



**TOWN OF COLUMBINE VALLEY**  
**BOARD OF TRUSTEES**  
Minutes  
April 21, 2020

Mayor Pro Tem Menk called the Regular Meeting of the Trustees to order at 6:30 p.m. Due to the COVID-19 pandemic and as allowed under the Towns Electronic Participation in Meeting Policy (Resolution #6, 2020), the meeting was held virtually via Microsoft Teams. Roll call found the following present:

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

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

Excused: Gale Christy

**PUBLIC HEARING**

Mayor Pro Tem Menk continued the Public Hearing from its original start date of February 18, 2020 regarding the Wallace Annexation into the Town. Mr. Sieber presented the topic as presented in the Trustees Packet. There were five members of the public in attendance virtually; no public comment was submitted in writing prior to the meeting. There was no public comment.

**ACTION: upon a motion by Trustee Dotson and a second by Trustee Palmer, the Board of Trustees unanimously closed the public hearing at 6:39 p.m.**

**APPROVAL OF MINUTES**

**ACTION: upon a motion by Trustee Dotson and a second by Trustee Boyle, the Board of Trustees unanimously approved the minutes of February 18, 2020.**

**ACTION: upon a motion by Trustee Dotson and a second by Trustee Boyle, the Board of Trustees unanimously approved the minutes of February 25, 2020.**

**ACTION: upon a motion by Trustee Dotson and a second by Trustee Boyle, the Board of Trustees unanimously approved the minutes of March 27, 2020.**

**RECESS MEETING**

Having no additional business before this Board, Mayor Pro Tem Menk recessed the meeting at 6:40 p.m.

**SWEARING IN OF MAYOR AND TRUSTEES**

Town Clerk J.D. McCrumb swore into office:

- A. Mayor Roy Palmer (2-year term)
- B. Trustee Mimi Kuchman (4-year term)
- C. Trustee Jim Tarpey (4-year term)

Mayor Palmer called the Regular Meeting of the Trustees back into session. Roll call found the following present:

Trustees: Roy Palmer, Bruce Menk, Kathy Boyle, Bill Dotson, Mimi Kuchman and Jim Tarpey

**PUBLIC COMMENT**

There was no public comment.

## REPORTS

- A. Mayor Palmer thanked outgoing Trustees Christy and Miles for their service; he also recognized the work of former Mayor Richard Champion. Mayor Palmer remarked on the challenges of COVID-19 and discussed the current status of the Town while under its declared disaster. The Mayor also noted the Town's strong fiscal condition but also indicated that revenue shortfalls would need to be addressed. Looking forward, the Mayor indicated he would be creating working groups to analyze and make recommendations to the Board on a number of complex issues including the Nevada Ditch, trails and open space, annexation potential and the need for additional revenue, recording the towns historical legacy, and conducting a risk/vulnerability assessment.
- B. Trustee Boyle updated the Trustees on the stage brick sales and on an initiative to print 3D masks to help respond to COVID-19.
- C. Mr. McCrumb reviewed his report as presented in the Trustees Packet.
- D. Chief Cottrell reviewed his report as presented in the Trustees Packet.
- E. Mrs. Kelly reviewed the Town's financials as presented in the Trustees Packet including a projected revenue shortfall as a result of COVID-19. The Trustees asked clarifying questions. Mayor Palmer asked the Trustees if they wanted to consider budget cuts. The Trustees directed staff to present proposed cuts at the next Trustee meeting to be considered by the Board.

## APPOINTMENTS AND OATHS

Mayor Palmer recommended appointments as follows:

- A. Mayor Pro Tem, Bruce Menk (2-year term)
- B. Town Administrator, J.D. McCrumb (2-year term)
- C. Town Clerk, J.D. McCrumb (2-year term)
- D. Town Marshall, Bret Cottrell (2-year term)
- E. Town Attorney, Lee Schiller (2-year term)
- F. Town Treasurer, Bill Dotson (2-year term)
- G. Building Inspector, Jim Thelen (2-year term)
- H. Court Clerks, Dana Struthers, J.D. McCrumb, and Gabriella Watts (2-year term)

**ACTION: upon a motion by Trustee Tarpey and a second by Trustee Kuchman, the Board of Trustees unanimously appointed all individuals as recommended.**

Town Clerk J.D. McCrumb swore into office the above appointed individuals.

Mayor Palmer recommended designating the following commission posts:

- A. Public Safety Commissioner, Bruce Menk (2-year term)
- B. Planning Commissioner, Kathy Boyle (2-year term)
- C. Public Works Commissioner, Jim Tarpey (2-year term)
- D. Finance Commissioner, Bill Dotson (2-year term)
- E. Community Affairs Commissioner, Mimi Kuchman (2-year term)

**ACTION: upon a motion by Trustee Dotson and a second by Trustee Tarpey, the Board of Trustees unanimously appointed the commissions as recommended.**

## OLD BUSINESS

- A. **Extend Emergency Declaration:** Mr. McCrumb presented the declaration that had been previously approved by the Board of Trustees in response to the COVID-19 pandemic.  
**ACTION: upon a motion by Trustee Menk and a second by Trustee Dotson, the Board of Trustees unanimously approved extending the Local Disaster Emergency Declaration for Columbine Valley dated March 24, 2020 until May 20, 2020 at which time it may reconsidered.**
- B. **Extend Pandemic Mitigation Plan:** Mr. McCrumb presented the mitigation plan that had been previously approved by the Board of Trustees in response to the COVID-19 pandemic.

