



GRAND LAKE BOARD OF TRUSTEES WORKSHOP AND MEETING AGENDA

Monday, January 13, 2025 at 4:30 PM

Town Hall Board Room – 1026 Park Avenue

*The Town of Grand Lake upholds the Six Pillars of Character:
Citizenship, Trustworthiness, Respect, Responsibility, Fairness and Caring*

Please join my meeting from your computer, tablet or smartphone.

<https://us06web.zoom.us/j/81989687738>

You can also dial in using your phone.

United States: 719-359-4580

Meeting ID: 819 8968 7738

WORK SESSION 4:30 PM

1. Call to Order
2. Roll Call
3. Conflicts of Interest
4. Items of Discussion
 - A. Mountain State Snowcat- Snowcat Over Trail Ridge Discussion
 - B. Future Water Rate Discussion
 - C. Grand Lake Priorities Workshop Recap
 - D. Treasurer Job Vacancy Review
 - E. Marquee Sponsors

EVENING MEETING 6:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Announcements
4. Roll Call
5. Conflicts of Interest
6. Manager's Report

[A.](#) January 13, 2025

7. Public Comments (Limited to 3 Minutes)

H. Consent Agenda

[1.](#) Meeting Minutes- November 25, 2024

[2.](#) Meeting Minutes- December 9, 2024

[3.](#) Accounts Payable- January 13, 2025

9. Items of Discussion

[A.](#) Consideration of Designation of Posting Notices of Public Meetings

[B.](#) Consideration of Approval of Resolution 01-2025, a Resolution Appointing the Town Clerk Pro-Tem

[C.](#) Consideration of Emergency Ordinance 01-2025, Amending the Grand Lake Municipal Code to Add Regulations Governing Natural Medicine Businesses

[D.](#) **QUASI JUDICIAL**– Resolution 02-2025, Consideration to Approve a Final Development Plan for the Gateway Inn Located on Block 15, Gateway Inn Grand Lake Estates 2nd Filing, More Commonly Referred to as 120 W. Lake Avenue

E. **QUASI JUDICIAL** – Resolution XX-2025 , Consideration of a Variance Request to the Setback Requirements on Lot 12, Block 12 Grand Lake Subdivision, More Commonly Referred to as 825 Lake Avenue. **PLANNING COMMISSION CONTINUED THE HEARING TO FEBRUARY 5, 2025 AT 6:30PM**

F. **QUASI JUDICIAL**– **Resolution XX-2025**, Consideration of Four Zoning Regulation Variances to the Leatherwood Development Site located on Lots 4-6, Block 5 Grand Lake Subdivision and Lots 9-14, Leatherwood Inn by the Lake Subdivision, More Commonly Referred to as 1016 Grand Avenue and 1001, 1005, and 1007 Lake Avenue. **PLANNING COMMISSION CONTINUED THE HEARING TO FEBRUARY 5, 2025, AT 6:30PM**

[G.](#) Town Planner Search Discussion

10. Future Items for Consideration

11. Mayor's Report

12. **EXECUTIVE SESSION PURSUANT TO C.R.S. 26-4-401(4)(a) CONCERNING THE PURCHASE, ACQUISITION, OR LEASE OF REAL PROPERTY**

13. **EXECUTIVE SESSION PURSUANT TO SECTION 24-6-402(4)(b), C.R.S., TO CONFER WITH THE TOWN ATTORNEY ON SPECIFIC LEGAL QUESTIONS RELATED TO THE TOWN MANAGER'S CONTRACT AND EMPLOYMENT.**

14. Adjourn Meeting



1026 Park Ave · PO Box 99
Grand Lake, CO 80447
970-627-3435
www.townofgrandlake.com

To: Mayor Kudron and the Grand Lake Board of Trustees
From: Heike Fawkes, Treasurer
Re: Review of 3% Annual Water Rate Increase
Date: January 13, 2025

Background

Following resident concerns regarding the 3% annual water rate increase indefinitely, staff recommends the Board revisit and discuss further.

Discussion

1. Customer emails are attached for your review.
2. A model illustrating the last 4 years for revenues vs expenditures with revenue growth and deficits.
3. A model showing projected rates and revenues over 30 years under the current 3% annual increase with years 3,5,10 and 20 highlighted.
4. Annual inflation rates (Denver-Aurora-Lakewood Area)
5. Social Security cost of living adjustments over the last 4 years

While no specific action is recommended at this time, these materials are intended to facilitate an informed discussion about the rate structure moving forward.

From: [Heike Fawkes](#)
To: [Steve Kudron](#)
Subject: FW: 3% annual increase for water each year thereafter
Date: Tuesday, December 10, 2024 12:30:00 PM

-----Original Message-----

From: Chris Ruske <chris.ruske@gmail.com>
Sent: Tuesday, December 10, 2024 10:08 AM
To: Heike Fawkes <hfawkes@toglco.com>
Subject: 3% annual increase for water each year thereafter

Caution! This message was sent from outside your organization.

Dear Board of Trustees,

As a long time resident in the Grand Lake area I am very disappointed in this approach in regards to water billing. I don't have a problem with raising rates as it is needed, but automatically raising it 3% each year thereafter with no end date is not acceptable. My social security doesn't give us an annual 3% raise every year. Many employers don't give their employees an automatic 3% raise every year. How can the board justify a 3% increase with no end date? If it needs to be raised in the future I can understand that but a blanket approach with no end date is unacceptable.

Regards,

Chris and Laurie Ruske
257 North Inlet Road
PO Box 913
Account # 2404040.00
Grand Lake, Colorado 80447
970-627-0252 Home
970-531-0793 Cell

From: [Heike Fawkes](#)
To: [Steve Kudron](#)
Subject: FW: Water rate increase
Date: Wednesday, December 4, 2024 5:10:00 PM

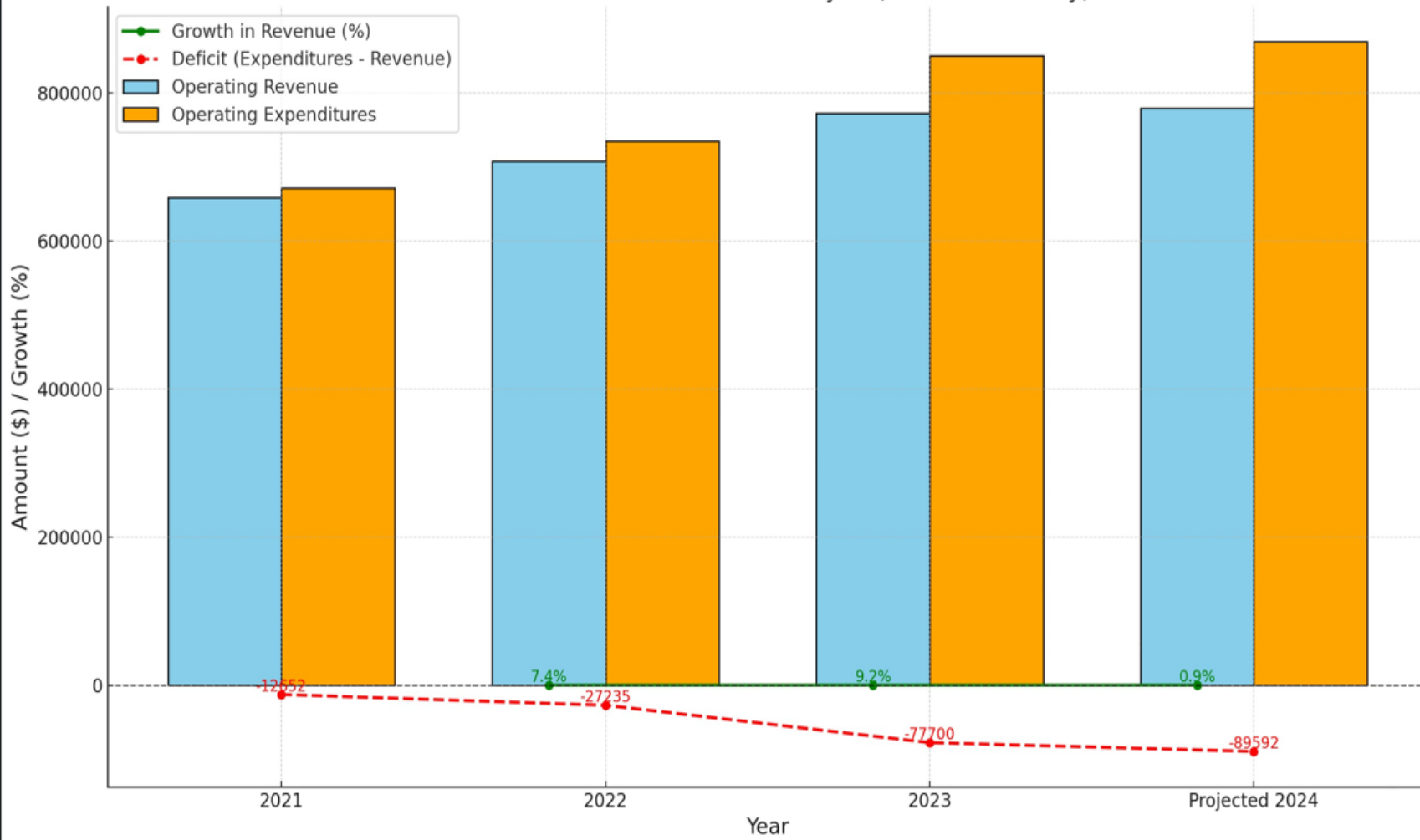
From: Deacon Curt Haffner <curt@ewrc.org>
Sent: Wednesday, December 4, 2024 3:08 PM
To: Heike Fawkes <hfawkes@toglco.com>
Subject: Water rate increase

Caution! This message was sent from outside your organization.

Thank you for your letter regarding the water rate increase. The increase seems to be reasonable and it is important for water infrastructure to be maintained and improved. It would be great to have more detail on what is involved in maintaining the water infrastructure and what improvements are planned and the costs associated with those items. Further it would be good communication to explain the logic in a yearly 3% increase. It may be necessary but to indicate that it will be a yearly increase without any facts regarding the yearly inflation rate seems out of line. If you run the new rate of \$160 forward at a 3% increase over 10 years it will be a substantial increase. It seems that a yearly review of the capital need would be a more sound approach and more consumer friendly and understandable. Just a my 2cents worth....actually 2.06 cents with inflation.

Regards,
Curt Haffner

Revenue Growth and Deficit Analysis (Enhanced Clarity)



Year	Starting at	Starting at	Projected Revenue
1	\$160.00	\$320.00	\$161,440.00
2	\$164.80	\$329.60	\$166,283.20
3	\$169.74	\$339.49	\$171,267.81
4	\$174.84	\$349.67	\$176,413.41
5	\$180.08	\$360.16	\$181,700.72
6	\$185.48	\$370.97	\$187,149.47
7	\$191.05	\$382.10	\$192,769.45
8	\$196.78	\$393.56	\$198,551.02
9	\$202.68	\$405.37	\$204,504.27
10	\$208.76	\$417.53	\$210,638.99
11	\$215.03	\$430.05	\$216,965.12
12	\$221.48	\$442.95	\$223,473.17
13	\$228.12	\$456.24	\$230,173.08
14	\$234.97	\$469.93	\$237,084.58
15	\$242.01	\$484.03	\$244,188.24
16	\$249.27	\$498.55	\$251,513.58
17	\$256.75	\$513.51	\$259,060.90
18	\$264.46	\$528.91	\$266,839.99
19	\$272.39	\$544.78	\$274,841.51
20	\$280.56	\$561.12	\$283,085.04
21	\$288.98	\$577.96	\$291,580.82
22	\$297.65	\$595.29	\$300,328.70
23	\$306.58	\$613.15	\$309,339.07
24	\$315.77	\$631.55	\$318,612.08
25	\$325.25	\$650.49	\$328,177.10
26	\$335.00	\$670.01	\$338,015.15
27	\$345.05	\$690.11	\$348,155.60
28	\$355.41	\$710.81	\$358,608.54
29	\$366.07	\$732.14	\$369,364.63
30	\$377.05	\$754.10	\$380,443.45

Annual Inflation Rates (Denver-Aurora-Lakewood Area):

2021: 7.0%

2022: 6.5%

2023: 3.4%

2024: 2.6% (as of October 2024)

Annual cost of living adjustments to social security

2021: 1.3%

2022: 5.9%

2023: 8.7%

2024: 3.2%

Community



Action	Priority Level	Project Lead	Partners	Resources	Notes
Grand Lake Center & Open Space	High		Colorado Aero Lab; private partners	National Fitness Campaign Grant Funding; FitLot	The Town Municipal Land Use Plan recommends a health and wellness community-focused park and facility with indoor/outdoor physical and program connections - initiate project development
Lakeside Park	High		Town Planner	GOCO Community Impact Grant	Identify pressure points and address challenges
Pioneer Garden Park	High		Grand Lake Creative District	GOCO Community Impact Grant	Prepare lease with Creative District who will be putting in an industrial arts shop
Family and child support	High		Grand County Human Services		Assess impact of new County lodging tax inclusion
Preschools	Medium		Colorado Aero Lab		Continue work with Colorado Aero Lab on this development
Kid-friendly features	Medium		Grand County Human Services		Start development at Grand Lake Center and keep
Attract next generation residents	Medium		Grand County Human Services		Identify and address barriers to younger generations living in Grand Lake
Livable wages	Low		Board		Addressed in 2025 budget
Youth Programs	Low		Grand Lake Rec District, Grand Lake Center		Assess participation in current activities offered
Baseball diamond use	Low		Grand Lake Rec District, Grand Lake Center		Determine associated costs with upgrades to the field
More indoor courts (softball, tennis, etc)	Low		Grand Lake Rec District, Grand Lake Center		Conduct feasibility study for addition of indoor courts
Increase volunteerism	Low				Strengthen relationships with local non-profits and volunteer groups
Professional services	Low		Grand County Economic Development		Determine feasibility for an economic development strategic plan
In-home senior support	Low		Grand County Public Health		Assess level of need for these services

Economic Development



Action	Priority Level	Project Lead	Partners	Resources	Notes
Optimize seasonal events (signature events, etc)	High		Chamber of Commerce	Colorado OEDIT Tourism Management Grant	Identify most successful events and work with the Chamber of Commerce and Grand County Tourism Bureau to promote signature events
Promote balanced lodging options	High		Public-private partnership	Hotel and lodging developers	Assess current lodging capacity
Form public-private partnerships	High		Retired professionals, Rotary	Consultants, developers	Solidify current relationships and identify new opportunities for partnerships
Rocky Mountain National Park Gateway	High	Town/County/Consultant	RMNP, Consultants	US EDS Planning and Local Technical Assistance Grant; Colorado OEDIT Tourism Management Grant	Submit EDA grant application
Year-round economy	Medium		Grand County Economic Development	U.S. Economic Development Administration (EDA) – Planning and Local Technical Assistance Program; OEDIT Community Development Block Grant Planning and Feasibility Studies Grant	Identify and address obstacles for current businesses to stay open year-round
Business diversification	Medium		Grand County Economic Development	OEDIT Colorado Community Revitalization Grant; OEDIT Colorado Community Revitalization Tax Credit; DOLA Rural Economic Development Initiative (REDI)	Determine feasibility for an economic development strategic plan
Business transition planning	Medium		Chamber of Commerce	OEDIT Employee Ownership Tax Credit to Establish or to Expand	Identify business demographics and assess need for business transition assistance
Stabilize restaurant mix	Low		Chamber of Commerce, Grand County Economic Development		Inventory current restaurant offerings
Pharmacy	Low		Chamber of Commerce, Grand County Economic Development	Local health advocates	Collaborate with local health agencies to determine need for this service
Promote RMNP events	Low		RMNP, Chamber of Commerce	Colorado OEDIT Tourism Management Grant	Strengthen communication with RMNP to be aware of upcoming events



Environment

Action	Priority Level	Project Lead	Partners	Resources	Notes
Develop Thomasson Park	High		Windy Gap Environmental Fund	Colorado Parks and Wildlife Land and Water Conservation Fund (LWCF)	The Grand Lake Stormwater Management Plan provides detailed recommendations for wetland restoration - initiate wetland restoration
Preserve water quality	High		Three Lakes Watershed Association	Environmental consultants	Assess current water quality to determine preservation needs and next steps
Grand Lake recreation access	High		RMNP	GOCO Community Impact Grant	Identify trails and recreation that can be promoted to visitors impacted by RMNP's reservation system
Improve trail access and connection (snowmobile and ATV access)	High		Park and Trail Groomers	GOCO Conservation Service Corps	Assess current conditions and determine necessary improvements
Improve access to the lake	High		Headwaters Marina	GOCO Community Impact Grant; Colorado Parks and Wildlife Land and Water Conservation Fund (LWCF)	Determine feasibility of adding a trail around the lake, improvements to the beach area, and launch areas for kayaks



Housing

Action	Priority Level	Project Lead	Partners	Resources	Notes
Space to Create	High			OEDIT Colorado Community Revitalization Tax Credit	High priority - engage development team
Workforce Housing	High		Public-Private Partnership	Colorado Housing Investment Fund; Colorado Housing Development Grant Funds; Affordable Housing Development Incentives Grant Program	Develop policies and identify committed locations to cultivate workforce housing
Matthew's Annexation	Low		Public-Private Partnership	Department of Local Affairs (DOLA) – Strong Communities; Colorado Housing Investment Fund; Colorado Housing Development Grant Funds	Initiate project development and concept planning
Senior Housing	Low		Public-Non-Profit Partnership, Grand County	Colorado Housing Investment Fund; Colorado Housing Development Grant Funds; Single Family Housing Repair Loans & Grants in Colorado	Determine senior needs for aging in place and feasibility of senior living centers
Missing middle housing	Low		Public-Private Partnership	Colorado Housing Investment Fund; Colorado Housing Development Grant Funds; Innovative Affordable Housing Strategies	Verify development and zoning permits housing alternatives



Infrastructure

Action	Priority Level	Project Lead	Partners	Resources	Notes
600 Mary Drive (Gateway)	High		Colorado Housing and Finance Authority		
Emergency System - NOAA - Communications	High		KFFR Community Radio	Colorado OEDIT Crisis Communications and Recovery Toolkit	Work with KFFR and KUNO on emergency communication plan
Public Works	Medium		Grand Lake Public Works		
Lake Front Parking Lot	Medium		Headwaters Marina	DOLA Community Development Block Grant (CDBG)	
Community House at Town Square	Medium				Determine best way to utilize and market the Community House
Manage peak demands on utilities	Medium		Comcast	Public Works	Analyze peaks in demand on utilities
Road and bridge repair	Medium		Grand County		Prioritize repair projects
Signage/Wayfinding	Medium	Town Planner		Colorado OEDIT Tourism Management Grant	Review 2014 wayfinding plan and determine updates
ADA improvements/compliance	Medium	Town Planner		DOLA Community Development Block Grant (CDBG)	Start with improvements to the gazebo in the park
Bike trails in town	Medium		Cycling Company	CDOT Transportation Alternatives Program, CDOT Multimodal Transportation and Mitigation Options Fund (MMOF), CDOT Revitalizing Main Streets, CDOT Safe Routes to School	Identify corridors for active transportation



Policy

Action	Priority Level	Project Lead	Partners	Resources	Notes
Zoning update	High	Town Planner	Consultant support	In-house with possible consultant support	Verify zoning mapping and guidelines align with current vision
Clarify and refine zoning and development policies	High	Town Planner	Consultant support	In-house with possible consultant support	Provide more specificity and clarity to maintain community character in new construction, e.g. clarify "Western feel"
Code and policy enforcement	High	Town Planner	Code Enforcement Officer	Town manager and Board to clarify direction	Define clear code enforcement protocols
Resource support for local businesses	Medium	Town Manager and Board	Chamber of Commerce	State economic development resources, Chamber of Commerce, Small Business Lending	Identify suite of resources and partners to ensure ongoing viability of existing and future businesses
Development incentives	Low	Town Planner	State and County Economic Development resources	Town manager, planner, and County Economic Development identify preferred business incentives	Determine and apply various eligible business incentives, e.g. Tax Increment Financing (TIF), façade improvement programs, small business loans, other programs

