

**TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES MEETING**

April 21, 2020
6:30PM
A G E N D A

VIRTUAL MEETING PARTICIPATION:

Due to COVID-19 and the closure of Town Hall until further notice, the Town of Columbine Valley is providing alternate means for public participation at meetings of the Board of Trustees.

To view the meeting click on the “Join Trustee Meeting” link at the top of the Town’s web site www.ColumbineValley.org

To provide written remarks during the public comment or public hearing, send an email by 4:00 p.m. on the date of the meeting to jdmccrumb@columbinevalley.org with your name, address, agenda item and comment. You may also join at the web link above.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. PUBLIC HEARING: Annexation and Zoning of the Wallace Property, 11 Hunter Run Lane
Each speaker will be limited to three minutes. The Board of Trustees is not authorized by the Colorado Open Meetings Law to discuss, comment, or take action at the meeting on any issue raised by public comment. The Mayor may refer the matter to the Town Administrator or Town Attorney for immediate comment after Public Comment, or to staff to obtain additional information and report back to the Board as appropriate.
4. APPROVAL OF MINUTES Mayor Pro Tem Menk
February 18, 2020
February 25, 2020
March 27, 2020
5. RECESS MEETING Mayor Pro Tem Menk
6. SWEARING IN OF MAYOR AND TRUSTEES Town Clerk J.D. McCrumb
 - A. Mayor Roy Palmer (2 years)
 - B. Trustee Mimi Kuchman (4 years)
 - C. Trustee Jim Tarpey (4 years)
7. ROLL CALL
8. PUBLIC COMMENT
Each speaker will be limited to three minutes. The Board of Trustees is not authorized by the Colorado Open Meetings Law to discuss, comment, or take action at the meeting on any issue raised by public comment. The Mayor may refer the matter to the Town Administrator or Town Attorney for immediate comment after Public Comment, or to staff to obtain additional information and report back to the Board as appropriate.
9. REPORTS
 - A. Mayor
 - B. Trustees
 - C. Town Administrator
 - D. Chief of Police
 - E. Finance Report

10. APPOINTMENTS AND OATHS

Mayor Palmer

- A. Mayor Pro Tem
- B. Appointment of Commissioners
- C. Town Administrator 2 Years
- D. Town Clerk 2 Years
- E. Town Marshal 2 Years
- F. Town Attorney 2 Years
- G. Town Treasurer 2 Years
- H. Building Inspector 2 Years
- I. Court Clerks 2 Years

11. OLD BUSINESS

- A. Extend Emergency Declaration beyond 4/21/2020
- B. Extend Pandemic Mitigation Plan beyond 4/21/2020

Mr. McCrumb
Mr. McCrumb

5. NEW BUSINESS

- A. Trustee Bill #1, 2020 – Wallace Annexation
- B. Trustee Bill #2, 2020 – Wallace Zoning
- C. Annexation Agreement
- D. Appointment to fill empty Trustee Seat

Mr. Schiller
Mr. Schiller
Mr. Schiller
Mayor Palmer

12. ADJOURNMENT

**TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES**

Minutes

February 18, 2020

Mayor Pro Tem Menk called the Public Hearing: Annexation of the Wallace Property to order at 6:30 p.m., in the Conference Room at the Town Hall at 2 Middlefield Road, Columbine Valley, Colorado. Roll call found the following present:

Trustees: Bruce Menk, Kathy Boyle, Gale Christy, Bill Dotson, Gary Miles, and Roy Palmer

Also present: Lee Schiller, J.D. McCrumb, Bret Cottrell, Angela Kelly, and Phil Sieber

Mr. Schiller introduced the topic.

CITIZEN COMMENTS: David Rowley, 65 Spyglass Drive, asked where on the property additional buildings would be located, for additional information on the easement road, and if there were any recent proposals for the property immediately north of the land in question.

Pat Fitzgerald, 59 Spyglass Drive, will the easement on the north-south road be retained, why?

Veronica Fitzgerald, 59 Spyglass Drive, provided a history of the road use.

Tom Reilly, 9 Cypress Point Way, provided additional information on the history of the property.

Trustee Palmer asked what zoning restrictions the property currently/would have if it remains in Arapahoe County.

ACTION: upon a motion by Trustee Palmer and a second by Trustee Dotson, the Board of Trustees unanimously approved continuing the Public Hearing until March 17, 2020 at 6:30.

Mayor Pro Tem Menk called the Regular Meeting of the Trustees to order at 6:54 p.m., in the Conference Room at the Town Hall at 2 Middlefield Road, Columbine Valley, Colorado. Roll call found the following present:

Trustees: Bruce Menk, Kathy Boyle, Gale Christy, Bill Dotson, Gary Miles, and Roy Palmer

Also present: Lee Schiller, J.D. McCrumb, Bret Cottrell, Angela Kelly, and Phil Sieber

APPROVAL OF AGENDA: The agenda was approved without change

CITIZEN COMMENTS: There were no citizen comments

CONSENT AGENDA: The minutes of the January 21, 2020 regular meeting were approved.

REPORTS:

- A. Mayor Pro Tem Menk announced that he would serve in the capacity of Mayor through April as a result of Mayor Richard Champions resignation to fill a vacancy in the State Legislature, House District 38, effective February 12, 2020.

- B. Trustee Dotson encouraged the Board to consider names for vacancies on the Planning Commission. Trustee Palmer indicated that he would be reaching out to Trustees to start planning for his term as Mayor. Trustee Boyle provided an update to the stage fundraiser.
- C. Mr. McCrumb presented the attached report and answered questions
- D. Chief Cottrell presented the attached report and updated the Trustees on a burglary in Brookhaven and a fatal accident on Platte Canyon.
- E. Mrs. Kelly presented the attached financials.

OLD BUSINESS:

Wallace Annexation: Mr. Schiller answered additional questions from the Trustees that had not been addressed in the public hearing.

ACTION: upon a motion by Trustee Dotson and a second by Trustee Miles, the Board of Trustees unanimously approved tabling this agenda item until the March meeting.

NEW BUSINESS:

Resolution #4, 2020 – 911 IGA: Chief Cottrell presented the resolution. The Trustees asked clarifying questions and had a brief discussion.

ACTION: upon a motion by Trustee Dotson and a second by Trustee Miles, the Board of Trustees unanimously approved Resolution #4, 2020.

Resolution #5, 2020 – Cancel Municipal Election: Mr. McCrumb presented the resolution. The Trustees asked clarifying questions and had a brief discussion.

ACTION: upon a motion by Trustee Palmer and a second by Trustee Christy, the Board of Trustees unanimously approved Resolution #5, 2020.

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 7:41 p.m.

Submitted by,
J.D. McCrumb, Town Administrator

** All reports and exhibits listed "as attached" are available on the Columbine Valley web site and by request at Town Hall, 2 Middlefield Road.*

*** All minutes should be considered to be in DRAFT form until approved by the Board of Trustees at the next regular meeting.*

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES
Minutes
February 27, 2020

Mayor Pro Tem Menk called the Special Meeting of the Trustees to order at 8:30 a.m., in the Conference Room at the Town Hall at 2 Middlefield Road, Columbine Valley, Colorado. Roll call found the following present:

Trustees: Bruce Menk, Gale Christy, Bill Dotson, and Gary Miles

Also present: Lee Schiller, J.D. McCrumb, and Bret Cottrell

Excused: Kathy Boyle and Roy Palmer

NEW BUSINESS:

Municipal Court Personnel Matters: Mr. Schiller introduced the topic and asked the Trustees to move into Executive Session for further background and discussion.

ACTION: no action would be required at this time

EXECUTIVE SESSION: Upon a motion by Trustee Christy and a second by Trustee Miles, the Board unanimously approved entering executive session at 8:32 a.m. to discuss municipal court personnel matters pursuant to C.R.S. 24-6-402(4)(f). The Trustees came out of executive session at 8:46.

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 8:47 a.m.

Submitted by,
J.D. McCrumb, Town Administrator

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TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES
Minutes
March 27, 2020

Mayor Pro Tem Menk called the Special Meeting of the Trustees to order at 8:30 a.m., in the Conference Room at the Town Hall at 2 Middlefield Road, Columbine Valley, Colorado. Roll call found the following present:

Trustees: Bruce Menk, Gale Christy, Bill Dotson, and Roy Palmer

Also present: Lee Schiller, J.D. McCrumb, and Bret Cottrell

Excused: Kathy Boyle and Gary Miles

NEW BUSINESS

Ratify Emergency Declaration: Mr. Schiller presented the declaration that had been previously approved by Mayor Pro Tem Menk in response to the COVID-19 pandemic. The Trustees discussed and asked clarifying questions.

ACTION: upon a motion by Trustee Palmer and a second by Trustee Christy, the Board of Trustees unanimously approved ratifying the Local Disaster Emergency Declaration for Columbine Valley dated March 24, 2020 and signed by Mayor Pro Tem Menk until April 21, 2020 at which time it may be extended.

Ratify Pandemic Mitigation Plan: Mr. McCrumb presented the mitigation plan that had been previously approved by Mayor Pro Tem Menk in response to the COVID-19 pandemic. The Trustees discussed and asked clarifying questions.

ACTION: upon a motion by Trustee Dotson and a second by Trustee Christy, the Board of Trustees unanimously approved Pandemic Mitigation Plan – Tier 4 for Columbine Valley dated March 17, 2020 and authorized by Mayor Pro Tem Menk until April 21, 2020 at which time it may be extended.

Mutual Aid Agreement: Chief Cottrell presented the mutual aid agreement in response to the COVID-19 pandemic. The Trustees discussed and asked clarifying questions.

ACTION: upon a motion by Trustee Palmer and a second by Trustee Christy, the Board of Trustees unanimously approved adopting and executing the proposed Mutual Aid Agreement for Emergency Services.

Appoint Municipal Court Judge: Mr. Schiller presented the need to appoint a new municipal court judge. The Trustees discussed and asked clarifying questions.

ACTION: upon a motion by Trustee Menk and a second by Trustee Miles, the Board of Trustees unanimously approved the appointment of Tricia A. McCarthy Columbine Valley Municipal Court Judge effective immediately and directed she be sworn in at the earliest opportunity.

Resolution #6, Series 2020 and policy for electronic participation in meetings: Mr. Schiller presented the need for electronic/virtual meetings in response to the COVID-19 pandemic. The Trustees discussed and asked clarifying questions.

ACTION: upon a motion by Trustee Dotson and a second by Trustee Christy, the Board of Trustees unanimously approved Resolution #6” and the proposed policy addressing electronic participation in meetings.

OTHER BUSINESS

Town staff briefly discussed and answered Trustee questions regarding the operating protocol for Town functions and business under the disaster mitigation plan – tier 4 and local responses to COVID-19.

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 9:30 a.m.

Submitted by,
J.D. McCrumb, Town Administrator

** All reports and exhibits listed “as attached” are available on the Columbine Valley web site and by request at Town Hall, 2 Middlefield Road.*

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Request for Board of Trustee Action

Date: April 21, 2020

Title: Swearing in of Mayor and Trustees

Presented By: J.D. McCrumb, Town Administrator

Prepared By: J.D. McCrumb, Town Administrator

Background: The Columbine Valley municipal election for 2020 was canceled by Resolution #5, 2020 as there were fewer interested candidates to file petitions or affidavits of write-in candidacy than there were seats to be filled, and as there were no other issues for consideration on the ballot.

Resolution #5, 2020 also declared election:

- Roy Palmer, Mayor for a 2 year term
- Mimi Kuchman, Trustee for a 4 year term
- Jim Tarpey, Trustee for a 4 year term

Having each signed and returned to the Town Clerk the Oath of Office, copied below, these candidates may be sworn-in by the Town Clerk.

