

Board of County Commissioners Meeting

Tuesday, March 22, 2016

Hearing Room 1, First Floor

AGENDA

The Tuesday meeting of the Board of County Commissioners (The Board) is an open meeting in which the Board approves contracts, expends funds, hears testimony, makes decisions on land use cases and takes care of other county matters. The public is welcome to attend.

The Board meeting has three parts: Public Comment, the Business Meeting and the Public Hearing.

General Procedures

Agenda items will normally be considered in the order they appear on this agenda. However, the Board may alter the agenda, take breaks during the meeting, work through the noon hour; and even continue an item to a future meeting date.

Public Comment (8:00 a.m.)

The Board welcomes your comments; During the public comment time, members of the public have three minutes to present views on county matters that are not included on the Hearing Agenda. The public comment time is not for questions and answers: it is your time to express your views.

Please note that you are always welcome to communicate with the Board on the county's Web site (www.jeffco.us), by e-mail (commish@jeffco.us), by phone (303-271-8525), fax (303-271-8941) or US mail (100 Jefferson County Parkway, Golden, CO 80419). You can also meet your Commissioners at numerous community events such as town hall meetings, homeowner associations and chamber meetings.

Business Meeting

Call to Order

Pledge of Allegiance

Approval of Minutes Dated March 15, 2016

Tuesday, March 22, 2016 (continued)

Consent Agenda

CONSENT AGENDA PROCEDURES - Items on the Business Meeting Consent Agenda generally are decided by the Board without further discussion at the meeting. However, any Board member may remove an item from the Business Meeting Consent Agenda. The Board is not required to take public comment on removed items, but may request additional information and input.

1. **Resolution CC16-108** Expenditure Approval Listings - Accounting
2. **Resolution CC16-109** Abatement/Refund of Property Taxes – Board of Equalization
3. **Resolution CC16-110** Appointments to the Jefferson County Planning Commission - Board of County Commissioners
4. **Resolution CC16-111** Public Trustee Quarterly Report Dated March 7, 2016 for 4th Quarter of 2015 - Public Trustee
5. **Resolution CC16-112** Purchase Order - Oracle America, Inc. for Oracle JD Edwards to Renew Annual Maintenance Support (\$155,320.22) - IT Services
6. **Resolution CC16-113** Intergovernmental Funding Agreement Amendment No. 1 - Colorado Department of Transportation FASTER Construction Grant for South Wadsworth Blvd./Waterton Rd. Intersection - Construction Phase - Transportation and Engineering
7. **Resolution CC16-114** Amendment to Intergovernmental Agreement - Colorado Department of Transportation Relating to the CM/AQ Funds for DRCOG Traffic Signal System Improvement Program - Transportation and Engineering
8. **Resolution CC16-115** Ratification of Grant Application and Acceptance - Colorado Department of Transportation, Division of Aeronautics for an Airport Operations Internship Grant for 2016 - Airport
9. **Resolution CC16-116** Policy Manual Part 5, Chapter 1, Section 3 Regarding Driving on County Business - County Manager

Other Contracts and Resolutions for which Notice was not possible may be considered.

Tuesday, March 22, 2016 (continued)

Regular Agenda - No Agenda Items

Public Hearing

There are two parts to the Public Hearing Agenda: the Hearing Consent Agenda and the Regular Hearing Agenda.

Items are listed on the Hearing Consent Agenda because no testimony is expected. In the event a Commissioner or any member of the public wishes to testify regarding an item on the Consent Agenda, the item will be removed and considered with the Regular Hearing Agenda.

Unless otherwise stated by the Chair, a motion to approve the Hearing Consent Agenda shall include and be subject to staff's findings, recommendations, and conditions as listed in the applicable Staff Report.

Hearing Consent Agenda

- 10. **Resolution:** **CC16-107**
Case Number: **15-105358VA: Vacation**
Owner: Jefferson County
Applicant: Robert L. Koch Living Trust dated December 6, 2013 and Erin N. Koch Living Trust dated December 6, 2013
Location: Right-of-Way adjoining 899 Coneflower Drive Section 18, Township 4 South, Range 70 West
Approximate Area: 0.012 Acre
Purpose: **To vacate a portion of Coneflower Drive.**
Case Manager: Ross Klopff

The public is entitled to testify on items under the Public Hearing Regular Agenda. Information on participation in hearings is provided in the County's brochure, *"Your Guide to Board of County Commissioners Hearings."* It may be obtained on the rack outside the hearing room or from the County Public Information Office at 303-271-8512.

Hearing Regular Agenda

- 11. **Resolution CC16-117** Cable TV License Agreement - Comcast of Colorado IX, LLC, Comcast of Colorado XII, Inc., and Comcast of California/Colorado/Illinois/Indiana/Michigan, LP - County Attorney

Tuesday, March 22, 2016 (continued)

Reports

County Commissioners

County Manager

County Attorney

Adjournment

Jefferson County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or sexual orientation in the provision of services. Disabled persons requiring reasonable accommodation to attend or participate in a County service, program or activity should call 303-271-5000 or TDD 303-271-8071. We appreciate a minimum of 24 hours advance notice so arrangements can be made to provide the requested auxiliary aid.

Board of County Commissioners meetings can be viewed on a television monitor in the cafeteria on the lower level of the Jefferson County Administration and Courts Facility. Also, you may use the cafeteria tables there to work or gather until the Board is ready to hear your case. Board meetings and hearings are recorded and available on the county's Web site at www.jeffco.us.

COMMISSIONERS' MINUTES OF MARCH 15, 2016

The Board of County Commissioners of the County of Jefferson, State of Colorado, met in regular session on March 15, 2016 in the Jefferson County Government Center, Golden, Colorado. Commissioner Libby Szabo, Chairman presided. Commissioner Donald Rosier, Commissioner Casey Tighe and Debbie Quinn, Deputy Clerk to the Board, were present.

Commissioner Libby Szabo, Chairman called the meeting to order.

STAFF PRESENT:

Ralph Schell, County Manager
Ellen Wakeman, County Attorney

APPROVAL OF MINUTES

Following a general discussion, the Board upon motion of Commissioner Rosier, duly seconded by Commissioner Tighe and by unanimous vote, approved the Minutes of March 8, 2016.

CONSENT AGENDA

The Board approved the following Resolutions:

1. **Resolution CC16-090** Expenditure Approval Listings - Accounting
2. **Resolution CC16-091** Bi-Weekly Payroll Register - Accounting
3. **Resolution CC16-092** Abatement/Refund of Property Taxes – Board of Equalization
4. **Resolution CC16-093** Abatement/Refund of Property Taxes - Board of Equalization
6. **Resolution CC16-095** Abatement/Refund of Property Taxes - Board of Equalization
7. **Resolution CC16-096** Abatement/Refund of Property Taxes - Board of Equalization
8. **Resolution CC16-097** Appointment to the Jefferson County Board of Health - Board of County Commissioners

9. **Resolution CC16-098** Appointment to the Jefferson County Board of Review - Board of County Commissioners

10. **Resolution CC16-099** Appointments to the Jefferson County Citizen Review Panel - Board of County Commissioners

11. **Resolution CC16-100** Appointment to the Developmental Disabilities Resource Center Board - Board of County Commissioners

12. **Resolution CC16-101** Appointments to the Jefferson County Library Board - Board of County Commissioners

13. **Resolution CC16-102** Appointment to the Metropolitan Football Stadium District Board - Board of County Commissioners

14. **Resolution CC16-103** Appointments to the Jefferson County Planning Commission - Board of County Commissioners

15. **Resolution CC16-104** Appointment to the Scientific and Cultural Facilities District Board - Board of County Commissioners

16. **Resolution CC16-105** Memorandum of Understanding – US Forest Service, US Bureau of Land Management, Colorado Parks and Wildlife, Douglas, El Paso, Park and Teller Counties, Denver Water Board and Colorado Springs Utilities Regarding Southern Shooting Partnership - Open Space

17. **Resolution CC16-106** Douglas Mountain - Deloris R. Wright Trust JCOS15-09 - Open Space

5. **Resolution CC16-094** Abatement/Refund of Property Taxes - Board of Equalization (Commissioner Rosier abstained)

REGULAR AGENDA – No Agenda Items

PUBLIC HEARING CONSENT AGENDA

No one requested to testify in the following case:

18. Resolution: CC16-084

Case Number: 15-128334RZ: Rezoning

Case Name: AGF Properties Official Development Plan

Owner/Applicant: AGF Property Management Inc. and AGF Property Management Corporation

Location: 6025, 6035 and 6055 West 55Th Place

Section 13, Township 3 South, Range 69 West

Approximate Area: 0.24 Acre

Purpose: To rezone from Industrial-One (I-1) to a Planned Development(PD) which follows the I-1 standard zone district and allows the outdoor storage of recyclable materials.

Today's Action: To continue the case to April 12, 2016.

Case Manager: Alan Tiefenbach

The Board upon motion of Commissioner Rosier, duly seconded by Commissioner Tighe and by unanimous vote, adopted a resolution approving the item on the consent agenda subject to the adopted conditions of approval.

PUBLIC HEARING REGULAR AGENDA – No Agenda Items

REPORTS

Commissioner Rosier attended the CCI meeting, the 3D Systems Grand Opening , the MorningStar Assisted Living Grand Opening in Wheat Ridge, the JEFFTAAG meeting and the Jeffco/CSU ExtensionTeam Building Farmers Event.

Commissioners' Rosier and Tighe attended the Conifer Chamber of Commerce Annual Awards Ceremony.

Commissioners' Tighe and Szabo attended the Arvada K-8 Community Summit.

Commissioner Szabo attended the CU extension meeting.

All three Commissioners attended the funeral for Clear Creek County Commissioner Tom Hayden, and expressed their condolences to his family.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned.

Attest:

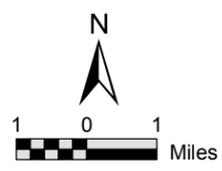
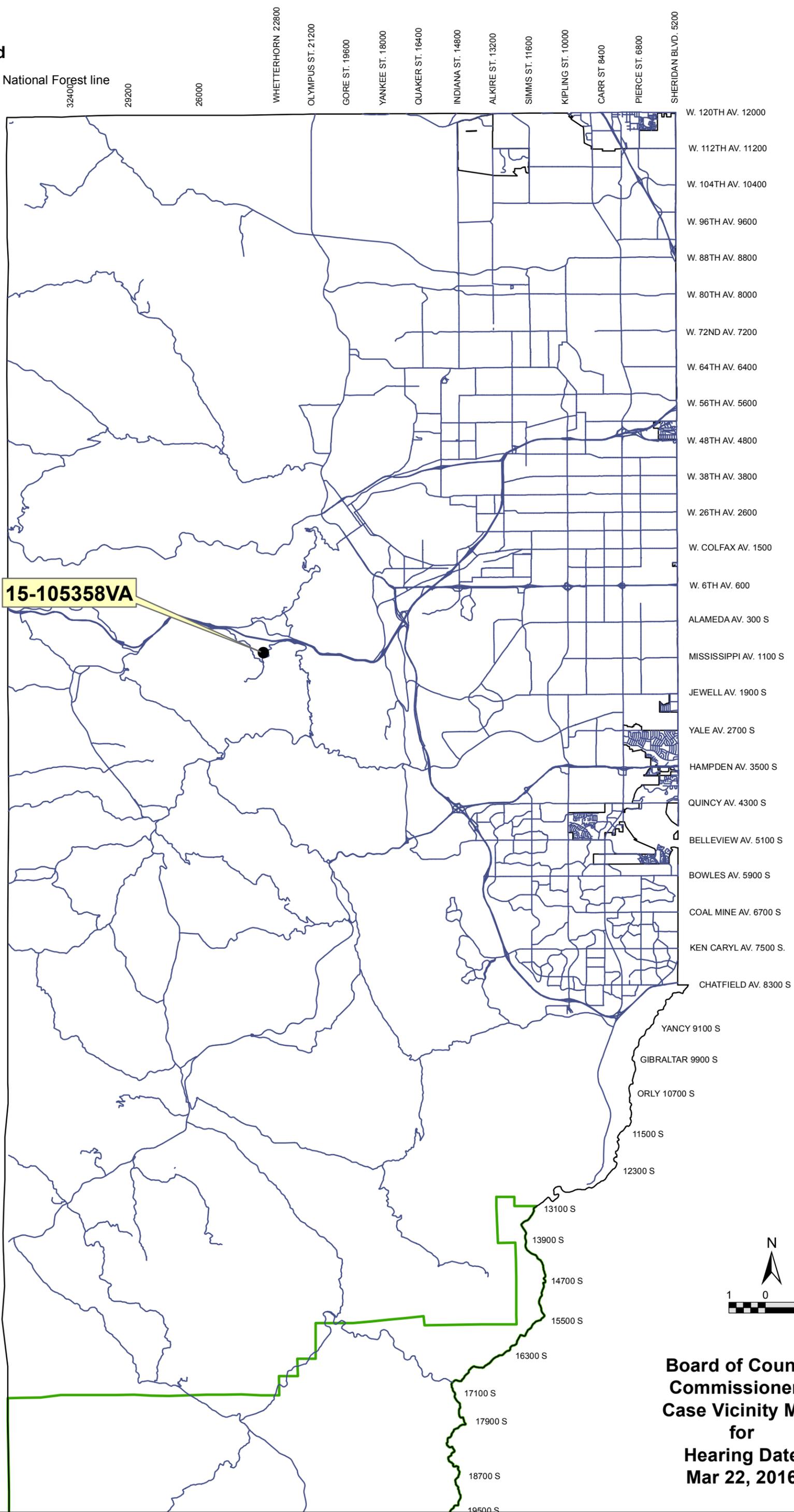
Board of County Commissioners of
the County of Jefferson, Colorado

Debbie Quinn, Deputy Clerk

Libby Szabo, Chairman

Legend

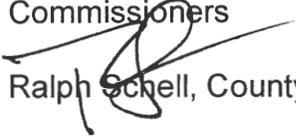
 Pike National Forest line



**Board of County
Commissioners'
Case Vicinity Map
for
Hearing Date
Mar 22, 2016**

MEMORANDUM

TO: Honorable Chairman and Members of the Board of County Commissioners

FROM:  Ralph Schell, County Manager

DIST: Tim Kauffmann, County Treasurer

RE: EXPENDITURE APPROVAL LISTINGS

DATE: March 22, 2016

Staff Recommendation:

Approve the Expenditure Approval Listings dated March 17, 2016 Resolution No.

Background:

CC 16 - 108

The Board of County Commissioners has reviewed all claims presented for Audit and allowance to the Board as represented on said Expenditure Approval Listings and the Board of County Commissioners find that all said claims as represented on said Expenditure Approval Listings shall be allowed, and, hereby, directs the County Treasurer to pay same.

