



TOWN BOARD WORK SESSION

November 22, 2021 - 5:30 PM

1st Floor Conference Room, 301 Walnut Street, Windsor, CO 80550

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board

AGENDA

1. Rates and Fees Review - J. Humphries, Administrative Services Director
2. Future Meetings Agenda

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.



MEMORANDUM

Date: November 22, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Jessica Humphries, Administrative Services Director
Re: Rates and Fees
Item #: 1.

Background / Discussion:

Please see attached memo and fee schedule.

ATTACHMENTS:

- ▢ Rate and Fee Memo
- ▢ Fee Schedule



MEMORANDUM

Date: November 22, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Jessica Humphries, Administrative Services Director
Re: Rates and Fees

Background / Discussion

Annually rates and fees are reviewed to ensure programs and services provided by the Town are appropriately and adequately funded. Additionally these reviews and updates provide the opportunity for the Town Board to make adjustments and amendments to the fees and rates pursuant to the Municipal Code.

Staff will be providing information and recommendations on several rates and fees across Town services for Town Boards consideration. The highlighted sections of the attached fee schedule reflect the information and recommendations below.

Hydrant Meter Rates and Fees

The Town has in place a system for regulating the bulk sale of treated water through the leasing of water hydrant meters, which system is administered through the Town's Public Services Department. Ordinance No. 2012-1432 adopted on June 11, 2012, the Town revised its former volume rate for all treated water drawn from water hydrants owned by the Town's Water to be set at \$7.40 per thousand gallons of water, as measured by the Town-issued water hydrant meter.

Staff recommends that the Town should revise its bulk water sales rates to bring itself in closer alignment with neighboring jurisdictions' practices. Area bulk water rates average at \$15.00 per thousand gallons of water

Additionally, over the last 4 years an average of 10 rentals a year are late. Late returns cause supply issues with demand so high. Staff is recommending adding a late fee of \$20.00 for each calendar day, or any portion thereof, that the user does not return the hydrant meter by the date set forth in the rental agreement. The addition of the late fee is to help insure timely return of the meter so that it can be used for the next user in line.

Storm Drainage Rates

The Storm Drainage Fund is by classification, a self-funding enterprise of the Town of Windsor. Revenues in general, must be adequate to pay for both operating and capital expenditures.

Under the current revenue structure, funds are received under four methods of collection;

1. Monthly Basin User Fee – based on square footage of impervious area of account-holder property and funds both future development and O&M expenses. Paid by all customers.
2. Operations & Maintenance Base Fee of \$2.20 per account per month – funds O&M expenses and paid by all customers.
3. New Growth Basin Impact Fee – funds future development projects and received via the building permit process that is paid by developers

4. Monthly account fee of \$1 – funds mosquito control / mitigation efforts and paid by all customers.

Due to expanded maintenance requirements because of the Town's residential growth, increased transfers for central services and higher costs of capital infrastructure, staff is requesting the following rate increases:

- Monthly Basin User Fee – increase of 17.0% for the impervious rate factor that is associated with operations & maintenance activities. The proposed increase will grow the impervious rate factor from \$.00023 per square foot to \$.000269 per square foot. Additionally, a 3.5% increase is requested for future development activities, increasing that impervious rate factor from \$.000733 per square foot to \$.0007586 per square foot. These rate changes that are predicated on both the most recent one-year CPI adjustment (July 2021) and operational need, will result in an annual revenue increase of approximately \$57,000.
- New Growth Basin Impact Fee – increase of 2.244%. This request follows the most recently available two-year moving average of the Colorado Construction Cost Index (CCCI) from CDOT. The current impervious rate factor of \$.2246 per square foot, will increase to \$.23008 per square foot. This rate change that is predicated on the CCCI adjustment, will result in an annual revenue increase of approximately \$23,141. This estimate is based on a 2.244% increase to the average revenue received, 2018 through 2020.