Grant	Source	Category	Link
Colorado Community Revitalization Tax Credit	OEDIT: Colorado Creative Industries	Community; Economic Development	https://oedit.colorado.gov/programs-and-funding/tax-credits/colorado-community-revitalization-tax-credit
Community Development Block Grant Planning and Feasibility Studies Grant	OEDIT Business and Funding Incentives	Economic Development	https://oedit.colorado.gov/community-development-block-grant-planning-feasibility-studies-grant
Employee Ownership Tax Credit to Establish or to Expand	OEDIT Colorado Employee Ownership Office	Economic Development	https://oedit.colorado.gov/employee-ownership-tax-credit
Planning and Local Technical Assistance Grant	U.S. Economic Development Administration	Economic Development	https://www.eda.gov/funding/funding-opportunities/fiscal-year-2021-2023-eda-planning-and-local-technical-assistance
Rural Economic Development Initiative (REDI)	Colorado Department of Local Affairs	Economic Development	https://dla.colorado.gov/rural-economic-development-initiative
Tourism Management Grant	OEDIT: Colorado Tourism Office	Economic Development; Community	https://oedit.colorado.gov/tourism-management-grant
Community Development Block Grant (CDBG)	Colorado Department of Local Affairs	Economic Development; Transportation	https://dla.colorado.gov/community-development-block-grant-cdbg
Land Acquisition Grant	Great Outdoors Colorado	Environment	https://goco.org/programs-projects/grant-programs/land-acquisition
Land and Water Conservation Fund (LWCF)	National Parks Service/Colorado Parks and Wildlife	Environment	https://cpw.state.co.us/land-and-water-conservation-fund-grants
Transaction Cost Assistance Program	Great Outdoors Colorado	Environment	https://goco.org/programs-projects/grant-programs/transaction-cost-assistance-programs
Community Impact Grant	Great Outdoors Colorado	Environment; Community	https://goco.org/programs-projects/grant-programs/community-impact
Conservation Service Corps	Great Outdoors Colorado	Environment; Community	https://goco.org/programs-projects/grant-programs/conservation-service-corps
Transportation Alternatives Program (TAP)	Colorado Department of Transportation	Environment; Infrastructure	https://www.codot.gov/programs/planning/grants/tap-fiscal-years-2024-26
Affordable Housing Development Incentives Grant Program (IHDI)	Colorado Department of Local Affairs	Housing	https://dla.colorado.gov/incentives-grant-program
Colorado Housing Investment Fund (CHF)	Colorado Department of Local Affairs	Housing	https://doh.colorado.gov/colorado-housing-investment-fund-chf
Housing Development Grant Funds (HDG)	Colorado Department of Local Affairs	Housing	https://doh.colorado.gov/housing-development-grant-funds-hdg
Innovative Affordable Housing Strategies	Colorado Department of Local Affairs	Housing	https://dla.colorado.gov/innovative-affordable-housing-strategies
Proposition 123 - Colorado Affordable Housing Financing Fund	OEDIT	Housing	https://oedit.colorado.gov/proposition-123-colorado-affordable-housing-financing-fund
Single Family Housing Repair Loans & Grants in Colorado	USDA Rural Development	Housing; Community	https://www.rd.usda.gov/programs-services/single-family-housing-programs/single-family-housing-repair-loans-grants-16
Colorado Community Revitalization Grant	OEDIT: Colorado Creative Industries	Housing; Economic Development; Community	https://oedit.colorado.gov/colorado-community-revitalization-grant
Local Planning Capacity Grant	Colorado Department of Local Affairs	Housing; Policy	https://dla.colorado.gov/local-planning-capacity-grant-program
Multimodal Transportation and Mitigation Options Fund (MMOF)	Colorado Department of Transportation	Infrastructure	https://www.codot.gov/programs/planning/grants/mmot-local
Revitalizing Main Streets	Colorado Department of Transportation	Infrastructure	https://www.codot.gov/programs/revitalizingmainstreets
Safe Routes to School	Colorado Department of Transportation	Infrastructure	https://www.codot.gov/programs/bikeped/saferoutes/grantapplication
Crisis Communications and Recovery Toolkit	OEDIT: Colorado Tourism Office	Infrastructure; Community	https://oedit.colorado.gov/crisis-communications-and-recovery-toolkit



MEMORANDUM

Meeting Date: 1/13/2025

To: Town of Grand Lake Board of Trustees
From: Steve Kudron, Town Manager

Re: Planner Staff Opening

As a result of the resignation of the Town Treasurer, staff have prepared options for consideration of the Treasurer’s office moving forward.

Currently, the Town employs a full-time treasurer and a part-time bookkeeper who also manages STR compliance and licenses in the finance department. A current Treasurer job description has been prepared and approved by Mountain States Employers Council a copy of which is available for review. The position will be posted for 30 days and should there be qualified candidates, we can interview and make a hire at the beginning of March.

In the interim, the Board may choose to direct staff to hire through a placement service such as Robert Half, a qualified treasury accountant who can help the department in the interim. This would allow Town’s regular financial responsibilities continue without interruption.

Alternatively, the Town can consider expanding our bookkeeper role to add some but not all the current Treasurer duties. The other duties could then be fulfilled by a contract accountant that specializes in municipal government finance. This option could provide continuity in the finance office and costs would fluctuate based on the Town’s demand at the time. A request for qualifications will be issued to fulfill this role.

The Board should consider alternatives and direct staff further. Treasurer job description and RFQ are for your review.



Town of Grand Lake Treasurer

Title

Treasurer

Department/Fund

General Fund/Administration

Pay Grade

400 \$82,162 - \$148,280

Status:

Exempt

General statement of duties:

The Treasurer is the fiduciary custodian of all the Town's financial accounts and records. As such, the Treasurer is responsible for all aspects of the Town's accounting system and for the accurate reporting of all revenues and expenditures.

Supervision received:

Town Manager

Supervision exercised:

Bookkeeper

Essential duties and responsibilities:

- See Municipal Code
- Performs all aspects of accounting for the Town (accounts receivable, cash ledger, accounts payable, payroll, general ledger, utility billing, fuel billing)
- Prepares month-end financial reports for the Town Manager, the Board of Trustees, and Department Heads.
- Prepares annual financial statements in accordance with general accepted accounting practices in addition to applicable Government Accounting Standards Board (GASB) provisions.
- Prepares the draft annual budgets including attending regular public meetings where the budgetary items are discussed with the Board of Trustees. Presents preliminary and final budgets to the Town Manager for review and approval. Submits final budget to the Board of Trustees. Coordinates budget schedules with the Town Clerk and Town Manager.
- Leads the preparation, approval, and execution processes of the annual Town budget.
- Maintains all Town financial records and documents per the approved Records Retention Schedule and acts as custodial archivist.



- Maintains debt service requirements and monitors compliance with bond/debt covenants. Participates in a coordinated records system with Town Clerk and Town Manager to access all related documents regarding single projects.
- Oversees Bookkeeper regarding Town, Town Marina, Grand Lake Center, and Pay-As-You-Throw accounts.
- Prepares and delivers all documents required for the annual audit. Completes all State and Federal filing requirements.
- **LACK of SEPARATION OF DUTIES WARNING** Performs all financial accounting of the Water Enterprise Fund. Coordinates water accounting management with Water Superintendent and Water Operator.
- **LACK of SEPARATION OF DUTIES WARNING** Maintains the Town’s petty cash funds, including cash handling, payment processing, and funds deposits.
- Processes payroll for Town employees on a semi-monthly pay schedule. Manages accrual, use, and documentation of paid time off and leaves of absence.

Other duties and responsibilities:

- Coordinates with Town Clerk inventory lists for the purposes of depreciation.
- Review investment of Town Funds. Recommend to appropriate Town officials fund security, investment return and availability.
- Responsible for Pay-As-You-Throw inventory, supplying bags to distributors and billing.
- Complies with IRS requirements regarding vendors W9 acquisition and 1099 reporting.

Required qualifications:

- Valid driver’s license or the ability to obtain a Colorado Driver’s license.
- High school diploma or GED required.
- Must be eligible to acquire a surety bond in the amount of \$10,000.
- Experience with Microsoft programs, email, apps, etc.
- A minimum of four (4) years accounting and bookkeeping experience.
- Thorough knowledge of the principles, methods and practices of municipal finance, of approved principles and standard practices of budgetary and accrual accounting, revenue administration, and purchasing and budgeting.
- Ability to prepare and present comprehensive financial reports in a complete, accurate, timely and understandable manner.
- Ability to maintain effective working relationship with the general public, Town Board of Trustees, supervisors, and peers.
- Ability to communicate effectively both orally and in writing.

Preferred qualifications:

- Degree in an accounting field
- Comprehensive knowledge of Caselle accounting software.
- Accounting experience in a local government setting



Working conditions/physical demands:

- The work environment characteristics described here are representative of those a teammate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Business office environment, open to public traffic.
- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period.

Successful demonstrated qualities:

- Demonstrated ability to maintain confidentiality
- Must be self-motivated, efficient, and perform tasks in a timely and accurate manner
- Minimal supervision
- Must be bondable
- Trustworthy; strong personal integrity
- Demonstrates strong level of accountability and ownership
- Collaborative/Team oriented
- Exhibits professionalism with the public, coworkers, and management
- Organized, with strong attention to detail and communication skills
- Excellent troubleshooting skills

Municipal Code:

- 2-10-1 Appointment: The Board of Trustees, at its first meeting after each regular election, shall appoint some qualified person as Town Treasurer. In case a vacancy should occur in the office of Treasurer, the Board shall appoint a Treasurer for the unexpired term.
- 2-10-2 Oath of Bond: Before entering upon the duties of the office, the Town Treasurer shall take an oath or affirmation of office, and furnish a surety bond in the amount of Ten Thousand Dollars (\$10,000), conditioned upon the faithful performance of his duties and that upon vacating office, he will turn over and deliver to his successor all monies, books, papers, property, or things belonging to the Town and remaining in his charge as Treasurer.
- 2-10-3 Duties: The Town Treasurer shall perform the following duties:
- (A) The Treasurer shall be the official bookkeeper of the Town of Grand Lake, keeping all financial records pertaining to the Town in such a manner as may be prescribed by the Board and the Colorado Revised Statutes. All books and accounts of the Treasurer shall always be subject to inspection by any member of the Board.
 - (B) The Treasurer shall keep a separate account of each fund or appropriation and of the debits and credits belonging thereto.
 - (C) The Treasurer shall receive, record, and deposit all monies paid to the Town in appropriate accounts in one or more eligible public depositories pursuant to the provisions of the Public Deposit Protection Act (C.R.S. 11-10.5-106), as well as in other securities or forms of investments as authorized by either Colorado Revised Statute or resolution. Neither the Treasurer nor other member of the governing body who acts in good faith in approving and designating such depository or investment shall be liable for loss of public funds deposited by the Treasurer by reason of default or insolvency of such depository, or loss on account of such investment.
 - (D) The Treasurer shall prepare all bills, statements, and invoices presented to the Town for payment, and submit a schedule of accounts payable and prepaid to the Board for approval at a regularly scheduled meeting. Upon

Form 01/2025 Signature _____ Date _____



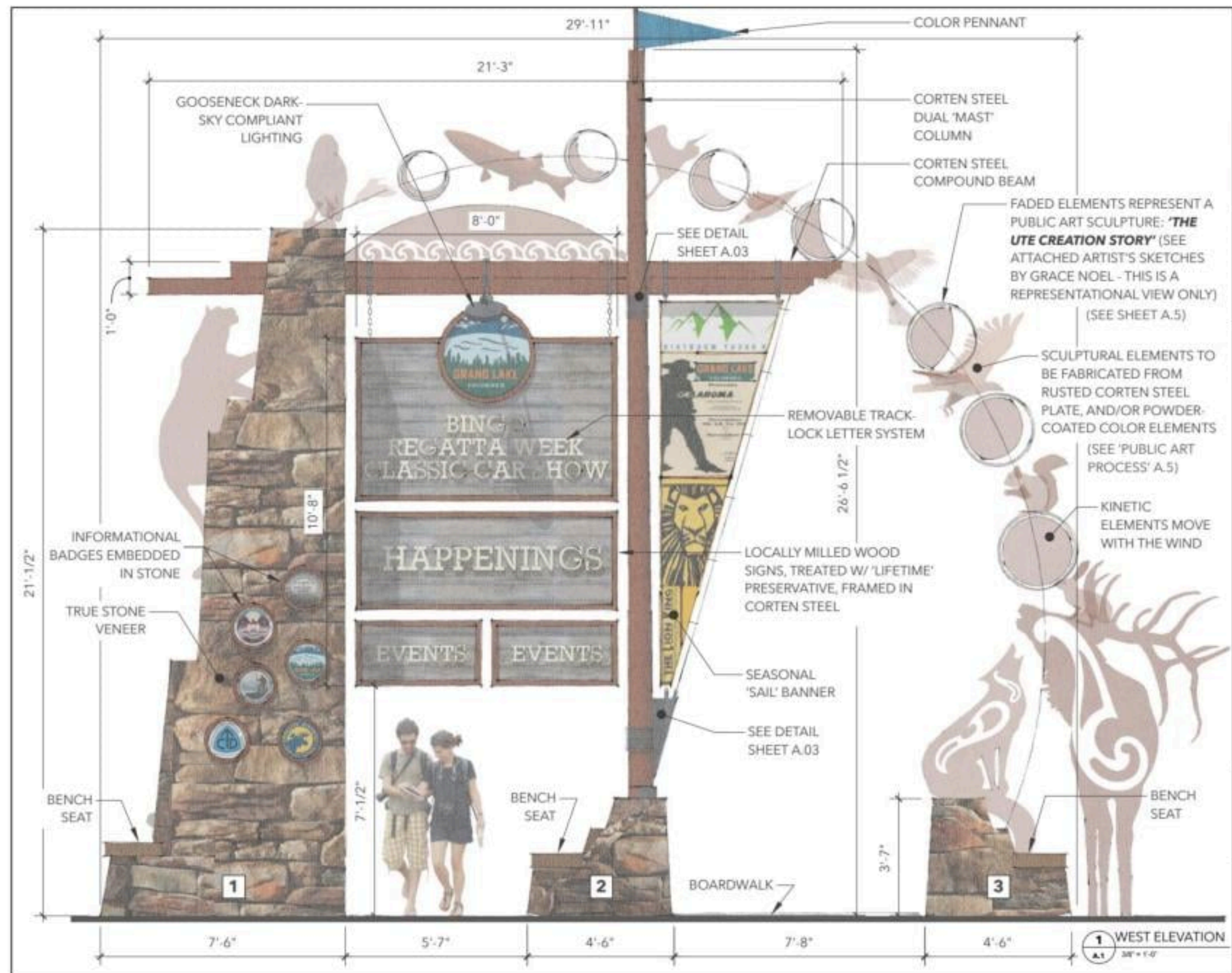
approval, the Treasurer shall publish the schedule of payments made in a manner allowed by state statute and maintain a file of all bills, statements, and invoices marked "paid" in an appropriate manner.

- (E) The Treasurer shall prepare a monthly financial report for each fund, including all monies received, all payments made, and the balance of money in each account and for each fund.
- (F) The Treasurer shall prepare the annual budget for the Town for presentation to and approval by the Board in accordance with Colorado Revised Statutes budget law.
- (G) The Treasurer shall prepare all financial statements and documentation required and assist the Town's independent auditors in anticipation of the annual audit in accordance with Colorado Revised Statutes.
- (H) The Treasurer shall perform all other duties, keep all records, and make all reports that are required by the provisions of this Code or by Colorado Revised Statutes.

* Masculine "He" identity replaced with The Treasurer.

HELP GRAND LAKE BUILD A NEW TOWN MARQUEE

ADOPT A SCULPTURE



SALT WORKSHOP
 CONTACT: SALTworkshop
 910 Santa Fe Drive
 Denver, CO 80204
 720-326-0989 (c)
 970.670.0806 (o)
 tin@saltworkshop.com
 www.saltworkshop.com

MARQUEE SIGN DESIGN FOR GRAND LAKE, COLORADO

WEST ELEVATION

A.1

- Elk: \$10,000
 - Cougar: \$8,000
 - Coyote: \$5000
 - Fox: \$2000 - ADOPTED
 - Birds x3: \$800 each
 - Fish x3: \$600 each
 - Squirrel: \$500 - ADOPTED
 - Moons x 7: \$400 each
- Taking orders now:
 Grand Lake Creative District
 970-305-7132



MANAGER UPDATE

Meeting Date: 12/9/2024

To: Town of Grand Lake Board of Trustees
From: Steve Kudron, Town Manager

WaterSmart Grant for Stormwater Management Plan:

The Town of Grand Lake’s WaterSmart grant was not selected as a finalist for the implementation of the 2023/2024 Stormwater Management Plan.

The Town and the Three Lakes Watershed Association will be working with the Grand Foundation and Windy Gap Environmental Fund Committee to achieve the most effective outcomes from the Stormwater Management Plan.

Ice Conditions

The Town’s Park Ice Rink is open and being resurfaced regularly. Parks staff have been flooding the lake ring with the goal of surfacing it in the coming week. Fishers are beginning to go onto the lake.

RFQ for Space to Create

Staff are working to complete the RFQ for the Space to Create project. The RFQ details will include options for architect/engineer and developer responses.

Town Treasurer

As noted in a recent email, our Town Treasurer will be leaving the Town at the end of the month. Her last day in the office will be January 13, 2025. Please be sure to stop and share your regards. Heike has been instrumental in not only ensuring our financial position is strong, but she has also positioned the next Treasurer for continued success in the department. A huge thank you to Heike for her wonderful time with us.

Water Billing Changes

The next water bill will contain the increase approved by the Board of Trustees in November of 2024

Marquee Progress:

Work continues at the Town Marquee. They are working through the weather.

Staff Openings:

Code Enforcement/Permit Tech – interviewing ; decision by 1/15/25

Planner – 2 thirty-day postings. To discuss options.

Town Manager. To discuss options.

Treasurer. Prepared to post. To discuss options.

January Event Highlights:

1/14/25: Happening at the House *Wes House from Winding River Resort* **Community House Town Park**

1/24-26/2025: Three Lakes Ice Fishing Tournament **Lake Granby, Shadow Mtn Lake & Grand Lake**

1/30/2025: Grand County Library District Senior Lunch & Learn **Community House**

2/1/2025: 8th Annual Pond Hockey Tournament **the Ice on Grand Lake**

For all of the great events happening in Grand Lake as well as Rocky Mountain Folk School classes, check out the December newsletter on the Town’s website.

Next Board Meeting: January 27, 2025

From: Grand Lake CO <noreply@civicplus.com>
Sent: Wednesday, January 8, 2025 11:35 AM
To: Steve Kudron <steve@toglco.com>
Subject: Thank You

Steve: We will be unable to attend the January 13 trustee meeting to speak with you in person but wanted to thank members of the board and manager Kudron for the decision to post the Merry Christmas greeting as well as the live Nativity ceremony information on the town sign. Very nice. Grand Lake is such a special town and this makes it all the more so. Hopefully this welcoming Christmas message along with the tree lights in town will continue. Let's see if more businesses will join in with decorations and lights throughout the entire town. Would be spectacular and could draw a yearly crowd of visitors. Again, thank you for this decision. It is a major plus for Grand Lake.

Sincerely, Gothard and Mary Lou Lane



GRAND LAKE BOARD OF TRUSTEES WORKSHOP AND MEETING MINUTES

Monday, November 25, 2024, at 6:00 PM

Town Hall Board Room – 1026 Park Avenue

*The Town of Grand Lake upholds the Six Pillars of Character:
Citizenship, Trustworthiness, Respect, Responsibility, Fairness and Caring*

A. Call to Order

The regular meeting of the Board of Trustees was called to order by Mayor Pro-Tem Bergquist at 6:00 P.M. in the Town Hall Board Room.