Further, the staff has reviewed all claims and certify that all claims are valid And are in order to be paid.

Prepared by: Kay Aberle, Accounting Supervisor, X8532, Jefferson County Accounting Division

Reviewed by: Deborah Freischlag, Director of Accounting, X8529, Jefferson County Accounting Division

MEMORANDUM

TO: The Board of County Commissioners
FROM: Board of Equalization
CC: Ellen G. Wakeman, County Attorney
RE: Abatement/Refund of Property Taxes

Staff Recommendation:

Resolved, that the Board of County Commissioners approves the findings and recommendations of the Jefferson County Assessor denoted in the corresponding abatement resolution and adopts those findings and recommendations as its final action on this abatement petition.

<u>CASE NO.</u>	<u>PETITIONER</u>	<u>TAXES ABATED/REFUNDED</u>
A15-311*	New Clear Creek LLC	\$0.00

*To amend previous Resolution CC16-073 due to clerical error.

Resolution No. CC 16 - 109

Background:

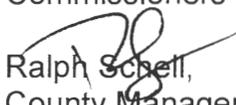
Final Board action on 1 abatement petition, \$0.00 to be refunded. Taxpayer has filed an abatement petition alleging that the property has been overvalued or that the tax levy is illegal. The Assessor recommends denial of this petition for the reasons indicated in the corresponding resolution. The Board is taking action on this abatement petition by accepting or rejecting the Assessor's recommendations. If unsatisfied with this Board's action, a taxpayer may appeal further to the State Board of Assessment Appeals.

Prepared by: Casie Stokes, Assistant County Attorney *CS*
Distribution: Board of Equalization

MEMORANDUM

AGENDA ITEM 3

TO: Honorable Chairman and Members of the Board of County Commissioners

FROM:  Ralph Schell,
County Manager

RE: Appointments to Jefferson County Planning Commission

DATE: March 22, 2016

Staff Recommendation:

Approves the reappointment of Vince Harris a regular member on the Jefferson County Planning Commission to fill the unexpired term of Courtney Ahuja.

Approves the term of this appointment to be effective April 1, 2016 and to expire March 31, 2018, or until reappointed or replaced by the Board of County Commissioners.

Approves the appointments of Adam Schiche and Gail Spencer as associate members on the Jefferson County Planning Commission.

Approves the term of these appointments to be effective April 1, 2016 and to expire March 31, 2017, or until reappointed or replaced by the Board of County Commissioners

Resolution No. **CC 16 - 1 1 0**

Distribution:

Original returned to: Janice Fredricksen

Copies to: John Wolforth, Planning and Zoning

MEMORANDUM

AGENDA ITEM 4

TO: Honorable Chairman and Members of the Board of County Commissioners
FROM: Margaret Chapman, Public Trustee
RE: Approval of Public Trustee Quarterly Report dated 3/7/2016 for the 4th Quarter 2015
DATE: March 7, 2016

Recommendation: That the Board of County Commissioners approves the Public Trustee's Quarterly Report for the 4th Quarter of 2015 and authorizes the Chairman to sign the report.

Resolution No. **CC 16 - 111**

Background: Section 38-37-104(3) of the C.R.S. provides that the Public Trustee quarterly make and file a report with the Board of County Commissioners which contains a full and complete statement under oath of all transactions of the office of the Public Trustee and the Board of County Commissioners is required to approve said report prior to payments of funds in excess of staff salaries and benefits and incidental expenses for conduct of the Public Trustee's office to the County Treasurer. The Treasurer is required to place such funds in a Public Trustee salary fund.

At the expiration of each year, the County Treasurer shall, out of any moneys in the Public Trustee salary fund and not otherwise, pay to the Public Trustee such an amount, if any, as may be still due the public trustee on account of the Public Trustee's salary for that year just expired, such payment to be made only upon the certificate of the board stating the amount of such salary still remaining due and unpaid. The balance of said fund shall thereupon be transferred to the general fund of the County.

Prepared by: Margaret Chapman, Public Trustee

Distribution

Original returned to: Clerk to the Board
Copies to: Margaret Chapman, Public Trustee
 Gay Ummel, Assistant County Attorney

MEMORANDUM

TO: Honorable Chairman and Members of the Board of County Commissioners

FROM: 
Ralph Schell
County Manager

DIST: Glen Houpt, Deborah Freischlag

RE: Purchase Order for Oracle JD Edwards Support
IT Services Division

Staff Recommendation:

Approve an expenditure in the amount of \$155,320.22 to Oracle America, Inc. to renew annual maintenance support for Oracle JD Edwards software.

Resolution No.

CC 16 - 112

Background:

Oracle's JD Edwards software is the enterprise resource planning (ERP) system that is used at the County. Support is purchased on an annual basis and provides software patches, updates and technical support for significant issues to protect against interruption to the technical support we receive for the software and reduce the potential for service outages. The term of this renewal is May 1, 2016 – April 30, 2017.

Oracle America, Inc. is the maintenance provider for JD Edwards software which they acquired from PeopleSoft, Inc. in 2005.

Fiscal Information:

Funds for this purchase are available in the 2016 ITS operating maintenance budget. This is within the budget and scope for this project.

BCC Briefing: Item was briefed on March 8, 2016 by Holly Bjorklund, Director of Finance and IT

Originator: Agenda memo prepared by Terry Dooley, Purchasing, Ext. 8586

Division Contact: Glen Houpt, Ext. 8023

Original returned to: Terry Dooley, Purchasing

Copies to: Marcia Sieben, Purchasing Manager
Holly Bjorklund, Director of Finance and IT
Jim Smith, Director of IT Services

Approvals	Jim Smith, ITS Division Director Marcia Sieben, Purchasing Mgr Holly Bjorklund, FIT Dept Director Ralph Schell, County Manager	Approved: 3/15/16 Approved: 3/15/16 Approved: 3/15/16
Agenda Coordinator Review		 check
Final Signatory	BCC	
Vendor	Oracle America, Inc.	
End User	IT Services	
Type (Contract, PO, etc)	Purchase Order	
Dollar Value	\$155,320.22	
Term	5/1/2016 - 4/30/2017	
Description	Annual support for Oracle JD Edwards software	
Purchasing Agent	Terry Dooley	

MEMORANDUM

AGENDA ITEM 6

TO: Honorable Chairman and Members of the Board of County Commissioners

FROM:  Ralph Schell, County Manager

DIST: Clerk to the Board, Kourtney Hartmann, Brad Bauer, Deborah Freischlag

RE: FASTER Construction Grant (Intergovernmental Funding Agreement Amendment No. 1) from CDOT for South Wadsworth Blvd./Waterton Rd. Intersection – Construction Phase Transportation & Engineering Division

DATE: March 22, 2016

Staff Recommendation: Staff recommends that the Board of County Commissioners approve the Funding Advancements for Surface Transportation and Economic Recovery Act of 2009 (FASTER) Construction Grant (Intergovernmental Funding Agreement Amendment No. 1) with the Colorado Department of Transportation (CDOT) for funding 50% of the preliminary and final engineering design costs, and the construction costs for the South Wadsworth Boulevard and Waterton Road Intersection Improvement Project. The maximum amount that can be reimbursed from CDOT is \$2,050,000.00. The County's authorized representative is Brad Bauer, or other person as may be designated by the Division Director or County Administrator.

Resolution No. CC16 - 113

Background: Growth in Douglas County in the Roxborough and River Canyon subdivisions has increased traffic volumes, necessitating safety and capacity improvements be made to the intersection. In addition, the Sterling Ranch development in Douglas County will soon be adding traffic through the intersection. Waterton Road provides a connection between Rampart Range Road (which leads to U.S. 85) and South Wadsworth Boulevard (S.H. 121) which connects to C-470.

Jefferson County's Transportation & Engineering Division applied to CDOT for FASTER funds to improve the safety at the intersection by constructing a traffic signal. This amendment to the initial funding agreement is for completing the preliminary and final designs, and for the construction related costs for the project.

The project will decrease the existing 7% grade on Wadsworth approaching the intersection to 4%. It will also add a free flow right-turn lane for northbound Waterton Road traffic to northbound Wadsworth. Double left-turn lanes will also be included for southbound Wadsworth to southbound Waterton Road traffic. Waterton Road will need to be widened to accept the traffic from the two left-turn lanes.

The final engineering design is scheduled to be completed in 2016. Right-of-way acquisitions are scheduled to be obtained in 2016 with construction beginning in the fall of 2016 and being completed in early 2017.

BCC Briefing Presented on: March 8, 2016

Fiscal Impact: Jeffco funding for matching the CDOT money for the design phase of this project is from the South Jeffco Impact Fee Fund in the 2016 approved Budget. CDOT will be funding 50% of the associated costs for the project.

Prepared by: Agenda memo prepared by Brad Bauer, Transportation & Engineering Division, Ext. 8465

Original returned to: Brad Bauer, Transportation & Engineering Division

Copies w/o contract to: Jeanie Rossillon, Development and Transportation
Steve Durian, Transportation and Engineering

CONTRACT REVIEW ROUTING FORM (Rev 01/05)

[PROJECT # 6-69-03-3652]



Parties to Contract: Jefferson County and Colorado Department of Transportation (CDOT)

Third Party Authorized Rep: Joy French, Project Manager

Phone: (303) 757-9528 **Fax:** _____ **Third Party Tax I.D.:** _____

Remittance Address: CDOT Region 1; 2000 South Holly Street; Denver, CO 80222

Process Dates: Must be executed by BCC: 3 / 22 / 2016 **Deadline to County Administrator:** 3 / 16 / 2016

Contacts:

Originating Division and Contact: Transportation & Engineering (Brad Bauer) **Phone:** Ext. 8465

Purchasing Contact: N/A **Phone:** _____

County Attorney Contact: Kourtney Hartmann **Phone:** Ext. 8964

MANDATORY ACCOUNT INFORMATION		Total Amount: \$4,100,000 [\$2,050,000 Estimated Payment to Jeffco]	
Account Number: 777006.457345 Road & Street Improvements [Impact Fee Fund – South Area]	Project: Wadsworth/Waterton Intersection Improvements	Funds Available: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Multi-Year Contract: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Amount of Contract Budgeted in Year 2016: \$4,500,000		

ROUTING

O R D E R	Division	Authorized Signatures Name/Initials ⁽²⁾	Date Rec'd	Date Frw'd	Comments
(1)	Originator ⁽³⁾	Brad Bauer <i>BB</i>	3/19/16	3/19/16	Originator reviews proposal/bid and prepares recommendation memo and contract review routing form.
(2)	Division Director	Steve Durian <i>SD</i>	3/21/16	3/21/16	
(3)	Department Director	Jeanie Rossillon <i>JR</i>	3/10/16	3/11/16	
(4)	County Attorney	Kourtney Hartmann <i>KH</i>	3/11/16	3/11/16	E-mail to Clerk to the Board notifying award pending.
(5)	BCC Agenda Coordinator	Janice Fredricksen <i>JF</i>			
(6)	Elected Official				
(7)	Other <u>(3rd Party)</u>				CDOT will sign all 3 originals after Jeffco. Brad Bauer will be responsible for doing this task.
()					
()					

ROUTING INSTRUCTIONS

- (1) Number the left-hand column in the order in which the contract is to be routed.
 - (2) Initials of reviewer indicate that the contract is acceptable and ready for award, from reviewer's perspective.
 - (3) Signature of authorized division contact for contractual questions.
- NOTE:** Forward to Risk Management (Other) only if vendor changes insurance requirements that were set by the county.
- CONTRACT DISTRIBUTION** (Include copy of Contract Review/Routing Form and any other necessary documents)

Original Contract - Clerk to the Board

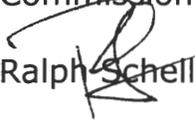
Original Contract - Procurement for transmittal to Contractor (or Originator if contract was not processed competitively).

Contract Copies - County Administrator for publication, Accounting for payment, County Attorney, Originating Division Contact (The Originating Division Contact is responsible for any additional distribution that may be necessary, for example, copies for Construction Management or Facilities)

Review/Routing Form - Original – Procurement, Copies – Risk Management, Accounting

MEMORANDUM

TO: Honorable Chairman and Members of the Board of County Commissioners

FROM:  Ralph Schell, County Manager

RE: Transportation and Engineering – Colorado Department of Transportation – CM/AQ Funds for DRCOG Traffic Signal System Improvement Program Amendment

DATE: March 22, 2016

Staff Recommendation: Approve the Amendment to the Intergovernmental Agreement (IGA) between the County and the Colorado Department of Transportation relating to the CM/AQ Funds for DRCOG Traffic Signal System Improvement Program.

Resolution No. **CC 16 - 114**

Background: The County was successful in securing a regional grant to assist in the upgrade of the County's traffic signal system. The IGA for the grant funding was executed in 2014. As the project progressed, it was determined that more funding was needed for the "Construction Phase" and less funding was needed for the "Miscellaneous Phase" (which includes material orders such as traffic signal controllers). This amendment increases the Construction Phase amount from \$148,500 to \$220,000. The Miscellaneous Phase is reduced from \$251,500 to \$180,000; there is no increase in the overall funding of the project.

BCC Briefing Presented on March 8, 2016 by Steve Durian and Derek Schuler.

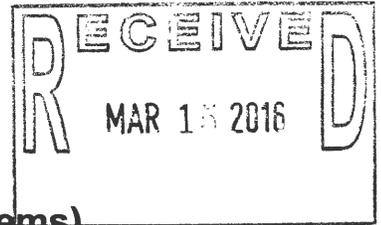
Fiscal Impact: This amendment does not change the total funding available for the project.

Prepared by: Derek Schuler, Transportation & Engineering

Distribution:

Original returned to: Derek Schuler, Transportation & Engineering Division

Copies to: Marcia Sieben, Purchasing, Jeanie Rossillon, Development and Transportation, Steve Durian, Transportation & Engineering, Kourtney Hartmann, County Attorney's Office, and Accounting



BCC HEARING ROUTING FORM (non-purchasing items)

Contacts: Originating Division and Contact: T&E – Derek Schuler Phone: 303-271-8457
 County Attorney Contact: Kourtney Hartmann Phone: 303-271-8964

Item Title: Traffic Signal Upgrade – IGA Amendment #1

BCC Business Consent Agenda, March 22, 2016

ROUTING					
O R D E R	Division	Authorized Signatures	Date Rec'd	Date Frw'd	Comments
		Name/Initials			
()	Originator Derek Schuler	DFS		3-14	
()	Division Director Steve Durian	SPD		3/14/16	
()	Budget				
()	Department Director Jeanie Rossillon	JR		3/15/16	
()	County Attorney Kourtney Hartmann	KKH	3/15/16	3/15/16	
()	Elected Official				
()	BCC Agenda Coordinator	MLC			

M E M O R A N D U M

TO: Honorable Chairman and Members of the Board of County Commissioners

FROM:  Ralph Schell, County Manager

RE: RMMA CDOT – Aeronautics Discretionary Grant Internship Grant for 2016

DATE: March 22, 2016

Staff Recommendation: Staff recommends that the Board of County Commissioners ratifies the application for and approve acceptance of and authorizes the Chairman to sign the 2016 Discretionary Grant from CDOT Division of Aeronautics for an Airport Operations Internship at Rocky Mountain Metropolitan Airport.