*I, **name** do solemnly swear that I will support the Constitution of the United States and the State of Colorado; and that I will faithfully perform the duties of the office of **Mayor/ Trustee** of the Town Of Columbine Valley, Colorado upon which I am about to enter.*



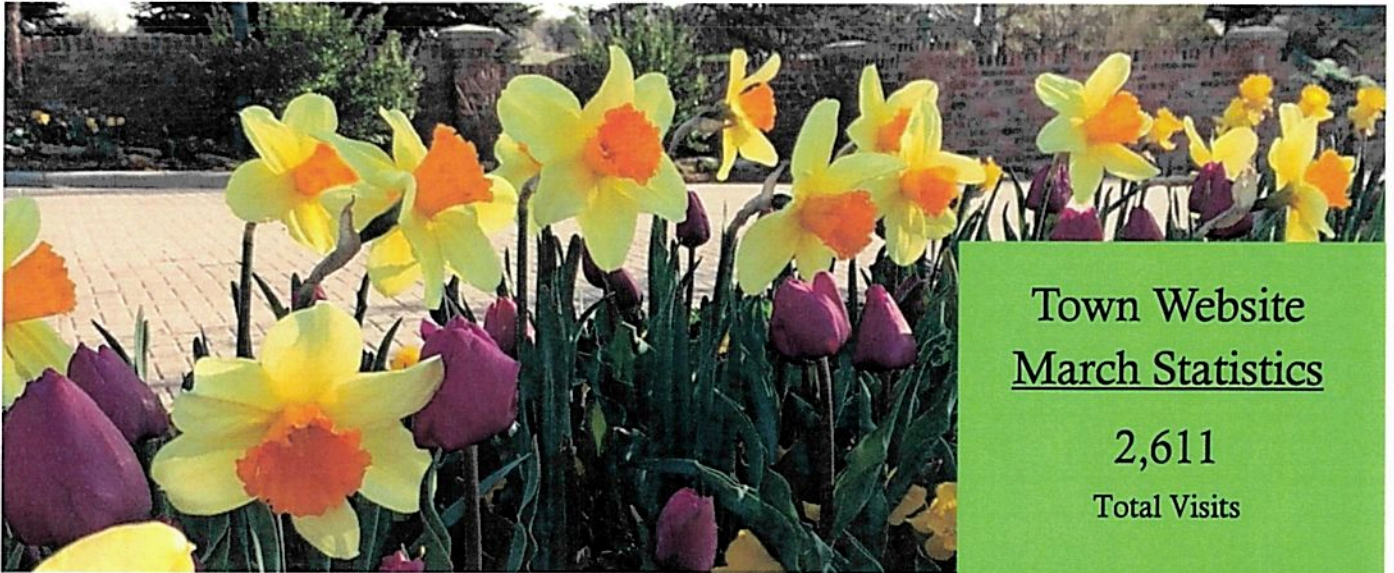
Town Administrator's Report

April 2020



Town of Columbine Valley
2 Middlefield Road
Columbine Valley, CO 80123

Tel: 303-795-1434
Fax: 303-795-7325
jdmccrumb@columbinevalley.org



Communications & Administration

- The COVID-19 pandemic has drastically changed the methods used by Town staff in the delivery of many services including the canceling of municipal court for March and April, altered building department operations and alternative methods for some building inspections.
- The website continues to be the best way for citizens to receive changing information about the Town's operations during the pandemic.
- Work continues on many fronts including spring and summer event planning, the Capital Improvement Program, the Town's summer Pavement Program, ordinance codification, land-use code updates, and facility security enhancement recommendations and changes.
- The Trustees should expect to appoint several members to the Planning and Zoning Commission at their May meeting.

Citizen Contacts:

Staff has fielded calls, emails or walk-ins on the following topics in March

- ⇒ Building Department: 71
- ⇒ Comm. Development: 42
- ⇒ Public Works: 93
- ⇒ Municipal Court: 69
- ⇒ Other: 87

Town Website March Statistics

2,611

Total Visits

3,419

March Page Views

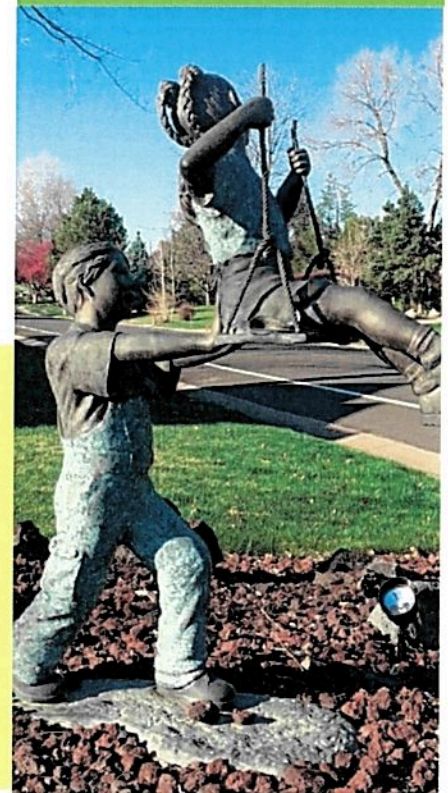
Top Pages

This Week/Updates

Pay Ticket

Trash

Snow Removal



Building Department

Monthly Stats

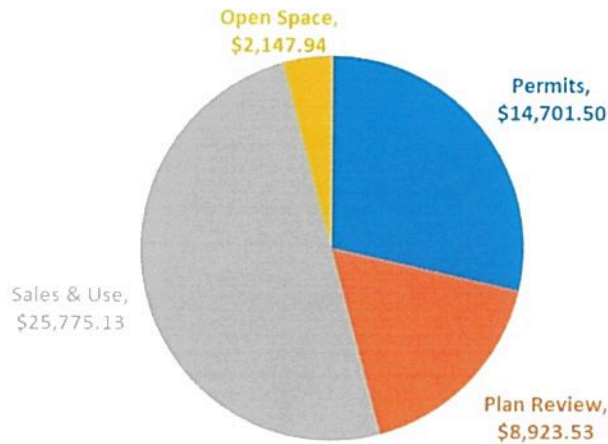
- 7 Permits Issued
- New SFR: 2
 - Major Remodel: 1
 - New Roofs: 0
 - Other/Misc.: 4

70 Inspections

10 Licenses Issued

- General: 4
- Electrician: 4
- Plumbers: 1
- Mechanical: 0
- Roofer: 1

Mar. Permit Rev.: \$51,548.10



Wild Plum

- 95 Total Lots
- 6 SFR Permits Issued
- 2 Permit Pending
- 4 Under Construction

Wilder Lane

- 24 Total Lots
- 4 Permits Active
- 0 Permit Pending
- 18 Completed Homes
- 17 Occupied Home

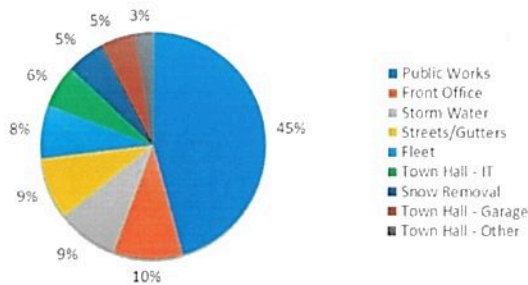


Building Department Revenue by Month

	2019	2019 YTD	2020	2020 YTD
January	\$23,584.77	\$23,584.77	\$12,880.59	\$12,880.59
February	\$12,990.46	\$36,575.23	\$153,178.50	\$166,059.09
March	\$64,334.11	\$100,909.34	\$51,548.10	\$217,607.19
April	\$55,497.63	\$156,406.97		
May	\$5,595.22	\$162,002.19		
June	\$46,632.58	\$208,634.77		
July	\$7,113.45	\$215,748.22		
August	\$8,432.54	\$224,180.76		
September	\$33,744.29	\$257,924.29		
October	\$102,798.74	\$360,723.03		
November	\$89,872.08	\$450,595.11		
December	\$82,149.75	\$532,744.86		

Public Works Department

March Staff Time Allocation (including contractors)



- The phone system settings were updated to allow remote access into the system. The General Mailbox was also updated to email a copy of all voicemails to staff allowing staff to respond when not in the building.
- The backup generator had its yearly service with an oil change and new filters.
- While headed to spread salt on Hunter Run, a U-joint on the F-350 snapped. This sent the driveshaft rolling down Platte Canyon. The driveshaft was cleaned and repaired at the Town Hall garage and two new U-joints were installed on the driveshaft. The driveshaft was reinstalled in the disabled truck parked on Thoroughbred and is now in working condition again.
- In preparing for the Covid-19 outbreak, updated management plans were created for general public works, building maintenance and snow removal.
- Additional safety and cleaning supplies were purchased for staff and the building.
- An additional 2.4 tons of Ice Slicer was picked up from Littleton. This reserve should provide enough salt to get through all of 2020.

March Weather Report

- High of 68, Low of 12
- 10" of accumulated snow
- 1 day with plowing activity
- Total of 8 hours of snow removal and ice treatment.

Municipal Court

	<u>2019 YTD</u>	<u>2020</u>	<u>2020 YTD</u>
Jan	\$6,287.00	\$6,314.24	\$6,314.24
Feb	\$9,147.00	\$3,995.00	\$10,309.24
Mar	\$13,580.25	\$3,644	\$13,953.24
Apr	\$16,003.00		
May	\$18,493		
June	\$46,976.12		
July	\$53,198.07		
Aug	\$57,646.08		
Sept	\$62,806.08		
Oct	\$68,486.08		
Nov	\$72,191.45		
Dec	\$75,911.45		

February/March Total Stats

- Total paid before Court: 36/0
- Total on docket: 30/0
- Cases heard by Judge: 11/0
- Continuances: 3/0
- Failure to Appear: 4/0
- Stays of Execution: 2/0
- Classes Ordered: 1/0
- Bench Warrants 4/0
- Trials 0/0



Columbine Valley Police Department

Serving Bow Mar

2 Middlefield Rd. Columbine Valley, Colorado 80123

www.columbinevalley.org

(303) 795-1434 Fax (303) 795-7325

Columbine Valley P.D. Monthly Report For March 2020

Full Time Positions	5 of 6
Part Time Positions	4 of 4
Regular hours	865
OT hours worked	39.5
Off Duty	0
PTO	50

March 2020 Violations

Charges For the Date Range 3/1/2020 Thru 3/31/2020

Qty	Charge
5	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
1	703(3) FAIL TO STOP AT A STOP SIGN:
0	
6	Total Number of Violations Issued

Monthly Call Report

Case Number	Event Date	Situation Reported
CV20-0000031	2020-03-02T20:24:00	Harassment
CV20-0000032	2020-03-03T22:39:00	COMMUNITY CONTACT IP*
CV20-0000033	2020-03-04T10:09:00	Theft
CV20-0000034	2020-03-04T19:57:00	MESSAGE FOR DEPUTY IP
CV20-0000035	2020-03-07T21:34:00	CITIZEN ASSIST IP
CV20-0000036	2020-03-08T15:43:00	Theft
CV20-0000037	2020-03-08T18:02:00	WELFARE CHECK IP
CV20-0000038	2020-03-12T17:30:00	TRAFFIC ARREST IP
CV20-0000039	2020-03-12T18:41:00	TRAFFIC STOP IP
CV20-0000040	2020-03-13T22:38:00	KEEP THE PEACE IP*
CV20-0000041	2020-03-16T18:22:00	TRAFFIC STOP IP
CV20-0000042	2020-03-16T20:14:00	TRAFFIC STOP IP
CV20-0000043	2020-03-17T08:36:00	INFORMATION IP
CV20-0000044	2020-03-25T14:19:00	Theft from Motor Vehicle
CV20-0000045	2020-03-26T23:09:00	HARASSMENT IP
CV20-0000046	2020-03-29T08:28:00	Theft from Motor Vehicle

Problem Type Summary

12:54 PM 4/15/2020

Data Source: Data Warehouse

Agency:	ACSO
Division:	Bow Mar, Bow Mar Inactive Personnel, Columbine Valley, Columbine Valley Inactive Pers
Day Range:	Date From 3/1/2020 To 3/31/2020
Exclusion:	<ul style="list-style-type: none"> • Calls canceled before first unit assigned • Calls canceled before first unit at scene

Select a format ▼ Export

Priority	Description
1	P1 In Progress
2	P2 Urgent
3	P3 Non Emergency
4	P4 Police Details
5	P5 On View
6	P6 Phone
7	P7 Dispatch
8	P8 CAD Test Record
9	P9 Call on Hold