B. Pledge of Allegiance

Mayor Pro-Tem Bergquist led everyone in reciting the Pledge of Allegiance.

C. Announcements

Mayor Pro-Tem Bergquist announced: Please turn off all cell phones during the meeting.

D. Roll Call

Mayor Pro-Tem Bergquist, Trustees Arntson, Miller, Schoenherr, Sobon, Town Manager, Kudron, and Town Clerk Pro-Tem, Hearsrum, were present.

Trustee Sobon made a motion to excuse Trustee Causseaux and Trustee Sobon from the workshop. Trustee Schoenherr seconded the motion. Town Clerk Pro-Tem, Hearsrum, called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Aye
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

E. Conflicts of Interest

None.

F. Manager's Report

Code Enforcement- Public Work Director, Reed- Tolonen, has temporarily stepped into this role to help get the Right of Way cleaned up for upcoming snowplowing, we thank him for taking this duty on. It shows if you reach out to people to take care of the offenses, they usually comply.

Our Town Offices will be closed on Friday to allow Town Staff to enjoy the Thanksgiving holiday.

The next Board of Trustees meeting will be on December 9, 2024.

G. Public Comments (limited to 3 minutes)

None.

H. Consent Agenda

1. Meeting Minutes- November 11, 2024

2. Accounts Payable- November 25, 2024

Trustee Arntson made a motion to approve the meeting minutes for November 11, 2024 and the accounts payable for November 25, 2024. Trustee Miller seconded the motion. Town Clerk Carrell called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye

Trustee Arntson	Aye
Trustee Causseaux	Aye
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

I. Financial Review

1. September Sales Tax & October Financials

Presented by Town Treasurer, Fawkes.

J. Items of Discussion

1. Consideration to Approve Resolution 71-2024, Summarizing Expenditures & Revenues for Each Fund & Adopting a Budget for the Town of Grand Lake, Colorado, for the Calendar Year Beginning on the First Day of January 2025, and Ending on the Last Day of December

Presented by Town Treasurer, Fawkes.

Trustee Arntson made a motion to approve Resolution 71-2024, summarizing expenditures and revenues for each fund and adopting a budget for the Town of Grand Lake, Colorado, for the calendar year beginning on the first day of January 2025, and ending on the last day of December. Trustee Miller seconded the motion. Town Clerk Pro-Tem, Hearsun, called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Aye
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

2025, Consideration to Approve Resolution 72-2024, Approving Sums of Money to the Various Funds & Spending Agencies, in the Amounts and for the Purposes as Set Forth Below, for the Town of Grand Lake, Colorado, for the 2025 Budget Year

Presented by Town Treasurer, Fawkes.

Trustee Arntson made a motion to approve Resolution 72-2024, approving sums of money to the various funds and spending agencies, in the amounts and for the purposes as set forth below, for the Town of Grand Lake, Colorado, for the 2025 budget year. Trustee Miller seconded the motion. Town Clerk Pro-Tem, Hearsun, called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Aye
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

Consideration to Approve Resolution 73-2024, to Help Defray the Costs of Government for the Town of Grand Lake, Colorado, for the 2025 Budget Year

Presented by Town Treasurer, Fawkes.

Trustee Schoenherr made a motion to approve Resolution 73-2024, to help defray the costs of government for the Town of Grand Lake, Colorado, for the 2025 budget year. Trustee Arntson seconded the motion. Town Clerk Pro-Tem, Hearsun, called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Aye

Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

2. Consideration to Approve Resolution 74-2024, a Resolution Setting Certain Fees & Deposits

Presented by Town Treasurer, Fawkes.

Trustee Schoenherr made a motion to approve Resolution 74, 2024, setting certain fees and deposits. Trustee Miller seconded the motion. Town Clerk Pro-Tem, Hearsun, called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Aye
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

3. Consideration to Approve Resolution 75-2024, Adopting a Wage Range Structure for 2025

Presented by Town Treasurer, Fawkes.

Trustee Schoenherr made a motion to approve Resolution 75-2024, adopting a wage range structure for 2025. Trustee Miller seconded the motion. Town Clerk Pro-Tem, Hearsun, called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Aye
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

4. Consideration to Accept Bid for 2025 Purchase of an Argo UTV

Presented by Public Works Director, Reed-Tolonen.

Trustee Schoenherr made a motion to accept the bid for 2025 purchase of an Argo UTV. Trustee Miller seconded the motion. Town Clerk Pro-Tem, Hearsun, called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Aye
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

5. Consideration to Approve the Professional Services Agreement with ArtSpace Projects, Inc.

Item tabled for future meeting.

6. Consideration to Approve a Contract with MA Studios

Item tabled for future meeting.

K. Future Items for Consideration

- CGFOA Update.
- Tourism Update
- Cancellation of Second Board Meeting in December

L. Mayor's Report

Mayor Pro-Tem Bergquist thanked everyone for their work on the budget as it's a lot of work, making all the adjustments to get the final product.

The Christmas Tree lighting is this Friday, 6:00-8:30, with lighting of the tree at 7:00, Santa and his reindeer, carols, cocoa, and cookies taking place in Town Square. Thank you to the Town Staff for putting this event together. We hope to see you there.

The other big news, we are expecting a winter storm starting tonight, until Wednesday at 11:00 pm, expecting 10"-22", winds up to 35 mph, be sure to check winter road conditions.

We are very thankful for this little Town that we get to have a Hallmark Christmas and everyone that contributes to make that magic happen. This year has been joyful and look forward to the holiday.

Town Manager, Kudron, thanked the Town Attorney, Scott Krob, for attending tonight's meeting.

Happy Thanksgiving!

M. Adjourn Meeting

Trustee Miller made a motion to adjourn the meeting. Trustee Schoenherr seconded the motion. Town Clerk Pro-Tem, Hearsom, called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Aye
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

This meeting of the Board of Trustees was adjourned at 7:07 PM.

(Attest)

Alayna Carrell, Town Clerk

Christina Bergquist, Mayor Pro-Tem



GRAND LAKE BOARD OF TRUSTEES WORKSHOP AND MEETING MINUTES

Monday, December 09, 2024, at 5:59 PM

Town Hall Board Room – 1026 Park Avenue

The Town of Grand Lake upholds the Six Pillars of Character:
Citizenship, Trustworthiness, Respect, Responsibility, Fairness and Caring

A. Call to Order

The regular meeting of the Board of Trustees was called to order by Trustee Arntson at 5:59 P.M. in the Town Hall Board Room.

B. Pledge of Allegiance

Trustee Arntson led everyone in reciting the Pledge of Allegiance.

C. Announcements

Trustee Arntson announced: Please turn off all cell phones during the meeting.

D. Roll Call

Mayor Kudron, Mayor Pro-Tem Bergquist, Trustees Arntson, Miller, Schoenherr, Sobon and Town Clerk Carrell were present.

Trustee Sobon made a motion to excuse Trustee Causseaux from the workshop and evening meeting. Trustee Schoenherr seconded the motion. Town Clerk Carrell called the vote:

Table with 2 columns: Name and Action. Mayor Kudron: Abstain; Mayor Pro-Tem Bergquist: Aye; Trustee Arntson: Aye; Trustee Causseaux: Absent; Trustee Miller: Aye; Trustee Schoenherr: Aye; Trustee Sobon: Aye.

E. Conflicts of Interest

None.

F. Manager's Report

Windy Gap Environmental Fund Award:

The Three Lakes Watershed Association on behalf of the Town of Grand Lake was awarded \$1,231,675 for the implementation of the 2023/2024 Stormwater Management Plan. This award and the pending Smart Water grant would allow full implementation.

The plan, implementing a process-based approach will reduce silt deposits into SMR, filter out coarser materials, improve infiltration to assist with water temperatures, reduce nutrient loading, oil and gas transport into drainage area and increase resilience and restoration post-wildfire. A phased approach would be able to make immediate impacts on drought resilience and water table stabilization through improved wetlands. Our gratitude is extended to the Grand Foundation, the Windy Gap Environmental Fund Committee and the Three Lakes Watershed Association for allowing the Town to continue our efforts for a strong and resilient water system at the headwaters of the Colorado River.

Marquee Progress:

Work continues at the Town Marquee. They are working through the weather.

Space to Create:

Work continues with our partners in finalizing the state's understanding of our new town as owner model.

Staff Openings:

Current staff openings include Town Manager and Town Planner (Code closed 12/6/24)

December Events Highlights:

- 12/10/24: Happening at the House Jimmy Peterson & Suzi Maki Community House Town Park
12/14 & 12/15/24: Home for the Holidays sponsored by the Rocky Mountain Repertory Theater
12/28/24: Comedy Night sponsored by the Grand Arts Council Community House Town Park
12/31/24: Fireworks over the Lake! Midnight

For all of the great events happening in Grand Lake as well as Rocky Mountain Folk School classes, check out the December newsletter on the Town's website.

Next Board Meeting: December 23, 2024, or January 13, 2025 (determined by Board approval)

December 9, 2024

G. Public Comments (Limited to 3 Minutes)

Mickey Rourke, 1015 Mountain Avenue- Mr. Rourke was upset regarding the postings of the agenda at the post office, as no one knows where it's posted anymore. Suggested we display the agenda in different parts of town so citizens can know what's going on.

Gothard Lane, 1302 Spruce Drive- Mr. Lane expressed his concern that the town no longer puts "Merry Christmas" on the marquee at the entrance of town.

John Murray, 725 Park Avenue- Mr. Murray congratulated the town on getting the Storm Water Management grant and keeping our waters protected. He expressed his concern regarding the fencing that was installed for the future site of "Pay As You Throw", Mr. Murray believes there is better use for that land as possible extension for the Public Works facility rather than moving it to the Stanley property. The fencing should be there temporarily. He also raised a few other questions for the board regarding the Space to Create housing project.

H. Consent Agenda

1. Accounts Payable- December 9, 2024

Trustee Miller made a motion to approve the consent agenda. Trustee Sobon seconded the motion. Town Clerk Carrell called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Absent
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

I. Financial Review

1. November Financials

Presented by Town Manager, Kudron on behalf of Town Treasurer, Fawkes.

J. Items of Discussion

1. Consideration to Approve Resolution 78-2024, a Resolution Approving the Lucy Street Construction Contract with Phase Concrete

Presented by Public Works Director, Reed-Tolonen.

Enoch Jeffs, 91 East Commercial Ave, Cedar City, Utah and BJ Knudson, Cedar City, Utah- present on behalf of Phase Concrete to answer questions.

Trustee Miller made a motion to approve Resolution 78-2024, approving the Lucy Street Construction Contract with Phase Construction. Town Clerk Pro-Tem, Hearsom, called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Absent
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

2. Consideration of Resolution 76-2024, a Resolution for Supplemental Budget & Appropriation for the Town of Grand Lake, Colorado, for the Calendar Year 2024

Presented by Town Manager, Kudron.

Trustee Sobon made a motion to approve Resolution 76-2024, a Resolution for supplemental budget and appropriation for the Town of Grand Lake, Colorado, for the calendar year 2024. Trustee Schoenherr seconded the motion. Town Clerk Carrell called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Absent
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

3. Consideration of Resolution 77-2024, a Resolution Setting Certain Fees & Deposits

Presented by Town Manager, Kudron.

Trustee Schoenherr made a motion to approve Resolution 77-2024, a Resolution setting certain fees and deposits. Trustee Miller seconded the motion. Town Clerk Carrell called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Absent
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

4. Consideration of a Modular Lease with Grand County Water Information Network

Presented by Town Manager, Kudron.

Trustee Arntson made a motion to approve a modular lease with Grand County Water Information Network. Trustee Sobon seconded the motion. Town Clerk Carrell called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Absent
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

5. Consideration of a Modular Lease with Grand Lake Area Historical Society

Presented by Town Manager, Kudron.

Trustee Sobon made a motion to approve a modular lease with Grand Lake Area Historical Society. Trustee Schoenherr seconded the motion. Town Clerk Carrell called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Absent
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

6. Consideration to Cancel the Next Board of Trustees Meeting on December 23, 2024

Presented by Town Manager, Kudron.

Trustee Schoenherr made a motion to cancel the next Board of Trustees meeting on December 23, 2024. Trustee Sobon seconded the motion. Town Clerk Carrell called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Absent
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

K. Future Items for Consideration

- Grand Lake Priorities
- Mountain State Snowcat
- Postings Designation
- Policies

L. Mayor's Report

The Board, Staff and so many other people a part of this town in making it run, got together and had a nice holiday party. When saying “thank you’s” he knew he missed some people. This is a small town, 400 hundred people, it takes a lot of people to make this town run and everyone deserves to be recognized.

As 2024 winds to an end, it is gratitude that I thank all the people who make our little town this special authentic place.

Grand Lake Towns people

- Grand Lake Town Trustees
- Town Hall Staff
- Grand Lake Center Staff
- Public Works Staff
- Water Department Staff
- Marina Staff
- Planning Commission
- Cemetery Committee
- Coalition for the Stars
- Town Attorney
- Hilly Lawn
- Grand County Sheriff’s Office
- Grand Lake Area Chamber of Commerce
- Three Lakes Watershed Association
- Creative District
- Grand Arts Council
- Grand Lake Area Historical Society
- Rocky Mountain Folk School
- Rocky Mountain Repertory Theater
- Grand County Library District
- Rocky Mountain Wooden Boat School
- Shadowcliff
- Troublesomefest

Government Partners

- Grand County
- Grand Foundation
- Grand County Water Information Network Rocky Mountain National Park
- Kawuneeche Valley Restoration Collaborative US Forest Service
- Northwest Colorado Council of Governments Grand Lake Fire Protection District
- Grand County EMS
- US Postal Service - Grand Lake, CO Local Organizations
- Grand Lake Yacht Club Grand Lake Rotary Club

Grand Lake Women’s Club
Grand Lake Men’s Club
Grand Lake Trailgrooming

Local Districts

Three Lakes Metropolitan District Grand Lake Recreation District
Grand Lake Businesses Local Churches
Three Lake Sanitation District Mountain Parks Electric
Cooperative Middle Park Health

All the Community of Grand Lake 80447

Merry Christmas and a Happy New Year from the Town of Grand Lake!

M. Adjourn Meeting

Trustee Sobon made a motion to adjourn the meeting. Trustee Arntson seconded the motion. Town Clerk Carrell called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Absent
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

This meeting of the Board of Trustees was adjourned at 9:02 PM.

(Attest)

Alayna Carrell, Town Clerk

Christina Bergquist, Mayor Pro-Tem



Request for Board Action

Meeting Date: 1/13/2025

<p>Department: Treasurer</p>	<p>Presenter: Fawkes</p>
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ITEM:

Consideration to approve Accounts Payable

BACKGROUND:

At every Board meeting, the Town Board of Trustees approves the accounts payable.

FISCAL NOTE

All documents were emailed to Trustees for review on Thursday, January 9, 2025.

STAFF RECOMMENDATION

Approve

SUGGESTED MOTIONS

I make a motion to approve/(deny) the accounts payable for January 13, 2025.



January 13, 2024

To: Mayor Kudron & Town Trustees

From: Alayna Carrell, Town Clerk

RE: Consideration of Designation of Posting Notices of Public Meetings

The public place or places for posting notice of public meetings of the Town shall be designated each year at the first regular meeting of the year per C.R.S. 24-6-402(2)(c).

Public meetings are those at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or at which a majority or quorum of the body is in attendance or is expected to be in attendance. Public meetings include all meetings of a quorum or three or more members of any local public body, whichever is fewer, at which any public business is discussed or at which any formal action may be taken. Meetings shall be held only after full and timely notice to the public.

Staff recommends that the Board make a motion to designate that notice of public meetings shall be posted in the Grand Lake Post Office and at the Grand Lake Town Hall at least twenty-four (24) hours prior to all public meetings of the Town. This is the same procedure that has been followed for the previous twenty-nine years.



January 13, 2025

To: Mayor Kudron & Town Trustees

From: Alayna Carrell, Town Clerk

RE: Consideration of Resolution 01-2025, the Appointment of Town Clerk Pro-Tem

Background

Pursuant to State statute C.R.S. 31-4-304 and Town Code Chapter 2, Articles 8, 9, 10, and 11, the Town is required to appoint several officers after each biennial election. This includes the appointment of the Town Clerk Pro-Tem. The Town Clerk Pro-Tem is required to take an oath or affirmation of office.

Currently, Katie Hearsom serves as Town Clerk Pro-Tem; however, due to reconfiguration of staff, this duty has been offered to Sarah Weekes, who currently serves as the Administrative Assistant/Event Manager. If appointed, Mrs. Weekes would attend the Colorado Municipal Clerk Association’s Clerk Institute to obtain her Colorado Municipal Clerkship. By gaining her certification this benefits the citizens of Grand Lake and Town Staff, to cover absences, manage workload surges, and provide flexibility at Town Hall.

Motion

I move to approve Resolution 01-2025, Appointing Sarah Weekes as Town Clerk Pro-Tem for the Town of Grand Lake.

**TOWN OF GRAND LAKE
BOARD OF TRUSTEES
RESOLUTION NO. 01-2025**

A RESOLUTION APPOINTING THE TOWN CLERK PRO-TEM

WHEREAS, the Board of Trustees of the Town of Grand Lake, Colorado (the “Board”), pursuant to Colorado statute, is vested with the authority of administering the affairs of the Town of Grand Lake, Colorado (the “Town”); and

WHEREAS, the Town Code of the Town of Grand Lake (the “Code”), Section 2-9-1 provides that a majority of the Town Board shall appoint a Town Clerk Pro-Tem; and

WHEREAS, the Town Board desires to appoint Sarah Weekes as the Town Clerk Pro-Tem for the Town of Grand Lake.

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

Section 1. The Town Grand Lake Board of Trustees hereby appoint Sarah Weekes to serve as Town Clerk Pro-Tem.

Section 2. Severability: If any Article, Section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Trustees declares that it would have passed this Resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 3. Repeal: Existing Resolutions or parts of Resolutions covering the same matters as embraced in this Resolution are hereby repealed and all Resolutions or parts of Resolutions inconsistent with the provisions of this Resolution are hereby repealed, except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any Resolution hereby repealed prior to the taking effect of this Resolution.

INTRODUCED, PASSED AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE AND SIGNED THIS 13TH DAY OF JANUARY, 2025.

(S E A L)

Votes Approving:
Votes Opposed:
Absent:
Abstained:

ATTEST:

**BOARD OF TRUSTEES OF THE
TOWN OF GRAND LAKE, COLORADO**

Alayna Carrell
Town Clerk

By: _____
Christina Bergquist
Mayor Pro-Tem



January 13, 2025

To: Mayor Kudron & Town Trustees

From: Alayna Carrell, Town Clerk

RE: Consideration of Emergency Ordinance 01-2025, Amending the Grand Lake Municipal Code to Add Regulations Governing Natural Medicine Businesses

Background

The state passed certain legislation in response to a citizen’s initiative that will permit "access to natural psychedelic substances" within municipalities as early as January 1, 2025. The legislation permits local governments to regulate time and location of the natural medicine businesses, however, if the Town does nothing all zoning districts will become a use by right for these businesses as of January 1, 2025.

The *drafted* Emergency Ordinance 01-2025 limits these businesses to the commercial and commercial transitional zones of the Town. In addition, they are prohibited within 1,000 feet of schools or daycares. This distance may be modified by the Board, if desired.

