

Ridgway Town Council  
Regular Meeting Agenda  
Wednesday, April 8, 2020

Due to COVID-19, and pursuant to the Town's Electronic Participation Policy,  
the meeting will be conducted via a virtual meeting portal

<https://zoom.us/j/696711202>

Meeting ID: 696 711 202

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## **OATH OF OFFICE**

The Town Clerk will administer the oath of office to recently elected Council members and the Mayor.

**5:30 p.m.**

## **ROLL CALL**

## **ADDITIONS & DELETIONS TO THE AGENDA**

**ADOPTION OF CONSENT CALENDAR** All matters listed under the consent calendar are considered to be routine by the Town Council and enacted by one motion. The Council has received and considered reports and recommendations prior to assigning consent calendar designations. Copies of the reports are on file in the Town Clerk's Office and are available to the public. There will be no separate discussion on these items. If discussion is requested, that item will be removed from the consent calendar and considered separately.

1. Minutes of the Regular Meeting of March 11, 2020
2. Minutes of the Special Meeting held March 20, 2020.
3. Register of Demands for April 2020.

## **ACKNOWLEDGEMENTS**

Thank you to outgoing Council members.

**PUBLIC COMMENTS** Established time for the public to address the Council regarding any item not otherwise listed on the agenda. Comments will be limited to 5 minutes per person.

**PUBLIC REQUESTS AND PRESENTATIONS** Public comments will be limited to 5 minutes per person; discussion of each item may be limited to 20 minutes.

4. Update on local response efforts to the COVID-19 pandemic - Town Manager.
5. Request waiver of fees to use Hartwell Park and the performing arts stage on June 17<sup>th</sup> to offer free music to Ride the Rockies participants, with proposal to offset waived fees through implementation of a vendor fee for food vendors at the event - Trisha Oakland, on behalf of the Ridgway Chautauqua Society.

6. Request for Town to purchase, or assist in the purchase, of banner thanking health care workers and law enforcement - Andy Michelich.

**PUBLIC HEARINGS** Public comments will be limited to 5 minutes per person; hearings may be limited to 20 minutes.

7. Adoption of Ordinance Revising Section 7-3-12 of the Ridgway Municipal Code Regarding Sign Regulations – Town Planner.

**POLICY MATTERS** Public comments will be limited to 5 minutes per person; overall discussion of each item may be limited to 20 minutes.

8. Request for extension of preliminary plat submittal for Vista Park Commons PUD - Town Planner.
9. Resolution 20-02 Adopting the Town of Ridgway Stormwater Master Plan - Town Manager.
10. Review and action regarding local economic recovery assistance measures - Town Manager.
11. Review and action on emergency budget reduction recommendations - Town Manager.
12. Award of bid for the Athletic Park Pavilion Construction Project - Town Planner.
13. Update on request for bids for the Heritage Park Improvements Project - Town Manager.
14. Approval of contract for purchase of used snowplow - Town Manager.
15. Approval of the Town of Ridgway Emergency Pandemic Leave Policy - Town Manager.
16. Annual appointment of Mayor Pro Tem and review of Council representation on commissions, committees and boards - Town Clerk.

**WRITTEN REPORTS** Written reports may be provided for informational purposes prior to the meeting updating Council on various matters that may or may not warrant discussion and action.

17. Town Manager's Report.

**COUNCIL COMMITTEE REPORTS** Informational verbal reports from Councilors pertaining to the following committees, commissions and organizations:

Committees, Commissions, Task Forces:

Ridgway Parks, Trails & Open Space Committee - Mayor Pro Tem Johnson  
Ridgway Planning Commission - Councilor Cheek and Mayor Clark  
Ridgway Creative District Creative Advocacy Team - Councilor Hunter  
Ridgway Scholarship Committee - Mayor Pro Tem Johnson and Mayor Clark

Board Appointments:

Ouray County Weed Board - Councilor Lakin; alternate - Town Engineer  
Ouray County Joint Planning Board - Councilor Meyer, citizens Rod Fitzhugh & Tom McKenney;  
alternate-Mayor Pro Tem Johnson  
Sneffels Energy Board - Councilor Lakin and Public Works Services Administrator; alternate -  
Mayor Pro Tem Johnson

Region 10 Board - Mayor Clark

WestCO Dispatch Board - Town Marshal; alternate - Town Manager

Gunnison Valley Transportation Planning Region - Town Manager; alternate - Public Works Services Administrator

Ouray County Transit Committee - Public Works Services Administrator; alternate - Town Manager

Ouray County Water Users Association - Councilor Meyer

Ouray County Affordable Housing Advisory Committee - Councilor Austin.

Liaisons and Participation:

Chamber of Commerce - Councilmember Hunter

Communities That Care Coalition - Mayor Clark

Ouray County Fairgrounds - Councilor Austin

**ADJOURNMENT**

Deadline for agenda items for next regular meeting, Wednesday, May 6, 2020 at 4:00 p.m., Town Clerk's Office, 201 N. Railroad Street, Ridgway, Colorado.

# Consent Agenda

RIDGWAY TOWN COUNCIL  
MINUTES OF REGULAR MEETING  
MARCH 11, 2020

CALL TO ORDER

The Mayor called the meeting to order at 5:35 p.m. in the Community Center at 201 North Railroad Street, Ridgway, Colorado. In attendance Councilors Hunter, Lakin, Meyer, Mayor Pro Tem Johnson and Mayor Clark. Councilors Austin and Cheek were absent.

EXECUTIVE SESSION

The Town Attorney suggested the Town Council enter into an executive session pursuant to Colorado Revised Statutes 24-6-402(4)(e) for conference with the Town Attorney for the purpose of determining position subject to negotiations regarding Lake Ottanwanda.

ACTION:

It was moved by Councilor Lakin, seconded by Mayor Pro Tem Johnson and unanimously carried to enter into closed session.

The Council entered into executive session at 5:40 p.m. with the Town Attorney, Town Manager, Town Engineer and Public Works Services Administrator.

The Council reconvened to open session at 6:00 p.m.

CONSENT AGENDA

1. Minutes of the Regular Meeting of February 12, 2020.
2. Minutes of Joint Workshop held on February 10, 2020.
3. Register of Demands for March 2020.
4. Renew restaurant liquor license for True Grit Cafe.
5. Appoint Andy Nasisse to the Ridgway Creative District, Creative Advocacy Team.
6. Water leak adjustment for Meter #6270.1/ 155 S. Elizabeth Street.

ACTION:

It was moved by Mayor Pro Tem Johnson, seconded by Councilor Lakin and unanimously carried to approve the consent calendar.

PUBLIC COMMENTS

Annabelle Clarke explained she lives at the corner of Otto and Cora and noted many 'large trucks' which "can't turn around" come into the residential area, "thinking they are" entering the Ridgway Business Park. She suggested a sign be installed at Railroad Street designating the turn on to Roundhouse Street, and into the Business Park.

The Council agreed and directed staff to research installation of signage.

## PUBLIC REQUESTS AND PRESENTATIONS

7. Request to use Hartwell Park for Ridgway Old West Fest and use Town streets for wagon rides during the event

Eve Becker-Doyle displayed a PowerPoint presentation of the Ridgway Old West Fest. She explained the non-profit Ridgway Western Heritage Society organizes the event. She presented background on the the first event which was held last year. The second annual event will be held on September 25 through 27<sup>th</sup> and she presented the proposed venues and activities. Ms. Becker-Doyle requested approval to hold the event in Hartwell Park, to conduct draft horse wagon rides on Town streets north of the park, and requested a donation of \$500 in the 2021 Budget.

There was discussion by the Council.

### ACTION:

Councilor Lakin moved to approve use of Hartwell Park and use of Town streets for draft horse wagon rides, and place \$500 in next years budget. Councilor Hunter seconded the motion which carried unanimously.

8. Request to consider adopting regulations for small cell and other communication facility installations in Town rights-of-ways and on Town infrastructure

Letter from Kristine Skovli Martinez requesting the Council explore ways to restore local control over small cell facilities.

Kristine Skovili Martinez addressed the Council regarding “unknown and potentially serious health and environmental affects of the new general cell phone network, 5G”. She presented health concerns and studies conducted in relation to 5G cell technology. She suggested the Council “support the removal of House Bill (HB) 17-1193” to regain local control over installation of cell towers.

Town Manager Preston Neill reported on the legislation which was enacted through the house bill, noting a number of communities have adopted local regulations, which are limited to design and other protections.

There was discussion by the Council. There was consensus to request legislators repeal HB 17-1193 and direct staff to explore proposed language for an ordinance enacting local control.

### SPEAKING FROM THE AUDIENCE:

Anthony Gegauff spoke in support of local regulations.

Chrlsta Meyer noted the Town’s Master Plan “mandates a healthy environment” and local regulations would meet that goal. She also expressed support for repealing the state law.

Daniel Venegas noted “property values go down when equipment is placed near homes”. He stated the “environment is affected” by the technology, noting “it is unknown what the technology does to animals” but “we know what it does to bees and migratory patterns of birds”.

9. Update on outbreak of Coronavirus

Ouray County Public Health Director Tanner Kingery presented decisions at the State and local level regarding regulations pertaining to containment of the Coronavirus. He reported on State mandates, and local efforts to provide testing.

There were questions from the Council and audience.

POLICY MATTERS

10. Request for extension of preliminary plat submittal for The Preserve PUD

Staff Report dated 3-4-20 from the Town Planner presenting a request to approve a two year extension for the Preserve PUD Preliminary Plat.

Planner Coburn reported on March 14, 2018 the Council approved with conditions, a request to extend the preliminary plat approval which was lapsed from an extension granted in September of 2007. In October of 2018 the new property owner Dalwhinnie Group LLC, began meeting with staff to discuss conditions and requirements placed on the 2018 extension. She reported the new owner is requesting a two year extension to meet the conditions of the preliminary plat approved in March of 2018.

SPEAKING FROM THE AUDIENCE:

Chris Hawkins with Alpine Planning reported wetlands and floodplain approvals have been processed with the Army Corp of Engineers.

Nick Barret with Del Mont Consultants explained the company is in the process of preparing an inventory of installed infrastructure, and preparing as-built maps. Permitting for the lift station is being addressed, and preparation of a proposal to possibly annex the south portion of the property, which is currently located within the County.

Michael Cox representing Dalwhinnie Group LLC explained the company desires to complete the project and construct "something the Town will be proud of".

There were comments from the Council.

ACTION:

Councilor Lakin moved to approve the extension for the Preserve PUD Preliminary Plat, Savath Subdivision part of Outlot A and the Woodford Addition, for a period of two years with the conditions assigned with the March 14, 2018 approval and allow for up to two years to meet those conditions, Councilor Meyer seconded the motion which carried unanimously.

