

**TOWN OF MORRISON, COLORADO
PLANNING COMMISSION MEETING
NOTICE AND AGENDA
7:00 PM, OCTOBER 13, 2020**

**PUBLIC ATTENDANCE AT THIS MEETING WILL BE ELECTRONIC ONLY
THE MEMBERS OF THE PLANNING COMMISSION AND STAFF WILL MEET
ELECTRONICALLY AND THE TOWN HALL WILL NOT BE OPEN TO THE PUBLIC**

**The public may attend this meeting in real time in either of the following ways:
You can dial in using your phone.**

United States: +1 346 248 7799

Meeting ID: 814 7167 2284

Passcode: 183058

To Access Meeting Via Video: [CLICK HERE](#)

(NOTE: ALL AGENDA ITEMS ARE ELIGIBLE FOR DISCUSSION AND POSSIBLE VOTE BY THE PLANNING COMMISSION. ADDITIONAL ITEMS MAY BE ADDED & VOTED UPON)

1. CALL TO ORDER

2. ROLL CALL

Commissioners: Petra Bute
Jamee Chambers
Todd Mercord
Ann Pitinga
Maja Stefansdottir

Alternate Commissioners: Stacy Feehery
Shari Raymond

3. AMENDMENTS TO THE AGENDA

4. PUBLIC TO ADDRESS THE PLANNING COMMISSION

For those who would like to participate in Public to Address the Planning Commission; to ensure public participation in the virtual meeting please sign up with the Town Clerk, lpaav@morrisonco.us by noon the day of the meeting

5. PRESENTATIONS AND HEARINGS

- a. Subdivision Regulation Amendment Hearings
 - i. Ordinance 498- Amending The Morrison Subdivision Regulations
- b. Virtual Meeting Protocols

6. GENERAL BUSINESS

- a. Comprehensive Plan Amendment

7. APPROVALS OF MINUTES

- a. September 8, 2020 Minutes

8. STAFF REPORTS
 - a. Town Planner
 - b. Town Manager

9. BOARD OF TRUSTEE MINUTES
 - a. September 1, 2020 Minutes
 - b. September 15, 2020 Minutes
 - c. September 29, 2020 Minutes

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 Town Clerk at 303-697-8749.
Next Regular Planning Commission meeting is Tuesday, November 10, 2020 at 7:00 P.M.



TO: Mayor and Board of Trustees
Chair and Members of Morrison Planning Commission

FROM: Gerald Dahl, Town Attorney
Kara Winters, Town Manager
Jane Greenfield, Special Counsel

DATE: October 13, 2020

RE: Proposed Ordinance revising Morrison's Subdivision Regulations

The attached ordinance proposes updates and revisions to the Town's existing Subdivision Regulations and their Engineering and Design Standards and Specifications.

History: The Town's current subdivision regulations were originally adopted in August 1996 by the Morrison Planning Commission and were approved by the Board of Trustees and incorporated into the Town Code in November, 1997. Other than a minor revision by the Planning Commission in 2003 to provide for lot line adjustments, the only change to the subdivision regulations was the Board's 2012 (Ord. No. 394) repeal and reenactment of the regulations' appendices into the consolidated Engineering and Design Standards and Specifications.

In the past twenty-three plus years, numerous changes in circumstances [home rule charter passed; greater development pressures in the metro area; new Xcel franchise agreement adopted] and state laws have occurred. These changes made review of the Town's subdivision regulations both timely and necessary.

Proposed revisions: The attached ordinance would make the following revisions:

- Amends section 10-2-1 of the Morrison Town Code to provide for this and future updates.
- Updates old references in the Subdivision Regulations, Article I, to conform with language in Ord. No. 394 and the passage of the Town's home rule Charter in 2000.
- Clarifies preliminary plat requirements for the dedication of public lands and easements.
- Specifies language for the plat Dedication Certificate.
- Amends the Subdivision Exemption criteria to allow for a conveyance of property to or from the Town.

- Deletes and reenacts, as amended, the Vacation processes for streets, rights-of-way, and easements including:
 - Separates the approval processes required for street vacations from that required for the vacation of public easements.
 - Recognizes the statutory process for the vacation of streets, roads and other public rights-of-way that requires said vacations be accomplished by ordinance of the Board of Trustees.
 - Provides for the vacation of public easements, as opposed to street vacations, through the Town's subdivision or re-platting processes as one method of approval.
 - Creates the ability in the Town Manager to approve small easement vacation requests, where appropriate.
 - Provides for the approval of easement vacations by Motion of the Board of Trustees, when other methods are not applicable.
 - In appropriate cases, such as when the Town purchased the easement proposed for vacation, the Town Manager is authorized to determine the monetary value of the easement and whether or not the Town should be reimbursed.
- Adds a requirement that subdivider provides title insurance for those public land dedications or reservations shown on the plat.
- In the Engineering and Design Standards and Specifications, adds language to the requirements for public easements for Town utilities granted on subdivision plats, so as to protect the Town's superior or exclusive rights in said easements from interference. In the case where non-exclusive easements are proposed, retains the rights in the Town to review and approve the granting of rights to others in order to avoid interference with Town interest and utilities.

Review: The proposed ordinance has been reviewed by the planning and engineering firms that the Town employs, by contract, to review subdivisions and other development proposals and their comments have been incorporated.

Attachments: Ordinance

**TOWN OF MORRISON, COLORADO
BOARD OF TRUSTEES**

ORDINANCE NO. 498

**AN ORDINANCE AMENDING THE MORRISON SUBDIVISION REGULATIONS AND
APPENDIX A THERETO**

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, the Board of Trustees has previously amended its Subdivision Regulations in Ordinance No. 394 and desires to make certain additional amendments thereto.

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

Section 1. Section 10-2-1 (SUBDIVISION REGULATIONS) of the Morrison Code is amended as follows:

10-2-1: SUBDIVISION REGULATIONS:

A. Regulations Approved: The Subdivision Regulations of the Town of Morrison adopted by the Planning Commission by Resolutions 97-1 AND 2003-1, AND AS AMENDED FROM TIME TO TIME BY ORDINANCES OF THE BOARD OF TRUSTEES, are hereby approved and shall be the Subdivision Regulations of the Town of Morrison. ~~upon the effective date of this Ordinance.~~

Section 2. The Town of Morrison Subdivision Regulations are amended as shown in Exhibit A, attached hereto and incorporated herein by reference.

Section 3. Appendix A of the Morrison Subdivision Regulations, entitled “Engineering Design Standards and Specifications” is hereby amended as shown in Exhibit B, attached hereto and incorporated herein by reference.

Section 4. **Applicability to Pending Subdivisions.** The revisions to the Subdivision Regulations and the Engineering Design Standards and Specifications shall be applicable to all development within the Town for which preliminary plat approval has not been granted, or for which a public improvements or subdivision improvement agreement has not been fully executed by the Town, as of the date of adoption of this ordinance.

Section 5. **Severability.** If any article, section, paragraph, sentence, clause or phrase of this ordinance, or the standards adopted herein is held to be unconstitutional or invalid for any reason, such decision will not affect the validity or constitutionality of the remaining portions of this ordinance. The Board of Trustees hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part or parts are declared unconstitutional or invalid.