**ACTION: upon a motion by Trustee Menk and a second by Trustee Dotson, the Board of Trustees unanimously approved extending the Pandemic Mitigation Plan – Tier 4 for Columbine Valley dated March 17, 2020 until May 20, 2020 at which time it may be reconsidered.**

**NEW BUSINESS**

- A. Trustee Bill #1, 2020 – Wallace Annexation:** Mr. Schiller presented the ordinance on 1<sup>st</sup> reading. The Trustees asked clarifying questions.

**ACTION: upon a motion by Trustee Boyle and a second by Trustee Tarpey, the Board of Trustees unanimously approved Trustee Bill #1, 2020 on 1<sup>st</sup> Reading.**

- B. Trustee Bill #2, 2020 – Wallace Zoning:** Mr. Schiller presented the ordinance on 1<sup>st</sup> reading. The Trustees asked clarifying questions.

**ACTION: upon a motion by Trustee Dotson and a second by Trustee Kuchman, the Board of Trustees unanimously approved Trustee Bill #2, 2020 on 1<sup>st</sup> Reading.**

- C. Wallace Annexation Agreement:** Mr. Schiller presented the negotiated annexation agreement. The Trustees asked clarifying questions.

**ACTION: upon a motion by Trustee Tarpey and a second by Trustee Kuchman, the Board of Trustees unanimously approved the Annexation Agreement as presented.**

- D. Appointment to fill empty Trustee Seat:** As presented in the Trustees Packet, there were fewer candidates than open seats for the election scheduled to be held on April 7, 2020, resulting in the elections cancelation, the automatic appointments of Trustees Kuchman and Tarpey, and the vacancy of one Trustee seat for a two-year term. Mayor Palmer presented Ed Icenogle as a candidate for the vacancy. The Trustees offered no other candidates to fill the seat.

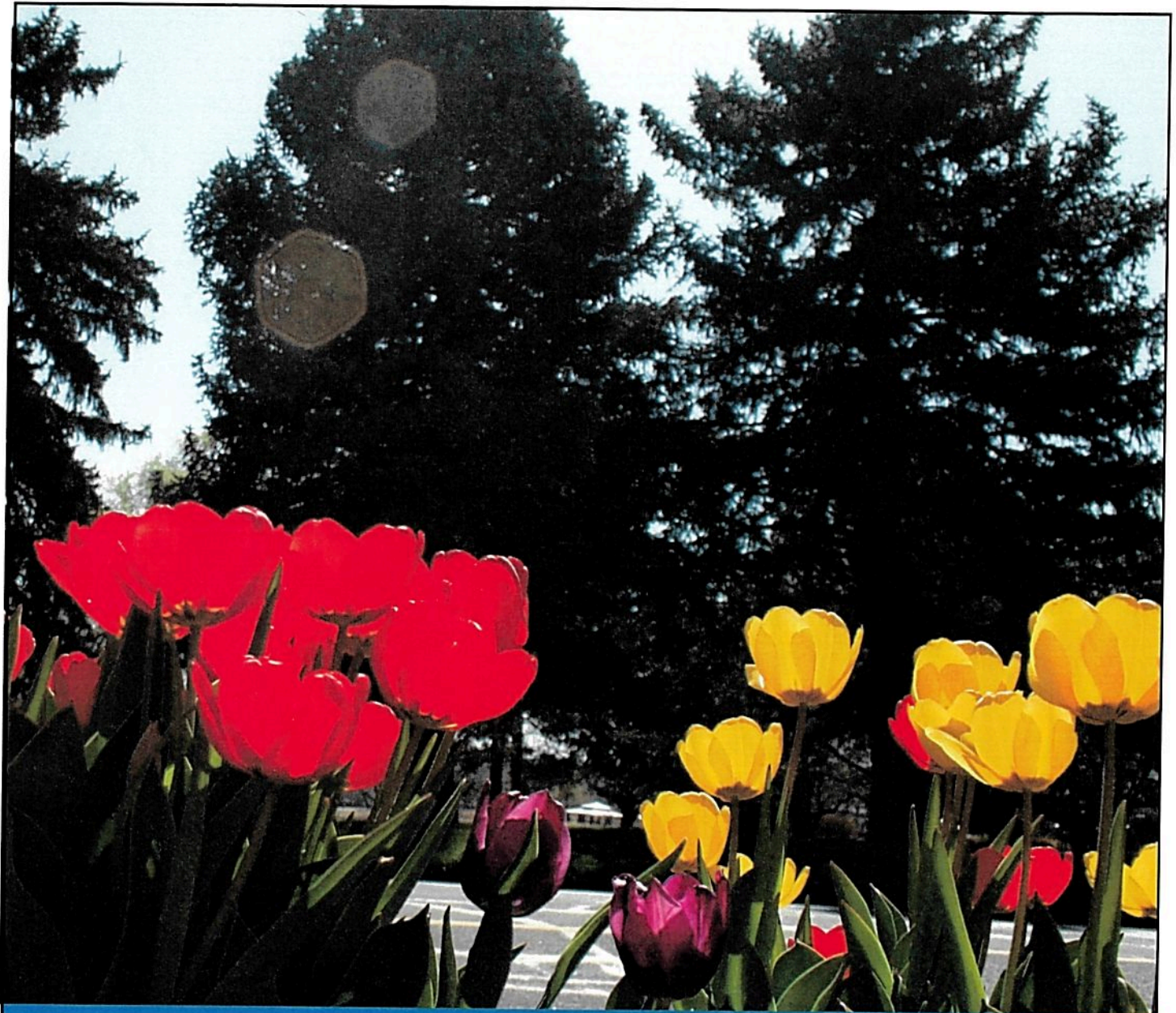
**ACTION: upon a motion by Trustee Dotson and a second by Trustee Menk, the Board of Trustees unanimously approved the appointment of Mr. Ed Icenogle to fill the vacant Trustee seat for a two-year term.**

