



Town Hall 551 Hot Springs Blvd.
Pagosa Springs, CO 81147

AGENDA

Planning Commission Meeting
Tuesday, April 22, 2025 @ 5:30 PM

1. REMOTE PARTICIPATION

The public is encouraged to join via Zoom conference call as space is limited in the meeting room.

Please paste this link below to join the webinar:

<https://us06web.zoom.us/j/82738710091>

Or to join by telephone dial: 1-719-359-4580 Webinar ID: 827 3871 0091

Meetings are conducted in person at Town Hall located at 551 Hot Springs Blvd. Whenever possible, meetings will be broadcast online via Zoom, which can be accessed from a computer or phone with internet access, or by calling in. The Town does not and cannot guarantee internet service or online broadcasting. Remote attendance is at the risk of the attendee as public meetings will continue in person regardless of the Town's broadcast capability.

I. CALL MEETING TO ORDER

II. ANNOUNCEMENTS

III. APPROVAL OF MINUTES

A. Approval of the 22 Apr 2025 Meeting Minutes

[Planning Commission - 08 Apr 2025 - Minutes - Pdf](#)

[Planning Commission - 25 Mar 2025 - Minutes - Pdf](#)

IV. PUBLIC COMMENT

An opportunity for the public to provide comments and to address the Planning Commission on items not on the agenda.

V. BOARD OF ADJUSTMENTS

VI. DESIGN REVIEW BOARD

A. Electric Vehicle Fast Charging Station Design Review Application-105 Country Center Drive

[Agenda Brief - Electric Vehicle Fast Charging Station Design Review Application-105 Country Center Drive - Pdf](#)

B. Pagosa Bible Church Expansion-Major Design Review Application-209 Harman Park Drive

[Agenda Brief - Pagosa Bible Church Expansion-Major Design Review Application-209 Harman Park Drive - Pdf](#)

VII. PLANNING COMMISSION

A. Metropolitan District Discussion

[Agenda Brief - Metropolitan District Discussion - Pdf](#)

VIII. REPORTS AND COMMENTS

A. Planning Commission - Comments, Ideas and Discussion

B. Development Department Monthly Reports

[Agenda Brief - Development Department Monthly Reports - Pdf](#)

IX. PUBLIC COMMENT

An opportunity for the public to provide comments and to address the Planning Commission on items on the

agenda.

X. ADJOURNMENT



Town Hall 551 Hot Springs Blvd.
Pagosa Springs, CO 81147

MINUTES

Planning Commission Meeting
April 8, 2025 @ 5:00 PM

A regular meeting of the Planning Commission was called to order on April 8, 2025, at 5:00 PM in the Town Hall 551 Hot Springs Blvd. .

COMMISSION PRESENT: Commissioner McCollam, Commissioner Pitcher, Commissioner Weiler, Commissioner Gurule, and Commissioner Pribble

COMMISSION ABSENT: Commissioner Hodges

1 CALL MEETING TO ORDER

a) at 5:08 p.m.

2 ANNOUNCEMENTS

a) Chair Pitcher promoted member Pribble to a voting member.

3 PUBLIC COMMENT

a) None.

4 RECOMMENDATION FOR NEW ALTERNATE PLANNING COMMISSION MEMBER

a) Recommendation for New Alternate Planning Commission Member

Director Dickhoff presented the staff report. The commission asked Brian Reid and Jane Weitzel their interview questions. The commission agreed that they liked Brian's experience with housing and other boards.

Commissioner McCollam moved to recommend that the Town Council appoint Brian Reid to the open Alternate Planning Commissioner seat for a four year term.
Commissioner Pribble seconded.

Carried.

5 PUBLIC COMMENT

a) None.

6 ADJOURNMENT

a) at 5:28 p.m.



Town Hall 551 Hot Springs Blvd.
Pagosa Springs, CO 81147

MINUTES

Planning Commission Meeting
March 25, 2025 @ 5:30 PM

A regular meeting of the Planning Commission was called to order on March 25, 2025, at 5:30 PM in the Town Hall 551 Hot Springs Blvd. .

COMMISSION PRESENT: Commissioner McCollam, Commissioner Gurule, Commissioner Hodges, and Commissioner Pribble

COMMISSION ABSENT: Commissioner Pitcher and Commissioner Weiler

1 CALL MEETING TO ORDER

a) at 5:33 p.m.

2 ANNOUNCEMENTS

a) Chair McCollam promoted Member Pribble to a voting member.

3 APPROVAL OF MINUTES

a) **Approval of the December 10, 2024 Meeting Minutes**

Commissioner Hodges moved to approve to December 10, 2024 meeting minutes. Commissioner Pribble seconded.

Carried.

4 PUBLIC COMMENT

a) None.

5 PLANNING COMMISSION

a) **Pagosa West Sketch Major Subdivision Application**

Director Dickhoff introduced to project to the public and the commission. David and Heidi Dragoo, developers, presented their project. Chair McCollam opened for public comment. Shelley Lowe, realtor, noted that they want to work together with the community, neighbors, etc. Bruce Cooper, commented that this property is zoned for this subdivision and growth is inevitable. Sharon Carter, spoke on the neighboring property owners' concerns such as high density housing, building height, viewing corridor, wildlife, light mitigation, etc. Jane Weitzel was concerned about beauty of Pagosa and does not believe that is not aligned with the Pagosa Springs Comprehensive Plan. Gary Woods believes that this development is an industrial park. He asked the commissioners if the developer is local and will be using local labor. He also asked if the developer will be adhering to dark sky and questioned the wetlands. He does not believe that adding commercial sites is beneficial to the town. Jeanie Woods spoke opposition to the project. Scott Tanges spoke on technology changes, business changes, and lack of housing needs. Bill Hudson asked to table this discussion because there is a proposed metro district. He asked to redo the wetlands study in the spring instead of summer. He also spoke on tree removal. He also believes there is a conflict of interest because there is a grant for workforce housing. Lars Schneider noted that workforce housing is needed and Pagosa is going to grow. He spoke that he would love to see a gymnasium. Dwayne McCabe spoke on wetlands. Shaylynne Fitzgerald spoke on dark sky and plead to

Planning Commission
March 25, 2025

force dark sky compliance and height restrictions. Joe Brogan spoke on building height. Lynn Micheal Anthony spoke on view corridors and wildlife corridors. Eddie Austin spoke on esthetics of this project and landscaping maintenance, emergency evacuation, noise and heavy traffic. Laurie Davenport would like 40% open space like the developer's other development and would like a recreation center instead of U-Haul. She would also like a gathering space and more inviting housing instead of hotels. Patricia Coonan spoke on economics and does not believe it will be feasible to build this development. She thinks this should be a ballot measure. Paul Devenport spoke on the road alignment of West Mccabe Street. Art Franz spoke on rezoning and the quality of life of the surrounding neighbors. Nancy Chromy spoke on density and sustainable development. Chair McCollam closed public comment. Julie Gurule asked if this is only based on a metro district. Director Dickhoff answered no. Member Hodges noted that he does not have time for an educated decision. Member Pribble agreed with Member Hodges. He also said there will be kids since there is workforce housing and recommended something kid friendly. Member Gurule asked why there will be a U-Haul proposed there. Director Dickhoff noted that all storage facilities are at capacity. David Dragoo answered Montrose (his other development) did a recreation center and they did bonding and that comes with Planning Commission recommendation. It is also based on the market. Member Gurule also asked if a gas station needs to be so far from a hospital. Director Dickhoff answered he will look into it. Member McCollam also noted that she needed more information and time. She also asked about many citizens are in Montrose. Mr. Dragoo answered 50,000 in the county, 20,000 in the city. Member McCollam asked about they incorporated feedback from citizens. Mr. Dragoo answered a lot. They said the first study was a wetlands study. He said that now the buildings are two story instead of three. They are also looking at larger setbacks. Member McCollam asked if the helicopters landing at the hospital will have any issues with these buildings. Director Dickhoff noted that there are helicopters that land in higher downtown corridors but will follow up with hospital. Member Gurule asked if it doesn't get rezoned what could be there. Director Dickhoff answered it could be a smaller retail space - under 4,000 sq ft. Member McCollam noted that trees need to be preserved. Brad Ash, applicant representative, asked for guidance from the commission. Director Dickhoff answered that to take into consideration public comments and comments in the staff report and apply those comments into consideration.

Commissioner Hodges moved to continue the Pagosa West Major Subdivision Application to a later date. Commissioner Gurule seconded.

Carried.

b) Selection of 2025 Planning Commission meeting days of month and time

Commissioner McCollam moved to recommend the Planning Commission set their regular meeting schedule for 2025 as the 2nd and 4th Tuesdays of each month, at 5:30 p.m. to be held in Town Hall Council Chambers with optional Zoom participation. Commissioner Gurule seconded.

Carried.

c) Elect Planning Commission Chair and Vice-Chair for 2025

Land Use Development Code Section 2.5.6.A.1 states, "Annually, at the first regular meeting of the year, each board and commission shall elect, by majority vote, from its membership a Chair and vice-Chair, with each being eligible for re-election, and each serving a one-year term..."

Commissioner Hodges moved to elect Chris Pitcher as the Planning Commission Chair and Kristin McCollam as the Planning Commission Vice-Chair for 2025. Commissioner Gurule seconded.

Carried.

6 REPORTS AND COMMENTS

a) Planning Commission - Comments, Ideas and Discussion

Planning Commission
March 25, 2025

Director Dickhoff presented the staff report. Member Hodges requested a work session.

7 PUBLIC COMMENT

a) None.

8 ADJOURNMENT

a) at 8:20 p.m.



AGENDA BRIEF

MEETING: Planning Commission - 22 Apr 2025

FROM: James Dickhoff, Development Director

PROJECT: Electric Vehicle Fast Charging Station Design Review Application-105 Country Center Drive

ACTION: Design Review Board action

ATTACHMENTS:

[04.22.25 PC Mtg Packet DRB 2025-02](#)

[2025.03.31 - COMPLETE E Country Center Tesla Justification Letter REV 1](#)

[2025.03.19 - JB-811129-00 Pagosa Springs, CO – 100 Country Center Dr RevA IFP S&S Letter](#)



PLANNING DIVISION STAFF BRIEF

ELECTRIC VEHICLE FAST CHARGING STATION - MAJOR DESIGN REVIEW APPLICATION

Application: Major Design Review application – Electric Vehicle Charging Station Development

Property Location: 105 Country Center Drive

Acreage: Impacted area of parcel = approximately .2 acres.

Property Owner: Pagosa Country Center, LLC.

Project Representative/Applicant: Cameron Frueh, GPD Group, INC.

Project Owner: Tesla, Inc.

Zoning: Mixed Use Town Center (MU-TC)

Background:

The applicant conducted a pre-application conference with Town staff in November 2024.

Public Notification:

Public notification was mailed to property owners within a 500-foot radius, posted on site, posted in Town Hall, and published in the Sun Newspaper pursuant to LUDC 2.3.6.

Project and Process Description:

The applicant proposes to develop an Electric Vehicle Charging Station within the existing parking lot at 105 Country Center Drive, that will include 8 charging posts, one being ADA Accessible, and one being for vehicles with trailers.

The project will be reviewed as a Final Design Review application, since there is no building structures proposed with the development.

Staff's Land Use Development Code Review:

Below are the applicable sections of the LUDC that apply to this proposed project.

GREEN Text: Items that comply with the LUDC standard.

RED Text: Items that do not comply or need to be provided prior to approval to begin construction.

BLUE Text: General information or matters that require the Design Review Board's (DRB) attention and direction.

LUDC Article 3, Zoning:

The proposed project is located within the Mixed Use – Town Center Corridor (MU-TC) zoning district.

“The MU-TC district is intended to promote a wide range of residential and non-residential land uses in the downtown. The district is intended to maintain and improve the vibrant downtown area as an environment that has employment and shopping opportunities, a range of housing types, and parks, lodging, open space, and civic uses. New development should occur in traditional development patterns- with narrower streets, smaller blocks, and smaller lots. The MU-TC district is intended to encourage predominantly vertical with some horizontal mixed-use in a pedestrian-friendly environment that is not dominated by one (1) land use or housing type.”

LUDC Article 4, Allowable Uses:

Since the EV charging stations can be considered accessory to the existing retail development on the site, it is considered an allowable accessory use. **Complies**

LUDC 4.3.4.C, Outdoor display and sales:

Though this matter does not involve the applicant’s proposal, it does involve the property in which the proposed development is proposed. The matter involves a code violation that remains unresolved. The existing Outdoor Merchandise Display on the subject property associated with Camino Real is not in compliance with LUDC. Violations include outdoor storage exceeding 25 % of the building frontage, obstruction of Pedestrian ADA access and ADA sidewalk ramps, storage of items on the neighboring vacant property and unsafe and unsecured stacking of stored products.

This matter requires correction prior to the issuance of a notice of approval to proceed with the proposed EV Charging Station.

LUDC Article 5, Dimensional Requirements

The proposed addition to the building is along the south building wall of the existing structure, with the same side wall plains.

Setbacks: **NA**

Building Height (35 mid-span and 41 peak maximum allowed): **NA**

Landscaping: The proposal transplants two existing trees in the front parking lot island. **Complies**

LUDC Article 6, Development and Design Standards

6.2 Flood Damage Protection Regulations:

Site is not located within a mapped flood hazard area. **NA**

6.3.1 Construction Erosion Control:

The applicant shall submit a Storm Water Management Plan and the contractor is required to ensure erosion BMPs are installed prior to any excavation activities and to ensure maintenance of erosion BMPs throughout the construction project. A pre-construction meeting is now required for all commercial developments to ensure these BMPs are installed prior to excavation activities and all utility matters are in place.

6.3.2. Site Drainage

No Additional Impervious surfaces will result. **NA**

6.3.3: Adequate space for snow storage shall be provided.

No Additional Parking Spaces proposed. **NA**

6.3.4 Sanitary Sewer and 6.3.5 Potable Water: NA

6.4 Sensitive Area Protection: NA

6.6.5. Sidewalks:

Pedestrian Facilities: Sidewalk Ramp Truncated domes are recommended to be cast iron for long term durability.

6.6.6. Parking and Vehicle Access

Vehicular Access

The project relies on existing points of access from N. Pagosa Blvd and Talisman Drive along a Privately Owned Access. HOWEVER, these accesses have been poorly maintained for at least 15 years, with no indication that there is a sustainable maintenance plan or plans for fixing the perpetual pothole issues by reconstructing these points of accesses.

Maintenance of this Private Access drive is not the responsibility of the Town, County or a kind hearted contractor to repair the perpetual and massive pothole issues that the community has been faced to strategically negotiate oncoming traffic, blown tires and broken wheels/suspension.

The EV Charging Station is a new development which triggers a resolution to this ongoing Private Drive Access Maintenance Issue.

LUDC 6.9 Parking and Loading

6.9.4 Parking Area Layout and Design

The Country Center Shopping Center was established in 1996. Staff requests that the applicant or property owner provide a parking lot assessment to ensure the current ADA Parking Spaces regulations are in compliance, generally a minimum of 1 ADA space for each 25 parking spaces, including ADA signage, pavement markings, sidewalk ramps and access aisles.

Provide parking lot assessment and necessary improvements.

Are the noted bollards for impact protection?

It is possible to buffer visual impacts of the electrical transformer and controller cabinets?

LUDC 6.11 Exterior Lighting

The existing exterior lighting does not comply with the screening requirements within the LUDC. The light sources extend below the fixture shielding, thus creating glare issues.

Provide a plan for addressing any the non-compliant light fixtures on the property for implementing corrective measures that demonstrate that all light sources will be shielded from visibility at a 5-foot height at the property lines.

LUDC 6.12 SIGN CODE

There is directional signage proposed that complies with the Manual of Uniform Traffic Control Devices (MUTCD) at N. Pagosa and Country Center Drive, along Country Center drive NW of the statue and along Hwy 160. The signs along Hwy 160 require CDOT approval and installation. **The sign along N. Pagosa and NW of the statue (traffic circle) are actually located on privately owned vacant property and will require property owner permission to install in this location.**

Other Maintenance: Who maintains the facility, trash cans, recycling, etc?

Major Design Review Approval Criteria includes:

(i) The development plan complies with all applicable development and design standards set forth in this Land Use Code, including but not limited to the provisions in Article 3, Zoning Districts, Article 4, Use Regulations, Article 5, Dimensional Requirements, and Article 6, Development and Design Standards.

The Major Design Review application is substantially consistent with the LUDC, with the exception of an Acceptable Long-Term Sustainable Maintenance Plan for Private Drive Accesses. The property has an Existing Violation Regarding the Outdoor Storage Regulations at Camino Real.

(ii) The development plan is consistent with any previously approved subdivision plat, planned development, or any other precedent plan or land use approval as applicable.

The proposed Major Design Review application is consistent with all previously approved plat and subdivision plans, with the exception of the maintenance of recorded private vehicular access easements.

(iii) The development plan is consistent with the Comprehensive Plan and other adopted Town policies and plans, including any adopted transportation plan or streets/roadway plan.

The proposed use is consistent with the 2018 Comprehensive Plan and other adopted Town policies and plans, however, with the exception the Maintenance of the Private Drive Accesses that provide access to the Proposed EV Charging Station Development.

Alternative Motions for Design Review Board's Consideration:

1) Move to APPROVE the EV Charging Station Development Major Design Review Application, Contingent on the Following Being Provided Prior to Approval to Proceed with Construction :

- a. Resolution of the Outdoor Storage violation at Camino Real,
- b. Receipt of an Acceptable Long-Term Sustainable Maintenance Plan for the Private Drive Accesses
- c. (Others Contingencies as Determined by the Design Review Board).

2) Move to CONTINUE the EV Charging Station Development Major Design Review Application until such time that the following is provided to the Town, at which time the matter will be considered by the Design Review Board.

- a. Resolution of the Outdoor Storage violation at Camino Real,
- b. Receipt of an Acceptable Long-Term Sustainable Maintenance Plan for the Private Drive Accesses
- c. (Others Contingencies as Determined by the Design Review Board).