The combined requested increases to the Monthly Basin User Fee and the New Growth Basin Impact Fee will generate \$34,419 for O&M funding and \$45,725 for capital funding in 2022. Additionally, annual collections thereafter will be compounded with the higher base impervious multipliers. Similar to the rate increases imposed in 2020, staff are recommending that the base service fee of \$2.20 per account, be not changed. This is cognitive of minimizing the rate increase on those residents with a smaller impervious footprint. For instance, the annual increase for an In-Town Residential customer with minimum square footage, will amount to \$1.08 whereas for the maximum square footage, the annual increase will amount to \$29.04. The combined rate increases (excluding the New Growth Basin Impact Fee) will have the following average per-account effect:

Category	Category Count	Impervious Rate Annual Variance	Per Account Annual Variance
Bus Dual System	35	\$944	\$26.98
In Town Bus	210	\$5,799	\$27.61
In Town Church	15	\$426	\$28.40
In Town Ind	54	\$7,150	\$132.40
In Town Res	3,124	\$9,053	\$2.90
In Town School	15	\$1,810	\$120.69
Res Dual System	5,336	\$16,121	\$3.02
Sewer-Storm Drain	434	\$1,906	\$4.39
Storm Drain Only	3,324	\$13,793	\$4.15
Grand Total	12,547	\$57,003	

Water Rates

Annually, staff evaluates the water rate structure during the budgeting process. For the last three years, Stantec Consulting has worked with staff to develop a rate model to evaluate all the variables required to provide a secure and resilient water supply to residents and businesses.

Stantec and staff will be presenting a recommendation to increase rates a total of 8% to fund operations and maintenance of the current system, as well as fund the capital improvements required to continue securing our water supply for the future. Using our established rate model, the monthly water rate will increase 8% effective February 1, 2022 and will be reflected on the March 1, 2022 utility bills.

Sewer Rates

Annually, staff evaluates the sewer rate structure during the budgeting process. For the last two years, Stantec Consulting has assisted in updating rates/fees and create a cost-of-service model for the sewer fund. The intent of the model is to provide Town staff and the Town Board with long range financial planning tools to ensure growth pays for growth; services are appropriately funded long term; mandates are addressed; and infrastructure is updated and maintained in a timely manner.

Stantec and staff will be providing a recommendation to increase the Flat Rate/Base Fee for the sewer system by 10% for 2022. The same presentation and recommendation were given to the Water Sewer Board on October 13th. Unanimously, the Water Sewer Board approved recommending the rate increase to Town Board. The rate increase would be effective February 1, 2022.

Bulk Water Rates

Currently, the Town of Windsor allows the purchase of treated water by anyone (resident, non-resident, commercial, or business) via the water tower located at the Public Services facility. Users of the water tower are charged the bulk water rate per the fee schedule. The last time the bulk water rate was reviewed and established was in February of 2020. The rate is currently set at \$7.40/1000 gallons. To align bulk water rates with other area providers in the region but also recoup costs, staff is recommending the bulk water rate to be increased to \$15.00/1000gallons effective January 1, 2022.

This water is potable which is more expensive and is part of the Town's drought supply. Approximately 90% of the users (residential and commercial) appear to be non-resident usage. The recommended change would make this service in line with the area average. In a drought year, Town staff would eliminate this service as one of the first actions we would take to combat a drought. Additionally, staff will initiate a process to track users and confirm we are serving 90% non-resident and mostly commercial business with this service.

Water Plant Investment Fees

Annually, staff evaluates the water rate and fee structure during the budgeting process. This includes plant investment fees used for infrastructure and system capacity demands. For the last three years, Stantec Consulting has worked with staff to develop a rate/fee model to evaluate all the variables required to provide a secure and resilient water supply to residents and businesses.

Staff and Stantec will be presenting a recommendation to increase the water plant investment fee a total of 3% to fund the capital improvements and system capacity demands required to continue to provide a reliable and safe water supply for the future.

On October 18, 2021, Stantec and staff presented the same recommendation to the Water and Sewer Board, who unanimously moved to move the recommendation to Town Board.

Land Use Application Fees

On January 11, 2021, The Town Board adopted substantial land use code updates within Chapters 14, 15, 16, and 17 of the Town's Municipal Code (Ordinance No. 2020-1620). Within this update, land use processes and procedures were modified to promote a streamlined development review process.

The following applications were modified, as explained below.