Section 6. Effective Date. This ordinance shall take effect fifteen (15) days after adoption, and publication as provided by Section 3.14 of the Home Rule Charter.

INTRODUCED, READ, PASSED AND ADOPTED this ____ day of ____, 2020, by a vote of __ ayes and __ nays.

TOWN OF MORRISON:

Sean K. Forey, Mayor

ATTEST:

Lyndsey Paavilainen, Town Clerk

EXHIBIT A

AMENDMENTS to TOWN OF MORRISON

SUBDIVISION REGULATIONS

1. In Article I, Section 1, *Title*, delete reference to A. Appendix A and B. Appendix B and **replace** with **A. Appendix A, Engineering Design Standards and Specifications** and delete Section 4. *Authority and Jurisdiction*.

2. In Article II, Subsection 2.2, *Preliminary Plat Requirements*. delete paragraphs E.6. and E.7. and **replace** with the following:

6. All parcels of land proposed for fee dedication to the Town of Morrison for its use or the use of the public, together with any restrictions or conditions on said use. For proposed streets and alleys this shall include the names, locations, widths and total lineal footage of said streets and alleys. For proposed parks, open space, or other public land dedications, include the locations, dimensions, and proposed names. Also, show any parcels of land reserved by the subdivision's owner intended for future grant, by deed or otherwise, to the subdivision's subsequent property owners or home owners' association together with the purposes and conditions of such reservations.

7. Locations and dimensions of all easements proposed for dedication to the Town of Morrison for water mains, sanitary sewers, storm sewers, stormwater detention areas, and for such other utility purposes as the town may permit, as well as easements for pedestrians, bikeways, and emergency or fire access lanes. Also, the locations, dimensions, and recording information, if recorded, for any and all existing easements and/or ditches located within the proposed subdivision and within one hundred feet (100') immediately adjacent thereto.

3. In Article II, Subsection 2.2, *Preliminary Plat Requirements*. **add** a new paragraph E.18 as follows:

18. Any previously platted easement, or portion thereof, dedicated to the Town that is intended to be vacated on the final plat shall be shown with cross-hatching.

4. In Article II, Subsection 3.2, *Final Plat Submittal Requirements*., delete paragraph F.15. and **replace** with the following:

15. Dedication Certificate. A certificate shall be shown on the face of the plat, subscribed and acknowledged by the property owner(s), offering for dedication to the Town of Morrison those lands shown on the final plat intended for public dedication in fee, as well as any and all easements intended to be dedicated to the Town for its use, in dedicatory language substantially as follows:

“THE UNDERSIGNED OWNER(S) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND DO HEREBY LAY OUT, PLAT, AND SUBDIVIDE THIS PROPERTY AND HEREBY

DEDICATE, IN FEE, TO THE TOWN OF MORRISON THOSE PARCELS OF LAND SHOWN HEREON AS STREETS, ALLEYS, PARKS, OPEN SPACE, AND OTHER PUBLIC LANDS SHOWN HEREON FOR THE USE OF THE PUBLIC AND DOES FURTHER DEDICATE TO THE TOWN OF MORRISON THOSE EASEMENTS SHOWN HEREON FOR WATER MAINS, SANITARY SEWERS, STORM SEWERS, STORMWATER DETENTION AREAS, AND FOR SUCH OTHER UTILITY PURPOSES AS THE TOWN MAY PERMIT.

The certificate shall be signed by the property owners and any mortgages or holders of deeds of trust. No dedication, nor any attempt to dedicate an interest in land, to any entity other than the Town of Morrison shall be made on the plat.

5. In Article III, Section 1, Amend as follows:

Section 1. Exemptions.

A. ~~Criteria~~ Standard Exemptions

There shall be exempt from the platting requirements of this Resolution the following divisions of land or interests in land unless the creation of such divisions or interests are for the purpose of evading the terms of this Resolution:

1. A division which creates parcels of land, such that the land area of each of the parcels is at least thirty five acres.
2. Acquisition of an interest in land in the name of a husband and wife or other persons in joint tenancy or as tenants in common and any such interests shall be deemed for purposes of this Resolution as only one interest. Partition of such interest shall be subject to the platting requirements of this Resolution unless otherwise exempted.
3. A division created by the foreclosure of a deed of trust.
4. A division for purposes of creating cemetery lots.
5. **A division to enable conveyance of real property to or from the Town of Morrison, which conveyance is approved by the Board of Trustees.**

Relocate prior paragraph A.5. to Section B below as new subparagraph #1 and renumber remaining sentences in Section B, as follows:

~~A.5. The Planning Commission may, pursuant to rules and regulations or by Resolution, exempt from the platting requirements of this Resolution a division of land, with appropriate conditions or otherwise, if the commission finds and determines that application of these regulations to such division would not serve the purposes of this Resolution.~~

B. ~~Procedure~~ Additional Exemptions Approved by the Planning Commission & Board of Trustees

1. **The Town may, pursuant to rules and regulations or by Resolution, exempt from the platting requirements of this Resolution a division of land, with appropriate conditions or otherwise, if the Planning Commission and Board of Trustees find and determine that application of these regulations to such division would not serve the purposes of this Resolution.**
 2. A request for a **an Additional** Subdivision Exemption shall be made by submitting a Land Development Approval Application, as survey and supporting material, as specified in the Administrative Procedures manual, to the Town Clerk who shall schedule the request for a regular meeting of the Planning Commission.
 3. The Planning Commission, upon determination that the exemption request meets the criteria for an exemption, may by Resolution exempt the land from the provisions of this Resolution. The Planning Commission may include special notes or conditions, including a prohibition on the issuance of the building permits, in the approval Resolution.
 4. The Town Clerk shall place the exemption Resolution of the Planning Commission on the agenda of the next regular meeting of the Board of Trustees. The Board of Trustees may approve the action of the Planning Commission and the Mayor shall sign the resolution, or, the Board may set aside the action of the Planning Commission in which case the exemption shall be deemed denied.
 5. The exemption shall become effective upon filing of the survey and resolution with the County Recorder.
6. In Article III, Section 4. *Vacations*, **delete** Subsection 4.2, *Vacation of Streets, Rights-of-Way and Easements* and **replace** with the following:

4.2 *Vacation of Streets, Rights-of-Way, other Public Roadways and Easements*

4.2.1. *Vacation of Streets, Public Rights-of-Way and other Public Roadways*

(A) Public streets, roadways and rights-of-way for public access shall be vacated by ordinance, and title to said vacated property shall vest in accordance with the requirements of applicable state statutes. As used in this section, the terms "roadway" and "rights-of-way for public access" include any platted, dedicated, or designated public street, alley, lane, avenue, road, sidewalk or other public way for travel, whether or not it has been used as such.

(B) Any applicant requesting a vacation of a street, public roadway or public access right-of-way, or portion thereof, shall:

1. **Submit 5 copies of a letter of intent. The letter should include the names and address of all applicants and information, if available, indicating whether any public moneys have been spent on the portion of the roadway requested for vacation;**
2. **Include a written legal description and map of the property to be vacated, prepared by a land surveyor certified by the State of Colorado, which also shows all**

properties adjoining the portion of roadway to be vacated along with the names and mailing addresses of the owners of such properties;

3. Include all relevant documents pertaining to the original dedication;
4. Include a written statement explaining why the roadway or right-of-way for public access is no longer needed for the public purpose for which it was originally required; and
5. Pay the required application fee and deposit, if applicable.

