovechamber.com)

## 7 | Work Performed on Similar Projects

### 1 | Growth Policy and Parks and Recreation Master Plan Update; City of Belgrade, Montana

**Reference Contact:**  
Jason Karp  
Planning Director  
406.388.3783

### 4 | Prickly Pear Greenway Feasibility Study; Helena, Montana

**Reference Contact:**  
Andrea Silverman  
Land Protection Coordinator  
406.442.0490

### 2 | Carbon County Growth Policy Update; Carbon County, Montana

**Reference Contact:**  
Angela Newell  
Executive Assistant to the Carbon County Commissioner's Office  
406.446.1595

### 5 | Town of Buena Vista Feasibility and Conceptual Land Use Plan; Buena Vista, Colorado

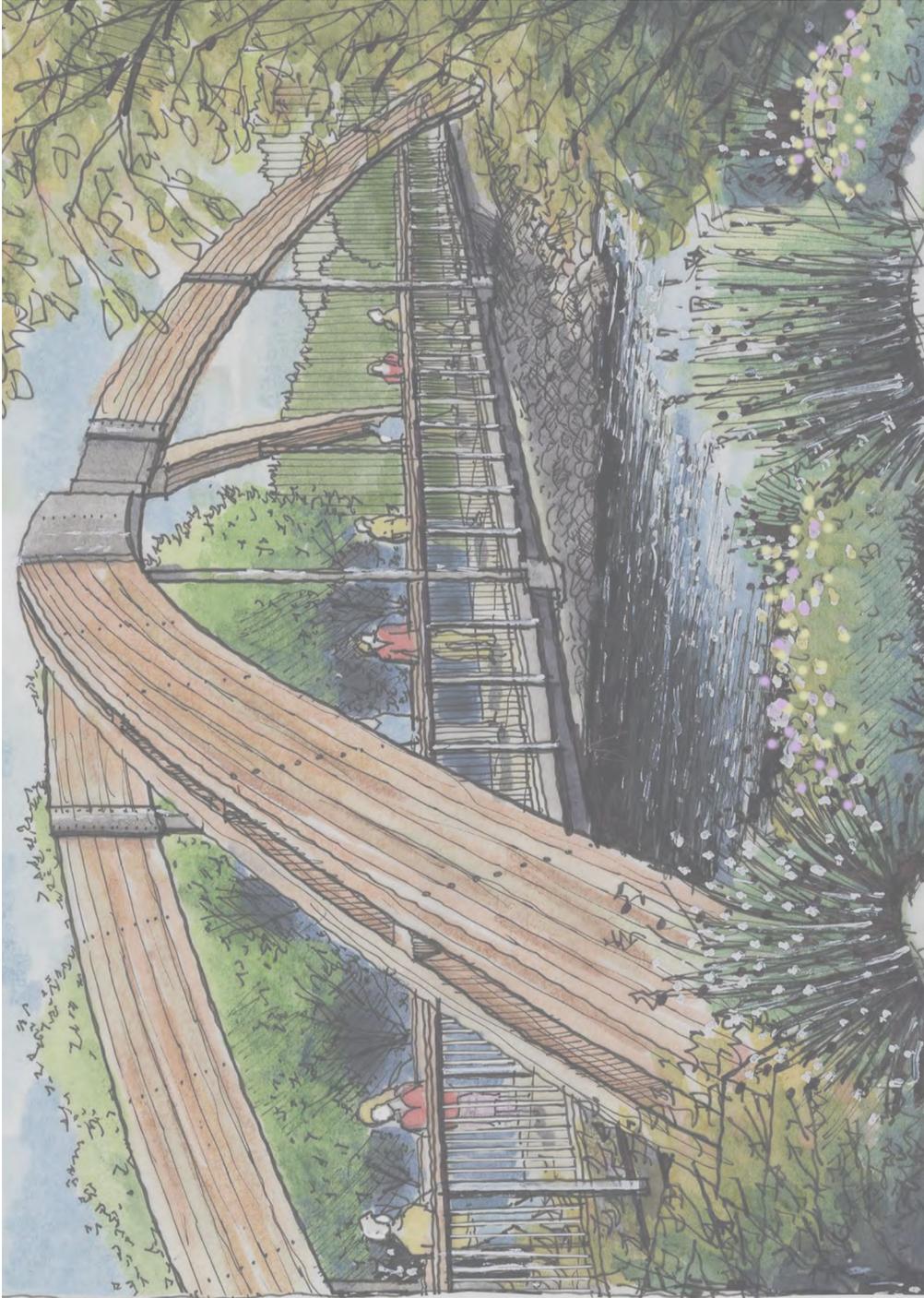
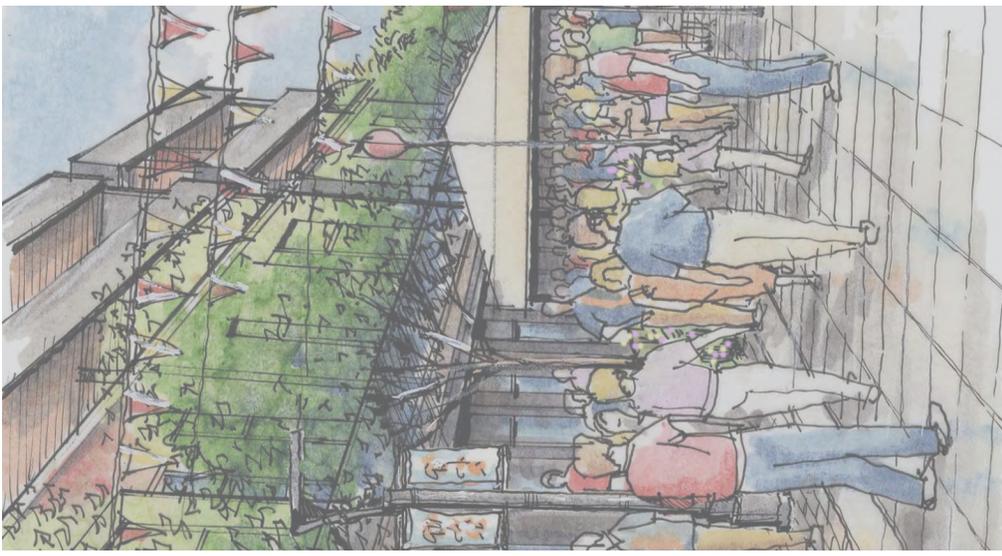
**Reference Contact:**  
Phillip Puckett  
Town Administrator  
719.581.1031

### 3 | Stillwater County Growth Policy Update; Stillwater County, Colorado

**Reference Contact:**  
Mark Crago  
Stillwater County Commissioner  
406.322.8013

### 6 | South Kalispell Urban Renewal Plan; Kalispell, Montana

**Reference Contact:**  
Tom Jentz  
Building & Community Development Director  
406.758.7940



**CTA ARCHITECTS ENGINEERS PLANNERS**  
303 E. 17th Avenue, Suite 105 | Denver, CO 80203 | 720.359.1416  
[www.ctagroup.com](http://www.ctagroup.com)



November 22, 2019

Kim Meyer, AICP  
Planning & Development Director  
Town of Johnstown  
[Kmeyer@townofjohnstown.com](mailto:Kmeyer@townofjohnstown.com)

RE: Town of Johnstown, Colorado Comprehensive Plan Update and Development Code Rewrite RFP Response Addendum.