11. Request from Alpenglow Cohousing Subdivision for additional time to meet condition of the subdivision preliminary plat approval relative to storm water planning

Staff Report from the Planner dated 3-6-2020 presenting a request to allow additional time for Alpenglow Cohousing Subdivision to meet the preliminary plat condition to finalizing the storm water plan with the Town and Colorado Department of Transportation (CDOT).

Planner Coburn explained conditions of the preliminary plat for the Alpenglow Cohousing Subdivision require finalization of the storm water drainage plan with CDOT and the Town,

to obtain necessary permitting from CDOT. The deadline was set for March 9<sup>th</sup>, and though the applicants has been working with the Town and CDOT, additional time will be needed before approvals can be granted.

**ACTION:**

It was moved by Councilor Hunter, seconded by Mayor Pro Tem Johnson and unanimously carried to approve up to six months for the Alpenglow Cohousing Subdivision to meet the condition of approval to finalize the storm water system.

12. Follow up to request for Town participation in the San Miguel Power Association Totally Green Program

Staff Report dated 3-6-20 from the Town Manager in follow up to a request from Ridgway Ouray Community Council (ROCC) made at the prior meeting, to participate in the San Miguel Power Association (SMPA) Totally Green Program.

Manager Neill explained in follow up to the prior meeting staff researched participation in the SMPA Totally Green Program. Annual costs to opt into the program using 100% renewable sources for electrical uses, would increase annual electric bills by \$4,894.61. In 2013 the Town purchased shares in solar array panels with SMPA at a cost of \$7,500 for use at the wastewater treatment plant.

**SPEAKING FROM THE AUDIENCE:**

Rein Van West representing the ROCC Clean Energy Committee noted Town participation in the program would help to “reduce CO2 emissions in Ouray County”.

Terry Schulyer with SMPA displayed a PowerPoint presentation on the association’s Carbon Clear Energy Programs, which includes the Totally Green Program to promote “environmentally responsible electrical service” from “energy efficient renewals.”

Dave Jones representing the ROCC Clean Energy Committee noted the costs of “going totally green” based on electrical usage by the Town in 2019, and requested participation in a lighting inventory of Town facilities.

There was discussion by the Council. Consensus was to direct staff to adjust the budget to accommodate participation in the program in the current year, and to assist ROCC in a lighting inventory of Town facilities.

13. Introduction of Ordinance Revising Section 7-3-12 of the Ridgway Municipal Code Regarding Sign Regulations

Staff Report from the Town Planner dated 3-3-20 presenting a proposed ordinance recommended by the Planning Commission to update sign regulations.

Planner Coburn reported to comply with a 2015 state court ruling pertaining to content based restrictions on signage, and to meet a goal of the Town Master Plan, the Planning Commission is recommending updates to the existing sign regulations contained in the Municipal Code.



ACTION:

Moved by Councilor Lakin to introduce the Ordinance Revising Section 7-3-12 of the Ridgway Municipal Code regarding Sign Regulations, Councilor Hunter seconded the motion, which carried unanimously.

14. Requests for support

Mayor Clark presented a request for support from Mountain Pact to endorse a letter to the US Senate and House of Representatives challenging the appointment of William Perry Pendley as the acting Director of the Bureau of Land Management.

There was discussion by the Council and it was agreed to endorse the letter.

The Mayor presented a draft letter supporting the Ouray County Historical Society's request to the State Historical Fund for funding to rehabilitate the society's museum.

ACTION:

Moved by Mayor Pro Tem Johnson to authorize the Mayor to sign a letter of support for the Ouray County Historical Society. Seconded by Councilor Hunter, the motion carried unanimously.

STAFF REPORTS

The Town Manager presented a written report dated March 6, 2020 and reviewed some of the items contained in the report.

TOWN COUNCIL REPORTS

Councilmember Hunter thanked the Council for the opportunity to serve on the Council.

ADJOURNMENT

The meeting adjourned at 8:25 p.m.

Respectfully Submitted,

Pam Kraft, MMC  
Town Clerk

RIDGWAY TOWN COUNCIL  
MINUTES OF SPECIAL MEETING  
MARCH 20, 2020

The Town Council convened for a special meeting at 5:00 p.m. via Zoom Meeting, a virtual meeting platform, pursuant to the Town's Electronic Participation Policy, due to COVID-19. In attendance Councilors Austin, Cheek, Lakin, Meyer and Mayor Clark. Councilor Hunter was not present for the roll call. Mayor Pro Tem Johnson was absent.

Town Clerk's Notice and Call of Special Meeting dated March 18, 2020.

1. Declaring a Local Disaster in and for the Town of Ridgway

Town Manager Preston Neill explained on March 17<sup>th</sup> he issued an order declaring a local disaster in response to the COVID-19 pandemic, and requested the Council extend the emergency declaration to May 14<sup>th</sup>. He noted the order follows language and protocols implemented in other communities across the state and nation.

ACTION:

Councilor Lakin moved to approve the Order Declaring a Local Disaster in and for the Town of Ridgway. Councilmember Cheek seconded the motion which carried unanimously.

2. Resolution closing Town facilities to the public until further notice

Councilor Hunter entered the virtual meeting platform at 5:05 p.m.

The Town Manager presented the Council with a resolution announcing the closure of public facilities based on the declaration of a local disaster.

ACTION:

It was moved by Councilor Austin and seconded by Councilmember Lakin to approve Resolution No. 20-01 Closing Certain Town Facilities of the Town. The motion carried unanimously.

3. Use of Town Electronic Meeting Policy for public meetings

Town Attorney Nerlin explained based on the declaration of local disaster the Mayor has the authority to enact a policy requiring the use of electronic virtual meetings to 'conduct the business of government'. To preserve the spirit of the open meeting laws, he stated, the use of an electronic virtual meeting platform will allow the public to access into the meeting and participate.

4. Public questions and comments

The Mayor opened the meeting to questions and comments from the public.

Jake Niece explained the zoom meeting platform.

Tammi Tuttle noted new State regulations allowing restaurants to prepare alcoholic beverages to go, for persons ordering take out food.

Adam Dubroff inquired into the county public health order prohibiting rental of lodging units to persons for under thirty days.

Terry Schulyer presented an update on the emergency response plan prepared by San Miguel Power Association electric co-op.

Ben Tisdale presented an update from the Ouray County Commissioners regarding public health orders and economic recovery.

Jake Niece asked if the Town or County is considering implementing a “shelter in place” order.

Commissioner Tisdale addressed the Governors recent orders and possibility of an action at the State level pertaining to “shelter in place”.

There was discussion between the Council and members of the audience in relation to the current situation regarding the COVID-19 pandemic.

The meeting adjourned at 6:20 p.m.

Respectfully Submitted,

Pam Kraft, MMC  
Town Clerk

**Town of Ridgway**  
**Register of Demands**  
April 2020

Name	Memo	Account	Paid Amount
<b>Consolidated Electrical Distrib...</b>		<b>Alpine-Operating Account</b>	
	River Park photo cell	638GO2 · Street Lighting	-22.14
TOTAL			-22.14
<b>Verizon Wireless</b>		<b>Alpine-Operating Account</b>	
		943WOO · Telephone	-35.04
TOTAL			-35.04
<b>Honnen Equipment Company</b>		<b>Alpine-Operating Account</b>	
	3/10-3/27 loader	662GO2 · SnowRemoval Equip&Services	-1,414.28
TOTAL			-1,414.28
<b>Hartman Brothers Inc</b>		<b>Alpine-Operating Account</b>	
		661GO2 · Vehicle & Equip Maint & Repair	-2.28
		961SOO · Vehicle & Equip Maint & Repair	-2.27
		961WOO · Vehicle & Equip Maint & Repair	-2.27
TOTAL			-6.82
<b>DOWL</b>		<b>Alpine-Operating Account</b>	
	Amelia St design survey - 2/16-3/21	614GO2 · Consulting/ContracturalServices	-380.00
TOTAL			-380.00
<b>True Value</b>		<b>Alpine-Operating Account</b>	
		632GO2 · Supplies & Materials	-10.83
		732POO · Supplies & Materials	-58.56
		832GO3 · Equipment & Supplies	-26.73
		932SOO · Supplies & Materials	-10.82
		932WOO · Supplies & Materials	-109.94
TOTAL			-216.88
<b>Black Hills Energy-PW Office</b>		<b>Alpine-Operating Account</b>	
		642GO2 · Utilities	-17.39
		942SOO · Utilities	-17.38
		942WOO · Utilities	-17.39
TOTAL			-52.16
<b>Black Hills Energy-Lift Station</b>		<b>Alpine-Operating Account</b>	
		942SOO · Utilities	-26.08
TOTAL			-26.08

**Town of Ridgway**  
**Register of Demands**  
April 2020

Name	Memo	Account	Paid Amount
<b>Black Hills Energy-PW Building</b>		<b>Alpine-Operating Account</b>	
		742POO · Utilities	-53.63
		642GO2 · Utilities	-53.63
		942SOO · Utilities	-53.63
		942WOO · Utilities	-53.62
TOTAL			-214.51
<b>Black Hills Energy-Hartwell Park</b>		<b>Alpine-Operating Account</b>	
		742POO · Utilities	-47.82
TOTAL			-47.82
<b>Black Hills Energy-Town Hall</b>		<b>Alpine-Operating Account</b>	
		742PO1 · Utilities - community center	-56.53
		842GO3 · Utilities	-56.52
		542GOO · Utilities	-56.52
TOTAL			-169.57
<b>Black Hills Energy-Broadband</b>		<b>Alpine-Operating Account</b>	
	broadband building	5075GO1 · Region 10	-13.52
TOTAL			-13.52
<b>Verizon Wireless</b>		<b>Alpine-Operating Account</b>	
		741POO · Telephone	-21.08
		943SOO · Telephone	-74.45
		943WOO · Telephone	-154.13
		843GO3 · Telephone	-168.54
		543GOO · Telephone	-95.05
		643GO2 · Telephone	-52.93
		552GOO · GIS Mapping - admin	-10.00
		952SOO · GIS Mapping - sewer	-10.00
		952WOO · GIS Mapping - water	-10.01
		830GO3 · Computer	-160.42
TOTAL			-756.61
<b>USABlueBook</b>		<b>Alpine-Operating Account</b>	
	hydrochloric acid	932WOO · Supplies & Materials	-79.67
	chemicals & chlorine test strips	932WOO · Supplies & Materials	-91.96
TOTAL			-171.63