(C) Prior to the scheduling of the proposed vacation ordinance, the Town Manager or the Manager's designee, as applicable, shall:

1. Post the property with a public notice identifying the area affected by the requested vacation and listing a contact phone number for additional information;
2. Notify all Town departments and such public agencies and utilities as staff may reasonably determine to have a legal interest in the vacation request;
3. Make a reasonable effort to obtain input from adjoining property owners and other members of the public as may be deemed necessary to formulate a recommendation to Board of Trustees;
4. Make a preliminary finding that no present or future public access need exists for the area requested for vacation;
5. Make a preliminary finding that the vacation request, if approved, will not leave any land adjoining said roadway without an established public road or a private-access easement connecting said land with another established public road; and
6. Make a preliminary finding whether or not an easement should be reserved by the Town for the present or future use of any utilities, including, but not limited to, sewer, gas, water, electric, telecommunications or similar pipes or lines and appurtenances, or ditches or canals.
7. Refer its preliminary findings on the vacation request to the Town Planning Commission for its recommendation on the proposed ordinance to the Board of Trustees.

(D) If the vacation ordinance is adopted, the applicant shall pay Jefferson County's recording fees and the Town shall record the vacation ordinance in the office of the Jefferson County Clerk and Recorder.

4.2.2 *Vacation of Town Easements*

(A) Easements may be vacated in accordance with the procedures established by the Town Manager and the requirements of the Town Code. Nothing in this section shall be construed to require the vacation of an easement. Vacation of easements, except public access easements, may occur:

1. Through the Town's subdivision or platting process; or

2. a. By approval of the Town Manager. Notwithstanding the provisions of Subsection 4.5, below, the Town Manager may approve easement vacation requests where the vacation is no more than one acre in size.

b. By approval of the Town Board of Trustees. All other easement vacation requests not occurring under 1. or 2.a., above, shall be subject to approval by motion of the Town Board of Trustees.

(B) Any landowner requesting vacation of an easement burdening the owner's property shall:

1. Submit 5 copies of a letter of intent. The letter should include the names and address of all applicants and information, if available, indicating whether any public moneys have been spent on the portion of the easement requested for vacation;

2. Unless the vacation will occur through the subdivision or platting process, include a legal description and map of the easement to be vacated, prepared by a land surveyor certified by the State of Colorado, which shows any properties that directly abut the portion of the easement to be vacated along with the names and mailing addresses of the owners of such properties;

3. Include all relevant documents pertaining to the original dedication; and

4. Include a written statement explaining why the easement is no longer needed for the purpose for which it was originally; and

5. Pay the required application fee and deposit, if applicable.

(C) Prior to approving or recommending approval of any proposed easement vacation to the Town Manager or the Board of Trustees, as appropriate, the Town Manager's designee shall:

1. Notify all Town departments and such public agencies and utilities that staff may reasonably determine to have a legal interest in the vacation request;

2. Make a reasonable effort to obtain input from adjoining property owners and other members of the public as may be deemed necessary to determine if any present or future need exists for the easement requested for vacation; and

3. Determine the present value of the easement.

(D) If an easement vacation is approved as part of the subdivision or platting process, such vacation shall be called out in a separate note on the plat and the vacated area shall be delineated clearly on the final plat. Except where the vacation occurs through the subdivision or platting process, the Town Manager is authorized to sign and deliver a quit claim deed to the owner of the property burdened by the easement after recording the same, upon payment by the owner of the Jefferson County recording fees. In either case, the Town Manager is authorized to

determine if the approval of the easement vacation will be conditioned upon the owner's payment of the present value of the easement to the Town.

7. In Article III, **amend** Subsection 4.3 *Procedure* as follows:

4.3 *Procedure*

A request for a vacation shall be processed as stated **herein and** in the Administrative Procedures Manual **and, for streets and other public roadways, in accordance with sections 43-2-301, et seq., C.R.S.. Subsection 4.4 shall not apply to easement vacation requests considered under Subsection 4.2.2.(A)1. or 2.a., above.**

8. In Article III, **amend** Subsection 4.5 *Approval* as follows:

4.5 *Approval*

After hearing testimony at a public hearing, the Board of Trustees may:

1. Approve **a request for an easement**the vacation by **motion Resolution or approve a request for a street or roadway vacation by Ordinance**
 2. Deny the vacation
 3. Continue the hearing to a date certain.
9. In Article IV, Subsection 1.A. **delete** the sentence reading: “*The amount of land on which the dedication is based shall be exclusive of public rights of way for public streets, drainage easements, and utility easements.*” And **replace** with the following:

The amount of land dedicated on the plat to the Town for streets, alleys, drainage easements, emergency access easements, utility easements and pedestrian/bike easements, if any, shall not be included in the calculation of the required public land dedication.

10. In article IV, add new Section 5, to read:

Section 5. Title Policy.

Prior to recording of the Final Plat, a title commitment for all those portions of the Property, as well as any other interests in real property, if any, (easements, etc.) to be reserved for public purposes or dedicated to the Town or to public utilities or special districts shall be provided to the Town. The title commitment shall show that all such property is or shall be, subsequent to the execution and recording of this Agreement, free and clear of all liens and encumbrances (other than real estate taxes which are not yet due and payable) which would make the dedication or reservation unacceptable as the Town determines in its reasonable discretion. The title policy evidenced by the title commitment shall be provided within thirty (30) days after the recording of this Agreement, in an amount equal to the fair market value of the property so dedicated or reserved.

EXHIBIT B

AMENDMENTS to TOWN OF MORRISON Engineering Design Standards and Specifications

1. Part II, Section 1. *Streets*, subsections B and BB., are amended as follows:
 - B. Design. Street, alley and **emergency, pedestrian and bikeway** easement right-of-way widths, curves, grades, site distances and minimum design speeds shall be as specified in Manual.
 - BB. Bikeways. Bikeways shall be required on all arterial streets and may be required on collector streets and in parks and open space. As directed by the Town, bikeways will:
 1. Be completely separated from vehicular traffic and contained within an independent **street** right-of-way **or bikeway easement**.
 2. Consist of bicycle lanes within the roadway adjacent to both outside motor vehicle lanes.
 3. Be shared with normal pedestrian traffic on a sidewalk having a minimum width of eight feet (8').
 4. Other design features of bikeways must be approved by the Town.
2. Part II, Section 2. *Drainage*, at subsection B., entitled "Easements and Right-of-Way", is amended as follows:
 - B. Easement and right of way: The sub-divider shall dedicate **to the Town** adequate easements for the purpose of operation, repair, alteration and maintenance of the storm drainage system. These easements shall cover the storm water pipelines, detention area including outlet structure and berm, water quality features, and other parts of the storm drainage system. The Town will determine the classification of each system (public or private) on a case-by-case basis. **Private systems may require separate documents conveying the ownership of the system to a third party, although the ownership of the underlying easement is the Town.** All lots upon which drainage easements are located shall, when conveyed, include covenants running with the land stating that no buildings, fills, excavations, structures, fences, trees, or other situations ~~that which~~ could interfere with the flow of water or **the** operation, repair and maintenance **of the storm drainage system** shall be constructed within said easement, without the express written consent of the Town.
3. Part II, Section 3. *Water Mains*, at subsection E. is amended as follows:
 - E. Location of Water Mains. As a rule, mains should be installed in public **street or alley** rights-of-way.

