



# Town of Silverton

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REGULAR MEETING AGENDA – Silverton Board of Trustees  
Silverton Town Hall – November 13, 2018  
Call to Order, Roll Call & Pledge of Allegiance 7:00pm

*MEETING PROTOCOLS: Please turn off cell phones; be respectful and take personal conversations into the lobby. The public is invited to attend all regular meetings and work sessions of the Board of Trustees. Please be advised, public comment will not be taken during the work session meetings.*

## **Regular Meeting 7:00pm**

1. Staff and/or Board Revisions to Agenda
2. Public Comment - *Comments must be limited to three (3) minutes in duration.*
3. Proclamations/Presentations
4. Approval of Consent Agenda Items\*
  - a. Payroll;
  - b. Accounts Payable
  - c. Meeting Minutes 10/15, 10/29
  - d. Liquor License Renewal Application – Grand Imperial Hotel
5. Staff Reports
6. Trustee Reports
7. Continued Business
8. New Business
  - b. Resolution 2018-08 Establishing Meeting Time
9. Public Comment
10. Adjourn
  - November 14 – 6:30 p.m. EPA Public Meeting @ Town Hall
  - November 15 – Work Session 8 a.m.-5 p.m.
  - November 26 – 6:30 p.m. Regular Meeting
  - December 10 – 6:30 p.m. Regular Meeting –Final Budget Adoption

\*The following items on the Board of Trustees Agenda are considered routine by the Town Administrator and shall be approved or adopted by motion and majority vote of the Board of Trustees unless the Mayor or a Trustee specifically requests during “Approval of Agenda” that such item be considered under the regular business of the Board. In such event, the item shall be removed from the “Consent Agenda” and Board action taken separately on said item in the order appearing on the Agenda. Those items so approved under the heading “Consent Agenda” will appear in the Board minutes in their proper order.

\*\*Discussion and Vote

#B559 Town Of Silverton

Cover Letter/Cash Analysis (S193)	
Check Date :	11/09/2018-1
Period Range :	10/21/2018 TO 11/03/2018
Week Number :	Week #45

**Payroll Totals:**

**# Checks**

Total Regular Checks	11	2599.62	
Total Direct Deposits	16	19645.69	
Total Manual Checks	1	1522.57	
Total 3rd Party Checks	0	0.00	
Total Void Checks	0	0.00	
Total COBRA Checks	0	0.00	
<b>Total Net Payroll</b>			<b>25 Items 23767.88</b>

Total Billing Impound		208.43	
Total Agency Checks	0	0.00	
Total Agency Checks DD	3	402.48	
Total Agency Checks Void	0	0.00	
Total Tax Deposit Checks			Tax deposit to be made by The Payroll Department Inc

**Sum of Checks 24378.79**

<b>Total of Checks Printed</b>	<b>27 Items</b>	
Total Tax Liability		8080.18
Total Workers Comp Liability		0.00

**Total Payroll Liability 32458.97**

Total Direct Deposits 20048.17

**Total Debited From Account 28336.78**

**NEXT PERIOD DATES**

Check Date: 11/23/2018 Week 47  
 Period Begin: 11/04/2018  
 Period End: 11/17/2018  
 Call In Date: 11/19/2018 Week 47

Payroll rep: Leek Peggy

Report Criteria:  
Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/18	11/06/2018	36000	3651	Discount Work Gear	1020200000	187.08- V
11/18	11/05/2018	36041	2104	POSTMASTER	1020200000	205.10
11/18	11/07/2018	36042	105	ALSCO	1020200000	496.22
11/18	11/07/2018	36043	303	CASELLE INC	1020200000	629.00
11/18	11/07/2018	36044	607	FOUR CORNERS WELDI	1020200000	22.00
11/18	11/07/2018	36045	901	INGRAM	1020200000	89.62
11/18	11/07/2018	36046	1370	MACDOUGALL, BILL	1020200000	15.87
11/18	11/07/2018	36047	1701	QUILL CORPORATION	1020200000	17.98
11/18	11/07/2018	36048	1934	SILVERTON-SAN JUAN FI	1020200000	8,770.50
11/18	11/07/2018	36049	1970	SILVERTON GROCERY	1020200000	129.64
11/18	11/07/2018	36050	2801	UTILITY NOTIFICATION C	1020200000	11.60
11/18	11/07/2018	36051	2875	SILVER SAN JUAN PLUM	1020200000	1,408.51
11/18	11/07/2018	36052	3024	HOME DEPOT CREDIT S	1020200000	199.93
11/18	11/07/2018	36053	3122	NAPA AUTO PARTS	1020200000	32.46
11/18	11/07/2018	36054	3176	VISION SERVICE PLAN	1020200000	22.25
11/18	11/07/2018	36055	3287	BRUIN WASTE MANAGE	1020200000	16,318.54
11/18	11/07/2018	36056	3295	FASTSIGNS	1020200000	62.50
11/18	11/07/2018	36057	3346	SAN JUAN SERVICE LLC	1020200000	2,280.10
11/18	11/07/2018	36058	3358	CEBT	1020200000	11,486.60
11/18	11/07/2018	36059	3381	LA PLATA FAMILY MEDICI	1020200000	135.00
11/18	11/07/2018	36060	3435	KUBOTA LEASING	1020200000	279.14
11/18	11/07/2018	36061	3436	SITES, JOHN	1020200000	51.38
11/18	11/07/2018	36062	3498	Callaway Packing Inc.	1020200000	1,119.76
11/18	11/07/2018	36063	3562	Southwest Systems, Inc.	1020200000	17,180.10
11/18	11/07/2018	36064	3593	Forethought	1020200000	750.00
11/18	11/07/2018	36065	3598	ADAMS OVERHEAD	1020200000	260.00
11/18	11/07/2018	36066	3616	CANON	1020200000	87.42
11/18	11/07/2018	36067	3660	SILVERTON HANDYWOR	1020200000	785.00
11/18	11/07/2018	36068	3670	CORE & MAIN	1020200000	372.00
11/18	11/07/2018	36069	3688	SE GROUP	1020200000	6,055.85
11/18	11/07/2018	36070	3728	Cirque Mountain Apparel	1020200000	1,350.00
11/18	11/07/2018	36071	3729	John Girodo	1020200000	6.26
Grand Totals:						<u>70,443.25</u>

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-20141000	11,486.60	.00	11,486.60
10-20142000	22.25	.00	22.25
1020200000	187.08	70,630.33-	70,443.25-
10-41500-332	629.00	.00	629.00
10-41915-531	205.10	.00	205.10
10-41940-430	15.87	.00	15.87
10-41940-610	17.98	.00	17.98
10-41942-420	85.42	.00	85.42
10-41942-423	260.67	.00	260.67
10-41942-430	1,408.51	.00	1,408.51
10-41944-420	172.72	.00	172.72
10-41944-423	262.66	.00	262.66
10-41945-100	6,055.85	.00	6,055.85



# Town of Silverton

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SPECIAL MEETING & REGULAR MEETING MINUTES – Silverton Board of Trustees  
Silverton Town Hall – October 15, 2018

Call to Order, Roll Call & Pledge of Allegiance 6:05pm

PRESENT: Mayor Chris Tookey, Trustee Barbara Renowden, Trustee Tiffany deKay, Trustee Judith Graham, Trustee Molly Barela, Trustee Jess Wegert, Mayor Pro Tem Austin Lashley

ABSENT: none

STAFF: Michael Goldman, Michelle Hamilton, Mark Reavis, Todd Bove, Kelli Fries, Lisa Branner

## **Special Meeting 6:00 p.m.**

1. Pledge of Allegiance and Reading of Protocols
2. Town Board/Library Board Michelle Hamilton- led a discussion to identify what elements need to be present in an operating agreement.

Colorado Revised Statute 24-90-107 provides that within 90 days of the formation of a library, an operating agreement between the Trustees and the Library Board shall be formed. Mayor Tookey did some research and found no record of an operating agreement being formed. Trustee Barlela asked when the statute was adopted. Mr. Goldman stated that the Ordinance was drafted in 1905 then the statute was in place in 1932. He advised that an agreement should be in place between the Trustees and the Library Board.

Michelle Hamilton described the Library Board structure as an appointment by the Mayor with Trustee approval. She stated that Trustee Barela and Trustee Renowden were appointed as alternates for Mayor Tookey and confirmed that the Town has one vote represented on the Library Board. Jackie Kerwin commented that it has been working fine. Michelle Hamilton moved to the next bullet point in her notes, which was the question of ownership. She asked that the operating agreement define ownership of both the building and materials.