**ADJOURNMENT:** There being no further business, the meeting was adjourned at approximately 7:46 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.*



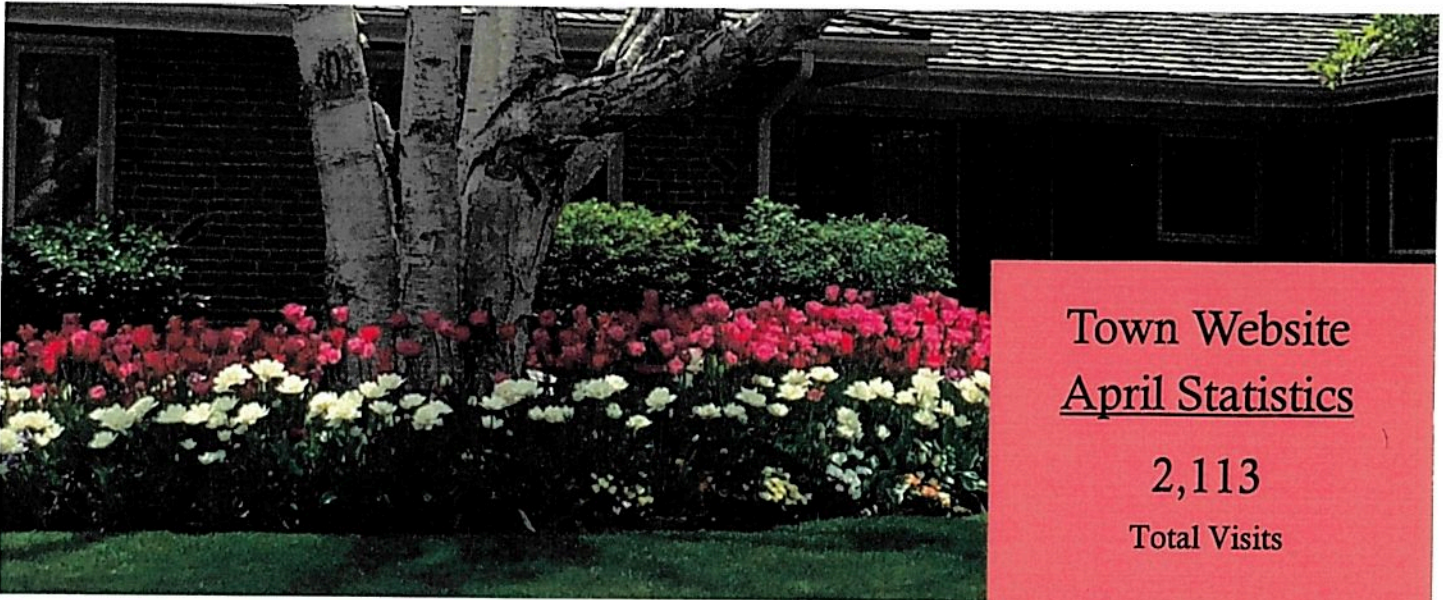
# Town Administrator's Report

*May 2020*



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

Tel: 303-795-1434  
Fax: 303-795-7325  
[jdmccrumb@columbinevalley.org](mailto:jdmccrumb@columbinevalley.org)



## Communications & Administration

- Staff continues to maintain daily operations within the parameters required by the COVID-19 pandemic. Building and public works department continue to receive daily requests for service and is able to deliver with few if any delays.
- The spring drug drop-off and shred events were canceled but the dumpster event saw record participation filling six dumpsters in less than three days. Staff will be evaluating this event to determine its feasibility in the future.
- Due to COVID-19 this years June and July concerts in the park have been canceled, and the August event is on hold until more information is available from state and local health officials. The 4th of July festivities will be scaled back and the scope of this event will be discussed at the Trustees May meeting.
- The Summer newsletter will arrive in mailboxes in the first week of June. Any article topics should be shared with staff as soon as possible as printing is expected to take longer than usual.