Dear Ms. Meyer:

On November 6, 2019, CTA Architects Engineers Planners became Cushing Terrell. After nearly 82 years, we are returning to our roots as we recognize our two founders, Ralph Cushing and Everett Terrell. We are celebrating our history as we expand into new geographies and markets. In January, we will open our first east coast office in Atlanta. Cushing Terrell is the same firm, same people, and same quality of service that our thousands of clients have grown to expect from CTA.

Per our discussion this week, I have modified the proposal that we submitted in October for above-referenced project. It is our understanding that the Town of Johnstown desires to remove the Development Code Rewrite portion of the RFP, complete the Comprehensive Plan Update in 2020, and modify portions of the proposal to eliminate services that may be less important to the specifics of the Town of Johnstown. Thank you for the opportunity to submit this addendum to our RFP response.

The following is a summary of modifications proposed to the Cushing Terrell Johnstown Comprehensive Plan and Code Rewrite RFP Response:

- 4. Work Plan, Deliverables, and Schedule – Page 15 Task 2.3 Seven (7) Neighborhood In-Home Workshops
  - Reduce the number of workshops from seven (7) to five (5).
- 4. Work Plan, Deliverables, and Schedule – Page 15 Task 3.2 Days in the Park
  - Per our discussion, we are proposing to reduce our “Pop-Up” exercise of Days in the Park from nine (9) days to two (2) days and focus the effort for existing gatherings such as Barbeque Days that are already a part of the Town of Johnstown’s fabric of events.
- 4. Work Plan, Deliverables, and Schedule – Page 16 Task 3.3 Short Ride-Alongs
  - Per our discussion, we are proposing to eliminate this entire task.
- 4. Work Plan, Deliverables, and Schedule – Page 16 Task 3.4 Housing and Municipal Fiscal Impact Study
  - Per our discussion, we are proposing to eliminate this entire task.
- 4. Work Plan, Deliverables, and Schedule – Page 18 Task 8.1 Development Code Rewrite.
  - Per our discussion, we are proposing to eliminate this entire task.
- 4. Work Plan, Deliverables, and Schedule – Page 19 – Schedule

- Per our discussion, we are modifying the schedule of the project to ensure that the Comprehensive Plan Update is completed in 2020. A revised schedule is submitted as an attachment to this letter.
- 4. Work Plan, Deliverables, and Schedule – Page 21 - Fee Proposal
  - The Cushing Terrell Fee Proposal has been modified to reflect changes made to the scope of services noted above. We have prepared a revised fee proposal and project schedule as an attachment to this letter.

Thank you once again for allowing us to modify our proposal to better meet your anticipated needs for this exciting project. We look forward to your reply.