- Major Site Plan. The Major Site Plan consolidated four types of site plans into one application. The fee for these site plans ranged from \$1,761 to \$1,905. Staff proposes retaining the fee of \$1,761 for Major Site Plan.
- Minor Site Plan. The Minor Site Plan offers a new process for applicants seeking a modification for an existing site plan. The fee currently collected for this application is \$1,761. Staff proposes a reduced fee for this application of \$300.
- Major Variance. The Major Variance replaces what was previously simply a “Variance”. This application requires public notification and a public hearing before the Board of Adjustments/Appeals. The fee is currently \$100, which does not offset the cost associated with the application. Staff proposes increasing this fee to \$300 to help offset the cost of processing the application.
- Minor Variance. The Minor Variance offers a new process for applicants seeking a variance for an inadvertent minor error or discrepancy and allows the Planning Director to approve administratively rather than a decision before the Board of Adjustment/Appeals. While notification to an adjacent property is still applicable, this application is relatively simple and there is little associated cost. Staff proposes the fee of \$100, which is the current Variance fee.
- Building Height Modification. This application was in the prior development code; however, no fee was associated with it. The process requires public notice and two public hearings. Staff proposes a fee of \$300 to help offset the cost of processing this request.
- Substantial Change for a Formerly Denied Land Use Application. This is a new procedure, which offers an applicant the option to reapply on a land use application once a substantial change has been made to the proposal. Staff proposes a fee of \$100 for this application.

In summary, the following six (6) land use application modifications are proposed:

1. Major Site Plan of \$1,761.
2. Minor Site Plan of \$300.
3. Major Variance of \$300.
4. Minor Variance of \$100.
5. Height Modification of \$300.
6. Determination of a Substantial Change in a land use application of \$100.00.

Cemetery Fees

The Town last updated the cemetery fee schedule in 2006 with Resolution No. 2006-23. After completing a comparison to the surrounding municipal cemeteries, Windsor has the lowest fees and has since become the cemetery of choice for the region. The Town collects a fee for a right for interment into a space at the cemetery. The fee also includes perpetual care on the space, meaning the Town agrees to maintain that space for eternity. Attached is a comparison chart with the surrounding municipal cemeteries.

Based on this information staff is recommending the following:

Type	Current	Proposed
Grave Space	\$1,100	\$1,500
Open/Close Casket-regular hours	\$850	\$1,150
Open/Close Creains—regular hours	\$250	\$500
Open/Close Creains—after hours	\$575	\$750
Disinterment—Casket	\$1,500	\$2,000
Disinterment--Creains	\$250	\$800

Miscellaneous Water Charges

These fees have not been updated since 1992. Since then the cost to provide these services has risen. The fees recommend reflect actual costs of the services including staff time, vehicle costs, etc.

Service	Current	Proposed
Reconnect Following Termination due to non-payment—regular hours	\$30.00	\$50.000
Reconnect following termination due to non-payment—after hours	\$60.00	\$100.00
Turn on water—routine circumstances	\$50.00	\$50.00

Park & Trail Development Fee

This fee changed from \$5,955 to \$6,255 to reflect the \$300 one-time increase recommended by the consultant GreenPlay in the recent completed fee study.

Building Fees

Under section for meters, transponders and yokes, specifically the ¾" yoke, 1" transponder, and 1" yoke have changed due to industry pricing and demand. All these fees are dynamic and dependent upon current industry pricing. The fee schedule attached highlights those that have changed.

Town of Windsor Fee Schedule

LICENSE FEES			
CODE SECTION	DESCRIPTION	FEE	RES/ORD NUMBER
	SALES TAX		
	Sales Tax License	\$25.00	Ord 2019-1588
	New Business	\$25.00	
	Annual Renewal	\$25.00	
	Delinquent – 30 Days	\$30.00	
	Delinquent – 60 Days	\$35.00	
	Delinquent – 90 Days	\$40.00	
	Special Event	\$25.00	
	ANIMAL LICENSES		
7-83	Rabbit Permit	\$1.00	Res 1992-18
7-103	Dog License – no longer collected		Ord 2011-1398