Motion(s)

I move to approve Emergency Ordinance 01-2025, Amending the Grand Lake Municipal Code to Add Regulations Governing Natural Medicine Businesses

I move to approve Emergency Ordinance 01-2025, Amending the Grand Lake Municipal Code to Add Regulations Governing Natural Medicine Businesses with the following conditions

I move to deny Emergency Ordinance 01-2025, Amending the Grand Lake Municipal Code to Add Regulations Governing Natural Medicine Businesses

**TOWN OF GRAND LAKE
BOARD OF TRUSTEES
EMERGENCY ORDINANCE NO. 01-2025**

**AN EMERGENCY ORDINANCE AMENDING THE GRAND LAKE
MUNICIPAL CODE TO ADD REGULATIONS GOVERNING NATURAL
MEDICINE BUSINESSES**

WHEREAS, the Board of Trustees of the Town of Grand Lake, Colorado (the “Board”), pursuant to Colorado statute is vested with the authority of administering the affairs of the Town of Grand Lake, Colorado (the “Town”); and

WHEREAS, the People of the State of Colorado approved the citizens’ initiative known as “Proposition 122: Access to Natural Psychedelic Substances,” which was codified in the Colorado Revised Statute Sections 12-170-101 through 115 (the “Enabling Act”); and

WHEREAS, the Enabling Act decriminalizes the personal possession, growing, sharing, and use, but not the sale, of five natural medicines, including psychedelic mushrooms (psilocybin and psilocin) and three plant-based psychedelic substances (dimethyltryptamine, ibogaine, and mescaline); and

WHEREAS, the Enabling Act allows the supervised use of psychedelic mushrooms by individuals aged 21 and over at licensed facilities and requires the state to create a regulatory structure for the operation of those licensed facilities; and

WHEREAS, the Enabling Act allows the state to expand the type of substances that may be used in licensed facilities to include plant-based psychedelic substances (dimethyltryptamine, ibogaine, and mescaline), beginning in 2026; and.

WHEREAS, the State Legislature enacted Senate Bill 23-290, which is codified in Colorado Revised Statutes Sections 44-50-101 through 904 (the “Regulatory Act”), to create the regulatory structure for the operation of licensed facilities, which includes the licensing and registration of facilities and related businesses that provide for the use, cultivation, manufacture and testing of these substances; and

WHEREAS, the Enabling Act and Regulatory Act prohibit local governments from banning licensed facilities, services, and use of natural psychedelic substances permitted by the Enabling Act, while allowing local governments to regulate the time, place and manner of operation of such facilities; and

WHEREAS, the Regulatory Act provides that the “state licensing authority will “not receive or act upon an application for issuance of a natural medicine business license”... “[for] a location in an area where the cultivation, manufacturing, testing, storage, distribution, transfer, and dispensation of natural medicine or natural medicine

product as contemplated is not permitted under the applicable zoning laws of the local jurisdiction;” and

WHEREAS, the Regulatory Act further provides that the state licensing authority will not receive or act upon an application for the issuance of a Natural Medicine Business License if “the building where natural medicine services are provided is within one thousand feet of a child care center, preschool, elementary, middle, junior, or high school; or a residential child care facility...;” and

WHEREAS, the Regulatory Act further provides that “the governing body of a municipality, by ordinance; ... may vary the distance restrictions imposed by [the Regulatory Act]... for a License or may eliminate one or more types of schools or facilities from the application of a distance restriction established by or pursuant to [the Regulatory Act]...;” and

WHEREAS, the Board of Trustees of the Town of Grand Lake desires to enact this ordinance to regulate the time, place and manner of the operation of licenses issued pursuant to the Regulatory Act; to establish the appropriate zone districts for the operation of licenses issued pursuant to the Regulatory Act; and to establish distance restrictions for buildings where natural medicine services are provided within the vicinity of a child care center; preschool, elementary, middle, junior or high school; a residential child care facility; or residential dwellings pursuant to the Regulatory Act; and

WHEREAS, the Board of Trustees of the Town of Grand Lake find it necessary for the preservation of the health, safety, and welfare of the citizens of Grand Lake to immediately update the Town Code regarding zoning and regulation of natural medicine facilities prior to the January 1, 2025 state imposed regulations.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO:

Section 1. Section 12-2-17(A) Commercial Transitional District (CT) Uses by right, of the Grand Lake Municipal Code is hereby amended by adding Section 12-2-17(A)(17) to read as follows:

(17) Licensed Natural Medicine Business pursuant to the Colorado Natural Medicine Code, CRS § 44-50-101 *et seq.*, subject to the limitations of Chapter 6 Article 6 of the Grand Lake Municipal Code.

Section 2. Section 12-2-18(A) Commercial District (C) Uses by right, of the Grand Lake Municipal Code is hereby amended by adding Section 12-2-18(A)(12) to read as follows:

(12) Licensed Natural Medicine Business pursuant to the Colorado Natural Medicine Code, CRS § 44-50-101 *et seq.*, subject to the limitations of Chapter 6 Article 6 of the Grand Lake Municipal Code.

Section 3. The Grand Lake Municipal Code is amended by the addition thereto of a Article 6 of Chapter 6, entitled “Natural Medicine Businesses,” to read in its entirety as follows:

CHAPTER 6 –BUSINESS REGULATIONS

CHAPTER 6 – Business Licenses and Regulations

ARTICLE 1 - Natural Medicine Businesses

Sec. 6-6-10. - Definitions

For purposes of this Chapter, the following terms shall have the following meanings:

Natural medicine means psilocybin or psilocyn and other substances described as “natural medicine” in the Colorado Natural Medicine Code, as codified in Colorado Rev. Stat. §§ 44-50-101 through 904 (the “Regulatory Act”).

Natural medicine business means any of the following entities licensed under the Regulatory Act: a natural medicine healing center, a natural medicine cultivation facility, a natural medicine products manufacturer, or a natural medicine testing facility or another licensed entity created by the state licensing authority.

Natural medicine healing center means a facility where an entity is licensed by the state licensing authority that permits a facilitator as defined by the Regulatory Act, to provide and supervise natural medicine services for a participant as defined by the Regulatory Act, which includes a participant consuming and experiencing the effects of regulated natural medicine or regulated natural medicine products under the supervision of a facilitator.

Natural medicine product means a product infused with natural medicine that is intended for consumption, as provided by the Regulatory Act.

Natural medicine services mean a preparation session, administrative session, or integration session, as provided by the Regulatory Act.

Participant means an individual who is twenty-one (21) years of age or older who receives natural medicine services prescribed by and under the supervision of a facilitator, as provided by the Regulatory Act.

Regulated natural medicine means natural medicine that is cultivated, manufactured tested, stored, distributed, transported, or dispensed, as provided by the Regulatory Act

Regulated natural medicine product means a natural medicine product that is cultivated, manufactured, tested, stored, distributed, transported, or dispensed, as provided by the Regulatory Act.

State licensing authority means the authority created under the Regulatory Act for the purpose of regulating and controlling the licensing of the cultivation, manufacturing, testing, storing, distribution, transfer, and dispensation of regulated natural medicine and regulated natural medicine products, as provided by the Regulatory Act.

Sec. 6-6-20. - Permitted location for a natural medicine healing center.

Natural medicine healing center is a use permitted by right in the Commercial and Commercial Transitional District zones, subject to the time, place and manner requirements contained in Sections 6-6-10 through 6-6-100. Natural medicine healing centers are prohibited in all other zone districts in the Town.

Sec. 6-6-30. - Permitted location for other natural medicine businesses.

Natural medicine cultivation facility, natural medicine products manufacturer, natural medicine testing facility, and other licensed entity created by the state licensing authority (collectively the “licensed facilities”) are uses permitted by right in the Commercial and uses permitted by special review in the Commercial Transitional zone districts, subject to the time, place and manner requirements contained in Grand Lake Municipal Code Sections 6-6-10 through 6-6-100. Licensed facilities are prohibited in all other zone districts of the Town.

Sec. 6-6-40. - Distance restrictions from schools.

All distance restrictions imposed by Colorado Revised Statutes Section 44-50-302(1)(d)(I) are hereby adopted. A building where natural medicine services are provided may not be within one thousand (1,000) feet of a child care center; preschool; elementary, middle, junior, or high school; or a residential child care facility (collectively “school”).

Sec. 6-6-50. - Hours of operation – natural medicine healing centers.

Natural medicine healing centers may only operate between the hours of 8:00 a.m. to 8:00 p.m., Monday through Sunday.

Sec. 6-6-60. - Storage of natural medicine at businesses.

All storage for natural medicine businesses shall be located within a permanent building that is locked when not occupied. Natural medicine may not be stored within any trailer, tent, or motor vehicle.

Sec. 6-6-70. - Odor from natural medicine businesses.

Natural medicine businesses shall use an air filtration and ventilation system ensuring that the odors from natural medicine and natural medicine products are confined to the premises and are not detectable beyond the property boundaries on which the business is located.

Sec. 6-6-80. - Natural medicine businesses secure disposal.

Natural medicine businesses shall provide secure disposal of natural medicine and natural medicine product remnants or by-products. Natural medicine and natural medicine product remnants or by-products shall not be placed within the businesses exterior refuse container.

Sec. 6-6-90. - Processing of natural medicine.

(a) The processing of natural medicine that includes the use of hazardous materials, including without limitation, and by way of example, flammable and combustible liquids, carbon dioxide, and liquified petroleum gases, such as butane, is prohibited.

(b) Nonhazardous materials used to process natural medicine shall be stored in a manner so as to mitigate and ensure odors are not detectable beyond the property boundaries on which the processing facility is located or the exterior walls of the processing facility associated with the processing of natural medicine.

(c) The processing of natural medicine shall meet the requirements of all adopted town building and life/safety codes.

(d) The processing of natural medicine shall meet all of the requirements of all adopted sewer regulations.

Sec. 6-6-100. - Nuisance.

It is unlawful and deemed a nuisance under Chapter 7 of the Grand Lake Municipal Code to dispose of, discharge out of or from, or permit to flow from any facility associated with natural medicine, any foul or noxious liquid or substance of any kind whatsoever, including, without limitation, by-products of the natural medicine or natural medicine processes, into or upon any adjacent ground or lot, into any street, alley or public place, or into any municipal storm sewer and or system in the town.

Section 4. Severability. All sections of this Ordinance shall be severable, and if any section, portion or provision of this Ordinance or amended code is declared or ruled illegal, invalid, or unconstitutional by any court of competent jurisdiction or by any state or federal regulatory authority having jurisdiction thereof, such determination shall have no effect on the validity of any other section, portion, or provision of this Ordinance or amended code and the Ordinance and amended code shall remain in full force and effect. The Town Board hereby declares that it would have passed this Ordinance and approved the amended

code and each part thereof irrespective of the fact that any one part be declared unconstitutional illegal, or invalid.

Section 5. Repeal. All other ordinances or portions thereof inconsistent or conflicting with this Ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 6. Publication and Effective Date. This Ordinance is necessary for the immediate protection and preservation of the public health, safety, and welfare of the citizens of the Town of Grand Lake, Colorado for reasons described above, and therefore, shall become effective immediately as an emergency ordinance upon adoption by the Town Board of Trustees.

INTRODUCED, READ, APPROVED, AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE ON THIS 13th DAY OF JANUARY 2025.

TOWN OF GRAND LAKE, COLORADO

Christina Bergquist, Mayor Pro-Tem

ATTEST:

Alayna Carrell, Town Clerk

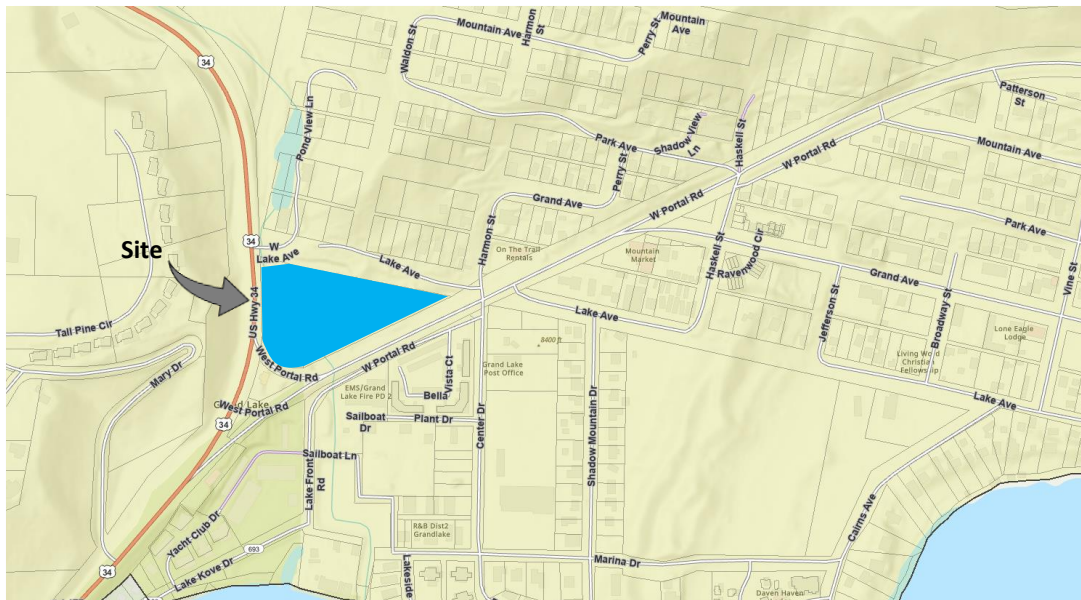


PLANNING COMMISSION STAFF MEMORANDUM

DATE: January 13, 2025
TO: Mayor and the Board of Trustees
FROM: Steve Kudron, Town Manager
 Josh Olhava, AICP, Contract Staff - Planning Department
SUBJECT: **QUASI JUDICIAL** – Resolution 02-2025 - Consideration to Approve a Final Development Plan Amendment for the Gateway Inn Located on Block 15, Gateway Inn Grand Lake Estates 2nd Filing, More Commonly Referred to as 120 W. Lake Avenue.

Overview

- **Property Owner and Applicant:** Grand Lake Family LLLP
- **Applicant's Representative:** Howard Ehram, P.E., CGC, LEED AP
- **Consultant:** Howard Ehram, P.E., CGC, LEED AP
- **Project Location:** 120 W. Lake Avenue
- **Project Zoning:** Planned Development
- **Attachments:**
 - Final Development Plan Amendment
 - Drainage Compliance Letter



The applicant/property owner is looking to finalize new site improvements to the existing Gateway Inn property. These include:



1. A new carport/enclosure structure matching the existing building architecture outside of the kitchen on the south side of the building to screen back-of-house operations for the hotel and restaurant;
2. Revising the fire lane configuration based on pavement improvements and the new carport /enclosure structure;
3. Paving the gravel parking lot on the west end of the building; and
4. Minor on-site drainage improvements to mitigate erosion issues and improve drainage conveyance from the site.



The applicant is requesting approval of the attached Final Development Plan Amendment.

Staff Analysis

Public notices were completed following Municipal Code requirements for Amendments to Land Use Developments found in Section 12-9-7. Notices included both the Planning Commission and Board of Trustees meeting details.

The attached plans comply with the Municipal Code requirements regarding Amendments to Land Use Developments, Parking Regulations, Setbacks, Height, and Area Requirements, and Design Review Standards for the new carport/enclosure structure. Staff reviewed the applicant’s Drainage Compliance Letter and found no obvious issues with the findings. The proposed changes are a result of gradual improvements and adjustments to the hotel operations and use of the site over the years. The new structure on the south side of the building will help screen back-of-house operations and elements from the on-site restaurant kitchen from adjacent hotel rooms.

The applicant has worked closely with staff and referral agencies over the past few weeks to provide the attached final plans for consideration by the Board of Trustees.

Staff have no further comments or concerns with the application.

Planning Commission Recommendation

The Planning Commissions held a public hearing on the requested amendment during their regularly meeting on January 8, 2025.

- There were no public comments related to this application.
- Commission members had no comments for staff or the applicant.
- The Commission forwarded a recommendation of approval for the attachment amendment by a unanimous vote.

Board of Trustees Consideration

Under Municipal Code Section 12-9-7(C)(2) - Such amendments may be made only if they are shown to be required by changes in conditions that have occurred since the Final Development Plan was approved or by changes in community policy.



Sample Board of Trustees Motions

Approval with or without conditions

I move to approve Resolution 02-2025, a resolution approving a final development plan amendment for the Gateway Inn located on Block 15, Gateway Inn Grand Lake Estates 2nd Filing, More Commonly Referred to as 120 W. Lake Avenue.

... with the following conditions:

-
-

Denial *(establishing findings of fact based on specific code sections and requirements)*

I move to approve Resolution 02-2025, a resolution denying a final development plan amendment for the Gateway Inn located on Block 15, Gateway Inn Grand Lake Estates 2nd Filing, More Commonly Referred to as 120 W. Lake Avenue, based on the following findings of fact:

-
-

**TOWN OF GRAND LAKE
BOARD OF TRUSTEES
RESOLUTION NO. 02 – 2025**

A RESOLUTION APPROVING A FINAL DEVELOPMENT PLAN AMENDMENT FOR THE GATEWAY INN LOCATED ON BLOCK 15, GATEWAY INN GRAND LAKE ESTATES 2ND FILING, MORE COMMONLY REFERRED TO AS 120 W. LAKE AVENUE.

WHEREAS, Grand Lake Family LLLP (the “Owner”) is the owner of certain real property located within the Town of Grand Lake, more particularly described as follows:

Block 15, Gateway Inn Grand Lake Estates 2nd Filing, Grand Lake, Colorado, also known as: 120 W. Lake Avenue, Grand Lake, Colorado 80447 (the “Property”); and

WHEREAS, the Owner is planning to complete on-site improvements that have resulted from the ongoing use of the site and growth of the hotel and on-site restaurant; and

WHEREAS, the Town received an application for an amendment to the final development plan for the Gateway Inn (the “Application”) from the Owner, looking to construct a new carport/enclosure structure matching the building architecture to screen back-of-house operations from hotel rooms, revising fire lanes based on pavement improvements and the new structure, pave the gravel parking lot on the west end of the building, and make minor on-site drainage improvements to help mitigate erosion issues and improve drainage; and

WHEREAS, Grand Lake Municipal Code (the “Code”) Section 12-9-7 establishes the procedure for processing an amendment to a final development plan; and

WHEREAS, on January 8, 2025, following proper notice, the Planning Commission considered the Owners’ final development plan amendment request; and

WHEREAS, based on the Application, the representations of the Owner to the Planning Commission, compliance with requirements of the Code, and public comments, the Planning Commission adopted Planning Commission Resolution 01-2025, recommending approval of the final development plan amendment with no conditions; and

WHEREAS, the Board of Trustees reviewed the Application, the presentation by the Owner, the recommendation of the Planning Commission, and the public testimony presented at the regularly scheduled meeting on January 13, 2025; and

WHEREAS, based on those considerations, the Board of Trustees approves the Owner’s final development plan amendment as presented.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO,

1. The Board of Trustees approves the Application. Unless specified otherwise, the Owner shall satisfy any outstanding items that may include:
 - a. Payment by the Owner of all legal, engineering, and administrative fees incurred by the Town in connection with the review, processing, consideration, and action on the Application.
 - b. Compliance by the Owner with all representations made to the Planning Commission and Board of Trustees during all public hearings or meetings related to the Application.
 - c. The Owner complies with all other federal, state, and local regulations, including but not limited to, obtaining building permits, business regulations, and right of way permits; and,
 - d. In granting this Request the Board is not obligated to grant similar requests in the future nor does granting this Request set a precedent for any future requests.
 - e. This authorization shall run with the transfer of the Property from the Owner to their successors, heirs, or grantees.
 - f. ANY ADDITIONAL CONDITIONS, IF APPLICABLE

2. Severability: If any section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Trustees declares that it would have passed this Resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

3. Repeal: Existing resolutions or parts of resolutions covering the same matters as embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

[remainder of this page intentionally left blank]

**DULY MOVED, SECONDED AND ADOPTED BY THE BOARD OF TRUSTEES OF
THE TOWN OF GRAND LAKE, COLORADO THIS 13th DAY OF JANUARY 2025.**

(S E A L)

ATTEST:

TOWN OF GRAND LAKE

Alayna Carrell
Town Clerk

Christina Bergquist,
Mayor Pro-Tem

Votes Approving: 0
Votes Opposed: 0
Absent: 0
Abstained: 0

GATEWAY INN

A 2ND AMENDMENT TO PLANNED DEVELOPMENT OF BLOCK 15, GRAND LAKE ESTATES, SECOND FILING, LOCATED IN SECTION 6, T3N, R75W, 6TH P.M., TOWN OF GRAND LAKE, COUNTY OF GRAND, STATE OF COLORADO.