Missing Person									
MISSING PERSON IP									
OBSTRUCTION IP									
ODOR INVESTIGATION IP			<u>1</u>						<u>1</u>
OPEN DOOR IP*			<u>5</u>						<u>5</u>
OVERSIZED VEHICLE IP*			<u>1</u>						<u>1</u>
PARKING COMPLAINT IP*			<u>1</u>						<u>1</u>
Property Accident									
PROPERTY ACCIDENT IP									
PUFFING VEHICLE IP*									
RECOVERED STOLEN PROPERTY IP									
RECOVERED STOLEN VEHICLE IP									
REDI REPORT IP									
REPOSSESSED VEHICLE IP									
Restraining Order Vio									
RESTRAINING ORDER VIO IP									
Robbery									
ROBBERY IP									
Runaway									
UNAWAY IP									
SELECTIVE ENFORCEMENT IP*									
Sex Assault									
SEX ASSAULT IP									
Shots Fired									
SHOTS FIRED IP									
SUICIDE ATTEMPT IP									
SUICIDE COMPLETED IP									
SUICIDE THREAT IP									
SUSPICIOUS CIRCUMSTANCE IP		<u>5</u>							<u>5</u>
SUSPICIOUS PERSON IP		<u>3</u>							<u>3</u>
SUSPICIOUS VEHICLE IP		<u>7</u>							<u>7</u>
Theft			<u>3</u>						<u>3</u>
Theft from Motor Vehicle			<u>2</u>						<u>2</u>
THEFT FROM MOTOR VEHICLE IP									
THEFT IP									
TRAFFIC ARREST IP			<u>1</u>						<u>1</u>
Traffic Complaint									
TRAFFIC COMPLAINT IP			<u>1</u>						<u>1</u>
TRAFFIC OBSTRUCTION IP		<u>1</u>							<u>1</u>
TRAFFIC STOP IP		<u>12</u>							<u>12</u>
TRANSPORT IP									
Respass to Property									
RESPASS TO PROPERTY IP									
Respass to Vehicle									
RESPASS TO VEHICLE IP									
UNKNOWN INJURY ACCIDENT IP									
UNLAWFUL ACTS IP									
UNWANTED SUBJECT IP									
VEHICLE LOCKOUT IP									
WARRANT ARREST IP									
WARRANT PICKUP IP									
Weapons Violation									
WEAPONS VIOLATION IP									
WELFARE CHECK IP		<u>2</u>							<u>2</u>
Z-Animal Call									
Z-Suspicious Person									
Z-Suspicious Vehicle									
Z-Unwanted Subject									
Z-ZONING IP									
Total		<u>35</u>	<u>46</u>	<u>4</u>			<u>1</u>		<u>86</u>

Columbine Valley
Financial Statements ending March 31, 2020
Variance Summary

General Notes:

- The titles in the columns have changed to better reflect the year to date situation of the financials. We are 25% through the year, so the percentages noted are against the total annual budget.

Revenues:

- Revenues look good so far. We have had a few counties tell us that they have not seen a huge drop in the property taxes collected and are not as fearful as they were about collection of property tax. So, that is positive. While that could change, property tax is fairly on track so far.

Expenditures:

Admin:

- Building inspections were high but there were a couple of big permits that came in, requiring inspections.
- Legal is a bit high so far, but there is a fair amount of time related to the Wallace Annexation in that amount. And two invoices were paid together: so the February and March invoices were paid in March. This makes the March number look higher.
- We are working to rectify the negative amount in the payroll taxes line as this seems to be a coding error.

Planning & Engineering:

- This is trending right on point with being 25% through the year.

Public Safety:

- Nothing really of note here, trending where it should be.
- Again, keep in mind, gov pilot and juvenile assessment are a one-time payment so they are 100%, but will not go up.
- We are working to rectify the negative amount in the pension line as this seems to be a coding error.

Public Works:

- Snow removal is almost spent for the year. This was expected as we had many large storms to start the year. We will need to keep an eye on other expenditures to keep in line with the total budget.
- Sign maintenance is spent at 66% of the annual budget as 3 signs were ran over this winter. Those have been fixed and replaced so hopefully nobody else runs over signs this summer!

Capital:

- Nothing to report out of budget here.

Conservation Trust Fund:

- Some CTF funding has come in but nothing major to report here.

Arapahoe County Open Space Fund:

- We are just collecting interest on the monies so far, distribution has not been done yet.

Impact Fees:

- A couple of impact fees have come in, so we are collecting some interest on that, which is great. This may slow, due to CIVOD. We will discuss this during the meeting.

**TOWN OF COLUMBINE VALLEY
CASH POSITION
YEAR TO DATE (YTD) AS OF MARCH 31, 2020**

Account Activity Item Description	CHECKING	INVESTMENTS	TOTAL ALL ACCOUNTS
Wells Fargo	59,403	-	59,403
Vectra Bank money market	-	5,022	5,022
Vectra Bank investment	-	412,161	412,161
C-Safe Primary	-	1,010,378	1,010,378
C-Safe Impact fee	-	63,707	63,707
C Safe CTF	-	22,236	22,236
Arapahoe county shareback	-	433,993	433,993
YTD Cash Balances	59,403	1,947,497	2,006,900
Less amount allocated for capital		(583,986)	(583,986)
Less amount restricted for ACOS		(406,414)	(406,414)
Less amount restricted for Impact fees		(63,707)	(63,707)
CURRENT UNRESTRICTED/UNALLOCATED BALANCE	\$ 59,403.00	\$ 893,390.00	\$ 952,793.00

**TOWN OF COLUMBINE VALLEY
PROJECT ALLOCATION OF AVAILABLE BALANCE
YEAR TO DATE (YTD) AS OF MARCH 31, 2020**

Account Activity Item Description	General	Capital	Conservation Trust	Arapahoe Cty Open Space	Impact Fees	TOTALS
2019 BEGINNING FUND BALANCE	\$ 921,977	\$ 595,686	\$ 13,094	\$ 404,704	\$ 38,116	\$ 1,973,577
YTD REVENUES PER FINANCIAL STATEMENTS						
Taxes	378,801	-	-	-	-	378,801
Permits and fines	87,839	-	-	-	-	87,839
Intergovernmental	97,864	-	-	-	-	97,864
Interest	6,137	-	88	1,710	191	8,126
Other	345	-	-	-	-	345
Donations	-	3,500	-	-	-	3,500
Conservation Trust Fund entitlement	-	-	1,815	-	-	1,815
Arapahoe County open space fund	-	-	-	-	-	-
Impact fees	-	-	-	-	25,400	25,400
Total YTD revenues	570,986	3,500	1,903	1,710	25,591	603,690
Total YTD expenditures	(377,275)	(15,200)	-	-	-	(392,475)
Excess of revenues over (under) expenditures	193,711	(11,700)	1,903	1,710	25,591	211,215
Total other financing sources (uses)	-	-	-	-	-	-
Net change in fund balance	193,711	(11,700)	1,903	1,710	25,591	211,215
YTD ENDING FUND BALANCES	1,115,688	583,986	14,997	406,414	63,707	2,184,792
Budget vs actual reference	(page 4)	(page 8)	(page 9)	(page 10)	(page 11)	

TOWN OF COLUMBINE VALLEY
BALANCE SHEET - All FUNDS
March 31, 2020
Unaudited

	General
ASSETS	
Cash and investments	\$ 2,006,901
Other receivables	173,262
Property tax receivable	358,405
TOTAL ASSETS	\$ 2,538,568
 LIABILITIES AND FUND BALANCES	
LIABILITIES	
Accounts payable	\$ 4,410
Accrued liabilities	(10,514)
Deferred property tax revenue	358,405
Total liabilities	352,301
 FUND BALANCES	
General	1,117,163
Capital	583,986
Conservation trust fund	14,997
Arapahoe county open space	406,414
Impact fees	63,707
Total fund balances	2,186,267
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,538,568

**TOWN OF COLUMBINE VALLEY
GENERAL - SUMMARY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE THREE MONTHS AND YTD ENDED MARCH 31, 2020**

	Unaudited			
	Jan - Mar Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (25% YTD)
REVENUES				
Taxes	\$ 378,801	\$ 1,159,484	\$ (780,683)	33%
Permits and fines	87,839	363,000	(275,161)	24%
Intergovernmental	97,864	391,298	(293,434)	25%
Interest income	6,137	30,850	(24,713)	20%
Other	345	-	345	0%
Total revenues	<u>570,986</u>	<u>1,944,632</u>	<u>(1,373,646)</u>	<u>29%</u>
EXPENDITURES				
Administration	170,771	740,271	(569,500)	23%
Planning and engineering	13,968	71,500	(57,532)	20%
Public safety	160,071	742,434	(582,363)	22%
Public works	30,990	371,460	(340,470)	8%
Total expenditures	<u>375,800</u>	<u>1,925,665</u>	<u>(1,549,865)</u>	<u>20%</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>195,186</u>	<u>18,967</u>	<u>176,219</u>	
OTHER FINANCING USES				
Transfer to capital	-	(18,967)	18,967	
Total other financing uses	<u>-</u>	<u>(18,967)</u>	<u>18,967</u>	
NET CHANGE IN FUND BALANCE	195,186	<u>\$ (0)</u>	<u>\$ 195,186</u>	
BEGINNING FUND BALANCE	<u>921,977</u>			
ENDING FUND BALANCE	<u><u>\$ 1,117,163</u></u>			

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE THREE MONTHS AND YTD ENDED MARCH 31, 2020
Unaudited

	Current Month	Jan - Mar Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (25% YTD)
REVENUES					
Taxes					
Cable television	\$ 8,882	\$ 9,000	\$ 36,000	\$ (27,000)	25%
Property taxes	49,393	148,734	358,405	(209,671)	41%
Sales and use tax	54,894	201,166	691,625	(490,459)	29%
Specific ownership taxes	1,966	6,329	23,454	(17,125)	27%
Utility franchise fees	5,078	13,572	50,000	(36,428)	27%
Total taxes	<u>120,213</u>	<u>378,801</u>	<u>1,159,484</u>	<u>(780,683)</u>	<u>33%</u>
Permits and fines					
Court fines	3,644	13,203	75,000	(61,797)	18%
Permits, fees and services	8,212	74,636	288,000	(213,364)	26%
Total permits and fines	<u>11,856</u>	<u>87,839</u>	<u>363,000</u>	<u>(275,161)</u>	<u>24%</u>
Intergovernmental					
Bow Mar IGA	-	72,523	290,091	(217,568)	25%
Bow Mar IGA admin	-	6,250	25,000	(18,750)	25%
County highway tax revenue	3,352	3,352	13,407	(10,055)	25%
Motor vehicle registration fees	406	1,499	6,000	(4,501)	25%
State cigarette tax apportionment	90	240	800	(560)	30%
State highway user's tax	5,579	14,000	56,000	(42,000)	25%
Total intergovernmental	<u>9,427</u>	<u>97,864</u>	<u>391,298</u>	<u>(293,434)</u>	<u>25%</u>
Interest	2,486	6,137	30,850	(24,713)	20%
Other	339	345	-	345	-
TOTAL REVENUES	<u>125,477</u>	<u>570,986</u>	<u>1,944,632</u>	<u>(1,373,646)</u>	<u>29%</u>
EXPENDITURES					
Administration					
Accounting and audit	5,451	14,289	61,795	(47,506)	23%
Advertising/notices	28	15	500	(485)	3%
Bank/credit card fees	324	871	5,100	(4,229)	17%
Building inspection and planning review	21,903	31,299	129,600	(98,301)	24%
Building maintenance and utilities	1,187	4,976	41,568	(36,592)	12%
Community functions	-	2,500	41,000	(38,500)	6%
Computer expense	606	4,043	21,300	(17,257)	19%
County treasurer's collection fees	494	1,487	3,584	(2,097)	41%
Dues and publications	1,461	2,770	8,650	(5,880)	32%
Education and training	20	948	10,000	(9,052)	9%
Election	-	1,210	2,000	(790)	61%
Health insurance	3,083	10,430	32,000	(21,570)	33%
Insurance and bonds	4,982	4,982	30,000	(25,018)	17%
Legal	10,215	14,603	48,000	(33,397)	30%
Mayor/monthly breakfasts	110	306	1,900	(1,594)	16%
Miscellaneous	383	713	2,289	(1,576)	31%
Payroll taxes	(1,325)	(1,325)	26,000	(27,325)	-5%

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE THREE MONTHS AND YTD ENDED MARCH 31, 2020
Unaudited