Jackie Kerwin referred to 24-90-109 (1)(b) and stated that the Library Board adopts their own bylaws and they will have all custody of the building and will employ employees, but that doesn't specify who fixes the windows, doors, etc. Jackie Kerwin commented that she doesn't understand why they need an operating agreement between the Library Board and the Town Trustees. Mr. Goldman explained that it will help everyone understand their roles, and that it will be a good time to iron out the duties for the town staff and the library board. Trustee Barela asked what the date on the original draft is. 1977

Michelle Hamilton commented that an agreement will allow for the Town and Library Board to work together and not step on each others' toes. Jackie Kerwin commented that she feels the Town needs to do the maintenance on the building. She said she takes care of hiring, firing, and maintenance of the books. She said in the past the Library was self sufficient but then a few years ago the Town took over building maintenance. Trustee deKay asked about capital improvements in the past, and what duties and responsibilities were the Town's vs. the Library Board's? Jackie Kerwin replied that the Library budget had a capital improvement line of \$3000 in the past and she had a 5 year plan laid out. Michelle Hamilton commented that capital improvements are a definite point of confusion, in particular how to administer and manage the current State Historic Fund grant. Jackie Kerwin asked that the Town Planner, Mark Reavis, be removed from the current capital improvement project and further projects. Mr. Goldman mentioned that an operating agreement should address ownership, roles, and decision making authority.



# Town of Silverton

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Jackie Kerwin said that the Library Board gives her permission to purchase books, toilet paper, etc from the Library budget. Trustee Barela reiterated that an agreement needs to define ownership of the property. Michael Goldman commented that it will be beneficial to start a draft that the two Boards can go back and forth on to form an agreement. Trustee Barela are there other small municipalities that we can read about and compare to that are like us? Sara Wright from Colorado Library Consortium replied that they work with all libraries all across Colorado and what the Silverton Public Library is going through is normal. She said they will research and look for another operating agreement that we can work from. Michelle Hamilton stated that the last element to be defined is the financial obligation between the Library Board and the Town. She stated it comes back to the duties and the roles of both boards.? Mayor Pro Tem Lashley mentioned that the language, particularly “maintenance” needs to be defined. Michelle Hamilton asked if “maintance” or the act of maintaining could mean the Town allocating funds to the Library to keep them in operation. Trustee Renowden mentioned that library bylaws article 4B says that maintance falls onto the library board. Jackie Kerwin replied yes. Trustee Barela you are correct. Trustee Barela suggested the Library Board needs to look into the their own insurance.,Mr. Goldman replied that the Town’s insurance should cover them as long as there is no malfeasance or ill intent involved. Mayor Tookey asked if there were any further questions. Trustee Renowden asked where they are at with the draft. Mr. Goldman replied that they may have a operating agreement by 2019. Trustee Barela asked what would happen if an old operating agreement were found. Mr. Goldman replied that it could be amended or adopted if it’s still applicable or adopt a resolution.

Special Meeting Adjourned at 7:05 p.m.

## **Regular Meeting 7:12pm**

1. Staff and/or Board Revisions to Agenda: Michelle Hamilton sent out a modified agenda and added Silverton Family Learning Center’s donation request
2. Public Comment –  
Bill Walko, owner of Natalia’s and representative of the Blair Street project- asked for funding in 2019 to be put in the budget.  
Durango River Trippers commented on new OHV signs and OHV related fines.
3. Proclamations/Presentations - none
4. Approval of Consent Agenda Items
  - a. Payroll;
  - b. Accounts Payable
  - c. Meeting Minutes 9/10, 9/24, 10/1
  - d. Donation request from Silverton Family Learning Center

Discussion: Trustee Barela September 10, 2018 meeting minutes page 8: I didn’t say yes to renewing the Molas Lake contract. Trustee Renowden: September 10,2018 meeting minutes pg 7 Mayor Pro Tem Lashley made a motion and Bove 2<sup>nd</sup> – that is not correct. Trustee



# Town of Silverton

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Renowden: September 24, 2018 meeting minutes the meeting was never voted to go to into exective session Michelle Hamilton will make the corrections.

**Trustee Wegert moved and Mayor Pro Tem Lashley seconded to approve the Consent Agenda. The motion passed 1 abstained, and 6 yays with a roll call vote.**

5. Staff Reports - Michelle Hamilton stated that staff submitted written reports and asked if there are any questions. Trustee Barela mentioned that she heard Servpro cleared the library for reoccupation but she hasn't seen it in writing. Todd Bove replied that there are low levels of mold and it is safe for public to return and the letter was sent out Friday. Trustee deKay asked how often will the library be inspected. Todd Bove replied that there is no requirement on how often it should be checked. Trustee Wegert asked if a schedule will be lined out in the agreement. Todd Bove replied yes. Trustee deKay asked about relocating books and moving the library. Todd Bove replied that that situation has not been worked out yet and that is why we need a operating agreement. Trustee Barela said the library borad had voted that everything was to be move. She also asked if there has been any discussion on other uses for the modular building. Michelle Hamilton replied that staff has had some discussion to brainstorm ideas for other uses. Trustee Barela suggested just boarding it up and not using it. Trustee Barela asked about the ownership of of the Animas Street ROW mentioned in the Planner's report. Trustee deKay commented that the Board should receive legal advice about the property in question. Mayor Pro Tem Lashley mentioned that the train sent back a letter to town but the town has not responded.

6. Trustee Reports - Trustee Wegert spoke about the most recent planning commission meeting. Mark Reavis talked about the sidewalks around green house saying this is what I'm talking about urban trials, and not walking in the middle of the streets, like on 8<sup>th</sup> and 12<sup>th</sup>. Trustee Renowden stated that the website not update with current minutes, agendas, etc. Michelle Hamilton replied that it's a work in progress.

Trustee Wegert commented that staff needs to put more into the Vistor Center. Todd Bove replied that there are a lot of projects to be done but they need prioritization.

Trustee deKay asked for the Board to consider not to publicly discuss future meeting times until after a meeting for time efficiency. Trustee Renowden replied that the public needs to know when the meetings are.

Mayor Tookey mentioned that they had regular meeting with the SWCCOG. Durango opted out and now the actual amounts were present to each of the areas of the COG and they are exorbinant. Michelle Hamilton mentioned that she will draft a letter of request for hardship to SWCCOG for the Mayor to sign and submit. The Board gave their approval.

7. Continued Business



# Town of Silverton

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## a. Consideration of Attorney RFP – Board Discussion

Discussion: Michelle Hamilton today was deadline and one came in at 4:58pm. There are 5 applicants to review on the 17<sup>th</sup> and then interviews to do after.

**Trustee Graham asked Mayor Tookey to make a motion and Trustee deKay2<sup>nd</sup> to extent the deadine for the RFP.**

Mayor Pro Tem Lashley mentioned that he is concerned about the RFP and he wonders if they should have had an attorney look it over before they put it out. Trustee deKay asked if 5 canidates is a good applicant pool. Mayor Tookey replied that it's good for this area. Mr. Goldman replied 3-5 applicants is average. Trustee Graham commented that the Town has an attorney and that there is no rush. She suggested that they have another attorney go over it take the time to do right. Mayor Pro Tem Lashley is concerned the time line is far beyond what is appropriate because we have been going on 2 ½ months we need to go forward. Trustee Wegert commented that he was concerned last week with only 2 applicants but feels comfortable with moving forward now. Mayor Pro Tem Lashley asked if they should extend and give more time to review. Trustee Graham commented that she would like to extend the period for applicans to apply and for the Board to review the proposals. Mayor Tookey we need to adjust the motion on the table .Mr. Goldman commented that they can amend the motion.

**Trustee Graham amended her motion to extend application and decision deadline and review time. Mayor Pro Tem Lashley seconded. The motion passed 4 yays and 3 no Trustee Wegert, Trustee Barela, and Trustee Renowden.**

Discussion: Trustee Barela mentioned that the motion did not address a date as to how long to extend. Mayor Pro Tem Lashley commented that they need to issue a letter back to the applicants saying they are extending the review period. Trustee Renowden expressed concern about offending the applicants who made the deadline if they extend the application period. Trustee Graham replied it depends on how the communication is handled. Trustee Barela commeneted that they already extended it and they just need to define a date. Michelle Hamilton asked the Board to clarify whether they are extending the deadline for applicants or just the review period. Trustee Barela replied that they need to define a timeline. Mayor Pro Tem Lashley replied that he thought they should extend the timeline for the current RFP and not reissue an RFP. He suggested a deadline of the 19<sup>th</sup> for applications to be submitted and the 22<sup>nd</sup> for a review period. Michelle Hamilton asked for Board consensus of those dates. The Board agreed. Mayor Pro Tem Lashley suggested they re-



# Town of Silverton

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advertise. Michelle Hamilton asked for clarification again on dates: October or November?  
Re-advertise for 4 days?