120 LAKE AVE., GRAND LAKE, CO 80447

DEDICATION:

KNOW ALL MEN BY THESE PRESENTS: THAT Grand Lake Family LLLP is/are the owner and lien holder of that real property situated in the Town of Grand Lake, Colorado, described as follows:

Parcel Number: 1193-061-32-001
GATEWAY INN GRAND LAKE ESTATES BLOCK 15 2ND FILING
and
Parcel Number: 1193-062-00-002
METES & BOUNDS 75 ALL 1.51 ACRES IN LOT 6 SEC 6 T3N R75 DESC B/186 P/251

That the owner(s) and lien holder(s) have caused said real property to be laid out and surveyed as GATEWAY INN, and does hereby dedicate those portions of said real property which are indicated as easements on the accompanying plan as easements. Also that (Lien Holders Name), who is the lien holder of the property, does not guarantee the accuracy of representations of existing fact set forth hereon.

IN WITNESS WHEREOF Grand Lake Family LLLP has caused its/his/her name(s) to be hereunto subscribed this ____ day of _____, A.D., 20____

ATTEST:

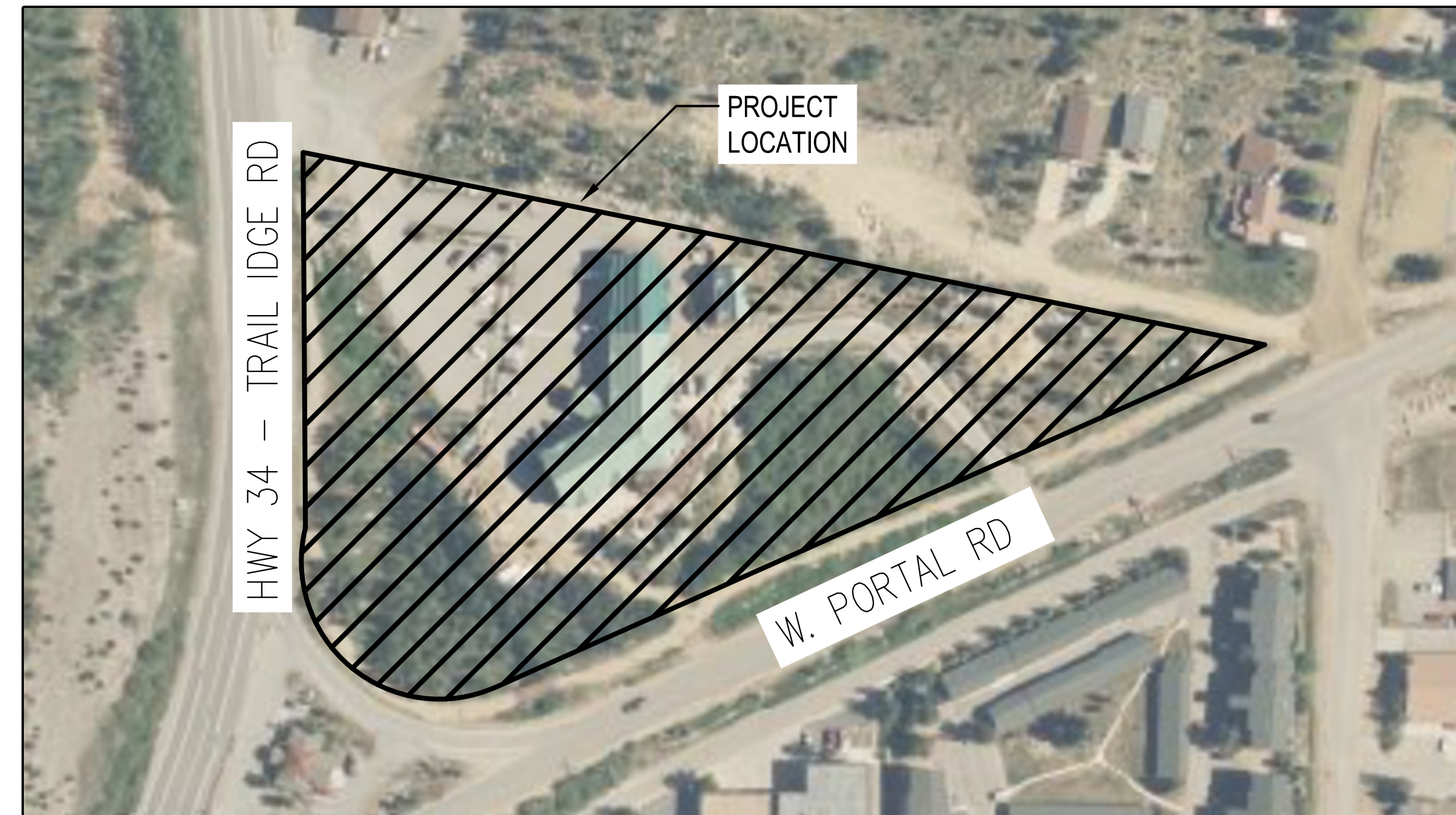
(Owner's) (Lien Holder)

STATE OF COLORADO
COUNTY OF GRAND

The foregoing instrument was acknowledged before me this ____ day of _____, A.D., 20____ by Robbie Muck.

Witness my hand and official seal. My Commission Expires: _____
(date)

(Notary's Name)
NOTARY PUBLIC (SEAL)



VICINITY MAP

SCALE= 1"=100'

Sheet List Table

Sheet Number	Sheet Title
1-C1	COVER SHEET
2-C2	EXISTING CONDITIONS & DEMO PLAN
3-C3	SITE & HORIZONTAL CONTROL PLAN
4-C4	GRADING PLAN
5- A3- .01	FLOOR PLANS- LEVEL 01 & ROOF
6- A5- .01	OVERALL EXTERIOR ELEVATIONS
7- A5- .21	OVERALL EXTERIOR PERSPECTIVES

SIGNATURE BLOCKS

SURVEYOR'S CERTIFICATE

I, _____, a duly registered Land Surveyor in the State of Colorado, do hereby certify that this GATEWAY INN truly and correctly represents the results of a survey made by me or under my supervision, and that said plot complies with the requirements of Title 38, Article 50 and 51, Colorado Revised Statutes, 1973, and that the monuments required by said Statutes and by the Town of Grand Lake Development Regulations have been placed on the ground.

WARREN WARD

SURVEYOR STAMP AND REGISTRATION NUMBER

PLANNING COMMISSION CERTIFICATION

PLANNING COMMISSION CERTIFICATE
APPROVED AFTER PUBLIC HEARING by the Grand Lake Planning Commission the ____ day of _____, 20____

Chairman ATTEST: _____
Secretary

CLERK & RECORDER CERTIFICATE - COUNTY OF BOULDER, STATE OF COLORADO

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED IN MY OFFICE AT ____ O'CLOCK, ____M., THIS ____ DAY OF _____, 201____, AND IS RECORDED IN PLAN FILE _____, FEE _____, PAID _____, FILM NO. _____, RECEPTION

RECORDER DEPUTY

TOWN BOARD OF TRUSTEES CERTIFICATE

APPROVED BY the Board of Trustees of the Town of Grand Lake the ____ day of _____, 20____

MAYOR

ATTEST:

TOWN CLERK

CONTACTS:

OWNER ROBBIE MUCK GRAND LAKE FAMILY LLLP 120 LAKE AVE GRAND LAKE, CO 80447 PHONE: 303-507-7000 ROB@MILEHIGHMICRO.COM	ARCHITECT NAME MUNN ARCHITECTURE 315 EAST AGATE AVENUE GRANBY, CO 80446 PHONE: 970-887-9366 NAME@MUNNARCH.COM
CIVIL ENGINEER HOWARD EHRSAM, P.E. BOWMAN CONSULTING GROUP, LTD 1526 COLE BLVD STE 100 LAKEWOOD, CO 20401 PHONE: 303-801-2905 HEHRSAM@BOWMAN.COM	SURVEYOR WARREN WARD ROCKY MOUNTAIN SURVEYS INC. P.O. BOX 552 WINTER PARK, CO 80482 970-726-7166 WWARD8100@GMAIL.COM

BENCHMARK:

THE PRIMARY BENCHMARK USED TO DETERMINE THE BASIS OF ELEVATIONS FOR THIS MAP NGS STATION T38 A STANDARD BUREAU OF RECLAMATION 3-1/4" BRASS DISK AT WEST PORTAL ROAD BRIDGE OVER THE NORTH INLET TO GRAND LAKE, AND IN THE CONCRETE CURB. NAVD88 PUBLISHED ELEVATION = 8441.34 FEET.

BASIS OF BEARING:

BEARINGS SHOWN ON THE ACCOMPANYING TOPOGRAPHIC MAP ARE BASED ON THE ASSUMPTION THAT THE CHORD BEARING BETWEEN AP-158 A AND AP-159, BEARS N82°53'08"W, AS MONUMENTED AND SHOWN HERON.

DESIGN ENGINEER APPROVAL

THESE CONSTRUCTION PLANS FOR THE GATEWAY INN WERE PREPARED BY ME OR UNDER MY DIRECT SUPERVISION IN ACCORDANCE WITH THE REQUIREMENTS OF THE TOWN OF GRAND LAKE.

Howard Ehrsam 12-23-2024
HOWARD EHRSAM, PE NO. 0054031 DATE
FOR AND ON BEHALF OF BOWMAN CONSULTING



Know what's below.
Call before you dig.

REVISIONS	DATE	DESCRIPTION
01 <td>12-23-2024</td> <td>RESPONSE TO COMMENTS</td>	12-23-2024	RESPONSE TO COMMENTS

COVER SHEET
GATEWAY INN
120 LAKE AVE, GRAND LAKE, CO 80447
GRAND LAKE
COLORADO

SEAL

NOT FOR CONSTRUCTION

DESIGN HE	DRAWN JB	CHKD HE
SCALE: H:		
JOB No: 020234-01-003		
DATE: 10/28/2024		
SHEET		
1-C1		

REVISIONS	DATE	DESCRIPTION
01	12-23-2024	RESPONSE TO COMMENTS

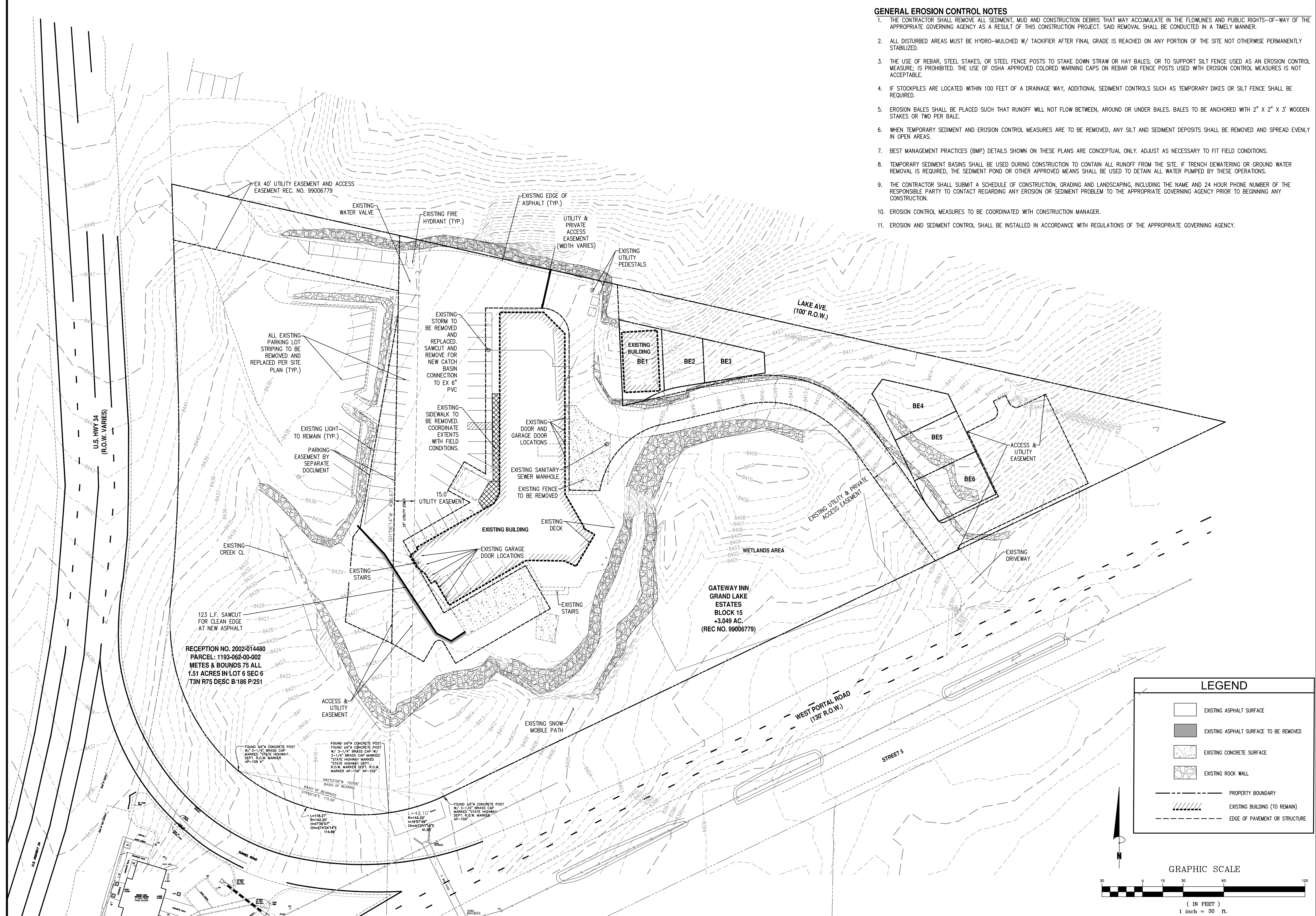
EXISTING CONDITIONS & DEMO PLAN
 GATEWAY INN
 120 LAKE AVE, GRAND LAKE, CO 80447
 COLORADO

DESIGN	DRAWN	CHKD
HE	JB	HE
SCALE: H: V:		
JOB No. 020234-01-003		
DATE: 10/28/2024		
SHEET		
2-C2		

NOT FOR CONSTRUCTION

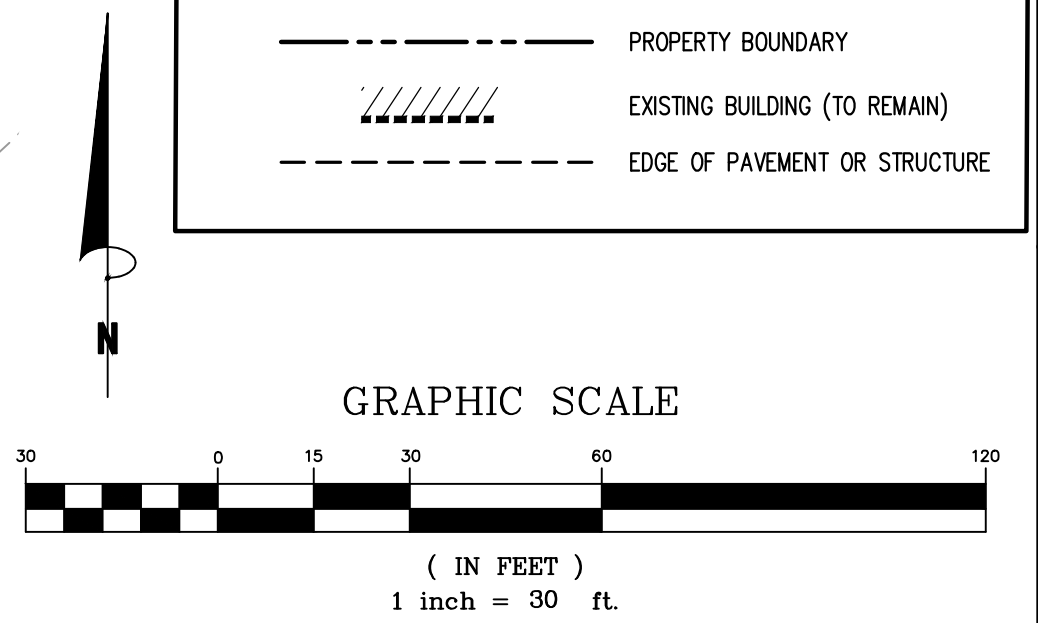
GENERAL EROSION CONTROL NOTES

1. THE CONTRACTOR SHALL REMOVE ALL SEDIMENT, MUD AND CONSTRUCTION DEBRIS THAT MAY ACCUMULATE IN THE FLOWLINES AND PUBLIC RIGHTS-OF-WAY OF THE APPROPRIATE GOVERNING AGENCY AS A RESULT OF THIS CONSTRUCTION PROJECT. SAID REMOVAL SHALL BE CONDUCTED IN A TIMELY MANNER.
2. ALL DISTURBED AREAS MUST BE HYDRO-MULCHED W/ TACKIFIER AFTER FINAL GRADE IS REACHED ON ANY PORTION OF THE SITE NOT OTHERWISE PERMANENTLY STABILIZED.
3. THE USE OF REBAR, STEEL STAKES, OR STEEL FENCE POSTS TO STAKE DOWN STRAW OR HAY BALES; OR TO SUPPORT SILT FENCE USED AS AN EROSION CONTROL MEASURE; IS PROHIBITED. THE USE OF OSHA APPROVED COLORED WARNING CAPS ON REBAR OR FENCE POSTS USED WITH EROSION CONTROL MEASURES IS NOT ACCEPTABLE.
4. IF STOCKPILES ARE LOCATED WITHIN 100 FEET OF A DRAINAGE WAY, ADDITIONAL SEDIMENT CONTROLS SUCH AS TEMPORARY DIKES OR SILT FENCE SHALL BE REQUIRED.
5. EROSION BALES SHALL BE PLACED SUCH THAT RUNOFF WILL NOT FLOW BETWEEN, AROUND OR UNDER BALES. BALES TO BE ANCHORED WITH 2" X 2" X 3' WOODEN STAKES OR TWO PER BALE.
6. WHEN TEMPORARY SEDIMENT AND EROSION CONTROL MEASURES ARE TO BE REMOVED, ANY SILT AND SEDIMENT DEPOSITS SHALL BE REMOVED AND SPREAD EVENLY IN OPEN AREAS.
7. BEST MANAGEMENT PRACTICES (BMP) DETAILS SHOWN ON THESE PLANS ARE CONCEPTUAL ONLY. ADJUST AS NECESSARY TO FIT FIELD CONDITIONS.
8. TEMPORARY SEDIMENT BASINS SHALL BE USED DURING CONSTRUCTION TO CONTAIN ALL RUNOFF FROM THE SITE. IF TRENCH DEWATERING OR GROUND WATER REMOVAL IS REQUIRED, THE SEDIMENT POND OR OTHER APPROVED MEANS SHALL BE USED TO DETAIN ALL WATER PUMPED BY THESE OPERATIONS.
9. THE CONTRACTOR SHALL SUBMIT A SCHEDULE OF CONSTRUCTION, GRADING AND LANDSCAPING, INCLUDING THE NAME AND 24 HOUR PHONE NUMBER OF THE RESPONSIBLE PARTY TO CONTACT REGARDING ANY EROSION OR SEDIMENT PROBLEM TO THE APPROPRIATE GOVERNING AGENCY PRIOR TO BEGINNING ANY CONSTRUCTION.
10. EROSION CONTROL MEASURES TO BE COORDINATED WITH CONSTRUCTION MANAGER.
11. EROSION AND SEDIMENT CONTROL SHALL BE INSTALLED IN ACCORDANCE WITH REGULATIONS OF THE APPROPRIATE GOVERNING AGENCY.



LEGEND

- EXISTING ASPHALT SURFACE
- EXISTING ASPHALT SURFACE TO BE REMOVED
- EXISTING CONCRETE SURFACE
- EXISTING ROCK WALL
- PROPERTY BOUNDARY
- EXISTING BUILDING (TO REMAIN)
- EDGE OF PAVEMENT OR STRUCTURE



LEGEND	
	FUTURE PROPOSED ASPHALT SURFACE
	PROPOSED CONCRETE SURFACE
	PROPOSED SNOW STORAGE
	EXISTING ASPHALT SURFACE (TO REMAIN)
	EXISTING CONCRETE SURFACE (TO REMAIN)
	EXISTING ROCK WALL (TO REMAIN)
	EXISTING BUILDING (TO REMAIN)
	# OF PROPOSED PARKING SPOTS
	PROPOSED 20FT FIRE LANE
	PROPOSED BLDG ADDITION

SITE DATA	
1. ZONING CLASSIFICATION: C-COMMERCIAL	
2. LAND USE: 2000 - COMMERCIAL IMPROVED	
3. FRONT YARD SETBACK: 15'	
4. SIDE YARD SETBACK: 2' SET BACK DISTANCE	
5. REAR YARD SETBACK: (160' BUILDING REQUIRED FROM WEST PORTAL RD. (NO CHANGE FROM EXISTING)	
6. MAX BUILDING HEIGHT: 35'-00"	
7. EXISTING BUILDING HEIGHT: 35'-00"	
8. HEIGHT (STORIES): 3	
9. GROSS SITE AREA: 4.56 ACRES @ PROPERTY LINE BOTH PARCELS	
10. MAX LOT COVERAGE: THE FIRST FLOOR OF MULTI-STORY BUILDINGS MAY COVER ONE HUNDRED(100%) PERCENT OF THE LOT OR PARCEL.	
11. SNOW STORAGE: CONVENIENT AND ACCESSIBLE SNOW STORAGE AREAS SHALL BE PROVIDED FOR PARKING AREAS EQUIVALENT TO ONE THIRD (1/3) OF THE TOTAL DRIVE AND PARKING AREAS. (TOGL ARTICLE 2: ZONING REGULATIONS 12-2-28(C)(2))	
12. DRAINAGE REQUIREMENTS: THE SITE PLAN MUST INDICATE FACILITIES FOR ADEQUATE DRAINAGE REQUIRED THAT ARE PROPOSED TO CONNECT TO THE TOWN'S DRAINAGE SYSTEM OR NATURAL EROSION CONTROL OR RETENTION PROVISIONS MUST BE PROVIDED. SITE DRAINS TO ADJACENT WETLAND. (TOGL ARTICLE 1: BUILDING REGULATIONS 9-1-1(B).7)	

BUILDING DATA			
LODGE TOTAL FOOTPRINT 11,750 SF, MAXIMUM HEIGHT 46', SHORT TERM RENTALS 1-5 DENSITY PER ROOM			
GARAGE LEVEL:		LOBBY LEVEL:	
12 GARAGES (10.8x20.5)	2675	22 ROOM RENTALS (338)	7436
STORAGE/10 GARAGES	2834	HALLWAYS	1410
EXERCISE/ARCADE	213	LOUNGE/RESTAURANT	1096
AIR LOCKS/HALLWAYS	559	OFFICE	110
MECHANICAL/LAUNDRY	509	PUBLIC RESTROOMS	168
CONFERENCE AREA	1313	REGISTRATION	61
CONFERENCE STORAGE	33	LOUNGE STORAGE	29
PUBLIC BATHROOMS	110	JANITORS/STORAGE AREA	219
EQUIPMENT ROOM	111	VENDING/ICE AREA	46
TOTALS	8357	TOTALS	10575
			10934
TOTAL SQUARE FOOTAGE ABOVE 29,870± OF WHICH 6,121 SQ FT. WILL NOT BE FINISHED.			
MISC./COVERED DRIVE TROUGH ENTRYWAY NOT TO EXCEED 360 SQ FT.			
HOT TUB GAZEBO AREA NOT TO EXCEED 325 SQ FT.			
MANAGERS RESIDENCE DECK 280 SQ FT. MAXIMUM.			
MAIN DECK/COVERED PATIO BELOW 2,400 SQ FT.			
FIRE PIT AREA 200 SQ FT.			
CABINS TOTAL A MAXIMUM FOOTPRINT OF 4,800 SQ FT WITH MAXIMUM HEIGHT 35'. CABINS TO BE SHORT TERM AND LONG TERM RENTALS WITH ONE UNIT DESIGNED FOR POSSIBLE EMPLOYEE LIVING QUARTERS.			
CABINS TO BE SPACED 20' APART, PARKING SPACES/GARAGE TO MEET CODE			
400-2000 SQ FT EACH WITH 1 BEDROOM(S), KITCHEN, LIVING ROOM, AND BATH(S). LOFTS AND DECKS ON SOME MODELS, 1,750 SQ FT TOTAL FOOTPRINT			
TRASH/STORAGE AREAS - 8x16=128 SF			
TOTAL DENSITY (LODGE, CABINS AT MAX. SIZE, GAZEBO AND TRASH STG. (EXCLUDING DECKS) 17,134/132,858 = 12.9%			
PARKING/DRIVEWAYS/SIDEWALKS = 39,060 SQ FT			
OPEN SPACE = (17,134-39,060)/132,858 = 58%			
SNOW STORAGE AREAS = 18,106/55,226.15 SQ FT = 33.0%			

PARKING TABULATION	
PARKING SPACES AVAILABLE AT LODGE:	PARKING SPACES REQUIRED:
12 - GARAGE PARKING SPACES (10.8x20.5)	47 - GUEST ROOMS (1 BEDROOM)
3 - HANDICAP SPACES (9x20, 5FT ACCESS AISLE)	1 - RESIDENCE (2 BEDROOMS)
55 - STANDARD PARKING SPACES (10x20)	COMMON AREAS (CONF. ROOM/ARCADE/WEIGHT/LOUNGE/RESTAURANT/GIFT)
16 - ON STREET PARKING CREDITS	(2662 SF/20 = 10.5)
86 - TOTAL SPACES PROVIDED	LEASEABLE (OFFICE, REGISTRATION)(171 SF/150=1.4)
	TOTAL FROM ABOVE IS 60 TOTAL PARKING SPACES.

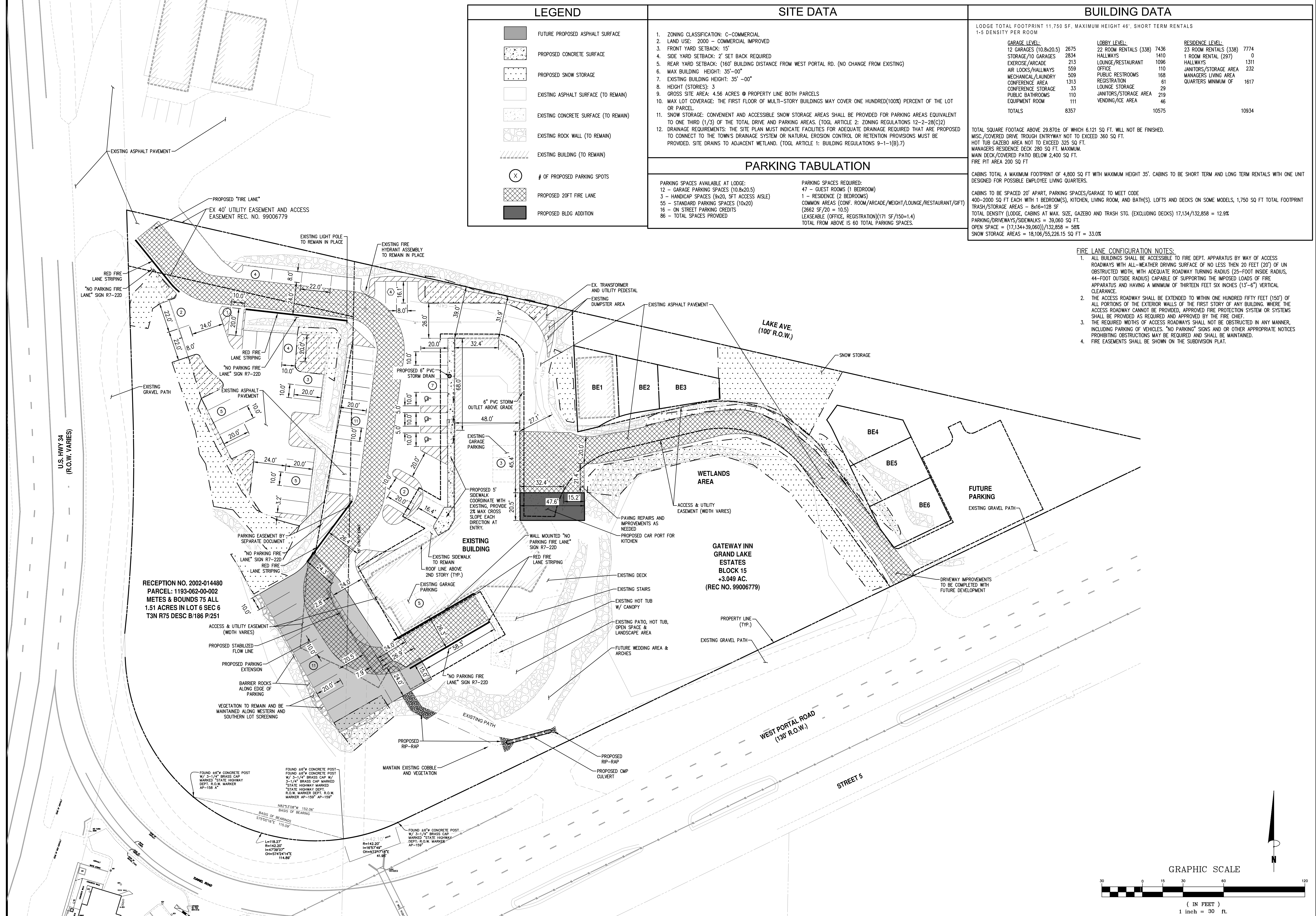
FIRE LANE CONFIGURATION NOTES:

- ALL BUILDINGS SHALL BE ACCESSIBLE TO FIRE DEPT. APPARATUS BY WAY OF ACCESS ROADWAYS WITH ALL-WEATHER DRIVING SURFACE OF NO LESS THAN 20 FEET (20') OF UN OBSTRUCTED WIDTH, WITH ADEQUATE ROADWAY TURNING RADIUS (25-FOOT INSIDE RADIUS, 44-FOOT OUTSIDE RADIUS) CAPABLE OF SUPPORTING THE IMPOSED LOADS OF FIRE APPARATUS AND HAVING A MINIMUM OF THIRTEEN FEET SIX INCHES (13'-6") VERTICAL CLEARANCE.
- THE ACCESS ROADWAY SHALL BE EXTENDED TO WITHIN ONE HUNDRED FIFTY FEET (150') OF ALL PORTIONS OF THE EXTERIOR WALLS OF THE FIRST STORY OF ANY BUILDING, WHERE THE ACCESS ROADWAY CANNOT BE PROVIDED, APPROVED FIRE PROTECTION SYSTEM OR SYSTEMS SHALL BE PROVIDED AS REQUIRED AND APPROVED BY THE FIRE CHIEF.
- THE REQUIRED WIDTHS OF ACCESS ROADWAYS SHALL NOT BE OBSTRUCTED IN ANY MANNER, INCLUDING PARKING OF VEHICLES. "NO PARKING" SIGNS AND/OR OTHER APPROPRIATE NOTICES PROHIBITING OBSTRUCTIONS MAY BE REQUIRED AND SHALL BE MAINTAINED.
- FIRE EASEMENTS SHALL BE SHOWN ON THE SUBDIVISION PLAT.

REVISION	DATE	DESCRIPTION
01	12-23-2024	RESPONSE TO COMMENTS

SITE & HORIZONTAL CONTROL PLAN
GATEWAY INN
120 LAKE AVE, GRAND LAKE, CO 80447
COLORADO

DESIGN	DRAWN	CHKD
HE	JB	HE
SCALE	H:	
	V:	
JOB No.	020234-01-003	
DATE :	10/28/2024	
SHEET	3-C3	



REVISION	DATE	DESCRIPTION
01	12-23-2024	RESPONSE TO COMMENTS

REVISIONS

GRADING PLAN

GATEWAY INN
 120 LAKE AVE, GRAND LAKE, CO 80447

COLORADO

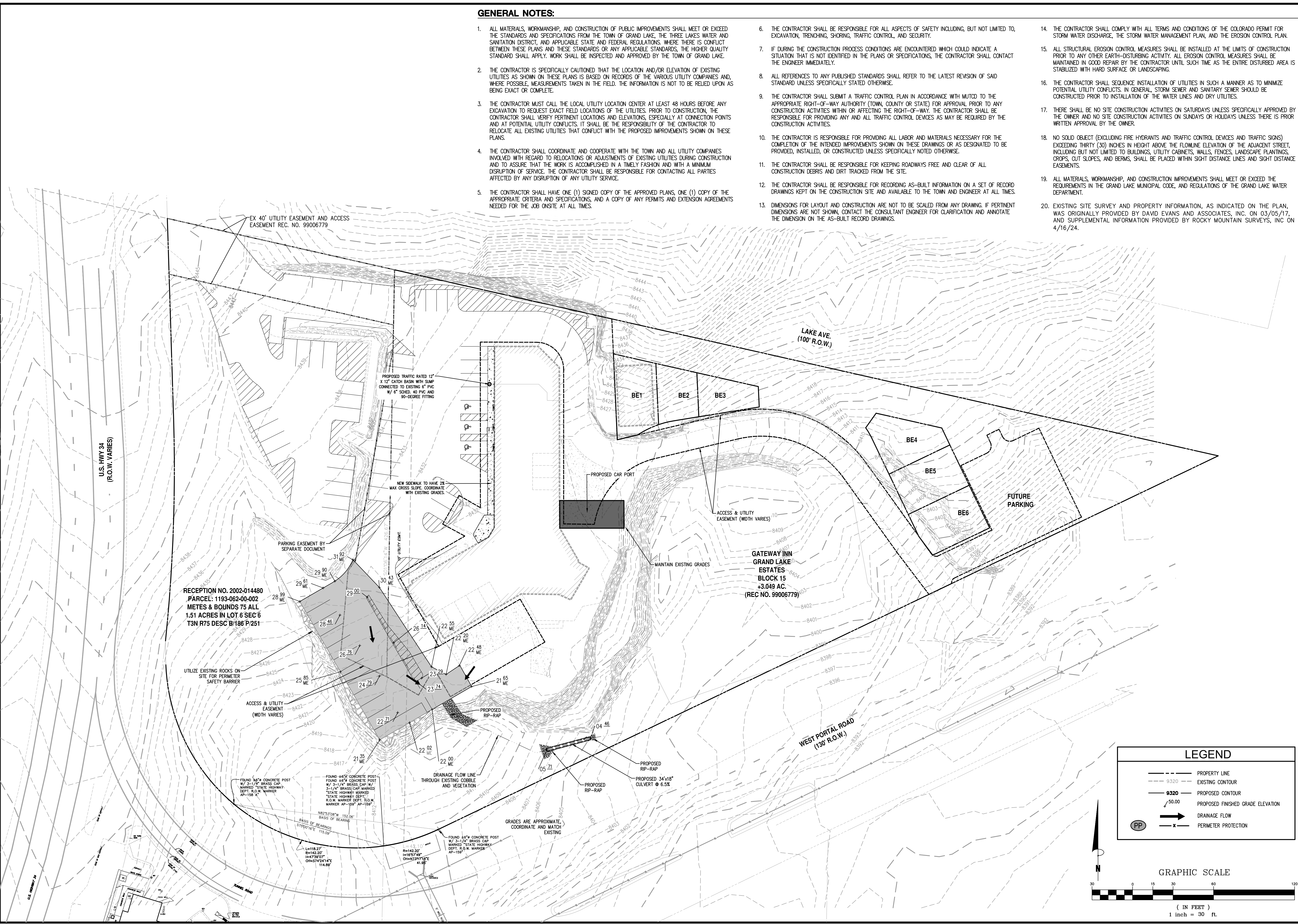
GRAND LAKE

NOT FOR CONSTRUCTION

DESIGN	DRAWN	CHKD
HE	JB	HE
SCALE: H: V:		
JOB No. 020234-01-003		
DATE: 10/28/2024		
SHEET		
4-C4		

GENERAL NOTES:

