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The Town of Columbine Valley was formally incorporated in 1959. As a statutory town, Columbine Valley derives its legislative and administrative powers exclusively from the constitution and state laws of Colorado. Columbine Valley has roughly 1,500 residents occupying approximately 820 homes.

The Town operates under the Trustee-Administrator style of government, meaning that while the Board of Trustees is responsible for establishing policies for the Town to abide by, the Administrator and Town Staff are responsible for implementing said policies.



**Elected Officials:** The Board of Trustees serves as the legislative body that writes Town rules and policies, adopts the Town's annual budget, and performs other essential duties.

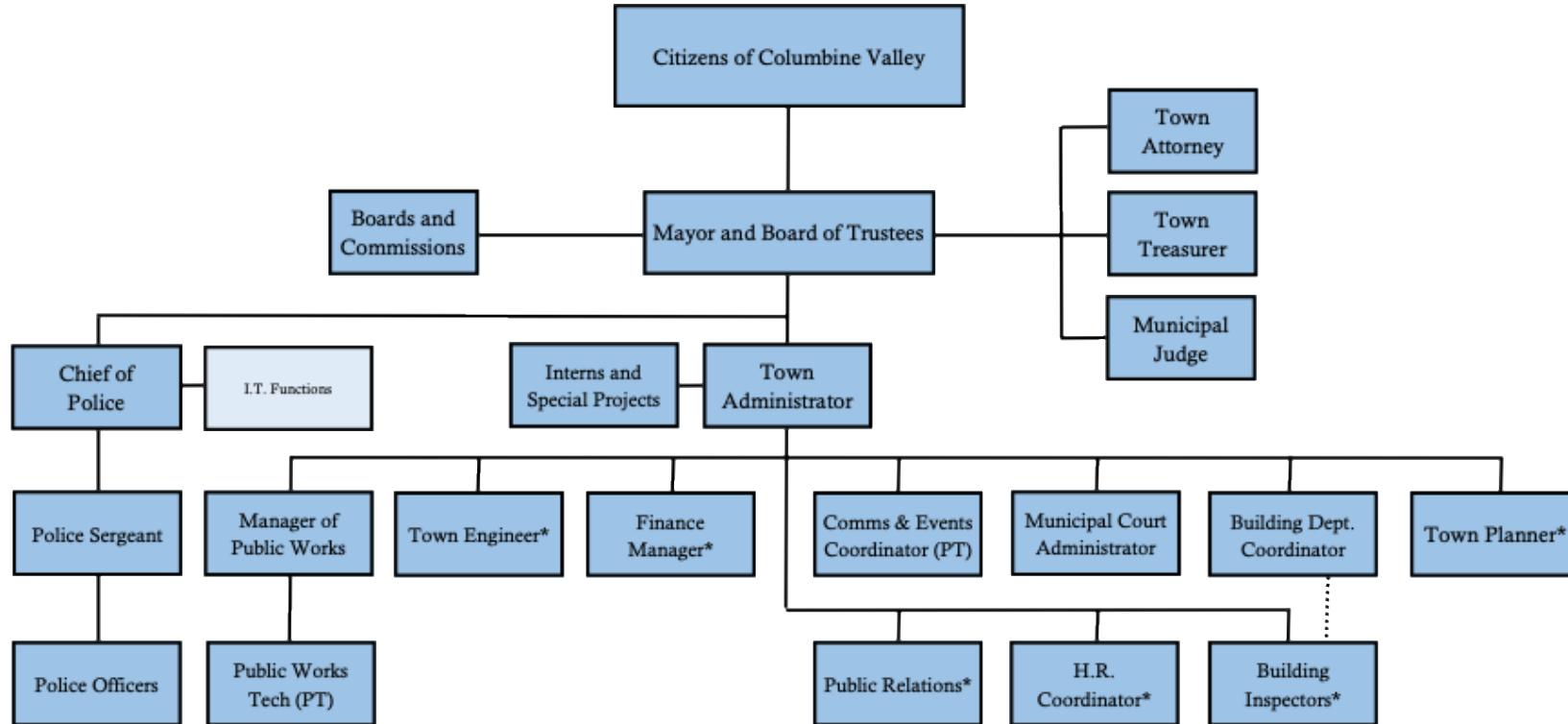
- The Board of Trustees is comprised of a Mayor and six Trustees.
- The Mayor is elected at-large by residents to a term of two years.
- Each Trustee is elected at-large to a four-year term.
- Every two years, three seats are up for election.
- The Trustees meet on the third Tuesday of each month at 6:30 p.m. at Town Hall.

**Town Staff:** The Board of Trustees hires a Town Administrator and Chief of Police, who hire staff and contractors to manage the Town.

**Commissions:** The Board of Trustees appoints residents to the Planning Commission and Board of Adjustments to advise on development.

# Town Organization Chart

- Columbine Valley uses a Trustee-Administrator form of government.
- The Board of Trustees and Mayor are elected by the public; the Board establishes policies for the Town.
- The Board appoints the Town Administrator, Chief of Police, Town Attorney, Town Treasurer, and Municipal Judge.
- The Town Administrator and Chief of Police administer policies established by the Board.



