

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

August 17, 2021

6:30PM

A G E N D A

The Board of Trustees have resumed public meetings at Town Hall. Members of the public will continue to be able to view the meeting online by clicking "Join Trustee Meeting" link at the top of the Town's web site www.ColumbineValley.org. Public comment must be shared in-person at the meeting or written remarks may be submitted by mail or email by 4:00 p.m. on the date of the meeting to jdmccrumb@columbinevalley.org with your name, address, agenda item and comment.

1. ROLL CALL 6:30

2. PLEDGE OF ALLEGIANCE

3. 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 act 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, or to staff to obtain additional information and report back to the Board as appropriate.

4. CONSENT AGENDA Mayor Palmer
 - a. Approval of July 20, 2021 Minutes

5. REPORTS
 - a. Mayor
 - b. Trustees
 - c. Finance Report
 - d. Town Administrator
 - e. Chief of Police

6. OLD BUSINESS

7. NEW BUSINESS Mr. Kaslon
 - a. Knight Addition Minor Amendment

8. ADJOURNMENT

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES
Minutes
July 20, 2021

Mayor Palmer called the Regular Meeting of the Trustees 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: Roy Palmer, Bruce Menk, Kathy Boyle, Bill Dotson, Mike Giesen, Ed Icenogle, and Jim Tarpey
Also present: Lee Schiller, J.D. McCrumb, Diane Rodriguez, and Bret Cottrell

PUBLIC COMMENT: 4 new residents of the Wild Plum development (17, 20, 21, and 32 Wild Plum Lane) all spoke against the proposed metro district fee increase, believing it was not necessary at this time and could be added down the road if needed.

SPECIAL PRESENTATION: Arapahoe County Commissioner Carrie Warren-Gully presented on the Arapahoe County Open Space Tax Reauthorization effort to be on the ballot in November.

CONSENT AGENDA:

ACTION: upon a motion by Trustee Tarpey and a second by Trustee Icenogle, the Board of Trustees unanimously approved the consent agenda as presented.

REPORTS

- A. Mayor Palmer thanked and complimented staff's efforts on the 4th of July events.
- B. Trustee Dotson repeated concerns regarding kids on motorized scooters in the streets. Trustee Boyle raised concerns, and asked the Trustees to direct staff to take action regarding the speed of cars on Fairway Lane between Platte Canyon Road and Club Lane. Staff was directed to present options to the Trustees in August or September.
- C. Mr. McCrumb reviewed his report as presented in the Trustees Packet
- D. Chief Cottrell reviewed his report as presented in the Trustee Packet.
- E. Mrs. Rodriguez reviewed the Town's June financials as presented in the Trustees Packet.

OLD BUSINESS

- A. **Wild Plum Metro District Fee Increase:** Mr. McCrumb presented a request from the metro district to implement a \$100/month/lot fee to be used for open space maintenance, effective August 1, 2021. The Trustees asked clarifying questions and discussed the issue at length.
ACTION: upon a motion by Trustee Menk and a second by Trustee Icenogle, the Board of Trustees approved the fee (6-1, Palmer) with the condition that each year the Metro District submits to the Town an annual budget and the previous year's detailed revenues and expenses.
- B. **Trustee Bill #3, 2021 – Building Official:** The ordinance was presented by Mr. Schiller. The Trustees asked clarifying questions.
ACTION: upon a motion by Trustee Icenogle and a second by Trustee Giesen, the Board of Trustees unanimously approved Trustee Bill #3, 2021 on 2nd reading.

NEW BUSINESS

- A. **2020 Annual Audit:** Kyle Logan with Logan and Associates presented the findings of the 2020 Annual Audit to the Trustees. The Trustees asked clarifying questions.
ACTION: upon a motion by Trustee Tarpey and a second by Trustee Dotson, the Board of Trustees unanimously accepted the audit findings as presented.

B. Trash Contract Renewal: Mr. McCrumb presented a contract renewal for trash and recycle services to the Trustees. With the exception of bag service being discontinued, the conditions of the contract are similar with the previous contract. The Trustees asked clarifying questions.

ACTION: upon a motion by Trustee Dotson and a second by Trustee Tarpey, the Board of Trustees unanimously approved the contract as presented.

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 8:38 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.
** All minutes should be considered in DRAFT form until approved by the Board of Trustees at the next regular meeting.*

TOWN OF COLUMBINE VALLEY
Financial Statements Ending July 31, 2021
Variance Summary

General Fund

Revenues

- General Fund Revenues are at 86% of budget
 - o Property tax collections (98% of budget)
 - o Sales and use taxes (675% of budget)
 - o Court fines (148% of budget)
 - o Unbudgeted Hunted Run violation revenue of \$99,925
 - o American rescue plan Non entitlement unit Grant of \$188,387

Administration

- Bank charges 73%, \$480 per month for Wells Fargo credit card fees and \$120 per month for Bank checking account fees.
- Building Maintenance and utilities 91%, mostly for Town Hall Stucco of \$41,205 that was budgeted at \$42,000, so should be within budget.
- Dues and publication 84%, most of dues paid in full for the year.
- Health insurance 85%. Cafeteria plan and HSA contributions unbudgeted.
- Misc fees 82%, Paid SDG for PC wall hit by ambulance of \$1,678.
- Telephone/communications 70%, Allstream higher than budgeted with actuals at \$450 per month, budgeted \$365 per month.

Public Safety

- Cruiser insurance 67% - paid quarterly.
- Health insurance 77%. Cafeteria plan and HSA contributions unbudgeted.
- Workers Comp insurance – Travelers paid quarterly.
- Municipal court supplies 96% for Graphics Plus English to Spanish advisements & other supplies.
- Arapahoe County dispatch fee 100% paid annual.
- Offsite server backup paid quarterly.
- Govpilot 100% paid annual.

General Fund Expenditures

- General Fund Expenditures are at 50% of budget. In addition, a transfer to the Capital fund was made in the amount of \$1,000,000.
- The ending fund balance as of July 31, 2021 was \$2,535,702.

Capital Fund

- Revenues total \$2,319 from the brick sales.
- Expenditures
 - o \$6,400 for the body cameras.
 - o \$47,055 2020 Ford Interceptor
 - o \$7,650 for Park Stage
 - o \$12,550 for new furnace and air conditioner for basement
- With the \$1,000,000 transfer, the ending fund balance is \$1,447,031.

Conservation Trust Fund

- Revenues total \$4,690 with zero expenditures to date.
- Ending fund balance \$18,696.