1. Placement in Public **Street or Alley** Right-of-Way
 - a. Water lines shall be placed ten feet (10') north of the center line in east/west streets and ten feet (10') west of the center line in north/south streets.
 - b. No water main center line may be placed closer than eight feet (8') to the face of an existing or future curb.
 - c. All dead-end lines must have a fire hydrant at their end. Dead-end lines shall not exceed six hundred feet (600') in length and shall be avoided if possible.
 - d. Water main must be extended to the far edge of the property to be serviced, regardless of where the tap is made, or to edge of the platted subdivision, which is greater. A variance may be granted only by the Town.
 - e. If it is impossible to place utilities in the public **street or alley** right-of-way, **water line** easements will be required.

2. Easements

- a. When practical, new **exclusive** easements should be ~~mutually granted exclusive to the~~ ~~for~~ Town of Morrison ~~public~~ **for its** utilities, including water, sanitary sewer, and storm sewer. If **exclusive easements to the Town are impractical**~~unpractical~~, provisions for the protection of the **water** utility must be included in ~~the~~ **a separate easement** document, **which easement must be approved by the Town's attorney.**
- b. All easements must be a minimum of twenty-five feet (25') wide.
- c. The entire easement shall be placed on one side of a property line.
- d. No vegetative landscaping other than grass may be placed in the easement.
- e. No permanent structure may be place in the easement.
- f. The easement agreement must state that when maintenance or replacement activities require the removal of any temporary structures (including paving and fencing) placed in the easement, the owner will be responsible for the cost of removal and replacement of such structures, and shall hold the Town of Morrison harmless for any responsibility associated with the structures.

4. Part II, Section 4, *Sanitary Sewer*, at subsection D. is amended as follows:

- A. Location of Sanitary Sewers. As a general rule, sanitary sewers should be installed in public **street or alley** rights-of way.

1. Placement in Public **Street or Alley** Right-of-Way.

- a. Sewer lines ~~placed in the public right-of-way~~ must be placed five feet (5') south of the center line in east/west streets and five feet (5') east of the center line in north/south streets.
- b. No sanitary sewer center line may be placed closer than eight feet (8') to the face of an existing or future curb.
- c. If impossible to place utilities in the public **street or alley** right-of-

way, **sewer** easements will be required.

2. Placement outside Public Right-of-Way. Sanitary sewers must be extended to the far edge of the property to be serviced, regardless of where the tap is made, or to edge of the platted subdivision, whichever is greater. Exceptions may be granted only by the Town and only if development of adjacent property is not contemplated within five years as determined by the Town. All sewer manholes must be accessible by sewer maintenance vehicles. Access must be via asphalt or concrete pavement or turf blocking.
3. Easements.
 - a. When practical, new **exclusive** easements should be ~~mutually granted~~ **exclusive to the Town for its public** utilities, including water, sanitary sewer, and storm sewer. **If exclusive easements to the Town are impractical unpractical**, provisions for the protection of the **sewer** utility must be included in ~~the~~ **a separate** easement document, **which easement must be approved by the Town's attorney.**
 - b. All sanitary sewer easements must be a minimum of 25 feet wide. For sewer that is greater than ten feet (10') in depth, the easement shall increase symmetrically a minimum of one foot (1') in each direction for every additional foot in depth over ten feet (10').
 - c. The entire easement shall be placed on only one side of a property line.
 - d. No vegetative landscaping other than grass may be placed in the easement.
 - e. No permanent structure may be placed in the easement.
 - f. The easement agreement must state that when maintenance or replacement activities require the removal of any temporary structures (including paving and fencing) placed in the easement, the owner will be responsible for the cost of removal and replacement of such structures, and shall hold the Town harmless for any responsibility associated with the structures.
 - g. Sewer main installation in easements between single family residential lots will only be allowed for the purpose of continuing a sewer main which otherwise would dead-end at the end of a cul-de-sac.
 - h. Sewer mains placed in easements shall be located ten feet (10') from the southern edge of east/west easements and ten feet (10') from the eastern edge of north/south easements.

5. Part IV, **SUPPORTING DOCUMENTS SPECIFICATIONS**, Section D. is amended as follows:

- D. Utility Report and Plan. The report and plan shall include, if applicable, but not be limited to, the following:
 1. A statement concerning the availability of and provision for electric, gas, lighting, communications, and cable television services.
 2. A Utility Plan that includes, if applicable, but not belimited to, the following:
 - a. Contracts or agreements that the developer/**subdivider** has or

will enter with the serving utility companies.

- b. The entity/entities that will implement the plan, construct required improvements, and will be responsible for the maintenance of the improvements and appropriate easements, if any. **Owner/subdivider shall grant no easements to a public utility company, telecommunications company or cable company without first receiving Town review and approval of the easement document.**

MEMORANDUM

TO: Planning Commission; Board of Adjustment
FROM: Sean Forey, Mayor
DATE: October 7, 2020
Re: **Virtual meeting protocols**

At its regular meeting of October 6, 2020, the Board of Trustees approved the following list of protocols for participation in virtual meetings of the Town's official boards: the Board of Trustees, the Planning Commission, and the Board of Adjustment. The Board of Trustees asks the members of the Planning Commission and the Board of Adjustment to review these protocols and to follow them in their meetings. The Board of Trustees itself will also do so.

Goal of these Guidelines

These guidelines address the legitimate expectation of the public that meetings of the Board of Trustees and the Town's other boards be conducted with the same decorum and formality as meetings in person. The Board of Trustees recognizes that virtual meetings are fully accessible by the public, and for that reason the behavior of elected and appointed officials, and members of the public, should be to the same standards as if participants were physically present in the same room. While meetings of Morrison's boards are not strictly formal, they are in fact meetings funded by tax dollars and for exclusively public purposes. The Board of Trustees takes seriously its responsibility to act and behave with this public trust in mind.

Technical logistics

- When using a camera device, ensure that its placement is such that you are fully visible in the frame (rather than merely the top of your head, etc.).
- Think about the background on your screen view – will attendees be looking at that rather than listening to you? If necessary, arrange to use a photo or computer-available background.
- Adjust the view of the camera etc. before the meeting begins, to avoid the specter of a giant hand reaching out to the camera during the meeting, which is distracting.
- Avoid walking about your home or office holding the camera-this is very distracting to other viewers and is effectively you interrupting the current speaker. You would never get up and walk around in a live meeting while someone else is speaking.
- Recognize the power of a continuous camera view of you and your surroundings. If you really have to move away, turn off the video feed for that action.
- When using a camera and/or simply attending by phone, arrange for a quiet location where you can remain stationary and uninterrupted.