CEMETERY FEES			
CODE SECTION	DESCRIPTION	FEE	RES/ORD NUMBER
	Grave Space		Res 2006-23
	Resident/Non-Resident	\$1500.00	Res 2021-91
	Infant 2 years and under	\$0.00	
	Columbarium niches-single (Includes Opening/Closing for regular hours/Perpetual Care & niche lettering)	\$1450.00	
	Columbarium niches – double (Includes Opening/Closing for regular hours/Perpetual Care & niche lettering)	\$2080.00	
	Add date of death – Columbarium niches	\$160.00	
	Perpetual Care – ALL burials	Included	
	Opening and Closing		
	Casket – regular hours	\$1150.00	Res 2021-91
	Casket – after hours	\$1175.00	
	Cremains – regular hours	\$500.00	Res 2021-91
	Cremains (Includes Columbarium) – after hours	\$750.00	Res 2021-91
	Infant – regular hours	\$250.00	
	Infant – after hours	\$500.00	
	Disinterment		
	Casket	\$2000.00	Res 2021-91
	Cremains	\$800.00	Res 2021-91
	Infant	\$500.00	
	Columbarium Niches	\$500.00	
	Transfer Deed (Administrative Fee)	\$50.00	
	Foundation Setting	\$0.00	

Town of Windsor Fee Schedule

LIQUOR LICENSE FEES			
CODE SECTION	DESCRIPTION	FEE	RES/ORD NUMBER
Fees Payable to Town of Windsor (Local licensing authority)			
	New License Fees		
6-3	New liquor license application fee (one-time fee)	\$850.00	Res 2017-65
	Transfer application fee (one-time fee)	\$750.00	Res 2017-65
	Temporary Transfer	\$75.00	
	Renewal License Fees		
	Annual Application-ALL Licenses	\$100/yr.	Res 2017-65
	Hotel/Tavern	\$75/yr.	Res 2017-65
	Retail Liquor	\$22.50/yr.	Res 2017-65
	Beer & Wine	\$48.75/yr.	Res 2017-65
	Club	\$41.25/yr.	Res 2017-65
	Fermented Malt Beverage (On and Off Premise)	\$3.75/yr.	Res 2017-65
	Arts	\$41.25/yr.	Res 2017-65
	Art Gallery	\$3.75/yr.	Res 2017-65
	Drugstore	\$22.50/yr.	Res 2017-65
	Lodging & Entertainment	\$75.00/yr.	Res 2017-65
	Brew Pub	\$75.00/yr.	Res 2017-65
	Mini Bar with Hotel/Restaurant	\$48.75/yr.	Res 2017-65
	Bed & Breakfast	\$3.75/yr.	Res 2017-65
	Special Event Permit (Liquor or Fermented Malt Beverage)	\$100/App	Res 2017-65
	Manager Registration/Hotel/Tavern/L&E/Campus Liquor only	\$75.00	
	Change of Location	\$500.00	
	Late Renewal	\$500.00	
	Corporation/LLC Changes	\$100.00	
	Link to State of Colorado fee schedule is below		
	Annual Occupation Tax (paid with annual license renewal)		Res 1992-18
	Class A – Hotel/Tavern/L&E	\$200.00/yr.	
	Class B – Retail off premises	\$150.00/yr.	
	Class C – Fermented Malt Beverage on premises	\$150.00/yr.	
	Class D – Fermented Malt Beverage off premises	\$100.00/yr.	
	Class E – Club	\$100.00/yr.	
	Class F – Extended hours	\$100.00/yr.	
Fees Payable to State of Colorado (State licensing authority) may be found at http://www.colorado.gov/revenue/liquor			
Fees Payable to Town of Windsor (Certified Check required)			
	Fingerprint charge for background check (one-time fee)	\$38.50	Res 2003-4
Payment of ALL applicable fees must be submitted with application			