Arapahoe County Open Space Fund

- Revenues total \$43,918 with zero expenditures to date.
- Ending fund balance \$493,251.

Impact Fees

- Impact Fee revenues \$304,800 (50% of budget) with zero expenditures to date.
- Ending fund balance \$571,987.

Transportation Fees

- Transportation fees \$52,192 (43% of budget) with zero expenditures to date.
- Ending fund balance \$52,192.

**TOWN OF COLUMBINE VALLEY
CASH POSITION
YEAR TO DATE (YTD) AS OF JULY 31, 2021**

Account Activity Item Description	CHECKING	INVESTMENTS	TOTAL ALL ACCOUNTS
Wells Fargo	\$ 238,429	\$ -	\$ 238,429
Vectra Bank money market	-	4,964	4,964
Vectra Bank investment	-	413,911	413,911
C-Safe Primary	-	3,121,484	3,121,484
C-Safe Impact fee	-	584,685	584,685
C Safe CTF	-	18,695	18,695
Arapahoe County shareback	-	493,249	493,249
YTD Cash Balances	238,429	4,636,988	4,875,417
Less amount allocated for capital	-	(1,447,031)	(1,447,031)
Less amount restricted for ACOS	-	(493,251)	(493,251)
Less amount restricted for CTF	-	(18,696)	(18,696)
Less amount restricted for impact fees	-	(571,987)	(571,987)
Less amount restricted for transportation fees	-	(52,192)	(52,192)
CURRENT UNRESTRICTED/UNALLOCATED BALANCE	\$ 238,429	\$ 2,053,831	\$ 2,292,260

TOWN OF COLUMBINE VALLEY
ALLOCATION OF AVAILABLE FUND BALANCES
YEAR TO DATE (YTD) AS OF JULY 31, 2021

Account Activity Item Description	General	Capital	Conservation Trust	Arapahoe Cty Open Space	Impact Fees	Transportation Fees	TOTALS
BEGINNING FUND BALANCES	\$ 2,130,610	\$ 509,367	\$ 14,001	\$ 449,205	\$ 267,095	\$ -	\$ 3,370,278
YTD REVENUES PER FINANCIAL STATEMENTS							
Taxes	1,433,564	-	-	-	-	-	1,433,564
Permits and fines	583,765	-	-	-	-	-	583,765
Intergovernmental	276,860	-	-	-	-	-	276,860
Interest	593	-	5	-	92	-	818
Other	2,168	-	-	128	-	-	2,168
Donations	-	2,319	-	-	-	-	2,319
Grants	188,387	-	-	-	-	-	188,387
Conservation Trust Fund entitlement	-	-	4,690	-	-	-	4,690
Arapahoe County open space fund	-	-	-	43,918	-	-	43,918
Impact fees	-	-	-	-	304,800	-	304,800
Transportation fees	-	-	-	-	-	52,192	52,192
Total YTD revenues	2,485,337	2,319	4,695	44,046	304,892	52,192	2,893,481
Total YTD expenditures	(1,080,245)	(73,655)	-	-	-	-	(1,153,900)
Excess of revenues over (under) expenditures	1,405,092	(71,336)	4,695	44,046	304,892	52,192	1,739,581
Transfers	-	1,000,000	-	-	-	-	9,000
Sale of police cruiser	(1,000,000)	9,000	-	-	-	-	-
Net change in fund balance	405,092	937,664	4,695	44,046	304,892	52,192	1,748,581
YTD ENDING FUND BALANCES	\$ 2,535,702	\$ 1,447,031	\$ 18,696	\$ 493,251	\$ 571,987	\$ 52,192	\$ 5,118,859

Budget vs actual reference (page 4) (page 8) (page 9) (page 10) (page 11) (page 12)

TOWN OF COLUMBINE VALLEY
BALANCE SHEET - All FUNDS
July 31, 2021
Unaudited

	<u>General</u>
ASSETS	
Cash and investments	\$ 4,875,417
Accrued revenue	82,976
Other receivables	196,141
Property tax receivable	9,038
TOTAL ASSETS	<u>\$ 5,163,572</u>
LIABILITIES AND FUND BALANCES	
LIABILITIES	
Accounts payable	\$ 24,155
Accrued liabilities	11,520
Deferred property tax revenue	9,038
Total liabilities	<u>44,713</u>
FUND BALANCES	
General	2,535,702
Capital	1,447,031
Conservation trust fund	18,696
Arapahoe county open space	493,251
Impact fees	571,987
Transportation fees	52,192
Total fund balances	<u>5,118,859</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 5,163,572</u>

**TOWN OF COLUMBINE VALLEY
GENERAL - SUMMARY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE SEVEN MONTHS ENDED JULY 31, 2021**

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (58% YTD)</u>
REVENUES				
Taxes	\$ 1,433,564	\$ 1,791,526	\$ (357,962)	80%
Permits and fines	583,765	695,000	(111,235)	84%
Intergovernmental	276,860	397,968	(121,108)	70%
Interest income	593	11,500	(10,907)	5%
Other	2,168	-	2,168	-
Grants	188,387	-	188,387	-
Total revenues	<u>2,485,337</u>	<u>2,895,994</u>	<u>(410,657)</u>	<u>86%</u>
EXPENDITURES				
Administration	483,896	1,022,297	(538,401)	47%
Planning and engineering	23,814	50,955	(27,141)	47%
Public safety	459,457	767,580	(308,123)	60%
Public works	113,078	329,290	(216,212)	34%
Total expenditures	<u>1,080,245</u>	<u>2,170,122</u>	<u>(1,089,877)</u>	<u>50%</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>1,405,092</u>	<u>725,872</u>	<u>679,220</u>	<u>194%</u>
OTHER FINANCING USES				
Transfer to capital	(1,000,000)	(500,000)	(500,000)	200%
Total other financing uses	<u>(1,000,000)</u>	<u>(500,000)</u>	<u>(500,000)</u>	<u>200%</u>
NET CHANGE IN FUND BALANCE	405,092	<u>\$ 225,872</u>	<u>\$ 179,220</u>	
BEGINNING FUND BALANCE	<u>2,130,610</u>			
ENDING FUND BALANCE	<u>\$ 2,535,702</u>			

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE ONE MONTH AND SEVEN MONTHS ENDED JULY 31, 2021
Unaudited