### Citizen Contacts:

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

- ⇒ Building Department: 112
- ⇒ Comm. Development: 53
- ⇒ Public Works: 119
- ⇒ Municipal Court: 47
- ⇒ Other: 92

### Town Website April Statistics

2,113

Total Visits

2,873

April Page Views

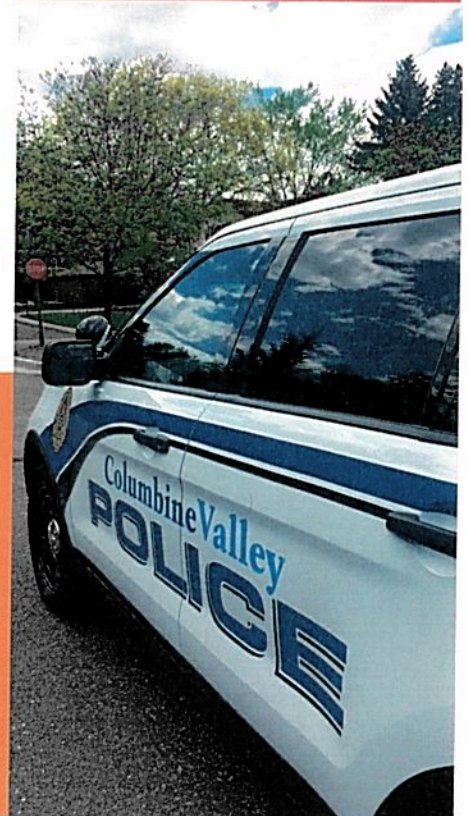
### Top Pages

Trash and Recycle

Pay Tickets

Building Permits

This Week/Updates



# Building Department

## Monthly Stats

### 11 Permits Issued

- New SFR: 1
- Major Remodel: 0
- New Roofs: 1
- Other/Misc.: 9

### 53 Inspections

### 11 Licenses Issued

- General: 3
- Electrician: 3
- Plumbers: 2
- Mechanical: 2
- Roofer: 1

Apr. Permit Rev.: \$66,015.59

The pie chart will return next month:

- Permit Fees: \$15,024.50
- Plan Reviews: \$8,732.12
- Sales and Use Tax: \$26,088.94
- Open Space: \$3,470.03

## Wild Plum

95 Total Lots

6 SFR Permits Issued

2 Permit Pending

4 Under Construction

## Wilder Lane

24 Total Lots

5 Permits Active

1 Permit Pending

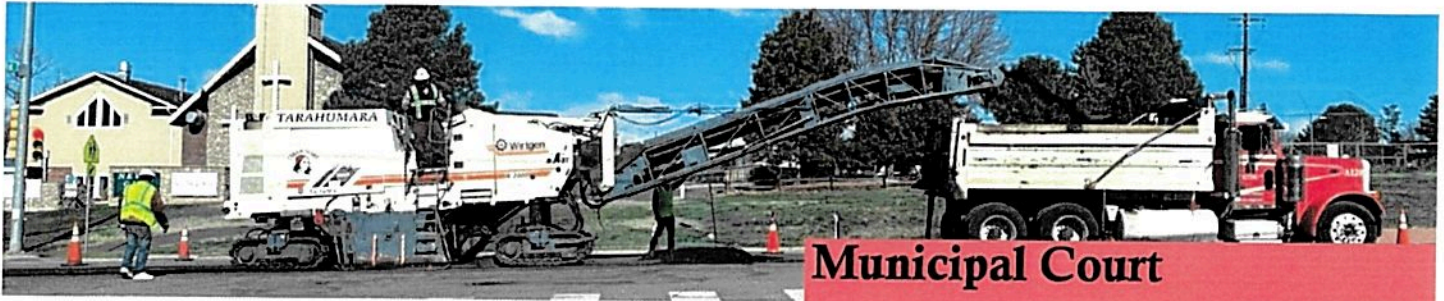
18 Completed Homes

17 Occupied Home



## Building Department Revenue by Month

	<u>2019</u>	<u>2019 YTD</u>	<u>2020</u>	<u>2020 YTD</u>
<b>January</b>	\$23,584.77	\$23,584.77	\$12,880.59	\$12,880.59
<b>February</b>	\$12,990.46	\$36,575.23	\$153,178.50	\$166,059.09
<b>March</b>	\$64,334.11	\$100,909.34	\$51,548.10	\$217,607.19
<b>April</b>	<b>\$55,497.63</b>	<b>\$156,406.97</b>	<b>\$66,015.59</b>	<b>\$283,622.78</b>
<b>May</b>	\$5,595.22	\$162,002.19		
<b>June</b>	\$46,632.58	\$208,634.77		
<b>July</b>	\$7,113.45	\$215,748.22		
<b>August</b>	\$8,432.54	\$224,180.76		
<b>September</b>	\$33,744.29	\$257,924.29		
<b>October</b>	\$102,798.74	\$360,723.03		
<b>November</b>	\$89,872.08	\$450,595.11		
<b>December</b>	\$82,149.75	\$532,744.86		