Resolution No. **CC 16 - 115**

Background: The State of Colorado, Department of Transportation – Division of Aeronautics is offering a collegiate internship program focused on airport operations and management for the purpose of enhancing the aviation system in the state. The internship will be offered to students who are enrolled in a four-year aviation management or professional pilot degree program at an institution of higher-learning which has an accredited four-year degree program in a management-related degree. Each internship extends for a period of twelve months.

Since the start of this program in 1992, the benefits to the Airport, as well as to the intern, have been numerous. In most cases our intern has become a vital component to our staff and in many cases they have been hired on permanently as positions became available.

BCC Briefing Presented on: March 8, 2016

Fiscal Impact: The State agrees to reimburse, in the form of a grant, 50% of the intern's compensation up to \$16,640.00. The intern will less than 130 hours per calendar month therefore. The annual out-of-pocket cost to the Airport is approximately \$9,984 annually and \$9,984 reimbursed in from the State grant.

Prepared by: Bryan Johnson, Airport Director, ext.4851

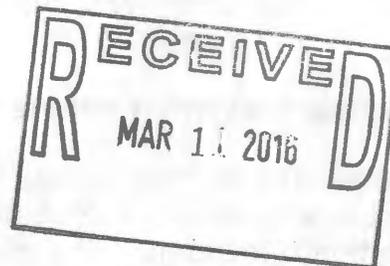
Original returned to: Bryan Johnson, Airport

Copies to: Jeanie Rossillon, Development and Transportation
David Wunderlich, County Attorney's Office

County Manager ROUTING FORM (non-purchasing items)

Contacts: Originating Division and Contact: Bryan Johnson-AIRPORT Phone: Ext. 4851
 County Attorney Contact: David Wunderlich Phone: Ext. 8939

ROUTING					
O R D E R	Division	Authorized Signatures Name/Initials	Date Rec'd	Date Frw'd	Comments
	Originator	Bryan Johnson <i>[Signature]</i>	03-10-16	03-10-16	
	Division Director	Bryan Johnson <i>[Signature]</i>	03-10-16	03-10-16	
	Department Director	Jeanie Rossillon <i>[Signature]</i>	3/10/16	3/11/16	
	County Attorney	David Wunderlich <i>[Signature]</i>	3/14/16	3/14/16	
	Elected Official				
last	Janice Fredricksen County Administrator's Office	Janice Fredricksen <i>[Signature]</i>			



MEMORANDUM

TO: Honorable Chairman and Members of the Board of County Commissioners
FROM:  Ralph Schell, County Manager
RE: County Manager - Policy Manual Part 5, Chapter 1, Section 3 Regarding Driving on County Business
DATE: March 22, 2016

Staff Recommendation: WHEREAS, the existing Driving on County Business Policy was revised to include IRS provisions for commuting and using county vehicles for personal use, clarify the Policy's applicability, delete definitions that were not used in the Policy, and clarify responsibility for which Division reviews Motor Vehicle Records prior to extending an offer of employment.

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Jefferson County that the existing policy 5.1.3 regarding Driving on County Business is hereby rescinded and replaced with the policy attached hereto, effective March 22, 2016.

Resolution No. CC16-

CC16 - 116

Background:

Staff proposes to revise the existing policy to include IRS provisions for commuting and using county vehicles for personal use. Also, revisions were made to clarify the Policy's applicability, delete definitions that were not used in the Policy, and clarify responsibility for which Division reviews Motor Vehicle Records prior to extending an offer of employment.

BCC Briefing Presented on March 15, 2016

Prepared by: Kate Newman

Distribution

Original returned to: Kate Newman

Copies to: FIT, Accounting, Risk, HR

Title: Administrative Policy Driving on County Business	Policy No. Part 5, Staff Policies Chapter 1, Rules Section 3
	Effective Date March 22, 2016
Policy Custodian County Manager	Adoption/Revision Date March 22, 2016

Adopting Resolution(s): CC16-

References (Statutes/Resos/Policies): CC01-515, CC08-169, CC09-451, CC13-170; Commercial Driver’s License Policy, Vehicle Options for Elected Officials and Executive Officers, Smoking in County Vehicles and on County Property Policy, Commercial Driver’s License Policy, Personnel Rules

Purpose: To set standards for driving county vehicles and/or personal vehicles for county business.

Policy: Driving on County Business

A. Definitions

1. Motor Vehicle Record (MVR) is the state issued document of driving history.
2. Vehicle means any personal or county-owned automobile, truck, van or sport utility vehicle, motorcycle or motorized equipment requiring a license to operate.
3. Violation is any conviction of a vehicle-related crime or traffic infraction.

B. Applicability

1. This policy applies to all county employees. County vehicle options and IRS provisions for commuting for Elected Officials and Executive Officers are found in the Vehicle Options for Elected Officials and Executive Officers Policy.

C. Authorization to Drive on County Business

1. Prior to extending an offer of employment for a position that requires driving, Human Resources must review and assure that the candidate’s Motor Vehicle Record is in compliance with County Driving Standards.
2. Human Resources shall review Motor Vehicle Records annually for compliance with the County’s Driving Standards.
3. If an employee does not meet the County’s Driving Standards, the employee can no longer drive on county business. Revocation of county driving privileges could also lead to dismissal from employment.

D. Employee Responsibility

1. County Vehicles

- a. Employees shall report immediately any unsafe condition(s), mechanical problems, and any damage to a county vehicle to the Fleet Services Division, the Airport's fleet unit if the vehicle is owned by the airport, or the Sheriff's fleet unit if the vehicle is owned by the airport.
- b. Employees shall not let non-employees or unauthorized employees drive county vehicles.
- c. Employees shall not use county vehicles for personal purposes except for travel to and from lunch or incidental/personal errands that may be permitted pursuant to the "de minimis" usage exemptions in IRS Publication 15-B, Employers Tax Guide to Fringe Benefits.
- d. If a county fleet vehicle is returned in a condition that requires extensive cleaning due to operator neglect or abuse, the employee's division may be charged for cleaning the vehicle.

2. Personal Vehicles

- a. If a personal vehicle is to be used for county business, the employee shall:
 - (1) maintain auto insurance in accordance with state law,
 - (2) provide proof of insurance to the Finance and Information Technology Department upon request,
 - (3) maintain the vehicle's operating condition in accordance with all State and Federal Laws and Regulations.
- b. An employee who chooses to drive their personal vehicle on county business may submit their claims to their own insurance company. The county does not pay for damage to personal vehicles or deductibles on insurance policies.
- c. Motorcycles may not be used for county business.
- d. County logos shall not be applied to personal vehicles unless otherwise approved by the Department Director.

3. County and Personal Vehicles

- a. Employees shall abide by the following rules when driving on county business:
 - (1) Use child safety seats and seatbelts in accordance with State law when transporting children,
 - (2) Require all occupants to use seatbelts,

- (3) Do not use vehicles that are unsafe to operate,
- (4) Do not offer rides to hitchhikers,
- (5) Lock vehicle doors and remove keys when parked,
- (6) Adhere to local, state and federal driving laws and obey warning signs, and

4. Notification of Violations

- a. Any employee who is required to drive on county business must immediately report to their Supervisor all Major Violations and DUI, DWI, or DWAI, received while driving on county business and received while driving on personal time.
 - b. Supervisors shall immediately report all known Major Violations and DUI, DWI, or DWAI, to Finance and Information Technology.
 - c. Employees who fail to report such Violations will be subject to disciplinary action that may include revocation of driving privilege or dismissal from employment.
5. Employees who will be driving on county business in either a county or personal vehicle and have an out-of-state license must obtain a Colorado Driver's license within 30 days of hire.

E. County Driving Standards

- 1. To be eligible to drive on county business, in the past three years, the employee shall not have a Major Violation(s) listed on their Motor Vehicle Record.
- 2. Major Violations include:
 - a. Reckless driving
 - b. Speed Contests
 - c. Leaving the scene of an accident
 - d. Fleeing or attempting to elude police
 - e. Homicide, manslaughter or assault arising out of the use of a vehicle
 - f. Any felony involving the use of Vehicle
 - g. Violation of state or local laws relating to Vehicle traffic control arising in connection with a fatal accident
- 3. At the discretion of the Department Director, an employee may be eligible to drive on county business if there is not more than one conviction on their MVR during the last three years for any of the below:

- a. DUI, DWI, or DWAI (including driving while under the influence of any controlled substance) and/or refusal to take a blood alcohol content test, with the following limitations:
 - (1) If the incident took place during the performance of county business, a county employee may NOT drive on county business.
 - (2) Employees may be allowed to drive for county business but are NOT allowed to transport children until the employee's record is clear for a period of at least three years.
 - (3) If at any time, an employee's license is suspended or revoked for a moving violation, during that period of suspension or revocation, an employee may not drive on county business.

F. Reimbursements

1. Tickets

The employee shall be responsible for any traffic or parking tickets incurred while driving on county business, except load violations beyond the driver's control.

2. Parking Expenses and Tolls

The county may reimburse parking and toll expenses for county business related trips. The county will not reimburse for parking and tolls associated with commuting or personal use.

3. Mileage Reimbursement for Personal Vehicles

- a. The intent of mileage reimbursement is to compensate the employee for out-of-pocket costs incurred (i.e. fuel, oil, wear and tear) while using their personal vehicle for county related business.
- b. Mileage will be reimbursed only to the driver of the vehicle at the county's set mileage rate. A Claim Voucher, indicating the date, destination, purpose and mileage traveled must be submitted.
- c. Mileage to and from a seminar, conference, training session or other county related business event will be reimbursed to the extent the distance exceeds the normal commute to the employee's work environment. For example if an employee normally travels 20 miles round trip to work, and the round trip distance to a conference is 30 miles, the employee may be reimbursed for 10 miles.
- d. A Personal Vehicle may not be used to travel if the estimated mileage will exceed the cost of round trip airfare.
- e. Employees may not use a County Procurement Card to purchase fuel for their personal vehicle without advance, specific approval.

4. Reimbursement for County Motor Pool Vehicles

The county will pay/reimburse for fuel, oil and maintenance costs associated with the use of a county motor pool vehicle. The county will not reimburse for mileage when a county motor pool vehicle is used.

G. Commuting

1. In accordance with IRS regulations, commuting mileage is considered taxable income. The law enforcement exception to the IRS regulations allows Sheriff, Coroner, and District Attorney law enforcement officers to commute in county vehicles without taxation on the value of the benefit if they meet the requirements of Treasury Regulation 1.274-5T(k)(6)(ii).
2. Employees who are expected to respond to operational emergencies from the employee's residence outside of county business hours may be permitted to use county vehicles to drive to/from their homes. These employees must occupy positions where it is impractical to obtain a county vehicle prior to responding and must have written approval from the Department Director. These employees are prohibited from using these vehicles during non-work hours for personal use except pursuant to the "de minimis" usage exemptions in IRS Publications. In the event these employees drive to/from their homes in a county vehicle and do not respond to an operational emergency prior to reporting to duty at their normal scheduled hour, that trip shall be reported to Payroll by the employee as commuting for tax consideration. An employee who commutes must annually submit a certified report of the dates and mileage.

Title: Administrative Policy Driving on County Business	Policy No. Part 5, Staff Policies Chapter 1, Rules Section 3
	Effective Date April 30, 2013
Policy Custodian County Manager	Adoption/Revision Date April 30, 2013/November 2014

Adopting Resolution(s): ~~CC13-170~~CC16-

References (Statutes/Resos/Policies): CC01-515, CC08-169, CC09-451, CC13-170; Commercial Driver’s License Policy, Vehicle Options for Elected Officials and Executive Officers, Smoking in County Vehicles and on County Property Policy, Commercial Driver’s License Policy, Personnel Rules

Purpose: To set standards for driving county vehicles and/or personal vehicles for county business.

Policy: Driving on County Business

A. Definitions

- ~~1. County Driver is any person authorized to operate a vehicle on county business.~~
12. Motor Vehicle Record (MVR) is the state issued document of driving history.
23. Vehicle means any personal or county-owned automobile, truck, van or sport utility vehicle, motorcycle or motorized equipment requiring a license to operate.
34. Violation is any conviction of a vehicle-related crime or traffic infraction.

B. Applicability

- ~~1. Part F of t~~This policy applies to all county employees, County vehicle options and IRS provisions for commuting for Elected Officials and Executive Officers are found in the Vehicle Options for Elected Officials and Executive Officers Policy.
- ~~2. The remainder of this policy applies to all Board of County Commissioner Departments and Divisions, as well as all Elected and Appointed Officials’ Offices except the Sheriff’s personnel. that use a County vehicle or their personal vehicle to conduct County Business.~~

C. Authorization to Drive on County Business

- ~~1. Prior to extending an offer of employment for a position that requires driving, Authorization from Human Resources must Finance and Information Technology must review and approve of assure that the candidate’s Motor Vehicle Record is in compliance with County Driving Standards.~~be received prior to extending an offer of employment, if driving is a requirement of the position.

~~2. Employees and applicants are subject to an evaluation of their driving record.~~

~~2 a.~~ Finance and Information Technology shall review Motor Vehicle Records annually for compliance with the County's Driving Standards. ~~(E. of this Policy).~~

3. If an employee does not meet the County's Driving Standards, the employee can no longer drive on county business. Revocation of county driving privileges could also lead to dismissal from employment.

~~4. Independent Contractors must be authorized to drive by through the Finance and Information Technology Department and shall conform to the employee requirements stated in this Policy.~~

D. Employee Responsibility

1. County Vehicles

a. Employees shall report immediatetly any unsafe condition(s), mechanical problems, and any damage to a county vehicle to the Fleet Services Division or to the Airport's fleet unit if the vehicle is owned by the airport immediately.

b. Employees shall not let non-employees or unauthorized employees drive county vehicles.

c. Employees shall not use county vehicles for personal purposes except for travel to and from lunch or incidental/personal errands that may be permitted pursuant to the "de minimis" usage exemptions in IRS Publication 15-B, Employers Tax Guide to Fringe Benefits.

2. Personal Vehicles

a. If a personal vehicle is to be used for county business, the employee shall:

(1) maintain auto insurance in accordance with state law,

(2) provide proof of insurance to the Finance and Information Technology Department upon request,

(3) maintain the vehicle in safe operating condition in accordance with state lan CRS 42-4-201 through 42-4-240.

b. An employee who chooses to drive their personal vehicle on county business may submit their claims to their own insurance company. The county does not pay for , will be required to report any claims to their personal insurance. The employee's personal insurance shall cover damages. The county will not reimburse employees for damage to personal vehicles or deductibles on insurance policies.

c. Motorcycles may not be used for county business.