**Mayor Tookey rescinded the prior motion and Trustee Barela 2<sup>nd</sup>.**

**Mayor Pro Tem Lashley made a motion to extend the RFP work session from the 17 to the 22<sup>nd</sup> and Trustee Barela 2<sup>nd</sup>. The motion passed unanimously with roll call.**

## 8. New Business

a. Motion to retro-actively approve \$15,000 donation to 4<sup>th</sup> of July Association in 2018  
Michelle Hamilton explained that this motion was made in a previous meeting without following process or protocol so it needs to be made again retroactively to be valid.

**Trustee Renowden moved and Trustee deKay seconded to approve a donation of \$15,000 to the 4<sup>th</sup> of July Association for the year of 2018. The motion passed 6 yays, and 1 no Trustee Graham with a roll call vote.**

### b. Approval of 2018-2019 grooming/plowing operating agreements:

#### 1. Clear Mtn Enterprises Molas Lake parking lot plowing

Michelle Hamilton explained that the contracts are two-fold: one for plowing the oparking lot at Molas Park and another for grroming services on winter trails. Jim Lokey explained in further detail what the operations look like at Molas and on county roads and trails in the winter. Trustee Wegert asked if staff has reviewed the contracts and if there are any concerns. Michelle Hamilton replied that staff has been active with negotiation and review and that there are no concerns.

**Trustee Barela moved and Trustee Graham seconded to approve Clear Mtn Enterprise Molas Lake parking lot plowing contract. The motion passed unanimously with a roll call vote.**

#### 2. Silverton Snowmobile Club/Town of Silverton grooming contract

**Trustee Barela moved and Trustee Graham seconded to approve Silverton Snowmobile Club/Town of Silverton Grooming Contract. The motion passed unanimously with a roll call vote.**

### b. Resolution 2018-05 Opposition of Amendment 74

Trustee Renowden commented that she dosen't like this telling others how to vote.  
Michelle Hamilton commented that many state agencies, including CML are advocating for it and asking for local support. Trustee Renowden replied that it's going to throw tax over 11%.





Town of  
**Silverton**

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Trustee Wegert moved and Trustee deKay seconded to approve and adopt Resolution 2018-05. The motion passed 6 yays and 1 no Trustee Renowden with a roll call vote.

c. Resolution 2018- 06 Support for Proposition 110

Mayor Pro Tem Ashley commented that he does not agree with a tax increase and will not vote to endorse the proposition. Mayor Tookey replied if we have no motion we can let it die. Trustee Wegert mentioned that the County approved the same Resolution at their meeting.  
**No motion was made.**

d. Approval and adoption of preliminary 2019 budget

Michelle Hamilton said I have a discussion in past and made a formal motion to approve the primary budget in October and then we made a second motion to approve the final budget and resolutions in December. The county dose it a different way and they don't make a formal motion .Trustee Wegert thank you for your work in making a 5% cut.

**Trustee Wegert moved and Mayor Pro Tem Ashley seconded to approve and adopt the Town of Silverton 2019 preliminary budget. The motion passed unanimously with a roll call vote.**

9. Public Comment – None

10. Adjourn @ 9:17

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Michelle J. Hamilton, Clerk/Treasurer

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Christine M. Tookey, Mayor



# Town of Silverton

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REGULAR MEETING MINUTES– Silverton Board of Trustees

Silverton Town Hall – October 29, 2018

PRESENT: Mayor Tookey, Trustee Graham, Trustee Renowden, Trustee Barela, Trustee deKay, Mayor Pro Tem Lashley, Trustee Wegert

STAFF: Michelle Hamilton, Kelli Fries, Lisa Branner, John Sites, Mark Reavis, Todd Bove, Anthony Edwards

Call to Order, Roll Call & Pledge of Allegiance @ 7:03

## Regular Meeting

1. Staff and/or Board Revisions to Agenda -NONE
2. Public Comment –Mike Geryak thanked staff for their work.
3. Proclamations/Presentations
  - a. Blair Street Historic District Association Streetscape Plan- Bill Walko said they have been working on a 4 block plan from 10<sup>th</sup> -14<sup>th</sup> street. He then read the letter that was given to mayor and trustees. The Blair Street Historic District Association is asking for \$15,000 to be put into the 2019 budget for the public works budget for a grant match. Trustee Barela asked if this group is replacing the Blair Street Association or if it is being merged into a new organization. Mr. Walko said it's the same, we just have new officers. Trustee Barela asked if the Blair Street Association was never a 5013c and whether it is now. Mr. Walko said he doesn't know the status of the paperwork that was or wasn't done before he started. Mayor Pro Tem Lashley asked Mr. Walko to clarify if he's asking for the town staff support to write the grant as well as the matching money? Mr. Walko said yes. Mayor Pro Tem Lashley also asked about the \$50,000 BSHDA has from Ben Night Horse Campbell. Mr. Walko said that money is going to be a match for the grant funding holding that in reserve for that purpose. Trustee Barela asked John Sites if the proposed funds would be under the streets maintenance fund? Michelle Hamilton said we have a line item in the general fund for engineering. Trustee deKay extend her appreciation for all the BSHDA has done. Mr. Walko replied that this will be a economic development project because there are a lot of properties under utilized and non productive on Blair street. By doing this it will make Blair Street a more appealing place.
4. EPA Update – Communications Liaison – Anthony Edwards
  - a. BPMD Planning Group Member Appointment\*\*



# Town of Silverton

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October update Anthony Edwards read the handout gave he gave to the trustees and mayor. Sludge removal was the big thing this summer and now in the spring they'll be starting re-vegetation work. Trustee Renowden asked if the blue tarps are going to stay in place all winter. Mr. Edwards will check with the team. Trustee Renowden said she was worried about the runoff back into the river. Mr. Edwards said he'll will get clarification on that. Trustee Wegert asked if the Kittimac repository is suppose to be a permanent facility or temporary solution. Mr. Edwards said he will get more information on that. Mr. Edwards announced upcoming dates of note as November 13<sup>th</sup> the BPMD planning group meeting from 3:30pm-5:30pm and a potluck from 6:00pm-7:00pm, November 14<sup>th</sup> EPA public meeting at 6:30pm at Town Hall for an end of the year update. Mr. Edwards said the town needs to appoint a trustee to the Bonita Peak Mining District Planning Group, and down the road appoint someone to the CAG. Mr. Edwards said he will not be a representative for the Town on the CAG. Mayor Tookey said she was on the planning group at one point then Pete Maisel became the Town representative, but he is no longer on the Board. Mayor Tookey said she would volunteer to be on the BPMD planning group. Mayor Pro Tem Lashley said he would support the mayor if she would want to go on the board. Trustee Wegert said he would also support her.

## **The Board of Trustees gave consensus to appoint Mayor Tookey to the BPMD Planning Group.**

### 5. Approval of Consent Agenda Items\*

- a. Payroll;
- b. Accounts Payable  
Trustee Barela asked about a payment to Todd Bove for \$3000. Michelle Hamilton gave an explanation of the payment.
- c. Meeting Minutes 9/10, 9/24, 10/22
- d. Special Event App – Winter Sports Club Pie Bake Off
- e. Letter of Support – GOCO Grant app Dennis Stenslien
- f. Liquor License Renewal Application – Natalia's of Silverton

Trustee Barela said again on page 8 of 9/10/2018 meeting minutes still says unanimous and she was the one declining vote . Michelle Hamilton said she would fix it. Trustee Renowden said she didn't get the information on the 4th of July expenses. Michelle Hamilton said she would resend out the information. Trustee Renowden also said that her email is wrong on the website. Michelle Hamilton said she would fix that.



Town of  
**Silverton**

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**Trustee Wegert motioned to approve the consent agenda with the change that Trustee Barela asked for and Mayor Pro Tem Lashley seconded. The motion passed unanimously with a roll call vote.**

6. Staff Reports- Lisa Branner talked about the trails and Kendall Mountain. There has been interest in more lifts, ski trails, ice rink, and XC & Nordic trails. In the summer the 3 greatest community interests are mountain biking & hiking trails, festivals, and whitewater/river park. Target completion for this study is this Wednesday 31st. Information will be available next week. The GOCO Master Planning grant is due November 1<sup>st</sup>. GOCO requirement is that the governing body pass a resolution in support of the grant. Once the final viability study is in, Mrs. Branner will share the results with the trustees in the meeting on the 7<sup>th</sup> and public the 8<sup>th</sup>. Mrs. Branner spoke about 3 public meetings on that were held on trails to gather information on existing trails and what didn't exist before. There will be a draft trails plan available online and in the town hall in November. Look for more information to come in early December. Mayor Pro Tem Lashley commented that he is looking forward to seeing the final study.