## Public Works Department

- Denver Water replaced the Nevada Ditch flume that travels over Dutch Creek. The corrugated metal pipe had been leaking a large amount of water due to rust holes along its full length.
- Denver Water main replacement on Platte Canyon was also wrapped up this month with a fresh asphalt mill and overlay along sections of street.
- The small sink hole forming at the entrance to Par Circle has been repaired. The hole was excavated down to the irrigation pipe. Instead of backfilling with soil that can wash away over time, reinforced concrete was used, which should prevent any settling of this area in the future.
- A damaged bollard on the walkway between Willowcroft and Brookhaven was also replaced with a new unit.
- The ash trees along Middlefield were given their yearly Emerald Ash Borer root injection. This will help prevent an EAB infection as they slowly migrate away from Boulder County.
- The sprinkler system was also activated, adjusted and repaired as needed to provide the lawn and trees with water for the spring.
- The F-350 was used multiple time to spread salt across the town this month. The repairs to the driveshaft held, providing the performance we normally get with the truck.

## 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	\$1,439.50	\$15,392.74
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		

**Covid-19 Help:** The 3D printer is taking a break from printing street sign parts and is starting to print some of the 18,000 urgently needed PPEs for the local healthcare and first responder communities. We are partnering with the "Make 4 Covid" group, who's members include higher education and medical professionals (CU Denver, CU Anschutz Medical Campus, CU Boulder, Red Rocks Community College, UC Health) and individual makers from across the state. The group provides electronic print files to anyone with a 3D printer, allowing them to print parts needed for face shields. After they are printed, the group picks them up from the maker and drops them off at local hospitals where they are disinfected and assembled.

## April Weather Report

- High of 81, Low of 12
- 13.1" of accumulated snow
- 3 day with plowing /sanding activity
- Total of 10 hours of snow removal and/or ice treatment.





# ***Columbine Valley Police***

## ***Department***

**Serving Bow Mar**

2 Middlefield Rd. Columbine Valley, Colorado 80123

[www.columbinevalley.org](http://www.columbinevalley.org)

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

### **Columbine Valley P.D. Monthly Report For April 2020**

Full Time Positions	6 of 6
Part Time Positions	4 of 4
Regular hours	916
OT hours worked	6
Off Duty	0
PTO	10

### **April 2020 Violations**

Charges For the Date Range 4/1/2020 Thru 4/30/2020

<b>Qty</b>	<b>Charge</b>
3	703(3) FAIL TO STOP AT A STOP SIGN:
1	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
1	1101(2)(H) SPEEDING 20 AND OVER 1101(2)(H) SPEEDING 20 AND OVER:
<b>5</b>	<b>Total Number of Violations Issued</b>





Restraining Order Vio									
RESTRAINING ORDER VIO IP									
Robbery									
ROBBERY IP									
Runaway									
UNAWAY IP									
ELECTIVE ENFORCEMENT IP*				<u>1</u>					<u>1</u>
Sex Assault									
SEX ASSAULT IP									
Shots Fired									
HOTS FIRED IP									
SUICIDE ATTEMPT IP									
SUICIDE COMPLETED IP									
SUICIDE THREAT IP									
SUSPICIOUS CIRCUMSTANCE IP		<u>2</u>							<u>2</u>
SUSPICIOUS PERSON IP		<u>2</u>							<u>2</u>
SUSPICIOUS VEHICLE IP		<u>6</u>							<u>6</u>
Theft			<u>1</u>						<u>1</u>
Theft from Motor Vehicle			<u>1</u>						<u>1</u>
HEFT FROM MOTOR VEHICLE IP									
HEFT IP		<u>2</u>							<u>2</u>
TRAFFIC ARREST IP									
Traffic Complaint									
TRAFFIC COMPLAINT IP			<u>4</u>						<u>4</u>
TRAFFIC OBSTRUCTION IP		<u>2</u>							<u>2</u>
TRAFFIC STOP IP		<u>7</u>							<u>7</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									
VARRANT ARREST IP									
VARRANT PICKUP IP									
Weapons Violation									
WEAPONS VIOLATION IP									
WELFARE CHECK IP		<u>6</u>							<u>6</u>
Z-Animal Call									
Z-Suspicious Person									
Z-Suspicious Vehicle									
Z-Unwanted Subject									
Z-ZONING IP									
<b>Total</b>	<u>1</u>	<u>37</u>	<u>35</u>	<u>9</u>					<u>82</u>



**Request for Board of Trustee Action**

**Date:** May 19, 2020

**Title:** Monthly Financials – April 2020

**Presented By:** Angela Kelly, Town Finance Director

**Prepared By:** Community Resource Services of Colorado

**Background:** With apologies, the monthly financials are delayed and will be emailed to Trustees later this evening.



**Request for Board of Trustee Action**

**Date:** May 19, 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 and then extended through May 20, 2020 by the Board of Trustees.

