

TOWN OF JOHNSTOWN, COLORADO
RESOLUTION NO. 2018-05

**APPROVING A PROCEDURAL POLICY FOR THE SUBMISSION OF SERVICE
PLANS FOR PROPOSED TITLE 32 METROPOLITAN DISTRICTS**

WHEREAS, on February 22, 2017, the Town Council of the Town of Johnstown ("Town"), by adoption of Resolution No. 2017-03, approved a Model Service Plan to be used in connection with the organization of Title 32 Metropolitan Districts in the Town; and

WHEREAS, to facilitate the use of the Model Service Plan and provide direction to property owners and developers seeking to form Title 32 Metropolitan Districts, the Town Council desires to establish a procedural policy for the submission of a service plan to the Town; and

WHEREAS, based on discussion with Town staff, Town Council desires to adopt the procedural policy attached hereto and incorporated herein by reference as **Exhibit A**, entitled "Johnstown Metropolitan District Submittal Requirements" ("Procedural Policy"); and

WHEREAS, Town Council finds that adoption of the Procedural Policy is in the best interests of the Town.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE
TOWN OF JOHNSTOWN, COLORADO, THAT:**

Section 1. Town Council hereby adopts the Procedural Policy attached hereto as **Exhibit A**, entitled Johnstown Metropolitan District Submittal Requirements.

Section 2. The Town Clerk is hereby directed to post the Procedural Policy on the Town's website and to make the Procedural Policy available to interested members of the public.

READ, SIGNED, APPROVED, AND ADOPTED THIS 16th day of April, 2018.



By: [Signature]
Diana Seale, Town Clerk

TOWN OF JOHNSTOWN, COLORADO
By: [Signature]
Scott James, Mayor

TITLE 32 METROPOLITAN DISTRICT SUBMITTAL REQUIREMENTS

Metropolitan District Development Condition: An applicant seeking approval of a Title 32 Metropolitan District should not submit a proposed service plan until the applicant has obtained Town Council approval of a preliminary development plat and plan that includes the initial and inclusion boundaries of the proposed district(s) and, if appropriate for the particular development, approval of design guidelines.

Service Plan Submittal Materials:

Upon satisfaction of the condition(s) set forth above, an applicant proposing a Title 32 Metropolitan District must submit the following materials to the Town of Johnstown ("Town"):

1. **Cover Letter:** A cover letter addressing pertinent factors related to the proposed metropolitan district(s), including, but not limited to, the nature of the development, the quality of the project including residential or commercial structures, the anticipated amenities, the district boundaries, the proposed mill levies and the requested debt authority along with an explanation of the need for the organization of a metropolitan district;
2. **Service plan:** A service plan in substantial conformity with the Town's model service plan. The service plan submittal should include: (1) an electronic copy of the service plan in PDF format with attached exhibits; (2) an electronic copy of the service plan and the proposed intergovernmental agreement in Word format; (3) a blackline document comparing the Town's model service plan with the proposed service plan; and (4) two paper copies of the proposed service plan with exhibits;
3. **Identification of Proponents and Representatives:** Identification of the names, addresses and telephone numbers of the applicant(s), who must own property within the proposed district boundaries, and of the applicant's professional representatives;
4. **Reimbursement Fee:** A fee in the amount of \$4,500.00 to cover costs incurred in developing the model service plan. Once the costs are recovered, this fee will no longer be imposed. Staff is available to discuss the basis of the fee and costs recovered through the date of an application;
5. **Service Plan Application Review Deposit:** A service plan application review deposit in the amount of \$10,000.00. The deposit is distinct from the subdivision application review deposit. The service plan application review deposit will be used to cover the Town's costs in processing the application and may include, but not be limited to, in the Town's sole discretion, professional fees for legal services, financial consultants and engineering review. If the deposit is diminished below \$2,000.00, the applicant shall be required to replenish the deposit to the amount of \$10,000.00. The portion of the deposit, if any, that is not used, shall be returned to the applicant; and

6. Cost Agreement: An executed Cost and Funds Deposit Agreement in a form provided by the Town.

Deadline for Submittal:

For November election (every year)

May 1

For May election (even numbered years only)

November 1