- d. County logos shall not be applied to personal vehicles unless otherwise approved by the Department ~~Head~~Director.

3. County and Personal Vehicles

- a. Employees shall abide by the following ~~safety~~-rules when driving on county business:

- (1) Use child safety seats and seatbelts in accordance with State law when transporting children,

- (2) Require all occupants to use seatbelts,

- (3) Do Not use vehicles that are unsafe to operate,

- (4) Do not offer rides to hitchhikers,

- (5) Lock vehicle doors and remove keys when parked, ~~and~~

- (6) Adhere to local, state and federal driving laws and obey warning signs, and.

45. Notification of Violations

- a. Any employee who is required to drive on county business must immediately report to their Supervisor all Major Violations and DUI, DWI, or DWAI, received while driving on county business and received while driving on personal time.

- b. Supervisors shall immediately report all known Major Violations and DUI, DWI, or DWAI, to Finance and Information Technology.

- c. Employees who fail to report such Violations will be subject to disciplinary action that may include revocation of driving privilege or dismissal from employment.

- 6. Employees who will be driving on county business in either a county or personal vehicle and have an out-of-state license must obtain a Colorado Driver's license within 30 days of hire.

E. County Driving Standards

- 1. To be eligible to drive on county business, in the past three years, the employee shall not have a Mmajor Vviolation(s) listed on their Motor Vehicle Record.

- 2. Major Violations include:

- a. Reckless driving

- b. Speed Contests

- c. Leaving the scene of an accident

- d. Fleeing or attempting to elude police

- e. Homicide, manslaughter or assault arising out of the use of a vehicle
 - f. Any felony involving the use of Vehicle
 - g. Violation of state or local laws relating to Vehicle traffic control arising in connection with a fatal accident
3. At the discretion of the Department Director, an employee may be eligible to drive on ~~C~~county business if there is not more than one conviction on their MVR during the last three years for any of the below:
- a. DUI, DWI, or DWAI (including driving while under the influence of any controlled substance) and/or refusal to take a blood alcohol content test, with the following limitations:
 - (1) If the incident took place during the performance of county business, a county employee may NOT drive on county business.
 - (2) Employees may be allowed to drive for county business but are NOT allowed to transport children until the employee's record is clear for a period of at least three years.
 - (3) If at any time, an employee's license is suspended or revoked for a moving violation, during that period of suspension or revocation, an employee may not drive on county business.

F. ~~Mileage~~ Reimbursements

1. Tickets

The employee shall be responsible for any traffic or parking tickets incurred while driving on county business, except load violations beyond the driver's control.

2. Parking Expenses and Tolls

The county may reimburse parking and toll expenses for county business related trips. The county will not reimburse for parking and tolls associated with commuting or personal use.

3.1. ~~Private Mileage Reimbursement for Personal~~ Vehicles

- a. The intent of ~~the~~ mileage reimbursement is to compensate the employee for out-of-pocket costs incurred (i.e. fuel, oil, wear and tear) while using their personal vehicle for county related business.
- b. Mileage will be reimbursed only to the driver of the vehicle at the county's set mileage rate. A Claim Voucher, indicating the date, destination, purpose and mileage traveled must be submitted.
- c. Mileage to and from a seminar, conference, training session or other county related business event will be reimbursed to the extent the distance exceeds the normal commute to the employee's work environment. For example if an employee normally travels 20 miles round trip to work, and the round trip distance to a conference is 30 miles, the employee may be reimbursed for 10 miles.

- d. A ~~Personal~~Personal ~~Private~~ Vehicle may not be used to travel if the estimated mileage will exceed the cost of round trip airfare.
- e. Employees may not use a County Procurement Card ~~or Travel Card~~ to purchase fuel for their personal vehicle without advance, specific approval.

24. Reimbursement for County Motor Pool Vehicles

The county will pay/reimburse for fuel, oil and maintenance costs associated with the use of a county motor pool ~~owned~~ vehicle. The county will not reimburse for mileage when a county motor pool vehicle is used.

G. Commuting

1. In accordance with IRS regulations, commuting mileage is considered taxable income. The law enforcement exception to the IRS regulations allows Sheriff, Coroner, and District Attorney law enforcement officers to commute in county vehicles without taxation on the value of the benefit if they meet the requirements of Treasury Regulation 1.274-5T(k)(6)(ii).
2. Employees who are expected to respond to operational emergencies from the employee's residence outside of county business hours may be permitted to use county vehicles to drive to/from their homes. These employees must occupy positions where it is impractical to obtain a county vehicle prior to responding and must have written approval from the Department Director. These employees are prohibited from using these vehicles during non-work hours for personal use except pursuant to the "de minimis" usage exemptions in IRS Publications. In the event these employees drive to/from their homes in a county vehicle and do not respond to an operational emergency prior to reporting to duty at their normal scheduled hour, that trip shall be reported to Payroll by the employee as commuting for tax consideration. An employee who commutes must annually submit a certified report of the dates and mileage.

CASE SUMMARY Consent Agenda

PC Hearing Date: March 2, 2016

BCC Hearing Date: March 22, 2016

15-105358VA Vacation

Owner: Jefferson County

Applicant: Robert L. Koch Living Trust dated December 6, 2013 and Erin N. Koch Living Trust dated December 6, 2013

Location: Right-of-Way adjoining 899 Coneflower Drive
Section 18, Township 4 South, Range 70 West

Approximate Area: 0.012 Acre

Purpose: **To vacate a portion of Coneflower Drive.**

Case Manager: Ross Klopf

Issues:

- None

Recommendations:

- **Staff:** Recommends APPROVAL subject to conditions
- **Planning Commission:** Recommends APPROVAL subject to conditions

Interested Parties:

- None

Level of Community Interest: Low

Representative for Applicant: Chambers Consulting

General Location: Located approximately 900 feet north of the intersection of Genesee Ridge Road and Coneflower Drive

Case Manager Information: Phone: 303-271-8733 e-mail: rklopf@jeffco.us

Staff Report

PC Hearing Date: March 2, 2016

BCC Hearing Date: March 22, 2016

15-105358VA Vacation

Owner: Jefferson County

Applicant: Robert L. Koch Living Trust dated December 6, 2013 and Erin N. Koch Living Trust dated December 6, 2013

Location: Right-of-Way adjoining 899 Coneflower Drive
Section 18, Township 4 South, Range 70 West

Approximate Area: 0.012 Acre

Purpose: **To vacate a portion of Coneflower Drive.**

Case Manager: Ross Klopff

Background/Unique information:

The right-of-way for Coneflower Drive was dedicated to and accepted by the County as part of the Genesee Filing 11 Plat. The Plat dedicated a non-standard rectangular cul-de-sac turnaround for Coneflower Drive. This rectangular-shaped cul-de-sac exceeds the minimum cul-de-sac diameter for a local road that is currently required by the Land Development Regulation. The applicant is proposing to vacate a portion of the Coneflower Drive cul-de-sac that is not being utilized for public access and is not needed by the County. Further, there is a slight encroachment of an existing deck in the right-of-way, which will be corrected with the right-of-way Vacation request. The existing structures do not meet setbacks; however Minor Variations cannot be processed with a Vacation case pursuant to Section 1.P of the Zoning Resolution. The resolution of setbacks was pursued by a separate County process. The property owners of 889 Coneflower received approval on November 18, 2015 of a Variance for setbacks for this deck, contingent on the approval of this Vacation of right-of-way (15-123164VC).

Community Notification:

As a requirement of the Jefferson County Vacation Process, the following notice was provided for this proposal:

1. Notification of this proposed development was mailed to adjoining property owners of the subject property. The initial notification was mailed at the time of the 1st referral. Additional notification was mailed 14 days prior to the Planning Commission Hearing. Pursuant to Section 3.C.1.b. of the Land Development Regulation, notification was not sent to a

registered association since the adjacent and affected property owners were not located within a property owners association or similar entity.

2. A sign, identifying the dates of both the Planning Commission Hearing and the Board of County Commissioner's Hearing, were provided to the applicant for posting on the site. The sign was provided to the applicant with instructions that the site be posted 14 days prior to the Planning Commission Hearing.

During the processing of the application, Staff has not received any responses in objection to the proposal.

Issues Analysis:

	Maintenance	Traffic & Safety	Emergency Access	Property Owner Access	Utilities
Acceptable	X(1)	X(2)	X(3)	X(4)	X(5)
Unacceptable					

.....

1. Maintenance:

The proposed vacation area is not maintained by the County. The Road and Bridge and Transportation and Engineering Divisions support this right-of-way Vacation request. The vacated property will vest to the adjoining property owner. The adjoining property owner will be responsible to maintain the newly acquired property.

2. Traffic and Safety:

The applicant is requesting to vacate a portion of Coneflower Drive. This portion of the right-of-way is not needed for operations or maintenance for the County and not needed by the Genesee Fire Protection District. There will be no negative impact to Traffic and Safety due to this proposed right-of-way Vacation.

3. Emergency Access:

The Genesee Fire Protection District has indicated that they have no objections to this Vacation request.

4. Property Owner Access:

All property owners impacted by this right-of-way vacation have existing access that does not come from the right-of-way that is proposed to be vacated. This right-of-way Vacation

request will not impact access to any existing lot, parcel and/or tract. A Property Merger Agreement is not needed for the Vacation request because the access to the adjoining lot does not come through the vacated area. Completion of a Merger Agreement is required to either expand or re-build the existing deck in order to comply with setbacks. The applicant is currently in a Building Permit process in order to do a minor expansion to the deck.

5. Utilities:

All utility companies and districts including Xcel Energy, CenturyLink and Genesee Water and Sanitation District have provided correspondence stating there are no existing or proposed utilities within the proposed right-of-way vacation area except for minor service lines for the existing residence. The utility companies and the District had no objections to this right-of-way Vacation request.

6. Statutory Requirement – Boundary (C.R.S §43-2-303):

The right-of-way that is requested to be vacated with this application is not within the limits of any city or town, and it does not form the boundary line of a city, town or county.

7. Vesting :

The vacated right-of-way will vest to the Robert L. Koch Living Trust dated December 6, 2013 and Erin N. Koch Living Trust dated December 6, 2013 who are the property owners abutting the proposed vacated right-of-way.

Planning Commission:

Planning Commission Recommendation (Resolution dated March 2, 2016 attached):

Approval	_____
Approval with Conditions	<u>X (7-0)</u>
Denial	_____

On March 2, 2016, the Planning Commission unanimously recommended approval of this case with conditions as recommended by Staff.

This case was scheduled on the consent agenda for the Planning Commission Hearing and was not removed from the consent agenda for discussion.

SUMMARY/RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners find that:

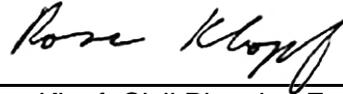
- 1. Jefferson County has acquired a public roadway over, through and on the lands described herein.**
- 2. The right-of-way described herein is no longer necessary for use by the public.**
- 3. The right-of-way is not within the limits of any city or town and does not form the boundary line of a city, town or county.**

4. By a Vacation of said right-of-way no land would be left without an established public street or road or private access easement connecting it with another established public street or road.
5. The proposal conforms to the Land Development Regulation because all applicable regulations have been satisfied as indicated within this report.

AND

Staff recommends that pursuant to the authority granted in C.R.S. 43-2-302(1)(f), the Board of County Commissioners direct that the portion of vacated right-of-way, as described on the legal description attached hereto as Exhibit A, shall vest in and to abutting property owners, Robert L. Koch Living Trust dated December 6, 2013 and Erin N. Koch Living Trust dated December 6, 2013, property address of 899 Coneflower Drive, Golden, CO 80401.

COMMENTS PREPARED BY:



Ross Klopff, Civil Planning Engineer
March 8, 2016

**Jefferson County Land Use Case Management
CASE DATES SUMMARY**

February 17, 2016

Case Number: **15-105358VA**

Case Type: **Vacation**

Applicant Makes Complete Submittal: **April 21, 2015**

Case Sent on Referral: **April 21, 2015**

All Responses Provided to Applicant: **May 11, 2015**

Applicant Resubmits: **October 30, 2015**

All Responses Provided to Applicant: **November 10, 2015**

Applicant Resubmits: **February 5, 2016**

Determination That Case Should Proceed to Hearing: **February 5, 2016**

County Staff Determination:

Applicant's Request:

It was moved by Commissioner **MOORE** that the following Resolution be adopted:

BEFORE THE PLANNING COMMISSION
COUNTY OF JEFFERSON
STATE OF COLORADO

March 2, 2016

RESOLUTION

15-105358VA

Vacation

Owner:

Jefferson County

Applicant:

Robert L. Koch Living Trust dated December 6, 2013 and Erin N. Koch Living Trust dated December 6, 2013

Location:

Right-of-Way adjoining 899 Coneflower Drive Section 18, Township 4 South, Range 70 West

Approximate Area:

0.012 Acre

Purpose:

To vacate a portion of Coneflower Drive.

Case Manager:

Ross Klopff

The Jefferson County Planning Commission hereby recommends **APPROVAL** of the above application on the basis of the following facts:

1. That the factors upon which this decision is based include evidence and testimony and staff findings presented in this case.
2. The Planning Commission finds that:
 - A. Jefferson County has acquired a public roadway over, through and on the lands described herein.
 - B. The right-of-way described herein is no longer necessary for use by the public.
 - C. The right-of-way is not within the limits of any city or town and does not form the boundary line of a city, town or county.
 - D. By a Vacation of said right-of-way no land would be left without an established public street or road or private access easement connecting it with another established public street or road.

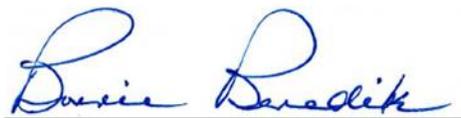
- E. The proposal conforms to the Land Development Regulation because all applicable regulations have been satisfied as indicated within this report.
3. The Planning Commission recommends APPROVAL of Case No.15-105358VA. The Planning Commission further recommends, pursuant to the authority granted in C.R.S. 43-2-302(1)(f), that the portion of adjoining vacated rights-of-way, as described on the legal description attached hereto as Exhibit A, shall vest in and to abutting property owners, Robert L. Koch Living Trust dated December 6, 2013 and Erin N. Koch Living Trust dated December 6, 2013, property address of 899 Coneflower Drive, Golden, CO 80401.

Commissioner **HATTON** seconded the adoption of the foregoing Resolution, and upon a vote of the Planning Commission as follows:

Commissioner	Rogers	Aye
Commissioner	Moore	Aye
Commissioner	Harris	Aye
Commissioner	Hammond	Aye
Commissioner	Hatton	Aye
Commissioner	Burke	Aye
Commissioner	Guthrie	Aye

The Resolution was adopted by **unanimous** vote of the Planning Commission of the County of Jefferson, State of Colorado.