While data suggests the situation is improving, State and local authorities recommend continuing mitigation efforts at this time.

**Attachments:** Local Disaster Emergency Declaration

**Suggested Motion:** "I move to extend the Town's Emergency Declaration until June 17, 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.

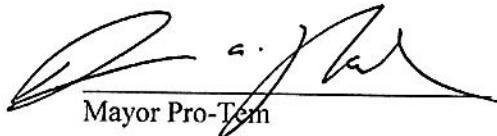
Section 2. Local emergency resources may be overwhelmed and requests for aid may be needed. Community leaders are encouraged to cancel or postpone all non-essential meetings and gatherings. All residents of the Town of Columbine Valley are encouraged to remain at home wherever possible.

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:** May 19, 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 and extended through May 20, 2020 by the Board of Trustees.

While data suggests the situation is improving, State and local authorities recommend continuing 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 in response Tier 3, until June 17, 2020, unless circumstances necessitate the Town Administrator to change 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 health 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:** May 19, 2020

**Title:** Trustee Bill #1, Series 2020

**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 4<sup>th</sup> 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 21<sup>st</sup> 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 18<sup>th</sup> 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

**Recommendations:**

Annexation: Based on the findings discussed above, the staff recommends that the approval of Trustee Bill #1, Series 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 2<sup>nd</sup> Reading”.

“I move to approve as presented Trustee Bill #2, 2020 on 2<sup>nd</sup> Reading”.

## 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

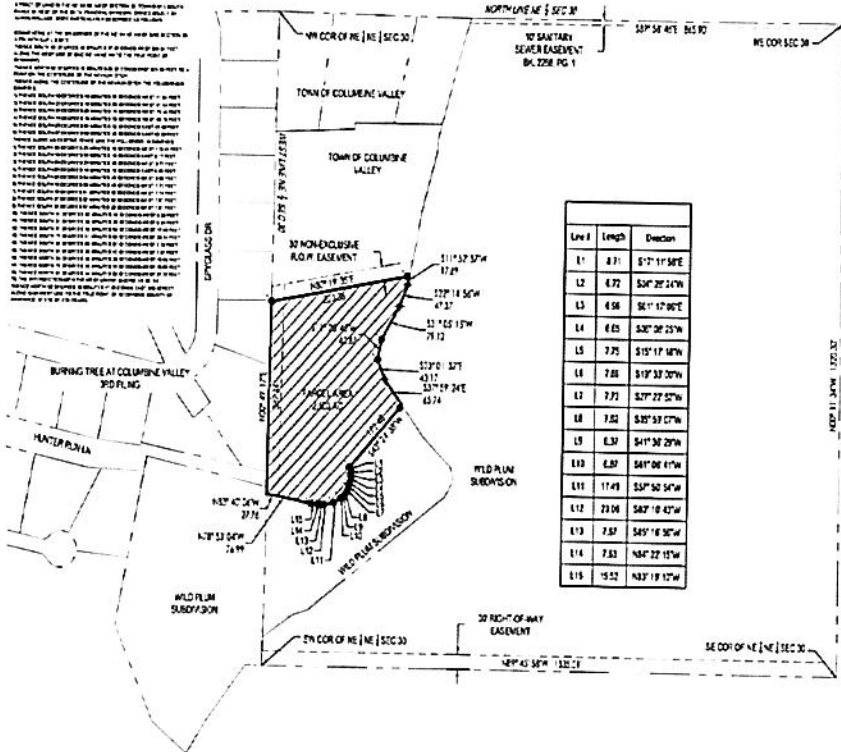
**WALLACE RESIDENCE ANNEXATION MAP**  
 A PART OF THE WESTGATE OF SECTION 4, TOWNSHIP 3 SOUTH, RANGE 61 WEST OF THE 6TH P.M.  
 COUNTY OF ARAPAHOE, STATE OF COLORADO

**RESERVATIONS, EXCEPTIONS:**

1. The area shown on this map is subject to all existing and future rights of way, easements, and other interests in land, and to all other laws, ordinances, and regulations of the State of Colorado and the County of Arapahoe, and to all other laws, ordinances, and regulations of the State of Colorado and the County of Arapahoe, and to all other laws, ordinances, and regulations of the State of Colorado and the County of Arapahoe.

2. The area shown on this map is subject to all existing and future rights of way, easements, and other interests in land, and to all other laws, ordinances, and regulations of the State of Colorado and the County of Arapahoe, and to all other laws, ordinances, and regulations of the State of Colorado and the County of Arapahoe, and to all other laws, ordinances, and regulations of the State of Colorado and the County of Arapahoe.