3) Move to DENY the EV Charging Station Development finding the Applicant has not adequately addressed the maintenance of the Private Access Drive.

GENERAL DEVELOPMENT INFORMATION NARRATIVE FOR PROPOSED TESLA EV CHARGER TO BE LOCATED AT (Parcel # 569920120008) 100 Country Center Drive Pagosa Springs, CO 81147

1. Project Description

Tesla has entered into an agreement with Pagosa Country Center, LLC to install an Electric Vehicle Charging Station (EVCS) in a portion of the parking lot at 100 Country Center Drive (Parcel # 569920120008). The EVCS will be comprised of (2) Tesla Supercharger Cabinets, (8) Tesla Charging Posts, (1) Switchboard, (1) utility transformer, (1) meter, and (2) pole mounted luminaires. Tesla proposes to install the EVCS in the existing parking area as shown on the plans for the EVCS prepared by Tesla Inc.. As shown on Sheet G-101 of the EVCS Plans, there are currently (10) parking spaces that will be utilized for the EVCS in the parking area where the EVCS will be installed (see Sheet G-101 of the EVCS Plans).

2. Impacts to Adjacent Properties

Tesla's proposed installation provides a positive service and will not negatively impact the existing traffic surrounding the adjacent properties. Vehicular access to the facility will not interfere with current parking or vehicular circulation in the area.

3. Project Justification

The reason Tesla would like to construct this project in this area is for the following reasons:

- a. Tesla understands there is a huge need for DC fast charging for personal and rideshare EV drivers within the area. Currently, the region is underserved for DC fast charging. With the EV market continuing to grow, Tesla estimates that additional relief is needed in order to keep EV driver DC charging congestion to a minimum. By installing these chargers, the goal is to keep congestion low and help accelerate the adoption of EV vehicles while creating a sustainable future for the automotive industry. Additionally, Tesla is providing benefits to the local businesses as EV owners will be seeking relief, food, and beverages as they wait for their vehicle to complete its charging period. For these reasons, Tesla considers the proposed EV charging project within the area justifiable.

4. Project Partners

Tesla, Inc.:

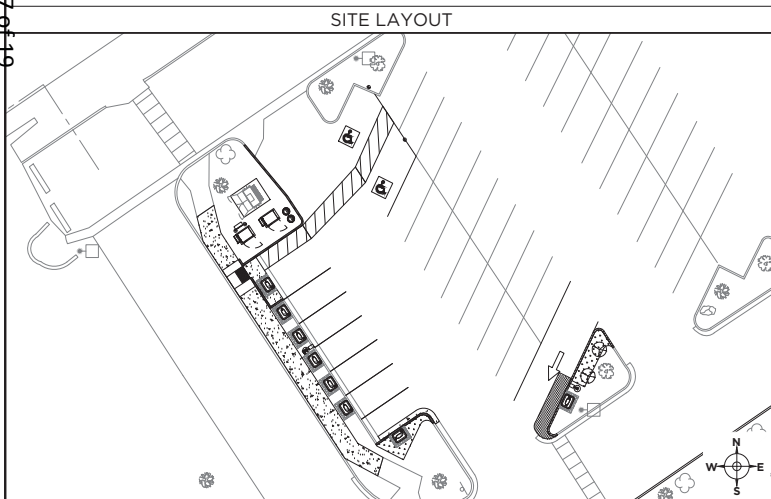
- Drew Sartell – Design Lead, 720-660-2738, dsartell@tesla.com

Page 7 of 19

TRT: 402202

TESLA SUPERCHARGER_PAGOSA SPRINGS, CO
3 SUPERCHARGERS

100 COUNTRY CENTER DR
PAGOSA SPRINGS, CO 81147, USA



ABBREVIATIONS			PROJECT TEAM		DESIGN CRITERIA	PROJECT SCOPE	SYSTEM SUMMARY		SHEET INDEX		
AC	ALTERNATING CURRENT	LVC	LOW-VOLTAGE	STRUCTURAL ENGINEER OF RECORD: YOO JIN KIM TESLA, INC. 129 GERBERA STREET, DANVILLE, CA 94506 M-399(265)-S177 YORKIM@TESLA.COM	ELECTRICAL ENGINEER OF RECORD: RYAN FLORES TESLA, INC. 47700 KATO RD, FREMONT, CA 94538 (850) 645-2845 RV.FLORES@TESLA.COM	1. WIND DESIGN DESIGN WIND SPEED = 115 MPH (ULTIMATE) RISK CATEGORY = II WIND EXPOSURE = C 2. SEISMIC DESIGN RISK CATEGORY = II SEISMIC IMPORTANCE FACTOR = 1.0 CLASS 5 - D Ss = 0.267 / S1 + 0.084 Ss = 0.282 / Sst1 + 0.135 SEISMIC DESIGN CATEGORY = C BASIC SEISMIC-FORCE-RESISTING SYSTEM - NON-STRUCTURAL COMPONENT R = 2.5 / a, p = 1.0 3. GROUND SNOW LOAD = 93 PSF	INSTALLATION OF SUPERCHARGERS AND ASSOCIATED AC AND DC EQUIPMENT. INSTALLATION OF PRECAST EQUIPMENT PADS AND CONCRETE WALKWAYS. INSTALLATION OF NEW PARKING STRIPING, SIGNAGE AND ADA ACCESS FEATURES. INSTALLATION OF NEW LED LIGHTING.	SUPERCHARGER SYSTEM SUMMARY		SHEET #	SHEET TITLE
ADA	AMERICANS WITH DISABILITIES ACT	LVDC	LOW-VOLTAGE DIRECT CURRENT					EQUIPMENT	QTY	G-001	COVER PAGE
AFF	ABOVE FINISH FLOOR	MAX	MAXIMUM							G-002	NOTES
BUDG	BUDGET	MIN.	MINIMUM							G-0101	DEMOLITION PLAN
CLR	CLEAR	MUTCD	MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES							E-100	OVERALL SITE PLAN
CONC	CONCRETE	MV	MECHANICAL VEHICLE							E-101	ELECTRICAL SITE PLAN
DC	DIRECT CURRENT	(N)	NEW							E-201	SINGLE LINE DIAGRAM
DIAMETER		NIC	NATIONAL ELECTRICAL CODE							E-501	ELECTRICAL DETAILS
DIST	DISTANCE	NIC	NOT IN CONTRACT							E-502	ELECTRICAL DETAILS
(E)	EXISTING	NRTL	NATIONALLY RECOGNIZED TESTING LABORATORY							E-601	OVERALL STRUCTURAL PLAN
EGC	EQUIPMENT GROUNDING	NC	NOT TO SCALE	PROJECT DESIGNER: DREW SARTTELL TESLA, INC. 3500 CREEK RD. DTPRALPA@TESLA.COM	DESIGN ENGINEER: DREW SARTTELL TESLA, INC. 270-660-2738 DSARTTELL@TESLA.COM	CONSTRUCTION MANAGER: ALIE MILLER (303) 653-8081 ALIMILLER@TESLA.COM	V3 SUPERCHARGER CABINETS 2 V4 SUPERCHARGER POSTS 8 UTILITY TRANSFORMER 1 LIGHT POLES 2	S-501 S-502 S-503	ENLARGED SITE PLAN STRUCTURAL DETAIL STRUCTURAL DETAIL		
EMT	ELECTRICAL METALLIC TUBING	PCC	POINT OF COMMON COUPLING								
EQ	EQUAL	PL	PROPERTY LINES								
ERMS	EARTHQUAKE REDUCTION MAINTENANCE SETTINGS	PFC	POWER LINE COMMUNICATION POWERPAC								
ESS	ENERGY STORAGE SYSTEM	PSU	PRE-ASSEMBLED SUPERCHARGER UNIT								
GAB	GRADED AGGREGATE BASE	PV	PHOTOVOLTAIC								
GALV	GALVANIZED	PVC	POLYVINYL CHLORIDE								
GEC	GROUNDING ELECTRODE CONDUCTOR	RSD	RAPID SHUTDOWN								
GFP	GROUND FAULT PROTECTOR	SCCR	CIRCUIT CURRENT RATING								
GND	GROUND	SO	SCHEDULE								
HVAC	HEATING, VENTILATION, & AIR CONDITIONING	SQ. IN.	SQUARE INCHES								
I	CURRENT	SS	STAINLESS STEEL								
IMP	CURRENT AT MAX POWER	SSBJ	SUPPLY SIDE BONDING JUMPER								
INV	INVERTER		SEE STRUCTURAL DRAWINGS								
ISC	SHORT CIRCUIT CURRENT	STC	STANDARD TESTING CONDITIONS								
KVA	KILOVOLT AMPERE	TY	TYPICAL								
KW	KILOWATT	UN	UNLESS OTHERWISE NOTED								
KWH	KILOWATT-HOUR	VF	VERIFY IN FIELD								
LOS	LINE OF SIGHT	W	WATT								
LSIG	LONG TIME, SHORT TIME, INSTANTANEOUS GROUND										

NO.	REVISION	DATE
A	LAYOUT UPDATES	01/16/2025

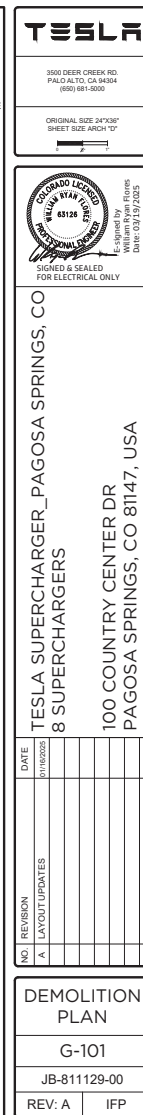
COVER PAGE

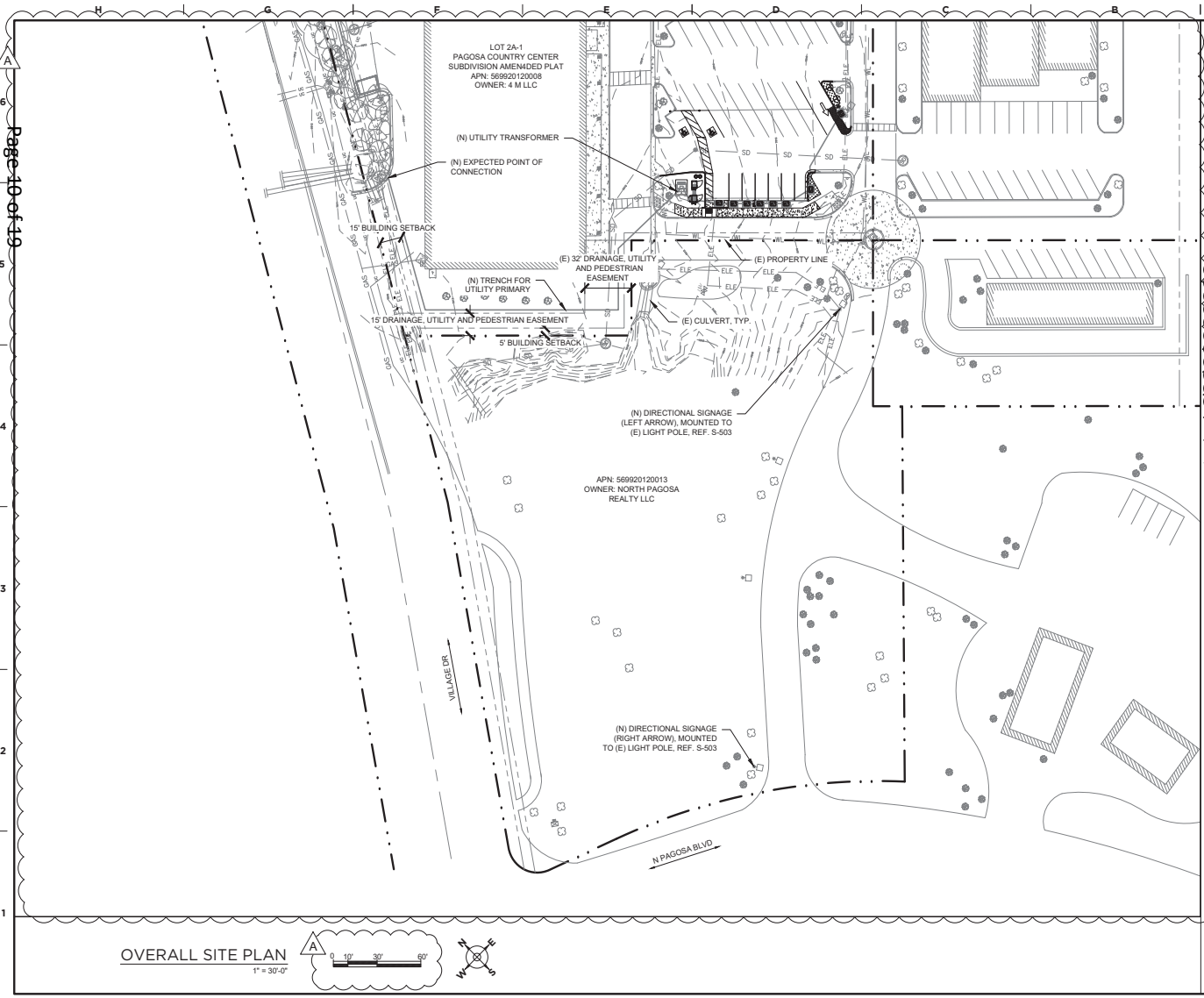
G-001

JB-811129-00

REV: A	IFP
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PROPRIETARY AND CONFIDENTIAL





SITE LEGEND

- (N) CONDUIT ROUTE, SHOWN FOR DIAGRAMMATIC PURPOSES ONLY.
- (N) EV MINI REBOUNDING BOLLARD SIGN
- (N) EV MINI REBOUNDING BOLLARD
- (N) CONCRETE CURB
- (N) FULL DEPTH ASPHALT
- (N) ACCESS POINT, REF. SINGLE LINE DIAGRAM/A
- (N) CONCRETE PAVING
- (N) TREE
- (N) POST MOUNTED SIGN
- (N) POLE-MOUNTED LIGHT FIXTURE
- (N) WPT, REF. SINGLE LINE DIAGRAM

EV CHARGING STATION DIRECTIONAL MUTCD SIGNS, REF S-503

- LEFT ARROW
- RIGHT ARROW

3500 DEER CREEK RD.
PALO ALTO, CA 94304
(800) 481-5000

ORIGINAL SIZE 24"x36"
SHEET SIZE ARCH "D"

TESLA SUPERCHARGER_PAGOSA SPRINGS, CO
8 SUPERCHARGERS

100 COUNTRY CENTER DR
PAGOSA SPRINGS, CO 81147, USA

NO	REVISION	DATE
A	LAYOUT/UPDATES	01/16/2025

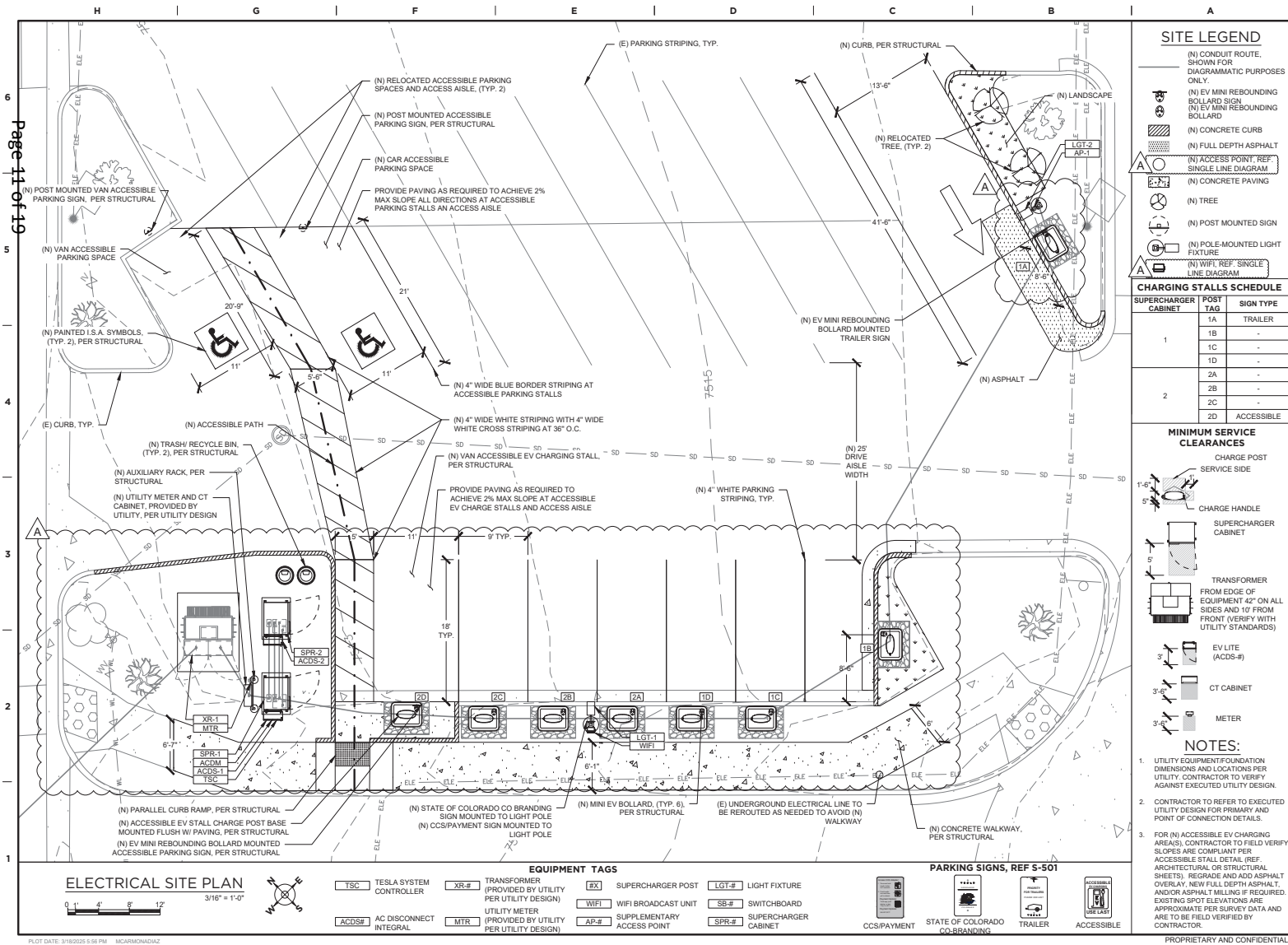
OVERALL SITE PLAN

E-100

JB-811129-00

REV: A IFP

PLOT DATE: 3/18/2025 5:56 PM MCFARMONADIAZ PROPRIETARY AND CONFIDENTIAL



TESLA

3000 DEER CREEK RD.
PALO ALTO, CA 94304
(800) 481-5009

ORIGINAL SIZE 24"x36"
SHEET SIZE ARCH "1"