	Current Month	Jan - Mar Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (25% YTD)
Pension	-	-	14,485	(14,485)	0%
Salaries	20,693	71,784	230,000	(158,216)	31%
Special projects	-	-	12,000	(12,000)	0%
Supplies	1,991	2,895	13,000	(10,105)	22%
Telephone/communications	369	1,975	5,500	(3,525)	36%
Total administration	71,975	170,771	740,271	(569,500)	23%
Planning and engineering					
Town planning	5,649	12,687	56,545	(43,858)	22%
Town engineer	375	1,281	13,455	(12,174)	10%
Miscellaneous	-	-	1,500	(1,500)	0%
Total planning and engineering	6,024	13,968	71,500	(57,532)	20%
Public safety					
Operations					
Cruiser gas	541	541	12,000	(11,459)	5%
Cruiser oil/maintenance	498	3,030	18,000	(14,970)	17%
Cruiser insurance	1,563	1,563	7,000	(5,437)	22%
Education/training	-	96	9,000	(8,904)	1%
Equipment repair	-	-	5,000	(5,000)	0%
Health/workman's comp insurance	6,288	14,621	80,000	(65,379)	18%
Pension plan	(6,454)	(6,454)	44,400	(50,854)	-15%
Salaries	31,165	113,842	444,000	(330,158)	26%
Supplies/miscellaneous	929	3,111	13,600	(10,489)	23%
Telephones/air cards	482	902	4,800	(3,898)	19%
Uniforms	791	1,171	10,000	(8,829)	12%
Total operations	35,803	132,423	647,800	(515,377)	20%
Municipal court					
Judge	-	1,500	9,000	(7,500)	17%
Legal	2,520	4,838	27,500	(22,662)	18%
Administration	-	75	2,000	(1,925)	4%
Supplies	-	60	2,000	(1,940)	3%
Interpreter	-	400	2,000	(1,600)	20%
Total municipal court	2,520	6,873	42,500	(35,627)	16%
Contracts					
Arapahoe county dispatch fee	7,643	7,643	30,573	(22,930)	25%
Tri-tech software	-	-	1,120	(1,120)	0%
Human society	-	-	500	(500)	0%
Juvenile assessment	-	841	841	-	100%
Netmotion	-	-	450	(450)	0%
CACP	-	-	150	(150)	0%
WhenIWork	-	-	400	(400)	0%
Total contracts	7,643	8,484	34,034	(25,550)	25%
Computer/IT					
Merakie	-	-	1,400	(1,400)	0%
Offsite server backup	-	450	1,800	(1,350)	25%
Office 365 accounts	-	160	1,400	(1,240)	11%

**TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE THREE MONTHS AND YTD ENDED MARCH 31, 2020
Unaudited**

	Current Month	Jan - Mar Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (25% YTD)
Scheduled computer replacement	-	1,681	3,500	(1,819)	48%
Govpilot	-	10,000	10,000	-	100%
Total computer/IT	-	12,291	18,100	(5,809)	68%
Total public safety	45,966	160,071	742,434	(582,363)	22%
Public works					
Ground maintenance	83	120	7,300	(7,180)	2%
Homeowner association subsidy	-	-	5,000	(5,000)	0%
Other drainage/water	258	274	5,000	(4,726)	5%
Professional fees-mosquito control	-	-	7,500	(7,500)	0%
Salary	94	1,302	69,500	(68,198)	2%
Sanitation/trash/recycle service	7,449	22,164	86,520	(64,356)	26%
Signs maintenance	603	672	1,020	(348)	66%
Snow removal	559	1,976	2,100	(124)	94%
Storm water permit process/NPDES	280	280	7,500	(7,220)	4%
Street and gutter maintenance	-	-	160,000	(160,000)	0%
Street lighting	944	3,703	15,000	(11,297)	25%
Striping	-	-	1,020	(1,020)	0%
Vehicle maintenance	195	499	4,000	(3,501)	12%
Total public works	10,465	30,990	371,460	(340,470)	8%
TOTAL EXPENDITURES	134,430	375,800	1,925,665	(1,549,865)	20%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(8,953)	195,186	18,967	176,219	
OTHER FINANCING USES					
Transfer to capital	-	-	(18,967)	18,967	
Total other financing uses	-	-	(18,967)	18,967	
NET CHANGE IN FUND BALANCE	\$ (8,953)	195,186	\$ -	\$ 195,186	
BEGINNING FUND BALANCE		921,977			
ENDING FUND BALANCE		\$ 1,117,163			

**TOWN OF COLUMBINE VALLEY
CAPITAL
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE THREE MONTHS AND YTD ENDED MARCH 31, 2020**

	Unaudited			
	<u>Jan - Mar Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (25% YTD)</u>
REVENUES				
Donations (Brick sales)	\$ 3,500	\$ 25,000	\$ (21,500)	14%
Total revenues	<u>3,500</u>	<u>25,000</u>	<u>(21,500)</u>	<u>14%</u>
EXPENDITURES				
Public safety				
Police vehicle laptops	15,200	20,000	(4,800)	76%
Administration				
Columbine park stage	-	25,000	(25,000)	0%
Public works				
Lightpole replacement	-	10,000	(10,000)	0%
Total expenditures	<u>15,200</u>	<u>55,000</u>	<u>(39,800)</u>	<u>28%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>(11,700)</u>	<u>(30,000)</u>	<u>18,300</u>	
OTHER FINANCING SOURCES				
Transfer from general	-	18,967	(18,967)	
Total other financing sources	<u>-</u>	<u>18,967</u>	<u>(18,967)</u>	
NET CHANGE IN FUND BALANCE	(11,700)	<u>\$ (11,033)</u>	<u>\$ (667)</u>	
BEGINNING FUND BALANCE	<u>595,686</u>			
ENDING FUND BALANCE	<u>\$ 583,986</u>			

**TOWN OF COLUMBINE VALLEY
 CONSERVATION TRUST FUND
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
 BUDGET AND ACTUAL
 FOR THE THREE MONTHS AND YTD ENDED MARCH 31, 2020**

	Unaudited			
	<u>Jan - Mar Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (25% YTD)</u>
REVENUES				
Conservation Trust Fund entitlement	1,815	6,000	(4,185)	30%
CTF interest	88	-	88	0%
Total revenues	<u>1,903</u>	<u>6,000</u>	<u>(4,097)</u>	<u>32%</u>
EXPENDITURES				
Conservation trust fund expenditures	-	6,000	(6,000)	0%
Total expenditures	<u>-</u>	<u>6,000</u>	<u>(6,000)</u>	<u>0%</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>1,903</u>	<u>-</u>	<u>1,903</u>	
NET CHANGE IN FUND BALANCE	1,903	<u>\$ -</u>	<u>\$ 1,903</u>	
BEGINNING FUND BALANCE	<u>13,094</u>			
ENDING FUND BALANCE	<u>\$ 14,997</u>			

**TOWN OF COLUMBINE VALLEY
ARAPAHOE COUNTY OPEN SPACE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE THREE MONTHS AND YTD ENDED MARCH 31, 2020**

	Unaudited			
	<u>Jan - Mar Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (25% YTD)</u>
REVENUES				
Arapahoe County open space revenues	-	38,625	(38,625)	0%
ACOP interest	1,710	-	1,710	0%
Total revenues	<u>1,710</u>	<u>38,625</u>	<u>(36,915)</u>	<u>4%</u>
EXPENDITURES				
Arapahoe County open space expenditures	-	-	-	0%
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>1,710</u>	<u>38,625</u>	<u>(36,915)</u>	
NET CHANGE IN FUND BALANCE	1,710	<u>\$ 38,625</u>	<u>\$ (36,915)</u>	
BEGINNING FUND BALANCE	<u>404,704</u>			
ENDING FUND BALANCE	<u>\$ 406,414</u>			

**TOWN OF COLUMBINE VALLEY
IMPACT FEES
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE THREE MONTHS AND YTD ENDED MARCH 31, 2020**

	Unaudited			
	Jan - Mar Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (25% YTD)
REVENUES				
Impact Fees	25,400	190,500	(165,100)	13%
Interest	191	-	191	-
Total revenues	<u>25,591</u>	<u>190,500</u>	<u>(164,909)</u>	<u>13%</u>
EXPENDITURES				
	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>25,591</u>	<u>190,500</u>	<u>(164,909)</u>	
NET CHANGE IN FUND BALANCE	25,591	<u>\$ 190,500</u>	<u>\$ (164,909)</u>	
BEGINNING FUND BALANCE	<u>38,116</u>			
ENDING FUND BALANCE	<u>\$ 63,707</u>			

**TOWN OF COLUMBINE VALLEY
REVENUE PROJECTIONS**

	2018 Actual	2019 Estimate	2020 Budget	COVID		
				Percent	Revised 2020	Loss
Revenues						
Taxes						
Property Taxes	347,824	371,144	358,405	100%	358,405	-
Specific Ownership Taxes	26,529	23,454	23,454	90%	21,109	2,345
Sales and Use Taxes - Total	554,133	596,000	691,625		480,656	210,969
Sales and Use Taxes - Retail	181,564	145,000	152,250	50%	76,125	76,125
Sales Taxes - Motor Vehicles	169,844	147,500	154,875	75%	116,156	38,719
Sales Tax - Remodels	126,287	75,000	75,000	75%	56,250	18,750
Sales Tax - New Construction	76,438	228,500	309,500	75%	232,125	77,375
Utility Franchise Fees	48,899	46,000	50,000	75%	37,500	12,500
Cable Television Fees	36,811	32,000	36,000	75%	27,000	9,000
Permits and Fines						
Permits, Fees and Services - Total	243,759	248,000	288,000		216,000	72,000
Permits, Fees and Services - Remodels	128,505	75,000	75,000	75%	56,250	18,750
Permits, Fees and Services - New Const	115,254	173,000	213,000	75%	159,750	53,250
Fines	102,146	75,000	75,000	50%	37,500	37,500
Intergovernmental						
Town of Bow Mar Police	276,530	285,102	290,091	100%	290,091	-
Town of Bow Mar Admin	40,000	25,000	25,000	100%	25,000	-
State Highway User's Tax	57,576	55,890	56,000	90%	50,400	5,600
County Highway Tax Revenue	12,133	13,407	13,407	90%	12,066	1,341
Motor Vehicle Registration Fees	5,887	6,000	6,000	90%	5,400	600
State Cigarette Tax Apportionment	234	800	800	100%	800	-
Interest	31,821	28,500	30,850	50%	15,425	15,425
Other	17,117	35,244	-		-	-
	1,801,399	1,841,541	1,944,632		1,577,352	367,280
Capital Donations (brick sales)			25,000	100%	25,000	-
Impact fees WPF		25,400	190,500	75%	142,875	47,625
Arapahoe County Open Space Shareback	35,823	38,625	38,625	100%	38,625	-
Arapahoe County Open Space Interest		6,377			-	-
Conservation Trust Fund	7,128	6,000	6,000	100%	6,000	-
Conservation Trust Fund Interest		484			-	-
Total Revenue	1,844,350	1,918,427	2,204,757		1,789,852	414,905



Request for Board of Trustee Action

Date: April 21, 2020

Title: Swearing in of Mayor and Trustees

Presented By: Roy Palmer, Mayor

Prepared By: J.D. McCrumb, Town Administrator

Background: The Columbine Valley municipal code requires the appointment of certain responsibilities and posts by the Board of Trustees. Each of the below posts and recommendations are for terms of two years, are made by the Mayor and will be sworn-in with the consent and approval of the Board of Trustees:

- Town Administrator; J.D. McCrumb
- Town Clerk; J.D. McCrumb
- Town Marshall; Bret Cottrell
- Town Attorney; Lee Schiller
- Town Treasurer; Bill Dotson
- Building Inspector; Jim Thelen
- Court Clerk; Dana Struthers, J.D. McCrumb, and Gabriela Watts

Having each signed and returned to the Town Clerk the Oath of Office, copied below, these candidates may be sworn-in by the Town Clerk.

*I, **name** do solemnly swear that I will support the Constitution of the United States and the State of Colorado; and that I will faithfully perform the duties of the office of _____ of the Town Of Columbine Valley, Colorado upon which I am about to enter.*

Additionally, members of the Board of Trustees are assigned certain areas of responsibility, either per the municipal code (*) or tradition. Each of the below posts and recommendations are for terms of two years, are made by the Mayor with the consent and approval of the Board of Trustees:

- Mayor Pro Tem; Bruce Menk*
- Planning Commissioner; Kathy Boyle*
- Finance Commissioner; Bill Dotson
- Public Safety Commissioner; Bruce Menk
- Public Works Commissioner; Jim Tarpey
- Community Affairs Commissioner; Mimi Kuchman

Recommended Motion: "I move to approve the individuals presented to the respective posts and commissions as presented."