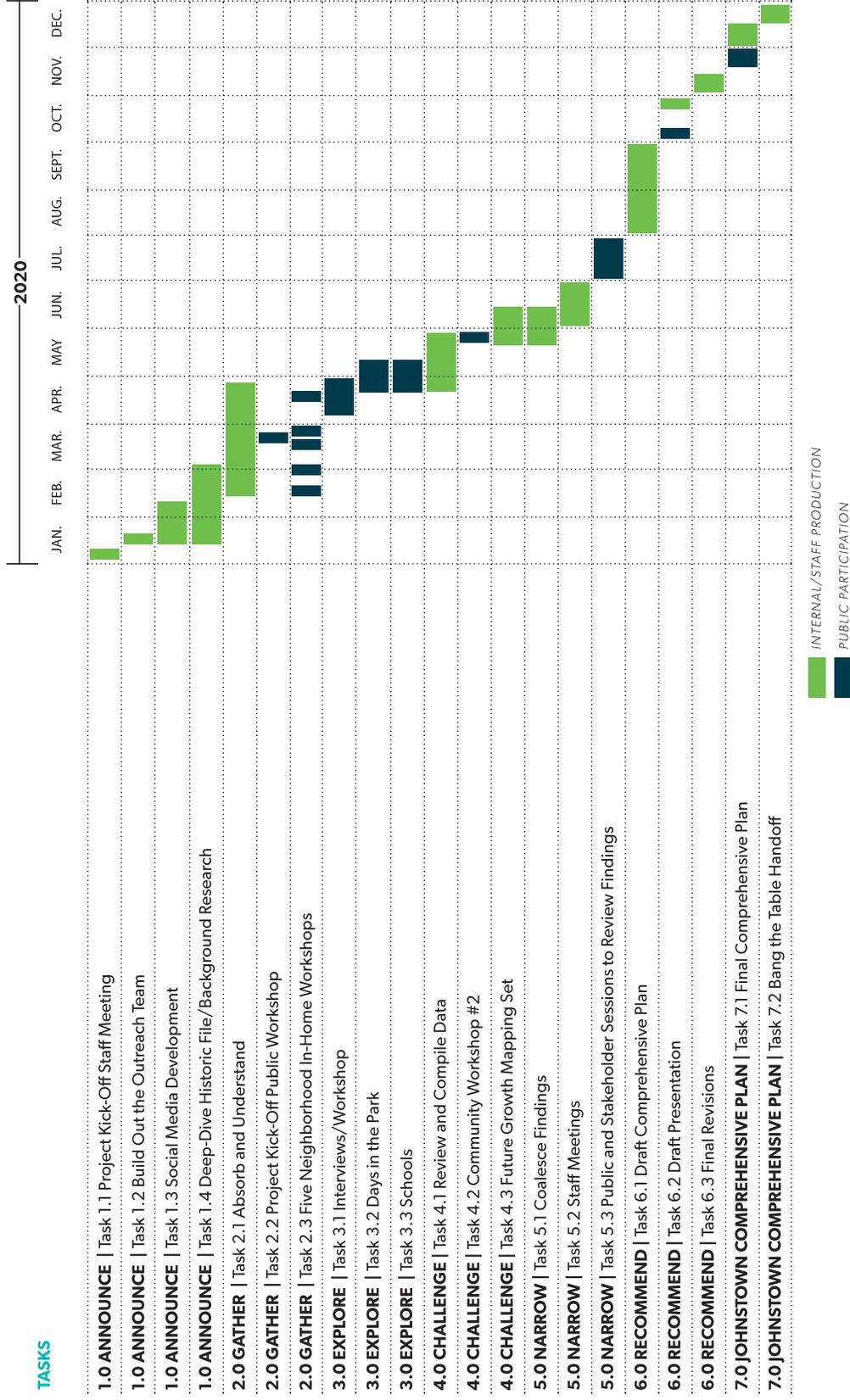
Sincerely,

CUSHING TERRELL

A handwritten signature in black ink, appearing to read "Wayne Freeman". The signature is fluid and cursive, with a large initial "W" and "F".

Wayne Freeman, PLA, CLARB  
Principal-in-Charge  
406.599.7109

# 4 | Revised Work Plan, Deliverables, and Schedule



# 6 | Revised Fee Proposal

Proposed Staff	Hours	Hourly Rate	Fee	Proposed Staff	Hours	Hourly Rate	Fee	Proposed Staff	Hours	Hourly Rate	Fee	Proposed Staff	Hours	Hourly Rate	Fee
<b>1.0 ANNOUNCE</b>				<b>4.0 CHALLENGE</b>				<b>7.0 COMP. PLAN</b>							
Wayne Freeman	12	\$215	\$2,580	Wayne Freeman	24	\$215	\$5,160	Wayne Freeman	12	\$215	\$2,580				
Stephanie Ray	22	\$120	\$2,640	Stephanie Ray	12	\$120	\$1,440	Stephanie Ray	8	\$120	\$960				
David Dixon	22	\$125	\$2,750	David Dixon	40	\$125	\$5,000	David Dixon	22	\$125	\$2,750				
Nora Bland	32	\$75	\$2,400	Nora Bland	80	\$75	\$6,000	Nora Bland	40	\$75	\$3,000				
Bill Wood	2	\$160	\$320	Bill Wood	8	\$160	\$1,280	Bill Wood	4	\$160	\$640				
Michael White	2	\$187	\$374	Michael White	16	\$187	\$2,992	Michael White	16	\$187	\$2,992				
Marni Moore	20	\$87	\$1,740	Marni Moore	16	\$87	\$1,392	Marni Moore	12	\$87	\$1,044				
<b>SUBTOTAL</b>			<b>\$12,804</b>	<b>SUBTOTAL</b>			<b>\$23,264</b>	<b>SUBTOTAL</b>			<b>\$13,966</b>				
<b>2.0 GATHER</b>				<b>5.0 NARROW</b>											
Wayne Freeman	16	\$215	\$3,440	Wayne Freeman	20	\$215	\$4,300								
Stephanie Ray	8	\$120	\$960	Stephanie Ray	8	\$120	\$960								
David Dixon	40	\$125	\$5,000	David Dixon	70	\$125	\$8,750								
Nora Bland	40	\$75	\$3,000	Nora Bland	100	\$75	\$7,500								
Bill Wood	8	\$160	\$1,280	Bill Wood	8	\$160	\$1,280								
Michael White	16	\$187	\$2,992	Michael White	8	\$187	\$1,496								
Marni Moore	20	\$87	\$1,740	Marni Moore	8	\$87	\$696								
<b>SUBTOTAL</b>			<b>\$18,412</b>	<b>SUBTOTAL</b>			<b>\$24,982</b>								
<b>3.0 EXPLORE</b>				<b>6.0 RECOMMEND</b>											
Wayne Freeman	12	\$215	\$2,580	Wayne Freeman	16	\$215	\$3,440								
Stephanie Ray	16	\$120	\$1,920	Stephanie Ray	8	\$120	\$960								
David Dixon	40	\$125	\$5,000	David Dixon	80	\$125	\$10,000								
Nora Bland	60	\$75	\$4,500	Nora Bland	80	\$75	\$6,000								
Bill Wood	4	\$160	\$640	Bill Wood	4	\$160	\$640								
Michael White	12	\$187	\$2,244	Michael White	8	\$187	\$1,496								
Marni Moore	4	\$87	\$348	Marni Moore	12	\$87	\$1,044								
<b>SUBTOTAL</b>			<b>\$17,232</b>	<b>SUBTOTAL</b>			<b>\$23,580</b>								
								<b>SUBTOTAL</b>			<b>\$134,240</b>				
												<b>BANG THE TABLE SOFTWARE</b>			\$5,000
												<b>REIMBURSABLE EXPENSES</b>			\$7,500
												<b>SUBTOTAL EXPENSES</b>			\$12,500
												<b>TOTAL</b>			<b>\$146,740</b>
												<b>CTA PROPOSED FEE</b>			<b>\$146,740</b>

**PAYMENT SCHEDULE AND TERMS**  
 Cushing Terrell shall invoice on a monthly basis professional services and reimbursable expenses incurred during the previous month. Invoices shall be due and payable 30 days from the date of invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of 12% per annum. Payment of invoices shall not be subject to any discounts or set-offs by the Owner unless agreed to in writing by Cushing Terrell. If any amounts remain unpaid more than sixty (60) days, Cushing Terrell may either suspend services, or, at Cushing Terrell's discretion, terminate this agreement.

**REIMBURSABLE+ SUBCONSULTANT EXPENSES**  
 Reimbursable expenses will be reviewed with you for approval prior to proceeding. These expenses, including subconsultant fees, are typically passed to the client in a lump sum fee and include a 10% mark up.

**ANCILLARY SERVICES**

Changes in scope of work, or additional revisions that impact the project time schedule will be reviewed with you prior to Cushing Terrell proceeding with design changes. Adjustments to the project fee or schedule will be determined accordingly.