**Town of Ridgway**  
**Register of Demands**  
**April 2020**

Name	Memo	Account	Paid Amount
<b>Clear Networx, LLC</b>		<b>Alpine-Operating Account</b>	
	Apr 2020	543GOO · Telephone	-56.00
	Apr 2020	643GO2 · Telephone	-56.00
	Apr 2020	843GO3 · Telephone	-61.00
	Apr 2020	943WOO · Telephone	-56.00
	Apr 2020	943SOO · Telephone	-56.00
	Apr 2020	530GOO · Computer	-50.00
	Apr 2020	630GO2 · Computer	-50.00
	Apr 2020	730POO · Computer	-50.00
	Apr 2020	830GO3 · Computer	-50.00
	Apr 2020	930WOO · Computer	-50.00
	Apr 2020	930SOO · Computer	-50.00
	Apr 2020	917WOO · IT Services	-50.00
	Apr 2020	917SOO · IT Services	-25.00
	Apr 2020	615GO2 · IT Services	-25.00
	Apr 2020	843GO3 · Telephone	-55.00
TOTAL			-740.00
<b>Chemical Injection Technologies</b>		<b>Alpine-Operating Account</b>	
	chlorine sensor	931WOO · Maintenance & Repairs	-715.42
TOTAL			-715.42
<b>Kindred Collective, LLC</b>		<b>Alpine-Operating Account</b>	
	logo adaptation	519GOO · Contractual Services	-135.00
TOTAL			-135.00
<b>Ouray County Road &amp; Bridge</b>		<b>Alpine-Operating Account</b>	
	Mar 2020	560GOO · Gas & Oil	-35.84
	Mar 2020	660GO2 · Gas & Oil	-184.36
	Mar 2020	960WOO · Gas & Oil	-71.83
	Mar 2020	960SOO · Gas & Oil	-431.00
	Mar 2020	860GO3 · Gas & Oil	-444.90
TOTAL			-1,167.93
<b>Western Paper Distributors</b>		<b>Alpine-Operating Account</b>	
		732PO1 · Supplies - community center	-43.51
TOTAL			-43.51

## AGENDA ITEM #6



TOWN HALL PO Box 10 | 201 N. Railroad Street | Ridgway, Colorado 81432 | 970.626.5308 | [www.town.ridgway.co.us](http://www.town.ridgway.co.us)

**To:** Town Council  
**From:** Shay Coburn, Town Planner  
**Date:** March 12, 2020  
**RE:** Adoption of and Ordinance of the Town of Ridgway, Colorado Revising Section 7-3-12 of the Ridgway Municipal Code Regarding Sign Regulations

#### ACTION BEFORE COUNCIL

The Council is asked to review the attached Ordinance amending the Sign Regulations and consider it for adoption.

#### PROPOSED MOTION

"I move to adopt the Ordinance revising Section 7-3-12 of the Ridgway Municipal Code regarding Sign Regulations *[with or without modifications]*."

#### SUMMARY

In the Town's 2020 Strategic Plan, item 4 under Well-Managed Growth states "Sign Code Updates." These updates are needed to comply with the 2015 ruling in the case of Reed v. Town of Gilbert which contemplates content-based restrictions on signage. The proposed edits shown below are not a comprehensive update to the Sign Regulations and should not substantively change the meaning of the regulations. Staff has incorporated a few administrative edits as well, like clarifying confusing or contradicting language.

The Planning Commission reviewed the proposed edits at the February 25, 2020 meeting and recommend that staff draft an ordinance for Council to consider introducing. The Town Council introduced this ordinance at the March 12, 2020 regular meeting.

The Ordinance is attached to this memo while the full Sign Regulations section is included below showing all edits in track changes.

#### PROPOSED EDITS TO THE SIGN REGULATIONS

Proposed edits are shown in track changes. Comments are also included to help explain the reasoning for the proposed edit.

#### 7-3-12 SIGN REGULATIONS.

- (A) Compliance Required: It shall be unlawful to erect or maintain any sign except in conformity with the requirements of this Subsection. Signs not in conformity with the provisions of this Subsection are hereby declared to be a nuisance which may be abated by the Town in any lawful manner.
- (B) Signs Allowed Without a Permit: The following may be erected, maintained and used without a sign permit as long as they are properly maintained in accordance with the requirements of this Paragraph (B) and Paragraph (F) and with other applicable requirements of this Subsection, State law and Town ordinances and regulations, and are not prohibited by Paragraphs (C) or (D):





- (1) Official traffic control devices, signs, and notices erected, owned and maintained by the United States, the State of Colorado, the Town of Ridgway or any of their political subdivisions for official governmental purposes.
- (2) Any pennant, motto, or insignia of any nation, state, political subdivisions, religious, civic, or fraternal organization, or school except devices which are used to promote business activity.
- (3) Works of art unless they are used to promote business activity.
- (4) Temporary decorations, displays and banners which are customarily displayed and associated with holidays or celebrations and banners associated with Town endorsed civic events.
- (5) Scoreboards, unless used to advertise business activity.
- (6) Public utility warning signs, construction warning signs, and signs warning of other hazards, with no sign face larger than 10 square feet in area.
- (7) Identification signs incidental to the use of vehicles attached to the vehicle.
- (8) Traffic control devices with no sign face larger than 3 square feet.
- (9) One or more temporary signs with an aggregate sign face area of no more than 43 square feet in the Residential and Historic Residential Zoning Districts and 16 square feet in all other zoning districts, for the premises upon which they are located. Signs identifying a project and contractors involved therein shall only be allowed during the construction period. All "For Sale" signs shall be taken down when the sale of the premises is closed.
- ~~(10) One temporary sign with no sign face more than 12 square feet in area identifying a project and the contractors involved therein during the construction period.~~
- ~~(11)~~ (10) One bulletin board per street frontage not over 20 square feet in area for the purpose of announcing events of civic interest, which is owned and maintained by a charitable or religious institution.
- ~~(12)~~ (11) Memorial signs and tablets, or cornerstone signs identifying the building and its date of construction. Such signs shall be cut into masonry surface, inlaid so as to be part of the building or constructed of incombustible materials.
- ~~(13) Temporary real estate "For Sale" or "For Rent" signs.~~
- ~~(14)~~ (12) Signs upon vending machines, gasoline pumps, or packages of goods which relate to the contents thereof.
- ~~(15)~~ (13) Temporary signs advertising Town approved civic events during the period of the event. All such signs may be erected only with the approval of the Town Council except for those displayed in Town Parks which may be approved by Town Administrative Staff.
- ~~(16)~~ (14) Signs within buildings which are located no closer than 6 inches to any window or which are not legible from distances of 5 feet or more.
- ~~(17)~~ (15) Repealed by Ordinance 7-2006
- ~~(18)~~ (16) Temporary signs on the Ridgway School Ball Field fence, provided they do not face Highway 62, that they are only up during baseball season, and that all such signs be controlled and administered by the Ridgway School Administration.
- ~~(19)~~ (17) Signs devoted to non-commercial, ideological or political speech which do not exceed 10 square feet in area.

**Commented [SC1]:** The Commission recommended that this be increased from 3 to 4 square feet.

**Commented [SC2]:** Removed specific restrictions on real estate signs and contractor signs in this subsection as that could be considered a content-based restriction. These types of signs would just fall in to this category for temporary signs.

**Commented [SC3]:** Moved from below.

**Commented [SC4]:** See comment on item B(9) above.

Signs identifying a project and contractors involved would no longer be allowed to be 12sf in all districts but rather 3sf in the R and HR districts and 16sf in all other districts

**Commented [SC5]:** See comment on item B(9) above and F(7) below.

**Commented [SC6]:** "Ideological or political" could be considered content-based.



- (C) Prohibited Signs and Devices: The following are hereby prohibited within the Town:
- (1) Animated or flashing signs visible outside any building.
  - (2) Balloons, or pennants, or other wind-powered devices designed to attract attention, except they may be used for civic events up to a maximum of seven days.
  - (3) Repealed by Ordinance 2-2010
  - (4) The operation of search lights to promote business activities.
- (D) Off Premise Signs Restricted: A sign may identify or advertise only that activity or use conducted upon or related to the premises upon which the sign is located except in the following circumstances:
- (1) Directional signs owned by the Town. The expense of construction and maintenance shall be charged to the businesses or organizations advertised.
  - (2) Signs authorized pursuant to Subsection 7-3-12(G).
  - (3) Signs allowed by Paragraphs (B)(1), (4), (104), and (135).
  - (4) Signs with a message devoted solely to ~~non-commercial ideological or political~~ speech.
  - (5) Tourist oriented directional signs owned and erected by the Colorado Department of Transportation pursuant to C.R.S. 43-1-420(3), which meet conditions set out in Town resolutions as in effect from time to time.
- (E) Permits:
- (1) Except for the signs specified in Subsection (B), no sign may be erected and maintained until a Sign Permit has been issued by the building official. Applications for a standard sign permit issued pursuant to this subsection 7-3-12(E) shall be submitted to the Town on forms supplied by the Town accompanied by an application fee of \$35.00. Applications for permits issued pursuant to Ridgway Municipal Code Section 7-3-12(G), for signs erected over Town-owned streets and alley rights-of-way pursuant to a revocable right-of-way permit, shall be submitted to the Town on forms supplied by the Town accompanied by an application fee of \$75.00.
  - (2) The Building Inspector shall grant a permit only for signs which will be in compliance with the requirements of this Subsection.
  - (3) The total sign face area of signs required to have a permit per ~~property building~~, other than those restricted by Subsection (6), shall not exceed the lesser of one square foot per foot of lineal street frontage of the ~~property premises~~ abutting Town streets or 150 square feet. When more than one building ~~and/or business~~ is on the ~~property premises~~, the ~~property premises~~ street frontage shall be allocated among the buildings ~~and/or businesses~~ accordingly, ~~unless otherwise approved through a Master Sign Plan. A minimum of 32 square feet of sign area shall be allowed for each separate business, as defined by lot, unit, lease, or other legally created property interest, subject to the total sign face area limitation of 150 square feet per building.~~ Total sign face area in excess of 150 square feet shall not be allowed for any ~~property building~~ unless approved through a Master Sign Plan applicable to that ~~property building~~. ~~No single business may have a sign with any face area larger than 32 square feet.~~
  - (4) A Building Permit is also required for any sign with a ~~cost or value~~ over \$1,000.
  - (5) No permit for a sign shall be allowed in the Residential Districts.

Commented [SC7]: Same comment as B(17) above.

Commented [SC8]: Clarified language

Commented [SC9]: There is an inequity in our code with this language. Propose to delete this sentence.

Commented [SC10]: Deleted. This is stated in F(7) below.

Commented [SC11]: Clarification. It was not clear if "value" means the cost of the sign's construction, or the value placed on it (and if the latter, by whom?).