Michelle Hamilton asked Todd Bove to give a quick update on bulk water dispenser station for the visitors center. Todd Bove got the water station installed and tested. It will be ready in spring to fire up for public use. Trustee Renowden asked the price per gallon. Todd Bove said the price per gallon will have to be set and can be adjusted as needed. The initial estimates were 25 cents- 35 cents per gallon.

Mark Reavis talked about the overall master plan and collecting public input. He said the library grant is now active and able to be implemented. Trustee deKay asked if there have been any re-zoning recommendations to the master plan. Mark Reavis said there have been tiny adjustments, ED in the north can be bumped and going to R2 up to 19<sup>th</sup> st. Nothing has been finalized yet. Mayor Pro Tem Lashley said one thing that was talked about in the ED zone was that development as RV parks and could get out of hand quickly. Trustee Wegert mentioned that this has been going on for the last 4 months with the planning commission. Mark Reavis mentioned that Old Town Hall coming down was a big project and thank you to John Sites for his work. Trustee Barela asked about any old timber being sold. She said that there's a website that will pay top dollar for the wood. Mayor Pro Tem Lashley commented that there's a lot of work involved in trying to sell old wood. Mark Reavis commented that they allowed Mike Geryak to reclaim as much as he could use to line the band shell.

John Sites is on vacation when attorney RFP is being looked at but he is really interested in the process.



# Town of Silverton

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7. Trustee Reports Trustee Wegert had a planning commission last week. They are still working on the master plan. Mayor Tookey said Michelle Hamilton sent a letter to the SWCCOG. Michelle Hamilton asked for waiver of membership dues this year, with the ability to still participate in the SWCCOG. Mayor Tookey asked Michelle if she had heard anything yet. Michelle Hamilton said that she hasn't heard anything yet.

Mayor Pro Tem Lahley said they had a 4 pm meeting with SCAPE. The meeting was on how we can improve the town and the county for attracting new business and retaining the business that we have. Mayor Pro Tem Lashley also wanted to talk about the planning commission. Mayor Pro Tem Lashley said that people felt mis-informed about the planning commission and wanted to ask to do a better job sharing/releasing the minutes for the meeting to the public. Mayor Tookey said they don't do motions and it's more of a recommending board. Trustee Barela asked if the Town could share information on the website. Mayor Tookey said they don't have meeting minutes on work sessions, just recordings. Trustee deKay asked if they can they be transcribed. Mayor Tookey replied that no they can't be transcribed but they can be put on a thumb drive. Mark Reavis said if people are interested in applying for SCAPE assistance, the application is due December 31<sup>st</sup> at [goscape.org](http://goscape.org). Lisa Branner said it's a fascinating process and great resource for community. Mark Reavis offered to give an overview of planning commission discussions. Michelle Hamilton said she liked the idea of sharing information on the website and Mark Reavis doing a 1 page report. Staff will follow up on that process.

8. Continued Business-none

9. New Business

a. Public Hearing – New Liquor License Application – Sage Hen Café\*\*

Michelle Hamilton said she and Sheriff Conrad reviewed the application and they are in compliance with everything.

Public Hearing -Mike Geryak said as a neighbor he has no concerns and he is all for this. These people worked really hard for this business and deserve this. Caleb Ramey, manager, and Christine Mullholand, owner, said they don't want it to be a watering hole but they want to have specialty coffee drinks and occasional beer with lunch. Trustee Barela asked about the lodging and entertainment license. Michelle Hamilton said the lodging entertainment license allows for less than full meals served.

**Mayor Pro Tem Lashley moved and Trustee Barela seconded to approve the Sage Hen liquor license application. The motion passed unanimously with a roll call vote.**



# Town of Silverton

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b. Resolution 2018-06 GOCO Grant application Kendall Mountain Master Plan\*\*

**Trustee Wegert moved and Trustee Graham seconded to approve and adopt Resolution 2018-06 KMRA GoCO grant support. The motion passed unanimously with a roll call vote.**

c. Resolution 2018-07 Fee Schedule Revision\*\*

Michelle Hamilton said the revision only focuses on event and facility fees. Trustee Barela said these were recommendations that the committee came up with and it is intended to go into effect in 2019. Michelle Hamilton amended the Resolution to take effect in 2019. Mayor Pro Tem Lashley thanked staff for including discount rates in the resolution.

**Trustee Barela moved and Trustee Renowden seconded to approve and adopt Resolution 2018-07 Fee Schedule amendment with the adjustment. The motion passed unanimously with a roll call vote.**

d. Resolution 2018-08 Board Meeting Times Seasonally\*\*

Michelle Hamilton said this has been passing annually to change meeting times. In 2017 we changed the time to 6:30pm in winter October-April then May-September at 7:00pm. She asked for input from board. Trustee deKay said she would like 7:00pm. Mayor Pro Tem Lashley said he would like 7:30pm. Trustee Barela said 7:00pm would be better for her. Mayor Pro Tem Lashley said consistency is important and changing the time every 6 months is hard. Michelle Hamilton said let's table this and let me write a new resolution.

**Trustee Wegert motion to table the motion and Mayor Pro Tem Lashley 2<sup>nd</sup> we want Michelle Hamilton to fix. Unanimously passed with all wanting 7:00pm.**

e. DoLA WWTP Planning Grant Approval\*\*

Michelle Hamilton commented that staff needs trustee approval to go forward with the grant. Trustee Wegert said we have a treatment plant that is not functional. Trustee Barela said it hasn't been working in a long time.

**Trustee Renowden moved and Mayor Pro Tem Lashley seconded to approve the receipt of a DoLA grant for WWTP planning. The motion passed unanimously with a roll call vote.**

Trustee deKay asked when they are going to meet with the commissioners? Mayor Tookey said as soon as they finish with their 14th meeting and then they'll get with Michelle



# Town of Silverton

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Hamilton. Trustee deKay asked for a work session before going to the meeting with the county. Mayor Tookey said we have a meeting on the 7<sup>th</sup>. Trustee deKay asked if we can incorporate into the meeting? Michelle Hamilton said yes we can do it in that meeting. Trustee deKay asked if that would be too much in that meeting ? Michelle Hamilton said no because the budget is pretty well wrapped up. Trustee Barela announced that she was disappointed the town's financial packet wasn't included in the packet or mailing and should have been out for the general public to see. She said it doesn't give them any time to review it or give feedback. Michelle Hamilton said she didn't expect any feedback at this time.

10. Public Comment - None

11. Adjourn @ 8:54 p.m.

Town of Silverton  
Liquor Licensing Authority

Preliminary Findings and Report on Liquor License Renewal Application

IN THE MATTER OF THE APPLICATION FOR A  
RENEWAL HOTEL RESTAURANT (CITY) LIQUOR LICENSE FOR:

American Heritage Railways Hotels Inc.  
DBA Grand Imperial Hotel  
1219 Greene Street

After investigating the application of the Grand Imperial Hotel for a renewal Hotel Restaurant (City) Liquor License, Staff finds that the application meets the following requirements:

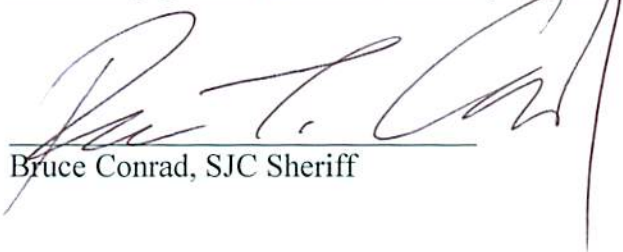
1. The applicant has submitted all required information.
2. There is no evidence to refuse renewal for good cause:
  - a. Based on the investigation conducted, the licensee has not violated or failed to comply with any of the terms, conditions, or provisions of this article or any rules and regulations promulgated pursuant to this article.
  - b. The licensee has not failed to comply with any special terms or conditions that were placed on its license in prior disciplinary proceedings or arose in the context of potential disciplinary proceedings.
  - c. There is no evidence that the licensed premises have been operated in a manner that adversely affects the public health, welfare, or safety of the immediate neighborhood in which the establishment is located, which evidence must include a continuing patten of fights, violent activity, or disorderly conduct.
  - d. Based on the investigation conducted, the licensee is qualified to hold a liquor license pursuant to the Colorado Liquor code.
3. The following information has been brought to the attention of the Authority:
  - a) Information provided by the Applicant:
  - b) Information provided by the San Juan County Sheriff's Office:

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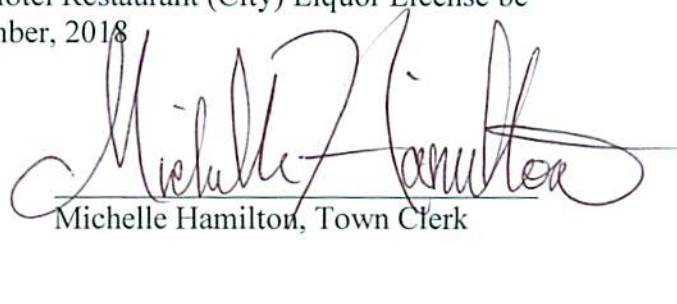
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4. The applicant has met all requirements of the Colorado Liquor Code, is current on all local taxes, and has agreed to provide evidence documenting attendance at a liquor code and responsibility class.



