

ADMINISTRATION AND IMPLEMENTATION PROGRAM

TOWN OF RED CLIFF, COLORADO MASTER PLAN

Section 7 ADMINISTRATION AND IMPLEMENTATION PROGRAM



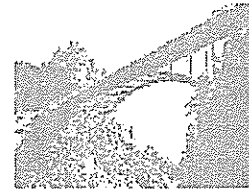
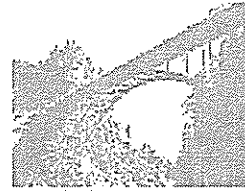


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SECTION 7 ADMINISTRATION AND IMPLEMENTATION PROGRAM

7.1 INTRODUCTION

This section is divided into three major parts: (1) a general review of Red Cliff's land development regulations; (2) suggested annexation policies; and (3) recommended strategies to implement the Comprehensive Plan. The code evaluation is intended to suggest ways in which the town can upgrade current land development regulations while providing mechanisms to assist decision-makers when reviewing development proposals and considering annexation.

7.2 LAND DEVELOPMENT REGULATIONS/CODE MODIFICATIONS

There are six zoning districts in Red Cliff. The commercial zones are Mixed Use Town Center Commercial and Mixed Use Neighborhood Commercial and include the downtown approximately eight blocks either side of Eagle Street. The R-1 residential zone includes the remaining area of the town with small parcels of Public Facilities, Cemetery Open Space and Parks Open Space.

- Mixed Use/Town Center Commercial
- Mixed Use/ Neighborhood Commercial
- Public Facilities Office Complex
- R-1 Residential
- Cemetery/Open Space

Residential areas within the town reflect a small lot, high density character. The pattern has tended toward single family homes with a few multifamily or mobile homes.

There are approximately 200 platted lots. The majority of the lots particularly closer to the downtown core are less than 3,500 square feet with 25 foot frontages.

The purpose of the recently approved zone districts is to encourage a unified approach to planning, design, and development of land that is consistent with the goals and objectives of the Red Cliff Master Plan.



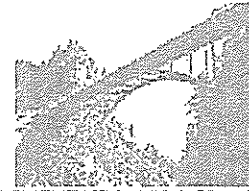
7.2.1 Planned Unit Development

The PUD District is intended to provide the means through which land may be developed through an overall unified approach that allows for flexibility and innovation in design, a mixture of uses, and site design that provides benefits over the standard uniform lot and block patterns and design features when considering the annexation of undeveloped land. Such benefits include the provision of open space for the use of the resident and visitor, the preservation of unique, natural landscape features, variety inland use patterns and the siting of buildings and structures, and the potential for more efficient provision of municipal services and utilities

The benefits of a PUD District is to require all new projects to submit their plans through a planned development review process. When considering the annexation of undeveloped land, the town would determine the appropriate uses or density based on compatibility, neighborhood acceptance, impacts, and other review considerations.

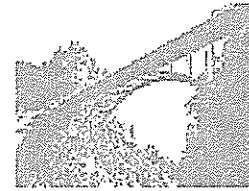
Master Plan Appendix A is an addendum that addresses the PUD process. The purpose of the Planned Unit Development (PUD) Zone District is to allow flexibility for landowners to creatively plan for the overall development of their land and to achieve the purpose and objectives and the Red Cliff Master Plan. An applicant for PUD must demonstrate that departure from existing ordinances is warranted and that the proposed PUD significantly contributes to the following:

- To encourage flexibility, innovation of quality design and variety of development types in order to promote the most suitable and appropriate use;
- To facilitate the adequate and efficient provision of streets, utilities and municipal services;
- To achieve a compatible land use relationship with the surrounding areas;
- To preserve the unique, natural, scenic, historical, and cultural features;
- To encourage energy efficiency and conservation of energy and natural resources;