- (6) The total sign face area of signs required to have a permit for businesses within the Downtown Services Zoning District shall not exceed 12 square feet per business. All signs within said District shall be non-illuminated and attached to the building structures, no higher than the roof line.
- (F) Performance Criteria: All signs shall meet the requirements of this paragraph (F) whether a permit is required or not.
- (1) All signs shall be maintained in good, legible and safe condition.
  - (2) No sign shall be erected or maintained which creates a traffic or other safety hazard.
  - (3) All signs shall be constructed and maintained in accordance with any applicable provisions of the Town's building codes.
  - (4) All signs shall be erected and maintained in accordance with applicable requirements of State law.
  - (5) No part of any sign shall be above the roof or parapet of the highest building on the property and no higher than 35 feet. No part of any freestanding sign shall be higher than 20 feet above finished grade.
  - (6) No sign may be erected or maintained which creates a public or private nuisance, or which unreasonably interferes with the reasonable enjoyment of the adjacent property by reason of unreasonable light, shade or other effects.
  - (7) No sign shall be larger than 32 square feet in area, except a freestanding sign with more than one business advertised may have a sign face up to 56 square feet, unless approved through a Master Sign Plan applicable to the building. No sign shall have more than 2 sign faces. ~~No sign face on a temporary "For Sale" or "For Rent" sign shall exceed 7 square feet in area including riders. All "For Sale" signs shall be taken down when the sale of the premises is closed.~~
  - (8) Signs may be erected only on property which the sign owner has a legal right to erect such sign.
  - (9) All temporary signs must comply with the size restrictions set forth in Section 7-3-12(B)(9). Portable or wheeled signs displayed outside of buildings must be located so as to not impede with vehicular or pedestrian traffic, or create a traffic hazard or safety hazard or other nuisance, and must be removed at times when the advertised use or activity is not open for business.
  - (10) No more than 50% of any sign face may be internally illuminated.
  - (11) Materials – Signs lit with a dark-skies compliant external source are recommended over internally lit signs. A “halo” type sign, which uses solid letters with a light source behind them, illuminating the wall around the letters, are acceptable. If internally illuminated signs must be used, illumination of letters and graphics is allowed; however, illumination of the background is prohibited.
- (G) Signs, other than signs belonging to the Town or sponsored by the Town, conforming to size limits of this Subsection 7-3-12, may be erected over Town-owned streets and alley rights-of-way pursuant to a revocable right-of-way permit issued pursuant to either Paragraph (1) or (2) of this Subsection only on the following conditions, in addition to other applicable requirements of this Subsection:
- (1) Projecting signs:

**Commented [SC12]:** This could be considered content based so it was deleted. These signs will default to the temporary sign size restriction in B(9) above.

Real estate signs would no longer be limited to 7sf in all districts but rather 3sf in the R and HR districts and 16sf in all other districts



- (a) The sign must be supported and attached to a building.
- (b) The sign may extend no more than 5 feet from the building, ~~10 feet for a~~ If the sign is printed on a retractable awning, the awning may extend no more than 10 feet from the building. A sign may extend no more than 5 feet across the Town-owned right-of-way. ~~If the sign is 10 feet for a sign~~ printed on a retractable awning, the awning may extend no more than 10 feet across Town-owned right-of-way.
- (c) No part of the sign may be less than 10 feet above the ground over Town right-of-way, except for a sign printed on an awning, the awning shall be at least 7 feet above the ground.
- (d) That portion of any sign face located over the Town right-of-way shall be no larger than 20 square feet in area.
- (e) No more than one sign per business may extend over the Town right-of-way.
- (f) No sign with its face parallel to the wall of the building to which it is attached, except for those printed on an awning, may extend more than 12 inches from the building, nor more than 12 inches over public property.
- (g) Plans for signs over Town rights-of-way must be submitted with applicable fee, reviewed and approved by the Town Administrative Staff.
- (h) The revocable permit may be revoked by the Town at any time for any reasonable reason.
- (i) Proof of insurance shall be provided to the Town.
- (j) The sign may identify or advertise only that activity or use conducted upon or related to the abutting premises.

Commented [SC13]: Clarified language.

(2) Portable signs:

- (a) The sign may identify or advertise only that activity or use conducted upon or related to the abutting premises.
- (b) No more than one sign per business may be placed on Town right-of-way.
- (c) The proposal for a portable sign on Town right-of-way must be submitted with applicable fee, reviewed and approved by the Town Administrative Staff.
- (d) The revocable permit shall specify the authorized location, and may be revoked by the Town at any time for any reasonable reason.
- (e) Proof of insurance shall be provided to the Town.
- (f) The sign must be located so that it does not interfere with Town use, impede vehicular or pedestrian traffic, or create a traffic or safety hazard or other nuisance.
- (g) The sign must be removed at times when the advertised use or activity is not open for business.

(H) General Provisions:

- (1) The area of a sign face shall include the surface area of a sign, including non-structural trim and decoration, but excluding supports or uprights. The face area of a sign painted or hung on a wall of a building, or on an awning, shall include all the area within a perimeter surrounding all words, symbols, designs and coloring, distinctive from the wall upon which it is painted.



Only one side of double-faced signs that convey the same message on both faces shall be included for purposes of this calculation.

- (2) As used in this Subsection, "sign" means and includes any object, device, or message which is used to advertise, identify, display, direct, attract attention, or convey any message concerning any object, person, institution, organization, business, products, service, event, or location by any means, including words, letters, figures, designs, symbols, fixtures, colors, motion, illumination, or projection, and anything else commonly known as a "sign".

(I) Nonconforming Signs:

- (1) All signs shall at all times be maintained in strict conformity with the performance criteria of Paragraphs (F)(1), (2), (3), (4), (6) or (8). All Master Sign Plans previously approved by the Town under Section 7-3-12(J) prior to April 15, 2019 shall be maintained in strict conformity with such Town approval. Any signs not in compliance with these specific performance criteria and/or Master Sign Plans approved prior to April 15, 2019 shall be removed.
- (2) All signs shall at all times be maintained in strict conformity with the performance criteria of Paragraph (F). Any sign not in compliance with Paragraph (F) shall be removed.
- (3) The right to maintain a nonconforming sign shall be terminated and the sign removed or brought into full compliance with this Subsection under the following conditions:
  - (a) Abandonment of the sign, abandonment or termination of the related business, an interruption in continuance of the business for 6 months.
  - (b) A violation of any of the performance criteria of Paragraph (F) (1), (2), (3), (4), (6) or (8).
  - (c) The destruction of the sign, removal of the sign or damage of the sign, such that the cost of replacement or repair is greater than 50 percent of the replacement cost of the original sign.
  - (d) The creation of any additional violation of or nonconformity with these regulations.
- (4) A list of nonconforming signs shall be developed and maintained by the building inspector with owners notified and given a copy of Paragraph (I).

(J) Master Sign Plans:

- (1) Purpose: To provide flexibility for the amount of signage and size of signs for multi-tenant buildings and developments to ensure signage is available for business and facility wayfinding and identification. To protect the health, safety and welfare of the community while preserving Town aesthetics.
- (2) Applicability:
  - (a) A Master Sign Plan shall be encouraged for all properties with multi-tenant buildings and/or multiple buildings in which three or more non-residential tenants or businesses are present.
  - (b) Any property with multiple-tenant buildings or multiple buildings in which ~~three~~ three or more non-residential tenants existing at the time of adoption of this section that does not have a Master Sign Plan is encouraged to apply for a Master Sign Plan at the time of application for a new sign at the site.



- (c) Any property owner with multi-tenant and/or multiple buildings in which two or more non-residential tenants or businesses are present, may apply for a Master Sign Plan.

(3) General Regulations:

- (a) All signs subject to a Master Sign Plan shall apply for and receive a sign permit before any sign may be installed.
- (b) All signs on the site shall conform at all times to the approved Master Sign Plan and other applicable sign regulations.
- (c) Master Sign Plan shall run with the property for which it was issued and not with individual tenants or businesses.
- (d) Applications for a Master Sign Plan shall be submitted to the Town on forms supplied by the Town accompanied by the fee per Ridgway Municipal Code Section 7-3-20. At a minimum the applicant shall submit the following information to the Town:
  - (i) Identification of the property for which the Master Sign Plan application shall apply;
  - (ii) Proof of property ownership, or partial ownership, and signatures from all property owners included in the proposed Master Sign Plan;
  - (iii) Total sign area allowed per Ridgway Municipal Code Section 7-3-12 and the total sign area requested with the Master Sign Plan;
  - (iv) Site plan showing location of all existing and proposed signs on property, with distance from property lines;
  - (v) Building elevations/pictures showing location of all existing and proposed signs on property, with height of all signs from the ground;
  - (vi) Dimensions and type of all existing and proposed signs, including the unit number/address for each;
  - (vii) Any proposed lighting for the signs, including location, type, kelvin and lumens for each fixture;
  - (viii) Proof that the criteria for approval have been met.
- (e) Through these Master Sign Plan regulations the following deviations from the specified dimensional requirements may be considered.
  - (i) A free standing sign may be up to 30% larger than the 56 square feet limitation of 7-3-12(F)(7).
  - (ii) Up to 30% more than the allocated square footage per 7-3-12(E) (3) of sign area may be allowed.

Deviations shall not be considered for any other sign regulations in the Ridgway Municipal Code.

(4) Criteria for Approval:

The proposed Master Sign Plan:

- (a) will not be contrary to the public health, safety or welfare;
- (b) will not create traffic hazards;



- (c) provides for adequate assurances of safety from natural conditions such as wind, snow and ice as it relates to the proposed signs;
- (d) will not unreasonably interfere with neighboring commercial businesses or properties;
- (e) provides for signs that are reasonably necessary to operate the business or businesses on the property;
- (f) the burden shall be on the applicant to show that these criteria have been met.