DESIGNED BY
William J. Flores
DATE: 03/19/2025

SIGNED & SEALED FOR ELECTRICAL ONLY

TESLA SUPERCHARGER_PAGOSA SPRINGS, CO
8 SUPERCHARGERS

100 COUNTRY CENTER DR
PAGOSA SPRINGS, CO 81147, USA

NO.	REVISION	DATE	DESCRIPTION
1	A	03/19/2025	LAYOUT UPDATES

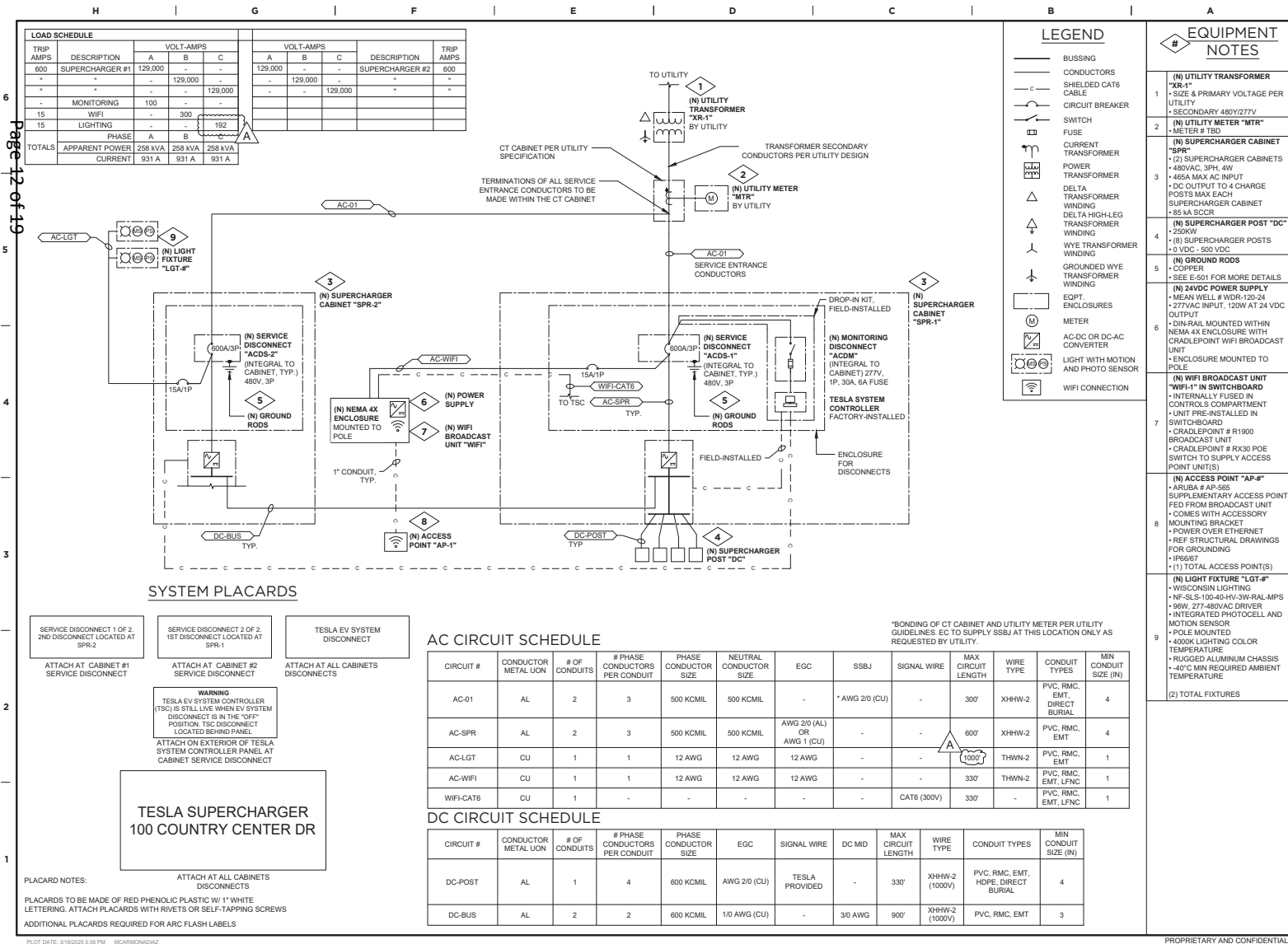
ELECTRICAL SITE PLAN

E-101

JB-811129-00

REV: A IFP

PROPRIETARY AND CONFIDENTIAL



H | G | F | E | D | C | B | A

6

5

4

3

2

1

BREAKER SETTINGS

NOTE: CONTRACTOR TO VERIFY BREAKER MODEL IN FIELD AND USE THE CORRESPONDING BREAKER SETTINGS TABLE. IF THE BREAKER MODEL DOES NOT MATCH EITHER TABLE, VERIFY SETTINGS WITH ELECTRICAL ENGINEER OF RECORD.

SPR-1 & SPR-2 INTEGRAL BREAKER	
EATON PD-3 THERMAL-MAG TRIP UNIT (600A TRIP)	SQUARE D JUL W151 TRIP UNIT (600A TRIP)
INSTANTANEOUS (I): 5 (3000A)	LONG DELAY PICKUP (I): 1(600A) LONG TIME DELAY (D): 0.5s INSTANTANEOUS (I): 5(3000A)

TESLA
3000 DEER CREEK RD.
PALO ALTO, CA 94304
(650) 481-5000

ORIGINAL SIZE 24"x36"
SHEET SIZE ARCH "D"

CONRAD LEONARD
63126
Professional Engineer
State of California
License No. 63126
Date: 03/19/2025

SIGNED & SEALED
FOR ELECTRICAL ONLY

TESLA SUPERCHARGER_PAGOSA SPRINGS, CO
8 SUPERCHARGERS
100 COUNTRY CENTER DR
PAGOSA SPRINGS, CO 81147, USA

NO	REVISION	DATE
A	LAYOUT UPDATES	01/16/2025

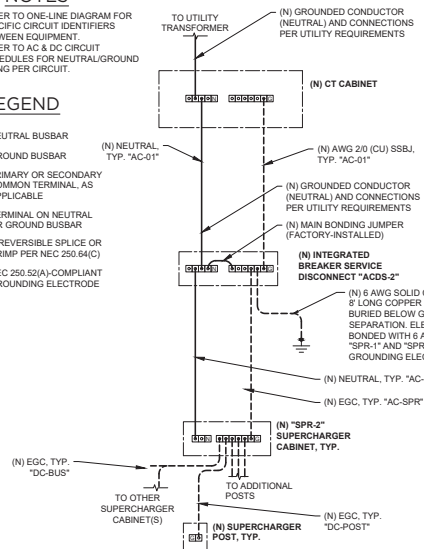
ELECTRICAL DETAILS	
E-501	
JB-811129-00	
REV: A	IFP

NOTES

- REFER TO ONE-LINE DIAGRAM FOR SPECIFIC CIRCUIT IDENTIFIERS BETWEEN EQUIPMENT.
- REFER TO AC & DC CIRCUIT SCHEDULES FOR NEUTRAL/GROUND SIZING PER CIRCUIT.

LEGEND

- NEUTRAL BUSBAR
- GROUND BUSBAR
- PRIMARY OR SECONDARY COMMON TERMINAL, AS APPLICABLE
- TERMINAL ON NEUTRAL OR GROUND BUSBAR
- IRREVERSIBLE SPLICE OR CRIMP PER NEC 250.64(C)
- NEC 250.52(A)-COMPLIANT GROUNDING ELECTRODE



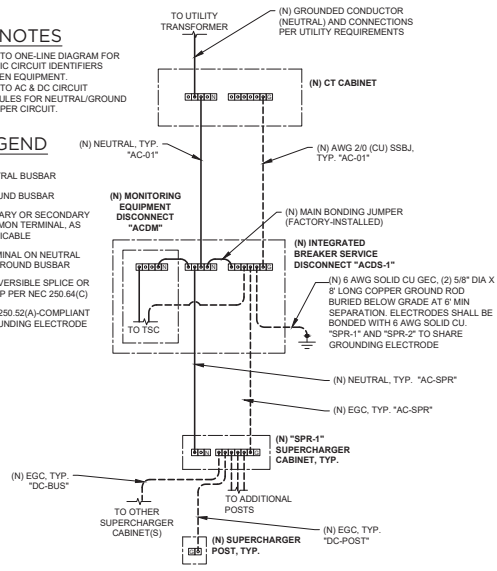
B GROUNDING DIAGRAM

NOTES

- REFER TO ONE-LINE DIAGRAM FOR SPECIFIC CIRCUIT IDENTIFIERS BETWEEN EQUIPMENT.
- REFER TO AC & DC CIRCUIT SCHEDULES FOR NEUTRAL/GROUND SIZING PER CIRCUIT.

LEGEND

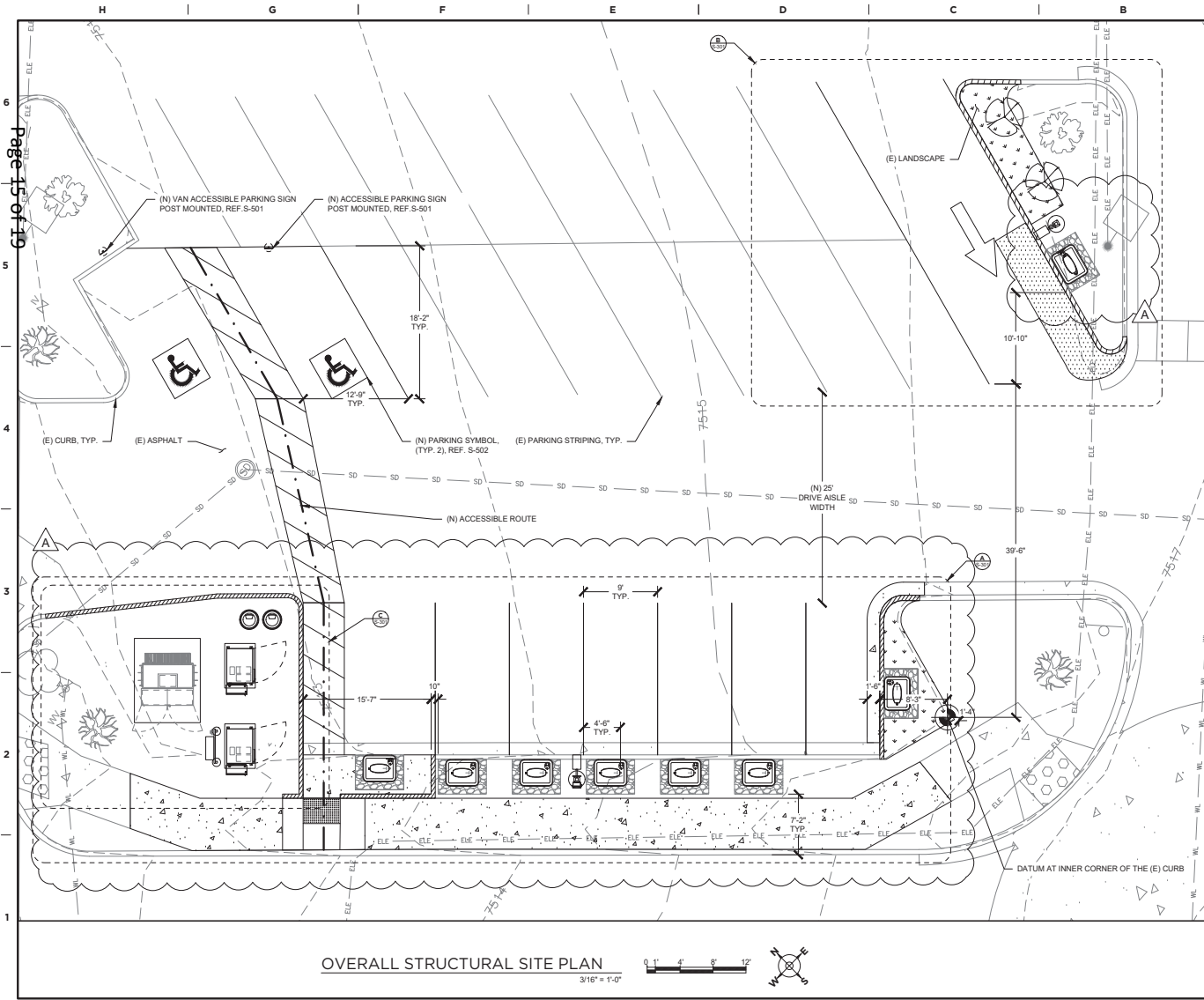
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- GROUND BUSBAR
- PRIMARY OR SECONDARY COMMON TERMINAL, AS APPLICABLE
- TERMINAL ON NEUTRAL OR GROUND BUSBAR
- IRREVERSIBLE SPLICE OR CRIMP PER NEC 250.64(C)
- NEC 250.52(A)-COMPLIANT GROUNDING ELECTRODE



A GROUNDING DIAGRAM

PLOT DATE: 3/18/2025 5:57 PM MCARMONADIAZ

PROPRIETARY AND CONFIDENTIAL



SITE LEGEND

- (N) SUPERCHARGER POST
- (N) EV MINI REBOUNTING BOLLARD SIGN
- (N) EV MINI REBOUNTING BOLLARD
- (N) CONCRETE CURB
- (N) FIXED BOLLARD
- (N) TREE
- (N) ACCESS POINT
- (N) CONCRETE PAVING
- (N) POST MOUNTED SIGN
- (N) DATUM
- (N) ASPHALT SEAL COAT
- (N) POLE-MOUNTED LIGHT FIXTURE
- (N) WIFI, REF. SINGLE LINE DIAGRAM

STRUCTURAL DESIGN CRITERIA:

- DESIGN CODE:
- 2015 INTERNATIONAL BUILDING CODE

DESIGN CRITERIA:

 - WIND DESIGN
 - DESIGN WIND SPEED = 115 MPH (ULTIMATE)
 - RISK CATEGORY = II
 - WIND EXPOSURE = C
 - SEISMIC DESIGN
 - RISK CATEGORY = XX
 - SEISMIC IMPORTANCE FACTOR = 1.0
 - SITE CLASS = D
 - $S_s = 0.267 / S_1 = 0.084$
 - $S_{bs} = 0.282 / S_{b1} = 0.135$
 - SEISMIC DESIGN CATEGORY = C
 - BASIC SEISMIC FORCE-RESISTING SYSTEM = NON-STRUCTURAL COMPONENT
 - $R = 2.5 / a_p = 1.0$
 - GEOTECHNICAL INFORMATION
 - ALLOWABLE BEARING PRESSURE = 1,500 PSF USED FOR EQUIPMENT FOUNDATION
 - SNOW LOAD
 - GROUND SNOW LOAD = 93 PSF

NOTES:

- PAD EXTENTS AND FOOTING TO BE CONFIRMED BY CONTRACTOR PRIOR TO CONSTRUCTION.
- UTILITY EQUIPMENT FOUNDATION DIMENSIONS AND LOCATIONS PER UTILITY. CONTRACTOR TO VERIFY AGAINST EXECUTED UTILITY DESIGN.