Request for Board of Trustee Action

Date: April 21, 2020

Title: Extend Emergency Declaration

Presented By: J.D. McCrumb, Town Administrator

Prepared By: Lee Schiller, Town Attorney

Background: On March 24, 2020, Mayor Pro Tem Bruce Menk signed an Emergency Declaration for the Town stating that the COVID-19 virus constitutes a local disaster for the town which endangers the health, safety and welfare of the community. The declaration was ratified through April 21, 2020 by the Board of Trustees at a Special Meeting on March 27, 2020.

The situation has not improved since that time, and State and local authorities recommend continuing all mitigation efforts at this time.

Attachments: Local Disaster Emergency Declaration

Suggested Motion: “I move to extend the Town’s Emergency Declaration until May 20, 2020, unless circumstances allow the Mayor to relax restrictions or unless extended by the Board of Trustees”.

TOWN OF COLUMBINE VALLEY, COLORADO
LOCAL DISASTER EMERGENCY DECLARATION

WHEREAS, in accordance with the Colorado Disaster Emergency Act ("Act"), C.R.S. Section 24-33.5-704, on March 10, 2020, Governor Jared Polis, by proclamation, declared a state of emergency in Colorado to provide access to resources, legal flexibility, protect vulnerable communities all to better contain the outbreak of the COVID-19 virus; and

WHEREAS, in accordance with C.R.S. Section 24-33.5-709, a local disaster may be declared only by the principal executive officer of the Town (the Mayor or the Mayor Pro-Tem, acting in place of the Mayor), and shall not be continued for a period in excess of seven days, absent the consent of the Board of Trustees; and

WHEREAS, "The effect of a declaration of local disaster emergency is to activate the response and recovery aspects of any and all applicable local and inter-jurisdictional disaster and emergency plans and to authorize the furnishing of aid and assistance under such plans." C.R.S. Section 24-33.5-709(2);

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF COLUMBINE VALLEY, COLORADO, AS FOLLOWS:

Section 1. That the COVID-19 virus constitutes a local disaster for the Town which endangers the health, safety and welfare of the entire community and emergency action is required to avert such danger.

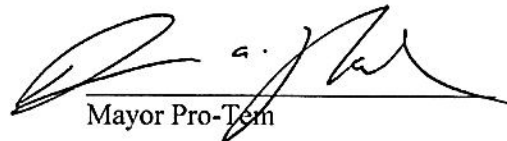
Section 2. Local emergency resources may be overwhelmed and requests for aid may be needed. Community leaders are encouraged to cancel or postpone all non-essential meetings and gatherings. All residents of the Town of Columbine Valley are encouraged to remain at home wherever possible.

Section 3. This Declaration shall be promptly filed with the Columbine Valley Town Clerk, the Arapahoe County Clerk and Recorder and with the Colorado Office of Emergency Management.

Section 4. This Declaration shall remain in full force and effect for a period of seven (7) days unless renewed in excess of this time period by action of the Board of Trustees of the Town of Columbine Valley.

Dated March 24, 2020

TOWN OF COLUMBINE VALLEY



Mayor Pro-Tem



Request for Board of Trustee Action

- Date:** April 21, 2020
- Title:** Extend Pandemic Mitigation Plan
- Presented By:** J.D. McCrumb, Town Administrator
- Prepared By:** J.D. McCrumb, Town Administrator
- Background:** The Town’s Pandemic Mitigation Plan was updated in March of 2020 to reflect the current situation of the Coronavirus, COVID-19. On March 17, 2020, Mayor Pro Tem Bruce Menk elevated the Town’s status to Tier 4, and that action was ratified through April 21, 2020 by the Board of Trustees at a Special Meeting on March 27, 2020.
- The situation has not improved since that time, and State and local authorities recommend continuing all mitigation efforts at this time.
- Attachments:** Town Pandemic Mitigation Plan updated for COVID-19
- Suggested Motion:** “I move to extend the Town’s Pandemic Mitigation Plan updated for COVID-19 and currently in response Tier 4, until May 20, 2020, unless circumstances allow the Town Administrator to relax restrictions as prescribed by State and regional health officials, or unless extended by the Board of Trustees”.

Columbine Valley Pandemic Mitigation Plan – updated for COVID 19; March 2020

Goals:

- Health and Safety of Staff and Citizens
- Upkeep of Expected Service Levels throughout Columbine Valley
- Maintain Essential Functions and Services of the Town Government

Town Response:

Tier 1 – Heightened Awareness: The CDC and local healthy authorities have indicated that COVID-19 is in the U.S. and are encouraging citizens to be aware and to focus on sanitation and hygiene.

- Encourage employees to stay home if sick or to go home if exhibiting symptoms while at work. Employees will continue to use PTO (sick leave)
- Wash hands often, also use hand sanitizer often
- Cover mouth with arm/elbow if coughing
- Heighten amount of environmental sanitation (Lysol, wipes, environmental germicide sprays, etc.)
- Employees should refrain from traveling to conferences and/or meetings in other parts of the Country where cases of COVID-19 are expanding
- Acquire/Inspect/Issue Personal Protective Equipment (PPE) to selected staff (gloves, masks, etc.)

Tier 2 – Statewide Concern: The Colorado Department of Health and Environment (CDPHE) have indicated multiple cases of COVID-19 within the State of Colorado. When directed by the Town Administrator, or his delegate, the Town will move its response to Tier 2 which, in addition to Tier 1 steps includes:

- Prepare for Telework sites
- Staff should refrain of physical contact with each other and with members of the public (i.e. handshakes, etc.). CDC recommends a 6' distance of separation.
- Employees should limit or eliminate any outside agency meeting attendance, unless able to be done remotely
- Town should begin to limit internal meetings
- Staff who self-identify as high risk (having compromised immune systems, etc.) should work from home. If sick, no PTO required – will treat as regular time
- The Town will take direction from State and Local Health authorities

Tier 3 – Local Concern: Tri-County Health has indicated multiple cases of COVID-19 within the region. When directed by the Town Administrator, or his delegate, the Town will move its response to Tier 3 which, in addition to Tier 2 steps includes:

- Staff will be directed to stay home (or go home) if they or any family member they live with is exhibiting any symptoms, or if they are high risk. Staff staying home will not be required to use PTO – will treat as regular time
- Elimination of any Town meetings (Trustees excluded) or events (unless able to be done remotely)
- Teleworking and/or staggered shifts authorized when feasible

- Staff must take additional steps identified to limit exposure between employees and members of the public
- Town Hall reduced staffing authorized, maintain minimum staffing levels at Town Hall
- Heightened level of sanitation of spaces including germicide spraying
- Select staff have PPE on hand and begin utilization as appropriate
- Other steps as directed by State and Local Health authorities

Tier 4 – Full Implementation of Response Plan: Tier 4 may occur at such time as State and Local Health authorities recommends region wide social spacing, schools are shut down, or at such time as Columbine Valley deems it to be in the best interest of the community. When directed by the Town Administrator, or his delegate, the Town will move its response to Tier 4 which, in addition to Tier 3 steps includes:

- Town Hall is minimally staffed with no public access. Public will be directed to conduct business online or by phone if feasible.
- Some functions of municipal operations may be suspended. Only essential services ongoing, unless able to be provided through staff working remotely
- Incident Command may be set up in coordination with Arapahoe County authorities
- Select staff mandatory use of PPE
- Other steps as directed by State and Local Health authorities, including support of their efforts



Request for Board of Trustee Action

Date: April 21, 2020

Title: Resolution #7, Series 2018: Special Event Permit Fees

Presented By: Lee Schiller, Town Attorney & Phil Sieber, Town Planner

Prepared By: Lee Schiller, Town Attorney & Phil Sieber, Town Planner

Background: Mr. Wallace is the owner of a 2.5 acre parcel located immediately west of Wild Plum and north of Hunter Run. The property is developed with a single-family home that is vacant because of major fire damage a few years ago. He now intends to demolish the existing structures and build a new single-family residence. The property is currently located in unincorporated Arapahoe County and is totally surrounded by the Town. Mr. Wallace is requesting annexation into the Town as well as requesting that the property be zoned A (Agriculture).

Character of Adjacent Property: To the east is Wild Plum which is zoned RPD (Residential Planned Development). The property will be developed as single family residential. The property to the south is also part of Wild Plum and is designated as open space. To the west is Burning Tree, zoned RPD and is fully developed as single family. To the north is a vacant parcel owned by the Schomp-Wallace family. This property is zoned R-1 (Residential).

Supporting Documents: Letter of Intent
Annexation Petition (not attached)
Annexation Map

Comments of Other Agencies: The only agency notified was Arapahoe County. Statutes require an Annexation Impact Report unless waived by the County Commissioners. The County has waived the impact report requirement. The applicant notified all property owners within 300' and as of February 4th we have received no responses.

Findings: The staff is familiar with the site and have reviewed all the supporting material as well as the relevant state statutes

regarding annexation. Based on this review, we offer the following findings:

A. Annexation

1. On January 21st the Board of Trustees received a report from staff concerning the annexation. After discussion the Trustees approved a resolution which found the Annexation Petition to be in substantial compliance with § 31-12-107(1), C.R.S., and pursuant to § 31-12-108, C.R.S. set February 18th as the date of public hearing by the Board of Trustees..

2. All adjacent property owners within 300' have been notified and a sign posted on the property. The notification stated the time and place of the public hearings (Planning Commission and Board of Trustees).

3. The Land Use Regulations require that all annexation proposals be reviewed by the Planning Commission. The Planning Commission can recommend approval or denial or they can simply forward without a recommendation.

4. The 2020 Master Plan chapter on annexation states:

“In summary, the Town should be open to opportunities for annexation, but only if the financial benefits of adding a specific area outweighs the cost of providing services, the character of any residential areas are, or will be, compatible with the Town’s neighborhoods and any adverse impacts can be mitigated.”

The property is accessed by Town streets, stormwater runoff is through Town facilities and the Town police are first responders in most cases. The property does not presently provide any revenue to the Town. Annexation would correct this discrepancy in that the Town would receive property taxes and building permit fees. There are no identifiable adverse impacts that would result from the annexation.

B. Zoning

The property is currently zoned RRB in Arapahoe County which is a zoning that allows large lot residential and limited agricultural uses. If the property is annexed it must be zoned to a zoning district in the Town's Land Use Regulations. The applicant is requested that the property be zoned A (Agriculture). The primary reason for this request is that the proposed new residence does not meet the setback requirements for the R-1 zone and the applicant desires to retain some limited agricultural uses. An Annexation Agreement has been prepared which will include provisions similar to the following

1. Covenants. The provisions of this Agreement shall constitute covenants or servitudes that shall touch, attach to and run with the Property. The burdens and benefits of this agreement shall bind and inure to the benefit of all estates and interests in the Property and all successors in interest to the Parties of this Agreement, except as otherwise provided in this Agreement.
2. The Town agrees that the Property will be zoned A (Agriculture) and that such zoning shall be approved as part of the Annexation ordinance.
3. The Landowner agrees that certain provisions of the Zoning Ordinance shall not apply and not be permitted, specifically the following sections of Article II, Section 1:

B. Principal Permitted Uses

2. The keeping and sale of agricultural products, including livestock, and small animals that are raised on the property, and the sale is conducted by the owner of the property or the resident of the dwelling unit. Any sales activity shall be clearly incidental to the primary permitted uses. Any sales activity that creates a traffic impact, glare or noise that, in the sole discretion of the Board of Trustees, adversely affects the adjacent property owners is not permitted.

C. Accessory Uses

1. Buildings and uses customarily appurtenant to the permitted agricultural use, not to exceed two per acre or a total of 12 buildings.

3. The keeping of not more than six agricultural animals per acre, not to include more than three large animals (e.g., horses, cows) per acre.

If approved by the Board of Trustees the Landowner may keep not more than two horses and construct a small stable.

C. The Landowner agrees that any improvements to the Property or demolition of any existing structures shall comply with all Town zoning regulations and building codes except as otherwise provided in this Agreement and shall pay such fees as required by the zoning regulations or building code.

Attachments:

Trustee Bill #1, 2020 Wallace Annexation
Trustee Bill #2, 2020 Wallace Zoning
Annexation Agreement

Recommendations:

Annexation: Based on the findings discussed above, the staff recommends that the approval of the annexation agreement and Trustee Bill #1, 2020.

Zoning: The staff recommends approval of the zoning subject to the conditions listed in Paragraphs A-E, Trustee Bill # 2, Series 2020.