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (58% YTD)
REVENUES					
Taxes					
Cable television	\$ 3,168	\$ 21,114	\$ 36,000	\$ (14,886)	59%
Property taxes	4,411	426,853	435,891	(9,038)	98%
Sales and use taxes	125,216	934,373	1,243,482	(309,109)	75%
Specific ownership taxes	2,681	17,594	26,153	(8,559)	67%
Utility franchise fees	4,295	33,630	50,000	(16,370)	67%
Total taxes	139,771	1,433,564	1,791,526	(357,962)	80%
Permits and fines					
Court fines	5,895	74,190	50,000	24,190	148%
Permits, fees and services	45,677	409,650	645,000	(235,350)	64%
Violations	41,425	99,925	-	99,925	-
Total permits and fines	92,997	583,765	695,000	(111,235)	84%
Intergovernmental					
Bow Mar IGA	73,773	221,321	295,168	(73,847)	75%
Bow Mar IGA admin	5,000	15,000	25,000	(10,000)	60%
County highway tax revenue	4,723	13,070	15,000	(1,930)	87%
Motor vehicle registration fees	628	3,481	6,000	(2,519)	58%
State cigarette tax apportionment	85	890	800	90	111%
State highway user's tax	3,300	23,098	56,000	(32,902)	41%
Total intergovernmental	87,509	276,860	397,968	(121,108)	70%
Interest	108	593	11,500	(10,907)	5%
Other	254	2,168	-	2,168	-
Grants	-	188,387	-	188,387	-
TOTAL REVENUES	320,639	2,485,337	2,895,994	(410,657)	86%
EXPENDITURES					
Administration					
Accounting and audit	16,010	42,105	67,500	(25,395)	62%
Advertising/notices	150	161	500	(339)	32%
Bank/credit card fees	54	3,703	5,100	(1,397)	73%
Building inspection and planning review	23,084	137,289	290,250	(152,961)	47%
Building maintenance and utilities	4,302	55,379	60,938	(5,559)	91%
Community functions	9,587	24,085	48,000	(23,915)	50%
Computer expense	635	4,330	14,500	(10,170)	30%
County treasurer's collection fees	45	4,268	4,359	(91)	98%
Dues and publications	1,467	7,301	8,650	(1,349)	84%
Education and training	18	334	12,000	(11,666)	3%
Emergency response and preparedness	160	1,996	3,000	(1,004)	67%
Health insurance	4,076	27,280	32,000	(4,720)	85%
Insurance and bonds	-	16,716	30,900	(14,184)	54%
Legal	1,972	15,106	60,000	(44,894)	25%
Mayor/monthly breakfasts	-	-	1,900	(1,900)	0%
Miscellaneous	525	1,887	2,300	(413)	82%
Payroll taxes	988	5,400	22,600	(17,200)	24%
Pension	1,249	6,142	11,300	(5,158)	54%

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE ONE MONTH AND SEVEN MONTHS ENDED JULY 31, 2021
Unaudited

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (58% YTD)
Salaries	24,510	119,889	226,000	(106,111)	53%
Special projects	-	-	14,000	(14,000)	0%
Supplies, printing, postage	1,263	5,981	13,000	(7,019)	46%
Telephone/communications	638	4,544	6,500	(1,956)	70%
Emergency reserve	-	-	87,000	(87,000)	0%
Total administration	90,733	483,896	1,022,297	(538,401)	47%
Planning and engineering					
Town planning	-	18,189	36,000	(17,811)	51%
Town engineer	-	5,625	13,455	(7,830)	42%
Miscellaneous	-	-	1,500	(1,500)	0%
Total planning and engineering	-	23,814	50,955	(27,141)	47%
Public safety					
Operations					
Cruiser gas	1,338	8,753	12,000	(3,247)	73%
Cruiser oil/maintenance	548	1,462	18,000	(16,538)	8%
Cruiser insurance	-	4,688	7,000	(2,312)	67%
Education/training	-	448	10,000	(9,552)	4%
Equipment repair	-	134	5,000	(4,866)	3%
Health insurance	5,666	39,947	52,000	(12,053)	77%
Workers comp insurance	1,526	19,026	28,840	(9,814)	66%
Payroll taxes	7,063	35,334	46,620	(11,286)	76%
Salaries	53,595	268,875	466,200	(197,325)	58%
Supplies/miscellaneous	11	3,350	13,600	(10,250)	25%
Telephones/air cards	160	1,124	2,500	(1,376)	45%
Uniforms	426	3,382	10,000	(6,618)	34%
Total operations	70,333	386,523	671,760	(285,237)	58%
Municipal court					
Judge	500	3,500	8,000	(4,500)	44%
Legal	2,467	19,060	27,500	(8,440)	69%
Administration	75	556	2,000	(1,444)	28%
Supplies	-	1,922	2,000	(78)	96%
Interpreter	200	1,400	2,000	(600)	70%
Total municipal court	3,242	26,438	41,500	(15,062)	64%
Contracts					
Arapahoe county dispatch fee	-	31,949	31,949	-	100%
Tri-tech software	-	-	1,189	(1,189)	0%
Humane society	-	-	500	(500)	0%
Juvenile assessment	-	782	782	-	100%
Netmotion	-	-	500	(500)	0%
CACP	-	-	150	(150)	0%
CISC	-	-	1,000	(1,000)	0%
WhenIWork	-	-	450	(450)	0%
Total contracts	-	32,731	36,520	(3,789)	90%
Computer/IT					
Offsite server backup	450	1,350	1,800	(450)	75%
Office 365 accounts	352	1,056	2,500	(1,444)	42%
Scheduled computer replacement	404	1,359	3,500	(2,141)	39%

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE ONE MONTH AND SEVEN MONTHS ENDED JULY 31, 2021
Unaudited