(5) Review Procedure:

- (a) Within 14 days of receipt of ~~the~~ a completed application accompanied by the applicable fee for a Master Sign Plan, or a minor change to an existing Master Sign Plan, the Town will administratively approve or deny the application according to the Criteria for Approval. It shall not be necessary for the Town to provide written findings or conclusions, except upon request of the applicant.
  - (i) To the extent an application for a Master Sign Plan or minor change is denied in whole or in part, the requesting party may appeal to the Planning Commission as set forth in subsection (5)(b) of this section. Such appeal shall be in writing and submitted within 7 days of the Town's decision and review shall be de novo.
- (b) Within 14 days of receipt of a completed application accompanied by the applicable fee for a major change to a Master Sign Plan, or an appeal of a denial of a Master Sign Plan, or minor change to a Master Sign Plan, the Planning Commission will set a hearing:
  - (i) The hearing shall be heard at the next regularly scheduled Planning Commission meeting for which proper notice of the hearing can be made, and no later than 40 days after receipt of a completed application accompanied by the applicable fee for a major change to a Master Sign Plan, or an appeal of a denial of a Master Sign Plan, or minor change of a Master Sign Plan. A hearing that must be continued due to time constraints or other delays, may be continued for an additional 7 days beyond the 40 day deadline, assuming the hearing was commenced within the 40 day deadline. By mutual agreement, the applicant and the Planning Commission may also extend the 40 day and 7 day deadlines set forth in this subsection.
  - (ii) At the scheduled hearing, the applicant and other interested parties may appear and present such evidence and testimony as they may desire. Anyone presenting evidence or testimony shall be subject to cross-examination by other interested parties, although the Planning Commission may limit testimony, evidence and cross-examination which is merely cumulative and is not required to follow any set procedure during the hearing, nor strictly follow the Rules of Evidence as applied by the Court. The hearing should be tape recorded or otherwise electronically recorded. The application, or other interested party may, if so desires, have the hearing recorded by a court reporter, at the ~~applicants-applicant's~~ sole expense. The burden is upon the applicant in all cases to establish that the applicable criteria for any action are met.
  - (iii) Notice of the hearing shall be posted at Town Hall at least 10 days before the hearing, and posted visibly for each street frontage abutting the property for at least 10 days prior to the hearing, in addition to any other notice required by Town regulations.





- (iv) The Planning Commission shall announce its decision according to the Criteria for Approval within 14 days of completion of the hearing. It shall not be necessary for the Planning Commission to provide written findings or conclusions, except upon request of the applicant, or other party appearing or participating in the in the hearing. The decision of the Planning Commission with respect to an application for major change of to a Master Sign Plan, or an appeal of a denial of a Master Sign Plan or minor change to a Master Sign Plan shall be final, subject only to review under Rule 106 of the Colorado Rules of Civil Procedure. Upon the filing of an appeal under Rule 106, the Town shall cause a transcript of any tape recording of the hearing to be made and certified to the court, and the party filings such appeal or such review, shall pay the Town the reasonable cost incurred in producing such transcript, unless such party has a transcript produced by a court reporter at the applicants expense.
  - (v) The Planning Commission may approve the requested action only upon finding that all applicable criteria and requirements of these Master Sign Plan regulations or other Town ordinances have been met. If it determines such criteria have not been met, the application shall be denied. The application may be granted upon conditions or limitations which the Planning Commission determines are necessary in order to ensure that the applicable criteria are met. Such conditions or limitations shall be provided to the applicant and interested parties in writing as part of the decision, subject only to review under Rule 106 of the Colorado Rules of Civil Procedure.
- (6) Amendments to Approve Master Sign Plans:
- (a) Minor Changes: Minor changes are those changes that do not alter the overall characteristics of the existing Master Sign Plan and that create no adverse impacts on adjacent uses, infrastructure, or public safety. Examples of what may be considered a minor change include, but are not limited to, 1) changes in the location of a signs 2) replacement of existing signs that are the same size or smaller than the existing sign, and 3) changes in the number of signs, as long as the aggregate square footage remains the same.
  - (b) Major Changes: Major changes are those that can alter the overall character of the Master Sign Plan and which could create adverse impacts on adjacent uses or public infrastructure. Examples of what may be considered a major change include, but are not limited to, 1) changes in the total square footage of the Master Sign Plan, and 2) requests for deviations per 7-3-12(J)(3)(e).

#### ATTACHMENT

An Ordinance of the Town of Ridgway, Colorado Revising Section 7-3-12 of the Ridgway Municipal Code Regarding Sign Regulations



ORDINANCE NO. 2020-01

AN ORDINANCE OF THE TOWN OF RIDGWAY, COLORADO  
REVISING SECTION 7-3-12 OF THE RIDGWAY MUNICIPAL CODE  
REGARDING SIGN REGULATIONS

**WHEREAS**, the Town of Ridgway (the "Town"), is a duly organized and existing home rule municipality of the State of Colorado; and

**WHEREAS**, the Town of Ridgway Municipal Code (the "Code") contains certain sign regulations further enumerated under Section 7-3-12, Sign Regulations; and

**WHEREAS**, the 2015 ruling in the case of Reed v. Town of Gilbert contemplates content-based restrictions on signage and the Town desires to better align current regulations with this ruling; and

**WHEREAS**, the Town desires to clarify language that has proven unclear in the current Sign Regulations; and

**WHEREAS**, the Planning Commission reviewed and recommended the follow revisions to the Sign Regulations at the February 25, 2020 Planning Commission meeting.

**NOW THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF RIDGWAY, COLORADO, AS FOLLOWS:**

**Section 1.**

**Subsection 7-3-12(B)(9) Signs Allowed Without a Permit** of the Ridgway Municipal Code is amended, as follows:

7-3-12 B)(9) One or more temporary signs with an aggregate sign face area of no more than 4 square feet in the Residential and Historic Residential Zoning Districts and 16 square feet in all other zoning districts, for the premises upon which they are located. Signs identifying a project and contractors involved therein shall only be allowed during the construction period. All "For Sale" signs shall be taken down when the sale of the premises is closed.

**Subsection 7-3-12(B)(10) and 7-3-12(B)(13) Signs Allowed Without a Permit** are hereby repealed.

**Subsection 7-3-12(B)(19) Signs Allowed Without a Permit** of the Ridgway Municipal Code is amended, as follows:

7-3-12(B)(19) Signs devoted to non-commercial speech which do not exceed 10 square feet in area.

**Subsections 7-3-12(D)(3) and 7-3-12(D)(4) Off-Premise Signs Restricted** are amended as follows:

7-3-12(D)(3) Signs allowed by Paragraphs (B)(1), (4), (10), and (13).

\* \* \* \*

7-3-12(D)(4) Signs with a message devoted solely to non-commercial speech.

**Subsection 7-3-12(E)(3) and 7-3-12(E)(4) Permits** are amended as follows:

7-3-12(E)(3) The total sign face area of signs required to have a permit per property, other than those restricted by Subsection (6), shall not exceed the lesser of one square foot per foot of lineal street frontage of the property abutting Town streets or 150 square feet. When more than one building and/or business is on the property, the property street frontage shall be allocated among the buildings and/or businesses accordingly, unless otherwise approved through a Master Sign Plan. Total sign face area in excess of 150 square feet shall not be allowed for any property unless approved through a Master Sign Plan applicable to that property.

\* \* \* \*

7-3-12(E)(4) A Building Permit is also required for any sign with a cost or value over \$1,000.

**Subsection 7-3-12(F)(7) Performance Criteria** is amended as follows:

7-3-12(F)(7) No sign shall be larger than 32 square feet in area, except a freestanding sign with more than one business advertised may have a sign face up to 56 square feet, unless approved through a Master Sign Plan applicable to the building. No sign shall have more than 2 sign faces.

**Subsection 7-3-12(G)(1)(b) Projecting Signs** is amended as follows:

7-3-12(G)(1)(b) The sign may extend no more than 5 feet from the building. If the sign is printed on a retractable awning, the awning may extend no more than 10 feet from the building. A sign may extend no more than 5 feet across the Town-owned right-of-way. If the sign is printed on a retractable awning, the awning may extend no more than 10 feet across Town-owned right-of-way.

## **Section 2. Severability**

The provisions of this Ordinance are severable, and the invalidity of any section, phrase, clause or portion of this Ordinance as determined by a court of competent jurisdiction shall not affect the validity or effectiveness of the remainder of this Ordinance.

**Section 3.      Effective Date**

This Ordinance shall take effect 30 days after adoption.

INTRODUCED by the Town Council of the Town of Ridgway, Colorado the 11th day of March, 2020.

**TOWN OF RIDGWAY, COLORADO,  
A HOME-RULE MUNICIPALITY**

By: \_\_\_\_\_  
John I. Clark, Mayor

ATTEST:

\_\_\_\_\_  
Pam Kraft, MMC, Town Clerk

Approved as to Form:

\_\_\_\_\_  
Bo James Nerlin, Town Attorney

HEARD AND FINALLY ADOPTED by the Town Council of the Town of Ridgway, Colorado, the 8th day of April, 2020.

**TOWN OF RIDGWAY, COLORADO,  
A HOME-RULE MUNICIPALITY**

By: \_\_\_\_\_  
John I. Clark, Mayor

ATTEST:

\_\_\_\_\_  
Pam Kraft, MMC, Town Clerk

Approved as to Form:

\_\_\_\_\_  
Bo James Nerlin, Town Attorney

## CERTIFICATE OF TOWN CLERK

The foregoing Ordinance was introduced at a meeting of the Ridgway Town Council on March 11, 2020, published by title and posted thereafter, and adopted by the Town Council on April 8, 2020.

(SEAL)

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Pam Kraft, MMC, Town Clerk

## AGENDA ITEM #7



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To: Honorable Mayor Clark and Ridgway Town Council  
From: Preston Neill, Town Manager  
Date: April 2, 2020  
Agenda Topic: Request for extension of preliminary plat submittal for Vista Park Commons PUD

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The materials for this item are still in the process of being prepared. Once finalized, they will be uploaded to Dropbox for Council review and they will be uploaded to the Town website for public viewing.

## AGENDA ITEM #8



To: Honorable Mayor Clark and Ridgway Town Council  
From: Chase Jones, Public Works Administrator  
Date: April 3, 2020  
Agenda Topic: **Resolution 20-02 Adopting the Town of Ridgway Stormwater Master Plan**

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**ACTION BEFORE COUNCIL:**

Council is asked to review and take action on Resolution 20-02 Adopting the Town of Ridgway Stormwater Master Plan. The consulting company, RESPEC, worked with Town staff in the development of this Plan to help guide system improvements.

**PROPOSED MOTION:**

"I move to approve Resolution 20-02 Adopting the Town of Ridgway Stormwater Master Plan."

**BACKGROUND:**

In the past, the Town has largely had a reactive approach to stormwater issues. This has resulted in flooded properties and a piecemeal approach to creating a stormwater system. Without an overarching plan there was no guarantee that improvements were truly adequate, would align with future or existing system components, or wouldn't negatively impact another area. In the spring of 2019, the Town contracted with RESPEC to alleviate these concerns by creating a large scale, long term plan.

RESPEC first utilized a 2-foot contour and USGS data to delineate subcatchment basins and route preliminary flow paths. Onsite inspections and staff discussions then refined flow paths, culvert sizes, and identified known problem areas. A computer model was then created by utilizing this data. When paired with local weather data, the model is able to anticipate peak flow rates for corresponding storm events at locations throughout town. The model also used current and planned land use to understand which system components are currently undersized and predict what is required for future build-out conditions.

Once Ridgway's stormwater system was modeled and better understood, strategic improvements could be considered. Alternatives, cost, feasibility, water quality and overall impact were taken into account when considering improvements.