Appearance and Personal Behavior

Consider how you would act at an in-person public meeting. You would never:

- Eat dinner or snacks, with or without using utensils
- Comb your hair
- Wear your painting sweatshirt
- Pet the dog on camera
- Obviously engage in texting

- Sit back with your feet on the desk in front of you
- Read the newspaper

These behaviors are distracting and disrespectful to other meeting participants.

Consider your language and general behavior

- A public meeting is not telephone conversation with a friend or a Skype conversation with a family member.
- Public meetings are public business and you would never, for example, shout or use profanity when sitting in a live public meeting at which your neighbors and constituents are present.

Meeting logistics in the virtual era: Challenges for the Chair

- Because virtual meetings are more difficult for the chair to manage, make sure to obtain permission from the Chair to speak: this to avoid interrupting other speakers or two speakers talking at once.
- If available, use the Chat box at the bottom of your screen to ask to be recognized.
- Bear in mind the purpose of the meeting is for the public to be able to see, hear and understand what is taking place. In an in-person meeting, interruptions are more easily avoided, and public attendees have the ability to understand what is going on. This is not true for virtual meetings; be more respectful of other speakers.
- Virtual meetings can produce the same clear public policy debate so long as the chair is able to see, hear and recognize individual speakers.

Virtual meetings as a net benefit

The COVID 19 pandemic has resulted in some actual benefits for public participation: more persons are able to see, hear and attend public meetings through one of the many virtual platforms being used (in Zoom, GoToMeeting, or even a telephone line). The reason for our meetings is exclusively to serve the public, and the ability to participate virtually has allowed even more public participation. It is likely that even when in-person meetings resume, members of the public will demand more virtual access. After in-person meetings resume, the Board of Trustees and its appointed boards will likely have additional attendees watching and listening from their homes. For this reason, the rules of behavior for virtual meetings remain important when we are all together again in person.

TOWN OF MORRISON
PLANNING COMMISSION MEETING
OCTOBER 13, 2020
BOARD ACTION FORM

SUBJECT: Approval of Consent Agenda

PROCEDURE: Approve the Consent Agenda

RECOMMENDATION: Approve the Consent Agenda.

TOWN MANAGER REVUEW: YES NO

MOTION: Motion to approve the consent agenda for October 13, 2020

**TOWN OF MORRISON
PLANNING COMMISSION
TOWN HALL, 110 STONE STREET
REGULAR MEETING OF THE PLANNING COMMISSION
TUESDAY, SEPTEMBER 8, 2020
7:00 P.M.**

Call to Order. Chairperson Ann Pitinga called the regular Planning Commission meeting to order at 7:04 P.M.

Roll Call. Chairperson Ann Pitinga, Co-Chairperson Jamee Chambers, Commissioners, Maja Stefabsdottir, and Alternate Commissioners Shari Raymond and Stacy Feehery were present. Commissioner Petra Bute was absent. A quorum was established. Commissioner Todd Mercord called into the meeting at 7:13 P.M. It is to be noted this meeting was held electronically as permitted by CRS 24-6-402(1)(b) and the public was able to participate by calling the provided phone number and access code found on the posted Agenda. Also, an audio recording of this meeting was made and is available at request.

Staff Present. Carrie McCool (Town Planner), Kara Winters (Town Manager) and Lyndsey Paavilainen (Town Clerk).

Amendments to the Agenda. None.

Public to Address the Planning Commission. None.

Presentations and Hearings. None.

General Business.

Comprehensive Plan Amendment. McCool reviewed the edits to the Comprehensive Plan in reference to the July 10, 2020 Memo as included in the packet.

Due to the complexity of the edits: especially regarding water and wastewater infrastructure; changes to the Town Boundary; and in turn population projections and economic development plans; Winters suggested for the Board to review the edits and give the authorization to the Planning Commission to continue their work on the Comp Plan.

Winters stated she will have the Board review and in turn have the Planning Commission proceed as the Board sees fit.

Approval of Minutes. Stefansdottir made a motion to approve the May 12, 2020 Planning Commission Minutes. Raymond seconded the motion. All present voted in favor of the motion.

Staff Reports.

Town Planner. No questions. No comments.

Town Manager. No question. No comments.

Board of Trustee Minutes. No questions. No comments.

Adjournment. Chairperson Pitinga adjourned the meeting at 8:25 P.M.

TOWN OF MORRISON

Ann Pitinga, Chairperson

ATTEST:

Lyndsey Paavilainen, Town Clerk

MEMORANDUM

Date: October 7, 2020
To: Morrison Planning Commission
From: Carrie McCool, Town Planner
Subject: Planner Report



COMPREHENSIVE PLAN UPDATE

The Town Board reviewed the July 10, 2020, Technical Memo on the Comprehensive Plan along with the May 2020 redlined version of the Plan that captured Trustee Gill and Jerome's input. Below is an overview of Board direction:

- Planning Commission is authorized to work on updating the Comprehensive Plan in "small bites" over the course of the next year. They would prefer the Commission to take your time and provide an update on our progress within six months.
- "Scrub" the Plan for the future and eliminate historical references that are not relevant. However, there was also Board support for keeping some historical references like mentioning past flooding to help address resiliency for the future.
- Brevity is key.
- Focus on who we are responsible for serving from a capital improvements standpoint.
- Continue our focus on "Keep Morrison, Morrison" theme.
- There was support for updating the mapping; however, mapping is not included in the scope due to budget constraints.
- Delete reference to parking study and examine possibilities to encourage employees to utilize parking at the School and Union Street.

For the October 13th meeting, please come prepared to share your opinion on what historical information should be included in the updated Plan considering Board input above. We look forward to hearing your input/ideas.

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.

Morrison Project Tracker

October 7, 2020

Project Name	Project Description	Project Location	Submittal Date	Approval Date	Project Status	Applicant	Contact	Waiting on Response from Client? (Y/N)	Comments
Active Projects									
Safer Main Streets Initiative Grant	CDOT/DRCOG Grant	Communitywide	8/14/2020		Awaiting notification of Grant Status	Town	Carrie McCool	Y	Funding to support infrastructure projects that improve safety and transform urban spaces, especially for vulnerable users Expect notice of award in October 2020
Aggregate Industries PUD Amendment	PUD Amendment	Morrison Quarry	4/14/2020		Awaiting Resubmittal	Aggregate Industries	jeremy.deuto@lafargeholcim.com	Y	2/20/20 Neighborhood meeting 4/3/20 Formal Submittal 4/6/20 Notice of Deficiencies Issued 4/24/20 Additional application materials submitted 4/28 Additional application materials submitted; Notice of completeness sent to applicant; Referral sent out for review 5/28 Referral Response Summary Report Issued 7/14 Rec'd Resubmittal – Referral #2 7/29 Referral #2 Comment Deadline – Rec'd extension requests 8/7 2nd Referral Response Summary Report Issued 9/2 Mtg with AI to review comments 9/10 Mtg with AI and JeffCo to review comments 10/8 Mtg with Denver staff (Adjacent Property Owner)
Comprehensive Plan Update	Comp. Plan Amendment	Scope expanded communitywide	N/A	Target 10/2021	10/7/20 TB Authorized PC Work on Update	Town	Carrie		5/12/20 PC Work Session – Final BOT revisions incorporated Staff Analysis/Review (pop projections, build-out analysis, etc.) 7/10 PIng Staff finalized technical review 9/8 PC mtg to review 7/10 technical memo; Request Town Board Direction 10/7/20 Town Board Authorization to update Plan in “small bites” over the next year 10/13 PC to work on Historical Content Priorities
Justin Clark Chapel Special Review Use	Special Review Use to convert use back to Chapel and event uses	905 Bear Creek Avenue			Awaiting formal submittal	Justin Clark	justin@jrclark.com	Y	
Outside Referrals									
Partial Vacation of (VA-20-001)	West Yale Avenue Right-of-Way Vacation and Dedication for Roundabout	Yale & Red Rocks Business Dr.	3/17/2020		1 st Referral	Cardell Homes	karmue@lakewood.org	N	4/3 No objections, letter sent to City