Based upon the foregoing, the local licensing authority hereby orders that the application of the Grand Imperial Hotel for a renewal of a Hotel Restaurant (City) Liquor License be and hereby granted as of this 13th day of November, 2018

A handwritten signature in black ink, appearing to read "Bruce Conrad". The signature is written in a cursive style with a long vertical stroke extending downwards from the end.

Bruce Conrad, SJC Sheriff

A handwritten signature in black ink, appearing to read "Michelle Hamilton". The signature is written in a cursive style with a long vertical stroke extending downwards from the end.

Michelle Hamilton, Town Clerk

## NOVEMBER STAFF REPORTS

**11/13/2018**

### **Office of the Municipal Clerk and Administration – Michelle Hamilton**

#### **Human Resources**

- Completed regular payrolls and benefit contributions
- Set up 5 seasonal employees at KMRA in payroll system
- Developed revised list of Town Attorney interview questions and criteria scoring matrix.
- Beginning Employee Performance Review Process for 2018
- Developing mission statement and values for personnel manual

#### **Treasurer**

- On-going budget research, analysis, and revisions.
- Daily cash receipting of utilities, fees, permits, citations, licenses, rentals
- Deposits, mail, accounts payable,
- Conducted November utility billing
- Collected and filed on sales, HUTF, county distribution, and lodging taxes
- Received and classified WTP loan reimbursement request
- Beginning October Reconciliation of Town funds.

#### **Clerk/Administration**

- Attended, recorded and carried out direction from work sessions, board meetings.
- Facilitated weekly staff meetings, worked with departments on strategic planning and time management.
- Drafted Resolution for meeting times
- Drafted Ordinance for utility policies
- Communication with SWCCOG regarding ways to participate
- Sent more follow up emails to Town Attorney re: Library Operating Agreement & 4th of July Association agreement proposal.
- Attended two day OMNI Leadership Practicum based on Myers Briggs Assessment in Cortez.
- Created and compiled agenda and packet materials for regular Board meeting
- Ongoing licensing and permitting, accounts receivable and payable, customer service
- Completed minutes for approval: 10/15, 10/29

**LISA K. BRANNER - COMMUNITY RELATIONS  
MANAGER**

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**STAFF REPORT 11/8/18**

**EVENTS**

- Ongoing coordination with a variety of event organizers and facility users including: Flying Dog Sled Race, Yule Log Festival, Pie Bake Off, Dirty 30, Hardrock Hundred, Hundreds in the Hills, Aravaipa Running, Center for Snow & Avalanche Studies, Silverton Avalanche School, Whiteout, Blood Drives, EPA, BLM and various private events/weddings.

## **MARKETING/PR/COMMUNITY RELATIONS**

- Social Media: Ongoing social media monitoring, posts, and message responses for Kendall, Events in Silverton, Silverton Town Hall, Molas Lake Campground; Monitored threads on Silverton Community Bulletin Board and Silverton Community Issues pages.
- Coordination with SJDA, Chamber, graphic designer, photographers, media outlets and County Tourism Board on implementation of marketing recovery plan.
- Continued implementation of marketing plan for Kendall Mountain Ski Area.

## **RECREATION**

- Kendall Mountain Recreation Area: Viability Study draft review; Discussion of revisions with SE Group; PR and preparation for public presentations of study results (scheduled for 11/8/18, 6 pm at KMCC); Presented KMRA Viability Assessment to Trustees (11/7); Ongoing coordination with BLM regarding R&PP process and KMRA study; Submission of GOCO planning grant for KMRA master plan; Ongoing planning for ski area operations and winter special events; Coordinated acquisition process for KMRA winter merchandise; Negotiated reciprocal pass agreement for Pajarito, Sipapu and Hesperus.
- Trails Planning: Facilitated seventh meeting of the Trails Task Force; Continued updates to Silverton Area Trails Plan narrative and maps; Coordination with GIS specialist on mapping project; Coordination with BLM on timeline and deliverables; Planning for public input meeting (scheduled for 11/27/18, 6 pm at KMCC).

## **OTHER**

- Final events and facility rental fee schedule submitted to Trustees for review/approval.
- Developed outline of 2019 plan of work.
- Phone conference with Colorado Office of Economic Development and International Trade, Colorado Film Commission, Four Corners Film Office, Sheriff Conrad, Rebecca Bertot, SJDA and Chamber regarding best practices and how the Town can become “film ready.”

## **FACILITIES, PARKS AND RECREATION**

11/13/2018

### **Elemech Bulk Water Station:**

- Completed onsite visit with Elemech representative 10/29. Water station is now operational and winterized. We anticipate opening the station for public use in late April/early May. I would like to thank Silverton Public Works, Silver San Juan Plumbing, Spruce Electrical and Forethought ISP for their assistance and support in completing this project.

### **Library:**

- Researched and purchased portable HEPA filtration unit to be utilized in the interim occupation period prior to the start of building rehabilitation. The use of a HEPA approved air filtration system is necessary to meet the TOS criteria for interim occupation and will be used post-construction to improve air quality following the three phases of building rehabilitation.
- Diagnosed fouled HIS (Hot surface ignition) in basement furnace, authorized Silverton LP Gas to purchase and install replacement. Furnace is now in working order.
- Conducted cost analysis for airborne mold testing devices and lab fees in an effort to potentially reduce continued mold testing expenses. At the recommendation of CIRSA testing will be conducted bi-annually and it was not deemed cost effective to conduct these procedures “in-house”.

#### **Kendall Mountain Ski Area:**

- CPTSB (Colorado Passenger Tramway Safety Board) Lift inspection conducted on 11/7. No major deficiencies were reported and we anticipate receiving our Certificate of Operation in the coming weeks in anticipation of opening day on 12/7.
- Continued and completed required annual maintenance for CPTSB inspection.
- Conducted employee orientation and completed new-hire paperwork.
- Conducted certified alpine binding training with all Kendall employees on 11/5. Employees will need to study and complete training over the coming weeks but we anticipate all Kendall staff to be certified in the near future. This training is not mandatory for lift attendants however it will be beneficial to overall operations.
- Continued painting lift towers
- Assisted Community Relations Manager with Kendall Mountain merchandise review and purchase.
- Began fence-work for ski area boundaries
- Annual snowmobile maintenance
- KMCC Snow/ice removal as needed
- Continued early bird season pass sales at Town Hall
- Lift evacuation training was rescheduled with EMS and is now planned for 11/14.
- Began preparations for Ice rink (weed eating) and anticipate starting the ice-making process within the next week dependent on temperatures.

#### **Work Plan:**

- Compiled 2019 work plan

#### **GIS:**

- Contacted ESRI to review current GIS contracts. Current planning is to eliminate the desktop licensing model currently in use and shift to a web-based GIS program model we anticipate will provide a significant savings and remain adequate for our current use.

#### **Columbine Park:**

- Assisted building inspector with evaluation of Mike Geryak Soundstage at Columbine Park.

#### **Trails Task Force:**

- Participated in meeting on 10/30.

#### **Disc Golf:**

- Seasonal removal of course in anticipation of winter season.

