

**BOARD OF TRUSTEES  
TOWN OF WESTCLIFFE  
TUESDAY, AUGUST 20<sup>TH</sup> 2024  
PATTERSON HALL – 1000 MAIN  
WORKSHOP  
4:00 P.M.  
Zoom  
Meeting ID: 845 1324 2671  
Passcode: 936098  
By Phone: 719-359-4580**

**Order of Business:**

- a. Discussion on the MHN Land Use Strategies for the DOLA More Housing Now Grant.

Adjourn

**Energy and Mineral Impact Advisory Fund**  
**More Housing Now Best Practices**

Applicant: Town of Westcliffe  
Project Name: Affordable Housing in Westcliffe  
Applicant Contact: Caleb Patterson-Town Manager  
Date: 6/24/2024

**For More Housing Now projects only.**

**Land Use Strategies**

Please select all of the land use strategies your jurisdiction has adopted from the following (even if they all don't impact this particular project). Land use strategies list included in [HB21-1271](#).

- Use of vacant publicly-owned property for affordable housing development
- Subsidize/reduce local government fees
- Expedited development review for affordable housing up to 120% area median income (AMI)
- Expedited development review for acquiring or repurposing underutilized commercial property
- Density bonus program for housing needs
- Promote sub metering utility charges for affordable housing
- Dedicated funding source to subsidize affordable housing infrastructure costs and fees
- Middle multifamily (duplex, triplex, other) use by right in single family residential zoning districts
- Affordable housing as a use by right in residential zoning districts
- Accessory dwelling unit (ADU) use by right in single family zoning districts
- Allow planned unit developments (PUDs) with integrated affordable housing units
- Allow small square footage residential unit sizes

- Reduce minimum parking requirements for new affordable housing
- Land donation/acquisition/banking program
- Inclusionary zoning ordinance (House Bill 21-1117)
- Other novel, innovative, creative approaches - General
- Other novel, innovative, creative approaches - Housing Authorities
- None

Comments:

### Land Use Best Practices

Please select all of the best practices your jurisdiction has adopted from the following (even if they all don't impact this particular project). Land use best practices list created through [HB22-1304](#).

- Establish higher minimum density mixed use development (by-right) in downtown areas, workforce centers, and around multimodal transportation nodes (or other walkable areas).
- Rural counties - Establish higher densities in areas close to jobs and services that are served by public water and sewer. In areas served by well and/or septic systems, reduce allowed densities.
- Reduce or eliminate minimum lot size requirements to increase options for affordable housing development.
- Rural counties - Increase minimum lot size in prime agricultural lands, critical habitat corridors or spaces, and hazard areas in counties to avoid and mitigate impacts from development (e.g. 70 or 120 acres).
- Rural counties - Affordable housing subsidies and/or incentives - Create subsidy and/or incentive tools to support affordable housing development (served by public water and sewer) near jobs and services (e.g., fee waivers or reductions, funding source to buy down costs, use of vacant publicly owned land, reduced parking, etc.).
- Alternative building options - Remove barriers and/or update zoning to permit alternative housing options, including but not limited to, modular, manufactured, and prefabricated homes.
- Update annexation policies to require or incentivize mixed use development that includes affordable housing and ensures connectivity with roads, transit, trails, parks and schools.

- Rural counties - Use intergovernmental agreements (IGAs) with municipalities that designate tiers/growth areas where urban and suburban-level growth will be built only if annexed by the municipality and low level density will occur only in the unincorporated county. These IGAs may require development in areas of municipal interest (i.e., likely to be annexed in the future) to develop to the municipality's infrastructure standards in order to reduce future costs.
- Establish urban growth area/boundary agreements between neighboring municipalities and/or counties to coordinate future development by directing development toward existing communities. Jurisdictions determine together where it is cost effective to grow, guiding growth where most needed (e.g., infill areas) and away from areas where it can create problems (e.g., high hazard areas, wildlife habitat, prime agricultural land).
- Rural counties - Use Transfer of Development Rights (TDRs) and Purchase of Development Rights (PDRs) to incentivize housing development in municipalities while allowing some cost recapture/return on investment for agricultural or other large lot landowners.
- Require Planned Unit Developments (PUDs) to include and/or increase the percentage of integrated affordable housing units.
- Designate an infill incentive district(s) that allow a mix of uses and prioritize inclusion of affordable housing units in infill locations, including the possible use of property tax abatement, development fee reductions, or other incentives.
- Rural counties - Establish flexible, by-right, mixed-use zone districts adjacent to towns and in town influence/growth areas to accommodate large developments that are in accord with town and/or county comprehensive plans.
- Rural counties - Require cluster subdivisions at a community's edge to transition to rural areas. Require conservation subdivisions in rural areas (residential subdivision that devotes at least half of its potentially buildable land area to undivided, permanently protected open space).
- Create parking maximums, principally focused near active transportation nodes and areas in, or adjacent to, job centers and services.
- Adopt pedestrian and multi-modal road standards that allow for minimum width roads/streets to reduce construction and maintenance costs, increasing connectivity, multi-modality and walkability (e.g., complete streets, Americans with Disabilities Act (ADA) access, bike lanes, sidewalks, etc.).
- Adopt water conservation standards, such as permitting recycled water irrigation systems or providing stormwater management credits to protect agricultural land and greenspaces.
- Codify water rate structures with cost percentage reductions for affordable and denser housing.
- Adopt energy efficient building codes and design standards that substantially exceed the standards required by HB 22-1362 to ensure lower household utility costs long term.