3. The area shown on this map is subject to all existing and future rights of way, easements, and other interests in land, and to all other laws, ordinances, and regulations of the State of Colorado and the County of Arapahoe, and to all other laws, ordinances, and regulations of the State of Colorado and the County of Arapahoe, and to all other laws, ordinances, and regulations of the State of Colorado and the County of Arapahoe.



Line #	Length	Direction
L1	8.71	S 7° 11' 50"E
L2	6.72	S 6° 29' 24"W
L3	6.58	S 6° 17' 40"E
L4	6.65	S 6° 30' 25"W
L5	7.75	S 15° 17' 18"W
L6	7.88	S 13° 33' 20"W
L7	7.71	S 27° 22' 57"W
L8	7.58	S 27° 37' 07"W
L9	6.37	S 41° 30' 29"W
L10	6.87	S 41° 06' 47"W
L11	17.45	S 37° 50' 54"W
L12	23.06	S 67° 10' 47"W
L13	7.87	S 65° 16' 30"W
L14	7.83	N 64° 22' 15"W
L15	15.52	N 63° 18' 17"W

**SYMBOLS AND LEGEND:**

- Proposed 10' Right of Way
- Proposed 20' Right of Way
- Proposed 30' Right of Way
- Proposed 40' Right of Way
- Proposed 50' Right of Way
- Proposed 60' Right of Way
- Proposed 70' Right of Way
- Proposed 80' Right of Way
- Proposed 90' Right of Way
- Proposed 100' Right of Way
- Proposed 120' Right of Way
- Proposed 150' Right of Way
- Proposed 200' Right of Way
- Proposed 300' Right of Way
- Proposed 400' Right of Way
- Proposed 500' Right of Way
- Proposed 600' Right of Way
- Proposed 700' Right of Way
- Proposed 800' Right of Way
- Proposed 900' Right of Way
- Proposed 1000' Right of Way

**LEGEND:**

- 10' Right of Way
- 20' Right of Way
- 30' Right of Way
- 40' Right of Way
- 50' Right of Way
- 60' Right of Way
- 70' Right of Way
- 80' Right of Way
- 90' Right of Way
- 100' Right of Way
- 120' Right of Way
- 150' Right of Way
- 200' Right of Way
- 300' Right of Way
- 400' Right of Way
- 500' Right of Way
- 600' Right of Way
- 700' Right of Way
- 800' Right of Way
- 900' Right of Way
- 1000' Right of Way

**ALTITUDE**

WALLACE RESIDENCE ANNEXATION MAP  
 COUNTY OF ARAPAHOE, STATE OF COLORADO

18-223

ANNEXATION MAP

A1.0

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 21<sup>st</sup> 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 19<sup>th</sup> 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 68 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, 1318.15 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 79°25'46" EAST, A DISTANCE OF 76.98 FEET;

THENCE SOUTH 82°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°37'20" EAST, A DISTANCE OF 7.67 FEET;

THENCE NORTH 19°15'57" EAST, A DISTANCE OF 7.74 FEET;

THENCE NORTH 14°33'11" EAST, A DISTANCE OF 7.77 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°26'35" WEST, A DISTANCE OF 40.81 FEET;

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

THENCE SOUTH 44°05'25" 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°14'12" EAST, A DISTANCE OF 302.64 FEET, TO THE POINT OF BEGINNING.

CONTAINING AN AREA OF 2.066 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 COLUMBINE 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 21<sup>st</sup> 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 19<sup>th</sup> 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, 1,323.47 FEET TO THE NORTHEAST CORNER OF SAID NORTHWEST QUARTER OF THE NORTHWEST QUARTER;

THENCE SOUTH 00°4'46" EAST, A DISTANCE OF 1,018.00 FEET TO THE SOUTHEAST CORNER OF SAID NORTHWEST QUARTER OF THE NORTHWEST QUARTER;

THENCE SOUTH 89°30'21" 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 659.48 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°38'52" WEST, A DISTANCE OF 97.69 FEET;
2. NORTH 10°29'12" EAST, A DISTANCE OF 56.50 FEET;
3. NORTH 02°00'38" WEST, A DISTANCE OF 217.57 FEET;
4. NORTH 09°30'46" EAST, A DISTANCE OF 13.38 FEET;
5. NORTH 27°32'38" EAST, A DISTANCE OF 49.01 FEET;
6. NORTH 14°26'19" EAST, A DISTANCE OF 60.75 FEET;
7. NORTH 07°28'33" WEST, A DISTANCE OF 108.61 FEET;
8. NORTH 18°17'25" EAST, A DISTANCE OF 89.49 FEET;
9. NORTH 02°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 347.29 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 80°23'47" 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 02°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°30'53" 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 38°37'06" WEST, A DISTANCE OF 65.39 FEET;
2. NORTH 23°29'53" WEST, A DISTANCE OF 43.46 FEET;
3. NORTH 10°40'15" EAST, A DISTANCE OF 43.79 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 08°24'39" 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 18°05'29" EAST, A DISTANCE OF 181.63 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.