## 2018- November Planner's Report – 11/8/2018



### Mark Reavis

PLANNING DIRECTOR  
SILVERTON, COLORADO  
[mreavis@silverton.co.us](mailto:mreavis@silverton.co.us)  
970-387-5522 x13

#### **Outline:**

- **Library RFP-RFQ Architect response – due November 16<sup>th</sup>.**
- **Library Planning Grant Administration – Active Grant SHF.**
- **Library DOLA match to SHF – contract requirements & reporting.**
- **Master Plan Update.**
  - **Production of consolidated document, with additions to Master Plan by Planning Commission.**
  - **Zoning boundaries – draw adjustments.**
  - **Discussion items and next steps & Public input.**
- **Development Issues**
  - **West hillside – slope, avalanche, access & utilities.**
  - **Animus- flood/avalanche.**
  - **Request for review form.**
- **Urban Trails & sidewalks.**

#### **Library RFP-RFQ**

The library RFP-RFQ was released and advertised requesting proposals and qualifications from architectural firms. The RFP-RFQ is specific to scope of work, program, contract services prepared by the Planner and the requirements that meet State Historical Fund and Federal preservation standards. The RFP-RFQs are due November 16<sup>th</sup> 2018. Outreach by the planner has been conducted from a list of SHF noted architectural firms, the outreach focused upon small to mid-size firms of western Colorado. Upon receipt all submissions they will be reviewed by the Planner for compliance with the stated requirements of the RFP-RFQ. Those compliant

submissions will be forwarded to the Town Trustees for review and selection. The Trustees may decide to set up a selection committee to review the qualified submissions. An interview with architects may be required or the architectural firm selection may be based solely upon the submission. The Planner will be able to review submissions for compliance within a week's time. The timeline for review by Trustees and/or Committee has yet to be determined. The preferred architectural firm and their submission and draft contract will be forwarded to SHF for concurrence. With concurrence by both SHF and Town and contract will be executed with the architects schedule of deliverables and compliance within the parameters of the grant.

**Library Planning Grant Administration – Active Grant SHF.**

The Town is in receipt of a fully signed and executed grant with funding in the amount of \$35,000 for the development of construction documents for the historic Silverton Carnegie Library. The contract was considered as active last week, with the term “active” it indicates that funds can be requested and expended. There is no expectation of requesting funding until an architectural firm is selected and placed under contract, then only when the architect, per contract, provides the first deliverable.

Michael Owen, Preservation Grant Specialist, History Colorado, State Historical Fund (based in Durango) and Korbin Pugh, Grant Contracts Specialist/Property Protection Coordinator, State Historical Fund (based in Denver) are planning a trip together to Silverton and it will likely be December 4 or 5, and I have made those dates available. The contract is formerly active and the Planner is responsible for moving forward with Korbin on contract requirements. Michael will go over compliance submissions with me with the focus on the Secretary of the Interior Standards. The on-site meeting will be a good opportunity to go over certain contract requirements and paperwork related information. This is a typical meeting that takes place with all SHF awards. I have familiarized myself with all the requirements and feel that I can accomplish the required grant administration of paperwork, reporting and monitoring of the selected architect's deliverables.

**Library DOLA match to SHF – contract requirements & reporting.**

The DOLA emergency grant for the required SHF match was approved and granted to the Town of Silverton. The award amount from DOLA is \$17,769 and was the previously stated SHF cash match from Town funds that is now covered by the DOLA grant. The Planner wrote the request and worked with DOLA in this effort. The Grant agreement has been reviewed and has been signed by the Mayor; we are awaiting an executed contract. The SHF grant of \$35,000 and the DOLA grant of \$17,760 provide a maximum available budget for Architectural Services of \$52,769, a budget that is clearly defined in the RFP-RFQ. This grant also requires specific reporting and requests per the DOLA contract agreement.

**Master Plan Update:**

As previously reported an extensive series of meetings has taken place with the Planning Commission. First the Commission looked at 8 neighborhoods (2 commercial and 6 surrounding neighborhoods) and dove into evaluating issues within each. Discussions included current zoning and potential barriers to future development along with looking toward a positive direction to quality development.

- **Production of consolidated document, with additions to Master Plan by Planning Commission.**

At the last Planning Commission meeting the planner submitted for review the discussion items and put them into the Master plan format. There was a general consensus of their

content with some recommendations and minor corrections. By utilizing the 2010 Master Plan format the proposed additions can be integrated into the 2010 language format. That integration and corrections are currently underway. This is an extensive effort in producing an acceptable document for initial public review.

- **Zoning boundaries – draw adjustments.**

A conceptual map was presented to the Planning Commission that indicated some possible shifts and adjustments to the zoning map. It is important to mention that zoning is one of the 2 primary mandates of the Commission. This is one of the reasons that general zoning requirements were the basis of early discussions in developing the revised Master Plan. Some more solid recommendations and actual drawing of zone lines will be undertaken at the next Planning Commission. Some divisions of existing zones into sub-zones will be a component of the discussion.

- **Discussion items and next steps & Public input.**

The next Planning Commission will include discussion items and the next steps in the development of the Master Plan. This will be the point of a determination by the Planning Commission if the document is ready for general release or an additional meeting is required. When determined ready, the draft Master Plan will be released for public review and the community's initial response and input. It needs to be stressed that the produced document is the effort of the Planning Commission and that the Public review, input, comment has yet to be initiated. The next steps will be the extent, reach and cost factors for collecting public comment. Mailings (post card &/or survey), small neighborhood meetings, general public meetings are likely effort to fully engage the Public.

### **Development Issues:**

The current increase in requests for zoning and use review has placed considerable demands on the Planner and Staff. The properties that are being considered by property developers (potential home owners) are fringe properties that have yet to be developed. The reasons these properties have yet to be developed are for a multitude of reasons, but primarily because of existing hazards: Floods, avalanche, slope and difficult access and utility services are the major factors. The issue of wetlands has now also become a factor and is tied into the Federal Agency of the Army Corps of Engineers.

- **West hillside – slope, avalanche, access & utilities.**

*(Included here is a Planner evaluation of a hill side property)*

**Development Issues:** Block 26 – west lots 1-12

**Zone:** R-1A – 3 lot minimum or per code 7,500 SF with minimum lot width 75 feet.

**Property Definitions:**

- Individual property development under consideration; 11<sup>th</sup> to 12<sup>th</sup> Street hillside development of Block 26, west lots 1 - 12.
- Alley - The alley running NS between Snowden and defined Bluff Street has been extensively developed as a main access road for many homes developed west of the alley from 12<sup>th</sup> Street to 15<sup>th</sup> Street. The route is often referred to as "TW Alley".
- Ownership :
  - "Black" West ½ of Lots 8-12, *small cabin developed on 6,250 SF.*
  - "Weller" East ½ of Lots 8-12, *(for sale)* lot is 125' x 50' = 6,250 SF, non-conforming isolated lot between ownerships with orientation north south. Isolated lots in R1-A have been allowed and approved at 5,000 SF.
  - "Close" Lots 5-7, *(for sale)* mid property, 7500 SF R1-A conforming lots.

- “Planeta” Lots 1-4 (proposed construction) lot 100 x 100 = 10,000 SF conforming lots + with access and utility issues.

**Site Issues Limiting Development:**

- Any substantial development of Bluff Street would cut through an apparently unstable toe of the hillside slope. Known factors of the above slope indicate rock movement and underlying soils with sandy water bearing flows. The effectiveness of high retaining walls cutting through the toe and soil conditions makes modifying the toe of the slope for the development of Bluff is not advisable.
- 40 foot rise in 12<sup>th</sup> Street from TW alley west to edge of defined Bluff Street far exceeds any potential to meet development standards. The dedicated segment of 12<sup>th</sup> has a rise of 40 feet in 100 feet (approx.).
- 11<sup>th</sup> Street is at a maximum grade of 15% but has the potential to serve the property to the north in Block 26 western lots 1-12.
- TW Alley exists for approximately half of its defined length from 11<sup>th</sup> Street to lot 8. The remaining north segment of defined TW alley can be developed to lot 4 but then steeply drops off severely and cannot meet development standards further north to meet 12<sup>th</sup>.

**Adopted Master Plan Language (2010):**

**Goal LU-1** Align land use designation, zoning, and other policies to better fit existing and planned land uses and evolving trends in Silverton

“Strategies” LU-1.4 On the shrine hillside, create flexibility to increase gross density per dwelling unit and to allow reconfiguration of lot lines subject to approval of a plan redesigning all or most of the hillside.

**Trails Master Plan Update:**

- Current trails planning efforts has recently identified 12<sup>th</sup> street in the trail plan as a primary urban trail that connects to the lower shrine trail. An existing trail exists within the 80 feet of 12<sup>th</sup> Street R-O-W and could be developed with more switch-backs to reduce the current excessive grade.

**Engineer Alternatives:** Engineer Mountain Inc. has conducted extensive review of the proposed site development and thoroughly evaluated 8 alternatives. The Planner’s review concurs the engineer on the best response to site conditions and is the basis for recommendations.