Restrict development in high risk, hazard, and environmentally sensitive areas (e.g., floodplains, wildfire, protected wildlife habitat areas, etc.), using overlays and other tools that require mitigation measures.

None

Comments:

**TOWN OF WESTCLIFFE**

**RESOLUTION # 8-2024**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WESTCLIFFE, COLORADO AMENDING THE TOWN OF WESTCLIFFE FEE SCHEDULE.**

**WHEREAS**, the Town has previously adopted the Town of Westcliffe Fee schedule; and

**WHEREAS**, the Town finds that amending the Town of Westcliffe Fee Schedule to waive permit fees and plan check fees for affordable housing under 120% AMI, and that are deed restricted, is in the best interests and necessary to provide affordable homes

**NOW THEREFORE, BE IT RESOLVED THAT:**

1. Amendment to the Town of Westcliffe fee schedule shall be read under "notes":
  - e) Housing units that are under 120% AMI, and are deed restricted may have all or a portion of the fee waived, including the plan check fee

**ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.**

TOWN OF WESTCLIFFE

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Paul Wenke, Mayor

ATTEST:

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Kathy Reis, CMC, Town Clerk

# TOWN OF WESTCLIFFE

1000 Main Street, Westcliffe, CO 81252  
719-783-2282 Town Clerk, Deputy Clerk and Building and Zoning Official

## FEE SCHEDULE

<b>Business Type Licenses</b>	
Business License Issuance	\$40.00
Business License Renewal	\$25.00
Business License Annual Renewal Late Fee	\$25.00
<b>Short Term - 1</b>	
Non-refundable New License Fee	\$150.00
Annual Non-refundable Permit	\$75.00
<b>Short Term 2 and 3</b>	
Non-refundable New License Fee	\$300.00
Annual Non-refundable Permit	\$150.00
<b>Liquor License</b>	
New License Fees set by the Department of Revenue on the state application	
Liquor License Renewal Fees for the Town of Westcliffe	\$50.00
Special Event Liquor Permit (per day)	\$35.00
Annual Art Gallery Fee	\$50.00
<b>Park Use</b>	
Memorial Park, Hermit Park, Jess Price Memorial Park and Summit Park (per day)	\$25.00
Refundable deposit	\$100.00
The Bluff (per day)	\$300.00
Refundable deposit	\$300.00

### BUILDING AND ZONING PERMIT FEE SCHEDULE

THE TOTAL PERMIT FEES ARE TO BE DETERMINED BY THE BUILDING OFFICIAL

TOTAL VALUATION	FEE
\$1.00 up to & including \$500.00	\$100.00
\$500.01 to \$2,000.00 – for the first \$500.01	\$100.00
For each \$100 valuation or fraction thereof up to and including \$2,000.00	\$4.00
\$2,000.01 to \$25,000.00- for the first \$2,000.01	\$200.00
For each \$1,000.00 valuation or fraction thereof up to and including \$25,000.00	\$15.00
\$25,000.01 to \$50,000.00 – for the first \$25,000.01	\$1,000.00
For each \$1,000.00 valuation or fraction thereof up to and including \$50,000.00	\$11.00
\$50,000.01 to \$100,000.00 – for the first \$50,000.01	\$1,500.00
For each \$1,000 valuation or fraction thereof up to and including \$100,000.00	\$7.00
\$100,000.01 to \$500,000.00 – for the first \$100,000.00	\$2,500.00
For each \$1,000 valuation or fraction thereof up to and including \$500,000.00	\$6.00
\$500,000.01 to \$1,000,000.00 – for the first \$500,000.01	\$7,500.00
For each \$1,000 valuation or fraction thereof up to and including \$1,000,000.00	\$6.00
\$1,000,000.01 and up	\$12,500.00
For each additional \$1,000 valuation or fraction thereof	\$4.00