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- To provide for usable open space and recreational areas;
- Provides for new technology and promotes innovative and efficient land use patterns;
- Permits the integration of land uses and contributes to trails and pedestrian circulation; Provide applicants the opportunity to contribute toward creating recreational and pedestrian trail system and expanding future multi-use trail system; to provide and maintain access to public lands and rivers;
- Preserves valued environments and natural resources and achieves a more desirable environment;
- Maintains or improves air and water quality;
- Provides for a wide range of housing opportunities;
- Improves the overall design character and quality of new development;
- Permit Integration of Uses. Permit the integration, rather than separation of uses, so that necessary facilities are conveniently located in relation to each other;
- Efficient Land Use Patterns. Establish land use patterns that promote and expand opportunities for public transportation and trails and for safe, efficient, compact street and utility networks that lower development and maintenance costs and conserve energy;
- Preserve Lands. Preserve valued environmental, historic or mineral resource lands and avoid development in natural hazard areas;
- Maintain Water Quality and Quantity. Maintain and enhance surface and ground water quality and quantity;
- Incentives for Affordable Housing. Establish incentives for applicants to encourage the provision of long term affordable housing; and
- Community Plan. The PUD shall be consistent with the purposes and goals of the Red Cliff Master Plan and these Land Use Regulations.



7.2.2 Design Review

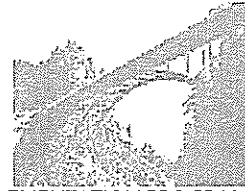
Design Guidelines Sections within Chapter 12 of the Town of Red Cliff Municipal Code consists of basic development guidelines. Section 12.12.420 Conformance With Design Guidelines, Development And Site Planning Standards for Structures Required states that Development standards which include building design guidelines and site planning requirements for a new structure shall be compatible with the established character of adjacent properties and the surrounding neighborhood. Likewise Section 12.12.430 Design Guidelines, Development And Site Planning Standards For Structures states that Development and site planning standards shall be used to approve building permit applications for new construction and major exterior additions including

1. Off Street Parking:
2. Snow Storage:
3. Building Height:
4. Building Set Backs:
5. Density:

Chapter 12 also states that: Design Guidelines shall also be used to approve building permit application for new construction and major exterior additions including Siding Materials which should be compatible with surrounding buildings and historic character of buildings in the community. Window Treatment should be compatible with historic character of buildings in the community. Permanent Foundations are required and Landscape Areas should include front, side, and rear setback areas.

The development of design guidelines will be instituted by the design palette to support the concepts of natural resources and the physical (built) environment (theme). Design components such as site design, building siting, parking, landscaping, site furnishings, signage, and lighting. This document will serve as a recommendation to develop Downtown Design Guidelines for private development and public participation in Red Cliff.

The Downtown Design Guidelines will include implementation and design standards that determine approval for a development project. The applicant must first be required to submit a concept plan for development review. Beginning with a preapplication conference, a review will be required to discuss the project in broad conceptual terms. Design sketches will also be part of all development and site approvals in the approved zoning districts and PUD's. A site plan review serves as a check to ensure the approved use and



conditions of a project area is in compliance with the Red Cliff building and subdivision codes.

A site plan review will determine that the required parking, setbacks, height, landscaping, drainage and such, comply with the land development regulations. The basic elements that should be shown on the site plan are:

- Existing and proposed structures;
- Adjacent land uses and the relationship of the project to the surrounding area;
- Internal and external vehicular and pedestrian circulation;
- Number, location and width of accesses;
- Design and layout of streets;
- Landscaping, screening or buffer;
- Parking and loading facilities;
- Lot layout and building siting;
- Specific measures to mitigate environmental constraints;
- Utility locations and easements;
- Trash receptacle location and screening;
- Onsite lighting.

A development checklist may be used in conjunction with a site plan review and design review. The actual conditions and issues involved in a specific site and development proposal will determine which sections of the checklist will be used in any given situation.

Issues of aesthetic compatibility to fit into existing neighborhood character, sensitivity to siting, and other considerations may be evaluated by requiring a drawing that depicts design compatibility and responsiveness to the positive attributes and visual characteristics of the town.

7.2.3 Hillside Development

Red Cliff should monitor development in areas with steep or unstable slopes. This will preclude safety hazards associated with construction activity, depending on soil types, reduce soil erosion, sedimentation and runoff. It will also ensure that development harmonizes with the environment rather than disrupting or disregarding the natural terrain, resources, and serenity of local mountainsides.

The intent of these regulations is to govern construction on steep or unstable slopes, not to prevent development, but to ensure that development will not



cause irreparable damage to the environment or result in hazards to life or property.