Town of Windsor Fee Schedule

SEWER FEES AND CHARGES				
CODE SECTION	DESCRIPTION		FEE	RES/ORD NUMBER
	MONTHLY SEWER CHARGES			
	Single-family dwelling units		\$24.00	Res 2021-88
	Commercial/Industrial without separate meter for outdoor irrigation usage Questions regarding Winter Averaging please contact the Utilities Department.			Res 2020-97
	Water Meter Size	Base Fee	PLUS December, January & February Winter Average Per 1,000 gallons	Res 2021-88
	¾"	\$23.00	\$1.63	
	1.0"	\$37.00	\$1.63	
	1.5"	\$74.00	\$1.63	
	2.0"	\$118.00	\$1.63	
	3.0"	\$120.00	\$1.63	
	4.0"	\$364.00	\$1.63	
	Kodak site		\$1.63	
	Commercial/Industrial with separate meter for outdoor irrigation usage			
	Water Meter Size	Base Fee	PLUS Commodity Charge per 1,000 gallons	Res 2021-88
	¾"	\$23.00	\$1.63	
	1"	\$37.00	\$1.63	
	1.5"	\$74.00	\$1.63	
	2"	\$118.00	\$1.63	
	3"	\$120.00	\$1.63	
	4"	\$364.00	\$1.63	
	Kodak site		\$1.63	
	SEWER PLANT INVESTMENT FEE			
13-1-10	Water Meter Size	Ratio with ¾"	Sewer Plant Investment Fee	Res 2014-37
	¾"	1.00	\$4,400.00	
	1"	1.62	\$7,128.00	
	1 1/2"	3.82	\$16,808.00	
	2"	6.29	\$27,676.00	
	3"	13.86	\$60,984.00	
	4"	23.87	\$105,028.00	
	Taps over 4" will be considered individually			
GRADING, EROSION AND SEDIMENT CONTROL				
13-5-110	GESCP Permit Fee		\$250 for the first acre, \$50 for each additional acre or portion thereof	
13-5-150	GESCP Security		100% of the estimated cost of the control measures as calculated by the applicant, plus 25% of that amount for administrative costs	
13-5-160	GESCP Re-Inspection Fee		\$250.00 for each re-inspection of any activity not in compliance with Chapter 13 Article V of the Windsor Municipal Code.	

Town of Windsor Fee Schedule

WATER FEES AND CHARGES								
CODE SECTION	DESCRIPTION						RES/ORD NUMBER	
	WATER PLANT INVESTMENT FEE							
13-2-70	Water Meter Size				Fee		Res 2021-93	
	3/4"				\$9,682.00			
	1"				\$15,685.00			
	1 1/2"				\$36,985.00			
	2"				\$60,900.00			
	3"				\$134,193.00			
	4"				\$231,109.00			
	Taps over 4” will be considered individually				-			
	MONTHLY WATER CHARGES (Effective February 1, 2022)							
13-2-90							Res 2021-87	
	Meter Size	Monthly Base Fee	1 st Tier Usage Charge	1 st Tier Threshold	2 nd Tier Usage Charge	2 nd Tier Threshold	3 rd Tier Usage Charge	3 rd Tier Threshold
			per 1,000 gal	gal / month	per 1,000 gal	gal / month	per 1,000 gal	gal / month
	¾” Single family residential	\$18.92	\$5.57	16,000	\$8.32	22,500	\$12.40	> 22,500
	¾” residential with dual system	\$18.92	\$5.57	9,700	\$8.32	> 9,700	N/A	N/A
	1” residential with dual system	\$30.56	\$5.57	9,700	\$8.32	> 9,700	N/A	N/A
	1.5” residential with dual system	\$62.49	\$5.57	9,700	\$8.32	> 9,700	N/A	N/A
	multi-family residential	\$12.23	\$5.57	157,000	\$8.32	> 157,000	N/A	N/A
	¾” commercial, industrial, school	\$18.92	\$5.57	157,000	\$8.32	> 157,000	N/A	N/A
	1” commercial, industrial, school	\$30.56	\$5.57	157,000	\$8.32	> 157,000	N/A	N/A
	1.5” commercial, industrial, school	\$62.49	\$5.57	157,000	\$8.32	> 157,000	N/A	N/A
	2” commercial	\$98.97	\$5.57	493,000	\$8.32	> 493,000	N/A	N/A
	2” industrial	\$98.97	\$5.57	783,000	\$8.32	> 783,000	N/A	N/A
	2” school	\$98.97	\$5.57	157,000	\$8.32	> 157,000	N/A	N/A
	3” school	\$186.31	\$5.57	306,700	\$8.32	> 306,700	N/A	N/A
	4” industrial	\$310.68	\$5.57	2,461,000	\$8.32	> 2,461,000	N/A	N/A
	RAW WATER FEES							
	Consult Engineering Department for fees – varies by subdivision							
	MISCELLANEOUS WATER CHARGES							
13-2-90	Out of Town customers			1.5 times in-town rate			Res 2000-13	
13-2-150	Reconnect following termination due to non-payment – regular hours			\$50.00			Res 2021-91	
13-2-150	Reconnect following termination due to non-payment – after regular hours			\$100.00			Res 2021-91	
13-2-150	Turning water on – routine circumstances			\$50.00			Res 2021-91	
13-2-150	Fee for multiple trips			\$15.00			Res 1992-18	
1992-839	Utility bill delinquent charge			\$20.00			Res 1992-60	
	Tank (bulk) water			\$15.00 / 1,000 gallons			Res 2021-89	
	Hydrant Meter			\$2,400.00 refundable deposit + \$12.00 / day rental fee + \$7.40 / 1,000 gallons used			Ord 2021-1639	

