

REGULAR PLANNING COMMISSION MEETING
MORRISON TOWN HALL
110 STONE STREET
TUESDAY, JANUARY 9, 2018
7:00 P.M. – 9:00 P.M.

(NOTE: ALL AGENDA ITEMS ARE ELIGIBLE FOR DISCUSSION AND POSSIBLE
VOTE BY THE PLANNING COMMISSION)

1. CALL TO ORDER
2. ROLL CALL
3. AMENDMENTS TO THE AGENDA
4. PUBLIC TO ADDRESS THE PLANNING COMMISSION
5. PRESENTATIONS AND HEARINGS
6. GENERAL BUSINESS
 - a) Old Town Overlay District
7. APPROVALS OF MINUTES
 - a) December 12, 2017
8. STAFF REPORTS
 - a) Planner
 - b) Town Administrator
9. BOARD OF TRUSTEE MINUTES
 - a) December 5, 2017
 - b) December 19, 2017
10. ADJOURNMENT

Reasonable accommodation will be provided upon requests for persons with disabilities. If you require any special accommodation in order to attend a Planning Commission meeting, please call the Deputy Town Clerk at 303-697-8749. Next Regular Planning Commission meeting is Tuesday, February 13, 2018 at 7:00 P.M.

69

TOWN OF MORRISON, COLORADO
BOARD OF TRUSTEES
ORDINANCE NO. _____

TITLE: AN ORDINANCE AMENDING TITLE 10 OF THE MORRISON MUNICIPAL CODE TO ESTABLISH THE OLD TOWNOLD TOWN HISTORIC OVERLAY DISTRICT AND TO ADOPT REGULATIONS AND DESIGN GUIDELINES RELATING TO THE SAME

WHEREAS, the Town of Morrison is a Colorado home rule municipality operating under a Charter approved by the electorate pursuant to Article XX of the Colorado Constitution and governed by its elected Board of Trustees; and

WHEREAS, the Board of Trustees has authority pursuant to the Home Rule Charter and C.R.S. §31-16-101, et seq. to adopt and enforce all ordinances; and

WHEREAS, in the exercise of this authority, the Board of Trustees has previously adopted Title 10, Chapter 7 of the Morrison Municipal Code, concerning zoning; and

WHEREAS, the Board of Trustees wishes to amend the Code to designate the Old TownOld Town Historic Overlay District and adopt regulation and guidelines for development therein.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Morrison, Colorado, that:

Section 1. Municipal Code amended. Title 10 the Morrison Municipal Code is hereby amended by the addition of a new Article N within Chapter 7, to read:

TITLE 10 - ZONING AND LAND DEVELOPMENT

CHAPTER 7: ZONING REGULATIONS

ARTICLE N. OLD TOWNOLD TOWN HISTORIC OVERLAY DISTRICT

10-1N-1 - Purpose.

The purpose of the district is to protect the uniqueness of Morrison and focus on preserving the downtown, retaining existing character and blending new development while avoiding the duplication of existing historic structures. The use of design standards to support the district will maintain the historical integrity, enhance the quality of design and preserve the human-scale development of downtown Morrison.

10-1N-2 - Definitions.

The following specific words and terms are defined as follows:

Building Articulation: Changes in the depth of the surface of a building face or façade such as attached columns, recessed windows or window bays, horizontal banding or decorative cornices. Articulation gives texture to the building surface.

Building Step Back: A step-like recession in the profile of a building.

Façade, Exterior: The front or side elevation (if a corner building) of a building that can be seen from a public right-of-way, generally parallel to the right-of-way line. A rear wall may also be considered a façade if it provides public entrance to a building and can be seen from a public right-of-way.

Historic Structure: Any structure that is:

- A. Listed individually in the national register of historic places (a listing maintained by the department of interior) or preliminarily determined by the secretary of the interior as meeting the requirements for individual listing on the national register;
- B. Certified or preliminarily determined by the secretary of the interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the secretary to qualify as a registered historic district;
- C. Individually listed on the Colorado state inventory of historic places under the Colorado historic preservation program which has been approved by the secretary of interior; or
- D. Individually listed on a local inventory of historic places in communities with historic preservation programs under the Colorado historic preservation program which has been approved by the secretary of interior.

Historically Significant Building: Any building that meets the definition of Historic Structure in this Section; or if a building does not meet the definition of Historic Structure, but is more than fifty (50) years old, any building determined to be historically significant by the Town Administrator.

Minor Façade Alterations. Changes or alterations to the exterior of an existing building where no more than ~~ten (10)~~ forty-five (45) percent of the total façade is impacted and the changes clearly meet the design guidelines for the ~~Old Town~~ Old Town Historic Overlay District. Examples of minor façade alterations include replacement of wall-mounted light fixtures; modification of individual doors, windows, awnings or other building elements; and changes to architectural features, such as the building trim, cornice, roof, or parapet.

Minor Site Improvements. Site improvements located on private property related to signage, fencing, lighting and landscaping; or considered as regular maintenance.

Observable Glare: A visual condition in which there is excessive contrast or an inappropriate distribution of light sources that disturbs the observer or limits the ability to distinguish details and objects.

Warm White Light: Light bulbs with a color temperature ranging from 2500K up to 3000K. Warm whites have a yellow/orange/red tone, which is considered a "warm" color.

10-1N-3 – Rules of Measurement; Exterior Façade. Generally, proposed exterior façade improvements shall be measured as the area enclosed by straight lines drawn to the extremities of the proposed improvements. A measurement, in square feet, of proposed exterior façade improvements relative to the total exterior façade that can be seen from the public right-of-way shall be provided to the Town Administrator upon initiating any improvements within the Old Town Historic Overlay District in order to deem whether review by the Town is required as outlined in this Section.

10-1N-43 - District Boundaries Established; Requirements for Development in the District. The ~~Old Town~~Old Town Historic Overlay District shall mean the area as bounded by the (CT) Commercial Transitional Zoning District and illustrated on the map entitled "~~Old Town~~Old Town Historic Overlay District Map" dated October 13, 2017. Development in the ~~Old Town~~Old Town Historic Overlay District shall be governed by the requirements of this Article N, including the standards herein, and meet the intent of the ~~Old Town~~Old Town Historic Overlay District Design Guidelines adopted hereby.

10-1N-54 – Uses. Uses are allowed in the ~~Old Town~~Old Town Historic Overlay District in accordance with the (CT) Commercial Transitional Zoning District as defined in Section 10-1E-6.

10-1N-65 – Dimensional Standards.

- A. Lot Area. The minimum lot area is 2,500 square feet.
- B. Lot Width. The minimum lot width is twenty-five (25) feet.
- C. Minimum Lot Area per Dwelling Unit. The minimum lot area per dwelling unit is one thousand (1,000) square feet.
- D. Front Yard Setback. There is no minimum front yard setback. New buildings shall be built to the front property line when feasible. Staggered setbacks are encouraged, but in no case shall a setback greater than fifteen (15) feet be allowed. Consideration will be given to privately-owned spaces that are designed to provide space for public seating, public events, public displays, public gatherings and public performances. The area shall be landscaped and/or incorporate streetscape elements on a case-by-case basis.
- E. Side Yard Setback. There is no minimum side yard setback.
- F. Rear Yard Setback. There is no minimum rear yard setback.
- G. Height. The maximum height is forty (40) feet. If a new building is proposed to be greater than two-stories, incorporation of building step backs and/or incorporation of building articulation is required.