**STANDARD HOURLY RATES**

Wayne Freeman	\$215
Stephanie Ray	\$120
David Dixon	\$125
Nora Bland	\$75
Bill Wood	\$160
Michael White	\$187
Marni Moore	\$87

**AGENDA ITEM 10I**

**Ballot Measure Consideration**  
**(April 2020 Election)**

## **TOWN COUNCIL AGENDA COMMUNICATION**

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**AGENDA DATE:** January 6, 2020

**ITEM NUMBER:** 10I

**SUBJECT:** Ballot Measure Considerations for Town's April 2020 Election Day

**ACTION PROPOSED:** Guidance for desired items for Citizen Consideration of Ballot/Referendum Questions

**ATTACHMENTS:** 1. Election Timeline  
2. Ballot Language Examples

**PRESENTED BY:** Matt LeCerf, Town Manager

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### **AGENDA ITEM DESCRIPTION:**

In November, Council was provided with a detailed schedule of the election timetable for the April 7, 2020 (see attachment). This same timetable is used to apply any ballot questions the Council desires to ask the registered voters of Johnstown to consider. The information provided below offers items the Council may want to consider asking in the upcoming election. The deadline for adoption of resolutions to add any questions is January 22, 2020, which is the next Council meeting. Staff is asking for direction on two general questions related to each of the suggested items for ballot measures as guidance and preparation for the January 22, 2020 meeting:

1. Does Council desire to see a resolution presented on the specific topic(s) discussed this evening?
2. If the first answer is yes, which language provided as example would the Council prefer to see used as the language used in the formal question on the ballot? – subject to minor revisions.

### **Topic 1: Charter Revisions**

It was proposed by Councilmember Mellon that our Town's Charter which has not been modified since its inception, should be improved with language to clarify the following sections of the Home Rule Charter detailed below. In each of the Sections, changes to the Home Rule Charter would make clear and reaffirm that the Mayor is included in the qualifications for a quorum and in both instances as a voting member.

Section 3.3: Quorum  
Section 4.2(B): Voting clarifications for an ordinance  
Section 4.7(A): Voting clarifications for an emergency ordinance

The language alternatives that the Council may want to choose from is included in the attachment provided.

### **Topic 2: SB 152 Broadband Opt-Out**

Town Council has discussed high-speed internet and broadband in 2019. The discussions included both options and ideas related to how high-speed broadband can be and in other instances, has been

implemented by other communities. In the most recent presentation, Severance's Town Administrator presented to Council, their success in a public/private partnership they have established to provide both broadband fiber and wireless high-speed internet options for their community. This presentation was an opportunity that peaked the Johnstown Council's interest. Subsequently, it was requested that ballot language be provided to review with the thought that, we could provide the same opportunity or model in our community for our residents.

Included in the attachment provided are examples of language the Council may want to consider in the April 2020 election cycle. It is important to note that in order for the Town to embark on any activity or business related to broadband, the Town must opt-out of SB 152 and have the registered voters approve language accordingly. The language provided achieves this objective to opt-out of SB 152 and in no way obligates the Town financially to any project or projects related to broadband. If a private partner would approach us or if the Town wanted to move forward in a direction that creates a broadband project, passage of this measure would allow the Town to proceed at Council's discretion.

**Topic 3: One Half Cent 0.5% Sales & Use Tax for Transportation**

As discussed during the FY 2020 Budget Work Sessions, the Town currently has in place a Street Maintenance Fee. Ordinance 2016-142 established this fee, which is effective from January 1, 2017 and is set to expire on December 31, 2021. The fees when first established were as follows:

	Monthly Fee
Residential (per unit)	\$4.48
Non-Residential (per 1,000 sf)	
Retail	\$3.05
Office	\$0.63
Industrial	\$0.27

The annual revenue generated for this fee is approximately \$350,000. As we learned this year while performing our road maintenance improvements, unanticipated additional costs may occur. Case and point was the additional ~\$400,000 necessary to reconstruct 4th Street and Jay Avenue due to its thin asphalt section.

During the work sessions, staff suggested Council may want to consider asking the voters for a sales and use tax for street maintenance and improvements in April 2020. If the question is asked, and the voters approve the request, it would be recommended to remove the street maintenance fee paid by each household and business immediately. Changing from a fee based approach to a sales and use tax allows end users to make a conscious decision, if they want to make a purchase or not. It also allows those who use our roadways and make purchases in Town to contribute to help pay for the maintenance of our roadways. Lastly and contrary to our current application of the street maintenance fee, this doesn't put the burden of responsibility exclusively upon our residence and businesses in the community, who contribute to the success of our community.

Solid information is difficult to identify related to dollars spent in our community by visitors and residents. Based on median household income levels and discretionary spending, staff believes that at least 32% of all sales tax revenues are generated from out of Town visitors. This figure could be as high as 65%.

Based on the audit and adding an error factor for an increase in sales and use tax generation staff would estimate that \$1,750,000 may be generated in FY 2021 for street improvements. The ballot language alternatives included in the attachment is all encompassing application to street maintenance types including overlay, capital projects and other transportation improvements.

**LEGAL ADVICE:**

Ballot languages have been reviewed by the Town Attorney with the exception of the transportation item due to timing. All ballots recommended to be brought forward at the next Council meeting would be reviewed by the Town Attorney prior to being presented in a resolution.

**FINANCIAL ADVICE:**

**RECOMMENDED ACTION:** Staff believes there are benefits and merits to asking the voters to consider each of these items presented.

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**SUGGESTED MOTIONS:**

Not Applicable – Staff is requesting direction on each of these items in preparation for the January 22, 2020 meeting.

---

**Reviewed and Approved for Presentation:**

\_\_\_\_\_  
Town Manager

**DRAFT BALLOT QUESTIONS  
APRIL 2020**

CHARTER:

SHALL SECTIONS 3.3, 4.2(B) AND 4.7(A) OF THE TOWN OF JOHNSTOWN HOME RULE CHARTER BE AMENDED TO CLARIFY THAT A MAJORITY OF THE ENTIRE COUNCIL HOLDING OFFICE, INCLUDING THE MAYOR, SHALL BE A QUORUM FOR THE TRANSACTION OF BUSINESS AT ALL COUNCIL MEETINGS AND THAT THE VOTING REQUIREMENTS FOR THE ADOPTION OF RESOLUTIONS, MOTIONS AND EMERGENCY ORDINANCES SHALL INCLUDE THE VOTE OF THE MAYOR?

SHALL SECTIONS 3.3, 4.2(B) AND 4.7(A) OF THE TOWN OF JOHNSTOWN HOME RULE CHARTER BE AMENDED TO CLARIFY THE STATUS OF THE MAYOR AS A MEMBER OF THE COUNCIL FOR THE PURPOSE OF CALCULATING QUORUM AND FOR THE PURPOSE OF DETERMINING THE MAJORITY VOTING REQUIREMENTS FOR THE ADOPTION OF RESOLUTIONS, MOTIONS AND EMERGENCY ORDINANCES?

