

November 2, 2023

**For Immediate Release**

**2023-24 Road and District Support Incentive Program ('RoADS' Program)**

Dear Improvement and Service District Stakeholder:

The Campbell County Public Works Planning Division is happy to announce the Road and District Support Incentive Program (RoADS Program) approved by the Board of County Commissioners October 17<sup>th</sup>, 2023.

As you know, Improvement and Service Districts (Districts) are the most effective and consistent way of funding maintenance of roads, water, and other subdivision infrastructure. The County has historically provided grants to Districts through the District Support Grant fund supported by the 1% sales tax.

Recognizing the important role of Districts, the County developed the RoADS Program to encourage the creation, expansion, and mergers of Districts. These incentives are open to all proposed new or existing Districts in the unincorporated areas of Campbell County.

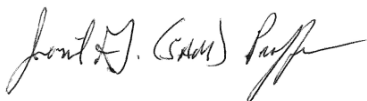
From November 2023 through October of 2024, cash incentives ranging from \$10,000 to \$19,000 will be available for the creation, expansion, or mergers of Districts. Please reference the enclosed Resolution and application form for details. Voluntary participation in the RoADS Program is in addition to our typical District Support Grants and does not prevent participating Districts from applying for other grants as normal. All grants are subject to available County funds, and are administered on a first come, first served basis.

Our office is also working on other programs that will be of interest. We will be reaching out to you as additional items come up.

For a list of existing Districts with contact information, or if you have questions, comments, or suggestions, please call us at 307-682-1970 or email at:

[planning@campbellcountywy.gov](mailto:planning@campbellcountywy.gov)

Sincerely,



Jerril G. (Sam) Proffer

Planner and Zoning Administrator

Cc: File      Encs: Res.3055, RoADS Application, 6 September 2023 Board Workshop Memo

**MEMORANDUM**

TO: Campbell County Board of Commissioners  
FROM: Sam Proffer, Planner and Zoning Administrator  
DATE: September 6<sup>th</sup>, 2023 Board Workshop  
SUBJECT: **'RoADS'** Economic Development Incentive Program

Dear Commissioners:

Many miles of subdivision roads are self-funded by either Improvement and Service Districts (Districts) or Homeowners Associations (HOA's). These roads are used by Fire, Police, Emergency Medical, delivery trucks, USPS, etc. Districts are preferred over HOA's because maintenance fees are placed as a tax on the property, and dissolving Districts is difficult. There are currently 55 individual Districts representing 4,388 parcels of land. Approximately 14 have dissolved over the years for various reasons.

Each year the county receives requests for District Support Grants to help maintain the roads, water systems, etc. for these Districts. HOA's are not eligible. District funding proactively contributes to public safety and the general welfare.

While Districts are the best way to fund infrastructure maintenance, they come with their own challenges including:

- District formation for new subdivisions is difficult, stifling construction & economic development
- Some smaller Districts struggle with ongoing reporting requirements and staying compliant
- Non-compliant Districts consume staff time bringing them back into compliance
- More Districts mean more District Support Grants that must be processed by staff
- Small Districts have limited purchasing power, so grant funding is not maximized
- New subdivisions connecting to existing Districts causes problems for existing District roads
- Some HOA's have expressed interest in becoming a District, but lack the resources to do so
- Current District Grant formation funding is \$4,500 maximum, and has not been increased for many years, disincentivizing formation. The last two formation costs exceeded the \$4,500 cap.

Per the 2022 1% tax 'Penny Power' survey, 53.9% of respondents placed funding of road maintenance as a High Priority second only to Emergency & Safety Equipment. 41.06% placed funding of Districts as a Medium Priority; however, *District* funding held the highest weighted average score over all categories making District support where county residents place the most emphasis on funding overall.

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74% of the 2013 Comprehensive Plan survey respondents named improvement of subdivision roads a priority.<sup>1</sup>

To address these issues, staff proposes the ‘**RoaDS**’ (**R**oad and **D**istrict **S**upport) incentive program. This is a limited time District Support Grant Creation, Merger, Expansion, and Economic Development Incentive program.

For fiscal years 2018 through 2022, the Grant fund held an average reserve balance of approximately \$96,000. Based on this, staff proposes earmarking \$65,000 for incentives for one calendar year ending in 2024. Staff proposes a tiered incentive program intended to be in addition to the normal grants awarded. This would not prohibit participating Districts in good standing from applying for grants as normal.