Suggested Motion:

“I move to approve as presented Trustee Bill #1, 2020 on 1st Reading”.

“I move to approve as presented Trustee Bill #2, 2020 on 1st Reading”.

“I move to approve as presented the Annexation Agreement between the Town and Aaron Wallace (with the following changes.....)”.

COLUMBINE VALLEY ANNEXATION_LETTER OF INTENT

Re: 11 Hunter Run Lane Littleton, CO 80123

Property Owner: Aaron Wallace Authorized Agent: Ltba, LLC Architecture / Luke Taylor-Brown Columbine Valley Town Hall 2 Middlefield Road Columbine Valley, CO 80123 November 11, 2019 To Whom It May Concern:

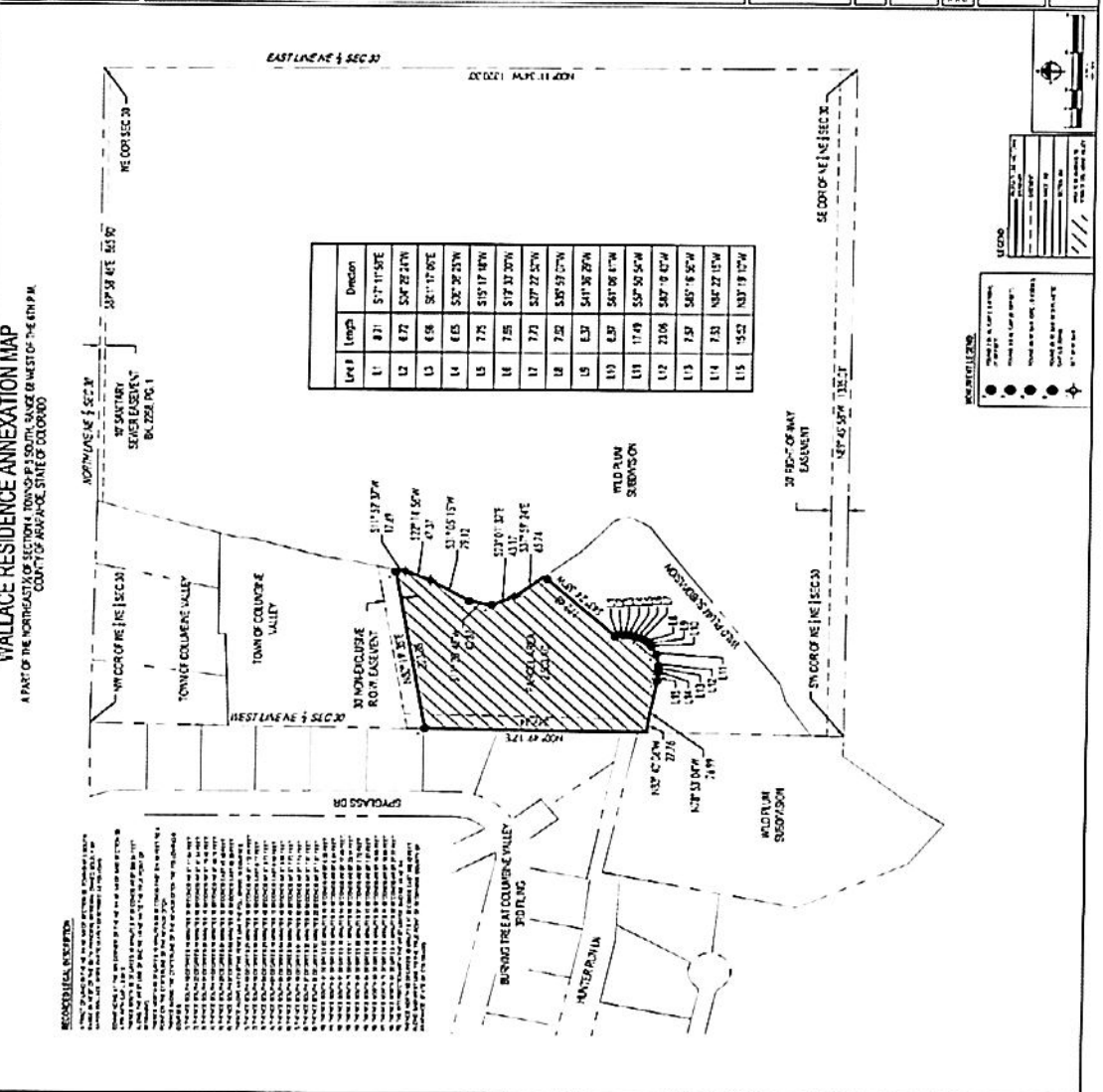
This letter is to provide information about the above property, in connection with a request by the owner to have the property annexed into the municipality of Columbine Valley. The property currently is in unincorporated Arapahoe County. The owner is seeking annexation in order to facilitate permitting for planned improvements to the current property. These include a new, single-family home, detached pool house, in-ground pool, and certain other site improvements. These improvements are described in more detail below and shown on the attached proposed Site Plan. The owner understands they have a choice as to whether the property would be classified as either Agricultural (A) or Residential (R1) use and has chosen the Agricultural classification. The owner hopes to begin construction on the proposed house, pool house, and other improvements sometime in February of 2020. Construction is currently estimated to take approximately 13 months. If any additional information is required, please contact me at your convenience. Sincerely, Luke Taylor-Brown, LTBa, LLC Architect (

CURRENT STATUS/USE OF SITE The existing site is just over 2.5 acres. It previously included a one-story, single-family home, but that structure sustained significant damage in a 2017 electrical fire and is currently unoccupiable. Other existing structures on the property include an in-ground pool adjacent to the house and a detached accessory barn structure (one-story). A gravel driveway runs along the west side of the property, allowing access to the parcel north of the subject property. The site slopes down to the east towards the Nevada Ditch, which bounds the property on the east side. A circular paved driveway connects the house to Hunter Run Lane, at the SW corner of the site. Aside from that feature, the aforementioned structures on the site, and some minor hardscaping around the house, the property is otherwise undeveloped, pervious surface. **PROPOSED STATUS/USE OF SITE** Since the original house on the property is unoccupiable, the Owner would like to demolish that structure and build a new, single-family residence and new, detached pool house on the site. The proposed work would include a new in-ground swimming pool and hot tub, hardscaped terraces, driveways, and various planted areas. The proposed new main residence would be approximately 8,900 sf, and one story in height (approx.. 18'-6", measured from average grade). The proposed new pool house would be approximately 2,300 sf, one story in height (approx. 15'-0", measured from average grade). Both structures would include hardscaped terraces. See attached Proposed Site Plan drawing (A1.1) for illustration of above



WALLACE RESIDENCE ANNEXATION MAP
 COUNTY OF ARAPAHOE, STATE OF COLORADO
 15-223

ANNEXATION MAP
A1.0
 SHEET 1 OF 1



REGULATORY REFERENCES:
 1. COLORADO CONSTITUTION, ARTICLE X, SECTION 10, PARAGRAPH 1
 2. COLORADO STATUTES, TITLE 10, SECTION 10-1-101
 3. LOCAL ORDINANCES, CITY OF DENVER, ORDINANCE 131,001
 4. LOCAL ORDINANCES, COUNTY OF ARAPAHOE, ORDINANCE 15-001
 5. LOCAL ORDINANCES, TOWN OF COLUMBIA VALLEY, ORDINANCE 15-001
 6. LOCAL ORDINANCES, WILD RUN SUBDIVISION, ORDINANCE 15-001
 7. LOCAL ORDINANCES, BURNING TREE AT COLUMBIA VALLEY, ORDINANCE 15-001
 8. LOCAL ORDINANCES, MOUNTAIN VIEW, ORDINANCE 15-001
 9. LOCAL ORDINANCES, HUNTER RUN LANE, ORDINANCE 15-001
 10. LOCAL ORDINANCES, WALLACE RESIDENCE, ORDINANCE 15-001

NOTES:
 1. THIS MAP IS A PART OF THE ANNEXATION MAP A1.0.
 2. THIS MAP IS TO BE CONSIDERED AS A PART OF THE ANNEXATION MAP A1.0.
 3. THIS MAP IS TO BE CONSIDERED AS A PART OF THE ANNEXATION MAP A1.0.
 4. THIS MAP IS TO BE CONSIDERED AS A PART OF THE ANNEXATION MAP A1.0.
 5. THIS MAP IS TO BE CONSIDERED AS A PART OF THE ANNEXATION MAP A1.0.

LEGEND:
 - Hatched Area: Wallace Residence
 - Dashed Line: Boundary of Wallace Residence
 - Solid Line: Boundary of Town of Columbia Valley
 - Dotted Line: Boundary of Wild Run Subdivision
 - Dashed Line: Boundary of Burning Tree at Columbia Valley
 - Dotted Line: Boundary of Mountain View
 - Dotted Line: Boundary of Hunter Run Lane
 - Dotted Line: Boundary of Wallace Residence

SCALE:
 1" = 100'

TRUSTEE BILL NO. 1
SERIES OF 2020

INTRODUCED BY
TRUSTEE: BILL DOTSON

A BILL FOR AN ORDINANCE
OF THE TOWN OF COLUMBINE VALLEY APPROVING THE
ANNEXATION OF PROPERTY TO THE TOWN OF COLUMBINE VALLEY

WHEREAS, a Petition for Annexation was submitted by Aaron Wallace, concerning the Property described in Exhibit A attached hereto; and

WHEREAS, the Board of Trustees of the Town of Columbine Valley pursuant to Resolution No. 3, Series of 2020, passed at a meeting held on January 21, 2020 accepted said Petition and found and determined, pursuant to § 31-12-107(1), C.R.S., that the Petition substantially complied with all applicable requirements of The Municipal Annexation Act of 1965, §§ 31-12-101, C.R.S. *et seq.*; and

WHEREAS, pursuant to § 31-12-108, C.R.S. and § 31-12-109, C.R.S., a public hearing concerning the eligibility of the Property to be annexed into the Town of Columbine Valley was held, on April 21, 2020.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF COLUMBINE VALLEY, COLORADO, as follows:

Section 1. The Board of Trustees finds that the proposed annexation satisfies the requirements of § 31-12-104, C.R.S. and § 31-12-105, C.R.S. and the Property is eligible to be annexed into the Town of Columbine Valley.

Section 2. That the annexation of the Property described in Exhibit A attached hereto, to the Town of Columbine Valley is hereby approved.

Section 3. Should any section clause, sentence, part or portion of this Ordinance be adjudged by any court to be unconstitutional or invalid, the same shall not affect, impair, or invalidate the Ordinance as a whole or any part thereof other than the part or portion declared by such court to be unconstitutional or invalid.

Section 4. The Town Clerk shall certify the passage of this Ordinance and cause notice of its contents and passage to be published.

Section 5. This Ordinance shall be in full force and effect upon the expiration of thirty (30) days after the publication of this Ordinance in the Littleton Independent, Littleton, Colorado, said newspaper being a weekly newspaper duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

Introduced as Trustee Bill No. 1, Series of 2020, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, Colorado, on the 21st day of April, 2020, passed by a vote of _____ for and 0 against, on first reading; passed on second reading at a regular meeting of the Board of Trustees held by a vote of _____ for and _____ against on the 19th day of May, 2020, and ordered published in the Littleton Independent on the _____ day of _____, 2020.

Roy Palmer, Mayor

ATTEST:

J.D. McCrumb, Clerk of the Town of Columbine Valley

**EXHIBIT A
LEGAL DESCRIPTION**

LEGAL DESCRIPTION

A PARCEL OF LAND IN THE NORTHEAST 1/4 NORTHEAST 1/4 OF SECTION 30, TOWNSHIP 5 SOUTH, RANGE 58 WEST OF THE SIXTH PRINCIPAL MERIDIAN, COUNTY OF ARAPAHOE, STATE OF COLORADO AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 30.

THENCE NORTH 89°58'44" EAST ALONG THE NORTHERLY LINE OF SAID NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 30, 1,318.15 FEET TO THE NORTHWEST CORNER OF THE NORTHEAST QUARTER NORTHEAST QUARTER OF SAID SECTION 30.

THENCE SOUTH 00°14'12" WEST, ALONG THE WEST LINE OF SAID NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 30 A DISTANCE OF 976.49 FEET TO THE POINT OF BEGINNING.