SHALL SECTIONS 3.3, 4.2(B) AND 4.7(A) OF THE TOWN OF JOHNSTOWN HOME RULE CHARTER BE AMENDED TO CLARIFY RESPECTIVELY THAT A MAJORITY OF THE ENTIRE COUNCIL HOLDING OFFICE SHALL BE A QUORUM FOR THE TRANSACTION OF BUSINESS AT ALL COUNCIL MEETINGS, THE ADOPTION OF RESOLUTIONS AND MOTIONS SHALL REQUIRE THE AFFIRMATIVE VOTE OF A MAJORITY OF THE ENTIRE COUNCIL PRESENT AT A MEETING AND THE ADOPTION OF AN EMERGENCY ORDINANCE SHALL REQUIRE THE AFFIRMATIVE VOTE OF FIVE MEMBERS OF THE ENTIRE COUNCIL?

SB 152:

SHALL THE TOWN OF JOHNSTOWN, WITHOUT INCREASING TAXES, BE AUTHORIZED TO RESTORE THE TOWN'S RIGHT TO PROVIDE ALL SERVICES RESTRICTED SINCE 2005 BY TITLE 29, ARTICLE 27 OF THE COLORADO REVISED STATUTES, DESCRIBED AS "ADVANCED SERVICES," "TELECOMMUNICATIONS SERVICES" AND "CABLE TELEVISION SERVICES," INCLUDING, BUT NOT LIMITED TO, IMPROVED BROADBAND AND HIGH-SPEED INTERNET SERVICES AND FACILITIES BASED UPON FUTURE TECHNOLOGIES, EITHER DIRECTLY OR INDIRECTLY, WITH PUBLIC AND/OR PRIVATE SECTOR PARTNERS, TO RESIDENTS, BUSINESSES, SCHOOLS, LIBRARIES, NON-PROFIT ENTITIES AND OTHER USERS OF SUCH SERVICES.

SHALL THE TOWN OF JOHNSTOWN, WITHOUT RAISING TAXES AND TO RESTORE LOCAL AUTHORITY, BE AUTHORIZED TO PROVIDE HIGH-SPEED INTERNET SERVICES (ADVANCED SERVICES), TELECOMMUNICATIONS SERVICES AND/OR CABLE TELEVISION SERVICES, INCLUDING, BUT NOT LIMITED TO, ANY NEW AND IMPROVED HIGH BANDWIDTH SERVICES BASED ON FUTURE TECHNOLOGIES, EITHER DIRECTLY OR INDIRECTLY, WITH PUBLIC AND/OR PRIVATE SECTOR PARTNERS, TO RESIDENTS, BUSINESSES, SCHOOLS, LIBRARIES, NON-PROFIT ENTITIES AND OTHER USERS OF SUCH SERVICES, AS PERMITTED WITH VOTER APPROVAL BY COLORADO REVISED STATUTES §§29-27-101 TO 304.

WITHOUT INCREASING TAXES, SHALL THE CITIZENS OF THE TOWN OF JOHNSTOWN RE-ESTABLISH THE TOWN'S RIGHT TO PROVIDE ALL SERVICES RESTRICTED BY TITLE 29, ARTICLE 27 OF THE COLORADO REVISED STATUTES, DESCRIBED AS "ADVANCED SERVICES," "TELECOMMUNICATIONS SERVICES" AND "CABLE TELEVISION SERVICES," INCLUDING ANY NEW AND IMPROVED HIGH BANDWIDTH SERVICES BASED ON FUTURE TECHNOLOGIES, EITHER DIRECTLY OR INDIRECTLY, WITH PUBLIC AND/OR PRIVATE SECTOR PARTNERS, TO RESIDENTS, BUSINESSES, SCHOOLS, LIBRARIES, NON-PROFIT ENTITIES AND OTHER USERS OF SUCH SERVICES?

TRANSPORTATION PURPOSED SALES TAX:

SHALL TOWN OF JOHNSTOWN TAXES BE INCREASED BY \$1,750,000 IN THE FIRST FISCAL YEAR (2021) AND BY WHATEVER ADDITIONAL AMOUNTS ARE RAISED ANNUALLY IN EACH SUBSEQUENT YEAR, THROUGH A ONE-HALF PERCENT (0.5%) INCREASE IN THE TOWN SALES AND USE TAX RATE COMMENCING ON JULY 1, 2020, THE REVENUES FROM SUCH ONE-HALF PERCENT (0.5% - 5 CENTS ON A \$10.00 PURCHASE) INCREASE TO BE USED SOLELY TO FUND STREET MAINTENANCE, WHICH INCLUDES PAVING, OVERLAYS, POTHOLE PATCHING AND OTHER MINOR REPAIRS, SIDEWALKS, AND CAPITAL IMPROVEMENT PROJECTS FOR STREETS AND FOR NO OTHER PURPOSES AND SHALL ALL TAX REVENUES GENERATED FROM THE SALES TAX AUTHORIZED HEREBY AND FROM ANY EARNINGS FROM THE INVESTMENT OF SUCH REVENUES CONSTITUTE A VOTER-APPROVED REVENUE CHANGE AND AN EXCEPTION TO THE REVENUE AND SPENDING LIMITS OF ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION?

SHALL TOWN OF JOHNSTOWN TAXES BE INCREASED BY \$1,750,000 IN THE FIRST FISCAL YEAR (2021), AND THE REVENUES TO BE USED SOLELY TO FUND STREET MAINTENANCE, WHICH INCLUDES PAVING, OVERLAYS, POTHOLE PATCHING AND OTHER MINOR REPAIRS, SIDEWALKS, AND CAPITAL IMPROVEMENT PROJECTS FOR STREETS AND FOR NO OTHER PURPOSE, BEGINNING JULY 1, 2020, AND BY SUCH AMOUNTS AS ARE RAISED ANNUALLY THEREAFTER, BY IMPOSING AN ADDITIONAL ONE-HALF PERCENT (ONE-HALF CENT PER DOLLAR SPENT) SALES TAX AND USE TAX, WITH THE RESULTING TAX REVENUES ALLOWED TO BE COLLECTED AND SPENT, NOTWITHSTANDING ANY EXPENDITURE, REVENUE RAISING, OR OTHER LIMITATION CONTAINED IN ARTICLE X, § 20 OF THE COLORADO CONSTITUTION ANY OTHER LIMITATIONS PROVIDED BY LAW?