Recommended considerations when evaluating projects in such areas include the following questions:

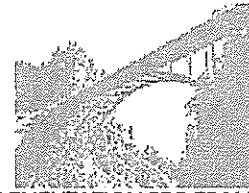
- Is the project designed for the environment and terrain?
- Is the structure oriented on the site so that site preparation is kept to a minimum?
- Is the site sufficiently supported by retaining walls and has the construction of the retaining wall been approved and built by a structural engineer?
- Has vegetation been retained to minimize soil erosion, absorb runoff, and preserve site character?
- Are housing units clustered or attached in order to reduce site coverage, retain open space, and for fire and emergency vehicles?
- Is cutting and filling kept to a minimum?
- Is the natural drainageway utilized to the extent possible?

7.2.4 Parks/Open Space

All open space within a development should be maintained by the developer or homeowners association where membership requirement is 100%. The town should require a maintenance agreement as a condition of approval. Where land is dedicated for public use or for private open space maintenance, not more than 60% of the property should be unsuitable for active uses, however, designation of passive areas for conservation of fragile environments should be encouraged.

7.2.5 Soil Erosion and Sedimentation

As part of the submittal of a drainage plan required by Section 12.07.070 Preliminary Plan Application, of the Red Cliff Municipal Code the town would request supplemental information pertaining to the manner in which soil erosion and sedimentation will be controlled by the subdivider. In addition to this, the Code specifically addresses provisions for the retention of sediment onsite, minimizing exposed soil, and phasing of construction.



7.2.6 Environmental Constraints

Section 12.07.070 Preliminary Plan Application of the Red Cliff Municipal Code requires that a summary of soil types, including percolation rates and pertinent data regarding geology and vegetation be submitted with the preliminary plan. There should also be documentation to show how a particular environmental constraint will be mitigated. When applicable, the town should have the authority to require a detailed report concerning the probable effects of development on streams, physical features, and wildlife habitats.

It is also recommended that any future business and/or planned developments include the possibility of environmental impact as a priority. The impact includes, but is not limited to the use of and effects on ground and surface water, air resources and soil resources.

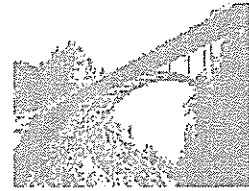
7.2.7 Development Checklist

The following checklist is provided to serve as an outline for Red Cliff, and the applicant or consultant responsible for planning and design and management of the development's natural resources, operation, and maintenance for compliance with the Red Cliff Municipal Code and Development Guidelines.

The intent of the checklist is to assure that appropriate development component considerations are addressed. The appropriate criteria should be treated as acceptable or unacceptable, and the overall project approval or implementation should be based on these recommendations.

Planning Staff Checklist

- Is the property in the town?
- Is it part of a master plan? If so, is it in conformance?
- What is the zoning of the property?
- Is more than one zone involved?
- What are the surrounding zones?
- Have you looked up the zone change ordinance?
- What is the file number?
- Are there conditions of record? If so, what are they?
- Is it a zone which requires a development plan?
- Is there an approved development plan?
- Is the property in conformance with the approved development plan?



- Is a new major or minor development plan required?
- Is a development plan amendment required? Is it major or minor amendment?
- Is the property platted?
- Does the subject site consist of one lot?
- What history information was learned by researching?
- Are proposed uses permitted in the zone? Are there special conditions?
- Is it in conformance with the development standards of the zone?
- Is it in conformance with parking, landscaping, etc?
- Is a conditional use or variance required?
- What is being requested?
- What procedures are necessary?
- Are they administrative or decided by the Planning Commission or Hearing Officer?
- What further information or research is needed?
- What types of reports and studies are required to accompany the submittal?
- What submittal application forms are needed?
- Is a neighborhood meeting needed?
- Should this be scheduled for an Planning Commission Study Session?
- Have you visited the site? If so what did you observe:
- Is there any existing development on the site?
- Compatibility with existing and planned uses?
- Existing site condition – vegetation, water, significant natural features?
- Existing site condition – slope, orientation, views?
- Existing site condition – drainage?
- Existing site condition – constraints
- Existing site condition – opportunities?
- Logical proposed access(es)?
- Fire or other hazards present?

1. Is the proposed development compatible with adjacent surrounding land uses?

YES

NO

Does the traffic generated negatively affect the surrounding area?

Are higher traffic volumes generated through lower volume areas?