Town of Windsor Fee Schedule

STORM DRAINAGE FEES			
CODE SECTION	DESCRIPTION	RES/ORD NUMBER	
	NEW GROWTH BASIN IMPACT FEE		
13-3-60	Collected when there is to be construction of more than 350 square feet of impervious surface on any property New Growth Basin Impact Fee = (Impervious Rate Factor) X (New Growth Basin Impact Fee Factor) X (Area) where Impervious Rate Factor is based on the following table of values	Ord 2021-1640	
	Category of Development	Impervious Rate Factor	
	Very Low Density Single-Family Residential 2.5 acres	0.10	
	Single-Family Residential medium density	0.40	
	Single-Family Residential high density	0.45 – 0.60	
	Multi-Family Residential	0.70 – 0.85	
	Commercial	0.60 – 0.80	
	Central Business District	0.95	
	Limited Industrial	0.70 – 0.85	
	Heavy Industrial	0.30 – 0.85	
	New Growth Basin Impact Fee Factor = \$0.23008 x square foot Area = net area in square feet of the property		
	MONTHLY BASIN USER FEE		
13-3-120	Monthly Basin User Fee = [(Operations and Maintenance Rate) X (Impervious Rate Factor) X (Square Footage Area of Lot or Parcel of Land) + \$2.20] + [(Monthly Basin Improvement Rate) X (Square Footage Area of Lot or Parcel of Land) X (Impervious Rate Factor)] Where Impervious Rate Factor is based on the above table of values Operations and Maintenance Rate = \$0.000269 PER square foot Monthly Basin Improvement Rate = \$0.0007586 PER square foot	Ord 2021-1640	

EXCAVATION, BUILDING MOVING AND DRIVEWAY FEES			
CODE SECTION	DESCRIPTION	FEE	RES/ORD NUMBER
Chapter 11			
Article II	Excavation Permit		Res 1992-18
	Type I	\$10.00	
	Type II	\$50.00	
Article IV	Building Moving Permit	\$25.00	Res 1992-18
Article VI	Driveway Permit	\$5.00	Res 1992-18