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (58% YTD)
Govpilot	-	10,000	10,000	-	100%
Total computer/IT	1,206	13,765	17,800	(4,035)	77%
Total public safety	74,781	459,457	767,580	(308,123)	60%
Public works					
Ground maintenance	2,134	3,274	7,300	(4,026)	45%
Health insurance	888	4,331	4,000	331	108%
Other drainage/water	-	-	5,000	(5,000)	0%
Payroll taxes	687	3,463	6,410	(2,947)	54%
Professional fees-mosquito control	1,107	4,430	7,500	(3,070)	59%
Salary	7,511	37,638	75,000	(37,362)	50%
Sanitation/trash/recycle service	7,775	54,014	92,000	(37,986)	59%
Signs maintenance	-	-	1,040	(1,040)	0%
Snow removal	-	130	4,000	(3,870)	3%
Storm water permit process/NPDES	55	1,014	7,500	(6,486)	14%
Street and gutter maintenance	-	236	60,000	(59,764)	0%
Streets and gutters contingency	-	-	40,000	(40,000)	0%
Street lighting	976	4,246	15,000	(10,754)	28%
Striping	-	-	1,040	(1,040)	0%
Vehicle maintenance	-	302	3,500	(3,198)	9%
Total public works	21,133	113,078	329,290	(216,212)	34%
TOTAL EXPENDITURES	186,647	1,080,245	2,170,122	(1,089,877)	50%
EXCESS OF REVENUES OVER EXPENDITURES	133,992	1,405,092	725,872	679,220	194%
OTHER FINANCING USES					
Transfer to capital	-	(1,000,000)	(500,000)	(500,000)	200%
Total other financing uses	-	(1,000,000)	(500,000)	(500,000)	200%
NET CHANGE IN FUND BALANCE	\$ 133,992	\$ 405,092	\$ 225,872	\$ 179,220	
BEGINNING FUND BALANCE		2,130,610			
ENDING FUND BALANCE		\$ 2,535,702			

**TOWN OF COLUMBINE VALLEY
CAPITAL
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE SEVEN MONTHS ENDED JULY 31, 2021**

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (58% YTD)</u>
REVENUES				
Donations (Brick sales)	\$ 2,319	\$ 21,500	\$ (19,181)	11%
Total revenues	<u>2,319</u>	<u>21,500</u>	<u>(19,181)</u>	<u>11%</u>
EXPENDITURES				
Public safety				
Town hall security	-	12,000	(12,000)	0%
Body cameras	6,400	10,000	(3,600)	64%
Vehicle	47,055	45,000	2,055	105%
Administration				
Columbine park stage	7,650	25,000	(17,350)	31%
Public works				
Furnace and air conditioner	12,550	-	12,550	-
Lightpole replacement	-	12,000	(12,000)	0%
Truck - snow removal	-	56,000	(56,000)	0%
Total expenditures	<u>73,655</u>	<u>160,000</u>	<u>(86,345)</u>	<u>46%</u>
EXCESS OF EXPENDITURES OVER REVENUES	<u>(71,336)</u>	<u>(138,500)</u>	<u>67,164</u>	<u>52%</u>
OTHER FINANCING SOURCES				
Transfer from general	1,000,000	500,000	500,000	200%
Sale of police cruiser	9,000	-	9,000	-
Total other financing sources	<u>1,009,000</u>	<u>500,000</u>	<u>509,000</u>	<u>202%</u>
NET CHANGE IN FUND BALANCE	937,664	<u>\$ 361,500</u>	<u>\$ 576,164</u>	
BEGINNING FUND BALANCE	<u>509,367</u>			
ENDING FUND BALANCE	<u>\$ 1,447,031</u>			

**TOWN OF COLUMBINE VALLEY
 CONSERVATION TRUST
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
 BUDGET AND ACTUAL
 FOR THE SEVEN MONTHS ENDED JULY 31, 2021**

Unaudited

	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (58% YTD)
REVENUES				
Conservation Trust Fund entitlement	\$ 4,690	\$ 6,000	\$ (1,310)	78%
CTF interest	5	150	(145)	3%
Total revenues	4,695	6,150	(1,455)	76%
EXPENDITURES				
Conservation trust fund expenditures	-	6,000	(6,000)	0%
Total expenditures	-	6,000	(6,000)	0%
NET CHANGE IN FUND BALANCE	4,695	\$ 150	\$ 4,545	
BEGINNING FUND BALANCE	14,001			
ENDING FUND BALANCE	\$ 18,696			

**TOWN OF COLUMBINE VALLEY
ARAPAHOE COUNTY OPEN SPACE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE SEVEN MONTHS ENDED JULY 31, 2021**

	Unaudited			
	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (58% YTD)</u>
REVENUES				
Arapahoe County open space revenues	\$ 43,918	\$ 41,783	\$ 2,135	105%
ACOP interest	128	2,750	(2,622)	5%
Total revenues	<u>44,046</u>	<u>44,533</u>	<u>(487)</u>	<u>99%</u>
EXPENDITURES				
Trails master plan	-	10,000	(10,000)	0%
Total expenditures	<u>-</u>	<u>10,000</u>	<u>(10,000)</u>	<u>0%</u>
NET CHANGE IN FUND BALANCE	44,046	<u>\$ 34,533</u>	<u>\$ 9,513</u>	
BEGINNING FUND BALANCE	<u>449,205</u>			
ENDING FUND BALANCE	<u>\$ 493,251</u>			

**TOWN OF COLUMBINE VALLEY
IMPACT FEES
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE SEVEN MONTHS ENDED JULY 31, 2021**

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (58% YTD)</u>
REVENUES				
Impact fees	\$ 304,800	\$ 609,600	\$ (304,800)	50%
Interest	92	400	(308)	23%
Total revenues	<u>304,892</u>	<u>610,000</u>	<u>(305,108)</u>	<u>50%</u>
EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	304,892	<u>\$ 610,000</u>	<u>\$ (305,108)</u>	
BEGINNING FUND BALANCE	<u>267,095</u>			
ENDING FUND BALANCE	<u>\$ 571,987</u>			

**TOWN OF COLUMBINE VALLEY
TRANSPORTATION FEES
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE SEVEN MONTHS ENDED JULY 31, 2021**

	Unaudited			
	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (58% YTD)</u>
REVENUES				
Transportation fees	\$ 52,192	\$ 120,000	\$ (67,808)	43%
Total revenues	<u>52,192</u>	<u>120,000</u>	<u>(67,808)</u>	<u>43%</u>
EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	52,192	<u>\$ 120,000</u>	<u>\$ (67,808)</u>	
BEGINNING FUND BALANCE	<u>-</u>			
ENDING FUND BALANCE	<u>\$ 52,192</u>			



Town Administrator's Report

August 2021



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

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



Town Website
July Statistics

4,466
Total Visits

4,521
June Page Views

Top Pages

Building Permits
This Week
Calendar
Trash and Recycle



Communications & Administration

- Staff is thrilled to introduce Erin Acheson to the team as the new part-time Communications Coordinator. Since starting in late July Erin has been hard at work updating and improving the website, creating a monthly HOA President Communication, meeting residents and bringing fresh ideas and energy to engaging the citizens of Columbine Valley. Erin will be working at Town Hall on Fridays.
- Two unique (small) development proposals are progressing through the pre-application process and will likely be heard by the P&Z by the end of the year.
- Staff is working to update our GovPilot contract of renewal at the end of this year. The software platform has proven invaluable to the building department, municipal court, and police functions within the town. Current discussions involve communication tools, an online parking permit process and automated trash/recycle bin requests.