\*Contractors

The Columbine Valley Town Administrator:

- Is the Chief Administrative Officer of the Town and implements the policies set by the Board of Trustees.
- Supervises [Town Staff](#) and oversees various projects of the Town Government.
- Ensures efficient, quality services are delivered to the community.
- Facilitates the flow of information between Staff and the Board of Trustees.
- Represents the Town's interests with state and regional organizations such as Arapahoe County, CDOT, and Colorado Municipal League.
- Serves as the Town Clerk, including serving as the custodian of all Town legal documents and administering liquor licenses and municipal elections.



- The Chief of Police oversees the Columbine Valley Police Department, serving both the Town of Columbine Valley and the Town of Bow Mar.
- The [Police Department](#) is located in Town Hall; residents call Arapahoe County Dispatch for service.
- Officers respond to calls for service and conduct follow-up investigations.
- Officers are responsible for the enforcement of federal and state laws, as well as municipal ordinances.
- The Police Department oversees the [House Watch](#) program and assists with Code Enforcement.



## **Municipal Court Administrator**

- Oversees court schedules, dockets, and calendars.
- Manage case flow from filing through disposition.
- Ensure accurate case records
- Oversee fines, fees, bonds, and payment processes.

## **Manager of Public Works**

- Oversees the facilities, fleet, and infrastructure, including the Town Hall facility, parks, street maintenance, and snow removal.
- Collaborates with the Town's engineers and other contractors and consultants as needed.

## **Building Department Coordinator**

- Responsible for licensing contractors, enforcing codes, and reviewing and approving requests for building permits in Columbine Valley and the Town of Bow Mar.
- Coordinates certified professional building inspectors to approve plans, recommend changes, and approve projects.
- Assists with financial functions and serves as office manager.

## **Communications & Event Coordinator**

- Communicates directly with residents and HOAs via print and digital media.
- Keeps residents informed about roads, elections, events, trash service, and more.
- Maintains the Town Directory and coordinates Town events.

## **Planning Commission (P&Z)**

- Is appointed by the Board of Trustees and serves as an advisory committee to the Board on land use and planning issues.
- Consists of nine members, serving four-year terms.
- Meets to review and make recommendations to the Board of Trustees on rezoning cases, preliminary subdivision plans, zoning ordinance amendments, and the Land Use Manual and related planning documents.
- Is responsible for the adoption of and amendments to the Town's Master Plan.
- Meets as needed on the second Tuesday of each month at 6:30 p.m. at Town Hall.

## **Board of Adjustments**

- Is appointed by the Board of Trustees.
- Considers variances and special exceptions to Town ordinances.
- Hears appeals of interpretation of the zoning ordinance by Town Staff.
- Consists of five members, serving three-year terms.
- Meets as needed.