10-1N-76 Design Guidelines. The "~~Old Town~~Old Town Historic Overlay Design Guidelines," attached hereto as **Exhibit A**, are hereby adopted and shall be incorporated

into the Morrison Municipal Code as an Appendix. The Guidelines may be amended in future by resolution of the Board of Trustees as needed from time to time.

A. Intent. The intent of the ~~Old Town~~Old Town Historic Overlay Design Guidelines is to create and maintain a high visual quality and appearance for the ~~Old Town~~Old Town Historic Overlay District. The Design Guidelines are also intended to ensure that new buildings, building additions, façade alterations, building rehabilitations, landscaping, lighting and signage, applicable only to improvements associated exterior of buildings, are compatible with or improve the character of the ~~Old Town~~Old Town Historic Overlay District and fit into their surroundings. It is also the intent of the Design Guidelines to stimulate and protect public and private investment through the establishment of high standards with respect to spatial enclosure, architectural design, building materials and appearance, and to support the preservation of historically significant buildings.

B. Scope. All new buildings, restoration or rehabilitation of historically significant building, building additions, facade alterations (both structural and non-structural), demolition of existing buildings, signage, streetscape installation or modification, fences, lighting, and improvements within the public right-of-way, applicable only to improvements associated exterior of buildings, within the ~~Old Town~~Old Town Historic Overlay District shall meet the intent of the Design Guidelines established in the ~~Old Town~~Old Town Historic Overlay District Design Guidelines and must be approved prior to issuance of any permits. Upon recommendation by the Planning Commission, the Board of Trustees may approve an application, approve with conditions, deny the application or ask for continuance to allow project modification before final approval, excepting exterior façade improvements that impact ten (10) percent or less of the total façade as determined by the Town Administrator; and minor façade alterations or minor site improvements which shall be approved, approved with conditions, or denied by the Town Administrator.

10-1N-~~87~~ –Development Review Procedures

A. Application Requirements. Upon being advised by the Town Administrator that a particular ~~proposed use~~improvement falls within the ~~Old Town~~Old Town Historic Overlay District, an application for approval ~~may~~shall be submitted to the Town by a person having an interest in the property for which the development is requested. The application shall consist of the following:

1. Land Development Application Form indicating the measurement, in square feet, of proposed exterior façade improvements relative to the total exterior façade that can be seen from the public right-of-way;
2. Land Development Application Fee;
- 1-3. Letter of Intent addressed to the Town Board of Trustees describing the nature of the proposed development;
- 2-4. Site-Sketch Plan illustrating location of buildings and structures, off street parking areas, traffic circulation plans, lighting, landscaping and signs;
- 3-5. Building Elevations signifying building height, materials, architectural treatments and colors;
- 4-6. A time schedule for development;

5-7. Any supporting charts, maps, graphs, pictures or renderings of building elevations.

A Land Development Application Form shall be required upon initiating any improvements within the Old Town Historic Overlay District in order to deem whether review by the Town is required as outlined in this Section. If the Town Administrator determines improvements impact ten (10) percent or less of the total façade and no review is required, improvements shall not be subject to further application requirements or regulations set forth in this Section.

If, in the opinion of the Town Administrator, Planning Commission or Board of Trustees, insufficient information is provided to render a decision, the Town Planning Commission or Board of Trustees can request additional information from the applicant prior to proceeding with review.

B. Waivers; Application Requirements. The Town Administrator reserves the right to waive certain submittal requirements for an application if deemed sufficient information is provided to render a decision. The Town Administrator has the discretion to send waivers to the Planning Commission for recommendation and Board of Trustees for approval if deemed necessary.

CB. Hearing Procedures; Notice. Within thirty (30) days of submittal of a complete application, to the Town, the Town Planning Commission shall review the request and shall either recommend approval, approval with conditions or denial to the Board of Trustees. Within sixty (60) days of submittal of the application to the Town, the Board of Trustees shall review the request and shall either approve an application, approve with conditions, deny the application or ask for continuance to allow project modification before approval. Prior to each such hearing, the Town shall have posted a public notice on the subject property and at the Town Hall, specifying subject, meeting time and place at least one week prior to the meeting on the request, advising the public that an application will be considered in the ~~Old Town~~ Old Town Historic Overlay District. Upon recommendation by the Planning Commission, the Board of Trustees may approve an application, approve with conditions, deny the application or ask for continuance to allow project modification before final approval. If the application is granted, the use shall be deemed approved.

CD. Administrative Review. The Town Administrator is authorized to approve, without notice or hearings, minor façade alterations that do not impact greater than ~~ten (10)~~ forty-five (45) percent of the total exterior façade and minor site improvements located on private property so long as the Town Administrator finds that the proposal advances the intent of the Town's design guidelines established in the ~~Old Town~~ Old Town Historic Overlay District Design Guidelines document and must be approved prior to issuance of any permits. Administrative Review applications shall be distributed to the Land Development Review Committee (LDRC) for review prior to approval. The Town Administrator has the discretion to send the plan to the Planning Commission for recommendation and Board of Trustees for approval if deemed necessary.

E. Review Not Required. Improvements impacting ten (10) percent or less of a total façade, as determined by the Town Administrator, shall not be subject to regulations set

forth in this Section. The owner shall submit a Land Development Application Form indicating the measurement, in square feet, of proposed exterior façade improvements relative to the total exterior façade that can be seen from the public right-of-way in order to determine whether review by the Town is required. Interior improvements or remodels shall not be subject to regulations set forth in this Section.

10-1N-98 –Application of ~~Old Town~~Old Town Historic Overlay Design Guidelines

A. Restoration or Rehabilitation of Historically Significant Buildings. Projects involving the restoration or rehabilitation of existing historically significant buildings should reflect the original architectural character of the building and its characteristics. The removal of historic materials or alteration of features and spaces that characterize the building shall be avoided. The introduction of any new design elements should be consistent with the traditional features of the building. The rehabilitation of existing historically significant buildings is encouraged to be in accordance with the Secretary of the Interior's Standards for Rehabilitation

B. New Construction. Projects involving new construction shall consider the context of the site and be compatible with the general character of the downtown area. While new buildings are required to fit into their surroundings, the Town will not require uniformity of design or dictate specific architectural styles. The overall context of the downtown area includes a variety of architectural styles and these regulations are intended to allow both flexibility and creativity in achieving compatible design solutions. All new construction projects shall be consistent with the design criteria established in the ~~Old Town~~Old Town Historic Overlay Design Guidelines.

C. Renovation or Rehabilitation of Existing Structures. Projects involving the renovation of existing structures that are not historically significant shall consider the context of the site and be compatible with the general character of the downtown area. Renovations of existing structures shall be consistent with the design criteria established in the ~~Old Town~~Old Town Historic Overlay Design Guidelines.