Citizen Contacts:

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

- ⇒ Building Department: 169
- ⇒ Comm. Development: 52
- ⇒ Public Works: 111
- ⇒ Municipal Court: 72
- ⇒ Other: 214

Building Department

Monthly Stats

22 Permits Issued

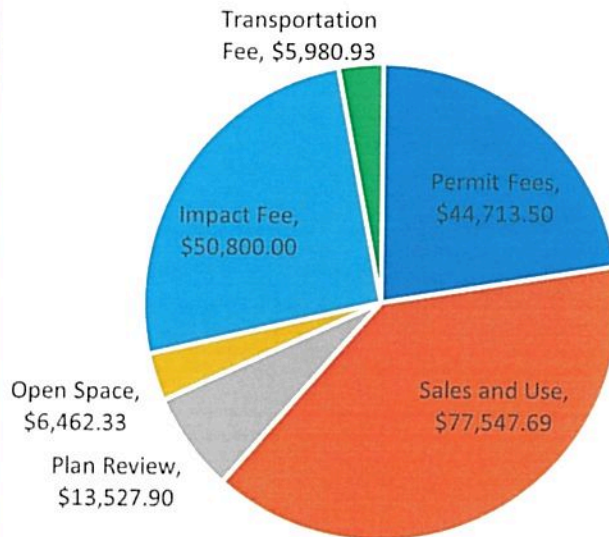
- New SFR: 4
- Major Remodel: 0
- New Roofs: 6
- Other/Misc.: 12

162 Inspections

15 Licenses Issued

- General: 10
- Electrician: 2
- Plumbers: 1
- Mechanical: 1
- Roofer: 2

July Permit Rev.: \$199,032.35



Wild Plum

95 Total Lots

(84 interior, 11 custom)

44 SFR Permits Issued

(33 interior, 11 custom)

4 Permits Pending

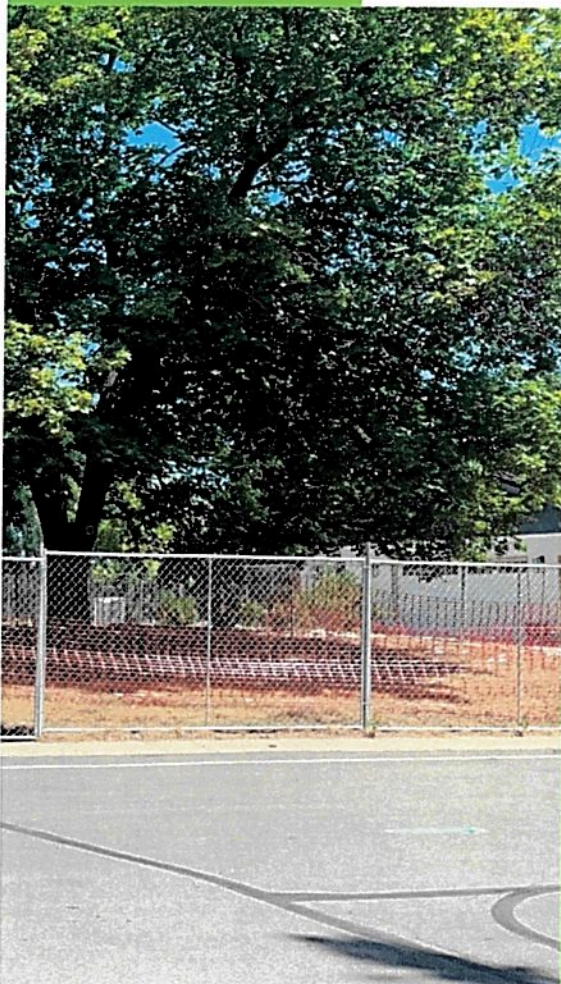
(4 interior, (n/a custom)

19 Completed Homes

(18 interior, 1 custom)

17 Occupied Homes

(16 interior, 1 custom)



Building Department Revenue by Month

	2020	2020 YTD	2021	2021 YTD
January	\$12,880.59	\$12,880.59	\$359,728.82	\$359,728.82
February	\$153,178.50	\$166,059.09	\$87,283.60	\$447,012.42
March	\$51,548.10	\$217,607.19	\$86,265.31	\$533,277.73
April	\$66,015.59	\$283,622.78	\$343,203.23	\$876,480.96
May	\$4,379.81	\$288,002.59	\$37,276.36	\$913,757.32
June	\$107,786.01	\$395,788.60	\$214,345.07	\$1,128,102.39
July	\$35,704.73	\$431,493.33	\$199,032.35	\$1,327,134.74
August	\$70,347.86	\$501,841.19		
September	\$52,257.91	\$554,099.10		
October	\$395,156.20	\$949,255.30		
November	\$363,482.19	\$985,637.49		
December	\$57,764.02	\$1,043,401.51		

Municipal Court

	<u>2020 YTD</u>	<u>2021</u>	<u>2020 YTD</u>
Jan	\$6,314.24	\$2,816.00	\$2,816.00
Feb	\$10,309.24	\$11,445.00	\$14,261.00
Mar	\$13,953.24	\$13,540.00	\$27,801.00
Apr	\$15,392.74	\$15,330.12	\$43,131.12
May	\$16,872.74	\$13,577.12	\$56,708.24
June	\$21,327.74	\$11,777.00	\$68,485.24
July	\$25,247.74	\$5,895.00	\$74,380.24
Aug	\$27,737.74		
Sept	\$30,852.74		
Oct	\$33,616.96		
Nov	\$36,011.96		
Dec	\$39,731.96		

July Total Stats

- Total paid before Court: 36
- Total on docket: 36
- Cases heard by Judge: 24
- Continuances: 3
- Failure to Appear: 0
- Stay of Executions: 6
- Classes Ordered: 2
- Bench Warrants: 2
- Trials: 2



Public Works

The AC system for the basement froze up again. After evaluating the problems, it was determined a new unit was needed. The basement now has a new AC and furnace system, providing better heating and cooling, while decreasing the cost to run it.

A security monitor was installed on the main floor of Town Hall. This allows staff in the administrative offices to view the security cameras while at work and is a part of the security enhancement plan implemented in 2019.