Town of Windsor Fee Schedule

PLANNING FEES			
CODE SECTION	DESCRIPTION	FEE	RES/ORD NUMBER
14-2-30	Annexation Only	\$2,529.00	Res 2014-68
14-2-40	Master Plan Only	\$870.00	Res 2014-68
14-2-30	Annexation with Master Plan	\$2,859.00	Res 2014-68
14-2-210	Applications for Vested Property Rights	\$300.00	Res 2002-47
14-2-70	Rezoning fee	\$894.00	Res 2014-68
14-2-180	Board of Adjustment/Appeals fee	\$100.00	Res 1992-18
14-2-170	Sign permit fee	\$50.00	Res 1998-28
14-2-110	Wireless Telecommunications Facilities Application	\$615.00	Res 2014-68
	Major Subdivision		
14-2-60	Preliminary Major Subdivision	\$2,172.00	Res 2014-68
14-2-60	Final Major Subdivision	\$1,089.00	Res 2014-68
14-2-60	Minor Subdivision	\$936.00	Res 2014-68
14-2-20	Substantial Change on Formerly Denied Application	\$100.00	Res 2021-90
	Site Plan		
14-2-90	Major Site Plan	\$1,761.00	Res 2021-90
14-2-90	Minor Site Plan	\$300.00	Res 2021-90
14-2-160	Building Height Modification	\$300.00	Res 2021-90
14-2-150	Board of Adjustment / Appeals –Major Variance	\$300.00	Res 2021-90
14-2-140	Administrative—Minor Variance Fee	\$100.00	Res 2021-90
14-2-120	Easement & Right-of-Way Vacation Fee	\$150.00	Res 1998-29
14-2-130	Conditional Use Grant	\$621.00	Res 2014-68
14-2-100	Accessory Dwelling Unit	\$621.00	Res.2014-68
Chap. 17	School Site Land Dedication Requirements		
Art. XIV	Division 1 - Weld County School District RE-4	\$156,000 per acre	Ord 2019-1587
	Division 2 - Poudre School District R-1	\$95,000 per acre	Ord 2013-1453
	Division 3 - Thompson School District R2-J	\$106,325 per acre	Ord 2007-1281

PARK IMPACT FEES & DEVELOPMENT COSTS			
CODE SECTION	DESCRIPTION	FEE	RES/ORD NUMBER
15-15-50	Required at final plat approval		Ord 2018-1563
	Park Land Dedication	Number of dwelling units X 2.78 residents X .0055 acres _____ = acres required for land dedication	
	Payment in lieu of Park Land Dedication	\$60,516 (per acre fee) X number of acres which would otherwise be dedicated to the Town _____ = payment in lieu of land dedication	
	Park and Trail Development Fees (paid with building permits)	\$6,255	

Town of Windsor Fee Schedule

BUILDING PERMIT FEES			
CODE SECTION	DESCRIPTION	FEE	RES/ORD NUMBER
	Building Permit Fee	SAFEbuilt	Res 2016-91
	Windsor Administration Fee	25% of SAFEbuilt fee	Res 1992-18
	Use Tax = 3.95% of half project's valuation	Varies with valuation	Ord 2002-1106 Res 2014-51
	Building permit fees also include additional impact fees. Contact Planning Department for an accurate estimate.		
	¾" Meter	\$63.43	
	¾" Transponder	\$327.91	
	¾" Yoke	\$140.00	
	1" Meter	\$250.70	
	1" Transponder	\$327.91	
	1" Yoke (outdoor)	\$242.00	
	1" Yoke (indoor)	\$196.78	
	1 ½" Meter	\$633.01	
	1 ½" Transponder	\$341.99	
	1 ½" Yoke	\$833.97	
	2" Meter	\$810.87	
	2" Transponder	\$346.05	
	2" Yoke	\$890.25	
	For meters larger than 2" call for market price		
	Meter Pit with Cover (Also requires fees for Meter, Transponder and Yoke)	\$340.97	
	Meter Pits larger than 1" must be supplied by contractor		

**Town of Windsor
Fee Schedule**

ROAD IMPACT FEES			
CODE SECTION	DESCRIPTION	FEE	RES/ORD NUMBER
Chapter 17	<i>Fees effective March 1, 2020</i>		2021-72
Article XV	Single-Family Detached - Dwelling	\$4,459.00	
	Multi-Family – Dwelling	\$2,830.00	
	Mobile Home Park – Site	\$1,342.00	
	Retail / Commercial (per 1,000 square feet)		
	Retail/Commercial	\$5,897.00	
	Office / Institutional (per 1,000 square feet)		
	Office	\$5,430.00	
	Public/Institutional	\$3,292.00	
	Industrial (per 1,000 square feet)		
	Industrial	\$2,342.00	
	Warehouse	\$2,183.00	
	Mini-Warehouse	\$1,533.00	
	Oil and Gas Well (per wellhead)	\$2,453.00	
	Applications for Pre-development Review of Impact Fee Calculations for uses not enumerated in Road Impact Fee Land Use Table above	\$50.00	Res 2002-47
	Applications for Pre-development Review of Impact Fee Calculations for uses not enumerated in Road Impact Fee Land Use Table above AND where outside consultants are used to determine fees	\$50.00 + consultant charges	