D. Building Additions. Projects involving an addition to an existing building that is not historically significant shall consider the context of the site and be compatible with the general character of the downtown area. Building additions to existing structures shall be consistent with the design criteria established in the ~~Old Town~~Old Town Historic Overlay Design Guidelines.

E. Building Materials. Building materials shall be high-quality materials and compatible with those used for adjacent buildings. The following building materials are specifically prohibited from use as the primary exterior finish: unfinished concrete, precast concrete block, vinyl or steel siding. All subsequent renovations, additions and related structures undertaken after the construction of an original building shall be finished with materials comparable to those used in the original construction and shall be designed in a manner conforming to the original architectural design and general appearance. For existing historically significant buildings, the sheathing or installation of another material over the facade or any wall visible from the street shall be prohibited unless deemed necessary to preserve the structural integrity of the building.

F. Building Design Aspects. Design aspects including mass, form, scale, colors, height, alignment, width and horizontal rhythm shall be consistent with the ~~Old Town~~ Old Town Historic Overlay Design Guidelines. All other building design aspects not addressed herein shall be in accordance with (CT) Commercial Transitional Zoning District standards.

G. Entrances. Main entrances to buildings shall face and be clearly visible from the street and be recessed to maintain a coherent pattern along the sidewalk and to define the entry point. Recessed entrances shall allow operation of the door(s) without the doors extending beyond the property line into the public right-of-way.

H. Windows. Ground floor windows shall be transparent. The original size, shape and proportion of all windows on existing historically significant buildings shall be preserved. For new non-residential buildings, windows, doors and other transparent elements on first floor facades fronting streets is encouraged. In order to preserve the character of existing historically significant buildings, it is not the intent of this provision to require windows to be installed where none existed in the original design. However, if the exterior of an existing historically significant building is being remodeled, renovated or rehabilitated, the size, shape and proportion of the original window openings shall generally be restored or maintained. Replacement windows shall generally conform to the style of the original windows used in the building.

I. Rooftop Equipment. Rooftop equipment shall be screened from ground level views with parapet walls or enclosures similar in form, material and detail to the primary structure.

10-1N-109 Demolition. It shall be unlawful for any historic structure, site or property in the historic structure to be demolished without having first obtained a certificate for demolition. If a certificate for demolition is requested on any basis other than that of an imminent hazard or economic hardship, a certificate of demolition will not be issued until all criteria of this section are met:

1. The structure proposed for demolition is not structurally sound;
2. The structure cannot be rehabilitated or reused on-site to provide for any reasonable beneficial use of the property;
3. The structure cannot be practically moved to another site; and
4. The proposal demonstrates mitigation of any impacts associated with the visual character, historic importance of remaining structures on or adjacent to the property and architectural integrity of remaining structures on or adjacent to the property.

10-1N-110 Demolition and Vacant Lots. Any lots left vacant after demolition shall be treated to control fugitive dust. If the lot is to remain vacant for more than sixty (60) days, said lot shall be landscaped, mulched and seeded or sodded to establish a perennial vegetative grass cover. The lot shall be maintained and kept free of debris and litter. If common walls are exposed due to demolition of adjoining buildings, the walls shall be treated to ensure that the walls do not become a visual detriment. The treatment may be

temporary or permanent depending on the potential for redevelopment of adjoining parcels. Permanent alternative treatments include architectural treatment that is similar to the front façade of the building or stucco. The wall treatment shall be in place within ninety (90) days of the date of demolition, unless a longer period is authorized at the time of approval of the demolition plans, and shall be the financial responsibility of the owner of the property upon which the demolished building was located.

10-1N-124 Work in Public Right-of-Way. Any work within the public right-of-way that relates to an identified streetscape element or building entry shall be consistent with the design elements identified by the ~~Old Town~~ Old Town Historic Overlay District Design Guidelines and shall comply with the standards established by the Colorado Department of Transportation and Town of Morrison Engineering Design Standards.

10-1N-132 Off-street Parking and Loading. Off-street parking and loading shall be provided in accordance with the provisions of Article H of this Chapter and consistent with design principles identified by the ~~Old Town~~ Old Town Historic Overlay District Design Guidelines.

10-1N-143 Landscaping and Screening. Development within the ~~Old Town~~ Old Town Historic Overlay District, including the development of parking areas, shall be subject to the requirements of 10-4-8(G) and 10-1G-11 (Landscaping and Screening). If decorative fencing or any other streetscape elements are used, they shall be consistent with or complementary to the designated streetscape elements as described in the ~~Old Town~~ Old Town Historic Overlay District Design Guidelines.

10-1N-154 Signage. All signage in the ~~Old Town~~ Old Town Historic Overlay District shall be installed and maintained in accordance with the provisions of Article I of this Chapter. Canopies used for signage shall be consistent with the architectural style of the building. Internally illuminated signs shall not create observable glare as to avoid safety hazards.

10-1N-165 Lighting. Lighting shall be provided in accordance with the provisions of Chapter 8 of the Municipal Code. All exterior lighting shall be provided by warm white light encased with downcast fixtures in keeping with the Overlay District Design Guidelines.

10-1N-176 Floodplain. All development within flood hazard areas of Morrison shall be subject to Floodplain Damage Prevention regulations set forth in Chapter 3 of the Municipal Code.

Section 2. Effective date; application to developments in process. This Ordinance shall take effect thirty (30) days after adoption and publication as provided by Section 3.14 of the Home Rule Charter. To the extent applications for development approval are pending within the ~~Old Town~~ Old Town Historic Overlay District on that date, such applications shall be processed to a final decision under the standards and requirements in place prior to the adoption of this Ordinance. Any new application or reapplication filed after the effective date of this ordinance shall be subject to the standards and requirements adopted hereby.

INTRODUCED, READ, PASSED AND ADOPTED this ____ day of _____,
2018~~7~~, by a vote of _ ayes and ___ nays.

TOWN OF MORRISON:

Sean K. Forey, Mayor

ATTEST:

Lyndsey Davis, Town Clerk

DRAFT

Exhibit A

Old Town ~~Old Town~~ Historic Overlay Design Guidelines
[Attached]

DRAFT

Town of Morrison Planning Commission
Morrison Town Hall
110 Stone Street
Tuesday, December 12, 2017
7:00 P.M. – 9:00 P.M.

Call to Order: Chairperson Jamee Chambers called the regular Planning Commission meeting to order at 7:02 PM

Roll Call: Chairperson Jamee Chambers, Matt Schweich, Todd Mercord, Paul Sutton, Shari Raymond were present. Maja Stefansdottir was absent. A quorum was established.

Staff Present: Kara Winters (Town Administrator), Stephanie Stevens (Town Planner), and Kristi Dixon (Deputy Town Clerk).

Amendments to the Agenda: None.

Public to Address the Planning Commission: None.

Presentation and Hearings: None.