A sewer repair in Brookhaven encountered groundwater 15 feet under the street surface while trying to locate the sewer main. Water had to be continually pumped out while the repairs were made. To minimize the amount of subgrade cave-in, the entire hole was filled with flow-fill after completion of the repair. The area around this street cut will be monitored to see if there is any additional settlement of the subgrade.

A temporary drain pipe was installed along the Nevada Ditch to collect excess ground water that had been pooling in the area. This pipe system moves the water into the storm sewer, allowing the soil in the area to dry out. Construction in the area can continue at normal speed now that the oversaturated subgrade is gone.

Concert replacement and the annual crack and seal program will commence in September.

July Weather Report

- High of 100 Low of 53
- 1.17" of accumulated precipitation
- Max wind speed, mph: 38
- Max wind gust, mph: 49



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 August 2021

Full Time Positions	6 of 6
Part Time Positions	3 of 4
Regular hours	879
OT hours worked	16
Off Duty	3
PTO	173

July 2021 Violations

Charges For the Date Range 7/1/2021 Thru 7/31/2021

Qty	Charge
19	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
6	703(3) FAIL TO STOP AT A STOP SIGN:
5	1210(A) ON STREET PARKING PROHIBITED (3-6 AM):
1	BMC 7-134 BARKING DOGS:
1	1409 COMPULSORY INSURANCE:
1	903 TURNING MOVEMENTS AND SIGNALS:
1	1402(1) CARELESS DRIVING:
1	206 TAIL LIGHT:
1	CMC 19.16.020 RESISTING AN OFFICER:
1	BMC 16-12 OUTDOOR STORAGE PROHIBITED:
0	
37	Total Number of Violations Issued

Monthly Case # Report

Case Number	Event Date	Situation Reported
CV21-0000124	2021-07-04T04:19:40	TRESPASS TO PROPERTY IP
CV21-0000125	2021-07-04T22:13:06	DUI IP
CV21-0000126	2021-07-05T17:39:29	TRAFFIC STOP IP
CV21-0000127	2021-07-09T22:12:39	Missing Person
CV21-0000128	2021-07-13T13:17:03	Theft
CV21-0000129	2021-07-13T22:35:07	TRAFFIC ARREST IP
CV21-0000130	2021-07-13T23:40:25	TRAFFIC ARREST IP
CV21-0000131	2021-07-14T00:47:15.08	OBSTRUCTION IP
CV21-0000132	2021-07-14T17:48:33	INJURY ACCIDENT IP
CV21-0000133	2021-07-15T18:29:10	WELFARE CHECK IP
CV21-0000134	2021-07-16T00:22:53	ELUDING IP
CV21-0000135	2021-07-18T21:37:00	FIRE GENERAL IP
CV21-0000136	2021-07-19T09:37:18	Criminal Mischief
CV21-0000137	2021-07-19T21:33:03	ELUDING IP
CV21-0000138	2021-07-20T10:46:05	Theft
CV21-0000139	2021-07-21T18:32:33	ANIMAL CALL IP*
CV21-0000140	2021-07-21T23:26:43	SUSPICIOUS VEHICLE IP
CV21-0000141	2021-07-23T23:42:20	ASSIST TO OTHER AGENCY IP
CV21-0000142	2021-07-25T14:05:48	Theft from Motor Vehicle
CV21-0000143	2021-07-28T14:57:49	Theft from Motor Vehicle
CV21-0000144	2021-07-29T03:23:47	INFORMATION IP
CV21-0000145	2021-07-29T15:11:16	Theft from Motor Vehicle
CV21-0000146	2021-07-31T18:23:45	UNWANTED SUBJECT IP

USPICIOUS CIRCUMSTANCE IP		<u>2</u>							<u>2</u>
USPICIOUS PERSON IP		<u>4</u>							<u>4</u>
USPICIOUS VEHICLE IP		<u>6</u>							<u>6</u>
heft			<u>3</u>						<u>3</u>
heft from Motor Vehicle			<u>3</u>						<u>3</u>
HEFT FROM MOTOR VEHICLE IP									
HEFT IP									
TRAFFIC ARREST IP			<u>2</u>						<u>2</u>
traffic Complaint									
TRAFFIC COMPLAINT IP			<u>2</u>						<u>2</u>
TRAFFIC OBSTRUCTION IP									
TRAFFIC STOP IP		<u>32</u>							<u>32</u>
TRANSPORT IP									
trespass to Property									
RESPASS TO PROPERTY IP									
trespass to Vehicle									
RESPASS TO VEHICLE IP									
UNKNOWN INJURY ACCIDENT IP		<u>1</u>							<u>1</u>
UNLAWFUL ACTS IP									
UNWANTED SUBJECT IP		<u>1</u>							<u>1</u>
VEHICLE LOCKOUT IP									
VARRANT ARREST IP									
VARRANT 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>1</u>	<u>61</u>	<u>38</u>	<u>21</u>					<u>121</u>



Request for Board of Trustee Action

Date: August 17, 2021

Title: Knight Addition – 1st Amendment

Presented By: Brent Kaslon, Town Planner

Prepared By: Brent Kaslon, Town Planner

Background: The applicant, Mark Wallace, is proposing to adjust the lot lines of 12 Erl Mar Lane and conveying land to properties within the Knight Addition. The proposed lot modifications would straighten the lot line the line on north side of the 12 Erl Mar Lane parcel by conveying approximately 600 sf of land to Lot 2 (62 Fairway Lane) and approximately 1,400 sf of land to Lot 3 (60 Fairway Lane) of the Knight Addition. This would clean up a property line irregularity that has caused some confusion in the past for the owners of Lot 2, Lot 3, and 12 Erl Mar Lane.

Attachments: Knight Addition Amendment 1 - Draft Plat
Knight Addition – Original Plat
Knight Addition Amendment 1 – Staff Report

Staff Recommendations: Approve with the following conditions:

1. Staff to work with the applicant to correct any mistakes found on the plat documents, including but not limited to signature blocks and approval notes.
2. Applicant to finalize title commitments prior to final staff approval of mylars/recording.

Recommended Motion: “I move to approve the 1st Administrative (Minor) Amendment for Knight Addition Plat with conditions as listed.