I, Bonnie Benedik, Administrative Assistant for the Jefferson County Planning Commission, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Jefferson County Planning Commission at a regular hearing held in Jefferson County, Colorado, March 2, 2016.



Bonnie Benedik
Administrative Assistant

Mr. Ford moved that the following Resolution be adopted:

BEFORE THE BOARD OF ADJUSTMENT

COUNTY OF JEFFERSON

STATE OF COLORADO

RESOLUTION NO. 15-123164

CASE NO: 15-123164VC ZONE DISTRICT: PD
APPLICANT: Robert and Erin Koch
LOCATION: 899 Coneflower, Lot 61, Genesee, Filing No. 11
PURPOSE: To legalize a single family dwelling and deck

WHEREAS, an application has been filed requesting a VARIANCE for the herein described property in Jefferson County to:

legalize a 7.8 foot front setback to the northeast and an 11.3 foot front setback to the north where 20 feet are required for a single family home and attached deck;

WHEREAS, the Board of Adjustment is vested with authority to grant or deny such variances by virtue of Section 4-D-3 of the Jefferson County Zoning Resolution; and

WHEREAS, based on the evidence, testimony, exhibits, comments of public officials, agencies, and staff, and comments from all interested parties, this Board finds as follows:

1. That proper posting and public notice was provided as required by law for the hearing before the Board of Adjustment of Jefferson County.
2. That the hearing before the Board of Adjustment was extensive and complete, that all pertinent facts, matters, and issues were submitted and that all interested parties were heard at this hearing.
3. A hardship has been established in that the dwelling existed prior to current ownership, and is in the most practical location.
4. Granting the relief requested will not cause substantial detriment to the public welfare and will not substantially impair the intent and purpose of the Zoning Resolution or Maps.

NOW, THEREFORE, BE IT RESOLVED, that Board of Adjustment Case No. 15-123164VC be and hereby is **APPROVED** subject to the following conditions:

- a. This approval is contingent on the approval of the associated Vacation of right-of-way; case no. 15-105358VA.

The above motion was seconded by Mr. Mues. The roll having been called, the Resolution was adopted by a vote of 5 – 0, as follows:

Mr. Westphal	-	"aye"
Mr. Mathews	-	"aye"
Mr. Mues	-	"aye"
Mr. Ford	-	"aye"
Mr. Matis	-	"aye"

I, Debbie McIntyre, Secretary to the Jefferson County Board of Adjustment, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by the Jefferson County Board of Adjustment at a regular hearing held in Jefferson County, Colorado, on the 18th day of November, 2015.



Debbie McIntyre, Secretary
Jefferson County Board of Adjustment

Any violation of the terms and conditions of this Resolution will result in a possible revocation of this variance without further hearing. Any actions contrary to testimony received will result in a rehearing and possible revocation of this variance.

ELECTRONIC REFERRAL

JEFFERSON COUNTY, COLORADO

Documents related to a Vacation of Right of Way for a portion of West Coneflower Drive that is adjacent to 899 Coneflower Drive has been submitted to Jefferson County Planning and Zoning. This case is now beginning the 1st Referral part of the process. Please review the specific electronic documents related to the 1st Referral found [here](#). Comments on the Vacation Case should be submitted electronically to the case manager by the due date below.

Case Number: 15-105358VA
Case Name: Vacation of Right of Way for a portion of West Coneflower Drive
Address: 899 Coneflower Drive
General Location: Located near the cul-de-sac of Coneflower Drive
Case Type: Vacation of County Right of Way
Comments Due: **May 5, 2015**
Case Manager: Ross Klopf
Case Manager Contact Information: rklopf@jeffco.us 303-271-8733

The entire case file for this application can be viewed [here](#).

Referrals:

Internal Agencies:

Zoning Administration-Jeremy
Addressing-Bev
Transportation and Eng- Derek
Road and Bridge-Andy Rohwer
Assessor-Kathy
Cartography-Ed
Open Space-Nancy York

External Agencies:

Pleasant View Metro District

HOAS:

Jefferson County Horseman's Assoc
Evergreen Chamber of Commerce
Rolling Hills East HOA
Save The Mesas Inc
Xcel Energy
CenturyLink

Adjacent Property Owners

BAILEY FAMILY PARTNERSHIP
WILLIAMS MARTIN M
PUBLIC SERVICE COMPANY OF COLORADO
RUSSELL BETTY J AS PERSONAL REP
DILWORTH TWILLA
SCHALL RICHARD L

MEMORANDUM

FROM: Ross Klopf, Planning Engineering
DATE: October 27, 2015
RE: 15-105358VA Vacation of a portion of Coneflower Road

Planning Engineering reviewed this case and has the following comments.

1. A completed merger agreement is required to combine the vacated property with the remainder of the property at 899 Coneflower Drive. This will be required as part of the building permit.

If you have any questions, please contact me at 303-271-8733.

Ross Klopf
Planning Engineering

JO:
Copy: Jo Blakey, Administrative Specialist
file

From: [Andy Rohwer](#)
To: [Ross Klopf](#); ["Place, Charles"](#)
Subject: RE: Comments on 899 Coneflower Drive
Date: Tuesday, October 20, 2015 12:56:06 PM

Ross,

This vacation will not impact Road & Bridge with any maintenance operations that may take place along Coneflower.

No issues moving forward on this one.

Thank you,



Andy Rohwer | Supervisor Sr.

Jefferson County Colorado | Road & Bridge, District 3

30846 Lewis Ridge Rd., Evergreen, CO 80403

Work: 303-271-5294 Fax: 303-670-0813

Email: arohwer@jeffco.us | www.jeffco.us

From: Ross Klopf
Sent: Tuesday, October 20, 2015 11:25 AM
To: Andy Rohwer; 'Place, Charles'
Subject: Comments on 899 Coneflower Drive

Hello Andy and Charles,

I want to make sure both of you are Ok with this vacation case. The owner is wanting to go to hearing before too long on this.

Thanks for your help on this,

Ross Klopf, PE, CFM, Civil Planning Engineer

Planning and Zoning Division
100 Jefferson County Parkway, Suite 3550
Golden, Colorado 80419-3550
303-271-8733 Fax: 303-271-8744

From: [George, Donna L](#)
To: [Ross Klopf](#)
Subject: RE: 899 Coneflower - Utility Locates - Revised Drawing
Date: Tuesday, July 28, 2015 10:03:56 AM

Hi Ross,

I'm sorry for my lateness in responding to this, but yes, this is OK for the vacation of right-of-way case. No conflicts with the gas service line.

Do you want me to do another letter?

Regards,

Donna George
Xcel Energy
Contract Right-of-Way Referral Processor | Right of Way and Permits
P: 303-571-3306
donna.l.george@xcelenergy.com

-----Original Message-----

From: Ross Klopf [<mailto:rklopf@co.jefferson.co.us>]
Sent: Monday, July 20, 2015 11:19 AM
To: George, Donna L
Subject: FW: 899 Coneflower - Utility Locates - Revised Drawing

Hello Donna,

We got the utility locate in on 899 Coneflower Drive. Will Xcel need an easement for the lateral line or is this Ok for the vacation of ROW case that they are proposing?

Please let me know if you have any questions and thanks for your help on this.

Ross Klopf, PE, CFM, Civil Planning Engineer

Planning and Zoning Division
100 Jefferson County Parkway, Suite 3550 Golden, Colorado 80419-3550
303-271-8733 Fax: 303-271-8744

-----Original Message-----

From: CHAMBERS CONSULTING, INC. [<mailto:chaconinc@chamberscon.com>]
Sent: Thursday, June 25, 2015 10:01 AM
To: Ross Klopf
Subject: Fwd: 899 Coneflower - Utility Locates - Revised Drawing

Ross - the only thing we did not discuss was the setbacks for this house. Obviously, it never met setbacks from the beginning and now, if the vacation goes through, there will be setback distances to show on the drawing....but I cannot imagine that they will be anything close to what is required.

Has this issue come up in staff discussions on this case? Robert Koch, the applicant, is certainly trying to making the situation better - but it still may be substandard.
Jamee

CHAMBERS CONSULTING, INC.
JAMEE AND GUS CHAMBERS
P.O. BOX 339
MORRISON, CO 80465
303-697-0650

----- Original Message -----

Subject: 899 Coneflower - Utility Locates - Revised Drawing

Date: 06/23/2015 4:09 pm

From: "CHAMBERS CONSULTING, INC." <chaconinc@chamberscon.com>

To: Robert Koch <rlkoch9@hotmail.com>

Cc: "Klopf, P.E., Ross" <rklopf@co.jefferson.co.us>

Robert and Ross: Here is the revision showing the locate markings. These were done in the standard utility locate colors, but will be rendered in black when the drawing is plotted full size.

Gus had me put the note on the revision that the underground utilities are service lines to the 899 Coneflower Drive address and do not, in most cases we know of, require an easement when providing those kind of services to a specific address.

Let us know if the County wants to proceed with the Vacation Request based on this latest drawing.
Jamee Chambers, AICP

From: [Scott Jones](#)
To: [Ross Klopf](#)
Cc: [Rita Claar](#)
Subject: FW: Comments on 899 Coneflower Vacation of Right-of Way Request 15-105358VA
Date: Friday, May 08, 2015 1:51:21 PM
Attachments: [899 Coneflower Dr. - W&S.pdf](#)

Hi Ross,

The Genesee Water and Sanitation District has NO ISSUE with the subject ROW vacation. FYI, I have attached a copy of the District's main line water and sewer drawings and a copy of the individual (899 Coneflower Dr.) water and sewer service line illustration. Of note; from the service line illustration, it appears a portion of the water service may already run through the ROW subject area.

Thanks,

Scott Jones, District Manager
Genesee Water and Sanitation District
303-278-9780

From: Rita Claar
Sent: Friday, May 08, 2015 1:36 PM
To: Scott Jones
Subject: FW: Comments on 899 Coneflower Vacation of Right-of Way Request 15-105358VA

Rita

From: Ross Klopf [<mailto:rklopf@co.jefferson.co.us>]
Sent: Friday, May 08, 2015 10:49 AM
To: Rita Claar
Subject: RE: Comments on 899 Coneflower Vacation of Right-of Way Request 15-105358VA

Hello all,

We need to know if any of you have any utilities within this proposed Right of Way vacation area? Please let me know by May 12th or earlier or if you need a utility locate to know the applicant can do that but we need to know.

Thanks for your help on this.

Ross Klopf, PE, CFM, Civil Planning Engineer

Planning and Zoning Division
100 Jefferson County Parkway, Suite 3550

Golden, Colorado 80419-3550
303-271-8733 Fax: 303-271-8744



Jefferson County, Colorado
Transportation & Engineering Division

100 Jefferson County Parkway, Suite 3500, Golden, Colorado 80419-3500
☎ 303.271.8459 • Fax 303.271.8490 • <http://jeffco.us/highways>

P&Z REFERRAL T&E RESPONSE

To: From:

Case #: Due Date:

Property Address or PIN:

- Amanda Attempt Result & Attachments:**
- Comments Sent = T&E wants 2nd referral
 - Complete = Do Not send further referrals
 - No Comments = Do Not send further referrals
 - Additional information, plans, etc are also attached in Amanda

Drainage

T&E is currently working on a project in the area. See attached information.

Other Notes:

No Concerns

Right-of-Way / Roadway Corridor Expansion Projects

Land owner will need to refund County \$ for ROW purchased in for

This amount **must** be paid before plat is recorded and/or plans are approved and released for construction.

Documentation attached in Amanda Documentation to follow

Additional ROW needed for upcoming T&E project. Plan sheet attached with required width/area.

Fee-in-lieu of adjacent roadway construction preferred, due to planned construction by the County. Please have the applicant submit a cost estimate.

Other Notes:

No Concerns

Traffic Operations / Transportation Planning

	Included in referral	Reviewed		Comments
		No	Yes	
Traffic study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Signage & striping plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signal plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trails or sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Street road plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> No Concerns				

Additional Comments

Comments

Name



Genesee

FIRE PROTECTION DISTRICT

September 2, 2015

Jefferson County Planning & Zoning Department
100 Jefferson County Parkway
Suite 3550
Golden, Colorado 80419-3550

Re: Lot 61, Genesee Filing 11
AKA: 899 Coneflower Drive, Golden, Colorado

To Whom It May Concern:

I have reviewed the site plan for the single family home addressed as 899 Coneflower Drive located in and served by the Genesee Fire Protection District.

This review was conducted to determine if there was any impediment to fire department operations or the public safety by the encroachment of the attached deck onto the adjoining property.

Per my review of the proposed encroachment, Genesee Fire Protection District has no objections to the deck as shown on the site plan filed with Jefferson County, 15-105358VA ILC.pdf.

Respectively yours,

William A. Easterling
Fire Marshal

NOTE

WOOD DECK AND OVERHANG
EXTEND OVER THE PROPERTY
LINE AS SHOWN



LOT 61

LEGAL DESCRIPTION:

LOT 61,
GENESEE FILING NO. 11,
COUNTY OF JEFFERSON,
STATE OF COLORADO

ALSO KNOWN AS: 899 CONEFLOWER DRIVE



FLOOD CERTIFICATION

This community ~~does~~ participate in the National Flood Insurance Program X

This community ~~does not~~ participate in the National Flood Insurance Program

I hereby certify that the property described hereon IS NOT located within a flood hazard boundary, (zone X), according to the most current flood insurance rate map (FIRM), produced by the Federal Emergency Management Agency (FEMA).

Flood hazard maps dated AUGUST 8, 1986

Community number 080087

Panel number 0235B

IMPROVEMENT LOCATION CERTIFICATE

I hereby certify that this improvement location certificate was prepared for CHERRY CREEK FUNDING that it is not a land survey plat or improvement survey plat, and that it is not to be relied upon for the establishment of fence, building, or other future improvement lines.

CHERRY CREEK FUNDING

I further certify that the improvements on the above described parcel on this date JULY 9, 2009 except utility connections, are entirely within the boundaries of the parcel, except as shown, that there are no encroachments upon the described premises by improvements on any adjoining premises, except as indicated, and that there is no evidence or sign of any easement crossing or burdening any part of said parcel, except as noted.

I further certify that the location of improvements shown hereon are based upon the location of monuments in the area, and that this document does not constitute a permanent improvement survey.

From: [Jeremy Cohen](#)
To: [Ross Klopf](#)
Subject: RE: Electronic Referral 15-105358VA - 899 Cornflower Dr.
Date: Monday, April 27, 2015 11:09:25 AM

Hello Ross,

Zoning Administration offers the following comment on this referral:

- 1) A merger of the vacated ROW and the property will need to be completed after the vacation is completed.

Thanks,

Jeremy Cohen

Permit Review Supervisor
Jefferson County Planning and Zoning Division
100 Jefferson County Parkway, Suite 3550
Golden, Colorado 80419-3550
Phone: 303-271-8722
Fax: 303-271-8744

From: Debbie McIntyre
Sent: Tuesday, April 21, 2015 1:41 PM
To: Mike Schuster; Kathy Sewolt; Ed Wieland; Nancy York; Mike Vanatta
Cc: Jeremy Cohen; Bev Evans; Derek Schuler; Andy Rohwer; Lindsay Townsend; Patricia Krmpotich; 'admin@geneseefire.org'
Subject: Electronic Referral 15-105358VA - 899 Cornflower Dr.

ELECTRONIC REFERRAL

JEFFERSON COUNTY, COLORADO

Documents related to a Vacation of Right of Way for a portion of West Coneflower Drive that is adjacent to 899 Coneflower Drive has been submitted to Jefferson County Planning and Zoning. This case is now beginning the 1st Referral part of the process. Please review the specific electronic documents related to the 1st Referral found [here](#). Comments on the Vacation Case should be submitted electronically to the case manager by the due date below.

Case Number: 15-105358VA
Case Name: Vacation of Right of Way for a portion of West Coneflower Drive
Address: 899 Coneflower Drive
General Location: Located near the cul-de-sac of Coneflower Drive
Case Type: Vacation of County Right of Way
Comments Due: **May 5, 2015**
Case Manager: Ross Klopf
Case Manager Contact Information: rklopf@jeffco.us 303-271-8733

The entire case file for this application can be viewed [here](#).

Debbie McIntyre

Jefferson County

303-271-8726

From: [Place, Charles](#)
To: [Ross Klopf](#)
Subject: 899 Coneflower ROW Vacate
Date: Thursday, February 04, 2016 10:10:07 AM
Attachments: [Coneflower ISP.pdf](#)

RE: 899 Coneflower-REV-6-22-2015

Dear Ross,

CenturyLink has reviewed the referenced proposed vacation of Coneflower Dr right of way and hereby offers no objection to the vacation is shown on the attached Improvement Survey Plat.

Sincerely,

Charles Place
Right of Way Manager
7759 S. Wheeling Ct.
Englewood, CO 80112
720.578.5132

This communication is the property of CenturyLink and may contain confidential or privileged information. Unauthorized use of this communication is strictly prohibited and may be unlawful. If you have received this communication in error, please immediately notify the sender by reply e-mail and destroy all copies of the communication and any attachments.

8"-45° BEND

20 LF CONCRETE ENCASEMENT

MH FII-LIC
INV IN=7455.60
INV OUT=7455.50
(80249.26, 6701.11)
Rim 7460

NOTE:
SEWER LINE AND FORCE MAIN AT THE SAME TRENCH BETWEEN MANHOLE FII-LIB & FII-LIC. SEE DRAWING ON SHEET OF 15.

8'-11¹/₄" BEND ON FORCE MAIN

232 LF 8" FORCE MAIN

SEWER PROFILE ON SHT 12

WS
5+50

93.5'
199 LF 8" DIP

137 LF 8" DIP
20 LF CONCRETE ENCASEMENT

22¹/₂" Bend 8"

SEWER PROFILE ON SHT 13

MH FII-LIC-1
INV IN=7463.60
INV OUT=7463.50
(80174.54, 6484.13)

PROP CORNER
8"-45° BEND
8"-22¹/₂" BEND

LOT 64

LOT 65

114 LF 8"
8"-22 ON FO

PROP CORNER
8"x6" TEE
6" G.V.
8" G.V.

LOT 63

95 LF 6" DIP

165 LF 8" DIP

7487 (ground level)

WS
8+90

WS
8+85

354 LF

STA 9+27-11' RT
6"-11¹/₄" BEND

MH FII-LIC-2
INV OUT=7472.00
(80088.30, 6425.04)

LOT 62

LOT 61

LOT

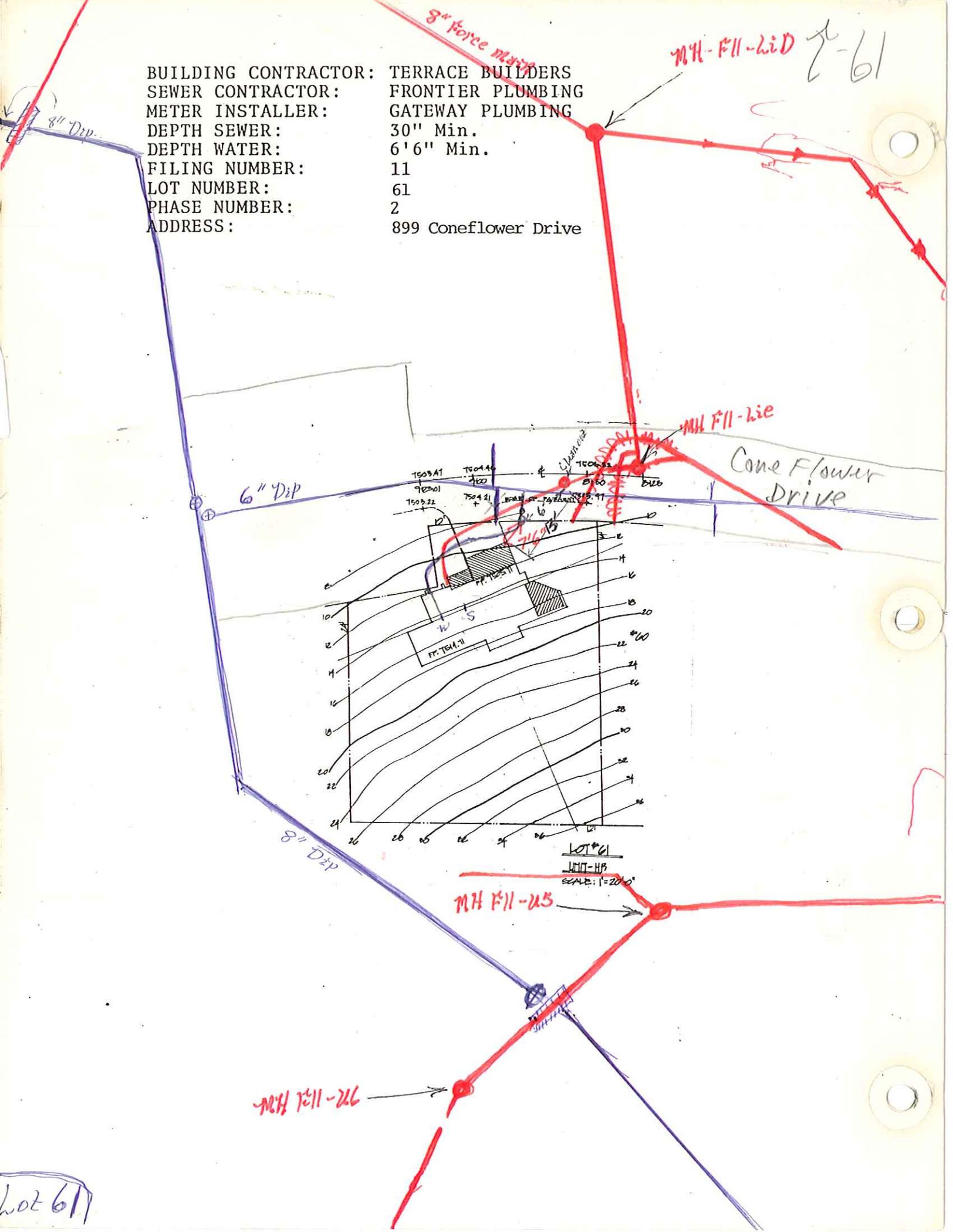
PROP. CORNER
8"-45° BEND

120 LF 8" DIP

162 LF 8" DIP

MH FII-U5

BUILDING CONTRACTOR: TERRACE BUILDERS
 SEWER CONTRACTOR: FRONTIER PLUMBING
 METER INSTALLER: GATEWAY PLUMBING
 DEPTH SEWER: 30" Min.
 DEPTH WATER: 6'6" Min.
 FILING NUMBER: 11
 LOT NUMBER: 61
 PHASE NUMBER: 2
 ADDRESS: 899 Coneflower Drive



Lot 61

IMPROVEMENT SURVEY PLAT

in the S 1/2 of Section 18 and the NW 1/4 of Section 19, Township 4 South, Range 70 West
of Lot 61, GENESEE FILING NO. 11
County of Jefferson, State of Colorado

- GATE VALVE
- GATE VALVE

LEGAL DESCRIPTION:

Lot 61, GENESEE FILING NO. 11,
County of Jefferson,
State of Colorado

SURVEYOR'S CERTIFICATION:

I, Lawrence G. Chambers, a registered Professional Land Surveyor in the State of Colorado hereby certify to Robert L. Koch Living Trust and Erin N. Koch Living Trust that this Improvement Survey Plat was prepared on November 26, 2013. I further certify that the improvements on the above described parcel on November 5, 2014, except utility connections, are entirely within the boundary of the parcel, except as indicated, and that there is no apparent evidence or sign of any easement crossing or burdening any part of said parcel, except as noted.

I do further certify that this Improvement Survey Plat is in compliance with CRS Title 38, Article 51 and all other applicable statutes.

Lawrence G. Chambers, PLS
Colorado Registration No. 16099

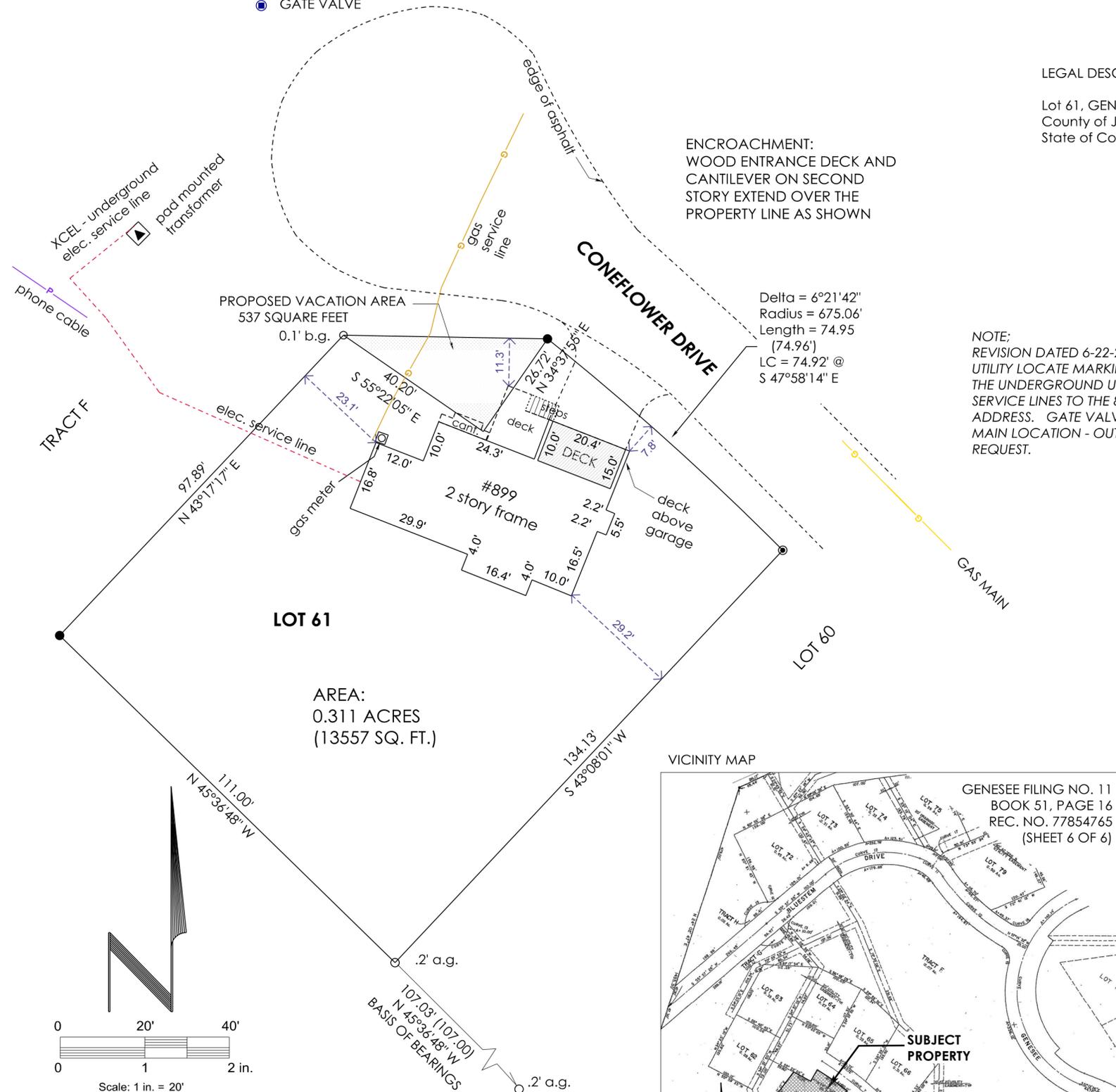
NOTES:

- 1) BASIS OF BEARINGS: Bearings are based upon the southwesterly line of Lot 60, which bears N 45°36'48" W between the south corner of Lot 61 and the south corner of Lot 60, both of which are #4 rebars with yellow plastic caps marked "COWAN (PE-PLS) #1802" as shown hereon.
- 2) The purpose of this survey is to determine the area of the cul-de-sac of Coneflower Drive which could be vacated in order to cure the encroachment of the house into the public right of way.
- 3) This survey does not constitute a title search by Chambers Consulting, Inc. to determine ownership or easements of record. No title policy, title commitment or legal description was provided by the clients to Chambers Consulting Inc.
- 4) According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years from the date of the certification above.
- 5) FLOOD INFORMATION: This site is not within a designated FEMA floodplain as determined by the Flood Insurance Rate Map (FIRM) #08059CO260F dated Feb. 5, 2014. The property is within Zone X = area determined to be outside the 0.2% annual chance flood.
- 6) Any person who knowingly removes, alters or defaces any public land survey monument or land boundary monument of accessory commits a Class Two (2) Misdemeanor pursuant to a Colorado State Statute CRS 18-4-508.

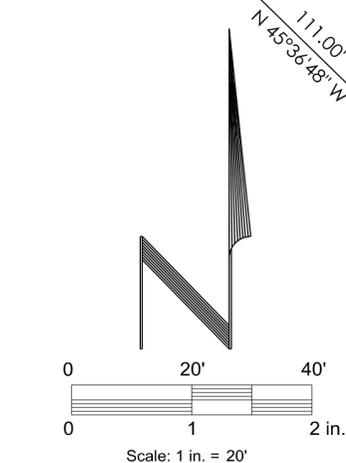
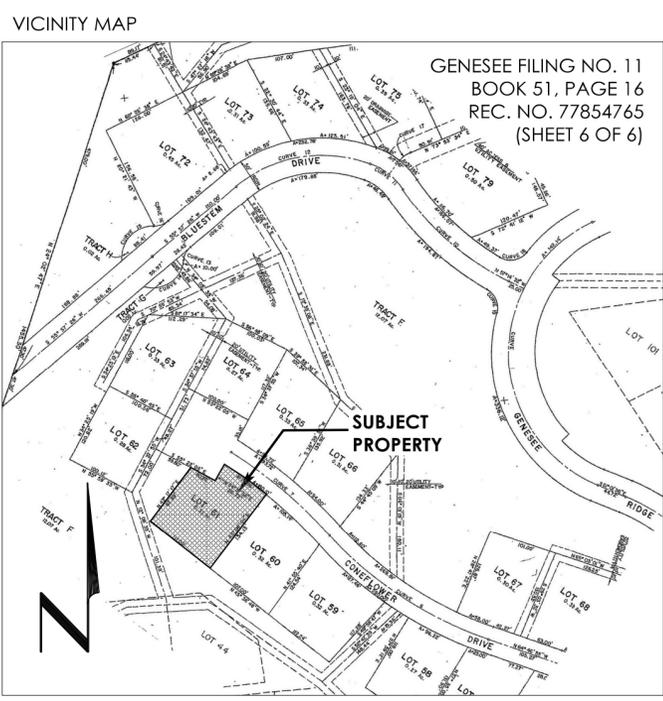
ENCROACHMENT:
WOOD ENTRANCE DECK AND
CANTILEVER ON SECOND
STORY EXTEND OVER THE
PROPERTY LINE AS SHOWN

Delta = 6°21'42"
Radius = 675.06'
Length = 74.95
(74.96')
LC = 74.92' @
S 47°58'14" E

NOTE:
REVISION DATED 6-22-2015 TO SHOW
UTILITY LOCATE MARKINGS BY OTHERS.
THE UNDERGROUND UTILITIES ARE
SERVICE LINES TO THE 899 CONEFLOWER
ADDRESS. GATE VALVES INDICATE WATER
MAIN LOCATION - OUTSIDE OF VACATION
REQUEST.



LOT 61
AREA:
0.311 ACRES
(13557 SQ. FT.)



- KEY:
- FOUND: Yellow plastic cap on #4 rebar, marked "COWAN #1802" (PE-PLS)
 - TO BE SET: 1 1/2" alloy cap on 18" long #5 rebar, marked "CHAMBERS PLS" #16099"
 - (*) Bearing or distance from filed subdivision plat, see Vicinity Map for reception number.

899 CONEFLOWER DR. VACATION CHAMBERS CONSULTING INC. STREET ADDRESS: 805 BEAR CREEK AVENUE MAIL: P.O. BOX 339, MORRISON, CO 80465-0339 303-697-0650 chaconinc@chamberscon.com		
SCALE: 1 INCH = 20 FEET	DATE: 11-26-2014 REVISION: 6-22-2015	DRAWN BY: LGC & JARC
file name: GENESEE.TRV CONEFLOWER.TRV	COUNTY: JEFFERSON	DRAWING NO.: 1182

Exhibit A

TO: Ross Klopf
Robert L Koch Living Trust
Erin N Koch Living Trust
899 Coneflower Drive
Golden, CO 80401

DATE: April 16, 2015

RE: LEGAL DESCRIPTION TO BE VACATED BY JEFFERSON COUNTY
(Proposal approved 9-26-2014 via e.mail)

That portion of the Coneflower Drive Right of Way in the S½ of Section 18, T4S, R70W of the 6th P.M. in Genesee Filing No. 11, County of Jefferson, State of Colorado, more particularly described as follows:

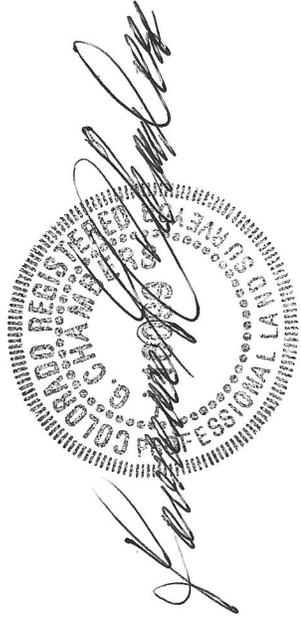
Beginning at the north corner of Lot 61 of said Filing No. 11, also being a point on the easterly line of the cul-de-sac of said Coneflower Drive; thence S 34°37'55" W, along the line common to Lot 61 and said Right of Way, 26.72'; thence N 55°22'05" W, along said common line, 40.20' to the northwest corner of said Lot 61; thence S 88°58'45" E a distance of 48.27' to the Point of Beginning, containing 537 Square Feet.

LEGAL DESCRIPTION PREPARED BY:
LAWRENCE G. CHAMBERS, PLS
COLORADO LICENSE NO. 16099
Chambers Consulting Inc.
P.O. Box 339
Morrison, CO 80465-0339



Traverse View - BOUNDARY (Grid Bearing, Grid Dist, Feet)
 13557.93SqFt 0.000Acres Grid Dist (inverse grid coordinates)
 Grid Bearing (inverse grid coordinates)
 File: GENESEE Date:4-16-2015

Point	Type	Grid Bearing	Deflec Angle	Grid Dist	Northing	Easting	Description
58					1037.249	1048.432	EAST CORNER
4		S43°08'01"W		134.13	939.366	956.727	YPC4-COWAN1802
57		N45°36'48"W	91°15'11"	111.00	1017.010	877.402	WEST CORNER
59		N43°17'17"E	88°54'05"	97.89	1088.266	944.522	N W CORNER
60		S55°22'05"E	81°20'38"	40.20	1065.420	977.600	ANGLE CORNER
61	PC	N34°37'55"E	-90°00'00"	26.72	1087.406	992.785	NORTH CORNER
58	PT	S47°58'14"E	97°23'51"	74.92	1037.249	1048.432	EAST CORNER



Traverse View - VACATION PARCEL (Grid Bearing, Grid Dist, Feet)
 537.07SqFt 0.000Acres Grid Dist (inverse grid coordinates)
 Grid Bearing (inverse grid coordinates)
 File: GENESEE Date:4-16-2015

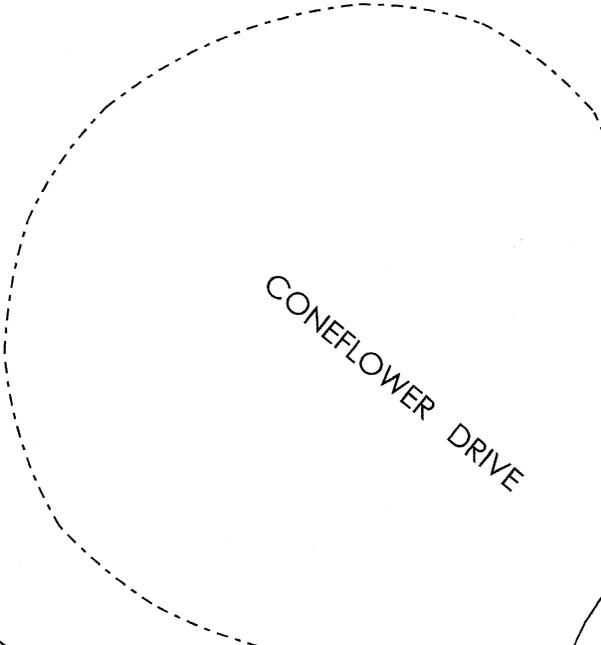
Point	Type	Grid Bearing	Deflec Angle	Grid Dist	Northing	Easting	Description
61					1087.406	992.785	NORTH CORNER
60		S34°37'55"W		26.72	1065.420	977.600	ANGLE CORNER
59		N55°22'05"W	90°00'00"	40.20	1088.266	944.522	N W CORNER
61		S88°58'45"E	146°23'20"	48.27	1087.406	992.785	NORTH CORNER



ROW VACATION DIAGRAM

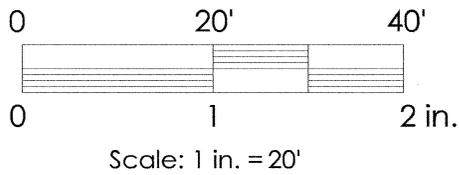
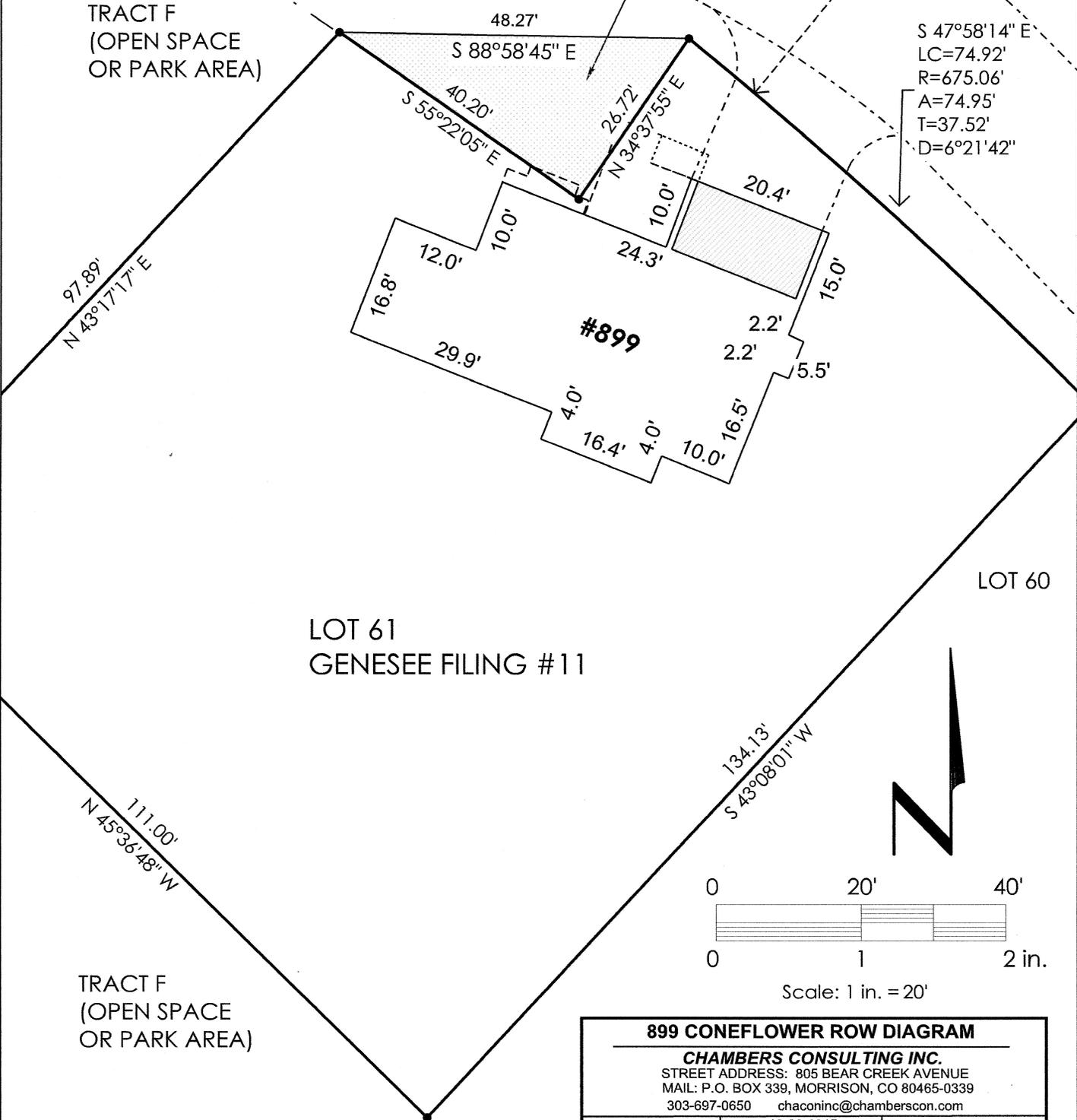


ROW
VACATION
AREA:
537 SQ. FT.

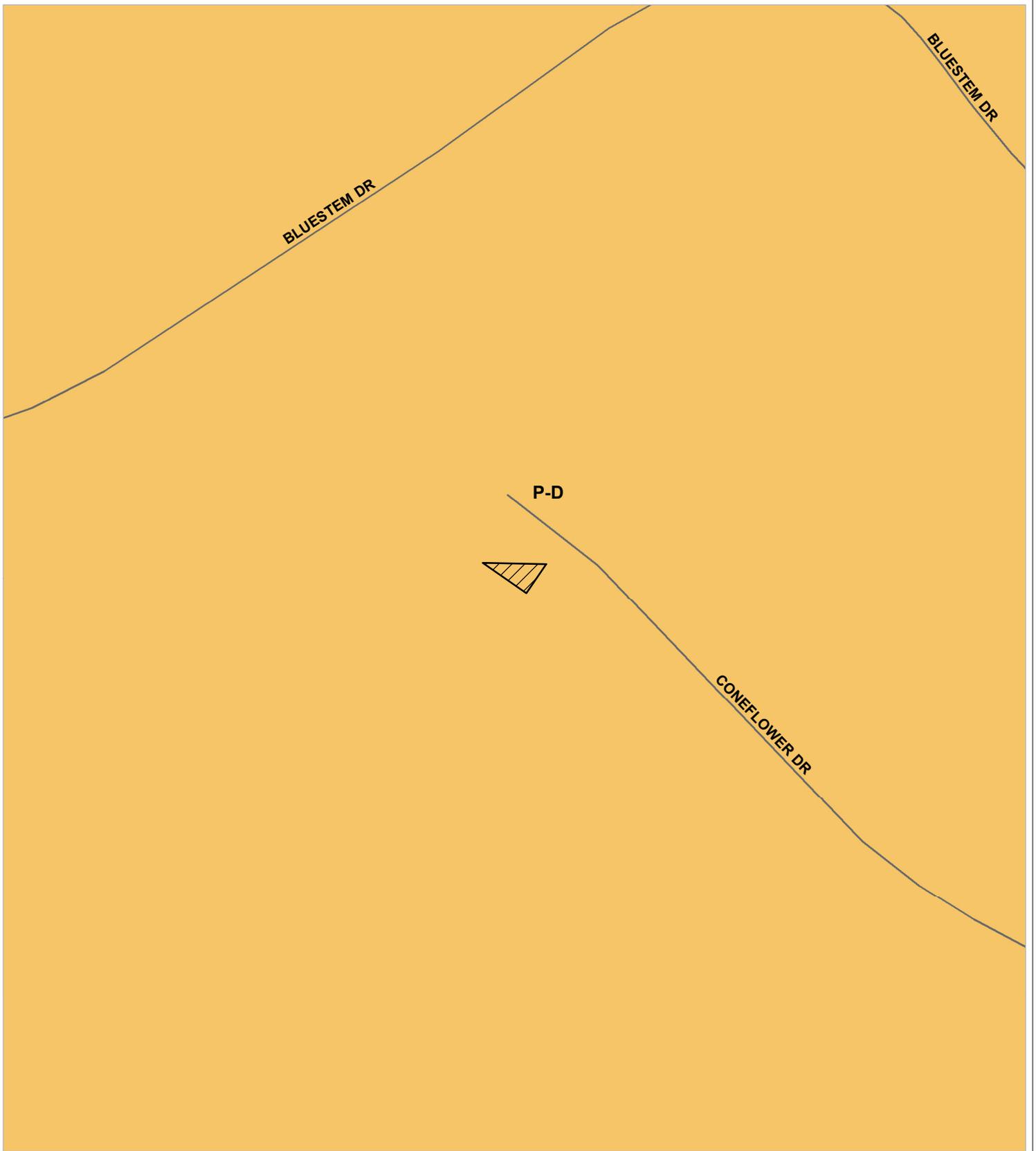


TRACT F
(OPEN SPACE
OR PARK AREA)

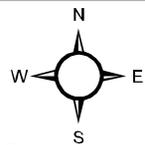
S 47°58'14" E
LC=74.92'
R=675.06'
A=74.95'
T=37.52'
D=6°21'42"



899 CONEFLOWER ROW DIAGRAM		
CHAMBERS CONSULTING INC.		
STREET ADDRESS: 805 BEAR CREEK AVENUE MAIL: P.O. BOX 339, MORRISON, CO 80465-0339 303-697-0650 chaconinc@chamberscon.com		
SCALE: 1 INCH = 20 FEET	DATE: 10-30-2015	DRAWN BY: LGC & JARC
	REVISION:	
	COUNTY: JEFFERSON	DRAWING NO.: 1182-A
file: CONEFLOWER.TRV		



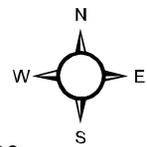
Case Number: 15-105358VA
Location: Section 18, T4S, R70W



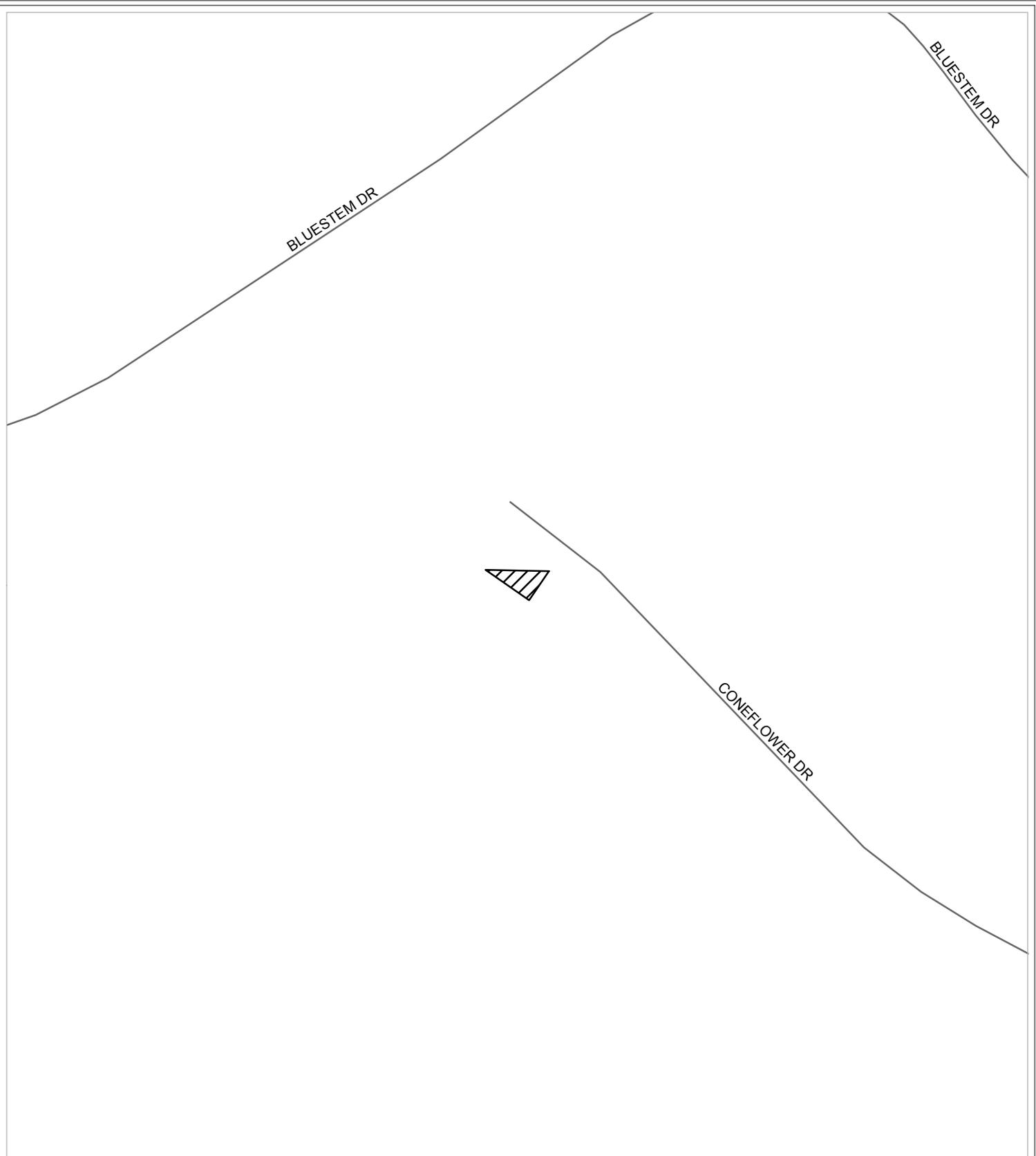
This product has been developed for internal use only. The Planning and Zoning Division makes no warranties or guarantees, either expressed or implied, as to the completeness, accuracy or correctness of such products, nor accepts any liability arising from any incorrect, incomplete or misleading information contained therein.



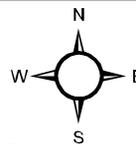
Case Number: 15-105358VA
Location: Section 18, T4S, R70W



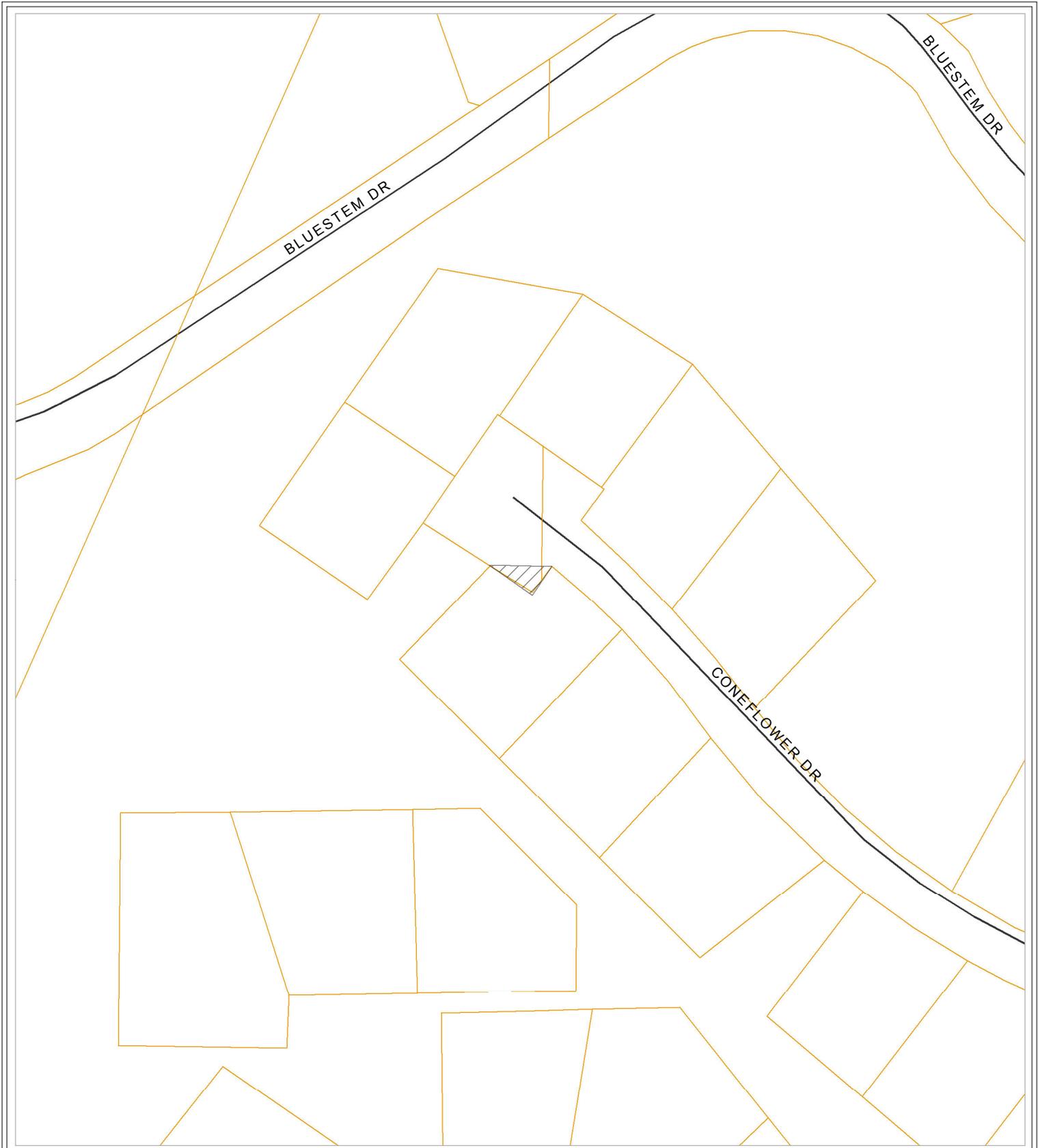
This product has been developed for internal use only. The Planning and Zoning Division makes no warranties or guarantees, either expressed or implied, as to the completeness, accuracy or correctness of such products, nor accepts any liability arising from any incorrect, incomplete or misleading information contained therein.



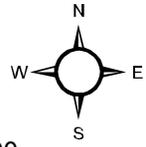
Case Number: 15-105358VA
Location: Section 18, T4S, R70W



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MEMORANDUM 11

MEMORANDUM

TO: Honorable Chairman and Members of the Board of County Commissioners
FROM: Ellen Wakeman, County Attorney
RE: Cable TV License Agreement with Comcast of Colorado IX, LLC, Comcast of Colorado XII, Inc., and Comcast of California/Colorado/Illinois/Indiana/Michigan, LP
DATE: March 22, 2016

Staff Recommendation: Approve a Cable TV License Agreement with Comcast of Colorado IX, LLC, Comcast of Colorado XII, Inc., and Comcast of California/Colorado/Illinois/Indiana/Michigan, LP (collectively, "Comcast") with a rate of 2.25% of gross revenues, as defined in the Agreement, upon execution by Comcast and review and approval by the County Attorney's Office; further, permit Comcast to continue to use County right-of-way on a month- to-month basis at a cost of five percent (5%) of Licensee's Gross Revenues (as defined in the Agreement), for the previous quarter payable quarterly, commencing with the quarter beginning April 1, 2016, until such time as an Agreement is executed or the Board of County Commissioners determines to terminate or modify this arrangement.

Resolution No. CC16 - 117

Background: Three licensees had license agreements to use the County right-of-way for cable, and assigned their interests in the license agreements to Comcast. All of the agreements required the licensee to begin negotiations for continuation of the agreements in advance of the expiration of the agreements. By letter dated November 17, 2010, Comcast requested that the license agreements continue on a month to month basis after their expiration date of December 31, 2010 while Comcast negotiated the license agreements. The Board of County Commissioners passed resolutions allowing the license agreements to continue month to month.

Since 2010 new agreements have been drafted, but Comcast still has not executed any new agreements, and its rates have not changed.

The County determined to calculate the fees for the license agreements on a gross revenue basis to be consistent with other jurisdictions. Although the County's fees (2.25%) requested in the agreements remain lower than other jurisdictions (most charge 5% of gross revenues), Comcast has not executed the agreements nor begun to pay the fees they require. Increase of the month-to-month fee is required until the execution of the new agreement.

BCC Briefing Presented on: 3/15/2016

Fiscal Impact:

New Comcast agreement at 2.25% generates quarterly fees estimated at \$112,500. Month-to-month fees at 5% of gross annual revenue charged unless or until an agreement is executed generate quarterly fees estimated at \$250,000.

Original returned to: David Wunderlich with copies to Dixie Shear and Siivi Lutter

CONTRACT REVIEW ROUTING FORM

Parties to Contract: JEFFERSON COUNTY and COMCAST OF COLORADO
 Third Party Authorized Rep: _____

Phone: _____ Fax: _____ Third Party Tax I.D.: _____

Remittance Address: 8000 E. Iliff Avenue, Denver, CO 80231, Attn: Finance Dept

Process Dates: Must be executed by BCC: 3/22/16 Deadline to County Manager: 3/15/16

Contacts: Originating Department/Contact: County Attorney/David Wunderlich Phone ext: 8939

Purchasing Department/Contact: _____ Phone ext: _____

County Attorney/Contact: Ellen G. Wakeman Phone ext: 8965

MANDATORY ACCOUNT INFORMATION		Total Amount: _____	
Account Number: _____	Project: _____	Funds Available: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Multi-Year Contract: Yes <input type="checkbox"/> No <input type="checkbox"/>	Amount of Contract Budgeted in Current Year: _____		

ROUTING

O R D E R	Department	Authorized Signatures Name/Initials (*)	Date Forward	Comments
1	Originator (**)	David Wunderlich <i>DW</i>	3/15/16	<i>contracts for information - not for signature</i>
3	Division Director Purchasing			
4	Department Director	Jeanie Rossillon <i>JR</i>	3/15/16	
2	County Attorney	Ellen G. Wakeman <i>EW</i>	3/15/16	
5	BCC Agenda Coordinator			

INSTRUCTIONS

- 1 Number the left hand column in the order in which the contract is to be routed. (The above listing represents the typical routing for a construction bid.)
- (*) Initials of reviewer indicate that the contract is acceptable and ready for BCC action, from reviewer's perspective.
- (**) Signature of authorized department contact for contractual questions.