General Business: Old Town Overlay District

Stevens received both support and opposition responses from the Stakeholder meetings. Some suggestions changes included:

- Allow minor façade alteration, 10% of total facade administrative approval.
- Substantial Improvements: 50% or more building valuation, land development application required, 50% or less no application.
- Reconsider vinyl as a building material.
- Include hardie board as allowable material.
- Expand boundary to include entire Town.
- Simplify Standards.
- Revise district name reference "Old Town Historic Overlay District"

Schweich asked what part of the outside of businesses are we talking, 25% of the front portion of building might not be much. Businesses that you can see all around adds up. Winters asked if we could add something that if there are no interior changes it will not trigger an application. Clinton Scott replied at the TnT you can see all 4 sides how would this apply to him. Winters stated sign code talks about number of signs for each wall maybe look at it in that way. Stevens stated maybe consider this suggestion, 1-10% no application, 11-50% administrative approval, 51-100% Planning Commission approval.

Winters finding a happy medium of not applying huge regulations on CT district.

Mercord suggested:

1-9% no application required

10-45% administrative approval

46-100% planning commission

Stevens will add a site plan or sketch will need to accompany application at submission.

Raymond made a motion to have 10% - 45% administrative approval. Sutton seconded the motion. All present voted in favor.

Winters stated everyone must submit application along with a site plan/sketch/picture. For the review process a deposit will be required. Stevens suggested having 3 different fee structures for applications.

Stevens will make changes to the ordinance. Stevens will also add the definition for façade so that is clear. Once completed, it will then be forwarded to Winters and Gerald Dahl, Town Attorney. After that, Stevens will then forward to Planning Commission for review. Winters asked if they would like to review at the next meeting on January 9, 2018 before adopting. The Commissioners stated yes, they would like to review at next meeting before adopting. Raymond asked about the time process, this could take 3 months. Winters responded once it gets to Planning Commission maybe a month later the Board could adopt it.

Approval of Minutes: Mercord made a motion to approve the minutes from November 14, 2017 with appropriate changes made. Schweich seconded the motion. All present voted in favor.

Town Planner: Stevens reported Red Rocks Ranch finished the first review of the referral comments and is now working with County. Stevens said that we had a couple of referrals come through from the County. The drive thru coffee shop is still moving along, not sure what the holdup is. Stevens met with them awhile back CDOT study is complete. Flights is waiting on the State for the liquor license change of location.

Town Administrator: Winters reminded everyone about the Meet and Greet with the final two candidates for Police Chief Thursday night, December 14, 2017 from 5:00-6:00 pm. Interviews are taking place on Friday the 15th. Decision should be coming soon.

Chambers commented on the Board of Trustee minutes from November 21, 2017 where Allen Williams suggested moving Court to Heritage Museum. Not sure how we could use that small of space for court. Winters stated Gerald Dahl, Town Attorney, and herself recently met with Town Insurance Company regarding ADA compliant questions Schweich asked who cut the dead

trees down. Winters responded that Urban Drainage did the work in order to help clear the floodplain.

Sutton asked if anything new going on with Lila Horton/Horton House property. Chambers replied Lila talked about donating the Livery stable to the Town. If she was going to do this, she should come talk to the Planning Commission. That was some time ago, Chambers has not heard anything recently.

Adjournment: Chairperson Jamee Chambers adjourned at 8:12 P.M.

Town of Morrison

Jamee Chambers, Chairperson

Attest:

Kristi Dixon, Deputy Town Clerk

MEMORANDUM



Date: January 4, 2018
 To: Morrison Planning Commission
 From: Stephanie Stevens, Town Planner
 Subject: Planner Report

OLD TOWN OVERLAY DISTRICT

Objective: Protect the uniqueness of Morrison and focus on preserving the downtown, keeping the character and blending new development while avoiding the duplication of existing historic structures.

PROJECT STATUS

Planning staff is currently working with the Planning Commission on wrapping up the Old Town Overlay District project, which would assist with protecting the downtown and focuses on maintaining Old Town Morrison's architectural character. We are currently in the last phase of Task 2: Refinement of Overlay District Architectural Standards for which key highlights from the Planning Commission and staff that was completed in Task 1 were used to guide the drafting of Old Town Overlay Regulations and Design Guidelines; further, Stakeholder/Public outreach that took place in November presented a need for further revisions as directed at the December 12th Planning Commission and outlined in detail below. Status of sub-tasks and work products is noted below:

Task 2: Refine Overlay District Architectural Standards

- **Draft Overlay District Architectural Standards.** This task includes two meetings with Planning Commission to refine the subsequent Overlay District Architectural Standards and hear public testimony. The revised draft of the Old Town Overlay District Regulations and Design Guidelines are attached.
 [Scheduled for September 26, 2017 (Complete) and October 10, 2017 Planning Commission (Complete)]
- **Planning Commission/Administrative Staff Stakeholder Meeting.** The Planning Commission and Administrative Staff will conduct a stakeholder meeting to include affected business owners, property owners and interested citizens.
 [Completed November 14, 2017 and November 16, 2017]
- **Issue Draft Overlay District Architectural Standards for Public Comment (Referral/public comment).** Draft documents will be uploaded on the town website for public review and comment.
 [Completed October 18, 2017]
- **Incorporate Public Comment.** The Planning Commission will review all public comments and notify Planning Staff on if and how comments are to be addressed in the final Overlay District Architectural Standards.
 [Completed December 12, 2017]

Task 3: Adoption.

- **Assemble Final Materials.** Planning Staff will provide an electronic (PDF) of the final version of the zoning code changes and adopting ordinance to be included in the Public Hearing packets. The Town Attorney will draft the resulting zoning ordinance.
WE ARE HERE [Draft Code and Ordinance provided October 18, 2017, Revised January 4, 2018]
- **Adoption Public Hearings.** Legal and planning staff to attend adoption hearing (up to 2 hearings).
 [Delayed for further consideration of public comment] Target Completion February 2018

REVISIONS PER 12/12/17 PLANNING COMMISSION

Input was provided to Planning staff to guide refinement of the regulations based on Stakeholder input. Redlines of the draft regulations are attached to guide you through the revisions that were made. The Draft regulations have been revised as follows:

TITLE 10 ZONING AND LAND DEVELOPMENT (MUNICIPAL CODE)

1. District name has been revised to reference "Historic" standards. The name now reads "Old Town Historic Overlay District" throughout.
2. A definition was added for "Façade, Exterior".
3. Minor façade improvements have been revised to allow improvements impacting up to 45% of the total façade to be reviewed administratively.
4. Review and approval procedures have been revised to reflect no review required for improvements impacting 10% or less of the total façade.
5. Improvements impacting greater than 45% of the total façade will be subject to Planning Commission recommendation and Board approval.
6. A section was added to define rules of measurement for exterior façade improvements and note information needed from owners to make an initial determination on the appropriate review procedure.
7. A statement has been added to the intent and scope to clarify regulations applicability to exterior improvements only.
8. Application requirements have been revised to include the need to indicate the measurement, in square feet, of proposed exterior façade improvements relative to the total exterior façade that can be seen from the public right-of-way on the Land Use Application Form. A note has been added to clarify no further application materials required for façade improvements impacting 10% or less of the total façade.
9. Allowance for waivers to submittal requirements has been added.