- ALL MATERIALS, WORKMANSHIP, AND CONSTRUCTION OF PUBLIC IMPROVEMENTS SHALL MEET OR EXCEED THE STANDARDS AND SPECIFICATIONS FROM THE TOWN OF GRAND LAKE, THE THREE LAKES WATER AND SANITATION DISTRICT, AND APPLICABLE STATE AND FEDERAL REGULATIONS. WHERE THERE IS CONFLICT BETWEEN THESE PLANS AND THESE STANDARDS OR ANY APPLICABLE STANDARDS, THE HIGHER QUALITY STANDARD SHALL APPLY. WORK SHALL BE INSPECTED AND APPROVED BY THE TOWN OF GRAND LAKE.
- THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND, WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED UPON AS BEING EXACT OR COMPLETE.
- THE CONTRACTOR MUST CALL THE LOCAL UTILITY LOCATION CENTER AT LEAST 48 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATIONS OF THE UTILITIES. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL VERIFY PERTINENT LOCATIONS AND ELEVATIONS, ESPECIALLY AT CONNECTION POINTS AND AT POTENTIAL UTILITY CONFLICTS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES THAT CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THESE PLANS.
- THE CONTRACTOR SHALL COORDINATE AND COOPERATE WITH THE TOWN AND ALL UTILITY COMPANIES INVOLVED WITH REGARD TO RELOCATIONS OR ADJUSTMENTS OF EXISTING UTILITIES DURING CONSTRUCTION AND TO ASSURE THAT THE WORK IS ACCOMPLISHED IN A TIMELY FASHION AND WITH A MINIMUM DISRUPTION OF SERVICE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTRACTING ALL PARTIES AFFECTED BY ANY DISRUPTION OF ANY UTILITY SERVICE.
- THE CONTRACTOR SHALL HAVE ONE (1) SIGNED COPY OF THE APPROVED PLANS, ONE (1) COPY OF THE APPROPRIATE CRITERIA AND SPECIFICATIONS, AND A COPY OF ANY PERMITS AND EXTENSION AGREEMENTS NEEDED FOR THE JOB ON SITE AT ALL TIMES.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL ASPECTS OF SAFETY INCLUDING, BUT NOT LIMITED TO, EXCAVATION, TRENCHING, SHORING, TRAFFIC CONTROL, AND SECURITY.
- IF DURING THE CONSTRUCTION PROCESS CONDITIONS ARE ENCOUNTERED WHICH COULD INDICATE A SITUATION THAT IS NOT IDENTIFIED IN THE PLANS OR SPECIFICATIONS, THE CONTRACTOR SHALL CONTACT THE ENGINEER IMMEDIATELY.
- ALL REFERENCES TO ANY PUBLISHED STANDARDS SHALL REFER TO THE LATEST REVISION OF SAID STANDARD UNLESS SPECIFICALLY STATED OTHERWISE.
- THE CONTRACTOR SHALL SUBMIT A TRAFFIC CONTROL PLAN IN ACCORDANCE WITH MUTCD TO THE APPROPRIATE RIGHT-OF-WAY AUTHORITY (TOWN, COUNTY OR STATE) FOR APPROVAL PRIOR TO ANY CONSTRUCTION ACTIVITIES WITHIN OR AFFECTING THE RIGHT-OF-WAY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ANY AND ALL TRAFFIC CONTROL DEVICES AS MAY BE REQUIRED BY THE CONSTRUCTION ACTIVITIES.
- THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL LABOR AND MATERIALS NECESSARY FOR THE COMPLETION OF THE INTENDED IMPROVEMENTS SHOWN ON THESE DRAWINGS OR AS DESIGNATED TO BE PROVIDED, INSTALLED, OR CONSTRUCTED UNLESS SPECIFICALLY NOTED OTHERWISE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR KEEPING ROADWAYS FREE AND CLEAR OF ALL CONSTRUCTION DEBRIS AND DIRT TRACKED FROM THE SITE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECORDING AS-BUILT INFORMATION ON A SET OF RECORD DRAWINGS KEPT ON THE CONSTRUCTION SITE AND AVAILABLE TO THE TOWN AND ENGINEER AT ALL TIMES.
- DIMENSIONS FOR LAYOUT AND CONSTRUCTION ARE NOT TO BE SCALED FROM ANY DRAWING. IF PERTINENT DIMENSIONS ARE NOT SHOWN, CONTACT THE CONSULTANT ENGINEER FOR CLARIFICATION AND ANNOTATE THE DIMENSION ON THE AS-BUILT RECORD DRAWINGS.
- THE CONTRACTOR SHALL COMPLY WITH ALL TERMS AND CONDITIONS OF THE COLORADO PERMIT FOR STORM WATER DISCHARGE, THE STORM WATER MANAGEMENT PLAN, AND THE EROSION CONTROL PLAN.
- ALL STRUCTURAL EROSION CONTROL MEASURES SHALL BE INSTALLED AT THE LIMITS OF CONSTRUCTION PRIOR TO ANY OTHER EARTH-DISTURBING ACTIVITY. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED IN GOOD REPAIR BY THE CONTRACTOR UNTIL SUCH TIME AS THE ENTIRE DISTURBED AREA IS STABILIZED WITH HARD SURFACE OR LANDSCAPING.
- THE CONTRACTOR SHALL SEQUENCE INSTALLATION OF UTILITIES IN SUCH A MANNER AS TO MINIMIZE POTENTIAL UTILITY CONFLICTS. IN GENERAL, STORM SEWER AND SANITARY SEWER SHOULD BE CONSTRUCTED PRIOR TO INSTALLATION OF THE WATER LINES AND DRY UTILITIES.
- THERE SHALL BE NO SITE CONSTRUCTION ACTIVITIES ON SATURDAYS UNLESS SPECIFICALLY APPROVED BY THE OWNER AND NO SITE CONSTRUCTION ACTIVITIES ON SUNDAYS OR HOLIDAYS UNLESS THERE IS PRIOR WRITTEN APPROVAL BY THE OWNER.
- NO SOLID OBJECT (EXCLUDING FIRE HYDRANTS AND TRAFFIC CONTROL DEVICES AND TRAFFIC SIGNS) EXCEEDING THIRTY (30) INCHES IN HEIGHT ABOVE THE FLOWLINE ELEVATION OF THE ADJACENT STREET, INCLUDING BUT NOT LIMITED TO BUILDINGS, UTILITY CABINETS, WALLS, FENCES, LANDSCAPE PLANTINGS, CROPS, CUT SLOPES, AND BERMS, SHALL BE PLACED WITHIN SIGHT DISTANCE LINES AND SIGHT DISTANCE EASEMENTS.
- ALL MATERIALS, WORKMANSHIP, AND CONSTRUCTION IMPROVEMENTS SHALL MEET OR EXCEED THE REQUIREMENTS IN THE GRAND LAKE MUNICIPAL CODE, AND REGULATIONS OF THE GRAND LAKE WATER DEPARTMENT.
- EXISTING SITE SURVEY AND PROPERTY INFORMATION, AS INDICATED ON THE PLAN, WAS ORIGINALLY PROVIDED BY DAVID EVANS AND ASSOCIATES, INC. ON 03/05/17, AND SUPPLEMENTAL INFORMATION PROVIDED BY ROCKY MOUNTAIN SURVEYS, INC ON 4/16/24.



ALL DRAWINGS AND WRITTEN DOCUMENTS HEREIN CONSTITUTE THE ORIGINAL INTELLECTUAL PROPERTY OF THE ARCHITECT AND MAY NOT BE REUSED, REPRODUCED OR DISCLOSED WITHOUT THE EXPRESSED WRITTEN CONSENT OF MUNN ARCHITECTURE, LLC.

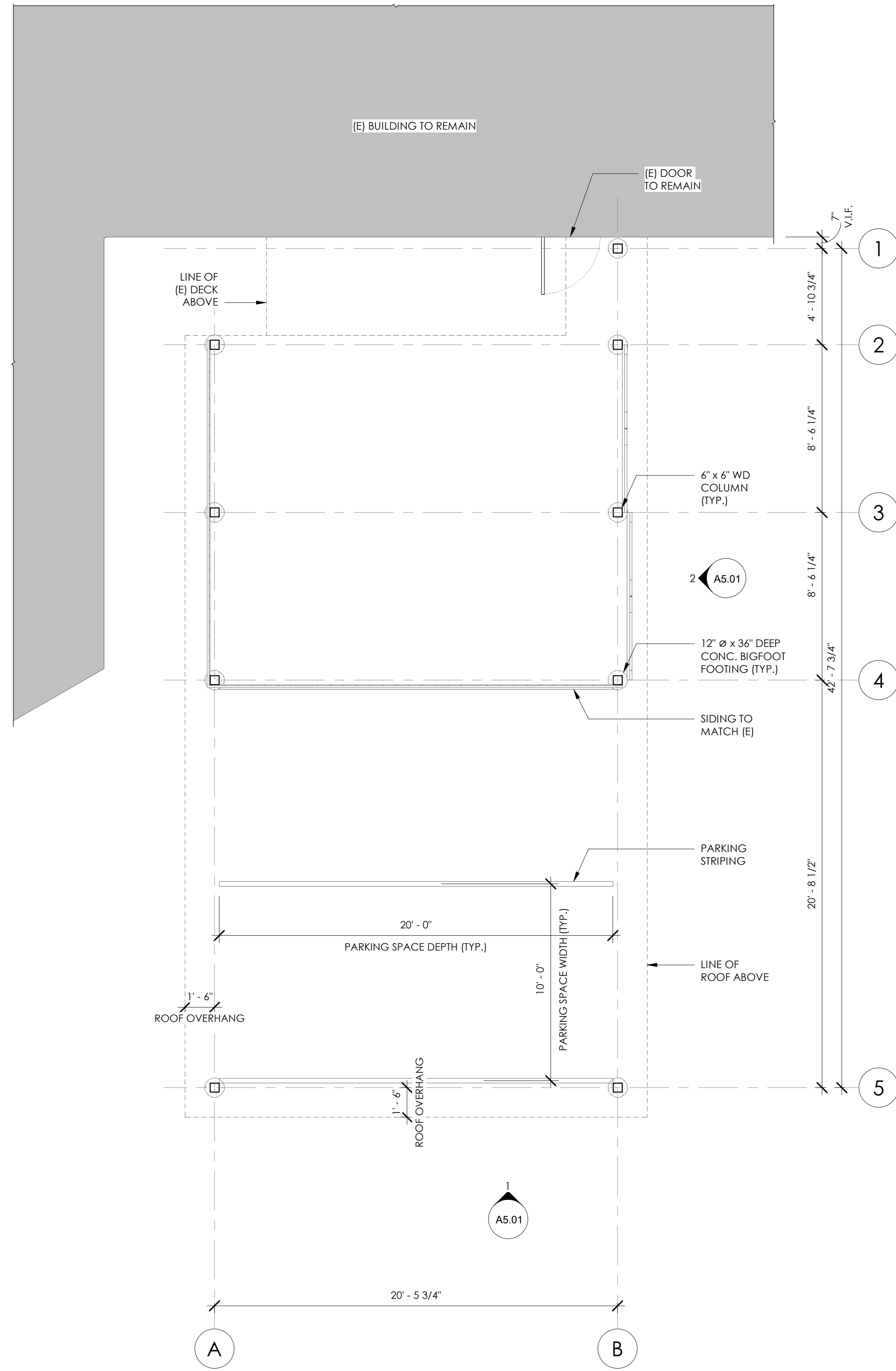
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TYPICAL PLAN NOTES:

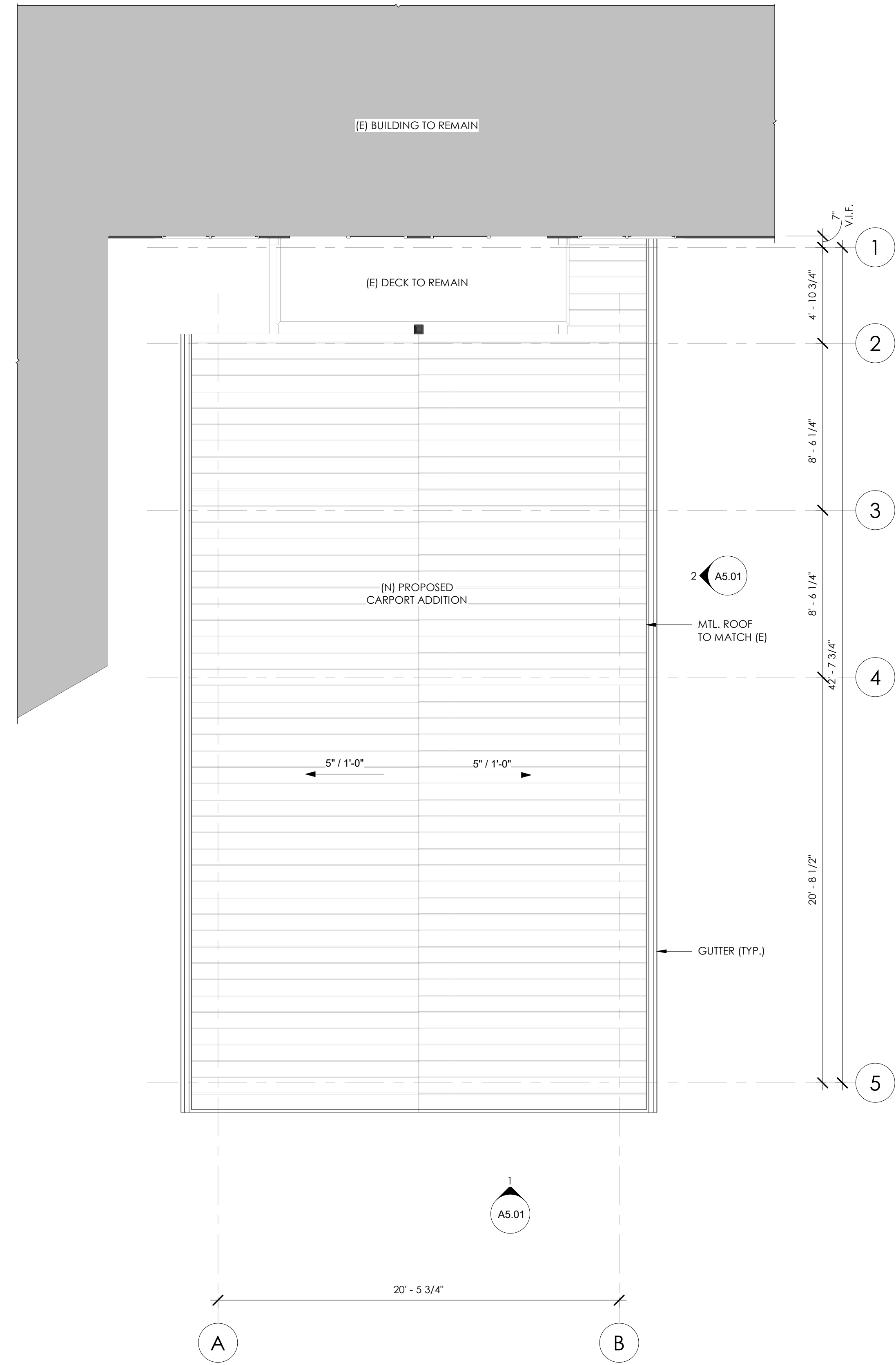
- DO NOT SCALE DRAWINGS. WHERE DIMENSIONS OR EXACT LOCATIONS ARE REQUIRED BUT ARE NOT INCLUDED IN THE DRAWINGS, CONTRACTOR SHALL REQUEST INFORMATION FROM THE ARCHITECT. ARCHITECT DOES NOT WARRANT THE ACCURACY OF SCALED DIMENSIONS. DIMENSIONS INDICATED BY FIGURES OR NUMERALS SHALL GOVERN. LARGER SCALE DRAWINGS SHALL TAKE PRECEDENCE OVER SMALLER SCALE DRAWINGS. WHERE INDICATED TO "ALIGN", FINISH FACES SHALL BE LOCATED IN THE SAME PLANE AND TAKE THE HIGHEST PRECEDENCE.
- REFER TO STRUCTURAL DRAWINGS FOR FOUNDATION WALL DIMS, STRUCTURAL REQUIREMENTS, MEMBER SIZES, CONNECTION DETAILS, ETC.
- TRUSS PROFILES INDICATED ARE FOR DESIGN INTENT ONLY AND SHALL BE PRE-ENGINEERED BY THE SELECTED TRUSS MANUFACTURER. CONTRACTOR IS TO VERIFY DIMS IN FIELD AND PROVIDE SHOP DRAWINGS INCLUDING TRUSS LAYOUTS AND FINAL PROFILES FOR REVIEW BY THE DESIGN TEAM TO ENSURE ACCURACY PRIOR TO FABRICATION.
- INTERIOR / EXTERIOR WALL DIMS ARE SHOWN TO THE FACE OF STUD FRAMING, UON
- CONTRACTOR SHALL PROVIDE SLIP JOINT CONNECTIONS AT ALL PARTITIONS AND BRACES ATTACHED TO SLAB-ON-GRADE FLOORS, STRUCTURAL STEEL FRAMING AND/OR ROOFS FRAMING TO ALLOW DIFFERENTIAL MOMENT OF ASSEMBLIES.
- SCHEDULED DOOR OPENINGS NOT LOCATED BY A DIMENSION SHALL BE LOCATED 4" MIN FROM THE ADJACENT WALL FACE OF FINISH TO ALLOW REQUIRED CLEARANCES FOR SCHEDULED TRIM AND DOOR HARDWARE.
- ALL SLAB-ON-GRADE JOINTS, INCLUDING SLAB PERIMETER JOINTS, SHALL BE FILLED WITH SEALANT; SEALANT COLOR TO BE VERIFIED WITH ARCHITECT FOR ALL JOINTS EXPOSED TO VIEW.
- CONTRACTOR SHALL VERIFY ALL CONDITIONS IN FIELD AND NOTIFY ARCHITECT OF ANY DISCREPANCIES PRIOR TO PROCEEDING WITH WORK.

PLAN HATCH LEGEND:

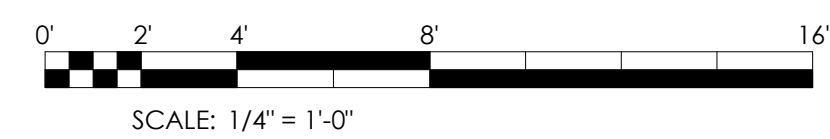
- EXISTING WALLS AND ELEMENTS SCHED TO REMAIN
- EXISTING WALLS AND ELEMENTS SCHED TO BE REMOVED
- EXISTING ELEMENTS TO BE SALVAGED, VERIFY W/ OWNER
- ELEMENTS OVERHEAD
- OPEN TO ABOVE, BELOW AND/OR BEYOND (RE: PLANS)
- EXISTING ELEMENT TO REMAIN (GRAY LINES)
- NEW ELEMENT AS INDICATED (BLACK LINES)



1 FLOOR PLAN - LEVEL 01
 A5.01 SCALE: 1/4" = 1'-0"



2 ROOF PLAN
 A5.01 SCALE: 1/4" = 1'-0"



ARCHITECT : **MA**
Munn Architecture, LLC
 315 EAST AGATE AVENUE
 P.O. BOX 21
 GRANBY, CO 80446
 970-887-9346
 WWW.MUNNARCH.COM

STAMP :
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GATEWAY INN ADDITION
ROBBIE MUCK
 120 LAKE AVE, GRAND LAKE, CO 80447
 PROJECT #: 1708

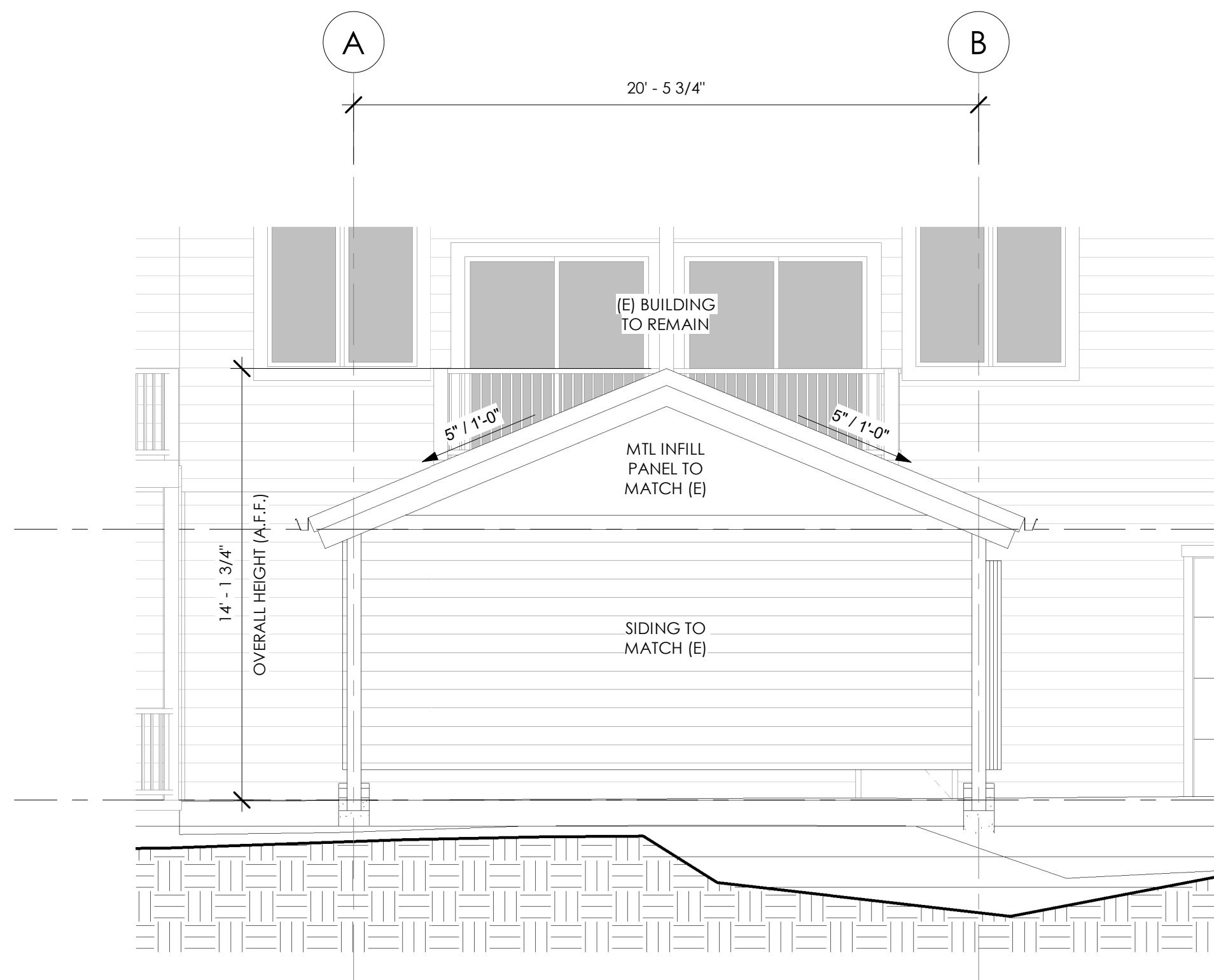
ISSUANCE : DATE :
 SCHEMATIC DESIGN PROGRESS 2017-0522