## **Request for Board of Trustee Action**

**Date:** May 19, 2020

**Title:** Trustee Commission Appointment

**Presented By:** Roy Palmer, Mayor

**Background:** Members of the Columbine Valley Board of Trustees serve in six specific commissioner roles as a part of their responsibilities as elected officials.

Currently the roles are filled as follows: Kathy Boyle, Planning Commissioner; Bill Dotson, Finance Commissioner; Mimi Kuchman, Community Affairs Commissioner; Bruce Menk, Public Safety Commissioner; and Jim Tarpey, Public Works Commissioner. The post of Building Commissioner is currently vacant.

Per the Columbine Valley Municipal Code, upon the recommendation of the Mayor, the Board of Trustees may appoint individuals from within their ranks to serve in the various commissioner capacities.

The Town's Building Commissioner is works with Town staff to develop and implement the Town's building codes and policies.

**Attachments:** None

**Staff Recommendations:** None

**Recommended Motion:** "I move to approve the appointment of Ed Icenogle to serve as Building Commissioner."



## **Request for Board of Trustee Action**

**Date:** May 19, 2020

**Title:** Planning and Zoning Commission Appointment

**Presented By:** J.D. McCrumb, Town Administrator

**Prepared By:** Kathy Boyle, Planning Commissioner; Sandy Graham, P & Z Commission Chair; Phil Sieber, Town Planner

**Background:** Per section 2.44.020 of the Columbine Valley Municipal Code, the Board of Trustees may appoint six qualified individuals to serve in the capacity of Planning and Zoning Commissioner and up to five qualified individuals to serve in the capacity of Alternate Commissioner. Each Commissioner is appointed to a term of four years and Commissioner terms should be staggered.

Trustee Boyle, Chairwoman Graham, the Town Planner and Town Administrator recommend to the Board the reappointment of Commissioner Dale Irwin, and the appointments of Jeff Sahr and Jay Neese, both formerly Alternate Members of the P & Z. Each of these nominees would serve four years terms to expire in May 2024.

Additionally, Pam Eller, Jack Scheu, and Hailey Theil are recommended for the positions of Alternate Commissioners to serve four years terms to expire in May 2024.

Commissioners Sandy Graham, Eric Chekal and Marilyn Meister are all currently serving terms set to expire in May 2022.

**Attachments:** Eller, Scheu, and Theil Bios

**Staff Recommendations:** Approve as presented

**Recommended Motion:** "I move to approve the appointment of Dale Irwin, Jeff Sahr, and Jay Neese as members to the Planning and Zoning Commission and Pam Eller, Jack Scheu, and Hailey Theil as Alternate Commissioners until May 2024.



## **Biographies for new candidates recommended to serve on the Planning and Zoning Commission**

### **Pam Eller**

- Graduated from CSU with a Bachelor of Science and CU Denver with a Bachelor of Arts, both in biological sciences
- Worked for 27 years as a Research Associate for the University of Colorado Health Sciences Center
  - Trained in electronic microscopy and ultrastructure research
  - Taught classes in microscopic anatomy and neuroanatomy
- Served on the South Suburban Parks and Recreation District Board of Directors for 8 years
  - Passed mill levy and bond issues
  - Adopted first district Master Plan and Strategic Plan
- Lived in the Burning Tree in 34 years

### **Jack Scheu**

- Born in Denver, Colorado
- Graduated from CSU with a Bachelor of Science and Master's degree in the philosophy of science
- Received a PhD in Urban Economics from the University of British Columbia in Vancouver
- Worked for the Canadian Government for six years developing intergovernmental policies and demonstrated programs for revitalizing Canadian inner cities
- Before retiring in 2015, spent 30 years in marketing analytics and consulting
  - Was part of several senior management teams involved in starting-up and managing three successful, venture capital backed consulting companies that provided big data marketing analytics for Fortune 500 companies in the US and Europe
- Purchased a new home with my wife Fran and moved into Willowcroft Manor in 2016
- Have been on WCM HOA Board for 3 years
  - HOA president for two years
  - Transitioned the WCM HOA from builder to the WCM owners
  - Still active on the current WCM HOA Board as member at-large

### **Hailey Thiel**

- Born and raised in Texas, has called Colorado home for almost 20 years.
- Moved to The Village in Columbine Valley nearly three years ago.
  - Serve as the Secretary for the Homeowners' Association.
- A licensed real estate broker in the state of Colorado with a managing broker designation
- Began professional career in real estate in 2004 working for an acquisition company focused on fixed base operation at regional airports.
- From 2013 to 2018 worked for Cherry Creek North real estate developer, BMC Investments, focusing on commercial development and multi-family acquisition and lead philanthropy efforts for the organization.
- Recently joined forces with BMC's former CFO to strategically grow his real estate-based public accounting firm, SC & Hansen.
  - In addition to business development for the firm, I focus on building out processes and systems that create exceptional experiences for our personnel and our clients.