THENCE SOUTH 84°19'37" EAST, A DISTANCE OF 27.76 FEET;

THENCE SOUTH 73°25'46" EAST, A DISTANCE OF 76.98 FEET;

THENCE SOUTH 63°56'03" EAST, A DISTANCE OF 15.55 FEET;

THENCE SOUTH 85°23'47" EAST, A DISTANCE OF 7.57 FEET;

THENCE NORTH 85°34'02" EAST, A DISTANCE OF 7.72 FEET;

THENCE NORTH 79°22'20" EAST, A DISTANCE OF 23.11 FEET;

THENCE NORTH 57°01'19" EAST, A DISTANCE OF 17.48 FEET;

THENCE NORTH 61°22'49" EAST, A DISTANCE OF 6.84 FEET;

THENCE NORTH 40°26'40" EAST, A DISTANCE OF 6.33 FEET;

THENCE NORTH 35°16'47" EAST, A DISTANCE OF 7.67 FEET;

THENCE NORTH 26°07'20" EAST, A DISTANCE OF 7.67 FEET;

THENCE NORTH 19°5'57" EAST, A DISTANCE OF 7.74 FEET;

THENCE NORTH 14°33'11" EAST, A DISTANCE OF 7.72 FEET;

THENCE NORTH 05°19'11" EAST, A DISTANCE OF 6.66 FEET;

THENCE NORTH 01°51'47" WEST, A DISTANCE OF 6.96 FEET;

THENCE NORTH 03°48'11" EAST, A DISTANCE OF 5.73 FEET;

THENCE NORTH 17°30'53" WEST, A DISTANCE OF 8.77 FEET;

THENCE NORTH 42°49'43" EAST, A DISTANCE OF 172.41 FEET;

THENCE SOUTH 42°40'26" EAST, A DISTANCE OF 92.11 FEET;

THENCE SOUTH 48°23'47" EAST, A DISTANCE OF 73.08 FEET;

THENCE SOUTH 26°11'00" EAST, A DISTANCE OF 28.60 FEET;

THENCE SOUTH 15°00'30" WEST, A DISTANCE OF 22.06 FEET;

THENCE SOUTH 41°42'20" WEST, A DISTANCE OF 29.42 FEET;

THENCE SOUTH 50°47'12" WEST, A DISTANCE OF 40.51 FEET;

THENCE SOUTH 52°50'58" WEST, A DISTANCE OF 160.83 FEET;

THENCE SOUTH 53°00'28" WEST, A DISTANCE OF 86.70 FEET;

THENCE SOUTH 54°18'13" WEST, A DISTANCE OF 53.74 FEET;

THENCE SOUTH 55°09'34" WEST, A DISTANCE OF 64.78 FEET;

THENCE SOUTH 70°26'30" WEST, A DISTANCE OF 40.81 FEET;

THENCE SOUTH 54°44'04" WEST, A DISTANCE OF 37.81 FEET;

THENCE SOUTH 44°09'25" WEST, A DISTANCE OF 51.67 FEET TO A POINT ON SAID WEST LINE OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER

THENCE ALONG SAID WEST LINE, NORTH 00°41'12" EAST, A DISTANCE OF 302.64 FEET, TO THE POINT OF BEGINNING.

CONTAINING AN AREA OF 2.085 ACRES, (90,846 SQUARE FEET), MORE OR LESS.

A BILL FOR AN ORDINANCE
APPROVING THE ZONING OF PROPERTY IN
THE TOWN OF COLOMBINE VALLEY

WHEREAS, the Board of Trustees of the Town of Columbine Valley desire to zone the property identified in Exhibit A, a copy of which is attached hereto and incorporated by reference herein (the "Wallace Property"); and

WHEREAS, a public hearing concerning the zoning of the Wallace Property was held on April 21, 2020.

WHEREAS, the Board of Trustees of the Town of Columbine Valley deem this Ordinance, establishing the zoning for the Wallace Property, as serving the public health, safety and welfare of the residents of the Town of Columbine Valley;

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF COLOMBINE VALLEY, COLORADO, as follows:

Section 1. The Board of Trustees hereby approves the zoning of the Wallace Property as Agriculture (A), subject to the following conditions, entitlements and restriction:

- A. The keeping of and sale of agricultural products, including livestock and small animals as set forth in Section 1B.2. of the Zoning District Regulations of the Zoning Code of the Town of Columbine Valley is prohibited.
- B. The keeping of not more than six (6) agricultural animals, set forth in Section 1C.3 of the Zoning District regulations of the Zoning Code of the Town of Columbine Valley, is prohibited. Notwithstanding the forgoing, the keeping of no more than two horses or two alpacas (or any combination of the two), together with a building customarily appurtenant to the sheltering of such animals is permitted. Any such building shall not exceed fifteen hundred (1,500) square feet and a height not to exceed twenty-five (25) feet, subject to the provisions of paragraph C hereafter. In order to avoid the possibility of a public nuisance, the maintenance and care of such animals shall be subject to an appropriate maintenance and mitigation plan which provides for the caring, health, maintenance and welfare of such animals, as approved by the Trustees of the Board of Columbine Valley.
- C. Notwithstanding the provisions of Section 1C.1 of the Zoning District regulations of the Zoning Code of the Town of Columbine Valley, The owner of the Wallace Property is permitted to construct a residence, pool, pool house, barn and greenhouse (The greenhouse and barn may exist as separate structures (the greenhouse shall not exceed 600 sq. ft. gross floor area and a height not to exceed twenty-five (25) feet and

the barn shall not exceed fifteen hundred (1,500) square feet and a height not to exceed twenty-five (25) feet) or be combined into one structure (the combined structure shall not exceed twenty one hundred (2,100) square feet and a height not to exceed twenty-five (25) feet).

D. The owner of the Wallace Property is entitled to keep or maintain the combined total of not more than three (3) dogs or cats over the age of six (6) months.

E. Subject to the provisions of paragraphs A through D above, The owner of the Wallace Property shall be entitled to all other Accessory Uses as set forth in Article II Section C of the Zoning District Regulations of the Zoning Code of the Town of Columbine Valley.

Section 2. Should any section clause, sentence, part or portion of this Ordinance be adjudged by any court to be unconstitutional or invalid, the same shall not affect, impair, or invalidate the Ordinance as a whole or any part thereof other than the part or portion declared by such court to be unconstitutional or invalid.

Section 3. The Town Clerk shall certify the passage of this Ordinance and cause notice of its contents and passage to be published.

Section 4. This Ordinance shall be in full force and effect upon the expiration of thirty (30) days after the publication of this Ordinance in the Littleton Independent, Littleton, Colorado, said newspaper being a weekly newspaper duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

Introduced as Trustee Bill No. 2, series of 2020, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, Colorado, on the 21st day of April, 2020, passed by a vote of ____ for and ____ against, on first reading after a public hearing; passed on second reading at a regular meeting of the Board of Trustees held by a vote of ____ for and ____ against on the 19th day of May, 2020, and ordered published in the Littleton Independent on the ____ day of _____, 2020.

Roy Palmer, Mayor

ATTEST:

J.D. McCrumb, Clerk of the Town of Columbine Valley

EXHIBIT A LEGAL DESCRIPTION

A TRACT OF LAND IN THE NORTHEAST QUARTER OF SECTION 30, AND THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 29, TOWNSHIP 5 SOUTH, RANGE 68 WEST OF THE SIXTH PRINCIPAL MERIDIAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID SECTION 29;

THENCE NORTH 89°29'53" EAST ALONG THE NORTHERLY LINE OF SAID NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 29, 1323.47 FEET TO THE NORTHEAST CORNER OF SAID NORTHWEST QUARTER OF THE NORTHWEST QUARTER;

THENCE SOUTH 00°04'46" EAST, A DISTANCE OF 1,318.55 FEET TO THE SOUTHEAST CORNER OF SAID NORTHWEST QUARTER OF THE NORTHWEST QUARTER;

THENCE SOUTH 89°05'21" WEST, A DISTANCE OF 1,320.88 FEET TO THE SOUTHWEST CORNER OF SAID NORTHWEST QUARTER OF THE NORTHWEST QUARTER;

THENCE SOUTH 89°01'48" WEST, A DISTANCE OF 653.48 FEET;

THENCE SOUTH 00°10'29" EAST, A DISTANCE OF 1,322.10 FEET TO A POINT ON THE SOUTHERLY LINE OF THE NORTHEAST QUARTER OF SAID SECTION 30;

THENCE SOUTH 89°42'15" WEST ALONG SAID SOUTHERLY LINE, A DISTANCE OF 1,192.97 FEET TO THE CENTERLINE OF THE NEVADA DITCH;

THENCE ALONG SAID CENTERLINE OF THE NEVADA DITCH, THE FOLLOWING SIXTEEN (16) COURSES:

1. NORTH 06°35'52" WEST, A DISTANCE OF 97.69 FEET;
2. NORTH 10°09'12" EAST, A DISTANCE OF 56.50 FEET;
3. NORTH 02°06'38" WEST, A DISTANCE OF 217.57 FEET;
4. NORTH 09°05'46" EAST, A DISTANCE OF 13.38 FEET;
5. NORTH 27°03'38" EAST, A DISTANCE OF 49.61 FEET;
6. NORTH 14°36'19" EAST, A DISTANCE OF 40.75 FEET;
7. NORTH 07°28'33" WEST, A DISTANCE OF 108.61 FEET;
8. NORTH 18°17'28" EAST, A DISTANCE OF 89.49 FEET;
9. NORTH 62°09'05" EAST, A DISTANCE OF 118.70 FEET;
10. NORTH 32°48'44" EAST, A DISTANCE OF 151.13 FEET;
11. NORTH 24°05'16" EAST, A DISTANCE OF 91.33 FEET;
12. NORTH 03°38'56" WEST, A DISTANCE OF 101.66 FEET;
13. NORTH 43°50'17" EAST, A DISTANCE OF 103.23 FEET;
14. NORTH 33°05'17" EAST, A DISTANCE OF 110.10 FEET;
15. NORTH 36°47'11" EAST, A DISTANCE OF 142.63 FEET;
16. NORTH 89°51'46" EAST, A DISTANCE OF 42.77 FEET TO THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 30;

THENCE NORTH 00°14'12" EAST ALONG THE WEST LINE OF SAID NORTHEAST QUARTER OF THE NORTHEAST QUARTER, A DISTANCE OF 247.29 FEET;

THENCE ALONG THE FOLLOWING EIGHTEEN (18) COURSES:

1. SOUTH 84°19'37" EAST A DISTANCE OF 27.70 FEET;
2. SOUTH 79°25'46" EAST A DISTANCE OF 76.98 FEET;
3. SOUTH 83°56'03" EAST A DISTANCE OF 15.55 FEET;
4. SOUTH 85°03'47" EAST A DISTANCE OF 7.57 FEET;
5. NORTH 85°34'02" EAST A DISTANCE OF 7.72 FEET;
6. NORTH 79°22'20" EAST A DISTANCE OF 23.11 FEET;
7. NORTH 57°01'19" EAST A DISTANCE OF 17.48 FEET;
8. NORTH 61°22'49" EAST A DISTANCE OF 6.84 FEET;
9. NORTH 40°26'40" EAST A DISTANCE OF 6.33 FEET;
10. NORTH 35°16'47" EAST A DISTANCE OF 7.67 FEET;
11. NORTH 26°57'20" EAST A DISTANCE OF 7.67 FEET;
12. NORTH 19°15'57" EAST A DISTANCE OF 7.74 FEET;
13. NORTH 14°33'11" EAST A DISTANCE OF 7.72 FEET;
14. NORTH 05°19'11" EAST A DISTANCE OF 6.66 FEET;
15. NORTH 01°51'47" WEST A DISTANCE OF 6.96 FEET;
16. NORTH 03°48'11" EAST A DISTANCE OF 6.73 FEET;
17. NORTH 17°20'53" WEST A DISTANCE OF 8.77 FEET;
18. NORTH 42°49'43" EAST A DISTANCE OF 172.41 FEET TO A POINT ON THE CENTERLINE OF SAID NEVADA DITCH;

THENCE ALONG SAID CENTERLINE, THE FOLLOWING ELEVEN (11) COURSES:

1. NORTH 35°37'06" WEST, A DISTANCE OF 65.39 FEET;
2. NORTH 23°39'53" WEST, A DISTANCE OF 43.46 FEET;
3. NORTH 10°40'15" EAST, A DISTANCE OF 40.79 FEET;
4. NORTH 30°26'54" EAST, A DISTANCE OF 79.40 FEET;
5. NORTH 21°36'35" EAST, A DISTANCE OF 47.54 FEET;
6. NORTH 12°38'14" EAST, A DISTANCE OF 91.66 FEET;
7. NORTH 09°04'39" EAST, A DISTANCE OF 56.79 FEET;
8. NORTH 15°49'03" EAST, A DISTANCE OF 131.32 FEET;
9. NORTH 07°08'55" EAST, A DISTANCE OF 37.34 FEET;
10. NORTH 16°05'29" EAST, A DISTANCE OF 181.60 FEET;
11. NORTH 17°31'45" EAST, A DISTANCE OF 65.95 FEET TO A POINT ON THE NORTHERLY LINE OF THE NORTHEAST QUARTER OF SAID SECTION 30;

THENCE SOUTH 89°58'44" EAST ALONG SAID NORTHERLY LINE, A DISTANCE OF 865.86 FEET TO THE POINT OF BEGINNING;

CONTAINING AN AREA OF 104.828 ACRES, (4,566,287 SQUARE FEET), MORE OR LESS.