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- Are smoke, dust, and noxious orders kept to a minimum?
- Is the height compatible with surrounding land uses, and is adequate open space buffer provided?
- Are unsightly areas adequately screened or upgraded?
- Is the size of the structure appropriate for the area?
- Does the development block sunlight to the surrounding properties?
- Does the proposed use lower surrounding property values?
- Is a danger or nuisance created by the proposed use?
- Are the existing aesthetic or historic values adversely affected?
- Are incompatible land uses sufficiently buffered or altered?

2. Landscaping

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is an adequate landscape plan available? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the landscape plan serve the purpose intended? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the landscape plan use native or well adapted plants? |

3. Fire Protection

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Are fire hydrants a maximum of 1,000 feet apart? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there adequate water pressure for fire fighting? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there safe fire engine access to all structures? |

4. Public Costs

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Does the development place a hardship on the Town? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the development cause a hardship to the fire or sheriff's department? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the development help diversify the employment base? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the development help expand tourism? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the development an economic benefit to the town? |

5. Street Design/ROW/Parking/Sidewalks



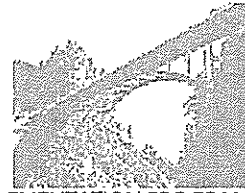
- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the street design direct and logical? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is through traffic discouraged on local streets? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do residential areas on arterials and major collectors have alternative road access and screening? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the street layout sensitive to site topography? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are cul-de-sac lengths and widths safe for fire and police protection? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the maximum grade for arterials 6% and 7% for other streets unless a special design in difficult areas warrants steeper grades? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there adequate site distances for horizontal and vertical curves? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there a limited number of curb cuts along arterials and collectors? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are solutions proposed for traffic problems areas created by increased traffic? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are alleys or services roads provided? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are adequate ROW and utility easements provided? |

5. Developer's responsibility

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Will the developer incur the cost of road extensions? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the developer contribute to upgrading roads to handle the increase in traffic generated by new development? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the developer contribute to a Capital Improvement Program as part of a Subdivision Improvement Agreement? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is a Traffic Impact Analysis included with the development proposal? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are cul-de-sac lengths and widths safe for fire and |

6. Grading and Maintenance

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is there an adequate grading plan that minimizes cut and fill? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are cut and fill slopes over 5% stabilized and revegetated? |



7. Parking

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is adequate off-street parking available? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are off-street parking lots screened from surrounding residential land uses? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are trails and pedestrian paths provided? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do trails and pedestrian paths connect to a town system or regional recreation trail? |

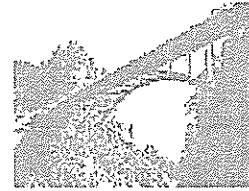
8. Open Space

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the appropriate quantity of land or cash-in-lieu provided? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the dedicated land in easily accessible, contiguous parcels? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the dedicated land suitable for active and passive recreation? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is a maintenance guarantee available to insure the land does not become a burden to the town? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the dedicated land well-integrated into a town park plan? |

9. Environmental Concerns

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the floodway preserved from any disturbance? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is development in the 100-year floodplain minimized? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does such development include only non-residential or non-structural type uses? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have slopes of 30% or more been preserved? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is an adequate soil engineering report available? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is adequate engineering available to ensure stable building foundations? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is proper drainage available throughout the site? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have natural features, such as tree stands and drainage swales, been preserved? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are areas of exposed soil stabilized and revegetated? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the projected use of water reduce the current capabilities? |

10. Utilities and Services



YES	NO	
_____	_____	Is dependable water service available for the development?
_____	_____	Is the development a logical extension of services?
_____	_____	Is there developer financing for water line extensions?
_____	_____	Is there adequate water line design?
_____	_____	Is wastewater treatment capacity available?
_____	_____	Is the development a logical extension of services?
_____	_____	Is there developer financing for sewer line extensions?
_____	_____	Is there adequate water and sewer line design?
_____	_____	Is the cost for expanded sewer facilities caused by the proposed development, shared by the developer?

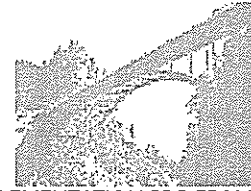
11. Drainage

YES	NO	
_____	_____	Are adequate drainage easements provided?
_____	_____	Does the drainage plan prevent drainage problems and a danger of flooding to structures?
_____	_____	Is an adequate storm drainage and flood report available?