Morrison Project Tracker

October 7, 2020

Project Name	Project Description	Project Location	Submittal Date	Approval Date	Project Status	Applicant	Contact	Waiting on Response from Client? (Y/N)	Comments
Bandimere Disconnection Case # DX-20-001	Disconnect 3 parcels from the City of Lakewood into Unincorporated Jefferson County	3053 S. Rooney Rd	1/16/2020		1 st Referral	Baseline Engineering	karmue@lakewood.org	N	2/7 provided referral comments (no comment)
Jeffco Referral Mountain Villages at Willow Springs Rezoning (Case # 17-133020 RZ)	Rezone of approximately 85 acres from A-2 and C-1 to PD to allow for an age restricted community MF & commercial uses, reduction in Open Space & 50' bldg. height	17000 W Belleview Ave	12/12/2019		Awaiting mtg with applicant		Nick Nelson Jefferson County Planning and Zoning Department	Y	1/20/2020 Referral comments issued; Awaiting mtg with applicant
JeffCo Referral Preliminary Application for Rezone to Residential (20-116459PA)	Preliminary application to rezone property at 19181 State Hwy 9 to allow for residential use	19181 State Hwy 9	8/21/20		Awaiting formal submittal		Cassidy Clements Jefferson County Planning and Zoning Department	Y	8/21/20 Referral comments issued; awaiting formal submittal by applicant
JeffCo Referral for a floodplain Regulation Amendment (20-120143AM)	Jefferson County is beginning a regulation amendment to the Zoning Resolution Sec. 37 to update the Floodplain Overlay District	Jefferson County	9/24/20		1 st Referral	Jefferson County Planning and Zoning	Jennifer Livermore jlivermore@co.jefferson.co.us	Y	9/24/20 Sent referral response in favor of amendment
Code Enforcement									
Post Office	Code Enforcement - Lighting Compliance	151 Summer St	6/5/2020	N/A	Compliance efforts exhausted	Post Office Headquarters	Post Office Management	Y	5/12/2020 Received lighting complaint; Conducted site inspection; 6/5/2020 Issued Notice of Exterior Lighting Code Violation 9/11 Town Attorney confirmed local regulations do not apply, and that is true whether or not the facility is owned by the US or leased 9/23 Town Attorney provided relevant USPS regulations which the facility can be held to 9/29 PIng staff drafted letter re: violations with own regs and emailed to postmaster and USPS inspection officer 9/30 Mailing out 2 nd notices

Morrison Project Tracker

October 7, 2020

Project Name	Project Description	Project Location	Submittal Date	Approval Date	Project Status	Applicant	Contact	Waiting on Response from Client? (Y/N)	Comments
Bear Creek Nursing & Rehab	Code Enforcement - Lighting Compliance	150 Spring St	6/5/2020		Awaiting Compliance Response	Genesis HC/Bear Creek Nursing and Rehab Center	darendall@greinerelectric.com	Y	5/12/2020 Received lighting complaint; Conducted site inspection 6/5/2020 Issued Notice of Exterior Lighting Code Violation 8/25/2020 Followed up with Genesis – No response 9/25/2020 Followed up with Genesis – No response
Cow Screening of Rooftop HVAC Equipment	Code Enforcement	316 Bear Creek Ave	8/2020		Awaiting Proposed Design	Dave	Jake Cooke	Y	9/24 Applicant and code enforcement officer had site visit meeting – was given 3 weeks to correct violations (by 10/15)
Approved Projects									
Mt. Falcon Trailhead Expansion	Special Review Use for Trailhead Expansion (Parking)	Mt. Falcon Open Space	8/19/2020	9/1/20 BOT Approved with Conditions	Post Approval Actions	Jeffco Open Space	Daniel Rubenstein, Jefferson County	Y	9/1/2020 BOT approved with Conditions.
Mt. Falcon Trailhead Expansion Land Disturbance Permit	Land Disturbance Permit	Mt. Falcon Open Space	9/24/2020	10/6/2020	Post Approval Actions	Jeffco Open Space	Daniel Rubenstein, Jefferson County	Y	10/6 Permit issued to County; 10/7 Grading commencing
Justin Clark Chapel Encroachment License Agreement	Encroachment License Agreement	905 Bear Creek Avenue	9/17/2020	10/6/2020 Approved with 1 Condition	Post Approval Actions	Justin Clark	justin@jrclark.com	Y	6/24/20 Pre-application meeting held and follow-up from staff after the meeting 9/17/20 Staff received formal encroachment submittal items 10/6/20 Town Board approved with one condition
Potential Projects									
Lenhart (Ozzi's) Redevelopment	Remodel existing building rather than scape and rebuild; Add 2 indoor/outdoor patios in the area of Willy's Wings; Walkup windows and reconfigure parking lot	101 Bear Creek Ln.	6/1/2020		Awaiting Submittal w/ CDOT comments addressed	Franz Lenhart	flehner@connect-properties.com	Y	8/30/2019 Pre-application meeting held and follow-up from staff after the meeting 6/5/20 CDOT issued comments

Morrison Project Tracker

October 7, 2020

Project Name	Project Description	Project Location	Submittal Date	Approval Date	Project Status	Applicant	Contact	Waiting on Response from Client? (Y/N)	Comments
Talnua Distillery Annexation and Zoning	Annexation and zoning of property into Morrison for distillery	3664 Soda Lakes Rd	9/14		Initial meeting held w/ applicants	Robert Siegrist Talnua Whiskey Distillery and Tasting Room	Carrie	Y	9/14 Initial meeting held with applicant to discuss proposal
Revitalizing Main Street Grant	CDOT funding	Communitywide	Rolling Basis		Consider applying if not successful with Safer Main Street Initiative Grant	Town	Carrie	N/A	CDOT funding to support infrastructure projects that provide open spaces for mobility, community activities, and economic development in the wake of the COVID-19 emergency No minimum - \$50K Maximum
ADUs	Code Amendment		01/03/20		On Hold until Comp Plan Amendment is completed	Town	Carrie	N/A	Finalize project once Comp Plan Amendment is completed

**TOWN OF MORRISON BOARD OF TRUSTEES
MORRISON TOWN HALL, 110 STONE STREET
REGULAR MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 1, 2020 6:00 P.M.**

Call to Order. Mayor Forey called the regular Town Board Meeting to order at 6:01 P.M.

