

## AGENDA ITEM SUMMARY

**REGULAR MEETING DATE:** September 8, 2010

**AGENDA ITEM TITLE:** Resolution Amending Governance Policy 2.15 - Community Development Non Profit Fee Refund

**STAFF RESPONSIBLE:** Susan Murphy

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**ISSUE STATEMENT:** At the Board's Work Session on August 10, 2010, the Board directed staff to amend Governance Policy 2.15 - Community Development Non Profit Fee Refund as follows: (in red are additions, strike throughs are deletions)

*The Board of County Commissioners (BOCC) wishes to support local non-profit organizations and recognizes the contribution they make to the community. At times, these non-profit organizations may sponsor various events that require them to pay fees to the Community Development Department for required permits. The BOCC receives numerous requests from non-profits to have these fees refunded, and wishes to have a consistent policy regarding fee refund requests.*

*Accordingly, the following procedures apply:*

- 1. Any non-profit organization requesting a fee refund shall pay the fee in full at the time the application is submitted, as well as pay all additional fees at the time they are billed. Fee refund requests shall be made concurrently with development applications. All fee refund requests shall be submitted in writing to the Board of County Commissioners.*
- ~~2. All fee refund requests will be recorded throughout the year. In June and December of each year, the BOCC will review all requests that have come before them and make a decision at that time whether to refund fees in whole or in part from the BOCC Discretionary Fund, based on the funds available and the number and amount of requests. If the BOCC does not want to make the applicant wait until December, the BOCC, at its discretion, may grant up to \$500 at the time of the fee refund request, but is not required to do so.~~*
- 2. In its decision as to whether to refund fees in whole or in part, the Board will take in to consideration: 1) whether all application requirements were adhered to; 2) whether all conditions of approval applicable to the event were adhered to; 3) whether the event was conducted with no negative impacts to the County or other service providers.*

**LINK TO STRATEGIC PLAN:** Community Involvement - Pitkin County will actively seek Community Involvement by creating and maintaining opportunities to engage, include, and incorporate caucus, neighborhood, municipalities, interest groups and individual participation, interests and feedback.

**RECOMMENDED BOCC ACTION:** Approve Resolution to Amend Governance Policy 2.15 - Community Development Non Profit Fee Refund

**ATTACHMENTS:** Resolution to Amend Governance Policy 2.15 - Community Development Non Profit Fee Refund

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PITKIN  
COUNTY, COLORADO, AMENDING GOVERNANCE POLICY 2.15  
COMMUNITY DEVELOPMENT NON PROFIT FEE REFUND**

RESOLUTION NO. \_\_\_\_\_ - 2010

RECITALS

The Board of County Commissioners (the Board) has adopted a Governance Policy regarding the refund of fees that non profit organizations pay.

The Board wishes to make changes to said Governance Policy.

NOW, THERE, BE IT RESOLVED by the Board of County commissioners of Pitkin County, Colorado that Governance Policy 2.15 – Community Development Non Profit Fee Refund is amended as follows: ((in red are additions, strike throughs are deletions)

*The Board of County Commissioners (BOCC) wishes to support local non-profit organizations and recognizes the contribution they make to the community. At times, these non-profit organizations may sponsor various events that require them to pay fees to the Community Development Department for required permits. The BOCC receives numerous requests from non-profits to have these fees refunded, and wishes to have a consistent policy regarding fee refund requests.*

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APPROVED AND ADOPTED on September 8, 2010.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF PITKIN COUNTY, COLORADO

\_\_\_\_\_  
Jeanette Jones  
Deputy Clerk & Recorder

By \_\_\_\_\_  
George Newman, Chair

Date: \_\_\_\_\_

APPROVED AS TO FORM:

MANAGER APPROVAL:

\_\_\_\_\_  
John Ely, County Attorney

\_\_\_\_\_  
Hilary Fletcher, County Manager