SHALL TOWN OF JOHNSTOWN TAXES BE INCREASED BY \$1,750,000 IN THE FIRST FISCAL YEAR (2021), TO BE USED SOLELY FOR THE PURPOSE OF FUNDING THE STUDY, DESIGN, ENGINEERING, CONSTRUCTION, ACQUISITION, OPERATION, AND MAINTENANCE OF PUBLIC TRANSIT, PUBLIC MULTI-MODAL TRANSPORTATION IMPROVEMENTS, PUBLIC TRAILS, AND CAPITAL IMPROVEMENT PROJECTS WITHIN AND NEAR THE TOWN. AND FOR NO OTHER PURPOSE, BEGINNING JULY 1, 2020, AND BY SUCH AMOUNTS AS ARE RAISED ANNUALLY THEREAFTER, BY IMPOSING AN ADDITIONAL ONE-HALF PERCENT (ONE-HALF CENT PER DOLLAR SPENT) SALES TAX AND USE TAX, WITH THE RESULTING TAX REVENUES ALLOWED TO BE COLLECTED AND SPENT, NOTWITHSTANDING ANY EXPENDITURE, REVENUE RAISING, OR OTHER LIMITATION CONTAINED IN ARTICLE X, § 20 OF THE COLORADO CONSTITUTION ANY OTHER LIMITATIONS PROVIDED BY LAW?

## 2020 ELECTION CALENDAR FOR BALLOT QUESTIONS

<b>January 7, 2020</b>	1 <sup>st</sup> Day nomination petitions may be circulated
<b>January 22, 2020</b>	<b>Last Day to approve</b> Resolution referring ballot questions to the voters
<b>January 27, 2020</b>	Last Day to file nomination petitions
<b>February 21, 2020</b>	Last Day to File comments with Municipal Clerk for any ballot (Tabor) issues - due by 12:00 (noon)
<b>March 6, 2020</b>	Last day to mail Blue Book to each household
<b>March 16, 2020</b>	First day mail ballots can be sent
<b>April 7, 2020</b>	Election Day

# **WORK SESSION**



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December 30, 2019

Town Council  
Town of Johnstown  
Johnstown, Colorado  
c/o Matthew LeCerf, Town Manager

RE: Johnstown Farms Metropolitan District

Honorable Members of Town Council:

The purpose of this letter is to discuss the potential for an amendment to the current Johnstown Farm Metropolitan District (JFMD) and to discuss the potential for the formation and approval thereof for a new service plan for the proposed Johnstown Farm East Metropolitan District (JFEMD). JFMD was organized on January 21, 2008, following approval of its Service Plan by the Town of Johnstown in September, 2007. JFMD's boundary currently includes 108 homes in Johnstown Farms Filing #1 and all of Johnstown Farm Filings #2 and #3 (land east of County Road 17) as depicted on the attached **Exhibit #1**. The Board of Directors of JFMD is currently composed of one homeowner, and four representatives of Starwood, the owner of JF Filings #2 and #3. Historically, no other eligible electors within JFMD have been interested in serving on the Board of Directors.

Starwood is planning to develop JF Filings #2 and #3 as a separate and distinct project from the current development in JFMD in Fig #1. In order to do so, Starwood is considering filing a petition for exclusion with the Board of Directors of JFMD to remove Filings #2 and #3 from the JFMD, and to create a new district to serve those Filings located within the boundaries of JFEMD. We believe this approach is beneficial to the existing property owners and taxpayers of JFMD in that they would not be burdened by public infrastructure costs related to Filings #2 and #3. Since the existing development within JFMD and the proposed development in Filings # 2 and #3 are separate and distinct projects, neither should be burdened by the public infrastructure costs of the other.

JFMD is considering undertaking the issuance of bonds in early 2020 in order to reimburse the developer for a portion of the approximately \$5,900,000 in public infrastructure costs that have already been recognized by JFMD for reimbursement to the developer. Under the current Service Plan for JFMD, the maximum amount of debt that JFMD may issue is \$5,600,000. The estimated amount of bonds to be issued by JFMD in 2020 is \$2,120,000.00, significantly below the \$5,600,000 allowed. Although the total adjusted mill levy allowed under the current service plan is 45.818 mills, this financing plan assumes the imposition of just 40 mills for debt service.



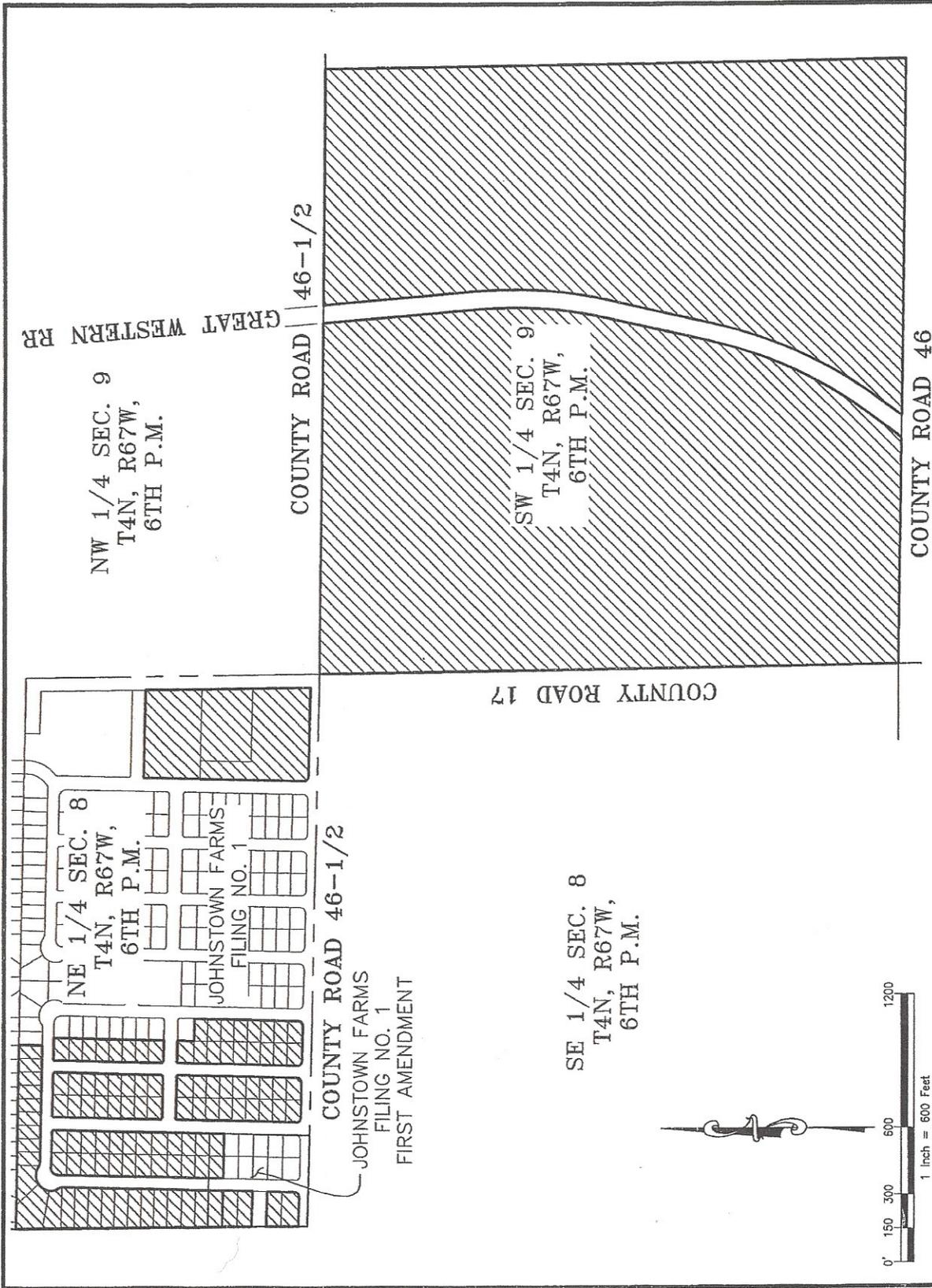
Finally, in order to facilitate development of Filings #2 and #3, Starwood anticipates requesting approval of a new service plan for JFEMD which would serve JUST Filings #2 and #3. The service plan for JFEMD would follow the Town's current model service plan which has been developed by the Town to protect against potential abuses and financial issues faced by other surrounding districts, including a maximum debt mill levy on commercial property of 50 mills, a maximum debt mill levy on residential property of 40 mills, as adjusted, interest rate limitations, and developer debt mill levy imposition term. Currently, we estimate the debt capacity for Filings #2 and #3 to exceed \$9,000,000, with estimated public infrastructure costs exceeding \$15,000,000. As costs for development have increased 2X along the Front Range in the last 15 years, the ability for Starwood to share public infrastructure costs with residents is essential for Starwood and its homebuilding partners to construct, market, and sell homes to new buyers at attainable market price. Without the metropolitan district financing structure in place the cost of the homes planned for the Johnstown Farms Metropolitan District would be become significantly more expensive, and would exacerbate the housing affordability issues prevalent across all Front Range communities and throughout the state of Colorado. . The attached **Exhibit #2** depicts the new service area for JFMD and for JFEMD.

We look forward to the opportunity to discuss JFMD and a proposed JFEMD with the Town Council at the study session on January 6, 2020.

Regards,

Craig K. Campbell  
TF Johnstown Farms, LP  
Authorized Signatory

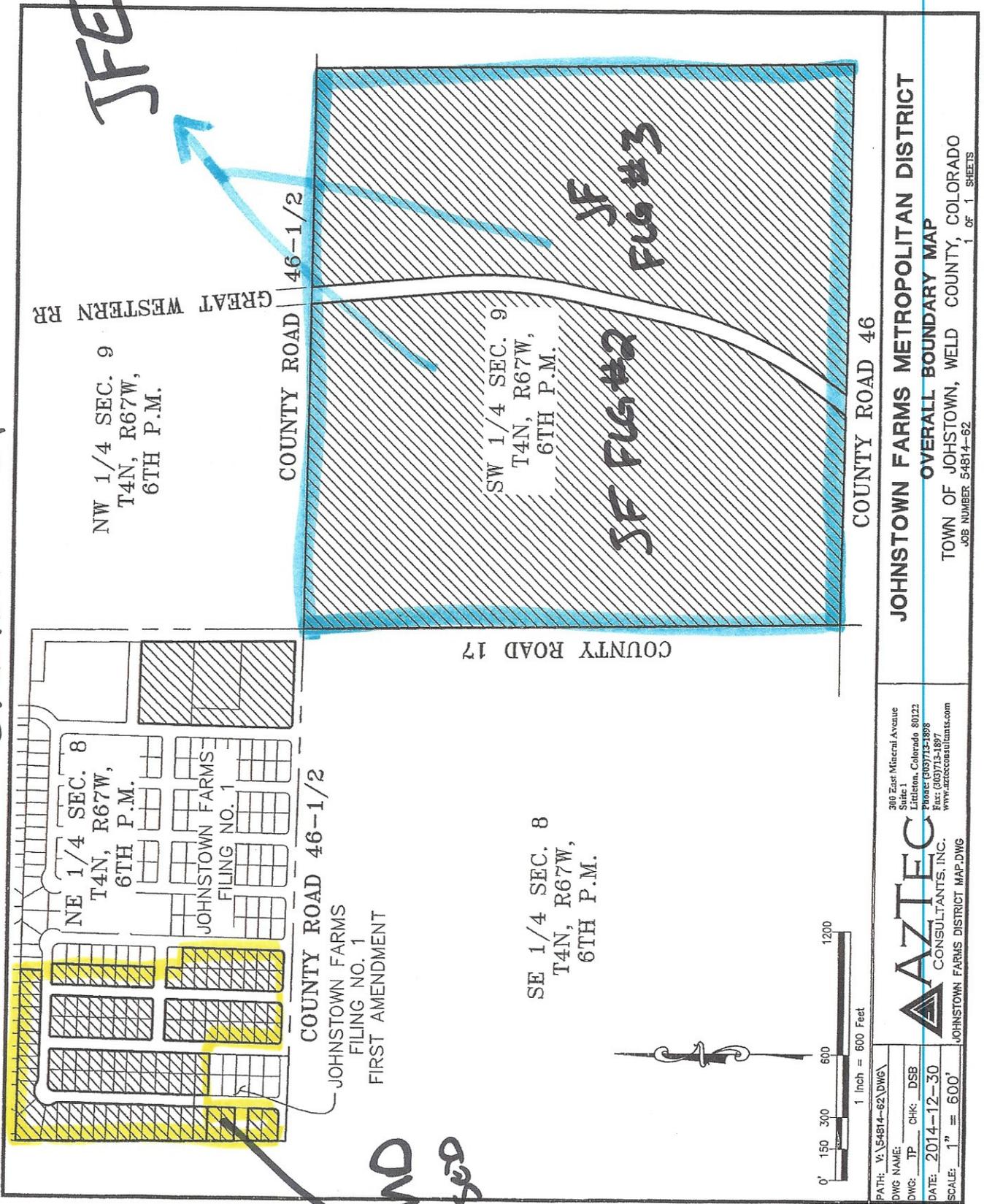
**EXHIBIT #1**



PATH: V:\54814-62.DWG DWG NAME: TP CHK: DSB DATE: 2014-12-30 SCALE: 1" = 600'		300 East Macrae Avenue Suite 1 Littleton, Colorado 80122 Phone: (303)713-1898 Fax: (303)713-1897 www.zccconsultants.com	
<b>AZTEC</b> CONSULTANTS, INC.		JOHNSTOWN FARMS METROPOLITAN DISTRICT OVERALL BOUNDARY MAP TOWN OF JOHNSTOWN, WELD COUNTY, COLORADO JOB NUMBER 54814-62 1 OF 1 SHEETS	

EXHIBIT #2

JFEMD



JFEMD  
REVISED

**JOHNSTOWN FARMS METROPOLITAN DISTRICT**  
**OVERALL BOUNDARY MAP**  
 TOWN OF JOHNSTOWN, WELD COUNTY, COLORADO  
 JOB NUMBER 54814-62 1 OF 1 SHEETS

360 East Mineral Avenue  
 Suite 1  
 Littleton, Colorado 80122  
 Phone: (303) 713-1995  
 Fax: (303) 713-1897  
 www.aaztecconsultants.com

**AZTEC**  
 CONSULTANTS, INC.  
 JOHNSTOWN FARMS DISTRICT MAP-DWG

PATH: V:\54814-62\DWG\  
 DWG NAME: TP\_CHK\_DSB  
 DATE: 2014-12-30  
 SCALE: 1" = 600'

***INFORMATIONAL***

**TOWN OF JOHNSTOWN, COLORADO**

**ORDINANCE NO. 2020-\_\_**

**AN ORDINANCE AMENDING ARTICLE IV OF CHAPTER 10 OF THE JOHNSTOWN MUNICIPAL TO INCLUDE SECTION 10-76 CONCERNING UNLAWFUL CAMPING**

**WHEREAS**, the Town of Johnstown, Colorado (“Town”) is a Colorado home rule municipality, duly organized and existing under the laws of the State of Colorado and the Town’s Home Rule Charter; and

**WHEREAS**, the Town Council is vested with authority to administer the affairs of the Town; and

**WHEREAS**, Article IV of Chapter 10 of the Johnstown Municipal Code regulates offenses against property; and

**WHEREAS**, the Johnstown Police Department has received numerous complaints and calls for service regarding persons using vehicles for dwelling purposes on property within the Town and recommends that the Town adopt an ordinance to regulate such use; and

**WHEREAS**, based upon such recommendation, Town Council desires to adopt regulations restricting the use of vehicles for dwelling purposes on the condition that, based upon policies and procedures adopted by the Johnstown Police Department, persons shall be entitled to obtain a permit to allow the temporary occupancy of a vehicle, recreational vehicle, trailer or camper for dwelling purposes to accommodate vacation travelers; and

**WHEREAS**, Town Council hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town, that it is promulgated for the preservation of the public health, welfare, peace, safety and property, that this Ordinance is necessary for the protection of public convenience and welfare and that this Ordinance is in the best interests of the citizens of the Town.

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JOHNSTOWN, COLORADO, THAT:**

**Section 1.** Section 10-76. Article IV of Chapter 10 of the Johnstown Municipal Code is hereby amended to include Section 10-76, which shall read as follows:

**Sec. 10-76. Unlawful camping.**

- (1) No person shall use a vehicle, recreational vehicle, trailer or camper for dwelling purposes, including, but not limited to, sleeping, spending the night or cooking, on any public street, sidewalk or other public place within the Town for more than one night in a thirty day period.

- (2) Without limiting subsection (1), no person shall use a vehicle, recreational vehicle, trailer or camper for dwelling purposes, including, but not limited to, sleeping, spending the night or cooking, on any property in the Town, and no property owner or lessee shall allow a person to use a vehicle, recreational vehicle, trailer or camper for dwelling purposes on such property, for more than two nights in a thirty day period.
- (3) Notwithstanding the foregoing, persons may obtain permits from the Town to allow the temporary occupancy of a vehicle, recreational vehicle, trailer or camper for dwelling purposes to accommodate vacation travelers.

**Section 2. Policies and procedures.** The Johnstown Police Department is hereby directed to adopt policies and procedures regarding the issuance of a permit to allow the temporary occupancy of a vehicle, recreational vehicle, trailer or camper for dwelling purposes to accommodate vacation travelers.

**Section 3. Code changes.** Minor changes such as the format and other changes to unify the revised Code may be necessary. The Town Clerk is hereby authorized to make such changes, provided that neither the intent nor substantive content will be altered by such changes.

**Section 4. Repeal.** Existing or parts of ordinances covering the same matters as embraced in this Ordinance are hereby repealed and all ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed, except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the taking effect of this Ordinance.

**Section 5. Publication; Effective Date; Recording.** This Ordinance, after its passage on final reading, shall be numbered, recorded, published and posted as required by the Town Charter and the adoption, posting and publication shall be authenticated by the signature of the Mayor and the Town Clerk and by the Certificate of Publication. This Ordinance shall become effective upon final passage as provided by the Home Rule Charter of the Town of Johnstown, Colorado. Copies of the entire Ordinance are available at the office of the Town Clerk.

**INTRODUCED, AND APPROVED** on first reading by the Town Council of the Town of Johnstown, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**TOWN OF JOHNSTOWN, COLORADO**

**ATTEST:**

By: \_\_\_\_\_  
Diana Seele, Town Clerk

By: \_\_\_\_\_  
Gary Lebsack, Mayor

**PASSED UPON FINAL APPROVAL AND ADOPTED** on second reading by the Town Council of the Town of Johnstown, Colorado, this \_\_\_\_ day of \_\_\_\_\_, 2020.

**TOWN OF JOHNSTOWN, COLORADO**

**ATTEST:**

By: \_\_\_\_\_  
Diana Seele, Town Clerk

By: \_\_\_\_\_  
Gary Lebsack, Mayor

DRAFT