Roll Call. Mayor Sean Forey, Mayor Pro Tem Debora Jerome, Trustees Mike DeJonge, Katie Gill, Jennifer Singer, and Paul Sutton were present. Trustee Matt Schweich was absent. A quorum was established. It is to be noted this meeting was held electronically as permitted by CRS 24-6-204(1)(b) and the public was able to participate by calling the provided phone number and access code found on the posted Agenda. Also, an audio recording of this meeting was made and is available upon request.

Staff Present. Kara Winters (Town Manager), Gerald Dahl (Town Attorney), Carrie McCool (Town Planner), Lyndsey Paavilainen (Town Clerk).

Amendments to the Agenda. None.

Public to Address the Board.

Robert Siegrist, 5405 w 56th Ave Arvada, CO. Siegrist, Owner of Talnua Distillery & Tasting Room, stated the distillery is interested in expanding its operations to the 3664 Soda Lakes Road property. Siegrist stated Talnua is a whiskey pot still distillery and has been open for 3 years. Siegrist believes the expansion of the distillery would help the Town and offer a unique indoor/outdoor tasting room, and production and manufacturing design that fits Morrison. Siegrist added Talnua's operations are water and energy efficient and the property would need to be annexed into the Town.

Presentations and Hearings.

Special Use Permit Hearing- Mount Falcon East Trailhead Parking Expansion.

Mayor Forey called the hearing to order at 6:08 PM.

Staff Report. McCool stated the Special Use Permit is for a temporary auxiliary parking lot with 56 parking spaced. The applicant, Jefferson County Open Space, first entered into an Intergovernmental Agreement (IGA) with the Town of Morrison in 1993 that outlines construction and maintenance of the Mt. Falcon parking lot and facilities located on Town Property. Since the land is zoned as Agricultural, the parking facility must be approved via Special Use Permit process.

McCool stated the Town is working with County to create an entry way off Highway 8 to relieve neighborhood access and to allow for a shared parking lot with a future municipal building. McCool summarized the auxiliary lot would be located south of the existing lot and would be scheduled to be completed in October 2020, would not be fenced or have installed lighting.

Applicant Report. Scot Grossman, Daniel Rubenstein, and Steven Snyder represented Jefferson County Open Space (JCOS). Grossman first stated the intent of this temporary auxiliary parking lot is to alleviate the pressure on the neighborhood from overflow parking from the Mt. Falcon trail head.

Snyder added due to County Road and Bridge's schedule, the lot would be able to be completed in October 2020. Snyder also summarized the complexities of timing and the negotiation process between Morrison and Jefferson County Open Space due to easement and IGA amendments and the required approval by the Board and County Commissioners. Snyder added, the associated Letter of Agreement will not be a binding commitment but instead a letter of intent to go forward with the proposed easement and

IGA amendments. Snyder stated JCOS and the Town of Morrison have a shared interest in developing the parking lot and land and this will be a cooperative process.

In response to Board questions Snyder explained the JCOS grant application and funding process for potential cost sharing for the Highway 8 trail plan.

Public Comment. None.

Mayor Forey closed the Public Hearing at 7:37 P.M.

Board Discussion and Decision. Jerome made a motion to approve the Special Review Use application of Jefferson County finding that it is in substantial compliance with the special review use criteria of the Morrison Municipal Code, with the following conditions:

1. The main elements of the design and construction of the Expanded Parking Lot shall be substantially in the manner shown on the application for SUP submitted by the County dated August 18, 2020.
2. The County will be required to comply with Town building and construction regulations in the construction of the Expanded Parking Lot.
3. The Town will confirm whether and to what extent or location asphalt millings are permitted construction material for this parking lot expansion.
4. Subject to the requirements of the County, the County will participate in the design, construction and cost sharing of improved pedestrian access from Morrison Natural History Museum to Red Rocks Vista Drive along Colorado Highway 8, to alleviate pedestrian hazards being created by the location of the existing parking lot.
5. Subject to the requirements of the Town, the Board of Trustees will grant approval for expansion of the easement area shown on Exhibit A to that certain June 24, 1993 Easement and Intergovernmental Agreement entered into between the parties, which locates and permits the existing parking lot.
6. The continued use of the Expanded Parking Lot is temporary, and that lot will be removed and the site and access road revegetated when the Relocated Parking Lot is completed not later than 15 years from the date hereof.
7. On each five year anniversary of the approval hereof, the County will provide the Town with an evaluation of the water quality and erosion impacts from runoff from the Expanded Parking Lot.

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

Letter of Agreement- Jefferson County Open Space. Gill made a motion to approve the Letter of Agreement between Jefferson County Open Space and the Town of Morrison concerning Mt. Falcon Park as presented, with revisions to Paragraph II.B to read in its entirety as follows:

1. The main elements of the design and construction of the Expanded Parking Lot shall be substantially in the manner shown on the application for SUP submitted by the County dated August 18, 2020.
2. The County will be required to comply with Town building and construction regulations in the construction of the Expanded Parking Lot.
3. The Town will confirm whether and to what extent or location asphalt millings are permitted construction material for this parking lot expansion.

4. Subject to the requirements of the County, the County will participate in the design, construction and cost sharing of improved pedestrian access from Morrison Natural History Museum to Red Rocks Vista Drive along Colorado Highway 8, to alleviate pedestrian hazards being created by the location of the existing parking lot.
5. Subject to the requirements of the Town, the Board of Trustees will grant approval for expansion of the easement area shown on Exhibit A to that certain June 24, 1993 Easement and Intergovernmental Agreement entered into between the parties, which locates and permits the existing parking lot.
6. The continued use of the Expanded Parking Lot is temporary, and that lot will be removed and the site and access road revegetated when the Relocated Parking Lot is completed not later than 15 years from the date hereof.
7. On each five year anniversary of the approval hereof, the County will provide the Town with an evaluation of the water quality and erosion impacts from runoff from the Expanded Parking Lot.

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

General Business.

Police Department Grant Applications.

POST Grant. Sutton made a motion to accept the Purchase Order for the POST In-Service Continuing Education Grant in the amount of \$2,099.91 for purchases of ammo, shooting target, and Taser cartridges. Singer seconded the motion. All present voted in favor of the motion.

CDOT LEAF Grant. Gill made a motion to apply to CDOT LEAF funding. DeJonge seconded the motion. All present voted in favor of the motion.

Peace Officers Mental Health Support Grant. Jerome made a motion to apply to the POST Peace Officers Mental Health Support Grant Program. Gill seconded the motion. All present voted in favor of the motion.

Departmental Reports.

Public Works. No questions. No comments.

Police Department. No questions. No comments.

Museum. No questions. No comments.

Accounting. No questions. No comments.

Town Manager. Winters requested authorization from the Board to bring forth an amendment to the Financial Policies to allow the Town Manager to approve grant application under \$5,000 that do not have matching funds requirements.

Town Attorney. Dahl stated due to changes with the Colorado Secretary of State and municipal campaign finance complaints, he will bring forth an ordinance to authorize the Town Clerk to go through the hearing process for any campaign finance complaints opposed to the Secretary of State.

Consent Agenda. Jerome made a motion to approve the consent agenda for September 1, 2020. Sutton seconded the motion. All present voted in favor of the motion.