TESLA

3000 DEER CREEK RD.
PALO ALTO, CA 94304
(650) 481-5000

ORIGINAL SIZE 24"x36"
SHEET SIZE ARCH "D"

PROFESSIONAL SEAL

Yoo J Kim
Kim Joo Yoo
18/06/22 0707

TESLA SUPERCHARGER_PAGOSA SPRINGS, CO
8 SUPERCHARGERS
100 COUNTRY CENTER DR
PAGOSA SPRINGS, CO 8147, USA

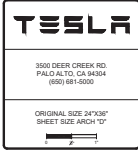
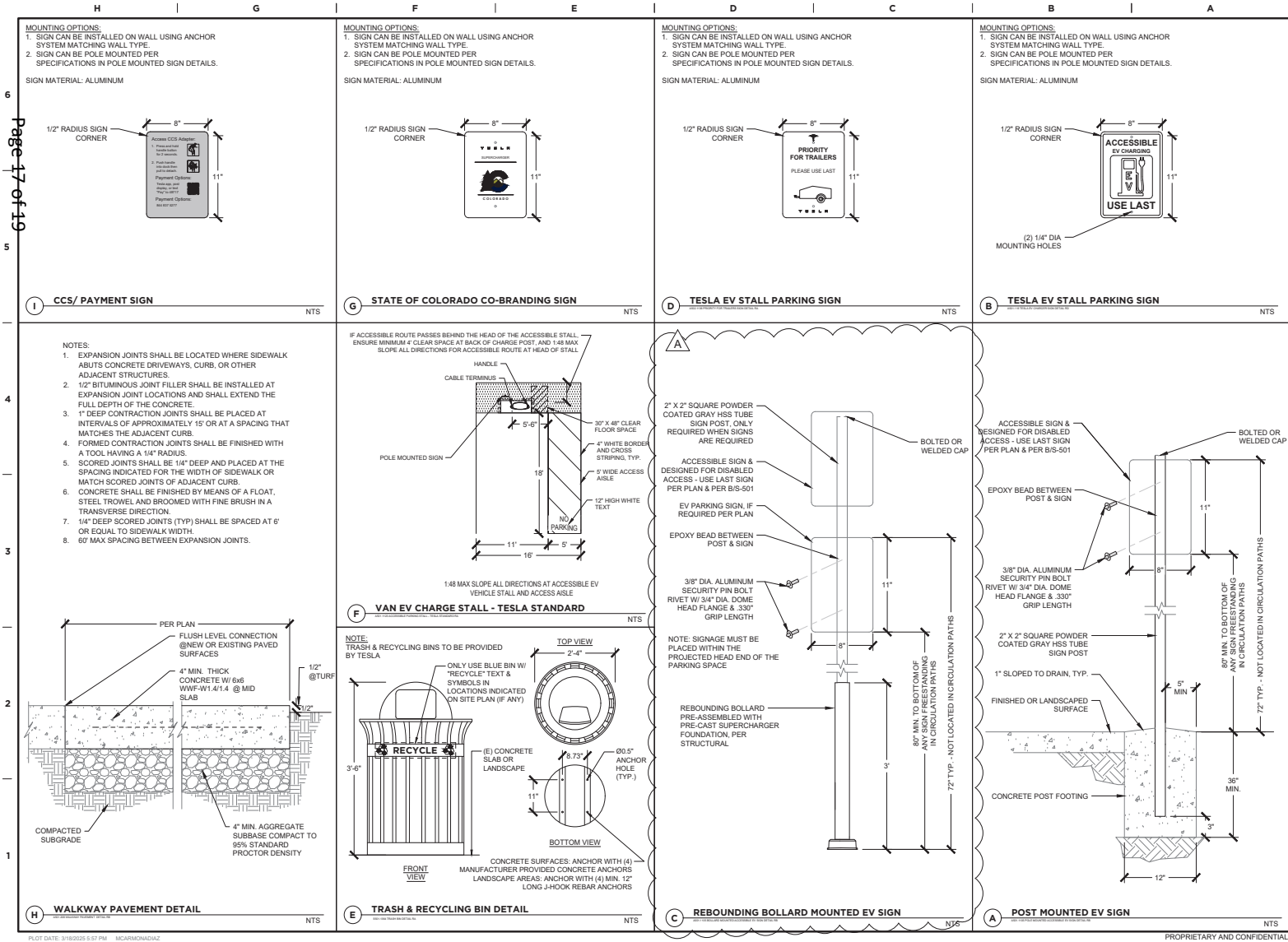
DATE	3/18/2025
NO	1
REVISION	LAYOUT UPDATES

OVERALL STRUCTURAL SITE PLAN	
S-101	
JB-811129-00	
REV: A	IFP

PROPRIETARY AND CONFIDENTIAL

[illegible]

ENLARGED SITE PLAN	
S-301	
JB-811129-00	
REV: A	IFP



TESLA SUPERCHARGER_PAGOSA SPRINGS, CO
8 SUPERCHARGERS
100 COUNTRY CENTER DR
PAGOSA SPRINGS, CO 81147, USA

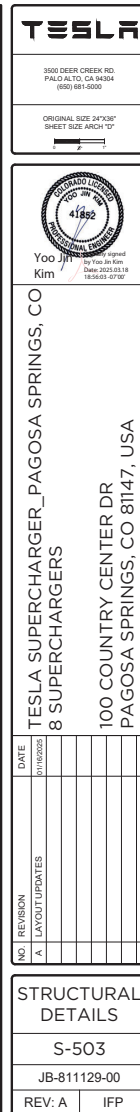
NO	REVISION	DATE	BY	APP
1	A	LAYOUT UPDATES		

STRUCTURAL DETAILS	
S-501	
JB-811129-00	
REV: A	IFP



NO.	REVISION	DATE
A	LAYOUT UPDATES	01/16/2025

STRUCTURAL DETAILS	
S-502	
JB-811129-00	
REV: A	IFP





AGENDA BRIEF

MEETING: Planning Commission - 22 Apr 2025

FROM: James Dickhoff, Development Director

PROJECT: Pagosa Bible Church Expansion-Major Design Review Application-209 Harman Park Drive

ACTION: Design Review Board Action

ATTACHMENTS:

[Staff Breif MDR SKETCH 2025-01 Pagosa Bible Church Expansion](#)

[Project Description- Pagosa Bible Church Sketch Plan 2025-03-14](#)

[Concept Plans-Pagosa Bible Church Sketch Plan 2025-03-14](#)



PLANNING DIVISION STAFF BRIEF

PAGOSA BIBLE CHURCH EXPANSION - SKETCH MAJOR DESIGN REVIEW APPLICATION

Application: Sketch Major Design Review application - Pagosa Bible Church Expansion

Property Location: 209 Harman Park Drive

Acreage: 4.1 acres in total

Property Owner/Applicant: Pagosa Bible Church

Representative: Reynolds Ash + Associates, Brad Ash

Zoning: Mixed Use Corridor (MU-C)

Background:

The applicant conducted a pre-application conference with Town staff in November 2024.

Public Notification:

Public notification was mailed to property owners within a 500-foot radius, posted on site, posted in Town Hall, and published in the Sun Newspaper pursuant to LUDC 2.3.6.

Project and Process Description:

The applicant proposes a 5,800 square footprint expansion of the existing building, with 5,800 sqft on the ground floor and 4,200 sqft on the second level for a total addition of 10,000 sqft attached to the south end of the existing building. The developers proposed development narrative is attached.

Staff's Land Use Development Code Review:

Below are the applicable sections of the LUDC that apply to this proposed project.

GREEN Text: Items that comply with the LUDC standard.

RED Text: Items that do not comply or need to be provided with Final Major Design Review application.

BLUE Text: General information or matters that require the Design Review Board's (DRB) attention and direction.

LUDC Article 3, Zoning:

The proposed project is located within the Mixed Use - Corridor (MU-C) zoning district.

"The MU-C district is intended to allow for the vertical or horizontal mixing of uses, including some high-density residential, along major highways. Commercial uses are appropriate, including retail, offices, hotels, and tourism-related businesses. The district is intended to promote gradual development and redevelopment of existing commercial corridors to become more vibrant and attractive mixed-use areas that also contain some housing, offices, and light trade". **Complies**

LUDC Article 4, Allowable Uses:

The proposed expansion that include a fellowship hall, offices, meeting spaces, storage, 6 classrooms, women and men restrooms and storage are allowable uses associated with the primary permitted "Public Assembly" use as a within the MU-C District. **Complies**

LUDC Article 5, Dimensional Requirements

The proposed addition to the building is along the south building wall of the existing structure, with the same side wall plains.

Setbacks:

Front: 20 foot setback from Harman Park Drive: **Complies.**

Side: 5 feet min. **Complies**

Rear: 5 feet min. **Complies**

Building Height (35 mid-span and 41 peak maximum allowed):

The proposes expansion matches the existing roof peak height of approximately 28 feet. **Complies**

Landscaping (Minimum 15%, 5,888 SF required): Proposal includes approximately 15,846 SF. **Complies**

The developed portion of the site is 2.3 acres. 15% of the impacted area = 15,028 sqft of landscaping. The development proposed a total of 18,173 sqft of landscaping on the impacted area of the 4.1 acre lot. The remaining undeveloped 1.8 acres will remain in its natural state. **Complies**

LUDC Article 6, Development and Design Standards**6.2 Flood Damage Protection Regulations:**

Site is not located within a mapped flood hazard area. **NA**

6.3.1 Construction Erosion Control:

The phased disturbance areas will be under the 1-acre threshold for a Colorado Storm Water Management Permit (SWMP). However, a stormwater management Plan shall be submitted to the Town identifying "Best Managements Practices" (BMPs) to be installed for storm water erosion control during construction activities and maintained in place as functional erosion control structures until re-vegetation has been re-established to a minimum of 70%. **The applicant shall submit a Storm Water Management Plan and the contractor is required to ensure erosion BMPs are installed prior to any excavation activities and to ensure maintenance of erosion BMPs throughout the construction project and until 70% revegetation is established. A pre-construction meeting is now required for all commercial developments to ensure these BMPs are installed prior to excavation activities.**

6.3.2. Site Drainage

Site drainage is proposed to flow to Cornerstone drive and directed to the storm drain system which is then conveyed to the Regional Detention Facility north of Walmart, as designed to function in the Aspen Village Subdivision Drainage plan. **An assessment is required for increased drainage detention from the additional Impervious Surfaces associated with the building addition and parking lot.**

6.3.3: Adequate space for snow storage shall be provided.

"For planning purposes, one (1) square foot of snow storage space is generally necessary for each two (2) square feet of area to be cleared". **No storage areas shall be noted on the Final MDR application submittal.**

6.3.4 Sanitary Sewer and 6.3.5 Potable Water:

The development will connect to Pagosa Area Water and Sanitation District (PAWSD) facilities for water and Pagosa Springs Sanitation General Improvement District (PSSGID) for sewer. PAWSD is the water utility provider. Existing infrastructure is expected to handle the additional demand. Verification from PAWSD is required with Final Design Review application submittal.

Harman Park has a private sanitary sewer collection system that outflows into the PSSGID main sewer line. Verification from PSSGID and the Harman Park Association is required with Final Design Review application submittal.

Fire District Sketch Review: The application has been forwarded to the Fire District for comments that the applicant shall consider for inclusion into the project.

6.4 Sensitive Area Protection:

Sensitive areas (steep slopes, hazard-prone areas, geologic or wildfire hazards) have not been identified on this site as it is an existing developed property. Not applicable.

LUDC 6.6 Access and Circulation

6.6.2 Connectivity and 6.6.5 Sidewalks and Trails.

Vehicular Access

The property has one primary access from Harman Park Drive. There is an existing additional access from Red Ryder Ct, that should be retained for emergency access.

Pedestrian access from Harman Park drive is existing. **Complies**

6.6.6. Parking and Vehicle Access

The on-site parking lot is located to the south side of the addition. The existing parking lot is being expanded to the south to accommodate the new building addition and additional parking needs. **Complies**

LUDC 6.7. Commercial and Mixed-Use Design Standards

6.7.3 Mixed Use Design General Standards

A. Site Layout **Complies.**

6.7.3.B BUILDING DESIGN

The proposed building addition matches the existing building architectural style, which complies with the LUDC standards.

1. Massing and Form. **Complies**
2. Exterior building materials: Multiple materials are proposed. **Complies**
3. Architectural Style. Architectural character matches character of existing building. **Complies**
4. Four-sided Design. **Complies**
5. Entrance visibility. The existing entrances are clearly visible from the street. **Complies**

LUDC 6.9 Parking and Loading

6.9.3 Off-Street Parking Requirements.

Total Required Parking Spaces:

Based on a total building of 18,200 sqft, a minimum of 61 spaces are required. The project proposes 127 with 11 ADA spaces. **Complies**

6.9.4 Parking Area Layout and Design

A. Stall dimensions and layout meet the requirements and are hard surfaced. **Complies**

B. Parking Area Layout:

1. Parking and driveway is proposed asphalt surfaced. **Complies**
2. Parking location does not dominate the primary street frontage or interfere with pedestrian access. **Complies**
3. Design Standards – **Complies with 6.7.4**

C. Landscaping. On-Site Parking lot is internal to the development.

17 trees are proposed to be planted in the new parking lot area in landscape islands according to the landscape plan. 11 existing trees along the perimeter of the parking lot and drive aisles. There are also a number of existing mature trees on site that have been preserved. **Complies**

LUDC 6.10 Landscape and Buffers

6.10.3 Design Standards

A. General: The developed portion of the site is 2.3 acres. 15% of the impacted area = 15,028 sqft of landscaping. The development proposes a total of 18,173 sqft of landscaping on the impacted area of the 4.1 acre lot. The remaining undeveloped 1.8 acres will remain in its natural state. Landscaping and existing undisturbed areas exceed the minimum 15% landscape requirements. **Complies**

6.10.4. Buffering and Screening

All new Mechanical equipment should include screening as necessary at final MDR including trash collection enclosure with doors/gates.

LUDC 6.11 Exterior Lighting

An exterior lighting plan was not provided in the application and shall be submitted with the Final MDR application. The Exterior lighting plan shall demonstrate that all exterior lighting sources (bulb, LED board, reflective surface) will be completely shielded from visibility while standing at the property line.

All exterior lighting will be inspected after installation for compliance determination prior to issuance of CO. All exterior lighting shall ensure the light source (bulb, LED board, reflective surface) is completely shielded from visibility at the property line. **Provide an illumination plan demonstrating zero additional footcandles at any point off-site, and exterior lighting specifications that demonstrate that all light sources will be shielded from visibility at a 5-foot height at the property line.**

LUDC 6.12 SIGN CODE

No additional signs are proposed at this time. A Sign Permit Application is required if additional signage is proposed in the future, which is reviewed administratively.

Major Design Review Approval Criteria includes:

(i) The development plan complies with all applicable development and design standards set forth in this Land Use Code, including but not limited to the provisions in Article 3, Zoning Districts, Article 4, Use Regulations, Article 5, Dimensional Requirements, and Article 6, Development and Design Standards.

The proposed project SKETCH Major Design Review application is consistent with the provisions of the LUDC.

(ii) The development plan is consistent with any previously approved subdivision plat, planned development, or any other precedent plan or land use approval as applicable.

The proposed project SKETCH Major Design Review application is consistent with the previously approved Harman Park Subdivision plat and subdivision plan.

(iii) The development plan is consistent with the Comprehensive Plan and other adopted Town policies and plans, including any adopted transportation plan or streets/roadway plan.

The proposed use is consistent with the 2018 Comprehensive Plan and other adopted Town policies and plans, including any adopted transportation plan or streets/roadway plan.

Alternative Motions for Design Review Board's Consideration:

- 1) Move to APPROVE the Pagosa Bible Church SKETCH Major Design Review Application, directing the applicant to address staff's comments contained in the staff report with their Final Major Design Review application, including:
 - a. An assessment is required for increased drainage detention
 - b. Verification from PAWSD Regarding increased water service.
 - c. Verification from PSSGID and the Harman Park Association regarding increased sanitary sewer service.
 - d. Provide an illumination plan and light fixture specifications
 - e. (Others as determined by the Design Review Board)
- 2) Move to CONTINUE the consideration of the Pagosa Bible Church SKETCH Major Design Review Application until [specify date], (providing direction to staff and/or the applicant).
- 3) Move to DENY the Pagosa Bible Church SKETCH Major Design Review Application (providing direction to staff and/or the applicant).



Durango
564 E. Second Ave., Suite 201
Durango, Colorado 81301
P – 970.259.7494

Pagosa Springs
262 Pagosa St., Suite 200
Pagosa Springs, CO 81147
P – 970.264.6884

Alamosa
610 State Ave., Suite 120
Alamosa, CO 81101
P – 719.936.7494

Project Name Pagosa Bible Church

Subject Design Review Sketch Application

Date March 14, 2025

Project Description

A new addition to Pagosa Bible Church located at 209 Harman Park Drive. The addition will be approximately 5,800 S.F. on the main level and 4,200 S.F. on the upper level.

Exhibits

- Completed Land Use Development Application
- Land Use Application Fee
- Agreement for Payment of Fees
- Evidence of Good Title/Legal Description (Will be submitted at Major Design Review)
- Preliminary Landscape Sketch Plan
- Conceptual Grading & Drainage Plan (Will be submitted at Major Design Review)
- Master Sketch Utility Plan (Will be submitted at Major Design Review)
- Sketch Plan/Conceptual Site Design
- Conceptual Building Elevations

(m)

General Development Information

- Owner is requesting approval of our Design Review Sketch Application for the addition to the existing Pagosa Bible Church located at 209 Harman Park Drive.
- Multi-story addition (Main Level 5,800 SF and Upper Level 4,200 S.F. Total 10,000 S.F.). The main level space will be used as a fellowship hall, offices, meeting spaces and storage. The upper level space will be used for 6 classrooms, women and men restrooms and storage.
- The current site is a 4.1 acre parcel.
- The proposed addition will be constructed adjacent to the southern boundary of the existing building. This space is currently utilized as a parking lot.
- 127 parking spaces, including 11 handicap spaces are proposed
- Anticipated construction start date is May/June 2025.
- Exterior Materials:
 - ✓ Thin stone veneer to match existing
 - ✓ 2-Coat stucco system to match existing
 - ✓ Metal roofing to match existing
- The current zoning is mixed use corridor and the current use is commercial. This is a permitted use per Table 4.1.4 of the LUDC. No change in zoning is required. The proposed use will be assembly.
- Water, sewer and gas are existing at the property. At this time no additional utilities or changes in utilities will be required.
- No exception are being requested at this time of the LUDC.
- No additional applications or permits are pending.