**PLAN OVERVIEW:**

The Stormwater Master Plan is an invaluable tool to guide the Town moving forward. The largest benefit to the Town will likely be the flow routing and corresponding flow rates. Strategic flow routing provides direction to the town in building or improving infrastructure to reduce the probability of flooding or concentrating flow. Certain pathways will require discussions with private landowners and undeveloped property. By knowing peak flowrates, pipes can be properly sized. It will also be clearer as to what developers will need to plan for when they wish to build on a site.

Projected improvement costs and priorities are also discussed. Town Council and Staff can now determine a cost-benefit to various improvements and plan accordingly. Yearly and long-term budgeting can now occur with the available figures. An improvement's cost and priority are also greatly beneficial for writing and procuring grants.





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While this plan provides a large-scale vision, engineering, construction plans and site specific information will still be required for improvements. Development of Stormwater Standards and Specifications were a portion of this project but are not found within this plan. They will be presented alongside the Water and Sewer Standards and Specifications currently being updated to ensure consistency.

**ATTACHMENT:**

Resolution 20-02

## RESOLUTION 20-02

### RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF RIDGWAY ADOPTING THE TOWN OF RIDGWAY STORMWATER MASTER PLAN

**WHEREAS**, the Town of Ridgway, Colorado (the “Town”) is a home rule municipality and political subdivision of the State of Colorado (the “State”) organized and existing under a home rule charter (the “Charter”) pursuant to Article XX of the Constitution of the State; and

**WHEREAS**, the Ridgway Town Council recognizes the importance of developing and implementing a Stormwater Master Plan for the Town of Ridgway; and

**WHEREAS**, the Town is committed to protecting water quality while providing the community with exceptional service that protects public health and balances social, environmental and fiscal responsibilities in a sustainable manner; and

**WHEREAS**, the proper management of stormwater is critical to the protection of the health, safety and welfare of the public as well as natural resources and the environment; and

**WHEREAS**, the goals of the Stormwater Master Plan include establishing a baseline hydrologic study and providing stormwater solutions that address both water quantity and quality to guide future development; and

**WHEREAS**, RESPEC Consulting Services has completed for delivery and implementation the Town’s Stormwater Master Plan, and staff respectfully recommends that the Town Council adopt the Stormwater Master Plan, attached as Exhibit A to this Resolution; and

**WHEREAS**, the Stormwater Master Plan does not meet the definition of a Master Plan pursuant to C.R.S. 31-23-206; and

**WHEREAS**, the Town Council finds this Resolution to be in the best interest and welfare of the residents of the Town.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF RIDGWAY, COLORADO** the following:

**Section 1. Recitals Incorporated.** The above and foregoing recitals are true and correct and are incorporated herein by this reference.

**Section 2. Approval.** The Town of Ridgway Stormwater Master Plan in the form attached as Exhibit A is hereby approved.

**Section 3. Effective Date.** This resolution shall take effect immediately upon adoption.

**APPROVED AND ADOPTED by the Town Council at a regular public meeting held on the 8<sup>th</sup> day of April, 2020.**

BY:

ATTEST:

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John Clark, Mayor

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Pam Kraft, Town Clerk

## EXHIBIT A

The Town of Ridgway Stormwater Master Plan is a large file and is available at the following link:

<https://documentcloud.adobe.com/link/track?uri=urn%3Aaaid%3Ausc%3AUS%3A649e2eef-9c02-4359-be7b-04672ea332e8>

## AGENDA ITEM #9



To: Honorable Mayor Clark and Ridgway Town Council  
From: Preston Neill, Town Manager  
Date: April 2, 2020  
Agenda Topic: Review and action regarding local economic recovery assistance measures

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**SUMMARY:**

In light of the COVID-19 pandemic, this memo has been prepared to detail several measures, for Council consideration. These measures are intended to provide financial relief and reduced burden for residents and businesses. Many communities across the nation have responded to the financial strain the COVID-19 pandemic has had on residents and businesses by taking action to provide relief for those who are experiencing difficult times resulting from the COVID-19 business limitations and closures.

**MEASURES:**

- Temporarily suspend water service shut-offs for the duration of the local disaster emergency period
- Waive penalty and interest for the following utility services until June 1, 2020
  - Water
  - Sewer
  - Trash collection

**STAFF RECOMMENDATION:**

To mitigate the economic hardship that has been imposed on residents and businesses by the COVID-19 pandemic, staff recommends moving forward with each of the measures described above. Water and sewer customers would still be responsible for any charges incurred. However, non-payment between now and June 1, 2020 would not result in a service shut-off. For utility accounts with balances, they would not be deemed past-due from April 8 to June 1, 2020. After the local disaster declaration is lifted, the Town will notify account holders of their account balances, date of potential disconnection and payment arrangement options. Regular billing and collection procedures will resume on the first of the month after the local disaster declaration is lifted.

**RECOMMENDED MOTION:**

"I move to 1) temporarily suspend water service shut-offs, and 2) waive penalty and interest for water, sewer and trash collection utility services until June 1, 2020.

## AGENDA ITEM #10



To: Honorable Mayor Clark and Ridgway Town Council  
From: Pam Kraft, MMC, Town Clerk  
Preston Neill, Town Manager  
Date: April 2, 2020  
Agenda Topic: Review and action on emergency budget reduction recommendations

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**SUMMARY:**

In anticipation of significant financial impacts to the Town due to the COVID-19 pandemic, staff has implemented a hold on all non-essential expenditures. The majority of the Town's General Fund revenues are derived from sales tax. With bars, restaurants, theaters and non-essential personal service facilities currently closed or restricted in how they operate in an effort to protect and preserve public health, staff feels that it is imperative to make efforts to mitigate the impact to the current year budget.

Attached is an internal memorandum that is prepared every year for use by staff. This document lists amounts for capital expenditures, or specific projects, which are embedded into the budget, and are shown under the associated line item. The internal memorandum has been tailored in a way for staff to identify a number of items to recommend holding for potential savings as we continue to navigate the COVID-19 pandemic. The guide for budget reduction recommendations is as follows:

- Services, projects and supplies, along with the corresponding dollar amounts, which are not necessary in this budget year, are identified in **yellow**.
- Items which can be reduced in scope and thus cost, are shown in **grey**.
- Purchases which have already been made, and the funds expended, are displayed in **blue**.

The potential reduction in the General Fund, based on elimination of items in **yellow** would be \$289,900. Items in **grey**, if not expended, total \$166,400. The Water Fund expenditures would be reduced by \$250,000 with the potential of another \$40,000; and the Sewer Fund a potential \$30,000.

**STAFF RECOMMENDATION:**

Staff recommends that Council consider ratifying the placement of a hold on non-essential expenditures, specifically the items proposed in the attached memorandum. Furthermore, staff recommends that Council provide direction to staff to present updated financial reports at the July Council meeting for further review and discussion.

**ATTACHMENT:**

Emergency Budget Reduction Recommendations

**Town of Ridgway  
Memorandum**

**UPDATED April 3, 2020 to include emergency budget reduction recommendations**

DATE: December 10, 2019  
FROM: Pam Kraft, Town Clerk/Treasurer  
RE: Line Item Locations of Expenditures in 2020 Fiscal Year Budget

**GENERAL FUND**

**500GOO Admin Wages**  
\$ 18,000 Intern - 40 hrs wk/24 wks \$18 hr

**514GOO Planning Consulting**  
\$ 14,000 Housing element to master plan (Clarion)  
\$ 30,000 Zoning element to master plan (Clarion)

**519GOO Contractual Services**  
\$ 2,500 Building plan review  
\$ 16,000 Engineering  
\$ 61,200 Engineering charge back services

**531GOO Community Outreach**  
\$ 900 Composting by Mautz Bros.

**532GOO Creative District**  
\$ 15,150 CAT initiatives  
\$ 20,000 CCI matching grant program

**5075GO1 Region 10 Broadband Participation**  
\$ 20,000 Conduit high school (\$15K); alley at Cora/Indust Park (\$5K)  
\$ 11,000 SMPA/CN for IRU (payable to Region 10)  
\$ 50,000 Phase 1 of anchor build (payable to Region 10)  
\$ 3,200 Generator in Ouray (payable to Region 10)

**614GO2 Consulting**  
\$ 65,000 Amelia Street design

**634GO2 Safety Equipment**  
\$ 10,000 Portable speed bumps

**637GO2 Paving & Maintenance**  
\$ 35,000 Striping, stop bars, Hwy 62 and downtown  
\$ 10,000 Crack sealing  
\$ 6,000 Paving

**663GO2 Storm Drainage**  
\$ 10,800 Drainage improvements thru out Town



\$ 40,000 Valley pan alley between Lupita's & Mountain Market

**666GO2 Landscaping - RofW**

\$ 15,000 Landscaping contract for downtown  
\$ 3,000 General landscaping  
\$ 1,000 Tree replacement  
\$ 1,500 Planter boxes

**670GO2 Vehicle Purchase**

\$ 55,000 Plow truck  
\$ 50,000 Water truck

**719POO Contractual Services**

\$ 5,000 Rusty Weaver  
\$ 4,000 Tree inventory  
\$ 10,000 Parks and trails map update

**731POO Maintenance and Repairs**

\$ 1,500 Landscaping around Town Hall and planter boxes  
\$ 2,100 Hartwell park gazebo repairs  
\$ 500 Rollans park repair and caulk restroom  
\$ 3,600 Athletic park paint and caulk restroom and gazebo  
\$ 7,500 Hartwell park performing arts stage

**732POO Supplies and Materials**

\$ 5,000 Fertilizer  
\$ 4,000 Bear proof trash cans  
\$ 500 Conservation Corps

**772POO Equipment Purchase**

\$ 15,000 Lawnmower  
\$ 1,900 Trailer with cage for recycling  
\$ 1,200 Equipment trailer  
\$ 1,500 Tables for events

**775POO Park Improvements**

\$ 10,000 Athletic Park baseball field  
\$ 1,000 Chipper rental  
\$ 650 Weaver park replace signs

**731PO1 Community Center Repairs**

\$ 10,000 Vestibule east door (marshal)  
\$ 25,000 Vestibule & entry/reception south door

**832GO3 Equipment & Supplies**

\$ 1,500 Body cameras  
\$ 1,500 Video storage  
\$ 500 Evidence vault improvements  
\$ 7,800 Taser guns