**Town of Windsor
Fee Schedule**

COPIES AND MANUALS			
CODE SECTION	DESCRIPTION	FEE	RES/ORD NUMBER
	Copies		
	8 ½" X 11"	\$.25 / sheet	Res 1992-18
	8 ½" X 14"	\$.40 / sheet	Res 1992-18
	11" X 17"	\$1.00 / sheet	Res 1998-28
	24" X 36"	\$5.00 / sheet	Res 1998-28
	30" X 42"	\$10.00 / sheet	Res 1998-28
	Maps		
	14" X 17"	\$1.50 / sheet	Res 1992-18
	30" X 42"	\$9.00 / sheet	Res 1998-28
	Full Set (9 30" X 42" sheets)	\$81.00 / set	Res 1998-28
	24" X 36"	\$5.00 / sheet	Res 1998-28
	36" X 48"	\$10.00 / sheet	Res 1998-28
	Mylar copies		
	24" X 36"	\$10.00 / sheet	Res 1998-28
	Manuals and Plans		
	Standard Specifications and Construction Manual	\$10.00	Res 1992-18
	Planning Procedures Manual	\$20.00	Res 1998-28
	Drainage Criteria Manual	\$10.00	Res 1992-18
	Comprehensive Plan	\$25.00	Res 1998-28
	Downtown Corridor Plan	\$5.00	Res 2000-45

MISCELLANEOUS FEES			
CODE SECTION	DESCRIPTION	FEE	RES/ORD NUMBER
2-7	Special Meetings		
	Town Board	\$250.00	Res 1992-18
	Advisory Boards / Commissions	\$250.00	Res 1996-18
	False Alarm Charge – More than three calls / year	\$50.00	Ord 1999-1019
	VIN verification for residents	\$0.00	Res 2003-04
	VIN verification for non-residents	\$15.00	
	Fingerprinting for residents or local employers	\$0.00	
	Fingerprinting for non-residents	\$15.00	
	Background check through Colorado Bureau of Investigation	\$38.50	



MEMORANDUM

Date: November 22, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Karen Frawley, Town Clerk
Re: Future Meeting Agenda
Item #: 2.

ATTACHMENTS:

- ▢ Future Meetings Agenda



FUTURE TOWN BOARD MEETINGS

November 29, 2021	Cancelled – 5 th Monday
December 6, 2021 5:30 p.m.	Town Board Special Meeting FPPA Discussion MLK/Holiday Pay Special Events Discussion Public Purpose for Charitable Giving Executive Session for Town Prosecutor
December 13, 2021 5:30 p.m.	Town Board Work Session Town Board-Manager-Attorney Monthly Meeting Drought Management Plan
December 13, 2021 7:00 p.m.	Town Board Regular Meeting
December 20, 2021 5:30 p.m.	Town Board Work Session Board-Manager-Attorney social/dinner
December 27, 2021 5:30 p.m.	Cancelled
January 3, 2022 5:30 p.m.	Town Board Work Session
January 10, 2022 5:30 p.m.	Town Board Work Session Town Board-Manager-Attorney Monthly Meeting Windsor Open Space and Trails Plan
January 10, 2022 7:00 p.m.	Town Board Regular Meeting
January 17, 2022 5:30 p.m.	Town Board Work Session
January 24, 2022 5:30 p.m.	Town Board Work Session
January 24, 2022 7:00 p.m.	Town Board Regular Meeting
January 31, 2022	Cancelled – 5 th Monday

Future Work Session Topics

- DDA Entertainment District
- Urban3 Follow-up
- Telecom Code (Pending FCC Rules)
- Regional Water Treatment Plant Site
- Sustainable Energy Discussion (1st Quarter)
- O-I Glass Recycling Program (January)
- Presentation by Carolyn Steffl regarding SB21-262 – Special District Transparency
- Proportional services and amenities for planned population
- Colorado Opioids Settlement Use Ideas
- Economic development/retail needs based on population levels (following retail assessment)