THE KNIGHT ADDITION TO THE TOWN OF COLUMBINE VALLEY AMENDMENT NO. 1

BEING A REPLAT OF LOTS 2 AND 3 OF THE KNIGHT ADDITION TO THE TOWN OF COLUMBINE VALLEY, TOGETHER WITH PART OF A PARCEL OF LAND DESCRIBED IN WARRANTY DEED RECORDED AT RECEPTION NO. D3113086 LYING IN THE NORTHEAST QUARTER OF SECTION 30, TOWNSHIP 5 SOUTH, RANGE 68 WEST OF THE 6TH P.M., TOWN OF COLUMBINE VALLEY, COUNTY OF ANNEBORO, STATE OF COLORADO

CERTIFICATE OF OWNERSHIP:

The undersigned, the Town of Columbine Valley, a political subdivision of the State of Colorado, do hereby certify that the following is a true and correct copy of the plat of the Knight Addition to the Town of Columbine Valley, Amendment No. 1, as shown on the attached plat, and that the same is in accordance with the provisions of the Colorado Revised Statutes, Sections 38-31-101 through 105, as amended.

The undersigned, the Town of Columbine Valley, do hereby certify that the following is a true and correct copy of the plat of the Knight Addition to the Town of Columbine Valley, Amendment No. 1, as shown on the attached plat, and that the same is in accordance with the provisions of the Colorado Revised Statutes, Sections 38-31-101 through 105, as amended.

The undersigned, the Town of Columbine Valley, do hereby certify that the following is a true and correct copy of the plat of the Knight Addition to the Town of Columbine Valley, Amendment No. 1, as shown on the attached plat, and that the same is in accordance with the provisions of the Colorado Revised Statutes, Sections 38-31-101 through 105, as amended.

The undersigned, the Town of Columbine Valley, do hereby certify that the following is a true and correct copy of the plat of the Knight Addition to the Town of Columbine Valley, Amendment No. 1, as shown on the attached plat, and that the same is in accordance with the provisions of the Colorado Revised Statutes, Sections 38-31-101 through 105, as amended.

The undersigned, the Town of Columbine Valley, do hereby certify that the following is a true and correct copy of the plat of the Knight Addition to the Town of Columbine Valley, Amendment No. 1, as shown on the attached plat, and that the same is in accordance with the provisions of the Colorado Revised Statutes, Sections 38-31-101 through 105, as amended.



GENERAL NOTES:

1. Boundary lines shown on this plat are based on the best available information and are subject to change if more accurate information is obtained.
2. Statement of land units required per 38-31-106(C)(1), C.R.S.: Linear feet of measure used in this survey is U.S. Survey Feet.
3. Preservation of Boundary Information: Any person who knowingly removes, alters or destroys any boundary monument (defined by 38-31-103(C)(1), C.R.S.) or any boundary monument (defined by 38-31-103(C)(2), C.R.S.) shall be liable for the cost of replacement and any additional survey measurements established by a licensed surveyor and 38-31-103(D) C.R.S. or any other statute that may apply. Any such monument, when it is replaced by a new monument, shall be marked with the words 'REPLACEMENT MONUMENT' and the name of the person who replaced it. Any person who knowingly removes, alters or destroys any boundary monument (defined by 38-31-103(C)(1), C.R.S.) or any boundary monument (defined by 38-31-103(C)(2), C.R.S.) shall be liable for the cost of replacement and any additional survey measurements established by a licensed surveyor and 38-31-103(D) C.R.S. or any other statute that may apply. Any such monument, when it is replaced by a new monument, shall be marked with the words 'REPLACEMENT MONUMENT' and the name of the person who replaced it.
4. The Public Reference: For all information regarding right to file in this property, the survey shall be filed in the public records of the State of Colorado.
5. Building setbacks: Due to the frequent changes in and differing interpretations of zoning ordinances, the Town Engineer does not warrant the accuracy of the setbacks shown on this plat. It is the responsibility of the property owner to verify the setbacks with the appropriate zoning authority prior to planning future improvements on the property.
6. Books of surveys submitted, required per 38-31-106(C)(1), C.R.S.: The original plat, as shown on this plat, shall be filed in the public records of the State of Colorado. The original plat, as shown on this plat, shall be filed in the public records of the State of Colorado. The original plat, as shown on this plat, shall be filed in the public records of the State of Colorado.
7. All found and set monuments are reasonably close to ground surface unless noted otherwise.

VICINITY MAP 1" = 2000'

ACKNOWLEDGMENTS:

The foregoing certificate of ownership was acknowledged before me by _____ of _____ County of _____ State of Colorado, on this _____ day of _____, 2021.

Whom My Hand and Seal _____
My commission expires _____
Notary Public _____

The foregoing certificate of ownership was acknowledged before me by _____ of _____ County of _____ State of Colorado, on this _____ day of _____, 2021.

Whom My Hand and Seal _____
My commission expires _____
Notary Public _____

The foregoing certificate of ownership was acknowledged before me by _____ of _____ County of _____ State of Colorado, on this _____ day of _____, 2021.

Whom My Hand and Seal _____
My commission expires _____
Notary Public _____

TOWN ENGINEER REVIEW (PLAT ONLY):

The Town Engineer has reviewed this plat and found it to be in general accordance with the provisions of the Colorado Revised Statutes, Sections 38-31-101 through 105, as amended. The signature of the Town Engineer does not constitute the engineer's personal responsibility to provide complete and professional design.

Town Engineer _____ Date _____

CERTIFICATE OF TAXES PAID:

I, the undersigned, do hereby certify that the entire amount of taxes and assessments due and payable on all _____ upon all parcels of land as described on this plat are paid in full.

Dated this _____ day of _____, AD 2021.

Treasurer of Arapahoe County, Colorado _____

TITLE VERIFICATION:

I, _____ (Please not print the insurance company, the attorney or attorney at law), do hereby certify that I have examined the title of the land described hereon and that the title is such as to be in the name of _____, and that the title is such as to be in the name of _____, and that the title is such as to be in the name of _____.

(Title of Office) Title Insurance Company _____
(The Attorney or Attorney at Law) _____

COUNTY CLERK AND RECORDERS ACCEPTANCE:

This plat was accepted for filing in the office of the Clerk and Recorder of Arapahoe County, Colorado, on this _____ day of _____, AD 2021.