SHEET TITLE :
 FLOOR PLANS - LEVEL 01 & ROOF

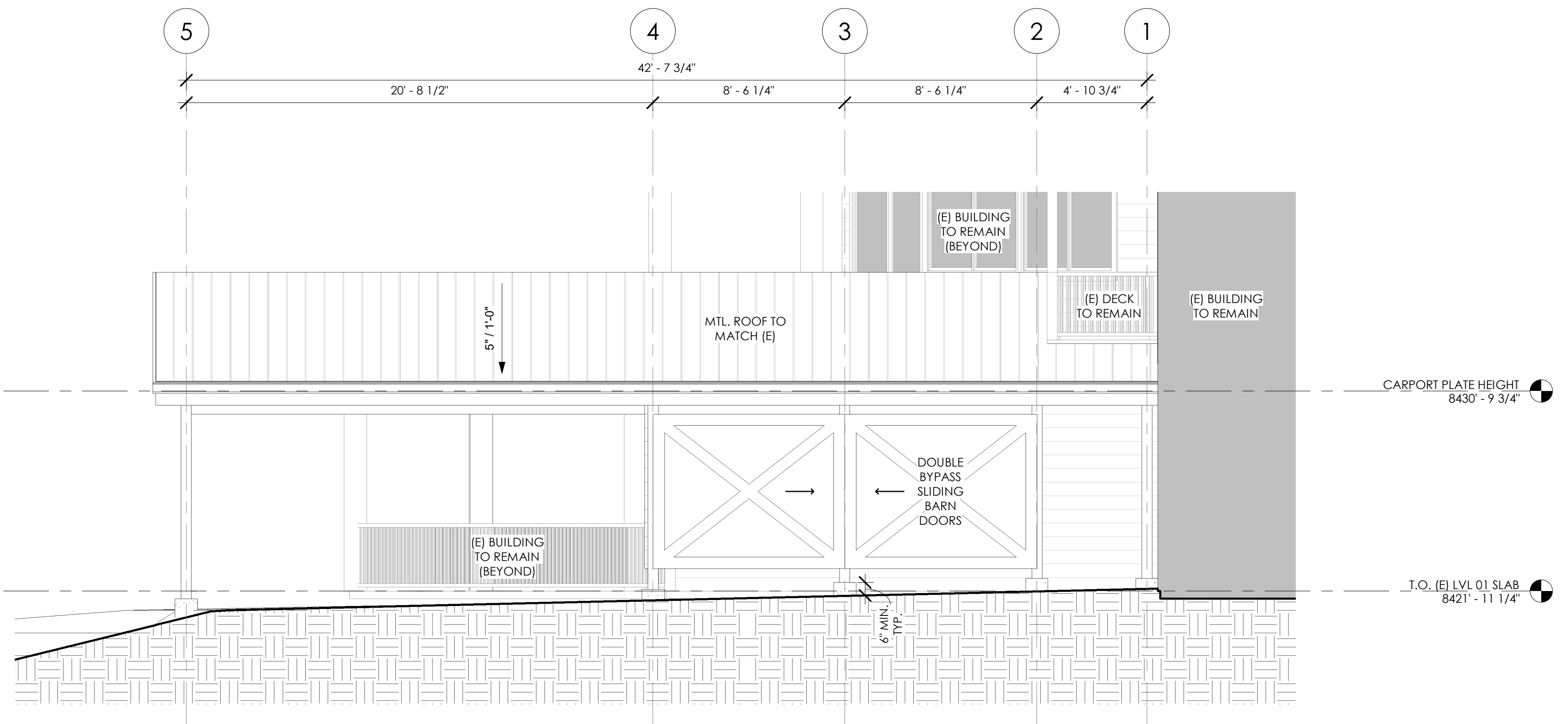
SHEET NUMBER :
5-A3.01

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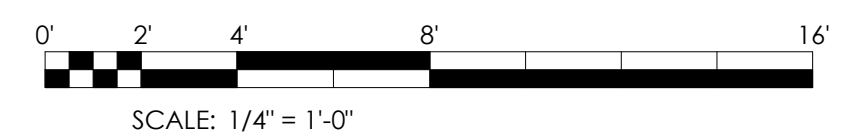
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1 ELEVATION - EAST
 AS01 SCALE: 1/4" = 1'-0"



2 ELEVATION - NORTH
 AS01 SCALE: 1/4" = 1'-0"



Section 9, Item D.



Munn Architecture, LLC
 315 EAST AGATE AVENUE
 P.O. BOX 21
 GRANBY, CO 80446
 970-887-9366
 WWW.MUNNARCH.COM

STAMP :

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 FOR REFERENCE ONLY

GATEWAY INN ADDITION
ROBBIE MUCK
 120 LAKE AVE, GRAND LAKE, CO 80447
 PROJECT #: 1708

ISSUANCE : DATE :
 SCHEMATIC DESIGN PROGRESS 2017-0522

SHEET TITLE :
 OVERALL EXTERIOR ELEVATIONS

SHEET NUMBER :
6-A5.01

ALL DRAWINGS AND WRITTEN DOCUMENTS HEREIN CONSTITUTE THE ORIGINAL INTELLECTUAL PROPERTY OF THE ARCHITECT AND MAY NOT BE REUSED, REPRODUCED OR DISCLOSED WITHOUT THE EXPRESSED WRITTEN CONSENT OF MUNN ARCHITECTURE, LLC.



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NOTE:
3D PERSPECTIVES ARE FOR REFERENCE ONLY. SEE ARCH DRAWINGS FOR MORE DETAILED INFORMATION.

Section 9, Item D.

ARCHITECT :



Munn Architecture, LLC

315 EAST AGATE AVENUE
P.O. BOX 21
GRANBY, CO 80446
970-887-9366
WWW.MUNNARCH.COM

STAMP :



GATEWAY INN ADDITION

ROBBIE MUCK

120 LAKE AVE, GRAND LAKE, CO 80447

PROJECT #: 1708

ISSUANCE : DATE :
SCHEMATIC 2017-0522
DESIGN
PROGRESS

SHEET TITLE :
OVERALL EXTERIOR
PERSPECTIVES

SHEET NUMBER :
7-A5.21

December 18, 2024

Town of Grand Lake
1026 Park Avenue
Grand Lake, CO 80447
970-627-3435

Drainage Conformance Letter

Subject: Drainage Conformance and Culvert Sizing
Project Location: The Gateway Inn, 120 Lake Avenue, Grand Lake, CO 80447

Town of Grand Lake,

Bowman Consulting is the Engineer of Record representing The Gateway Inn regarding the improvements located at 120 Lake Avenue, Grand Lake, CO 80447. Our project involves improving the parking lot and stabilizing the drainage flows to avoid rutting and washout issues onto W. Portal Road. To accomplish this, the following work is being proposed:

1. Stabilize paving in the drainage area west of the building
2. Adjust the rip-rap at the edge of paving at the point of discharge from the pavement area
3. Add a culvert at the trail crossing with associated rip-rap at the culvert entrance and exit.

The total contributing drainage area including pavement and roof is 29,680 sf. The direct runoff based on a 100-yr, 1-hour storm event is 3.1 cfs. Based on velocities ranging from 3 fps to 10 fps, the culvert size would range from 0.71' to 1.29' or 12" to 18". Therefore, an 18" CMP culvert is being proposed. Hydrology and calculation worksheets are attached for reference.

The proposed work provides adequate infrastructure to direct runoff to the existing wetland to avoid future rutting and washout towards W. Portal Road while improving the overall hydration of the existing wetland.

Thank you for your attention to this matter. Please feel free to contact us at (303) 801-2905 or hehrsam@bowman.com for any inquiries or discussions related to drainage conformance.

Sincerely,
Bowman Consulting Group, Ltd



Howard Ehram, P.E.
Sr Project Manager



Enclosure: Hydrology and Calculation Worksheets

Table 400
ADJUSTMENT FACTORS TO OBTAIN N-MINUTE ESTIMATES FROM
ONE-HOUR VALUES

Duration (minutes)	5	10	15	30
Ratio to 1-Hr Depth	0.29	0.45	0.57	0.79

From NOAA Atlas 2 Vol. III Table 12

Table 401
ONE-HOUR DESIGN POINT RAINFALL VALUES
FOR VARIOUS PARTS OF GRAND COUNTY

	<u>5-YR</u>	<u>10-YR</u>	<u>100-YR</u>
FRASER	0.88	1.01	1.64
GRAND LAKE	0.88	0.99	1.47
GRANBY	0.80	0.95	1.43
KREMMLING	0.78	0.90	1.43

From NOAA Atlas 2 Vol. III Table 11

Engineering discretion should be used when performing analysis outside these areas. All pertinent information concerning the NOAA Atlas should be referenced and applied as site location dictates.

POST-DEVELOPMENT C VALUES

Designer: Howard Ehram, P.E.
 Company: BOWMAN
 Date: 12/18/2024
 Project: Gateway Inn
 Location: Grand Lake

Global Parameters ¹	
Land Use	% Imp.
Open Space/Landscaping	2
Hardscape	100
Roof	100

Summary	
Total Area (ac)	0.68
Composite Impervious	100.0%



Cells of this color are for required user-input
 Cells of this color are for optional user-input

¹ From Table 6-3 in UDFCD Volme 1
² From Table 6-4 in UDFCD Volme 1

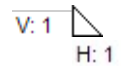
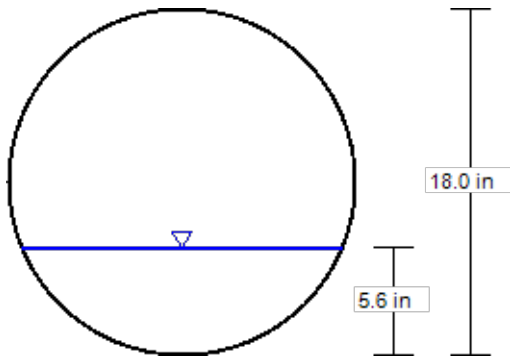
Subcatchment Name	Area (ac)	NRCS Hydrologic Soil Group	Open Space/Landscaping		Hardscape		Roof		% Check	Percent Imperviousness	Runoff Coefficient, C ²						
			Area (ac)	%	Area (ac)	%	Area (ac)	%			2-yr	5-yr	10-yr	25-yr	50-yr	100-yr	500-yr
A	0.68	D	0.00	0.0%	0.52	76.8%	0.16	23.2%	100.00%	100.0%	0.83	0.85	0.87	0.88	0.89	0.89	0.90

Culvert Sizing Calculation		
Q=	3.03	cfs
V=	2	fs
A=	1.517	sf
D-ft=	1.57	ft
D-in=	18.83	in
Q=	3.03	cfs
V=	7	fs
A=	0.433	sf
D-ft=	0.84	ft
D-in=	10.06	in

Cross Section for 18" CMP

Project Description	
Friction Method	Manning Formula
Solve For	Normal Depth

Input Data	
Roughness Coefficient	0.024
Channel Slope	6.500 %
Normal Depth	5.6 in
Diameter	18.0 in
Discharge	3.03 cfs



**TOWN OF GRAND LAKE
PLANNING COMMISSION
RESOLUTION NO. 01 – 2025**

A RESOLUTION RECOMMENDING APPROVAL OF AN AMENDMENT TO A FINAL DEVELOPMENT PLAN FOR THE GATEWAY INN LOCATED ON BLOCK 15, GATEWAY INN GRAND LAKE ESTATES 2ND FILING, MORE COMMONLY REFERRED TO AS 120 W. LAKE AVENUE.

WHEREAS, Grand Lake Family LLLP (the “Owner”) is the owner of certain real property located within the Town of Grand Lake, more particularly described as follows:

Block 15, Gateway Inn Grand Lake Estates 2nd Filing, Grand Lake, Colorado, also known as: 120 W. Lake Avenue, Grand Lake, Colorado 80447 (the “Property”); and

WHEREAS, the Owner is planning to complete on-site improvements that have resulted from the ongoing use of the site and growth of the hotel and on-site restaurant; and

WHEREAS, the Town received an application for an amendment to the final development plan for the Gateway Inn (the “Application”) from the Owner, looking to construct a new carport/enclosure structure matching the building architecture to screen back-of-house operations from hotel rooms, revising fire lanes based on pavement improvements and the new structure, pave the gravel parking lot on the west end of the building, and make minor on-site drainage improvements to help mitigate erosion issues and improve drainage; and

WHEREAS, Grand Lake Municipal Code (the “Code”) Section 12-9-7 establishes the procedure for processing an amendment to a final development plan; and

WHEREAS, on January 8, 2025, the Planning Commission reviewed the Owners’ final development plan amendment request at a Public Hearing; and,

WHEREAS, based on the Application, the representations of the Owner to the Planning Commission, compliance with requirements of the Code, and public comments, the Planning Commission finds such factors weight in factor of approval of the Application.

NOW THEREFORE BE IT RESOLVED BY THE PLANNING COMMISSION OF THE TOWN OF GRAND LAKE, COLORADO,

1. The Planning Commission recommends that the Application be approved by the Board of Trustees subject to the conditions set forth in Section 2., below.

2. The Planning Commission’s recommendation for approval is based on the Applicant satisfying the following conditions. Unless specified otherwise, such conditions should be satisfied before the matter is considered by the Board of Trustees.
 - a. Payment by the Owner of all legal, engineering, and administrative fees incurred by the Town in connection with the review, processing, consideration, and action on the Application.
 - b. Compliance by the Owner with all representations made to the Planning Commission during all public hearings or meetings related to the Application.
 - c. The Owner complies with all other federal, state, and local regulations, including but not limited to, obtaining building permits, business regulations, and right of way permits; and,
 - d. In granting this Request the Commission is not obligated to grant similar requests in the future nor does granting this Request set a precedent for any future requests.
 - e. This authorization shall run with the transfer of the Property from the Owner to their successors, heirs, or grantees.
 - f. ANY ADDITIONAL CONDITIONS, IF APPLICABLE

3. Severability: If any section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution. The Planning Commission declares that it would have passed this Resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

4. Repeal: Existing resolutions or parts of resolutions covering the same matters as embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

[remainder of this page intentionally left blank]

DULY MOVED, SECONDED AND ADOPTED BY THE PLANNING COMMISSION OF THE TOWN OF GRAND LAKE, COLORADO THIS 8th DAY OF JANUARY 2025.

(S E A L)

ATTEST:

TOWN OF GRAND LAKE

Alayna Carrell
Town Clerk

James Shockey,
Planning Commission Chairman

Votes Approving: 0
Votes Opposed: 0
Absent: 0
Abstained: 0



MEMORANDUM

Meeting Date: 1/13/2025

To: Town of Grand Lake Board of Trustees
From: Steve Kudron, Town Manager

Re: Planner Staff Opening

Town staff have posted the current job opening for two thirty-day periods. Each round has produced one applicant. Neither has all the required qualifications. Under an emergency resolution, the Board authorized the hiring of Ayres Associates to perform planning services.

In addition to regular planning services, the Ayres contract includes pass-through and on-call services for larger projects where more services are needed. Due to the uncertainty of finding a qualified planner in short order, staff requests the Board of Trustees to consider alternatives to the current Planner status.

Currently, the Town employs a full-time Community Development Director and part-time permit tech. In conversations the departing CDD, her recommendations were to hire a Planner I to focus on current and future private and public developments, implement the current comprehensive plan and hire a consultant to perform planning services for all projects larger than a minor subdivision. The permit tech would become a hybrid with code enforcement as the permits and inspections are interconnected.

The Town has also received a planning capacity grant from the Department of Local Affairs to supplement our planning staff to increase and streamline affordable housing options in Grand Lake. These funds may be used for up to 12hours for full-time staff to develop affordable housing solutions as well as the services of a qualified consultant. The selected consultant must be selected through the town’s normal bid selection process.

Because of the lack of response, the need to select an LPC grant consultant and the town's current influx of both private and public developments, it is the staff's recommendation to issue an RFQ for planning services to include:

- Recruitment of a full-time qualified Planner I
- On call services for projects such as large development and annexation.
- Review and update the Town Code as appropriate to fast-track affordable housing development.
- Work includes managing affordable housing development projects, implementing a system to expedite review of affordable housing projects, serving as a liaison to architects, developers, and contractors, pursuing/managing funding opportunities for affordable housing, and tracking/reporting Proposition 123 requirements.
- Provide training and support for Town planning staff as necessary.

The Board should consider alternatives and direct staff further.
Town planner job description and RFQ are available for your review.



Town of Grand Lake Town Planner

Title

Town Planner

Department/Fund

General Fund/Administration

Pay Grade

350 \$64,064 - \$96,096

Status:

Non-Exempt

General statement of duties:

The person in this position is involved in planning for growth and development within the Town of Grand Lake, CO including areas under consideration for annexation to the Town.

The Town Planner is a professional responsible for the growth and development of the Town of Grand Lake, Colorado.

Supervision received:

Town Manager

Supervision exercised:

Code Enforcement

Specific duties and responsibilities:

- Works with the Planning Commission and Town Board of Trustees to plan future land use, zoning, infrastructure, and public spaces.
- Reviews land use applications to ensure development meets Town requirements with the goal of making urban areas functional, safe, and appealing for residents and visitors alike.
- Serve as Building Code Administrator; reviewing Building Permit applications and land use (subdivisions, planned developments, variances, etc.) applications.
- Perform inspections related to development applications and zoning enforcement.
- Answer homeowner and developer questions regarding land use regulations and the building permit process.
- Plan for and manage Town-sponsored development and improvement projects including interfacing with developers and construction team.
- Present recommendations to Planning Commission and Town Trustees both orally at public meetings and in written form.



- Suggest revisions to Municipal Code sections related to Zoning, Subdivision, Land Use, Building, and Design Standards.
- Assist the Town Manager as required.
- This position will work closely with the Town Manager, Town Treasurer and consultant as available to administer grants.
- Grants administration including acknowledging the Board’s vision and funding priorities, networking with funders, determining best fit/date opportunities, recommending, grant compilation, response to funder questions, proper accounting, tracking of grants and for preparation of grant financial reports to satisfy reporting needs.

Required education and experience:

- Masters Degree in Urban or Regional Planning preferred,
- Degree in a related field, such as Architecture, Landscape Architecture, Civil Engineering, a Bachelors Degree in Urban and Regional Planning, and commensurate experience in a related field required.
- Valid driver’s license with the ability to obtain a Colorado Driver’s license.

Required knowledge, skills and abilities:

- Previous experience with a local government, professional design firm, building contractor or land developer desired.
- Working knowledge and proficiency in word processing, spreadsheet development, GIS, GPS and other applicable computer applications preferred.
- Able to read and understand subdivision plats, building and site plans.
- Good written and verbal communication skills.
- Ability to provide high quality customer service to the public, developers, and contractors.
- Ability to work as a team member with Town staff and with Town appointed and elected officials.

Physical Requirements:

- Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.
- Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information. Regularly required to reach with hands and arms, stand, walk, and use hands to handle, feel or operate objects, tools, or equipment.



- Specific vision abilities required by this job include near acuity, far acuity, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Preferred knowledge, skills and abilities:

- Minimum of four years' experience working as a Planner for a local government.

Working Conditions/Physical Demands:

- Moderate noise with frequent interruptions in a busy environment.
- Work performed is both inside and outside that includes, noise, vibration, moving/mechanical parts, and potential exposure to biological substances, caustic chemicals, and various forms of wildlife and their deposits.
- Exposed to sun and occasionally exposed to wet conditions and lightning.
- Regular contact with staff and frequent interface with public and agitated property owners.

Successful Demonstrated Qualities:

- Courteous and clear communicator
- Willing to listen
- Ability to maintain effective working relationships with Town employees and Town contracted law enforcement.
- Trustworthy; strong personal integrity
- Demonstrates strong level of accountability and ownership
- Collaborative/Team oriented
- Exhibits professionalism with the public, coworkers, and management
- Organized, with strong attention to detail and communication skills
- Excellent troubleshooting skills.