<b>IF A JOB IS STARTED BEFORE A PERMIT IS OBTAINED THE FEE WILL DOUBLE</b>	
<b>ADMINISTRATION FEE SCHEDULE</b>	
Mechanical Inspections – New Replacement – Repairs- Fee set off cost of job – Contact B&Z office	
Building and Zoning hourly fee	\$50.00
Public Works Superintendent hourly fee	\$100.00
After hours inspection hourly fee	\$200.00
Holiday inspection hourly fee	\$200.00
RE-Inspection hourly fee (contractor requested inspection and was not ready)	\$50.00
Administrative Fee ½ hour minimum	\$50.00
Attorney Fees/Professional Fees at current rate	
<b>PLAN REVIEW FEES – Due at the time of submittal of application</b>	
Residential New Construction 50% of permit fee	
Commercial Plan Review – done by the International Code Council – 65% of permit fee	
Additions/Remodels	\$200.00
Sketch Plan (review)	\$400.00
Preliminary Plan (review & recommendations)	\$400.00
Final Plan/Plat (review & approval) + recording fees	\$250.00
Review by Board of Adjustment	\$100.00
Attorney Fees/Professional Fees at current rate	
<b>ALL OTHER APPLICABLE FEES</b>	
Special Use Permit	\$350.00
Special Use Annual Renewal	\$100.00
Amendment to Map (Re-zoning)	\$600.00
PUD/Subdivision (application) plus professional and recording fees	\$550.00
Vacation of Public Right-of-Way + recording fees	\$550.00
Annexation + \$50.00 per parcel	\$450.00
Minor Subdivision (4 lots or less)	\$450.00
Subdivision exemption	\$300.00
Variance + Building and Zoning administration fees	\$300.00
Lot Line Adjustment + Building and Zoning administration fees	\$300.00
Fence 6' and under + Building and Zoning administration fees	\$100.00
Fence 6' and over - cost of project + Building and Zoning administration fees	\$500.00
Sign Permit (per sign)	\$25.00
Demo Permit – Residential - + Building and Zoning administration fees	\$300.00
Demo Permit – Commercial - + Building and Zoning administration fees	\$500.00
Demo Permit – Accessory Building - + Building and Zoning administration fees	\$100.00
<b>Excavation Permit</b>	
Service Cuts – each cut (Lateral Cut construction site)	\$200.00
Mains (In Right-of-Ways) \$200.00 first cut then \$0.50 per foot thereafter	
Test Holes (Any holes and core sample exceeding 36" in depth) each hole	\$100.00
Perpendicular Cuts – each cut	\$200.00
Street and Road Construction total cost of project to Westcliffe Specifications	
Driveway	\$100.00



<b>Miscellaneous Fees</b>	
Recreational Vehicle Temporary Permit	\$100.00

<b>MINING FEES</b>	
Mining Special Use Yearly Review	\$2,000.00
Mining Application Fee	\$2,000.00
Mining Application Modification Fee	\$750.00

Notes:

- a) Any application may incur the cost of one or more of the above listed items.
- b) All applications shall bear the cost of preparing, mailing and posting notices.
- c) All additional costs incurred on behalf of the petitioners shall be paid prior to final approval.
- d) All or a portion of the fee and additional amounts may be waived or discounted for non-profits and governmental agencies.
- e) **Housing units that are under 120% AMI, and are deed restricted may have all or a portion of the fee waived, including the plan check fee**

# Eligible Projects

- Infrastructure projects that support affordable and attainable housing goals
  - Publicly-owned infrastructure and streetscape improvements: water, sewer, stormwater, publicly owned utility infrastructure, sidewalks, and streetscape or placemaking improvements, including high efficiency street lights, accessibility improvements, public electric vehicle (EV) charging stations, and bike or other multimodal improvements associated with an affordable housing project
  - Preliminary planning and analysis for affordable/attainable housing (public/nonprofit) technical assistance projects in rural communities (defined as a county with a population of less than 50,000 or a municipality with a population of less than 25,000)
  - Municipalities and counties that have adopted impactful land use strategies designed to make it easier to develop affordable housing will be more competitive for infrastructure funds (adoption of at least one strategy is required) (see strategies listed in the [12Z1 program strategies](#) and the [Strong Communities best practices](#))
  - Projects with plans for more affordable units, onsite day care, and/or renewable energy-net zero will be more competitive for infrastructure funding.
  - The most competitive infrastructure projects will be able to demonstrate the necessary planning/design and financial feasibility has been completed.
  - [Strategic growth](#)  infrastructure projects are more competitive. If the project includes facility upgrades or construction, more competitive projects will have a direct housing component, meet the 2021 International Energy Conservation Code (IECC) and International Existing Building Code (IEBC) (as applicable), include renewable energy sources (as applicable), bringing buildings up to code (electrical, plumbing, fire suppression, insulation, etc.).
  - **Ineligible:** housing (vertical) construction or privately-owned infrastructure
- Planning projects eligible for funding include:
  - Land use strategy analysis and adoption
  - Housing needs assessments and similar studies and plans are eligible but only if paired with land use strategy adoption.
  - Land use strategy adoption is not required if the housing needs assessment, study, or plan is regional in nature and designed to inform impactful regional and local strategies.
  - Preliminary planning and analysis for affordable or attainable housing technical assistance projects (public/nonprofit) in rural communities (defined generally as a county with a population of less than 50,000 or a municipality with a population of less than 25,000)

## **Colorado Department of Local Affairs Website Links**

<https://dlg.colorado.gov/innovative-affordable-housing-strategies>

<https://dlg.colorado.gov/land-use-best-practices>