**862GO3 Radio/Radar Repair**

\$ 12,000 Radars replaced

**870GO3      Vehicle Purchase**  
**\$ 45,000    Vehicle for Marshal**

## **WATER FUND**

**914WOO      Consulting & Engineering Services**  
**\$ 40,000    Water supply analysis**

**931WOO      Maintenance and Repairs**  
\$ 15,000    Grout valves at presediment ponds  
\$ 75,000    Generator for back up power  
\$ 58,000    Water system interconnection (based \$37,500 DOLA grnt)  
\$ 10,000    Water meter accuracy testing  
\$ 104,500    Lena St line replacement (based on \$52,250 DOLA grant)  
\$ 2,000    Extend water main on Charlotte  
\$ 5,000    Presediment pond, sediment removal  
\$ 5,000    Back up generator  
\$ 5,000    Control weeds on ponds  
\$ 2,000    Separate irrigation lines, Town from Parkside  
\$ 5,000    Replace hydrants and valves

**932WOO      Supplies and Materials**  
\$ 2,000    Cabinets at plant  
\$ 10,000    Water meter at water tank  
\$ 7,500    Surge and lighting protection  
**\$ 250,000    Lake O improvements (based on \$125,000 DOLA grant)**

## **SEWER FUND**

**914SOO      Consulting & Engineering Services**  
**\$ 30,000    Prelim. needs assemnt to relocate plant (\$7,500 DOLA)**

**931SOO      Maintenance & Repairs**  
\$ 20,000    Maintenance of lines (sags, roots, etc)  
\$ 25,000    Repairs to ponds  
\$ 3,000    Recirculation manhole  
\$ 176,000    Lena St. line replacement (\$88,000 DOLA grant)  
\$ 5,000    TV camera of main lines  
\$ 2,000    Root killer treatment  
\$ 500    Remove grating from wet well at RUSA No. 2  
\$ 15,000    Continuous dissolved oxygen monitoring

**932SOO      Supplies & Materials**  
\$ 5,000    24 hour composite sampler

## AGENDA ITEM #11



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To: Honorable Mayor Clark and Ridgway Town Council  
From: Preston Neill, Town Manager  
Date: April 2, 2020  
Agenda Topic: Award of bid for the Athletic Park Pavilion Construction Project

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The materials for this item are still in the process of being prepared. Once finalized, they will be uploaded to Dropbox for Council review and they will be uploaded to the Town website for public viewing.

## AGENDA ITEM #12



To: Honorable Mayor Clark and Ridgway Town Council  
From: Preston Neill, Town Manager  
Date: April 2, 2020  
Agenda Topic: Update on request for bids for Heritage Park Improvements Project

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**SUMMARY:**

The Town issued a Request for Bids (RFB) for the Heritage Park Improvements Project in early March. Bids were due by 10:00 a.m. on Thursday, April 2<sup>nd</sup>. The RFB sought qualified contractors to construct Phases 1 and 2 of the Heritage Park/Visitors Center landscape and irrigation improvements. Phases 1 and 2 of the Project have been designed by DHM Design. Phase 1 of the project generally consists of delivery, set-up and general construction for all labor, materials and services for Phase 1 irrigation and landscaping around the Ridgway Visitor Center, including installing irrigation system, soil improvements, planting shrubs, perennials, and ornamental grasses, and all other work necessary to complete Phase 1. Phase 2 generally consists of delivery, set-up and general construction for all labor, materials and services for installing hardscape, landscape, and irrigation along Highway 62 at Ridgway Heritage Park, and all other work necessary to complete Phase 2.

Both phases were budgeted for in the Capital Project Fund of the 2020 Fiscal Year Budget at a total amount of \$77,500.00. That amount includes awarded grant funding in the amount of \$20,000.00 to support this project. The Town received \$10,000.00 from Colorado Creative Industries (CCI) and \$10,000.00 from the Colorado Main Street Program (COMS).

The Town received one bid from Western States Reclamation, Inc., a Colorado based company with offices on the Western Slope, the Front Range, and northern Arizona. Their overall bid came in substantially over the budgeted amount, with the Phase 1 bid at \$84,219.00 and the Phase 2 bid at \$142,688.63.

**STAFF RECOMMENDATION:**

In light of the COVID-19 pandemic, the fact that the Town only received one bid, and the fact that the bid amount is substantially over the budgeted figure for the Project, staff recommends rejecting the bid and holding off on the Heritage Park Improvements Project for the time being. Staff will reevaluate the Project once the local emergency declaration period has ended. According to CCI and COMS, there may be an opportunity for the Town to redeploy some of the awarded grant funding for COVID-19 related projects. However, staff has not yet discussed ideas for redeploying those funds.

## AGENDA ITEM #13

**STAFF REPORT**

Subject: Approval of Purchase of Used Snowplow  
Initiated By: Pam Kraft, MMC, Town Clerk  
Date: March 31, 2020

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**BACKGROUND:**

During budget discussions in the fall of 2019 the Town Council approved capital purchases for the current fiscal year, which included acquisition of a used snow plow for the public works department. The purchase of the used equipment would replacement a 1983 International snow plow, after staff identified the need to replace based on constant repairs and replacement of parts. The vehicle to be replaced is a 1983 International Snow Plow. The acquisition was placed in the 2020 fiscal year budget as \$55,000.

The Town's Procurement Policy contains a provision which allows the Town Manager to waive the formal request process for purchases in excess of \$25,000 when a request for quotes yields a better value and cost for the Town, and/or a formal bid process will not result in a competitive bidding process. The policy further identifies examples of deviation including situations where the solicitation of competitive bids is impractical and unlikely to result in competitive purchasing, involves specialized equipment purchases, or only one vendor exists that can successfully furnish the equipment.

At the beginning of this year the Manager approved waiving the formal bid process. The public works staff began contacting used vehicle dealers to locate the type of equipment needed, and found a 2003 International Model 7000 snow plow and negotiated a price of \$48,000, which was below the budgeted amount.

The policy also states the Town Manager shall present the final recommendation to Council for approval and award of contract. There was an oversight in this process and a purchase request has already been made to the company.

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**STAFF RECOMMENDATION:**

Approve the deviation from procurement procedures and waive the formal request process for acquisition of equipment, and authorize staff to purchase from DTI Trucks a 2003 International Model 7000 snow plow for \$48,000.

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## AGENDA ITEM #14



To: Honorable Mayor Clark and Ridgway Town Council  
From: Preston Neill, Town Manager  
Date: April 2, 2020  
Agenda Topic: Approval of the Town of Ridgway Emergency Pandemic Leave Policy

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**SUMMARY:**

Attached for Council's review and consideration is a Town of Ridgway Emergency Pandemic Leave Policy. Many communities have or are in the process of putting policies like this one in place in response to the COVID-19 pandemic. The Policy states that all Town employees are eligible for, and covered by, the Town's Emergency Pandemic Leave Policy when activated. Emergency Pandemic Leave provides compensation at 100% of the employee's current rate of base pay for time off work due to a declaration of an emergency pandemic. This policy allows an employee to be provided leave for exposure to, or as a result of, a quarantinable communicable disease (COVID-19). This policy may be amended as we continue to navigate the response to the rapidly evolving challenge that has been the COVID-19 pandemic.

**PROPOSED MOTION:**

"I move to adopt the Town of Ridgway Emergency Pandemic Leave Policy."

**ATTACHMENT:**

Town of Ridgway Emergency Pandemic Leave Policy

## **Town of Ridgway Emergency Pandemic Leave Policy**

### **Policy**

All Town employees are eligible for, and covered by, the Town's Emergency Pandemic Leave Policy when activated by the Town Manager.

Emergency Pandemic Leave provides compensation at 100% of the employee's current rate of base pay for time off work due to a declaration of an emergency pandemic. This policy allows an employee to be provided leave for exposure to, or as a result of, a quarantinable communicable disease (COVID-19).

This policy may be amended as we address the emerging pandemic.

### **Length of Leave**

Emergency Pandemic Leave will provide compensation for a maximum of 80 hours for full-time benefitted employees.

Regular part-time employees working 20 or 30 hours a week will be provided compensation for a maximum of 40 hours or 60 hours, respectively.

Part-time seasonal employees will be provided compensation for a maximum of four (4) days. Number of hours provided will be based on regularly scheduled shifts.

If needed and approved, leave may be taken intermittently.

### **Qualifying Events**

Employees will qualify for Pandemic Leave based on one or more of the following criteria:

- Any employee who has become symptomatic as defined by the CDC as fever, coughing, or shortness of breath due to a quarantinable communicable disease (COVID-19).
- Any employee who is providing care for a spouse (including civil union, common law, and domestic partnership), son, daughter, grandchild, sibling, parent, grandparent, or in-law who has become symptomatic as defined by the CDC due to a quarantinable communicable disease (COVID-19).
- Any employee who is quarantined under the direction of health care authorities.
- Any employee who self-certifies as being exposed to the quarantinable communicable disease (COVID-19).
- Any employee who is sent home by his or her supervisor for showing objective symptoms or credible evidence of exposure to the quarantinable communicable disease (COVID-19).
- Any employee caring for children under the age of 13 or for developmentally disabled children due to District-wide school closings and/or closures of day care facilities.

**Requesting Leave**

Any employee requiring Emergency Pandemic Leave must contact their immediate supervisor, his or her designee, or the Town Manager. The employee requesting Pandemic Leave must complete an Emergency Pandemic Leave Request Form obtained from their immediate supervisor, his or her designee, or Town Clerk.

**Return to Work**

An employee may return to work if he/she has been isolated at home away from others until seven (7) days has passed since symptoms first appeared **AND** 72 hours after the fever has gone away without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Symptoms include a fever of 100.0° F or higher using an oral thermometer, coughing, shortness of breath and any other flu-like symptoms.

Employees will be asked to self-certify they meet the above outlined conditions before being allowed to return to work.

**Benefits During Leave**

Emergency Pandemic Leave payments are considered taxable income to the employee.

PTO accruals, retirement contributions, and all other benefits will continue during the use of Emergency Pandemic Leave.

**Additional Leave**

In the event an employee exhausts Emergency Pandemic Leave, additional leave options are available as outlined in the Town's Personnel Regulations.

## AGENDA ITEM #15

Agenda Item \_\_\_\_\_

File No. \_\_\_\_\_

## STAFF REPORT

Subject: Appointment of Mayor Pro Tem and review of Council representation on commissions, committees and boards

Initiated By: Pam Kraft, Town Clerk

Date: March 31, 2020

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In conjunction with the annual election of members, the Town Council is required to address appointment of the Mayor Pro Tem; and may wish to review representation on boards, committees and commissions.

**Mayor Pro Tem** - every year after the regular election the Council appoints one of its members to serve as Mayor Pro Tem to cover for the Mayor during absences, etc.