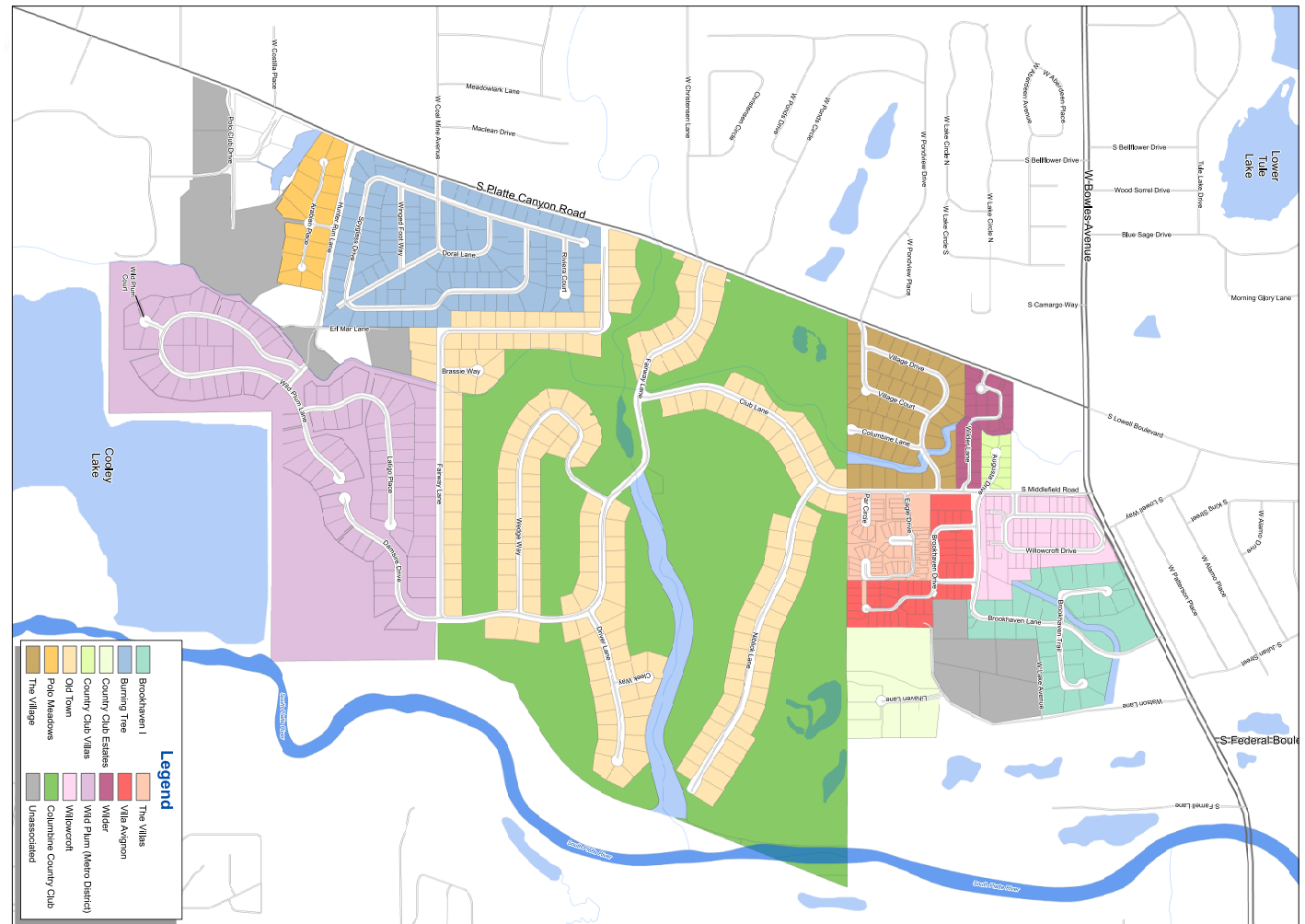
- The Town contracts with Republic Waste Services for [trash collection and recycling](#), and the pickup day for both is Monday.
- The Town provides [snow removal](#) services with a goal of clearing streets within 24 hours after the snow has stopped falling.
- The Columbine Valley Municipal Code requires door-to-door Solicitors, Peddlers, or Hawkers to register with the Town.
- The Town maintains a [Do Not Visit](#) (no solicitation) list.
- The Town maintains an updated directory of resident contact information and makes this information available to Town residents.



# HOA Boundary Map

Click [here](#) to download a copy of this map.

- Brookhaven Estates
- Burning Tree
- Columbine Valley (Old Town)
- Columbine Villas Townhouse Association
- Country Club Estates
- Country Club Villas
- Polo Meadows
- Villa Avignon
- The Village
- Wilder Lane
- Wild Plum Metro District
- Willowcroft Manor



Columbine Valley is made up of strong neighborhood communities governed by 12 Homeowner Associations (HOAs).

- Residents are required to belong to the association nearest to their home.
- The covenants for each association are different.
- Residents should have a copy of their HOA's covenants to see what is allowed.
- Residents are encouraged to contact their association directly with questions.
- HOAs often communicate with members about local issues.

# Role of HOA Board Members

Columbine Valley Town Government, Staff, and HOAs all work together to benefit the community. HOA Board members typically assist with the activities below.

## Working with the Town

Inform Town Hall when:

- Board members change
- Architecture Review Committee members change
- Public works issues arise, such as flooding or potholes
- New residents move in, so the Town can provide a directory and welcome information

Provide representation at meetings on specific topics as requested by the Town.

Report public safety issues and concerns to the Police Department.

## Ensuring a Beautiful Community

Maintain and upkeep the common spaces within HOA boundary.

Understand the Town's requirements for licensed contractors, permits, and inspections for building projects.

Help communicate the Town's building requirements to residents.

Understand nuances in your regulations regarding the Town's responsibility vs. the HOA's responsibility in terms of approvals.

## Working with the Board of Trustees & Planning Commission

Represent HOA concerns at Board of Trustee meetings (a standing agenda item provides time for public comment at each meeting).

Encourage resident participation at Board of Trustee and Planning Commission meetings.

Respond to land development referrals and issues.

Consider running for a seat on the Board of Trustees or volunteering to serve on a Board or Commission.

## Communicating with Members

Help the Town disseminate information through HOA communication networks.

Invite the Town Administrator, Chief of Police, or others to speak on specific topics at HOA meetings as needed.



The Town provides support to HOAs by:

- Maintaining an updated list of HOA presidents internally and on the website.
- Inviting HOA presidents to the annual holiday party.
- Sending HOA presidents special communications to share with their members, such as road work notices.
- Emailing HOA presidents the invitation and packet for each Board of Trustees meeting.
- Making the boardroom available for HOA meetings and entering meetings on the Town calendar.
- Ensuring that building projects have HOA approval.

Thank you for serving your community as an HOA Board Member!  
For more information on the HOAs, click [here](#).



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2 Middlefield Road  
Columbine Valley, CO 80123  
Office: 303-795-1434, M–F, 8 a.m.–1 p.m.  
Police Dispatch: 303-795-4711 Police Dispatch  
[www.columbinevalley.org](http://www.columbinevalley.org)