**Planner Recommendation for Development and Access:**

*(NOTE: all improvements are the responsibility of the developer of Lots 1-4 of Block 26, cost reimbursement for the future development of lots 5-7 shall be in compliance with Town procedures for reimbursement & recovery costs. It does not appear that The west ½ lots 8-12 “Weller” are subject to investment recovery with utilities served independently at 11<sup>th</sup> but with the possible exception of sewer (per determination of Public Works).*

- Both the adopted Master Plan and trails update indicate identified issues and opportunities if recognized can be beneficial to the Town’s Citizens.
- The Master Plan indicates flexibility in development that has already taken place with the reoriented development of the west half of lots 8-12 of the “Black” property in the SW corner of Block 26 accessed via 11<sup>th</sup> Street and not Bluff Street.
- Drivable access to Lots 1-4 for the proposed development of the Planeta property can be provided by 2 routes fed from 11<sup>th</sup> Street. 2 routes provide alternative access for emergency services.
- Primary road access shall follow the current pattern of development of TW Alley to the north of 12<sup>th</sup> Street to 15<sup>th</sup> that has set precedence for primary access via the alley. But in this instance for Block 26 the site conditions dictate a dead end and shall stop at lot 4 of the proposed Planeta Property development. The dead-end aspect dictates an alternative route to the property as a secondary access. It appears that a driveway is possible to service the existing buildable bench of land of Lots 1-4. The new TW alley (or a new designation) would be approximately 225 feet in length from 11<sup>th</sup> to lot 4. The 14 foot alley can likely serve the mid lots (Mr. Close lots 5-7) and Planeta. The Engineer has indicated a 10 foot minimum improved width – Public Works has requested a full with development of 14 feet that will likely require some up-slope retention.
- The Bluff Street R-O-W currently has a drivable width of 6 to 8 feet and is in need of reasonable improvements and some possible retention. It is recommended that an improved consistent width of 8 feet be established following the west edge of lots 1-12 and extending into the R-O-W of 12<sup>th</sup> Street. Within the 12<sup>th</sup> Street width and beyond develop a “T” turn-around at the Bluff Street terminus utilizing the current bench area and slight extension of a route north.
- Provide sewer utility extension in the improved TW alley from 11<sup>th</sup> to lot 4.
- Provide water utility extension in improved Bluff Street to lot 4 and terminate (with Public Works considerations and requirements). *NOTE: dead-end termination of water is not a Public Works preference and will need further consideration.* The placement of a water line in the thin current width of Bluff presents difficulties, plans for installation and slope stability will be a factor in the installation.



- Provide walk-up access to the Planeta site from 12<sup>th</sup> Street to fit with the proposed development concept of the site and improvements to a public trail.
- Proposed home construction foot print and any proposed garage requires further review and approval by the Planner.

**Planner Recommendation for Approval based upon Public Benefit:**

- Diverging form construction/utility development standards can be primarily justified if it is in the best interest of the Community. The proposed development of the Planeta Property has the ability to be in the communities' interest with additional development of Town property.
  - Improve the full 80 foot width of 12<sup>th</sup> Street segment from Snowden to TW Alley. Provide defined parking as a trail-head leading to and connecting to the lower Shrine trail.
  - Provide improvements to integrate TW alley as it transitions into 12<sup>th</sup>, providing a smooth widened transition.
  - Reduce the grade of the current trail with an improved switch back trail. *Improved trail provides walk up access to Planeta property as well.*
  - Provide Urban Trail Signage: Wayfinding signage to identified urban trails and perimeter trail and possible indication of connectors to county trail system. Signage required at 12<sup>th</sup> Street trail base and 11<sup>th</sup> Street intersection with developed Bluff Street that has been developed as secondary access to Block 26 properties and as an identified Public access Urban Trail.

**Town Responsibilities and Liabilities:**

- A requirement to develop Bluff Street to full width (not possible) or to a 2-way moderate width would modify the toe of a hillside slope which has evidence of being likely unstable. Even a fully engineered retaining wall would be subject to failure.
- A required development of Bluff Street would not solve the ability to provide access to the up-hill blocks of 25 and 24. A tall retaining wall will be blocking any viable access to these areas and adjacent properties. Routing to other difficult lots will have to be looked at with alternative routes from the south or from above.
- Full consideration of Public Works utilities and their placement shall be a component with any approval. Review and approval by the Director and Public Works Committee is required. If easements are required through private property for utility servicing, routing or connection to adjacent property with the potential to develop, that shall be a component of the approval.
- Only one drivable route will not be plowed by the Town of Silverton's Public Works Department, and that will be a full width TW Alley. Because of their non-conforming and dead-end development of Bluff that will not be plowed. It will be the property owner's (Close (or buyer) & Planeta) full responsibility to maintain access in winter if desired.
- All restrictions, easements and requirements will be recorded on property deeds.

**Development Approval:**

*NOTE: Compliance with the aforementioned will result in a positive recommendation for approval from the Planner to be forwarded to others. This proposal will require further review scrutiny by Staff and Public Works. It has not yet been determined how the development will be reviewed past the Public Works Committee, though likely addition review will be required by the Planning Commission, Town Trustees and with possible variance review and approval by the Board of Adjustment.*

**NOTE: The aforementioned review is at a preliminary stage and not finalized, and is presented as an example of review of a land use issue.**

- **Animus- flood/avalanche.**

Requests for review of property adjacent to Cement Creek and the Animas have increased as well. These undeveloped properties typically involve flood or avalanche hazards and in some cases both. Recently Malcom MacDougall sent a communication to the Town Trustees regarding "Avalanche" mapped and designated areas. Months prior to this I researched the mapping and procedures for development with red and blue zones. A surprising fact is that you can construct within a Red avalanche zone (per Municipal Code) in Silverton with a structural design that can resist a horizontal load of 600 pounds per square foot. But compare that to a 90 lb. snow load for roofs in Silverton. *This does raise the question of the actual practicality of construction and if red-zone development should actually be allowed.* There have been requests for the Planner to make determinations that differ from the adopted map. There have also been submissions that generally indicate that property is out of avalanche issues, but with reports that were not

conducted by an engineer with expertise within the field of avalanche study and modeling. The field of avalanche study and computer modeling has become very advanced and mandates expertise. Property owners may find that true evaluation of an area may expand review and restriction to adjacent properties that are currently not required to meet code/zoning requirements. It is my opinion that avalanche mapping cannot be modified by spot zoning of the hazard, but must be done for the entire town. The cost of such a study and analysis is likely necessary at some date but it will be costly and the ramification of such a study will need to be understood by the community and may impact the value of property and affect future sales of property.

FEMA has commissioned professional engineering for development of revised flood hazard maps within the entire region including Mineral Creek, Cement Creek and the Animas. The expansive engineering report and documentation has been released and has yet to be fully integrated into available maps. This makes Planner review a purgatory situation. I will continue to pursue clarification and determinations of flood hazard and where our Town notification and regulation end and the property owner’s responsibility start. But this situation still places the Town in a situation of currently adopted flood maps and those that will be in FEMA for flood insurance. The integration of Federal and local review and regulation is an extended effort.

- o **Request for review form.**

It has become evident that the requests for land use have become ever more complex and that requests can’t be simply answered by the Planner without liability exposure of the Town. So as to collect the intent of the land-use inquire and to answer the land-use question, a draft review form has been developed. The primary issue is that phone calls or email answers do not fully address the issues of hazards, zoning and property development and opens to town to liability issues when persons are determining to purchase property based upon only one issue. “Can I build a single-family home in the R1-A zone?” what they are not telling you is that it is only one lot (3 lot minimum) in the Taylor’s addition in the red avalanche zone.

It should also be noted that current Municipal Code procedures need to be reviewed and likely modified in regards to “Use Subject to Review” to facilitate proper implementation of zoning and provides a clear path to development for an applicant. This will also be a component of the Master Plan effort but the form below is being utilized here as a test effort to confirm its effectiveness and any needed modifications.

**NOTE: Fill out Section “A” if Applicant &/or “B” if a “Representative inquire”**  
GENERAL LOCATION OF PROPERTY

\_\_\_\_\_  
ADDRESS (if known)

\_\_\_\_\_  
LEGAL DESCRIPTION: LOT NO. (S) \_\_\_\_\_ BLOCK \_\_\_\_\_  
ADDITION \_\_\_\_\_

\_\_\_\_\_  
ZONE (if known)

---

**Section A:**  
NAME OF PROPERTY OWNER(S) / APPLICANT \_\_\_\_\_

PHONE ( ) \_\_\_\_ - \_\_\_\_ ; Alternate or Cell Phone ( ) \_\_\_\_ - \_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
EMAIL \_\_\_\_\_

**Property Representative:** Realtor/appointed Representative/alternate contact: **Complete Section "B"**

**Section B:**

PROPERTY REPRESENTATIVE, Company Name

REPRESENTATIVE'S NAME \_\_\_\_\_

PHONE ( ) \_\_\_\_ - \_\_\_\_ Alternate phone # (cell) ( ) \_\_\_\_ - \_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

**Section C:**

LIST PROPOSED USE (residential, commercial, other?) Explain fully:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED PROJECT SIZE (square footage, number of stories, etc.)