NEXT STEPS

Upon receipt of feedback from the Planning Commission, Planning staff will finalize regulations and guidelines and move to adoption.

PROJECT TRACKING CHART

Attached is an updated *Project Tracking Chart*. This tracking tool provides detail on projects and planning activities, which are in process and will include projects that have been completed. Please feel free to contact me anytime with any questions regarding current planning activities.

Town of Morrison
Project Tracking Chart
 January 2018

Project Name	Project Description	Project Location	Submittal Date	Approval Date	Project Status	Staff Contact	Applicant	Contact	Comments
Active Projects									
Red Rocks Ranch (formerly Red Rocks Centre)	Subdivision Plat, ODP Amendment, Disconnect Request (To develop in Jeff Co)	Bounded by W Yale Ave, S Indiana St, C-470 and W Morrison Rd	8/31/2017 Disconnect; 10/30/2017 Plat & ODP		Awaiting resubmittal	SS	Andrew Trietley	Andrew Trietley 303-346-7006 atrietley@ventanacap.com; Troy Bales 303-537-8020; tbales@rickengineering.com	8/31/17 Disconnect letter received; 10/3 Jeff Co Board of County Commissioners mtg took place; 10/30 formal application recv'd and referral sent; 12/6 1st review comments issued; 12/6 Preliminary mtg w/ Jeff Co Planning & Legal took place to determine procedural direction; 12/11 meeting w/ Jeff Co Planning scheduled; 12/12 meeting w/ Jeff Co legal took place; 12/26 meeting w/ Jeff Co planning took place
Holiday Rooftop Bar & Deck Addition	Building Permit	403 Bear Creek Ave	8/18/2017		Under Review	SS	Dave Killingsworth	Paul Adams, Earth and Sky Architecture 720.956.1643	8/18 Permit plans recv'd; 8/23 issued comment; Approval pending receipt of fire sprinkler plans
TNT Restaurant Rooftop Patio	Special Review	408 Bear Creek Ave	6/5/2017		Awaiting Resubmittal	SS	Clinton Scott	Scott Harbough, VH Engineering 303.296.6900 scott@vh-eng.com	6/5/17 recv'd formal application; 6/7 notice of deficiencies issued; request to delay Board hearing

Town of Morrison
Project Tracking Chart
 January 2018

Project Name	Project Description	Project Location	Submittal Date	Approval Date	Project Status	Staff Contact	Applicant	Contact	Comments
Old Town Overlay District	Code Adoption	Old Town	4/21/2017		Planning Commission Mtg. scheduled 1/9 to review revised regulations	SS	Town of Morrison	Kara Winters	4/21/17 Work Authorization proposal issued to Town; 5/2 Board review; 5/9 Planning Commission review, request for revised scope; 6/13 Planning Commission review of reduced scope; 6/14 scope revised per PC comment; 6/20 work authorization approved by Board of Trustees; 7/11 Planning Commission Walking Tour; 7/12 and 7/21 PC/Staff summaries rec'd; 8/8 Key highlights and draft district boundaries provided to PC; 9/7 Draft regulations and design guidelines provided to PC; 9/26 PC hearing #1 took place; 10/4 Revised draft regulations provided to PC; 10/10 PC hearing #2 took place; 10/18 draft for public comment issued; 1/14 & 1/16 Stakeholder meetings took place; 12/7 public comment summary provided; 12/12 PC hearing #3 took place; 1/4/18 Revised regulations provided to incorporate public comment

Town of Morrison
Project Tracking Chart
 January 2018

Project Name	Project Description	Project Location	Submittal Date	Approval Date	Project Status	Staff Contact	Applicant	Contact	Comments
Outside Referrals									
Mountain Villages at Willow Springs	Rezone from A-2 and C-1 to PD to allow age-restricted housing 55+ in the form of single family, multi-family, and convenience commercial	17000 Belleview Ave	12/12/2017		Awaiting Resubmittal	SS		Elyse Dinnocenzo	12/12/17 rec'd 1st referral from Jeff Co; 1/2/18 referral comments issued
Red Rocks Ranch Filing 1	Subdivision Plat	Bounded by W Yale Ave, S Indiana St, C-470 and W Morrison Rd	11/21/2017		Awaiting Resubmittal	SS	Andrew Trietley, Tharaldson	Lindsey Margolies	11/21/17 rec'd pre-app referral from Jeff Co; 11/29 referral comments issued
Willow Springs North Filing 11	Subdivision Plat	S of Hwy 85, between Willow Springs Road and Lost Horse Lane	11/20/2017		Awaiting Resubmittal	SS	Alliance Engineering	Nathan Seymour	11/20/17 rec'd 2nd referral from Jeff Co; 12/4 referral comments issued

Town of Morrison
Project Tracking Chart
 January 2018

Project Name	Project Description	Project Location	Submittal Date	Approval Date	Project Status	Staff Contact	Applicant	Contact	Comments
Approved Projects									
101 Canon St Siding and Window Replacement	Building Permit	101 Canon St	10/19/2017	10/30/2017	Approved	SS	Brewster Caesar	Brewster Caesar brewstercaesar@gmail.com	10/19 Plans recvd; 10/27 Zoning/Floodplain Eng comments issued; 10/30 Revisions recvd; 10/30 approval issued
El Mercado Redevelopment	Building Permit (Remodel of exist. Structure for office/residential + 400 sq. ft. detached, retail addition)	120 Bear Creek Ave	9/18/2017	10/21/2017	Approved	SS	Barbara Mosakal	Barbara Moskal 720-202-0539 barbmokal@gmail.com; Randall Look, Look Architecture 720-302-3952 lookarch.morrison@gmail.com	9/18/17 Permit received; 9/28 Zoning/Floodplain review comments issued; 10/21 approval with conditions issued; 11/9 Xcel approval recvd (condition of approval met)
Holiday Rooftop Bar & Deck Addition	Special Review	403 Bear Creek Ave	3/14/2017	6/23/2017	Approved 6/23	CM/SS	Dave Killingsworth	Paul Adams, Earth and Sky Architecture 720.956.1643	4/18 BOT Public Hearing; 4/13/2017 App request continuance; 5/31 resubmittal recvd; 6/2 comments sent to applicant; 6/2 referral sent and notice posted; 6/9 referral comments due in; 6/23 Approved with conditions by Board of Trustees
Drive thru Coffee Shop	Drive thru coffee shop - SDP 1st Amendment	300 Bear Creek Ave	4/17/2017	5/9/2017	Approved 5/9; Awaiting final mylars	CM/SS	Jeff Bradley	Randy Look	3/28 Pre-App meeting; 4/17/2017 Rec'd formal app; 4/28 referral sent to engineering; 4/28/17 completeness review/1st review comments issued; 5/1 referral sent to CDOT; 5/9 Planning Commission approved unanimously; 5/25 CDOT coordination in progress; 8/1 Mtg. with CDOT to discuss traffic study
151 Red Rocks Vista Drive Home Remodel	Building Permit	151 Red Rocks Vista Drive	3/22/2017	6/23/2017	Approved	SS	Chris Wolfe	Brad Riviere 303-981-7477 bradriviere2gmail.com	4/14/17 Plans recvd; 4/26 formal review comments sent to applicant; 6/23 revised building permit received and zoning approval issued
Garder+Raymond Art Studio	Building Permit	111 Canyon Vista Ln	5/17/2017	6/8/2017	Approved	SS	Shari Raymond, Terry and Julie Gardner	Ryan sellsryan@gmail.com	5/17 Plans recvd; 6/8 zoning approval issued
Altitude Medical Clinic	Building Permit	106 Stone St.	5/22/2017	6/8/2017	Approved	SS	Doug & Shara Hansen MD	Kayle Diccico, Coda Construction kdiccico@gmail.com	4/11/2017 Original Permit Recvd; 5/16 notice of deficiencies sent; 5/22/2017 revised building permit Recvd; 6/8 zoning approval issued

Town of Morrison
Project Tracking Chart
 January 2018

Project Name	Project Description	Project Location	Submittal Date	Approval Date	Project Status	Staff Contact	Applicant	Contact	Comments
Approved Projects									
Gardner+Raymond Residence	Building Permit	111 Canyon Vista Ln	4/24/2017	5/18/2017	Approved	SS	Shari Raymond, Terry and Julie Gardner	Ryan sellsryan@gmail.com	4/24/17 Plans recv'd; 5/2 formal review comments sent to applicant; 5/12 resubmittal recv'd; 5/18 approval issued
Altitude Medical Clinic	Lot merger for med clinic	106 Stone St.	4/11/2017	5/24/2017	Approved	CM/SS	Doug Hansen MD	Doug Hansen MD	4/21 Notice of deficiencies issued; 5/16 resubmittal recv'd and referral sent; 5/12 Eng comments recv'd; 5/17 Legal comments recv'd; 5/19 Utilities approval recv'd; 5/22 resubmittal recv'd; 5/23 legal comment follow-up and notice of deficiencies issued; 5/24 missing submittal items recv'd; 5/24 approved; 6/7 approval issued and documents sent for recording
Town Park Loop Trail Grant	Trail Grant Assistance	Trail connection from the Post Office to the Museum	9/26/2016		Jeff Co Open Space grant awarded; CPW grant denied	CM	Town of Morrison	Kara Winters	1/13 Jeff Co Open Space grant awarded; CPW grant not awarded because CPW felt the trail was a sidewalk for the Town (not a trail).
Rooney Valley Master Plan Update	Master Plan Update	Rooney Valley	n/a	n/a	Adopted 2/7/17	CM/SS	n/a	n/a	2/7/2017 Plan Rooney Valley adopted
Potential Projects									
905 Bear Creek Ave Special Review	Special Review and potential rezone for adjacent lot to allow parking	905 Bear Creek Ave			Awaiting Submittal	SS	Michael Griffin	Michael Griffin michael@madisoncommercial.com briancostello@madisoncommercial.com	11/29/17 inquiry recv'd

9a

**TOWN OF MORRISON BOARD OF TRUSTEES
MORRISON TOWN HALL, 110 STONE STREET
REGULAR MEETING OF THE BOARD OF TRUSTEES
TUESDAY, DECEMBER 5, 2017
6:00 P.M.**

Call to Order. Mayor Sean Forey called the regular Town Board Meeting to order at 6:04 P.M.

Roll Call. Mayor Sean Forey, Trustees Brewster Caesar, Katie Gill, Chris Wolfe, Venessa Angell and Allen Williams were present. Trustee Debora Jerome was absent. A quorum was established.

Staff Present. Kara Winters (Town Administrator), Gerald Dahl (Town Attorney), George Mumma (Interim Police Chief), and Kristi Dixon (Deputy Town Clerk).

Amendments to the Agenda. Add item 6bi Purchase Police Vehicle.

Public to Address the Board.

Dave Killingsworth, 403 Bear Creek Avenue, Morrison, CO. Killingsworth said thanks the Town looks nice with the decorations and lights up. Killingsworth said that they had a nice turnout for Thanksgiving dinner at Holiday Bar and will be doing Christmas dinner for anyone who is on duty or has to work. Killingsworth would like to mention a couple of things, he attended both Planning Commission meetings that were held in November regarding the Old Town Overlay District. The only thing he really learned was the old school house is the only historically registered building in Morrison. Killingsworth understands the Board only asked the Planning Commission to look at the Downtown CT area and he feels the Overlay plan should include residential too, not just the businesses. Killingsworth believes the development review should be based on 50% cost of the building instead of 10% of façade. Killingsworth said that all he's heard talk about is the budget, capital improvements and all the changes in Morrison but the Board wants to keep Morrison, Morrison. Killingsworth said "I heard someone else comment that sales tax has increased like 30% over the last 6 or 7 years but doesn't see much benefit coming into the downtown area. Talked about changing underground utilities and few other projects. Why are we putting the mill levy on, are we out of money. Let's keep Morrison, Morrison lets don't do change don't do underground don't spend this money lets don't fix the museum that's change. If you want to keep Morrison, Morrison, then keep Morrison, Morrison don't change. Town doing more and more restrictions to businesses."

Forey thanked Killingsworth for his comments here and at the Planning Commission meetings. Gill commented that the Mill Levy will not change anything. It does not raise taxes. Winters stated establishing the mill levy item on the agenda is done annually. It is a procedure we are

required to do by state statute. Winters said in order to change the mill levy you would have to take it back to the voters. Forey said that undergrounding is in process.

Presentations and Hearings. None

General Business.

Police Records Management System. Chief Mumma and Sgt. Leo attended a meeting at Jefferson County regarding dispatch services switching to Jefferson County Communications (Jeffcom) in February 2018. Chief Mumma said once the call is dispatched with this system there is no way for us to manage the cad information that comes from Jeffcom itself which is important because they calculate by call how much money the Town will pay Jeffcom to manage our calls. Chief Mumma said the other thing the new Records Management System will do for us is monitor our cars, where they are going and monitor what they are doing. Finally, the system will allow the Town to begin the process of e-Filing and e-Discovery in February 2018. Chief Mumma researched different companies and spoke with other agencies and found Edicia US, Inc which would work for our police department. As we purchase the system the applications are already in it. For instance it can be expanded to writing citations, writing parking tickets, cameras, and video stuff. The Town would be responsible for purchasing hardware down the road. Forey asked Mumma if this could be in place by February 12, 2018 when JeffCom goes live. Mumma said yes, Edicia could have this up and running by then. The sooner we can get a signed contract to them the sooner they can get started. Gill asked if we had a records management system in place currently. Mumma answered, Morrison Police has never had one. Wolfe asked if this includes tech support. Mumma replied it does, we would be on a 3 year contract. Mumma also said another benefit item with Edicia, it will allow the exchange of current information locally, live. Forey asked who else in Jefferson County is using Edicia. Mumma replied, Federal Heights Police Department and Lakeside Police Department. Federal Heights recently added cameras to their system.

Williams made a motion to approve the Edicia US, Inc contract for \$69,494.00 to be for the next 3 years subject to attorney and Town Administrator approval. Angell seconded the motion. All present voted in favor of the motion.