Durango

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Alamosa, CO 81101
P – 719.936.7494

Criteria

- (i) The development plan is consistent with the intent of the Comprehensive Plan and all other adopted Town plans.
- (ii) The development plan complies with all applicable development and design standards set forth in this Land Use Code, including but not limited to the provisions in Article 3, *Zoning Districts*, Article 4, *Use Regulations*, Article 5, *Dimensional Requirements*, and Article 6, *Development and Design Standards*;
- (iii) The development plan will not substantially alter the basic character of the surrounding area or jeopardize the development or redevelopment potential of the area; and

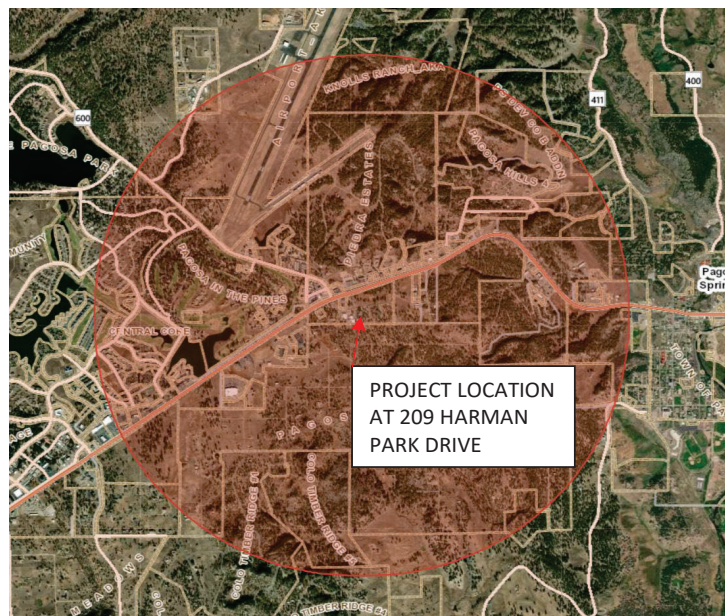
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Conceptual Grading & Drainage Narrative provided by Davis Engineering

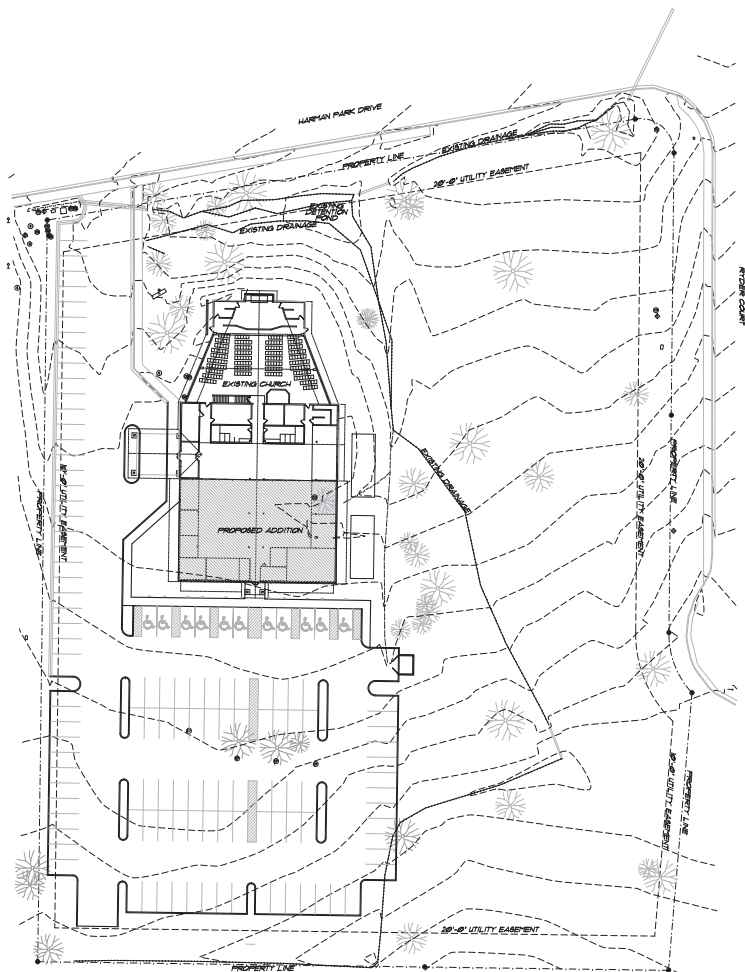
- The existing Pagosa Bible Church has a detention pond to the northeast of the building. Currently, this pond intercepts both onsite runoff and offsite drainage from the west, coming from the mitigated County sites. Due to this, and with the expected increased impervious surface with the planned building and parking modifications, it is proposed to modify the existing detention pond to mitigate the onsite flows as necessary but allow offsite flows to bypass the structure. It may also be desirable to intercept any offsite flows from the south and direct them around the site utilizing swales and berms, as necessary. To the northeast of the developed site near the street intersection a large culvert exists which conveys runoff across Harman park Drive toward the natural drainage and wetland area to the north.

(t)

Context and Vicinity Map



Parcel # 569915319029



SCALE: 1"=50'-0"

SITE ZONING:	MU-G
SITE AREA:	41 ACRES
MINIMUM REQUIRED SETBACKS:	
FRONT YARD OR STREET:	20 FEET
SIDE YARD:	10 FEET
REAR YARD:	20 FEET
OCCUPANCY GROUP:	PUBLIC G ASSEMBLY
CONSTRUCTION TYPE:	III-B
TOTAL FINISHED SQUARE FOOTAGE:	18,200 S.F.
EXISTING SQUARE FOOTAGE:	8,000 S.F.
MAIN LEVEL ADDITION SQUARE FOOTAGE:	9,000 S.F.
UPPER LEVEL ADDITION SQUARE FOOTAGE:	1,200 S.F.

SITE PLAN GENERAL NOTES:

- A. CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO START OF WORK.
- B. STOCKPILE EXCAVATED MATERIAL ON SITE AT A LOCATION DIRECTED BY GEOTECHNICAL, TO USE FOR BACKFILL AT A LATER DATE. ANY EXCESS MATERIAL LEFT AFTER BACKFILL SHALL BE WASTED ON SITE AT A LOCATION DIRECTED BY ARCHITECT. IF ADDITIONAL FILL MATERIALS ARE NEEDED, CONTRACTOR SHALL IMPORT AT HIS EXPENSE.
- C. CONTRACTOR SHALL VERIFY EXISTING ELECTRICAL SERVICE.
- D. CONTRACTOR SHALL VERIFY EXISTING WATER METER LOCATION.
- E. CONTRACTOR SHALL VERIFY GAS SERVICE AND METER LOCATION.
- F. CONTRACTOR SHALL FINISH GRADE SITE, READY FOR SEEDING/LANDSCAPING.
- G. SEE STRUCTURAL FOR EXCAVATION, STRUCTURAL FILL AND BACKFILL REQUIREMENTS.


REYNOLDS ASH + ASSOCIATES
ARCHITECTURE ENGINEERING
 3904 REYNOLDS DRIVE, STE. 200
 DENVER, CO 80202
 (303) 733-1000
 300 PULASKI STREET, STE. 200
 PUEBLO, CO 81004
 (719) 242-1000
 1000 P. AVENUE, SUITE 100
 FORT COCKS, FL 32907
 810.422.0000
 PROJECT NO. 22280
 DATE: 2025-03-14
 DRAWN BY: RAA-A
 ISSUE RECORD
 REVISIONS:
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RAA REYNOLDS ASH + ASSOCIATES
ARCHITECTURE ENGINEERING

RAA REYNOLDS ASH + ASSOCIATES, LLC
2009 HARMON PARK DRIVE
PAGOSA SPRINGS, COLORADO 81447
TEL: 970.726.1444
FAX: 970.726.1445
WWW.RAA-ARCH.COM

PROGRESS SET
NOT FOR CONST.

PAGOSA BIBLE CHURCH

2009 HARMON PARK DR
PAGOSA SPRINGS, COLORADO 81447

JOB NO.: 22280
DATE: 2025-03-14
DRAWN BY: RAA

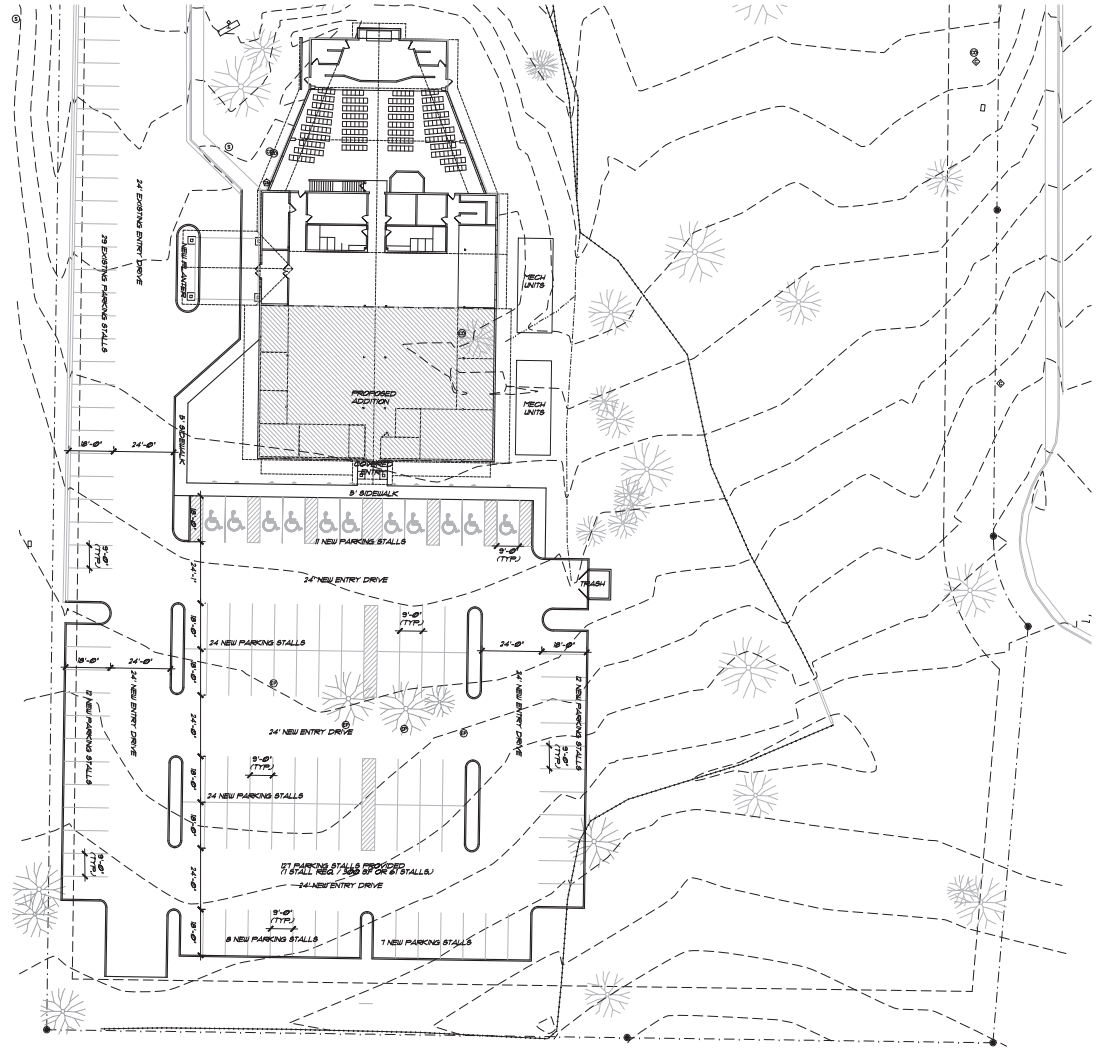
ISSUE RECORD:

REVISIONS:

AS-102
ENLARGED SITE PLAN

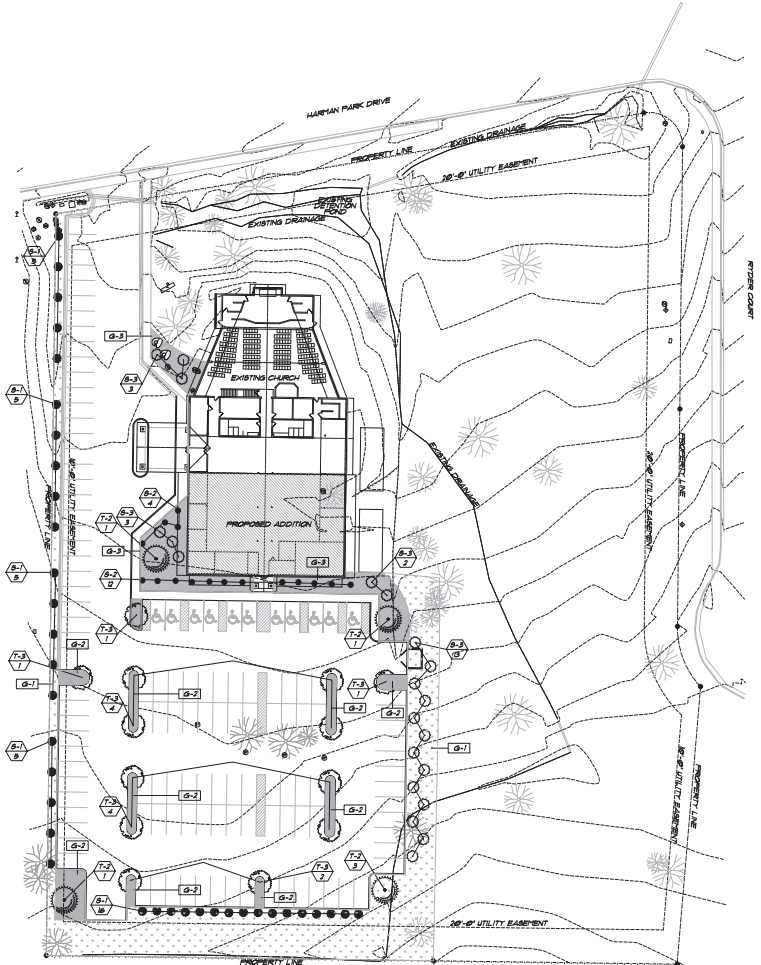
SITE ZONING:	MU-C
SITE AREA:	4.1 ACRES
MINIMUM REQUIRED SETBACKS:	
FRONT YARD OR STREET:	20 FEET
SIDE YARD:	10 FEET
REAR YARD:	20 FEET
OCCUPANCY GROUP:	PUBLIC ASSEMBLY
CONSTRUCTION TYPE:	III-B
TOTAL FINISHED SQUARE FOOTAGE:	18,700 S.F.
EXISTING SQUARE FOOTAGE:	8,200 S.F.
MAIN LEVEL ADDITION SQUARE FOOTAGE:	9,800 S.F.
UPPER LEVEL ADDITION SQUARE FOOTAGE:	4,300 S.F.

- SITE PLAN GENERAL NOTES:
- CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO START OF WORK.
 - STOCKPILE EXCAVATED MATERIAL ON SITE AT A LOCATION DIRECTED BY ARCHITECT. TO BE USED FOR BACKFILL AT A LATER DATE. ALL EXCESS MATERIAL LEFT AFTER BACKFILL SHALL BE WASTED ON SITE. AT A LOCATION DIRECTED BY ARCHITECT. IF ADDITIONAL FILL MATERIALS ARE NEEDED, CONTRACTOR SHALL REPORT AT HIS EXPENSE.
 - CONTRACTOR SHALL VERIFY EXISTING ELECTRICAL SERVICE.
 - CONTRACTOR SHALL VERIFY EXISTING WATER METER LOCATION.
 - CONTRACTOR SHALL VERIFY GAS SERVICE AND METER LOCATION.
 - CONTRACTOR SHALL FINISH GRADE SITE, READY FOR SEEDING/ LANDSCAPING.
 - SEE STRUCTURAL FOR EXCAVATION, STRUCTURAL FILL AND BACKFILL REQUIREMENTS.



ARCHITECTURAL SITE PLAN

SCALE: 1"=20'-0"



LANDSCAPE PLAN

SCALE: 1" = 30'-0"

LANDSCAPE PLAN GENERAL NOTES:

1. PRESERVE/PROTECT EXISTING NATURAL TREES, SHRUBS AND GROUND COVER BEYOND BUILDING FOOTPRINT WHERE POSSIBLE.
2. REVEGETATE DISTURBED SOIL WITH NATIVE RECLAMATION MIX.
3. PROVIDE EDGINGS AT ALL TRANSITIONS BETWEEN GROUND COVER MATERIALS.

LANDSCAPE PLAN KEY NOTES:

1. CONCRETE WALK OR PAD
2. DETENTION POND AREA
3. FENCE
4. AUTOMATIC GATE

PARKING LOT TREE CALCULATION

TREES REQUIRED:	1 TREE PER 9 SPACES
PARKING SPACES PROVIDED:	27 SPACES
TREES REQUIRED:	3 TREES
TREES PROVIDED:	17 TREES

LANDSCAPE AREA CALCULATION

85% OF LOT AREA	
LOT AREA TOTAL:	178,996 SQFT.
LANDSCAPE REQUIRED: 85% X 178,996 SQFT.	152,147 SQFT.
LANDSCAPE PROPOSED:	18,173 SQFT.

PLANT LEGEND

- T-1 TREE TO REMAIN
- T-2 BLUE SPRUCE
- T-3 AUTUMN BLAZE MAPLE
- LANDSCAPE Boulders
- G-1 KARL FORESTER REED GRASS
- G-2 BLUE OAT GRASS
- G-3 BUFFALO JUNIPER - 3' TALL

PLANT SCHEDULE

T- TREES				TREES NAME (T-3)	
KEY	SIZE	BOTANICAL NAME	COMMON NAME	QUANTITY	QUANTITY
T-1	10-12 FT.	PIEDMONT PINES	PIEDMONT PINES	1	1
T-2	12-14 FT.	BLUE SPRUCE	BLUE SPRUCE	1	1
T-3	12-14 FT.	AUTUMN BLAZE MAPLE	AUTUMN BLAZE MAPLE	1	1
G- SHRUBS				SHRUBS NAME (G-3)	
KEY	SIZE	BOTANICAL NAME	COMMON NAME	QUANTITY	QUANTITY
G-1	1-2 FT.	COAL FORESTER REED GRASS	COAL FORESTER REED GRASS	1	1
G-2	1-2 FT.	BLUE OAT GRASS	BLUE OAT GRASS	1	1
G-3	1-2 FT.	BUFFALO JUNIPER	BUFFALO JUNIPER	1	1
G- GROUND COVERS				GROUND COVER TYPE (G-1)	
KEY	DESCRIPTION	REMARKS			
G-1	HYDRONIC MULCHING	THE LANDSCAPE CONTRACTOR SHALL FINISH GRADE THESE AREAS AND APPLY BY HYDRONIC MULCHING PROCESS OR A MECHANICAL SEED SPREADING PROCESS SUFFICIENTLY TO PROMOTE RAPID SEED GERMINATION.			
G-2	WASHED GRAVEL	3" THICK WASHED GRAVEL, (PERMANENT) TO BE APPLIED 11-11' DEEP IN AREAS INDICATED ON PLANS. INITIAL BED MAT BELOW ALL AREAS TO RECEIVE GRAVEL - SERVING AS DRY CREEK BED.			
G-3	CRUSHED STONE	2" CRUSHED STONE OVER 6" OF COMPACTED FILL, METAL EDGE BOUNDING.			

87% AREA
HARD SURFACE
PERMEABLE SURFACE
NEW LANDSCAPE

41 ACRES
416,700 SQUARE FEET
19,331 SQUARE FEET
18,173 - (4-15% IS OPEN SPACE FOR LANDSCAPE)

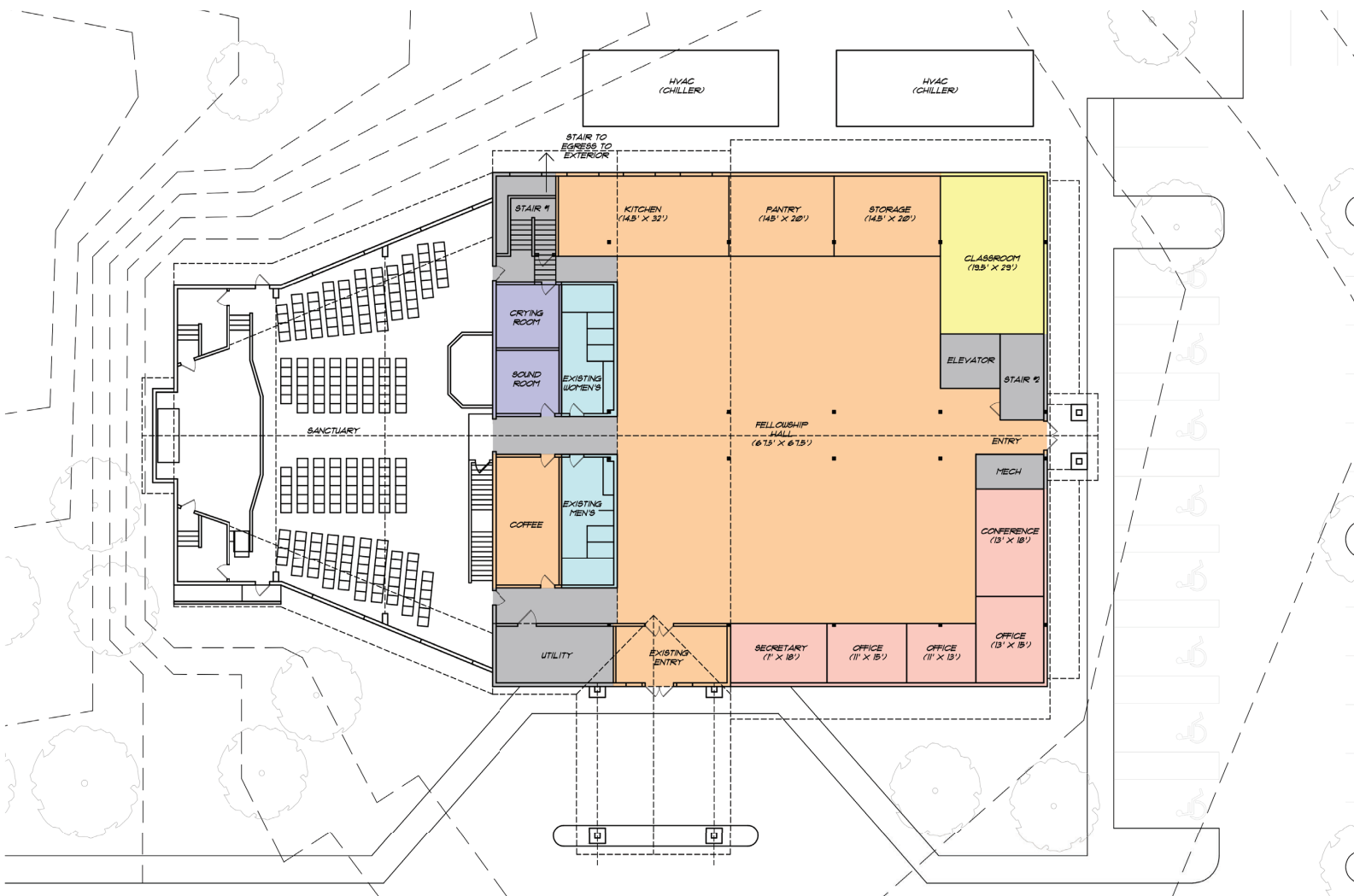
RAA
REYNOLDS ASH
+ ASSOCIATES
ARCHITECTURE
ENGINEERING

1000 W. 10TH AVE., SUITE 201
DENVER, CO 80202
303.733.7777
PAGOSA SPRINGS, CO 81429
719.254.4894
P.O. BOX 1000
PAGOSA SPRINGS, CO 81429
719.254.4894

PROGRESS SET
NOT FOR CONST.

PAGOSA BIBLE CHURCH
209 HARMON PARK DR
PAGOSA SPRINGS, COLORADO 81427

JOB NO.: 22280
DATE: 2025-03-14
DRAWN BY: RAA
ISSUE RECORD
REVISIONS
L-101
LANDSCAPE
PLAN



Page 12 of 14

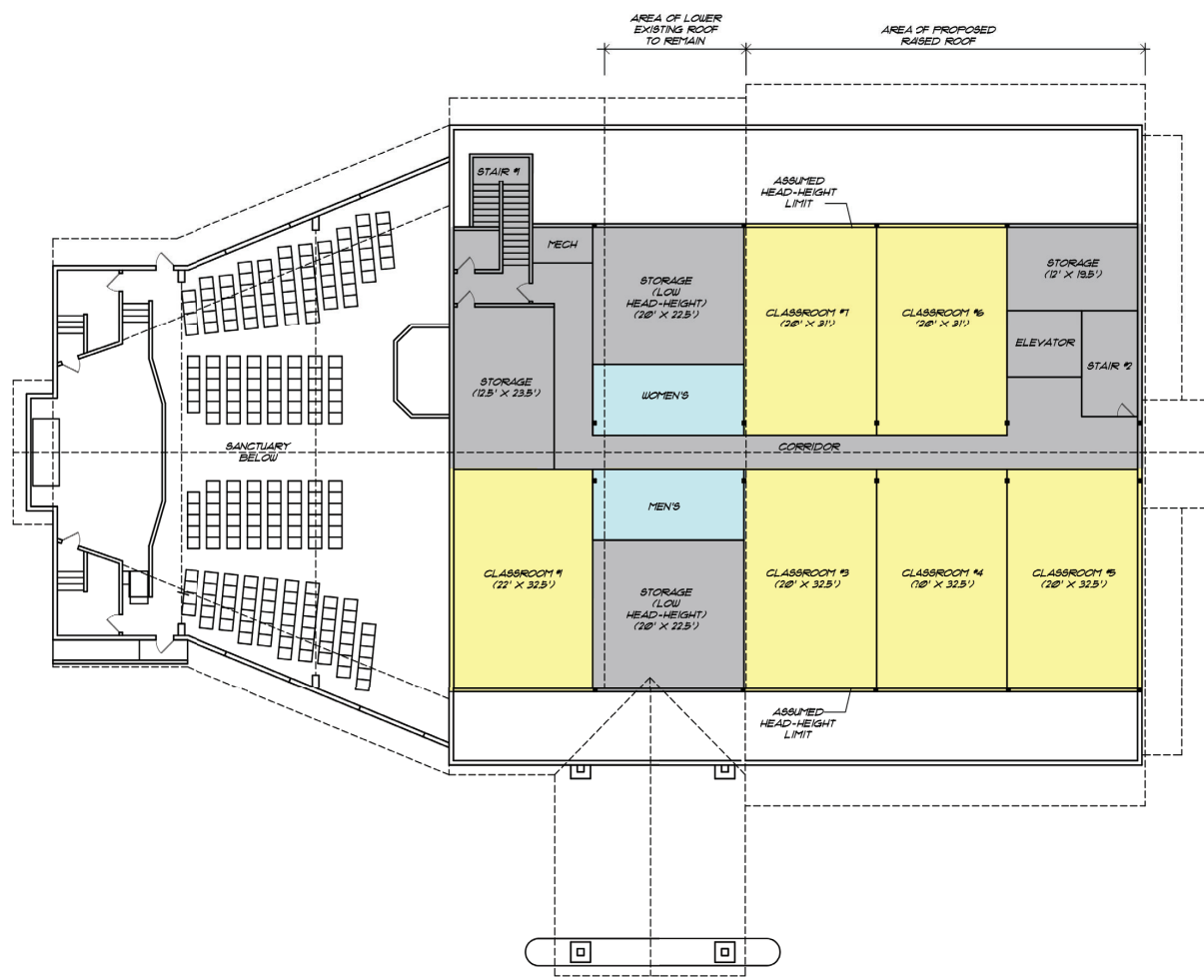


PAGOSA BIBLE CHURCH MASTER PLAN

PAGOSA SPRINGS, COLORADO

LEVEL 1 PLAN DIAGRAM







EXTERIOR VIGNETTE



PAGOSA BIBLE CHURCH MASTER PLAN
PAGOSA SPRINGS, COLORADO



AGENDA BRIEF

MEETING: Planning Commission - 22 Apr 2025

FROM: James Dickhoff, Development Director

PROJECT: Metropolitan District Discussion

ACTION: Council action or information

PURPOSE/BACKGROUND:

This agenda item is for the purpose of discussing Metropolitan Districts and considering inclusions into a Metro District Policy.

Metropolitan districts can be a helpful tool for financing, operating and maintaining the public infrastructure needed to serve new development.

They can also play a role in achieving Town goals included in the Comprehensive Plan Goals and Strategic Plan priorities. For example, Workforce Housing, Connectivity of Local Road Networks, Town to Lakes Commuter Trail, Economic Development, Parks, etc.

Problematic aspects of metropolitan districts can be addressed through the Town adopting policies and a model service plan, and through the service plan approval process.

A sample Policy is attached.

ATTACHMENTS:

[Chapter 22 Special Districts Sample 04.15.25](#)

TITLE 22 - SPECIAL DISTRICTS

Chapter 22.1 - Metropolitan Districts

Sections:

- 22.1.1 – Policy Statement
- 22.1.2 – Objectives and Statements
- 22.1.3 – Evaluation Criteria.
- 22.1.4 – Strategic Priorities
- 22.1.5 – Additional Public Benefit Considerations.
- 22.1.6 – Application Process
- 22.1.7 – Service Plans
- 22.1.8 – District Structure
- 22.1.9 – Dissolution of the District
- 22.1.10 –Default of District
- 22.1.11 –Material Modification of Service Plan
- 22.1.12 –Annual Report
- 22.1.13 –Fees
- 22.1.14 –Town Consent
- 22.1.15 –Intergovernmental Agreement

22.1.1 - Policy Statement

The policy set forth in this Chapter 22.1 (the “Policy”) establishes the criteria, guidelines and procedures to be followed by the Town Council (the “Town Council”) and Town staff in considering, reviewing and approving or disapproving of service plans of Title 32 metropolitan districts, including any amendments thereof; and by applicants in submitting to the Town service plans for the organization of metropolitan districts or amendments to those plans.

22.1.2 - Objectives and Statements

A. A district, when properly structured, can enhance the quality of development in the Town. The Town will consider proposed service plans when formation of the district would provide extraordinary public benefits which could not be practically provided by the Town or an existing public entity within a reasonable time and on a comparable basis. It is not the intent of the Town to allow creation of multiple entities which result in the provision of competing or duplicative services or infrastructure.

B. This policy is intended as a guide only. The approval of a service plan is at the sole discretion of the Town Council, which may reject, approve, or conditionally approve service plans on a case-by-case basis. Nothing in this Title is intended, nor shall it be construed, to limit the discretion of the Town Council which retains full discretion and authority regarding the terms and limitations on all district service plans.

22.1.3 - Evaluation Criteria.

To provide the Town Council with information and an assessment consistent with this Policy, staff will review and report on district proposals in the following areas:

A. Statutory Compliance. All district proposals must comply with Title 32, C.R.S.

B. Financial Assessment. All district proposals are required to submit a financial plan to the Town for review. The Town will evaluate a district's debt capacity and servicing ability utilizing the financial plan and any other relevant information. Additionally, should a district desire to utilize funding for basic infrastructure improvements, staff will assess the value of the benefit against the public benefits received in exchange.

C. Policy Evaluation. All proposals will be evaluated by Town staff against this Policy, the Town's Model Service Plan, and the priorities and public benefits set forth in Sections 22.1.4 and 22.1.5 of this Chapter, with any areas of difference being identified, evaluated and reported to the Town Council.

22.1.4 - Strategic Priorities

Formation of a district shall advance the Town's strategic priorities. The Town's strategic priorities are articulated in the Town's Comprehensive Plan and such other master plans involving public infrastructure and services that are adopted by the Town, including but not limited to the Town-to-Lakes Trail Master Plan, the Pagosa Springs Streetscape Furnishings and Signage Plan, the Downtown Master Plan, Historic Building and District Guidelines, and the Highway 160 Access Control Plan as the same may be amended from time to time (collectively the "Town Plans"). The applicant shall demonstrate that the development project for which district formation is sought is consistent with the Town's strategic priorities and will result in a demonstrated extraordinary public benefit, and formation of the district to provide public services and facilities is needed for the development project to provide the extraordinary public benefit. A district which is associated with a development project that furthers the objectives of the Town Plans can be seen as providing extraordinary public benefit, either directly through the district or indirectly by providing public services and facilities that would otherwise be the responsibility of the developer, thus allowing the developer to provide the extraordinary public benefit. An applicant for a district must address, either

in the Letter of Interest, and/or service plan or cover letter, how the district and/or associated development project will impact the following specific Town Plan objectives and elements:

A. Furthering the vision of the Town's Comprehensive Plan of sustaining an authentic mountain experience in a culturally rich, economically diverse rocky mountain town set in a spectacular, healthy environment situated at the confluence of the ancient geothermal hot springs and the headwaters of the San Juan River; and

B. Furthering, or at a minimum not hindering, the vision, themes, and goals of the Comprehensive Plan (as such may be amended from time to time).

22.1.5 - Additional Public Benefit Considerations.

A. In the absence of special circumstances, district formation is not permitted where the future assessed valuation of all property within the district at full build-out is projected to be less than five million dollars (\$5,000,000), adjusted annually beginning in 2026 based on the Consumer Price Index for the Mountain-Plains statistical region as prepared by the U.S. Bureau of Labor Statistics.

B. The costs of Public Improvements (defined in Section 22.1.7.J) are to be paid from taxes and not from fees.

22.1.6 - Application Process.

A. Process Overview. The application process is designed to provide early feedback to an applicant, adequate time for a comprehensive staff review, and the appropriate steps and meeting opportunities with decision makers. Applicants are encouraged to submit proposals well in advance of election deadlines.

B. Letter of Interest. Applicant will provide Town with a Letter of Interest and pre-application fee (refer to Land Use Code Section 2.3.3.). The Letter of Interest shall contain the following:

1. Summary narrative of the proposed development and district proposal.
2. Sketch plan showing: property location and boundaries; surrounding land uses; proposed use(s); proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage); existing natural features (water bodies, wetlands, large trees, wildlife, canals, irrigation ditches); utility line locations (if known); and photographs (helpful but not required).
3. Clear justification for why a district is needed.

4. Explanation of extraordinary public benefits, making specific reference to this Policy, the Town Plans, and other relevant Town documents.

5. District proposal and service plan specifics, including: district powers and purpose; district infrastructure and costs; mill levy rate (both debt and, operations and maintenance); term of district; forecasted period of build-out; proposed timeline for formation; and current development status of project.

C. Staff Response to Letter of Interest. Staff will provide a written response to a Letter of Interest within thirty (30) days of receipt and payment of the pre-application fee.

D. Preliminary Staff Meeting with Applicant (Optional). Based on an initial review of the Letter of Interest, staff may meet with the applicant to discuss the district proposal, potential extraordinary public benefits, relevant provisions of the Town Plans for the application to address, initial staff feedback, the evaluation process, fees, and other application elements.

E. Formal Application and Service Plan Submittal. Upon taking account of staff input, applicant may submit a formal application for consideration, including the service plan and a cover letter in which the applicant shall highlight any substantive provisions that deviate from this Policy and the Model Service Plan. The formal application and application fees must be received by the Town no later than the third Tuesday of December in the preceding year for a May election or the third Tuesday of May for a November election. The Town cannot commit to timely processing of applications submitted after these dates for their respective elections and approval of a service plan in time to meet certain election deadlines is not guaranteed even when submitted by these deadlines.

F. Formal Staff Review. Town staff will review the application materials along with any follow-up documentation that is requested in order to assess the application according to this Policy other appropriate Town policies, and state law. Applicants should plan sufficient time in the application process for several rounds of feedback and review from Town staff.

G. Town Council Work Session Meeting (optional). Based on the magnitude and complexity of the development project and district proposal, staff may recommend a work session with the Town Council.

H. Public Meeting Notice. Notice of the public meeting at which the Town Council will consider the service plan may be provided in accordance with Land Use Code Section 2.5.6 and, if provided, the applicant should submit an affidavit of mailing, including the lists of all property owners notified, along with the publisher's affidavit of

publication, to Town staff prior to the meeting date. The mailed and published notices should include the following information:

1. A description of the general nature of the Public Improvements and services to be provided by the district;
2. A description of the real property to be included in the district and in any proposed future inclusion area, with such property being described by street address, lot and block, metes and bounds if not subdivided, or such other method that reasonably appraises owners that their property will or could be included in the district's boundaries;
3. A statement of the maximum amount of property tax mill levy that can be imposed on property in the district under the proposed service plan;
4. A statement that property owners desiring to have the Town Council consider excluding their properties from the district must file a written petition for exclusion with the Town Clerk no later than ten (10) days before the scheduled meeting date in accordance with Section 32-1-203(3.5) of the Colorado Revised Statutes;
5. A statement that a copy of the proposed service plan can be reviewed in the Town Clerk's Office; and
6. The date, time and location of the public meeting at which the Town Council will consider the service plan.