For fiscal years 2019 through 2022, the average District Support Grant was just under \$7,000. Using that figure as a baseline, staff proposes to encourage creation, expansions and/or mergers based on the following tiered incentives:

**For all tiers, increase formation/merger grants up from \$4,500 to a standardized \$6,500 plus:**

**Tier 1.** \$3,500 bonus for creation of a new stand-alone District. (50% of 3-year average)

**Tier 2.** \$7,000 bonus for mergers of existing contiguous Districts in good standing (100% of 3-year average)

**Tier 3.** \$8,750 bonus for District enlargements taking in existing HOA’s, surrounding properties, (3-lots minimum), or a non-compliant contiguous District (125% of 3-year average)

**Tier 4.** \$10,500 bonus for Districts that enlarge by taking in any proposed new Minor or Major subdivision contiguous to their existing District boundaries, or a non-contiguous District in good standing. (150% of 3-year average)

**Tier 5.** \$12,500 bonus for Districts that enlarge by taking in any proposed new Minor or Major subdivisions non-contiguous to their existing District boundaries, or merge with any existing non-contiguous non-compliant District. (175% of 3-year average)

**RoaDS incentive program benefits include:**

1. Increases District purchasing power through economy of scale maximizing future grant money, increases the number of potential board members reducing the possibility of non-compliance, and reduces the number of District supports grants that must be processed by staff.
2. Invests in road maintenance and District support as desired by the citizens without additional funding
3. Promotes public safety by pro-actively encouraging road maintenance.
4. Promotes economic development by incentivizing subdivision projects which creates jobs, rewards participating Districts, and increases long-term annual tax revenues through increased property taxes. (Example: \$28.7M in local income, \$3.6M in taxes, and 394 local jobs for every 100 homes built each year)<sup>2</sup> (County median annual residential property tax: \$1,468)<sup>3</sup>

<sup>1</sup> 2013 Comprehensive Plan, page 40, ‘Subdivision Roads’

<sup>2</sup> <https://www.nahb.org/-/media/NAHB/news-and-economics/docs/housing-economics/economic-impact/economic-impact-local-area-2015.pdf>, accessed 2/9/2023

<sup>3</sup> <https://www.evalleywy.com/wyoming/> accessed 2/9/2023

## RESOLUTION NO. 3055

### A RESOLUTION TO ADOPT THE 2023-2024 Roads and District Support Incentive Program To Be Known as the:

#### **“RoADS”** Incentive Program

WHEREAS, Campbell County developed and adopted the Chapter 5 Rules Governing the District Support Grant Program pursuant to W.S. 16-3-103 in October of 1990 which was revised in July of 2014 for the purposes of providing financial aid for the creation of new Improvement and Service Districts and to aid qualified existing Improvement and Service Districts for the necessary maintenance of subdivision infrastructure such as roads, water, sewer systems, etc., and

WHEREAS, the Campbell County Board of Commissioners recognize the need to encourage and support the self-sufficiency of subdivision infrastructure maintenance through the formation, expansion, and mergers of Improvement and Service Districts to promote the economic development, health, safety, morals, and general welfare of the community, and

WHEREAS, the Campbell County Board of Commissioners wish to incentivize the creation, merger, and expansion of Improvement and Service Districts utilizing the 2023-2024 Roads and District Support Incentive Program to be known as the “RoADS Incentive Program” as defined in Exhibit ‘A’ of this Resolution for a period of one (1) year beginning on November 1, 2023 through October 31<sup>st</sup>, 2024.

THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF CAMPBELL COUNTY, THAT:

SECTION ONE. The RoADS Incentive Program shall be administered in accordance with Chapter 5 Rules Governing the District Support Grant Program.

SECTION TWO. County Public Works Staff shall provide a year-end report within one-month of the end of the program quantifying the results.

SECTION THREE. After evaluating the year-end report the Board of County Commissioners may choose to end, continue, and/or amend the program as they deem in the best interest of Campbell County.

PASSED, APPROVED AND ADOPTED this 17<sup>th</sup> day of October 2023.