Model Traffic Code Addition. Mumma explained Colorado State legislature acted on SB 11-260 and amended 42-4-705, "Operation of vehicle approached by emergency vehicle – operation of vehicle approaching stationary emergency vehicle or stationary towing carrier vehicle" this addition would allow Morrison Police officers to write one ticket instead of having to write two. Currently Morrison officers write these type of violations into Jefferson County Court.

Wolfe made a motion to create a municipal ordinance violation in the Town of Morrison under 6-1-1 General Traffic Provisions using 42-4-705 (2) (a) as the State charge to allow Morrison Officers to charge this municipally into the Town Court. Create section 1106 Operation of vehicle approached by emergency vehicle. Any person who violates this section commits careless driving as described in Section 1402 of this code. (42-2-127)Gill seconded the motion. All present voted in favor of motion.

Purchase used Police Vehicle. Mumma would like to purchase a used 2016 Ford Explorer with approximately 22,000 miles to replace a vehicle that was totaled at no fault of the Town.

Caesar made a motion to approve the purchase of a used 2016 Ford Explorer in the amount not to exceed \$20,000.00. Following the CIRSA payment of \$14,600.00 we will be responsible for \$5,400.00.

Wolfe seconded the motion. All present voted in favor of motion.

2018 Budget Adoption. Winters stated the Board had a public hearing last meeting, and this is the formality of officially adopting 2018 Budget. Caesar commented on the deficit. He would anticipate, based on current year and budget for next year, it would be a wash. Caesar stated he will not be on the Board past March, as it gets later in the year he believes utilities will bring in more than what is budgeted and the Board could use the loan they made to Utility department to pay back the loan with extra utility revenue in order to not run a deficit. Winters stated currently property tax is split between General Fund and Utility Fund we could stop doing that if Utility Fund is doing well. She would bring that to the Board before changing policy. Forey believes there will be a \$250,000.00 surplus. Forey stated the Town is in the best financial position it has ever been and still making improvements along with that.

Wolfe made a motion to adopt Resolution 2017-12, a resolution summarizing expenditures and revenues for each fund, adopting a budget for the Town of Morrison, Colorado for the calendar year beginning on the first day of January 2018, and ending on the last day of December 2018, and making appropriations in accordance therewith. Angell seconded the motion. All present voted in favor of motion.

Establishing a Mill Levy. No comments.

Wolfe made a motion to adopt Resolution 2017-13, a resolution establishing a mill levy for general property taxes for fiscal year 2018 for the Town of Morrison, Colorado. Angell seconded the motion. All present voted in favor of motion.

Adopting Capital Improvement Program.

Caesar made a motion to adopt Resolution 2017-14, a resolution adopting a capital improvement program for the Town of Morrison, Colorado, for the calendar years 2018 through 2022. Wolfe seconded the motion. All present voted in favor of motion.

Holiday Gift Vouchers. Winters asked the Board if they wanted to continue with gift vouchers of \$50.00 for each employee, Board member, and Commissioners. Wolfe commented he believes it is a nice gesture and nice to have. Caesar stated it encourages people to spend money in Town.

Departmental Reports.

Public Works. Forey stated everyone was around and read in Fritz's report about the water accident. Angell asked if there was going to be any prosecution. Dahl answered no prosecution, but the Town is pursuing restitution. There is the potential for theft. It is a discretionary decision since this business is well known to the Town, does business with the Town. We have an ongoing relationship with this business. Angell asked if they buy water from us periodically. Dahl answered yes they have in the past but not consistently. Concerning a damaged street light, the recommendation by the Board is to remove one light post until we have a general plan on the other light posts around Town. The light posts are part of the Old Town Overlay District Draft. Gill asked about a back flow preventer on fire hydrants. Winters stated she and Fouts have spoken in the past about installing a pressure reducing valve. Board recommended Fouts look into the lowering water pressure.

Police Department. Williams commented that the Police Department is moving in the right direction. Caesar asked if Commander Manna's position had been eliminated. Winters replied Manna now works one day a week as an officer because there is no need for that position at this time.

Museum. Caesar commented on "expect to see an increase of 11.5% in 2018". Winters stated Mossbrucker is having discussions with The Travel Channel to do a pilot show. Winters and Dahl are working on liability making sure Town would not be liable for anything while Mossbrucker would be working on the show.

Town Administrator. None

Town Attorney. Dahl relayed if there are several minor charter matters, they can all be rolled one, to keep it simple. Estimated cost \$1000.00 for setting notices, ordinances and setting everything up of the structure of what would be changed, and would have to go into ordinance. Procedure in the statute governs how home rule charters are amended. It can either, be done by citizen petition or the Board can initiate a charter amendment by ordinance.

Winters stated to move election would need Charter amendment, also an IGA with County. Forey thinks by moving election to November we might find a higher participation.

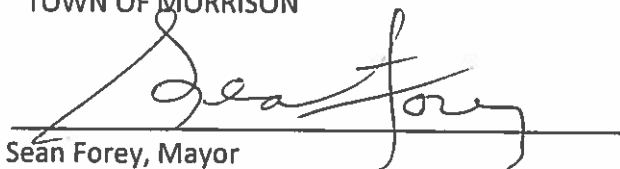
Consent Agenda.

Caesar made a motion to approve the Consent Agenda. Gill seconded the motion. All present voted in favor of the motion.

Board Comments. Caesar stated it was nice to have wireless microphones. Gill asked what the sales tax rate was for Morrison. Winters answered that it is 3.75%. Williams stated he has an issue with a local business regarding trash, cigarette butts all over, medical waste, and medical gloves in the gutters. Winters stated that if you see an issue, call the Police Department and file a report. It will be documented every time. We can have our Code Enforcement officer come out to deal with it. The last few months Williams stated that a few residents on Spring Street have approached him regarding the South Park Street Bridge being a one way and is there anything we can do about that. Make a no turn around sign for the apartments on S Park Avenue. Williams suggested that we survey residents on Spring Street and Park Street let them decide one way or two way. Williams also said the lane from Hwy 74 where it meets Hwy 8 at the light, the lines don't line up when people come through the light. Forey suggested maybe making Canon Street a one way going out. Forey said a few years back the state talked about putting a round-about at the intersection of Highway 8 and Highway 74. Should contact the state and ask them about the lanes lining up in that area. Forey's final comment was that the next Board meeting on December 19, 2017 will be a short one.

Adjournment. The Meeting was adjourned at 7:15 P.M.

TOWN OF MORRISON


Sean Forey, Mayor

ATTEST:


Kristi Dixon, Deputy Town Clerk



**TOWN OF MORRISON BOARD OF TRUSTEES
MORRISON TOWN HALL, 110 STONE STREET
REGULAR MEETING OF THE BOARD OF TRUSTEES
TUESDAY, DECEMBER 19, 2017
6:00 P.M.**

Call to Order. Mayor Sean Forey called the regular Town Board Meeting to order at 6:04 P.M.

Roll Call. Mayor Sean Forey, Trustees Brewster Caesar, Venessa Angell, Katie Gill, Debora Jerome, Chris Wolfe and Allen Williams were present. A quorum was established.

Staff Present. Kara Winters (Town Administrator), Gerald Dahl (Town Attorney), and Kristi Dixon (Deputy Town Clerk).

Amendments to the Agenda. General Business add d. Jefferson County Agreement for Fleet Maintenance

Public to Address the Board.

Matt Schweich, 211 Spring Street, Morrison, CO. Schweich said he wanted to comment on the discussion about a proposed roundabout at Hwy 74 and Hwy 8. Schweich said he was usually a big fan of roundabouts but he is concerned for kids crossing that area going to and from Red Rocks Elementary. Some kids have a hard time understanding how to cross that road safely now. Schweich said a roundabout there could be even more confusing for them. Schweich also commented that he thought that South Park Bridge should remain a one way street.

Presentations and Hearings. None

General Business.

Discussion Regarding Roundabout at Highway 74 and Highway 8. Winters stated Sgt. Leo reached out to CDOT, they responded that they have already done an initial look at a roundabout at that location. Winters would like to know from the Board if they would like to proceed with CDOT evaluating it further. Winters has already talked to Chief Mumma regarding the crosswalk and the safety of the school kids. Gill is generally opposed to the roundabout and asked what problem we are trying to solve. Traffic congestion and traffic speed? Gill asked if the source of congestion is the intersection at Hwy 8 and Hwy 74 or the intersection at Stone Street. Gill found this study called "Best Practices for Roundabouts on State Highways" published Indiana Department of Transportation and Purdue University. Gill said one of the unfavorable conditions is nearby intersections that generate traffic queues which could spill into the roundabout. There was a suggestion for two lane roundabout although there may not be enough room. Jerome said that she was not in favor of the roundabout.

Caesar said he was 100% in favor of it, to give people a safe place to turn around. Currently people do U-turns through the intersection and drive through residential neighborhoods. Caesar said noise coming from that intersection is an issue with vehicles/motorcycles revving their engines to race off at the green light or run the light completely. Caesar understood that the idea was to move the crosswalk by liquor store up. Williams said that if done right the roundabout was a good idea. Angell said she was on the fence but likes the idea of a roundabout. Wolfe said he was open to looking further into it. Forey said that intersection needs to be looked at or reconfigured somehow. The Board concurred to have CDOT come out and look at intersection at Highway 74 and Highway 8 for possible alternatives.

Discussion Regarding Adoption of Updated Building Code. Winters stated that in the past the Board had not been in favor of updating the building code, with one of the reasons being due to the requirement to have sprinklers in residential properties. Winters said the Board can adopt the code by reference and have an amendment to the code removing that requirement. Winters asked if she should take the code and get suggested amendments from our building inspectors, then the Board can review it and get public input prior to adoption of the ordinance. The Board agreed and asked Winters to bring suggested changes back to the Board.

Discussion Regarding Appointment of Board of Appeals for Building Code. Winters said that the Town potentially has someone who will be turning in a request for a variance to the building code. Per our Town code we should have a board of appeals, which should consist of five members and three alternates. Winters will be working on getting a list of volunteers for the Board to appoint. Wolfe asked if the Board of Adjustment could do it. Dahl responded that most jurisdictions recommend some sort of building background for at least one member of the board. Winters asked him to check to see if that is required. Wolfe asked if the Board could do it since it happens so infrequently. Dahl will find out if that is feasible. Winters said adopting the new code will take months. Caesar stated after he is off the Board he is willing to help in some way since he has a building background.

Jefferson County Fleet Maintenance Agreement. Winters stated Jefferson County needs an updated agreement to work on the Public Works vehicles. The County currently works on the Town's Police vehicles. Jerome asked about any kind of warranty on repairs. Forey explained this is done at a reduced labor rate and parts are not marked up. Wolfe made a motion to approve the Agreement for Fleet Maintenance with Jefferson County. Williams seconded the motion. All present voted in favor.

Departmental Reports.

Court. No Comments. No questions.

Accounting. No comments. No questions.

Town Administrator. Winters said nomination petitions will be available for pickup at Town Office on January 2, 2018 and must be returned to the Town Office by Monday, January 22, 2018. Winters said there are four vacancies up for election, the Mayor and three Trustees. Winters is working on setting up a meeting with the businesses to get opinions on whether they would like to continue with Alley Fest. A volunteer has stepped forward willing to organize everything, Shawna Hodge from McCool Development Solutions. Shawna had worked with Angela in the past on Alley Fest. Board feedback is to step up the quality of the merchandise and entertainment.

Town Attorney. Dahl said he was working on an ordinance to initiate certain charter changes to clean up a few items and will have it ready in January. Forey mentioned they have spoken in the past about changing the election date for a coordinated election with the County which will save staff time and money, Dahl would need to add that to ballot, everyone elected to four terms, with terms being staggered every two years. This would take effect at the next election, not the current election in April. Forey recommended Board members talk to neighbors to get feedback regarding the election moving to November.

Planning Commission Minutes. Caesar commented that almost all complaints regarding the Old Town Overlay District came from one person.

Building Department. No Comments. No questions.

Consent Agenda.

Caesar made a motion to approve the Consent Agenda. Wolfe seconded the motion. Forey, Caesar, Angell, Gill, Williams and Wolfe voted in favor. Jerome abstained. The motion passed with 6 ayes and 1 abstention.

Board Comments. Caesar is looking for ideas for the Hogback. Forey extended his appreciation to all Board members for their time, always being prepared and staying updated on what is going on.

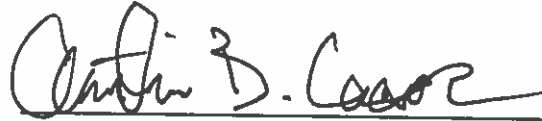
Executive Session. A motion was made by Jerome to go into Executive Session for a conference under Section 24-6-402(4)(b) with the Town Attorney, Town Administrator and appropriate staff to receive legal advice concerning ADA compliance of Town facilities and the IGA with Denver Mountain Parks for water and sewer service. Jerome further moved to adjourn the public meeting at the conclusion of the executive session. Caesar seconded the motion. All present voted in favor of the motion.

Forey called the Executive Session to Order on Tuesday, December 19, 2017 at 7:15 P.M. Present were: Sean Forey (Mayor), Trustees Brewster Caesar, Venessa Angell, Katie Gill, Debora Jerome, Chris Wolfe and Allen Williams; Gerald Dahl (Town Attorney), Kara Winters (Town Administrator), Kristi Dixon (Deputy Town Clerk). The purpose of the Executive Session was for a conference under Section 24-6-402(4)(b), with the Town Attorney, Town Administrator, and appropriate staff to receive legal advice concerning ADA compliance of Town facilities, and the IGA with Denver Mountain Parks for water and sewer service.

End of Executive Session. The Executive Session was adjourned at 8:11 P.M.

Adjournment. The meeting was adjourned at 8:11 P.M.

TOWN OF MORRISON



Brewster Caesar, Mayor Pro-Tem

ATTEST:


Kristi Dixon, Deputy Town Clerk