I. Public Comment. At a regular or special meeting, the Town Council will consider a resolution approving the proposed service plan. The public will have an opportunity at the meeting to submit public comments on the proposed service plan in accordance with any applicable procedures of the Town Council and applicable state law.

J. Legislative Action. The consideration of a service plan to allow the organization of a district is policy determination to be made by the Town Council based on its consideration of the best interests of the Town as a whole, the current and future residents of the proposed district, and the ability of the district to provide extraordinary public benefits and to further the goals of the Town's Plans.

22.1.7 - Service Plans.

A. Model Service Plan.

1. The Town Council may, by resolution, adopt and from time to time amend, a Model Service Plan consistent with this Policy.
2. All service plans submitted to the Town should follow the basic outline, form, sequence and structure of the Model Service Plan. Service plans should

duplicate the language contained in the Model Service Plan and explanation and justification provided for any material departures. Notwithstanding the preceding, any service plan approved by the Town shall be deemed to be in compliance with all Town requirements.

B. Compliance with Applicable Law. Any service plan submitted to the Town for approval must comply with all state, federal and local laws and ordinances, including the Special District Act.

C. Eminent Domain NOT Authorized. The service plan shall contain language that prohibits the District from exercising the power of eminent domain without approval of the Town Council.

D. Limitations on Operations and Maintenance.

1. A district is permitted to collect a mill levy in an amount as specified in subsection 22.1.7.E., to fund customary administrative expenses incurred in operating the district, such as accounting and legal expenses and other costs of complying with applicable reporting requirements (the “Operations and Maintenance Mill Levy”). District service plans shall generally call for dissolution of the district upon payment of the debt associated with the Public Improvements for which it is formed, and will not be approved for ongoing district operations and maintenance of Public Improvements or services. Where it can be demonstrated that it is in the best interest of the Town and the existing or future residents and taxpayers of the district, the district, on an ongoing basis, may operate and maintain Public Improvements and services and impose an Operations and Maintenance Mill levy as set forth in the service plan approval.

2. To avoid duplication of entities and economic inefficiency, overlapping owners associations and districts are discouraged. When the boundaries of a district overlap with the boundaries of an owner’s association, during any year or portion of a year, when the declarant of the association is a developer, homebuilder, or other entity and not the residents, consent of the Town is required prior to the levy and collection of an Operations and Maintenance Mill Levy by the district for operating or maintaining any Public Improvements or services, other than routine administration of the governance of the district.

E. Maximum Mill Levy.

1. The service plan shall set forth a maximum debt mill levy that may be imposed by the district (“Debt Mill Levy”), taking into consideration the costs of the Public Improvements to be paid for with property tax revenues used to service debt and the anticipated assessed valuation; however, in no event shall the Debt Mill Levy exceed 50 mills, subject to adjustment as provided in subsection 22.1.7.E.5 and any required offset for an Operations and Maintenance Mill Levy. The Debt Mill Levy shall be

imposed for a term not greater than 40 years from the date of its first imposition in any amount, and notwithstanding any provision set forth in Section 22.1.7.F.

2. For districts that are authorized to impose an Operations and Maintenance Mill Levy, such shall be limited to no more than ten (10) mills, subject to adjustment as provided in subsection 22.1.7.E.5.

3. The aggregate of any Debt Mill Levy and any Operations and Maintenance Mill Levy shall not exceed fifty (50) mills (the “Maximum Mill Levy”), subject to adjustment as provided in 22.1.7.E.5.

4. Increased Debt, Operations and Maintenance, and Maximum Mill Levies may be considered for districts that are predominately commercial in use, at the sole discretion of the Town Council.

5. The Maximum Mill Levy may be adjusted from the base year of the district as provided for in the Model Service Plan, so that to the extent possible, the actual tax revenues generated by the district’s mill levy, as adjusted, for changes occurring after the base year, are neither diminished nor enhanced as a result of the changes. Unless otherwise provided in the approved service plan, the base year shall be the first year in which a district imposes the Maximum Mill Levy.

F. Debt Term Limit. Generally, district debt is to be issued and taxes are to be imposed within five (5) years of a Court Order organizing the district. District debt, payable from property taxes, shall be for a term no more than the useful life of the Public Improvements that are funded by such debt, and in no event more than 30 years, such term to be calculated from the date of completion of installation of the Public Improvements and their acceptance by the Town or other governmental entity for ownership or maintenance. Such debt term limit may be extended if a majority of the district’s board of directors are residents of the district and have voted in favor of refunding a part or all of the debt, and such refunding is for one or more of the purposes authorized in Section 11-56-104, C.R.S. and is authorized by law. Notwithstanding any provision of this subsection F, payment of district debt from the Debt Mill Levy shall be subject to the limitations set forth in Subsection 22.1.7.E.1. Funding of Public Improvements for purposes of this subsection F shall include direct payment of the costs of the Public Improvements or reimbursement by the district of the costs to the Developer or other entity who initially paid the costs.

G. Developer Advances. The service plan shall address any costs anticipated to be incurred by a developer and to be repaid by the district for the Public Improvements and/or operational costs, either in the form of direct payments by the Developer for such costs, or by means of advances by the Developer to the district (all of which are considered “Developer Advances”). Developer Advances shall count against the Total Debt Limit (as defined in subsection 22.1.7.I) and may be reimbursed by the district from

debt, contractual reimbursement agreement(s) and/or any revenue source available by law and permitted by the service plan. Developer Advances shall not be subject to compound interest. Developer Advances will be considered subordinate to any general obligation bonds of the district. The interest rate on Developer Advances shall not exceed the current Bond Buyer 20-Bond GO Index plus 4%, or a maximum of 12%, whichever is the lesser.

H. District Fees. Fees and charges imposed and collected by a district are generally prohibited. The service plan shall identify with specificity any proposed fee categories (i.e. impact fees, development fees, service fees, capital improvement fees, etc.) and proposed uses of revenues from such fees or other charges. Unless approved in the service plan, fees and charges will require written consent of the Town Council prior to implementation.

I. Financial Plan. The service plan must include debt and operating financial projections prepared by an investment banking firm or financial advisor qualified to make such projections. The financial firm must be listed in the Bond Buyers Marketplace or, in the Town's sole discretion, other recognized publication as a provider of financial projections. The Financial Plan must include debt issuance and service schedules and calculations establishing the District's projected maximum debt capacity (the "Total Debt Limitation") based on assumptions of: (i) Projected Interest Rate on the debt to be issued; (ii) Projected Assessed Valuation of the property within the District; and (iii) Projected Rate of Absorption of the assessed valuation within the District. These assumptions must use market-based, market comparable valuation and absorption data and may use an annual inflation rate of two percent (2%) or the Consumer Price Index for the preceding 12-month period for the Mountain-Plains statistical region as prepared by the U.S. Bureau of Labor Statistics, whichever is lesser. The Financial Plan must also include foreseeable administrative, operational and maintenance costs.

J. Public Improvements and Estimated Costs.

1. Every service plan must include, in addition to all materials, plans and reports required by Title 32, C.R.S., a summary of public improvements to be constructed and/or installed by the district (the "Public Improvements"). Due to its preliminary nature, the service plan must indicate that the Town's approval of the Public Improvements shall not bind the Town, its boards and commissions, or the Town Council in any way relating to the review and consideration of land use applications within the district. The service plan must contain a description of these Public Improvements which includes, at a minimum:

(i) A map or maps, and construction drawings of such a scale, detail and size as required by the Town Manager, providing an illustration of Public Improvements proposed to be built, acquired or financed by the district;

(ii) A written narrative and description of the Public Improvements; and

(iii) A general description of the District's proposed role with regard to the same.

2. The warranty and security requirements set forth in Section 7.5.1.F of the Land Use Code shall apply to all Public Improvements.

K. Extraterritorial Service Agreement. The service plan must describe any planned extraterritorial service. Any extraterritorial service by the district that is not described in the service plan will require prior approval of Town Council.

L. Service Plan Amendments. In the event a district seeks a material modification or other amendment to its service plan, the letter of intent, application, public meeting and notice procedures set forth in Section 22.1.6 shall be followed.

22.1.8 - District Structure.

It is the intent of the Town that citizen/resident control of districts be encouraged to occur as early as possible. For that reason, multiple-district structures are not permitted.

22.1.9 - Dissolution of the District.

A. Perpetual districts shall not be allowed except in cases where ongoing operation and maintenance of Public Improvements is required and permitted by the service plan. Except where ongoing operations and maintenance has been authorized, the district's board of directors will take all action as required to dissolve the district as soon as practical upon the payment of all debt and obligations and the completion of district development activity.

B. If, within five (5) years from the date of approval of a service plan, the Town and district have not entered into an intergovernmental agreement as required by Section 22.1.15 of the Code, the Town may opt to pursue the remedies available to it under C.R.S. Section 32-1-701(3) in order to compel the district to dissolve in a prompt and orderly manner. In such event: (i) the limited purposes and powers of the district, as authorized herein, shall automatically terminate and be expressly limited to taking only those actions that are reasonably necessary to dissolve; (ii) the board of directors of the district will be deemed to have agreed with the Town regarding its dissolution without an election pursuant to C.R.S. §32-1-704(3)(b); (iii) the district shall take no action to contest or impede the dissolution of the district and shall affirmatively and diligently cooperate in securing the final dissolution of the district, and (iv) subject to the statutory requirements of the Special District Act, the district shall thereupon dissolve.

22.1.10 - Default of District.

A. An “Event of Default” by the District shall include:

1. Failing or defaulting in the performance of any obligation that has been agreed to between the district and the Town, which obligation has been identified by the Town as a material obligation, and such default continues after delivery of notice from the Town.

2. A court of competent jurisdiction has made a final determination that a district has defaulted on any of its financial obligations, and such determination is not subject to further appellate review.

3. Failure to timely file a responsive Annual Report required by Section 22.1.12.

B. In the Event of Default, the district shall be precluded from issuing additional debt, except to refund or refinance a financial obligation for the purpose of avoiding or curing a default without receiving written permission from the Town Council following a public meeting on the matter.

22.1.11 - Material Modification of Service Plan.

A. In the event of a material modification of the service plan, the Town and the electors of the district shall be entitled to exercise their respective rights pursuant to §32-1-207, C.R.S. Actions expressly authorized in the service plan, changes in quantities of facilities or equipment, timing or phasing of Public Improvements, collection of fees or charges following written consent of the Town Council, and immaterial cost differences are not material modifications of the service plan. Departures from the service plan that constitute a material modification include, without limitation:

1. Actions or failures to act that create greater financial risk or burden;

2. Performance of a service or function or acquisition of a major facility that is not closely related to a service, function or facility authorized in the service plan;

3. Failure to perform a service or function or to acquire a facility required by the service plan;

4. Collection of any fees or charges without the written consent of the Town Council; and

5. The taking of any action that requires consent of the Town without the Town’s consent given in the manner required pursuant to Section 22.1.14.

B. In the event the required Annual Report required by Section 22.1.12 is not timely filed with the Town or is not fully responsive, in addition to being an Event of Default, the Town may provide notice to the district's board of directors at its last-known address. The failure of the district to file a responsive annual report within 45 days of the mailing of such notice by the Town Clerk may constitute a material modification of the service plan, at the discretion of the Town.

22.1.12 - Annual Report.

All districts must file an Annual Report no later than September 1 of each year with the Town Clerk for the year ending the preceding December 31, the requirements of which may be waived in whole or in part by the Town Manager. Unless waived by the Town Manager, the Annual Report shall include the following:

A. A narrative summary of the progress of the district in implementing its service plan for the report year.

B. The audited financial statement of the district for the report year, including a statement of financial condition as of December 31 of the report year and the statement of operations, except when exemption from audit has been reported has been granted.

C. A summary of the capital expenditures incurred by the district in development of improvements in the report year.

D. A summary of the financial obligations of the district at the end of the report year, including the amount of outstanding indebtedness, the amount and terms of any new district indebtedness or long-term obligations issued in the report year, the amount of payment or retirement of existing indebtedness of the district in the report year, the total assessed valuation of all taxable properties within the district as of January 1 of the report year, and the current mill levy of the district pledged to debt retirement in the report year.

E. Any other information deemed relevant by the Town Council or deemed reasonably necessary by the Town Manager.

22.1.13 - Fees.

No request to approve a district service plan shall proceed until the fees set forth herein are paid.

A. Letter of Intent Submittal Fee: At the time of submittal of the Letter of Intent, the applicant shall pay a non-refundable fee in the amount established by the Town Council by Resolution.

B. Application Fee: An applicant shall submit, along with an application and a draft service plan (based on the Model Service Plan), a nonrefundable fee in the amount established by the Town Council by Resolution, along with a deposit in the same amount towards the reasonable consultant, legal, and other external fees and expenses incurred by the Town to review the draft service plan.

C. Annual Fee: Each district shall pay an annual fee for the Town's on-going monitoring of the district. This annual fee shall be in the amount established by the Town Council by Resolution and due and payable by January 1 of each year.

D. Service Plan Amendment Fee: A non-refundable service plan amendment fee in the amount established by the Town Council by Resolution, along with a deposit in the same amount towards the Town's outside review expenses shall be paid at the time of submittal of the application and draft amended service plan.

E. External Review Expenses: An applicant shall pay all of the Town's outside expenses associated with review of a proposed service plan, service plan amendment, or any matter required under this Policy or an approved service plan, including enforcement of conditions or requirements associated with an existing service plan. If deposits paid are insufficient to cover all the Town's expenses associated with external review, the applicant shall pay all such reasonable expenses prior to the Town's approval becoming effective. All such fees and expenses shall be paid within 30 days of receipt of an invoice for these additional fees and expenses.

22.1.14 - Town Consent.

Any consent of the Town required under to this Policy shall be given, if at all, by a Resolution of the Town Council. Failure of the Town to respond to a notice provided pursuant to Section 32-1-207(3)(b), C.R.S., within 45 days shall be deemed to be disapproval by the Town.

22.1.15 - Intergovernmental Agreement

A district shall enter into an intergovernmental agreement with the Town that addresses such details, terms and conditions as the Town and district deem necessary in connection with the construction and funding of any Public Improvements, including the posting of security and warranty periods necessary to meet the requirements of Section 22.1.7.J, herein. Execution of the intergovernmental agreement is a precondition to a district issuing any debt or imposing any fees or levying of taxes. In addition, failure of a district to enter into the intergovernmental agreement as required herein shall constitute a material modification of the service plan and may result in dissolution per Section 22.1.9.B.



AGENDA BRIEF

MEETING: Planning Commission - 22 Apr 2025

FROM: James Dickhoff, Development Director

PROJECT: Development Department Monthly Reports

ACTION: Council action or information

ATTACHMENTS:

[Development Department Reports April 2025](#)



DEVELOPMENT DEPARTMENT MONTHLY REPORT

APRIL 2025

FROM: JAMES DICKHOFF, DEVELOPMENT DEPARTMENT DIRECTOR
BUILDING DIVISION / PLANNING DIVISION / PROJECTS DIVISION / HOUSING DIVISION

RECENT HIGHLIGHTS

Project Manager Opening

We are currently interviewing to fill this position. David Hilborn has submitted his resignation. He will remain on the payroll for a period of time to help with the transition period. David excelled in this position and had written and been awarded numerous grants that have activated important town projects, developed an ADA compliance plan for the Town, coordinated numerous efforts on multiple important Town projects, and worked with all Town departments. David proved how valuable this position is for the Town.

Planning Manager and Building Official Positions Advertised

The Development Department is currently advertising to fill the vacant Planning Manager Position.

Online Town Zoning Map

We are currently developing a more comprehensive ARC GIS Town Zoning Map. The intent is to structure the data and information so that it is much more user friendly with the typically public information being sought readily available. We expect to roll out the new map in mid- April.

GENERAL INFORMATION

Upper San Juan Water Shed Enhancement Partnership (WEP)

The Town's Development Department Director serves on the Board as a Town Representative. WEP has recently identified a grant opportunity to benefit an agricultural related water conservation project that can benefit from the current available state funding, specifically the Park Ditch diversion structure, which needs substantial structural and efficiency improvements. Additionally, WEP continues to effectively manage the Town's Gateway River Improvement Project which is currently in the final Design Phase of the project.

FEMA and Colorado Water Conservation Board (CWCB) Phase Two – Floodplain Mapping Updates

The Colorado Water Conservation Board (CWCB) will begin notifying property owners along the portions of waterways that they intend to re-map in April, for conducting surveying and data collection to inform the re-mapping process. The full phase two mapping process is expected to take 18-24 months, with a public review period prior to final adoption by the State and FEMA.

In 2022, FEMA and the CWCB completed phase one of a flood hazard mapping project that started at the south end of Town boundaries south through Archuleta County. The Town's Development Director serves as the Town's Floodplain Manager, and has actively advocated that phase two include remapping of the San Juan River and McCabe Creek above and through Town, as well as adding Rumbaugh Creek (Horse Gulch) and West McCabe Creek to Great West Ave. The new mapping technology uses Light

Detection and Ranging (LIDAR) equipment that collects data for more accurate mapping for ground and water elevations. Over the years, there have been multiple circumstances in which the current FEMA Flood Hazard map seemed inaccurate in portions of the community for the purposes of determining 100 year flood elevations to inform development approvals through a Certificate of Elevation application process.

BUILDING DIVISION, PLANNING DIVISION, PROJECTS DIVISION AND HOUSING DIVISION REPORTS FOLLOW



BUILDING DIVISION

MONTHLY REPORT

APRIL 2025

Development Department

Building Code Official Hired

The Town has hired Tim Hatch as our new Building Code Official. Mr. Hatch started on February 10th and has been becoming familiar with our active building permit projects and processes.