ANNEXATION AGREEMENT

THIS ANNEXATION AGREEMENT (the "Agreement") is effective the ____ day of April, 2020, by and between **Aaron Wallace** ("**Wallace**") and the Town of Columbine Valley, a Colorado Municipal Corporation ("**Town**").

WHEREAS, Wallace submitted that certain "Petition" for Annexation to the Town, requesting Annexation of the Annexation Property (as defined below) and more particularly described in EXHIBIT A attached hereto and incorporated herein; and

WHEREAS, the Petition was filed of record with the Town Clerk of the Town on or about January 21, 2020; and

WHEREAS, Wallace currently holds fee title to one hundred percent (100%) of the property described in EXHIBIT A, attached hereto and incorporated herein, which property contains Approximately acres more or less and which is located in unincorporated Arapahoe County, Colorado adjacent to the current municipal boundaries of the Town (hereinafter the "Annexation Property" or "Property"); and

WHEREAS, Wallace is requesting that the Town annex and zone said Annexation Property; and WHEREAS the Town is unable to annex the Annexation Property under the terms of this Agreement without the consent of Wallace; and

WHEREAS, the Petition was found to be in substantial compliance with the Act (as defined below); and

WHEREAS, Wallace desires that the Annexation Property described be annexed to and be subject to the jurisdiction of the Town, upon and subject to the terms and conditions set forth herein, all of which conditions are agreeable to Wallace.

NOW THEREFORE, in consideration of the recitals, premises, mutual covenants and agreements herein contained, the parties agree as follows NOW:

1. GENERAL PROVISIONS

- a. Consent to Annexation Agreement. Wallace has petitioned for annexation of the Property described in the attached **Exhibit A**. Wallace hereby consents to the annexation of the Property subject to the terms of the Petition for Annexation and this Agreement. Parties agree that the binding effect of this Agreement and the effectiveness of the annexation and zoning of the Property is expressly conditioned upon approval by the Board of Trustees of the Town of Columbine Valley and the execution and delivery of this Agreement by all parties thereto.

- b. Covenants. The provisions of this Agreement shall constitute covenants or servitudes that shall touch, attach to and run with title to the Annexation Property. The burdens and benefits of this Agreement shall bind and inure to the benefit of all estates and interests in the Annexation Property and all successors in interest of the parties to this Agreement, except as maybe otherwise expressly provided in this Agreement.
- c. Fees and Costs. Wallace shall pay the application and document preparation fees, including but not limited to the fees of the Town Planner, Town Attorney and Town Engineer for annexation and zoning of the Annexation Property.
- d. Annexation. The annexation of the Annexation Property shall be in accordance with the Colorado Municipal Annexation Act of 1965 (as amended, the "Act"), the Municipal Code of the Town of Columbine Valley and all applicable laws. Town and Wallace agree that the Annexation Property is contingent upon the Town and Wallace agreeing upon the terms and conditions of the zoning of the Annexation Property. In the event that the Town and Wallace are unable to agree on the zoning of the Annexation Property then Wallace may withdraw the Petition for Annexation and the Annexation should have no legal force and effect.
- e. Annexation Effective. The Town shall not record this Agreement, or record or file the annexation ordinance, Trustee Bill No.1 Series 2020 (the "Ordinance") and the annexation map pursuant to C.R.S. § 31-12-113, until that date which is sixty (60) days after the passage of the Ordinance on the second reading by the Town Board of Trustees
- f. Application of Town Laws. Town Services. Except as expressly provided herein, all Town ordinances, regulations, codes, policies and procedures in existence and as the same may change from time to time, shall be applicable to the use and development of the Annexation Property, upon annexation. Upon annexation, the Town shall provide all customary municipal services to the Annexation Property, to the same extent and upon the same terms and conditions as such services are provided to other properties throughout the Town.

2. ZONING

- a. Intent. The parties recognize that it is the intent and desire of Wallace to have the property zoned Agriculture (A) under the Land Use Regulations of the Town and except as under the terms and conditions as more fully set forth below. Because the zoning in Colorado constitutes legislative action by municipality. Nothing in this Agreement shall be construed to be an agreement commitment or contract binding the Town to approve of specific zoned district.
- b. Zoning. Wallace has applied for and Town staff supports the zoning of the property as Agriculture (A) pursuant to the Land Use Regulations of the Town subject to the following conditions, entitlements and restrictions:

- i. The keeping of and sale of agricultural products, including livestock and small animals as set forth in Section 1B.2. of the Zoning District Regulations of the Zoning Code of the Town of Columbine Valley is prohibited.
- ii. The keeping of not more than six (6) agricultural animals, set forth in Section 1C.3 of the Zoning District regulations of the Zoning Code of the Town of Columbine Valley, is prohibited. Notwithstanding the forgoing, the keeping of no more than two horses or two alpacas (or any combination of the two), together with a building customarily appurtenant to the sheltering of such animals is permitted. Any such building shall not exceed fifteen hundred (1,500) square feet and a height not to exceed twenty-five (25) feet, subject to the provisions of paragraph C hereafter. In order to avoid the possibility of a public nuisance, the maintenance and care of such animals shall be subject to an appropriate maintenance and mitigation plan which provides for the caring, health, maintenance and welfare of such animals, as approved by the Trustees of the Board of Columbine Valley.
- iii. Notwithstanding the provisions of Section 1C.1 of the Zoning District regulations of the Zoning Code of the Town of Columbine Valley, The owner of the Wallace Property is permitted to construct a residence, pool, pool house, barn and greenhouse (The greenhouse and barn may exist as separate structures (the greenhouse shall not exceed 600 sq. ft. gross floor area and a height not to exceed twenty-five (25) feet and the barn shall not exceed fifteen hundred (1,500) square feet and a height not to exceed twenty-five (25) feet) or be combined into one structure (the combined structure shall not exceed twenty one hundred (2,100) square feet and a height not to exceed twenty-five (25) feet).
- iv. The owner of the Wallace Property is entitled to keep or maintain the combined total of not more than three (3) dogs or cats over the age of six (6) months.
- v. Subject to the provisions of paragraphs A through D above, The owner of the Wallace Property shall be entitled to all other Accessory Uses as set forth in Article II Section C of the Zoning District Regulations of the Zoning Code of the Town of Columbine Valley.

3. MISCELLANEOUS

- a. Assignment. The rights, duties and obligations of the Annexor hereunder may be assigned to another person or entity only with the consent of the Town; provided, however, Wallace shall have the right to make such assignment to an entity wholly controlled by Wallace so long as written notice of such assignment is provided by Wallace and to the Town. In such event, the assignee shall assume all of the rights, duties and obligations of Wallace hereunder.
- b. Notices. All notices, demands or other documents required or desired to be given to either party under this Agreement shall be made in writing and shall be deemed effective upon receipt and shall be personally delivered or mailed by certified mail as follows:

Town: Town Administrator
Town of Columbine Valley
2 Middlefield Road
Columbine Valley, CO 80123

Copy to: Lee E. Schiller
Weiner and Schiller, P.C.
6412 S. Quebec St.
Centennial, CO 80111

Aaron Wallace: 2 Wilder Lane
Columbine Valley, CO 80123

Copy to: Bradley A. Lozow & Lozow, P.C.
209 Kalamath St., Ste. 23
Denver, CO 80223

The parties shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other parties.

c. Severability. If any covenant, stipulation or obligation of this Agreement is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of the Agreement. The parties hereby declare that they would have entered into this Agreement and each part or parts hereof irrespective of the fact that any one part or parts be declared invalid.

d. Amendment. This Agreement may be modified only by a written agreement signed by authorized representatives of the Town, and Wallace.

e. Binding Effect of Agreement. This Agreement shall inure to the benefit of and be binding upon the successors and the assigns of the respective parties and, unless otherwise provided herein, shall run with the land. This Agreement shall be recorded in the records of the Clerk and Recorder of Arapahoe County, State of Colorado, at the Wallace's expense. The parties covenant and agree that they will cooperate with each other in accomplishing the terms, conditions and provisions of the Agreement, and will execute such additional documents as necessary to effectuate the same.

f. Third Parties. The covenants, stipulations and agreements contained in this Agreement are and shall be for the sole and exclusive benefit of the parties hereto and their respective successors and assigns, and nothing in this Agreement, express or implied, is intended nor shall be construed of confer upon or give any other person any rights, remedy or claim under or by reason of the Agreement.

g. Police Power. Nothing contained in the Agreement shall constitute or be interpreted as a repeal of existing codes or ordinances or as a waiver or release of the Town's legislative, governmental or police powers to promote and protect, the health, safety, morals or general welfare of the municipality or its inhabitants. This Agreement shall not prohibit the enactment by the Town of any fee, ordinance, resolution, rule or regulation which is of uniform and general application.

h. Remedies. It is understood and agreed by the parties that they shall have all available remedies for breach of this Agreement in law or in equity, including but not limited to specific performance and damages. In the event of litigation related to this Agreement, the prevailing party shall be awarded its costs, expert fees and legal fees.

i. Challenges. If the annexation of the Annexation Property or any portion thereof is challenged by third parties, all provisions of the Agreement, together with the duties and obligations of each party, shall be suspended pending the outcome of the challenge. If the challenge to the annexation results in disconnection of the Annexation Property from the Town, then this Annexation Agreement shall be null and void and of no further effect. If the challenge fails, then the Wallace Court Order and the Town shall continue to be bound by the annexation of the Property.

j. Court Order. In the event that the annexation of the Annexation Property or any portion thereof is voided by Final Action ("Final Action" means that no appeal can be made or the time to appeal has expired) of a court of proper jurisdiction the Town and Wallace shall cooperate to cure the legal defect which resulted in disconnection of the Annexation Property, and upon such cure the Annexation Agreement shall be deemed to be an agreement to annex the Annexation Property to the Town pursuant to the Act. Wallace shall reapply for annexation when the Annexation Property becomes eligible for annexation as determined by the Town.

k. Entire Agreement. This Agreement contains the entire agreement between the parties and shall not be amended except by written agreement executed with the same formality of this Agreement.

l. Venue. This Agreement shall be governed by the laws of the State of Colorado with venue in the County of Arapahoe.

[Signature Pages to Follow]

AARON WALLACE:

STATE OF COLORADO)
)ss.
COUNTY OF ARAPAHOE)

The foregoing Annexation Agreement was signed and sworn to before me by Aaron Wallace, this ____ day of, April 2020.

Witness my hand and official seal.
Notary Public: _____
My Commission Expires:

TOWN OF COLUMBINE VALLEY

Roy Palmer, Mayor

ATTEST:

Town Clerk



Request for Board of Trustee Action

Date: April 21, 2020

Title: Board of Trustee Appointment

Presented By: Roy Palmer, Mayor

Prepared By: J.D. McCrumb, Town Administrator

Background: The Columbine Valley 2020 Municipal Election was canceled for a lack of candidates to serve in the position of Trustee. At that time, there were three Trustee seats for consideration of the voters. Only two candidates submitted petitions to become candidates, Mimi Kuchman and Jim Tarpey. This leaves one vacant seat on the Board of Trustees.

Per section 2.04.030 of the Columbine Valley Municipal Code, the Board of Trustees may appoint a qualified individual to serve in the capacity of Town Trustee should there be a vacancy on the Board. This individual will serve until the next regular Town election (2022).

Attachments: None

Staff Recommendations: None

Recommended Motion: "I move to approve the appointment of _____ to serve as Town Trustee until the next election."