Board Comments. No comments.

Executive Session. Jerome made a motion for a conference under Charter Section 3.4 and Section 24-6-402(4)(b) and (e), C.R.S. with Town Attorney, Town Manager, and appropriate staff to receive legal advice and instruct negotiators concerning water treatment plant expansion. Jerome further motioned to adjourn the regular meeting at the conclusion of the executive session. Sutton seconded the motion. All present voted in favor of the motion.

Adjournment. The Executive Session and Regular meeting were adjourned at 8:43 P.M.

TOWN OF MORRISON



Sean Forey (Sep 18, 2020 08:21 MDT)

Sean Forey, Mayor

ATTEST:

Lyndsey Paavilainen
Lyndsey Paavilainen, Town Clerk

**TOWN OF MORRISON
BOARD OF TRUSTEES MORRISON
TOWN HALL, 110 STONE STREET
REGULAR MEETING OF THE BOARD OF TRUSTEES
TUESDAY, SEPTEMBER 15, 2020
6:00 P.M.**

Call to Order. Mayor Sean Forey called the regular Town Board Meeting to order at 6:00 P.M.

Roll Call. Mayor Sean Forey, Mayor Pro Tem Debora Jerome, Trustees Mike DeJonge, Katie Gill, Matt Schweich, and Paul Sutton were present. Trustee Jennifer Singer was absent. A quorum was established. It is to be noted this meeting was held electronically as permitted by CRS 24-6-402(1)(b) and the public was able to participate by calling the provided phone number and access code found on the posted Agenda. Also, an audio recording of this meeting was made and is available at request.

Staff Present. Kara Winters (Town Manager), Gerald Dahl (Town Attorney), Phillip Baca (Interim Police Chief) and Lyndsey Paavilainen (Town Clerk.)

Amendments to the Agenda. Item, Changes to Town Financial Policies Regarding Grant Approval Process, was removed from the Agenda. Item, Discussion to Reschedule November 3, 2020 Regular Board Meeting, was added to the Agenda under General Business.

Public to Address the Board.

Dave Killingsworth, 403 Bear Creek Avenue. Killingsworth first stated Mt. Vernon has not been paved in some time and would like to see the budget reflect work to fill potholes and to repave the road. Killingsworth secondly presented the idea to use the acquired Town property off Highway 74 as a parking lot in order to alleviate some of the parking issues downtown and to aid the businesses. Thirdly, Killingsworth requested the when the Board reviews the Police Department proposed 2021 Budget to reconsider the number of officers and its Force per Capita.

Mayor Forey responded to Killingsworth's comments and stated the Town will look into repaving Mt. Vernon; the new municipal building is a long way off and all options for the Highway 74 property are being considered; and the new Chief will be tasked with reviewing the Police Department's Budget.

Presentations and Hearings. None.

General Business.

Draft 2021 Budget. Winters stated there are no major changes to the presented Department's budgets.

Administration. Winters stated there have been staffing changes; first with the Deputy Clerk and Court Clerk duties being combined, and second the addition of a part time Administrative Assistant. Winters stated the proposed budget reflects an increase in salaries.

Board of Trustees. Winters stated the Bandimere Marketing item has been removed from the Budget due to feedback she has received. Winters stated the Citizen Survey has also been removed and recommended for the Survey to be in the proposed 2022 budget.

Building Inspection. Winters stated the expenses are the same as previous years and that the expenses are a pass through.

Municipal Court. Winters reiterated the staffing changes with the Deputy Town Clerk and Court Clerk duties being combined. Winters added due to this change, the salary in Municipal Court wages will decrease in the same amount as the Administration salaries increased.

Election. Winters stated while there is not an election planned for 2021, it is budgeted for every year.

Discussion to Reschedule November 3, 2020 Regular Board Meeting. Due to the November 3, 2020 Regular Board Meeting being held the same day as the National Election, Winters asked the Board if they would want to reschedule their Board Meeting. The Board agreed to reschedule their Regular meeting to Monday, November 2, 2020 at 5:00 PM. The meeting will be posted accordingly.

Department Reports.

Court. No questions. No comments.

Accounting. Due to Board questions regarding COVID Expenses and CARES Act reimbursements; Winters stated if a Budget Amendment is needed, it will be presented to the Board.

Building Department. No questions. No comments.

Town Manager. Winters answered questions regarding the Rooney Valley Commission and legal expenses.

Town Attorney. Dahl stated the Mt. Falcon Letter of Agreement with Jefferson County has been signed and drafts of the IGA amendment have been sent out for review. Dahl added the amendments will be before the Board soon.

Dahl requested to bring fourth an Ordinance regarding changes to the hearing process for Campaign Finance Complaints during elections.

In response to Board questions, Dahl stated Aggregate Industries PUD Amendment Application has been sent out for its second round of review.

Consent Agenda. Sutton made a motion to approve the Consent Agenda for September 15, 2020. Schweich seconded the motion. All present voted in favor of the motion.

Board Comments. Forey stated while Board Meeting items are being kept to essential items only, the Staff is constantly working at the Board's direction.

Winters stated the Town can receive quotes for repaving Mt. Vernon and determine if the project should be included in the Capital Projects budgeting process.

Hogback Article. Gill stated she will write the upcoming Hogback article and include information about Mt. Falcon's temporary auxiliary parking lot and information about parking in at the elementary school.

Adjournment. The Regular meeting was adjourned at 6:43 P.M.

TOWN OF MORRISON


Sean Forey (Oct 6, 2020 22:09 MDT)

Sean Forey, Mayor

ATTEST:

Lyndsey Paavilainen

Lyndsey Paavilainen, Town Clerk

**TOWN OF MORRISON BOARD OF TRUSTEES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
TUESDAY, SEPTEMBER 29, 2020
6:00 P.M.**

Call to Order. Mayor Sean Forey called the Special Board Meeting to order at 6:02 P.M.

Roll Call. Mayor Sean Forey, Mayor Pro Tem Debora Jerome, Trustees Mike DeJonge, Katie Gill, Matt Schweich, Jennifer Singer, and Paul Sutton were present. A quorum was established. It is to be noted this meeting was held electronically as permitted by CRS 24-6-402(1)(b).

Staff Present. Kara Winters (Town Manager), Gerald Dahl (Town Attorney), Cindy Covell (Special Counsel), Alan Leak (Town Engineer), Fritz Fouts (Public Works Director) and Lyndsey Paavilainen (Town Clerk).

Public to Address the Board. None.

Executive Session. Jerome made a motion for a conference under Charter Section 3.4 and Section 24-6-402 (4)(b) and (e), C.R.S with the Town Attorney, Town Manager and appropriate staff to receive legal advice and instruct negotiators, concerning the Strain Gulch Diligence Case. Jerome further motioned to adjourn the Special Meeting at the end of the Executive Session. Sutton seconded the motion. All present voted in favor of the motion.

The Executive Session concluded and the meeting was adjourned at 7:29 P.M.

TOWN OF MORRISON



Sean Forey (Oct 6, 2020 22:02 MDT)

Sean Forey, Mayor

ATTEST:

Lyndsey Paavilainen

Lyndsey Paavilainen, Town Clerk