Checklist for Site Plan Review

The following checklist provides a basic record of the project to be evaluated and specific requirements and performance standards to be met or considered.

- _____ Application Fee
- _____ Application Form
- _____ Letter of Intent
- _____ A notarized letter permitting a representative to process the application
- _____ Prints of Existing Plat/Plans (If Applicable)
- _____ Updated Title Commitment
- _____ Sheet 1
 - Vicinity Map (Can be combined with Sheet 2)
 - North Arrow
 - Scale
 - Title Block at top center of sheet including: Application Type, Name of Application, and Legal Description



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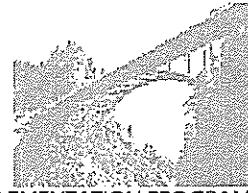
- Sheet number block at bottom right corner (On all sheets)
- Standard Notes (Applicable on Final Plats)
- Additional Notes (Applicable on Final Plats)
- Certificate of Taxes Paid (Applicable on Final Plats)
- Clerk and Recorders Certificate (Applicable on Final Plats)
- Town Certificate (Applicable on Final Plats)
- Surveyors Certificate (Applicable on Final Plats)
- Certificate of Dedication and Ownership (Applicable on Final Plats)

Sheet 2

- Scale of Site Plan
- North Arrow
- Property Line Dimensions
- Adjacent Streets Indicated
- Building Location of proposed and Existing Structures
- Lot Area
- Lot Width and Length
- Lot coverage (%)
- Setbacks (front, back, side)
- Footprints of Existing Structures on Adjacent Properties
- Driveway Width Dimensions of Existing and Proposed Curb Cuts and Parking Spaces
- Topographic lines proposed and existing
- Locate Easements
- Locate Utilities
- Locate Snow Storage

Sheet 3

- Scale of site plan
- North Arrow
- Existing vegetation and proposed landscaping
- The drawing shall identify all existing deciduous trees of six inches (6") in caliper or greater and coniferous trees 6 feet (6') in height or greater and identify which trees will be preserved and which will be removed or relocated.
- Schedule, number and location of landscape materials with Latin and common names of plants compatible with local conditions
- Erosion Control plan shown and written



- Note on plan of Maintenance Program and landscape guarantee

____ Sheet 4

- Building elevations of all four sides
- Indicate height of building
- Schedule of materials
- Color of materials

____ Sheet 5

- Scale of floor plans
- Show floor plans for each floor

Checklist for Non-Residential Plan Review (Please see Site Plan Review Criteria)

- ____ Total site area in square footage
- ____ Number of buildings on site and total square footage for each and percentage of site covered
- ____ Number of stories for each building
- ____ Dimension of all buildings
- ____ Height of all buildings
- ____ Materials of buildings
- ____ Parking spaces
- ____ Landscaping

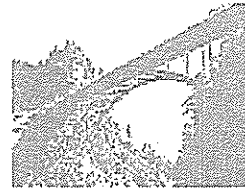
Checklist for Multifamily Plan Review (Please see Site Plan Review Criteria)

- ____ Total site area in square footage
- ____ Total number of buildings and units proposed
- ____ Square footage of each building
- ____ Square footage of each unit and number of bedrooms
- ____ Location and number of parking spaces
- ____ Quantity, type, total area, percentage of total site and location

7.2.8 Historic Preservation/Architectural Review Guidelines

The historical review should be guided by a set of general goals which define the major concerns and objectives of its review process. Recommended goals are:

- To protect the historic and architectural qualities of Red Cliff building stock;



- To promote development and building consistent with the policies of the Master Plan;
- To promote a consistent standard in architectural design and the construction of aesthetically pleasing structures;
- To improve the general quality of the environment and promote conservation of natural and manmade resources of the town;
- To encourage land uses which are orderly, functionally efficient, healthy, convenient to the public, and aesthetically pleasing;
- To encourage development of safe and attractive residential areas that are compatible within and outside the historic downtown in a variety of housing styles;
- To encourage the construction of safe, convenient and attractive commercial facilities and residences;
- To promote neighborhood integrity by congruity in architecture and cohesiveness in style;
- To promote visual relief throughout the community by preservation of mountain vistas, creation of open space and variation of styles of architecture, unique location or singular physical characteristics.