**Representation on boards, committees and commissioners** - current appointments are as follows:

Committees, Commissions and Task Forces:

Ridgway Parks, Trails & Open Space Committee - Mayor Pro Tem Johnson  
Ridgway Planning Commission - Councilor Cheek and Mayor Clark  
Ridgway Creative District Creative Advocacy Team - Councilor Hunter  
Ridgway Scholarship Committee - Mayor Pro Tem Johnson and Mayor Clark

Board Appointments:

Ouray County Weed Board - Councilor Lakin; alternate - Town Engineer  
Ouray County Joint Planning Board - Councilor Meyer, citizens Rod Fitzhugh & Tom McKenney; alternate-Mayor Pro Tem Johnson  
Sneffels Energy Board - Councilor Lakin and Public Works Services Administrator; alternate - Mayor Pro Tem Johnson  
Region 10 Board - Mayor Clark  
WestCO Dispatch Board - Town Marshal; alternate - Town Manager  
Gunnison Valley Transportation Planning Region - Town Manager; alternate - Public Works Services Administrator  
Ouray County Transit Committee - Public Works Services Administrator; alternate - Town Manager  
Ouray County Water Users Association - Councilor Meyer  
Ouray County Affordable Housing Advisory Committee - Councilor Austin.

Liaisons:

Chamber of Commerce - Councilmember Hunter  
Communities That Care Coalition - Mayor Clark  
Ouray County Fairgrounds - Councilor Austin

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## AGENDA ITEM #16



## WRITTEN REPORT

**To:** Honorable Mayor Clark and Ridgway Town Council  
**From:** Preston Neill, Town Manager  
**Date:** April 3, 2020  
**RE:** Town Manager's Report

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### INTRODUCTION

This report serves as an update to Council on key projects, activities and community issues.

### COVID-19 PANDEMIC UPDATE

As we work together to navigate the disruptions to our lives brought on by the COVID-19 pandemic, it is imperative that our community stay home as much as possible and practice social distancing protocols recommended by the Centers for Disease Control (CDC) to slow the spread of COVID-19. This is not only for our individual health and safety, but for the wellbeing of our loved ones – young and old.

A social distance of six feet from other people must be maintained at all times. The CDC has reported that 25% of people infected with COVID-19 may not even know they have the virus but are capable of transmitting it to others. According to the CDC, people who do develop symptoms may be capable of transmitting the disease at least 48 hours before the onset of any symptoms.

As of this morning, April 3<sup>rd</sup>, Ouray County now has two confirmed cases of COVID-19. The following message is from Tanner Kingery, Ouray County Public Health Director:

*"Everyone should consider themselves at risk from exposure to COVID-19 and should adhere to the Governor's Order to Stay-at-Home as much as possible. While at home, everyone should monitor themselves for fever and remain alert for cough, shortness of breath or sore throat. Testing is not indicated for persons who are mildly ill or are not showing signs of illness. This helps conserve personal protective equipment and reduce possible exposures to healthcare workers. Testing priority is given to hospitalized patients with severe acute lower respiratory illness, for example pneumonia.*

*The Ouray County Unified Command and all community partners are working diligently on our community-level response to COVID-19. Your adherence to public health guidance is imperative to keeping you, your family, our healthcare providers, first responders and other essential staff, safe."*

The Town continues to closely monitor the COVID-19 pandemic and take the appropriate precautions recommended by Ouray County Public Health and the Colorado Department of Public Health and Environment (CDPHE). For County-specific questions, please call the Ouray County COVID-19 Hotline at 970-626-5484.

It goes without saying that these are difficult times. People and businesses are experiencing hardships that many of us could not have envisioned only three weeks ago. Together as a community, I trust we'll take the necessary actions to help slow the spread of COVID-19 and begin the recovery process.





### **CLERK'S DEPARTMENT UPDATE**

From Pam Kraft, Town Clerk/Treasurer:

#### **Liquor and Marijuana Enforcement**

Due to COVID-19, the Colorado Liquor Enforcement Division has temporarily suspended enforcement on the sale, delivery and take out of alcohol for existing liquor license holders. License holders are now allowed to deliver alcohol, and to also sell to customers who have proven to be over the age of 21, alcohol beverages when they order takeout food. Additionally, the state Marijuana Enforcement Division has changed regulations pertaining to conduct of sales for medical and retail marijuana stores. Medical facilities may allow both inside and curbside sales, and retail stores may only provide curbside service.

#### **Recycle Services**

On March 20<sup>th</sup>, staff received a letter from Bruin Waste Management advising customers being provided with refuse and recycling services that due to COVID-19, recycling will be placed into the landfill. They explained recycling is hand sorted and the practice must be curtailed. Bruin also noted that all fees will still apply because the volume and act of service will not change. The sorting cost will now cover the tipping fees to dispose of the waste.

### **PUBLIC WORKS DEPARTMENT UPDATE**

From Chase Jones, Public Works Services Administrator:

#### **TCW Emergency Interconnection**

Tri-County Water (TCW) recently installed a tap on their main to accommodate a water system interconnection between our entities. This will allow Ridgway to receive limited water from TCW during emergency situations. The Town is working with suppliers to secure materials for the remainder of the needed infrastructure. The project will be completed by the end of summer 2020.

#### **Chlorine Dioxide Machine**

The Town utilizes chlorine dioxide during water treatment to reach secondary taste, odor and color regulations. The current generation unit is roughly a decade old and at the end of its expected lifespan. A compatible replacement unit is being researched so the Town can continue to supply high quality water to its residents.

#### **Water Treatment**

The Town continues to produce potable water that meets or exceeds regulations. Various supplies have been purchased to ensure safe water can be produced for many months into the future. It should be known that COVID-19 is susceptible to typical water treatment and disinfection techniques which are utilized by Ridgway and throughout the United States. There have not been any recorded cases of COVID-19 being transmitted through a water distribution system.

#### **Public Works Services**

The Public Works staff will continue to maintain and respond to our community's essential service needs. However, to help protect our crew and ensure continuous staffing, a rotating staff schedule has been



developed. With reduced staff, non-essential services and various projects are limited and/or have been delayed. Thank you for your understanding and patience.

### **PLANNING UPDATE**

From Shay Coburn, Town Planner:

#### **Master Plan Implementation - Land Use Code Updates, Phase 1 Address Housing**

After the Joint Town Council and Planning Commission Workshop on February 10, comments from the public were received and incorporated into a third draft that was presented at the March 31 Planning Commission meeting. As a result of the meeting, there were two small changes requested by the Commission. In addition, written comments on the draft will be received until April 14 at which time they will be reviewed and incorporated in a fourth draft. This fourth draft will be reviewed once more at the April 28 Planning Commission meeting. At that point, it is likely to be forwarded on to Town Council for their consideration and introduction of the ordinance at the regular May Council meeting.

#### **2020 Census**

By April 1, every home should have received an invitation to participate in the 2020 Census. If you did not, don't worry, you can still complete it! Every home should respond in one of three ways: online, by phone, or by mail. To respond online go to: <https://my2020census.gov/> and click "Start Questionnaire." It should take less than 10 minutes. If you haven't done it yet, go do it!

#### **Habitat for Humanity Triplex Project**

Erica Madison, Executive Director of Habitat for Humanity of the San Juans, notified staff in late March that Habitat will be temporarily delaying the build out of their triplex in Ridgway due to the COVID-19 outbreak. Habitat had to make this decision for the sustainability of their organization, and they hope to resume the project as soon as possible.

### **COMMUNITY INITIATIVES UPDATE**

From Diedra Silbert, Community Initiatives Facilitator:

#### **New Website Platform**

The State Internet Portal Authority (SIPA) which hosts the Town's website required that all SIPA websites upgrade to a newer platform. Staff began to work on this in late December and has focused on transferring all webpages from the current website without much change. This has taken much more time than had been estimated by SIPA originally. The new platform will allow for additional creativity in the future. Rollout of the new website is still anticipated in late April, though the current situation may allow for flexibility with this timeline.

#### **Collaboration with Ridgway Area Chamber to Assist Businesses**

Since the COVID emergency began, Chamber and Town staff have worked together to identify resources that could be helpful to businesses and to highlight the ways our businesses have been adapting. Together, three informative emails about resources were distributed to all businesses for which Chamber and Town have emails, as well as additional emails sent this week to all Creative District supporters (600 email addresses) and many nonprofits.



### **Heritage Park Improvements**

Last month an application was made and granted for the 2020 Project and Technical Assistance grant from Colorado Creative Industries for \$10,000 (with a \$10,000 match, existing in the budget's funds for Heritage Park improvements). These funds would supplement what was budgeted for Heritage Park improvements along with the Colorado Main Street mini-grants for 2019 and 2020, another \$10,000 with 25% match. A Request for Bid was publicized to find a contractor to do the irrigation and landscaping work around the Visitor Center and along the frontage of Highway 62. The Chamber will be responsible for the signage to be placed on the Visitor Center's south wall, highlighting the 5 Chamber themes which align with RCD and the Creative Corridor, originally planned for 2020 but now not expected until 2021. Town staff will collaborate with Chamber staff on this. (These improvements were to be the first phases of implementation of the Heritage Park/Visitor Center Strategic Master Plan - 2019.) See separate memo on this project.

### **First Fridays**

This is the third year the C.A.T. has taken the lead on organizing First Friday events, June through September this year, assuming the stay-at-home order lifts by then. The C.A.T.'s desire has been to encourage business/organizational leadership for these events, and discussions about this began but will likely be sidelined until next year, given the current emergency, especially for businesses.

### **Treehouse Studio**

Through the generosity of property owner Sue Gustafson, the C.A.T. has programmed events at the Treehouse Studio the past two years. This summer Sue will rent the Treehouse to a local photographer, and the C.A.T. will not be responsible for programming that space.

### **Ridgway Old West Fest**

The C.A.T. will participate in this year's event, Sept. 25-27, though to a lesser degree than last year (no art show). The C.A.T. plans to contribute music and dance connected with Hispanic and/or Ute cultural heritage.

### **National Main Street Conference**

Councilor Russ Meyer planned to represent the Town in Dallas at this annual required conference. Due to COVID-19, the conference will not be required this year, though it had not been cancelled at the time of this writing.

### **Space to Create**

A public meeting is in the works to further inform the community about the latest application to the Colorado Housing and Finance Authority and changes to the design. However, a date for an Artspace visit is on hold at this time.

### **UPCOMING MEETINGS AND EVENTS**

- **Regular Municipal Election** – April 7, 2020
- **Regular Town Council Meeting** – April 8, 2020 at 5:30 p.m. via Zoom



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- **New Town Council Member Training/Elected Officials 101 Workshop** – TBD
- **Planning Commission Regular Meeting** – April 28, 2020 at 5:30 p.m. via Zoom
- **Regular Town Council Meeting** – May 13, 2020 at 5:30 p.m. via Zoom

**JOKE OF THE DAY**

What do you call a fake noodle?

An impasta