



## **BOARD OF TRUSTEES MEETING**

**Thursday, May 30, 2024 at 6:00 PM**

Palmer Lake Town Hall – 28 Valley Crescent, Palmer Lake, Colorado

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### **MINUTES**

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**Call to Order.** Mayor Havenar called the meeting to order at 6:00 pm.

**Roll Call.** Present: Mayor Glant Havenar; Trustees Dennis Stern, Sam Padgett, Jessica Farr, Shana Ball, Nick Ehrhardt, Kevin Dreher.

**Pledge of Allegiance.** The Pledge of Allegiance was led by Lindsay Ann Stahlecker, Palmer Lake Elementary School.

Mayor Havenar presented Lindsay Ann Stahlecker with a certificate of appreciation.

**Consent Agenda.** MOTION (Farr, Dreher) to approve consent agenda items including 1) Minutes from May 9, 2024 Meeting; 2) Checks over \$15,000 – City of Cherry Hills (\$20,000); Bradley Excavating (\$58,683.79); and 3) Financials (April). Roll call vote – aye 7; nay 0. Motion passed.

**Staff/Department Reports.** None.

#### **Public Hearing**

6. Application for Conditional Use Permit for Landscape Yard in C2 Zone (Greater Grounds) - *continued by Planning Commission until June 19; request to continue the hearing to June 27<sup>th</sup>.* Mayor Havenar explained this item being continued by the Planning Commission. MOTION (Farr, Stern) to continue the hearing until June 27. Roll call vote – aye 7; nay 0. Motion passed.

7. Application for Replat of Interior Lot Lines and Easements, 91-97 Greeley – Mr. Randy Allgood explained the replat request as the slight modification to the PUD zoned property. No other person spoke for or against the request.

8. Application to Replat Property Lines, 278 Lower Glenway – Mr. Jim Brinkman with Crossed Paths Surveying spoke to the replat request by Ethel Engel. Mr. Brinkman explained the seven-foot discrepancy from one survey to another about the right of way location. Attorney Krob commented that there will need to be a correction to the discrepancy, but it does not affect the replat. No other person spoke for or against the request.

#### **Business Items**

9. Resolution 28-2024 to Approve Replat of 91-97 Greeley. MOTION (Farr, Dreher) to approve the Replat of 91-97 Greeley as presented. Roll call vote – aye 7; nay 0. Motion passed.

10. Resolution 29-2024 to Approve Replat of 278 Lower Glen way. MOTION (Bell, Ehrhardt) to approve the Replat of 278 Lower Glenway as presented. Roll call vote – aye 7; nay 0. Motion passed.

11. Resolution 30-2024 to Extend Temporary Conditional Use (Diacut/Hayco) – Mr. Bruno Furrer (Diacut), property owner, explained the request to extend the temporary conditional use. McNeil provided background information from the Planning Commission minutes on May 15. Attorney Krob spoke to the conditions set by the Planning Commission. Mayor Havenar inquired if Mr. Burlage agreed with the conditions set by the Planning Commission. Mr. Burlage (tenant/operator) addressed the board about his concerns regarding the screening and requested clarification for the permanent conditional use permit application. Ms. Susan Miner of the Planning Commission spoke to the expectation that the Planning Commission expects regarding complete screening of all properties along 105. After much discussion regarding the screening suitable for all vehicles, connex and other equipment on the property from view from Highway 105, the board referred the item back to the Planning Commission for clear specification on height requirement for screening. MOTION (Ball, Farr) to refer. Roll call vote – aye 7; nay 0. Motion passed.

12. Update on Advisory Committee Vision of ER Property (S. Miner) – Ms. Susan Miner presented an update to the board on the Elephant Rock property. A copy of the material was provided to each board member. Ms. Miner provided progress information on space planning, Parks, Arts Council, PLEDG financial capacity, funding options, risk assessment and fixed costs. She spoke about the possible creation of a Cultural District and how it would open funding options. Ms. Miner has a list ready for Administrator Collins as requested for legal review.

At 6:36 pm., Trustee Ball was excused from the meeting for an emergency.

13. Special Event Application - Funky Little Theater Co, Performance of Last Train to Nibroc (Aug 2-17) – Mr. Chris Medina presented the request to the board and discussed partnership with Chautauqua events. MOTION (Padgett, Stern) to approve the special event application as presented. Roll call vote – aye 6; nay 0. Motion passed.

14. Consider Memo of Understanding with Funky Little Theater Co for Town Hall Use – McNeil presented background information - Mr. Medina met with Administrator Collins to discuss an agreement to utilize town hall on a regular basis for performances brought to the town as a sponsor of the Funky Little Theater Co. This would be an MOU like other agreements with associations for the use of the town hall. The board gave their approval for the agreement to be drafted with Mr. Medina/Funky Little Theater Co.

15. Review/Direction of Draft Code Language for Farmers Market Permit/Application – The town has received a couple requests to host a farmers' market in town, staff drafted language for review and direction. The board discussed no private property, that the day is not decided by the code, and the board liked the idea of Sunday. The public area where the wine festival is held is preferred. Applications to be handled case by case. The board would like to refer code language back to Administrator Collins for clarity and guidance. No action taken.

16. Review/Direction of Draft Code for Special Events – The board suggests streamlining the process and simplifying administrative approval for minor events, the board liked the language criteria for denial, in favor of taking less to the board. The board would like to refer code language back to Administrator Collins for clarity and guidance. No action taken.

17. Review/Direction to Amend Code Relating to Peddlers Permit - The overall discussion was to simplify the process, possibly once a year for multiple events. The board would like to refer code language back to Administrator Collins for clarity and guidance. No action taken.

**Public Comment** – None.

**Board Reports.** Chief Vincent mentioned the Fire Department staff assisted Public Works crew clearing a culvert on Middle Glenway. Vincent mentioned departments communicating and working well together, supporting other departments.

Corporal Ramirez mentioned that the new vehicles are being fitted with equipment, things are going well, currently working on updating policies, foundational work and agencies working together.

Trustee Stern mentioned attending a PPRBD meeting and that residential permits are on the rise.

**Next Meeting (June 13) and Future Items**

**Convene to Executive Session**

A. To confer regarding possible sale of public property, pursuant to the provisions of Section 24-6-402(4)(a), C.R.S., and to determine positions relative to the negotiation of such sale of public property, pursuant to the provisions of Section 24-6-402(4)(e), C.R.S.

B. For the purpose of determining positions relative to matters that may be subject to negotiations and/or instructing negotiators in connection with retention of the Town Attorney, pursuant to Section 24-6-402(4)(e), C.R.S.

MOTION (Padgett, Farr) to convene to executive session at 7:20 pm. Roll call vote – aye 6; nay 0. Motion passed.

**Reconvene to Open Session.** At 7:40 pm, the board reconvened to open session.

18. Resolution 31-2024 to Authorize Mayor to Sign Purchase and Sale Agreement (PSA) – MOTION (Stern, Draher) to approve Resolution 31- 2024 as presented with the buyer signing first. Roll call vote – aye 6; nay 0. Motion passed.

19. Possible action regarding retention of Town Attorney. No action was taken.

**Adjourn.** MOTION (Padgett, Stern) to adjourn at 7:26 pm. Motion passed.

  
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Mayor Grant Haverar

  
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ATTEST: Dawn A. Collins, Town Clerk