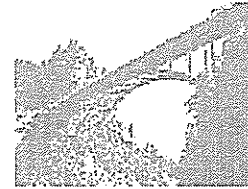
7.2.9 Standard Techniques for Financing

Standard and alternative techniques for financing are necessary considering the Town's current financial status. The town's capital is essential to employ techniques that suit the particular economic and social circumstances. The following techniques provide information on current trends in financing infrastructure and also illustrates the range of alternatives that can be employed. The outline below identifies various alternatives available to Red Cliff for construction improvements.

The goal should be to provide needed public facilities while minimizing adverse effects on the public at large, homebuyers and tenants, and developers. This requires an equitable balancing of costs and benefits, and recognition that investment in infrastructure is an investment in the economy and well-being of the entire community.

A study funded by the Urban Land Institute titled, Financing Infrastructure to Support Community Growth, discusses 13 communities that have responded to needs for improving their infrastructure. The following alternatives promote development fees as the primary mechanisms of financing.

In May of 2005, the Red Cliff Board of Trustees introduced and approved an ordinance to increase their development fee schedule 12.04.050 Fees.



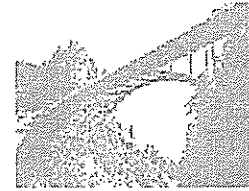
Schedule of required fees to levy fees and offset development costs to the town. The Board of Trustees reviewed and discussed existing Community Development Fees, Rates, and Charges comparing them with other municipalities. They looked at three main types of administrative costs and revenue generating activities the town has historically included as costs and expenses.

- Department Administration
- Special Planning Projects
- Development Applications

The Board compared the present fees to other municipalities and determined that new planning fees be based on the following calculations:

1. Time spent by the Town Planner on current development cases.
 - Average was 90% of current planning
 - Converted into 90% of the salary that needed to be covered by the application fees
2. Estimate overhead cost per person, such as debt of building, supplies, administrative cost.
3. The salary and overhead are added together for the total amount of cost attributed to processing cases and the application fees to cover.
4. Reviewed the cases processed over the previous six months including PUD cases, zoning cases, subdivision cases, conditional uses, and design review cases and the majority of cases that require more work than the administrative cases.
5. It was determined to charge planning fees based on number of pages in a submittal rather than on an acre cost.
6. *To accurately account for a revised fee schedule would be to total up all the number of pages in each of the cases that were submitted in one year rather than six months, then divide the total page number into the cost that is needed to recover to arrive at what is needed to charge per page. Currently, there is no requirement for applicants to submit planning documents in 24X36 inch format so determining the amount to charge per page cannot be calculated.*
7. The best-case scenario is to consider the current planning load and the amount of time in processing the cases, the best estimate was in integrating items 1 through 4 and developing a workable and fair planning fee schedule that would be more contemporary and competitive with other municipalities.

The Board of Trustees included standard processing fees along with specific processing fees such as Building Permits, Zoning and Subdivision Applications, Annexation and other special processes. The recent Citizens



survey, Appendix C, determined that service expectations from the Town by the residents were acceptable but could be improved. The Board of Trustees realized that a level of service for applicants and citizens would have to be improved if fees were to be increased including recommendations to increase water tap fees, water rates, sales tax, use tax, and building permit fee.

The Board of Trustees outlined the following costs to the Town in calculating staff time, material, and overhead expenses.

- A. Calculating the development process time
 - Presubmittal
 - Application processing, distribution and review
 - Referral to interested parties
 - Meetings with applicant and others
 - Report preparation
 - Public Hearings
 - Application closeout
- B. Calculating the processing costs and fees
 - Estimate the staff and soft costs
 - Include salaries, benefits, and overhead expenses
 - Include direct and indirect labor
 - Planners
 - Legal
 - Administration, i.e., Town Manager, Town Clerk, Admin. Asst.
 - Include indirect costs: programs that are necessary to support the operation
 - Maintenance of the zoning and subdivision codes
 - Community Plan
 - Three-Mile Annexation Plan
 - Parks and Recreation Plan
 - Other studies
- C. Converting the costs to applications
 - Per Sheet
 - Per supporting document
 - Traffic impact report
 - Drainage study
 - Soils report
 - Geologic Hazards report
 - Assign Costs for additional reviews
- D. Administrating the process
 - Base Fee
 - Time and Materials
 - Calculating costs and revenues