Training

Building Division staff attended the annual International Code Council training conference March 3rd-7th. This conference provides informative sessions on current trends, building code updates and many subject specific sessions. The conference is also important for required education credits for maintaining building code certifications.

Springs Resort Hotel

The new Springs Resort Hotel and facilities have been issued a Certificate of Occupancy, conditioned on the completion of a few outstanding improvements, including landscaping and the Hot Springs Blvd crosswalk at Innsbrook Drive.

Archuleta Country Transit Facility

83 Harman Drive, new commercial building - 2,652 sq. ft. transit facility and 3,262 sq. ft. bus bay. This project is nearing a request for Certificate of Occupancy.

Timberline Apartments

135 Legacy, Multi-Family Residential Complex (50 dwellings, leasing office and clubhouse within two buildings). The building permit was issued 7/25/24. The project has made good progress given the lack of snowfall this winter. Staff is in the process of reviewing mechanical plans for inspections. Staff has requested that the site be cleaned of debris and alpha drive kept free of materials tracked onto the roadway.

Sunridge of Pagosa Townhomes

480 Boulder Drive, 10 townhome units, in 5 buildings building permit issued October 2022. Two buildings – four units are complete, and Certificate of Occupancies issued. Three buildings (six units) are well under construction.

Building Division Activity:



PLANNING DIVISION MONTHLY REPORT

APRIL 2025

FROM: JAMES DICKHOFF/KATELYN TUNNELL

Planning Commission Meetings

The upcoming Planning Commission meeting is scheduled for April 22, 2025. On the agenda, the Commission will review the Sketch Major Design for Pagosa Bible Church, located at 209 Harman Park Drive, as well as the Design Review for an Electric Vehicle Supercharger Station at 105 Country Center Drive.

Additionally, during their March 25th session, the Planning Commission confirmed their regular meeting schedule, which will occur on the second and fourth Tuesday of each month. The commission also elected Chris Pitcher as Chair, and Kristin McCollam was appointed as Co-chair for 2025.

New Online Town Zoning Map

Planning staff have been working on a new online Town zoning map that will provide links to information to help answer questions we frequently receive. The property information has been structured to be clear and user friendly.

The Planning Division has recently conducted several pre-application conferences for proposed developments. We are expecting a busy start to 2025 with several expected development applications to be submitted in the 2nd quarter.

The Town Planning Division has issued 4 Outdoor Commercial Establishment (OCE) permits for food trucks/trailers for the 2025 season thus far. There have been 9 sign permits approved for 2025 (1 temporary sign permit and 8 regular sign permits).

Two Town Development Department Staff Members attended the National Planning Conference, which was held in Denver at the end of March this year.

The Town received two applications for the alternate member seat on the Planning Commission. The application period was open for 8 weeks, and the submitted applications will be presented to the Planning Commission on April 8, 2025.

CURRENT DEVELOPMENT PROPOSAL UPDATES:

209 Harman Park Drive, Pagosa Bible Church: Staff has received a complete Sketch Major Design Review application for an addition to the existing Pagosa Bible Church at 209 Harman Park Drive. The proposed multi-story addition will include a 5,800 SF main level and a 4,200 SF upper level, to be constructed adjacent to the southern boundary of the current building. This application will be reviewed by the Design Review Board on April 22, 2025.

105 Country Center Drive, Electric Vehicle Supercharging Station (EVCS): Staff has received a complete Design Review application for the paved parking area at 105 Country Center Drive. The applicant is proposing the installation of supercharger cabinets, charging posts, a switchboard, a utility transformer, a meter, and pole-mounted luminaires. The project will utilize 10 existing parking spaces at the site. This application will be reviewed by the Design Review Board on April 22, 2025.

Pagosa West Sketch Major Subdivision Application: Staff received a complete Sketch Major Subdivision application for the 100-acre vacant land located on the SE corner of S. Pagosa Blvd and Hwy 160. The vacant land is comprised of 3 total parcels. The applicant proposes commercial and residential housing. The application was considered at the Planning Commission meeting on March 25, 2025. The application was continued.

811 San Juan Street, Ruby Sisson Library Expansion: The library has submitted a Final Design Review application which was approved by the Design Review Board on December 10, 2024. The proposed project includes a renovation of the existing facility along with a 3,300 SF building addition, exterior facade upgrades, and full site improvements. The site improvements will include reconfiguring the existing parking lot, a large community reading garden and a smaller children's garden.

232 Pagosa Street, Eagle Mountain Mixed Use Project: The applicant has submitted a request for extension of their Final Design Review approval by July 2026 due to the potential conflict with the Main Street reconstruction project. The Planning Commission approved the requested extension on December 10, 2024. There are no changes to the previously approved development proposed.

2737 Cornerstone Drive, Pagosa Peak Family Dentistry: New proposed development of a vacant parcel for a two-story 4,932 S.F. (4,058 S.F. first floor and 865 S.F. second floor) Dental office/clinic facility. A building permit application has been submitted and approved. The Design Review Board approved the Final Design Review application on Tuesday, October 22nd.

140 Hot Springs Blvd., The Healing Waters Spa Resort and Spa: The applicant submitted a Sketch Major Design Review application for the phased redevelopment of the entire property. The Design Review Board approved the sketch concept plan on July 23rd.

Town's Enclave Workforce Housing Project: Council conducted a work session on July 25, 2024, and supported continuing to work on a means to pencil the project out with Servitas. The Housing Coordinator is working with Servitas to identify a path forward for this project, with plans to bring the matter to Town Council in the coming months.

2911 Cornerstone Drive, Circle K Stores: Town staff has not heard back from the design and construction team in 6 months and is currently uncertain if this project is moving forward.

600 W. Highway 160, Pagosa Views PUD: The applicant is now expected to move forward with their subdivision application process in the 2nd Q of 2025, for consideration by the Planning Commission and subsequently by the Town Council. The recorded PUD agreement for the 80 acres just west of the Elementary School includes a mix of up to 675 housing units, to include 78 deed-restricted workforce units, along with 144 lodging units and recreational and commercial level amenities. Subsequent applications would include Major Design Review for each phase.



PROJECT DIVISION MONTHLY REPORT

APRIL 2025

Middle School Sidewalk Improvement

The middle Sidewalk replacement project will be constructed in 2025, most likely during school summer break. The Town has been granted the Revitalizing Main Street (RMS) grant for the proposed sidewalk enhancements along Pagosa Street, adjacent to the Middle School. This grant allocates \$250,000, requiring a 10% contribution from the applicant. The project aims to encompass the replacement of the sidewalk spanning from the middle school to the Hwy. 160 curbside, alongside the incorporation of various amenities including benches, a bus stop, trash receptacles, and a solar bike repair station.

Due to the delay in the CDOT Mainstreet Reconstruction project staff received a grant extension through the end of April 2026. Preliminary engineering and design phases have already been completed.

400 Block Sidewalk Reconstruction

The reconstruction of the 400 block sidewalk is planned to coincide with CDOT's Main Street Reconstruct Project in 2025. The Town will assume the financial responsibility for the demolition and reconstruction of the sidewalk on the 400 block, in addition to the installation of new street trees with 4'x4' flush-mounted tree grates and standard Town streetlights.

Main Street Reconstruction Project

On April 1, 2025 the Town Council approved a number of improvements along and adjacent to main street to be completed by WW Clyde, including the 400-block sidewalk, middle school sidewalk, sewer service line replacements, fire hydrant installation, S. 8th, S. 7th, HSB, intersection improvements, 2nd Street drainage improvements and reconstruction of S. 5th Street to Centennial Park.

The Town's scope of work within the CDOT project includes, landscaping, geothermal line relocation and replacement, street lighting, to name a few.

Additionally, the Piedra Road/Hwy 160 crosswalk project will be incorporated into the broader Main Street Reconstruction Project, with construction occurring in 2026.

First Street Pedestrian Bridge – Design/Engineering Phase

Multiple iterations of the bridge design and alignment have been conducted to evaluate the feasibility of accommodating future waterlines. However, the project team has determined that incorporating waterlines into this project is not the most effective approach for advancing its progress. Consequently, the decision has been made to exclude the waterlines, significantly reducing the overall structural weight and enabling a return to the original Pratt Truss design.

Bridge manufacturer BCS is currently in the process of finalizing the bridge design and Davis Engineering is finalizing the bridge abutment and trail connection designs. Upon finalization of the design and

engineering phases, BCS Fabrication will require a 25% down payment to initiate the fabrication process. This expenditure is anticipated to occur mid-2025.

Project completion is projected for Spring 2026.

Gateway River project

The Gateway project, aimed at enhancing the river ecosystem and improving water quality, is progressing under the oversight of the Watershed Enhancement Partnership (WEP). Thus far, FlyWater, the contractor, has completed a riparian health assessment, river surveys, endangered species surveys, identified and pre-ordered a portion of the required containerized plantings, organized meetings with all property owners along the project reach, and concluded two public comment periods. Two public meetings have occurred for this project and comments received were used to inform the design progression. The Town has expended the obligated \$54,000 match for this project.

The project design based on including public comments for inclusion created a \$140,000 shortfall in the construction budget. However, In an effort to include these design concepts without creating a shortfall staff applied for and was awarded an additional \$296,000 from the Colorado Water Conservation Board, utilizing existing grant awards for required matching funds to cover the expected additional estimated cost.

The project is currently advancing with the 100% design plans expected to be up on MyPagosa in the coming weeks. Construction is expected to start in September 2025.

Yamaguchi South River Improvements Project and Grant

The Yamaguchi South River Improvement Project aims to enhance stream and river access for recreational and ecological purposes. The Town has secured funding for this project through grants from the Colorado Water Conservation Board (CWCB), Southwest Water Conservation District, Archuleta County, and Town matching funds.

Surveys, biological assessments, 95% designs plans, and project cost estimates have been completed to-date. Two public meetings have taken place and comments received have been used to inform the final design.

The project is advancing as scheduled with final design and permitting expected to be completed in June and project completion expected in November of 2025.

Town-to-Lakes: 10th St to Great West Ave

The Town was awarded Congestion Mitigation and Air Quality (CMAQ) Improvement Program funds for the design and construction of the Town to Pagosa Lakes Trail segment, spanning from 10th St to Great West Ave. These funds were granted as part of the last available funding through the CMAQ program in late 2019, as the CMAQ program no longer exists. The Town was awarded \$662,320 in funding with a local match obligation of \$137,680. This project involves the design and construction of a ten-foot-wide asphalt or concrete non-motorized shared-use path between 10th Street and Great West Ave.

In alignment with the Pagosa Views Planned Development set to proceed in 2025-26, the development bears the responsibility of constructing the trail along their frontage. The Town's role is to finalize engineered construction plans and execute the connections to the Pagosa Views property from 10th St and Great West Ave. The awarded CMAQ funds are expected to cover the expenses associated with the Town's portion of the project.

Site surveys are completed, and trail design is currently on schedule for 2025 completion. The engineered construction plans are scheduled to be finalized in 2025, with construction set to commence during the 2026 construction season. This project is funded with federal funding, thus progress will be determined on the continued availability of the awarded federal funds.

A Field Inspection Review (FIR) meeting will occur in the coming month to review the 30% design plans and seek direction from CDOT for plan revisions.

East Gateway River Park Project

Property Closing is planned for April 21st.

Land & Water Conservation Fund (LWCF) and GOCO funding grants support the purchase of the property located at 1040 E. Highway 160 (Basin Coop). This funding will facilitate the initial phase of the East Gateway River Park Project, focusing on the strategic acquisition and development of 4.315 acres adjacent to the San Juan River. Upon acquiring the property, the first phase will include conducting an environmental assessment, site cleanup, refining park improvement designs, enhancing parking areas, and installing a boat ramp to provide public river access and CDOT access permit.

Town of Pagosa Springs ADA Accessibility Grant Program

Staff has established an ADA working group consisting of key departmental personnel. The purpose of this working group is to establish the required ADA standards for Title II entities (includes municipal facilities, parks, programs, and employment). Some of these standards include acceptable grievance procedures, employee accommodation request procedures, facility and program self-assessments, and accessibility transition plans. To date, the working group has conducted six meetings and has established a plan to complete the ADA self-assessment and transition plans for all applicable Town facilities and parks by the middle of 2025. Additionally, staff has completed seven ADA inspection checklists and has generated self-assessments for Town Hall, the Community Center, the Visitor Center, and the Public Works Facility.

Town Hall Remodel

The Safety Committee has identified the security of the Town Hall building as a significant concern for staff. In response, a minor remodel aimed at limiting uninterrupted public access to the entire Town Hall has been included in the 2025 budget. Archis Architects has finalized the construction documentation for this project. Town staff initially solicited construction bids, however, received no bids before the deadline. The project has been readvertised with bids expected by the end of April. Corey Eisenbarth, Facilities Manager, is now overseeing the project.

Regional Workforce Center

The Town of Pagosa Springs has been awarded \$600,000 in Community Development Block Grant funds through the Department of Local Affairs to support the construction of a Regional Workforce and Technical Training Center. This new facility will be located on property owned by the Archuleta School District and will serve as a resource for the school district and regional partners. It will be equipped to provide technical training in a variety of trades, contributing to the development of the future workforce. The design phase of the project is set to commence in mid-2025, with completion anticipated by December 2026.

CALSTART Clean Energy Strategic Plan

Staff is working with the non-profit organization Four Corners Office for Resource Efficiency (4CORE) to collaborate on the development of a zero-emissions mobility plan for the greater Pagosa Springs area. In

collaboration with Archuleta County, Pagosa Springs Community Development Corporation, Town staff is gathering existing conditions data for advancing the project to the next phase. This initiative aims to deliver an actionable clean transportation and mobility plan for the community, serving as a valuable resource for pursuing future funding opportunities related to sustainable transportation in the greater Archuleta County region.

4CORE has secured a \$135,000 grant to support the creation of this plan and is seeking Community-Based Organizations (CBOs) to assist with current condition inventories and community outreach efforts. The Town, Archuleta County, and Pagosa Springs Community Development Corporation (PSCDC) have been identified as potential CBO partners to coordinate these efforts. Compensation for participation will be provided through the grant funding, with \$50,000 in revenue to be shared equally among the Town, Archuleta County, and PSCDC.



HOUSING DIVISION MONTHLY REPORT

APRIL 2025

FROM: JEFF SAMS, HOUSING COORDINATOR

Housing Needs Assessment (HNA)

Continue to work with Emily Lashbrooke, James Dickhoff and Pam Flowers including biweekly meetings with ECONorthwest. Completed review of the HNA draft last week and reviewed feedback. Updated Final Draft being sent on 4/4/2025 to our team for final review. The HNA Document will be presented at the Joint Work Session on 4/14/25 and the presented for adoption at the Board of County Commissioners Meeting and Town Council Meeting on 4/15/25.

Phase 1 CDC Chris Mountain Work Force Ownership Housing

Continued contact with buyers that have applied to purchase. The first two houses closed on February 20th. A third home was placed under contract on March 28th. A fourth home is scheduled to be under contract on 4/4/25. A Fifth buyer should also be ready to close the week of 4/7/25.

The Workforce Housing Guidelines with Jennifer Kermode of Kermode Consulting, LLC continue to progress. We completed our work sessions on March 17th and 19th. Key stakeholders attended those with representation from the Town and County. There was great progress made towards identifying key goals around workforce housing to guide the completion of this document. The Guidelines will be referenced by Town and County officials, Other Government Agencies (including state agencies and those working on Prop 123), Developers, those looking for housing, etc.

Expecting to hear back on our Land Banking application to purchase 11 lots currently owned by the county in Chris Mountain II with in 2 weeks. Land Banking is designed to hold land to be build affordable housing so we have 5 years to build on them. The approvals have been delayed for all, which coincides with other prop 123 programs being delayed.

Potential Developments

- Pagosa Views is still working towards submitting subdivision applications for getting their project built.
- Town's Enclave property with a development agreement with Servitas is on hold as they look at other financial and construction options. I have connected them with a Modular Construction Company, [Vederra](#). They have been working on pricing for the project and reviewing options to build . Continued meetings with Servitas have produced a rough estimate of construction costs. They have continued to work on a model that would work and finalizing the financial structure. Planning to present to Town Council in May.
- Colorado Outdoors, LLC is moving forward with a proposed middle income (60-140% of AMI) apartment rental project east of the Pagosa Springs Medical Center. Attend the planning commission meet for sketch review. The Commission voted for a continuance to allow the

Developer to make some changes and give additional time for review. The Town received a \$2 million DOLA More Housing Now grant that will be used towards the costs of the public infrastructure needed to serve the housing project.

- Timberline Apartment LITCH project next to Walmart is making good progress on the 50 units. They are planning on submitting for a second project of 50 units as well. The projected rental range is broad, which helps us hit multiple income ratios in the lower income brackets, with units serving 30%-80% of AMI. The target is to have occupancy late 2025, but could move into 2026.
- Looking at other construction options for Single Family homes in Chris Mountain. Meetings with Vederra Modular to review options and pricing to see how that would fit for us. Working towards some final pricing to give a full review of the project and compare it to traditional construction.

Other Work in Progress

I have also been attending several meetings with Region 9, DOLA and other Prop 123 groups and updates. It helps to keep up with changes and helps me understand what is going on in the industry.

Continued attending C.A.S.T. (Colorado Area Ski Towns) Housing Task Force Meetings. This group has had a big focus on Workforce Housing.

Continue to review alternative construction methods, mostly focused on modular construction. Met with Higher Purpose homes that does panelized construction and will continue to look at other companies. Recently heard from them again and they are interested in bidding a project this year.

Started working towards Phase 2 of the Chris Mountain Workforce housing project. Many buyers that have inquired are looking at purchasing in 2025. Will be working to get them qualified. Grant approval was received for Phase 2 at the end of February.