Recorder Number _____
Date _____ County Clerk _____

FOR PRELIMINARY REVIEW

THE KNIGHT ADDITION TO THE TOWN OF COLUMBINE VALLEY AMENDMENT NO. 1

BEING A REPLAT OF LOTS 2 AND 3 OF THE KNIGHT ADDITION TO THE TOWN OF COLUMBINE VALLEY, TOGETHER WITH PART OF A PARCEL OF LAND DESCRIBED IN WARRANTY DEED RECORDED AT RECEPTION NO. D3133066 LYING IN THE NORTHEAST QUARTER OF SECTION 30, TOWNSHIP 5 SOUTH, RANGE 68 WEST OF THE 6TH P.M., TOWN OF COLUMBINE VALLEY, COUNTY OF ARAPAHOE, STATE OF COLORADO



THE KNIGHT ADDITION TO THE TOWN OF COLUMBINE VALLEY

A TRACT OF LAND IN THE NE 1/4 NE 1/4 OF SECTION 30 T8S. R68W. 8TH PM TOWN OF COLUMBINE VALLEY, COUNTY OF ARAPAHOE, STATE OF COLORADO

BEFORE ME, the undersigned authority, on this day personally appeared John P. Knight and Patricia Knight, known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 21st day of June, 1984.

Notary Public in and for the State of Colorado
My Commission Expires June 30, 1985

My Comm. No. 10000

STATE OF COLORADO)
COUNTY OF ARAPAHOE)
I, _____, Clerk and Register of said County, do hereby certify that the foregoing is a true and correct copy of the original record of said instrument as the same appears in my office.



UNINCORPORATED
OWNER: THE KNIGHT ADDITION
LITTLETON, CO

NOTICE:
• FOUND PIN W/O CAP, L.S. 942.
• SET ON W/1/4 L.S. 9781.

BEFORE ME, the undersigned authority, on this day personally appeared John P. Knight and Patricia Knight, known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 21st day of June, 1984.

Notary Public in and for the State of Colorado
My Commission Expires June 30, 1985

My Comm. No. 10000

STATE OF COLORADO)
COUNTY OF ARAPAHOE)
I, _____, Clerk and Register of said County, do hereby certify that the foregoing is a true and correct copy of the original record of said instrument as the same appears in my office.

BOOK _____ PAGE _____

MAP NUMBER _____

NEIGHBORHOOD DEVELOPMENT
PLANNING AND DESIGN
1400 10TH AVENUE, SUITE 200
DENVER, COLORADO 80202
TELEPHONE (303) 733-1111

PLANNING COMMISSION
APPROVED BY PLANNING COMMISSION FOR THE TOWN OF COLUMBINE VALLEY THIS 18TH DAY OF JUNE, A.D., 1984.

TOWN ENGINEER
THE PROPOSING DESIGN WAS APPROVED BY ME ON THIS 18TH DAY OF JUNE, A.D., 1984, BY JOHN P. WILSON, REGISTERED PROFESSIONAL ENGINEER, AS SHOWN BY HIS SIGNATURE AND OFFICIAL SEAL.

PLANNING COMMISSION
APPROVED BY PLANNING COMMISSION FOR THE TOWN OF COLUMBINE VALLEY THIS 18TH DAY OF JUNE, A.D., 1984.

TOWN ENGINEER
THE PROPOSING DESIGN WAS APPROVED BY ME ON THIS 18TH DAY OF JUNE, A.D., 1984, BY JOHN P. WILSON, REGISTERED PROFESSIONAL ENGINEER, AS SHOWN BY HIS SIGNATURE AND OFFICIAL SEAL.

NOTARIES
COUNTY OF ARAPAHOE

76-16

1st Administrative (Minor) Amendment to the Knight Addition Plat

I. Purpose

This minor amendment on the Plat for the Knight Addition is to correct and clean up a property line irregularity and convey land to a neighboring property. These changes include:

1. Dedication of a small portion of land to Lot 2 of the original Knight Addition Plat.
2. Dedication of a small portion of land to Lot 3 of the original Knight Addition Plat.

II. Criteria for Minor Amendments

- A. A minor amendment to an approved preliminary development plan or plat, an approved final development plan or plat may be initiated by the owner of all or a portion of the property, or, by the Board of Trustees when the Board has determined that the amendment is in the public interest.

B. Criteria

The administrative (minor) amendment process may only be used for amendments, changes, and revisions to a preliminary or final plan or final plat that has been determined to be of a minor engineering, planning or administrative nature that meet one or more of the following criteria:

1. All involved lands must be part of a previously approved plan or plat.
2. No additional lot, parcel or building site is created.
3. The lot or parcel areas, or street frontage, shall not be reduced by more than 10 percent.
4. The revisions do not conflict with any other ordinances, regulations, codes or rules of law of the Town of Columbine Valley or the State of Colorado.
5. The revisions do not conflict with any major requirement or condition of the approved final Planned Development plan.
6. Changes consist of typographical and spelling errors or transpositions, incorrect seal, incorrect dates, monumentation incorrectly noted or drawn, incorrect or missing interior bearing(s) and/or dimension(s) on the drawing, or missing or incorrectly displayed arrows or symbols.
7. The revisions are street name changes only.
8. The revision is a plan title change only.

C. Process

The process and approval procedures for a minor amendment shall be as specified for a final Planned Development plan except as follows:

1. Unless recommended by the Town Attorney, review by the Planning and Zoning Commission is not required.

2. There are no referrals to outside agencies required. The Town Planner may refer the minor amendment to interested agencies, if appropriate.
3. Public notification is not required. The Town Planner may request notification of all or some adjacent or surrounding property owners, if appropriate.
4. Upon receipt of a complete application for a minor amendment, the Town Planner shall schedule the case for the first available meeting of the Board of Trustees.

D. Board of Trustees Action

1. The Board of Trustees may approve the application, with or without conditions, deny the application or continue the matter to a date certain.

III. **Findings**

The amendment meets the required criteria involved with the processing for minor amendments.

The minor amendment to the approved final plat was initiated by the property owner to convey property to their neighbor to clean up a property line irregularity.

The criteria met includes:

1. All involved lands are a part of a previously approved plan or plat.
2. No additional lot, parcel or building site is created.
3. The lot or parcel areas, or street frontage, shall not be reduced by more than 10 percent.
4. The revisions do not conflict with any other ordinances, regulations, codes or rules of law of the Town of Columbine Valley or the State of Colorado.

The changes made to the plat correct a property line irregularity and will make the lot line more manageable for the owners of Lot 2 and Lot 3 of the Knight Addition.

IV. **RECOMMENDATION**

Based on the finding that the request meets all the criteria for Minor Plan Amendments, the staff recommends approval of the 1st Amendment (minor) to the Knight Addition, with the following conditions:

1. Staff to work with the applicant to correct any mistakes found on the plat documents, including but not limited to signature blocks and approval notes.
2. Applicant to finalize title commitments prior to final staff approval of mylars/recording.

Motion: "I Move to approve the 1st Administrative (Minor) Amendment for Knight Addition Plat with conditions as listed."