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Colleen Faber, Chairwoman

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Butch Knutson , Member

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Kelley McCreery, Member

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Del Shelstad, Member

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Jim Ford, Member

Attest:

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Cindy Lovelace, County Clerk



## RoADS INCENTIVE PROGRAM APPLICATION

### **General Information:**

RoADS is designed to incentivize the merger, enlargement, and creation of Improvement and Service Districts. The program is outcome based. Upon final Board approval of the merger, enlargement, or creation of a District, funds will be paid to the applying District. Submittal of expense reports is not required.

There are 5 different levels (tiers) of incentives ranging from \$10,000 to \$19,000 to be awarded to the successful applicant. (See Exhibit 'A', page 3 of this document for tier details.) You may contact the Planning Department at 307-682-1970 for additional information.

### **Directions:**

Determine which tier incentive you are applying for and answer the following questions. Attach additional sheets as necessary. Additional information may be required as determined by the Administrator.

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District Name (applicant): \_\_\_\_\_ Tier Classification (1-5): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Day Time Phone: \_\_\_\_\_

Infrastructure Maintained by District (check all that apply): Roads \_\_\_ Water \_\_\_ Sewer \_\_\_

### **Choose one of the following options (1 through 4):**

**Option 1:** Name of District that will *merge* with applicant: \_\_\_\_\_

a) Name of Subdivision: \_\_\_\_\_

b) Number of lots (3 min.) \_\_\_\_\_

c) Contiguous? Yes \_\_\_ No \_\_\_

d) In good standing? Yes \_\_\_ No \_\_\_

e) Infrastructure Maintained by District (check all that apply): Roads \_\_\_ Water \_\_\_ Sewer \_\_\_

**Option 2:** Number of lots that will *join* the District: (3 min.) \_\_\_\_\_

a. Names, addresses, and phone numbers of all landowners: Attach separate sheets as necessary.

b. Contiguous? Yes \_\_\_ No \_\_\_

**Option 3:** Name of *new* Subdivision that will *merge* with applicant: \_\_\_\_\_

a. Contiguous? Yes \_\_\_ No \_\_\_

b. Number of lots (3 min.) \_\_\_\_\_

**Option 4:** Name of Subdivision creating a *new* District: \_\_\_\_\_

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Respectfully submitted,

\_\_\_\_\_

Title: \_\_\_\_\_

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

***EXHIBIT 'A'***

***2023-2024 'ROADS' INCENTIVE PROGRAM***

***RESOLUTION NUMBER: 3053***

**RoaDS Incentive Program Funding Schedule†**

For any of the following Tiers, participating Districts will receive a flat **\$6,500.00** for formation fees *plus*:

- Tier 1.** \$3,500 bonus for creating a new District (\$10,000)
- Tier 2.** \$7,000 bonus for mergers of existing contiguous Districts in good standing (\$13,500)
- Tier 3.** \$8,750 bonus for District enlargements taking in existing contiguous subdivision HOA's, surrounding contiguous properties, (3-lots minimum), or a non-compliant contiguous District (\$15,250)
- Tier 4.** \$10,500 bonus for Districts that enlarge by taking in any proposed new\* Minor or Major subdivision contiguous to their existing District boundaries, or a non-contiguous District in good standing (\$17,000)
- Tier 5.** \$12,500 bonus for Districts that enlarge by taking in any proposed new\* Minor or Major subdivision non-contiguous to their existing District boundaries, or merge with any existing non-contiguous non-compliant District (\$19,000)

Incentive funds shall not be released until creations/mergers/enlargements have been approved and finalized by the Campbell County Board of Commissioners. Applications started within the RoaDS one-year Incentive Program but not completed by the October 31<sup>st</sup> 2024 program end shall have their funding allowance carried over into the following fiscal year.

Application expiration. Any applications for incentives not completed and approved by the Board by the end of fiscal year 2024-25 will be considered void.

\*Proposed new Minor or Major subdivisions are defined as subdivisions that have applied for a subdivision permit and are currently under review by Campbell County but have not yet been recorded. Proof shall be provided showing that the participating District voted to merge/enlarge with the proposed new subdivision *prior* to Board approval of the plat.

†Subject to funds availability in current fiscal year 2023-24 budget. All applications are on a first come, first served basis. Participation in the RoaDS program does not count towards the District Support Grant maximum annual payout.