\_\_\_\_\_

KNOWN ISSUES WITH PROPERTY (hazard/infrastructure/access)

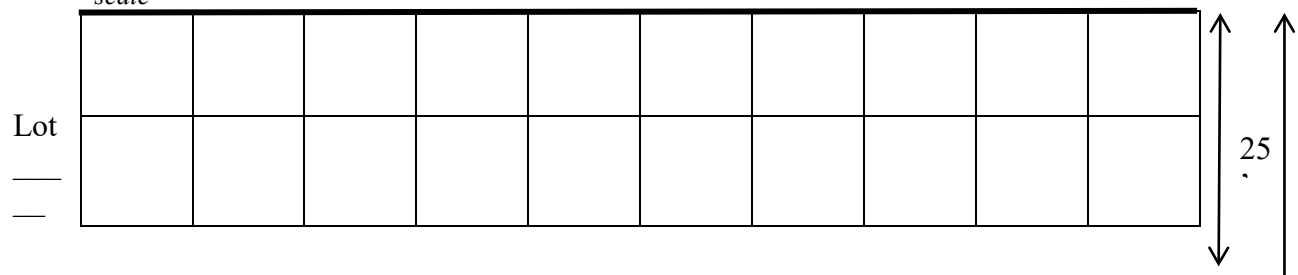
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

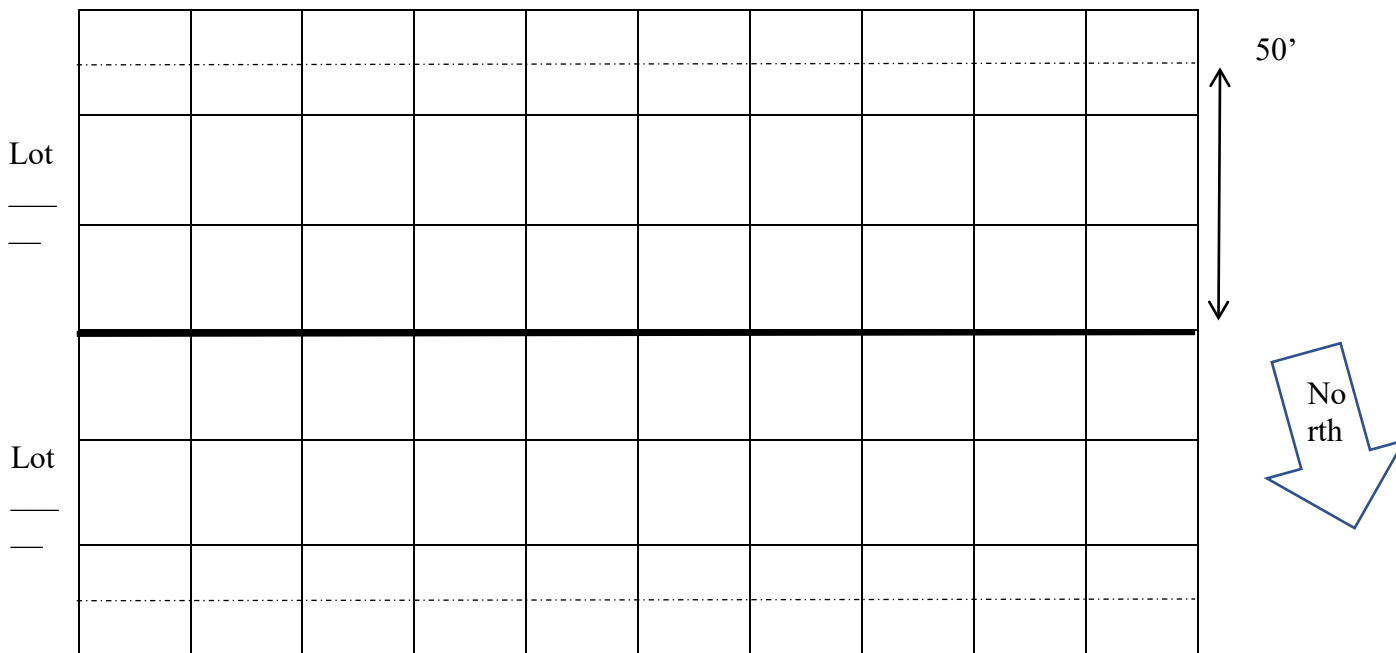
*Applicant shall answer and acknowledge with their initial all required item:*

**REQUEST FOR REVIEW:**

- Is section "A" owner information the applicant? YES \_\_\_\_\_ NO \_\_\_\_\_
- Is a representative requesting review, provided per section "B"? YES \_\_\_ NO \_\_\_
- Is section "C" complete? YES \_\_\_\_\_
- Is section "D" "SKETCH PLAN" completed? YES \_\_\_\_\_
- Is the purpose of the REVIEW fully acknowledged in regards to Zoning/land-use/available infrastructure/hazard/etc.? YES \_\_\_\_\_

**Provide a sketch of the proposed project:** (each square = to 10 feet - typical Town Lots) or required scale





← *All information submitted is known to be accurate as submitted by applicant* 100' →

SIGNATURE OF APPLICANT &/or Representative

DATE \_\_\_/\_\_\_/\_\_\_

**Staff Use Only** ----- **Staff Use Only** ----- **Staff Use Only**

**PLANNING DIRECTOR'S ADMINISTRATIVE REVIEW** ----- **STAFF USE ONLY**

**ADMINISTRATIVE REVIEW NOTES – "SKETCH PLAN" REVIEW**

**Planning Directors Approval - YES NO Initial** \_\_\_\_\_ /\_\_\_\_\_/

**Application Subject to FURTHER Review by Planning Director: Initial** \_\_\_\_\_

*Has applicant agreed to pay the fee for "Use Subject to FURTHER Review" - sign/date*

**ACTION TAKEN for FURTHER REVIEW:** *Forward to Staff &/or Planning Commission/ others.*

**REVIEW- RECOMMENDATION (s):**

**FINAL ADMINISTRATIVE REVIEW – Planner’s Additional Reviews & Reports - REQUIREMENTS**

**Planning Directors Approval - YES NO Initial \_\_\_\_\_**  
\_\_\_\_/\_\_\_\_/\_\_\_\_\_

*Applicant may appeal Planning Director’s determination & pay appropriate fee.*

**APPEAL TO BOARD OF ADJUSTMENT – ACTIONS TAKEN:**

**Urban Trails & sidewalks:**

The development of the concept of Urban trails within the community (by the Planner – previous reporting) has become an important factor in updating the Trails Master Plan. Critical to the plan is the economic impact of trail development and providing for visitors and citizens trail heads, parking and the possibility of restroom facilities. Urban trail will link with the proposed perimeter trail where perimeter trails have become an important economic factor in diversifying the recreational economy. *The hillside development review utilized this planning effort to propose an improvement for the development of the property that also serves the Trail Master Plan and Urban & Perimeter trail development.*

Sidewalk will be important in the Urban Trail system as well and for providing safe routes to school. How to effectively prioritize, implement and affordably execute sidewalk will be an extended planning effort.

**Other Projects**

NOTE: All of the typical projects and responsibilities are still ongoing for the Planner. Silverton’s Town staff as a team effort continues to proceed with the issues at hand and move the community forward with priority projects.

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**TOWN OF SILVERTON, COLORADO**

**RESOLUTION NO. 2018-08**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF SILVERTON, COLORADO ESTABLISHING THE TIME OF THE BOARD OF TRUSTEE BI-MONTHLY MEETINGS.**

**WHEREAS**, the Silverton Town Municipal Code Section 2-2-70 states “The Board of Trustees shall hold regular meetings on the second and fourth Monday of each month at 7:30 p.m.; provided, however, that, when the day fixed for any regular meeting of the Board of Trustees falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same hour on the next succeeding day not a holiday. All regular meeting of the Board of Trustees will be held in the Board room of Town Hall.”

**WHEREAS**, the Board of Trustees has determined that it is desirable to change the time of regular Trustee meetings to 7:00 p.m. and,

**WHEREAS**, the Board of Trustees desires to provide the public with the earliest possible advance notice of this change in order to minimize any public inconvenience; and,

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Town of Silverton, Colorado:

1. That all regular meetings of the Board of Trustees of the Town of Silverton, Colorado will be held at 7:00 p.m.
2. That this Resolution is effective upon its adoption by the Board of Trustees.

**RESOLVED, APPROVED AND ADOPTED** this 13th day of November, 2018.

\_\_\_\_\_  
Attest: Clerk / Treasurer

\_\_\_\_\_  
Mayor: