



## REGULAR TOWN COUNCIL MEETING

June 15, 2023 at 6pm

Town Hall, 8720 Spruce Mountain Road, Larkspur, CO 80118

## MINUTES

VIRTUAL MEETING LINK: <https://us02web.zoom.us/j/83202987923>

Meeting ID: 832 0298 7923

One tap mobile

+17193594580,,83202987923# US

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Find your local number: <https://us02web.zoom.us/j/83202987923>

### 1. CALL TO ORDER / ROLL CALL

	Present	Absent
Mayor Sherilyn West		X
Mayor Pro-Tem Sandy McKeown	X	
Ruth Ann Arfsten	X	
Mindy Kazurova	X	
Isaac Levy	X	
Lynn Pfaff	X	

### 2. PLEDGE OF ALLEGIANCE

### 3. APPROVE AGENDA

- June 15, 2023 Regular Meeting

**MOTION:** Ruth Ann Arfsten motioned to approve the agenda for the June 15, 2023 regular meeting. Seconded by Lynn Pfaff. No discussion. Five (5) ayes, zero (0) opposed. Motion passed.

**AUDIO TIME STAMP: 1:35**

### 4. APPROVE MINUTES

- June 1, 2023 Regular Meeting

**MOTION:** Ruth Ann Arfsten motioned to approve the minutes for the June 1, 2023 regular meeting. Seconded by Lynn Pfaff. No discussion. Five (5) ayes, zero (0) opposed. Motion passed.

**AUDIO TIME STAMP: 2:31**

### 5. SCHEDULED PUBLIC APPEARANCES (10 Minute Limit)

### 6. ACCOUNTING REPORT

- Payroll Report

Posted: 7-7-2023 by HLY

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Please note: This agenda may be subject to change. Items may be added or deleted as required. The Town of Larkspur has adopted rules governing the public participation process in Town Council meetings. All audience members must refrain from commenting during meetings unless recognized to speak. Loud speech and boisterous behavior from audience members is not permitted and constitutes grounds for removal from the meeting. Please deactivate all cell phones during the meeting. Town Council meetings can be adjusted plus or minus 15 minutes from the timelines outlined within the agenda.

- General Fund (including Road & Bridge and Park funds)

**MOTION:** Mindy Kazurova motioned to approve the general fund bills in the amount of \$280,877.99. Seconded by Isaac Levy. No discussion. Five (5) ayes, zero (0) opposed. Motion passed.

**AUDIO TIME STAMP: 7:40**

- Water & Sewer Fund

**MOTION:** Isaac Levy motioned to approve the water and sewer fund bills in the amount of \$30,792.89. Seconded by Mindy Kazurova. No discussion. Five (5) ayes, zero (0) opposed. Motion passed.

**AUDIO TIME STAMP: 9:01**

- Cardmember services report
- 2023 lodging tax review

## 7. ADVISORY BOARD REPORTS

- Planning Commission – Heather Yanda, Secretary

Heather Yanda reported that the Planning Commission met the night prior and worked on recommended changes to the draft site plan ordinance. Discussion ensued regarding this site plan ordinance with the draft being left with the Council to look over for the next meeting. Scott Krob noted that any existing projects would not be subject to this ordinance change.

Discussion regarding the role of the planner also took place during this agenda item as well as discussion around the need for a code review.

Town residents and community members had the opportunity to ask questions and express opinions during this time.

- Water & Sewer Board – Lynn Pfaff, Council Liaison

Lynn Pfaff was not at the meeting but reported that Michael Swearingen was appointed as the representative to the Douglas County Water Commission. The board has been working on the water and sewer portion of the master plan.

- Parks & Recreation Board – Mindy Kazurova, Council Liaison

Mindy Kazurova was not at the meeting but reported that the area for the pickleball court had been measured and Dave Gardner gave a value for that piece of property, which is needed for grant writing purposes.

- Board of Adjustments

Heather Yanda reported that six people have applied to be on this board.

## 8. CONTINUING BUSINESS

- Front Range Trail meeting with Douglas County

Sandy McKeown reported that she and the mayor attended a meeting. Douglas County is helping us

Posted: 7-7-2023 by HLY

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by determining the trail, identifying engineering problems, identifying types of permits and environmental clearances needed, setting a timeline for project management, identifying applicable grants available and deadlines, and starting an action list and assigning responsibilities. Meetings will be once a month. Douglas County will do the work for us; they want to help us get this done. Town will need to put up money in kind for grants.

Mindy Kazurova inquired about the Parks and Rec Board being included in that since they are working on the five-year plan.

- Town Planner  
Discussion was already covered under the Planning Commission agenda item. Sandy McKeown had requested to see the planners' contracts (Baseline and RG & Associates). Heather Yanda will email RG & Associates onto the rest of Council.
- Appoint applicant to fill Jim Landon's Council vacant seat  
Chelsea Dey was presented as a candidate to fill this vacancy.

**MOTION:** Mindy Kazurova motioned to appoint Chelsea Dey to fill James Landon's Council seat. Seconded by Ruth Ann Arfsten. No discussion. Five (5) ayes, zero (0) opposed. Motion passed.

**AUDIO TIME STAMP: 1:04:55**

- ADU ordinance review  
Tabled until next meeting.

## **9. ONGOING CONTINUING BUSINESS**

- Sidewalk Project  
Isaac Levy inquired about a deadline to begin this project. Sandy McKeown will ask the mayor.
- Cabins – revisit September 2023
- Gazebo/Concession Stand – permit issued; construction underway
- Water Alarm Install – Comcast installed on June 13, 2023
- Trees in Park and Town ROW Maintenance – in progress
- Tree Stump Carving/Bear Repair – Complete as of June 11, 2023
- Survey Glen Walk Property Line: Encroachment easement being drafted by Dan Krob

## **10. NEW BUSINESS**

- Semocor report
- Refunded funds from FAMLI  
ADP took funds out of staff and Council paychecks in error. Council was asked if they would like to donate funds to the holiday celebration. All five members were in favor of donating these funds instead of having checks cut.
- Signs for Farmers Market and Food Truck Mondays  
Discussion tabled until we get quotes. Mindy Kazurova is working on getting quotes.
- Site plan for property south of The Spur  
Mindy Kazurova showed a drawing of the property adjacent to The Spur on the south side. She will be adding gravel (of some sort) and temporary structures to offer an extra seating area, like a beer garden, to her patrons. She asked Council if she could forgo the formal site plan process since all

structures are temporary. All Council members were in favor of her not going through the site plan process at this time.

#### **11. CONSTRUCTION & DEVELOPMENT PROJECTS**

- 233 Perry Park Ave – Schedule public hearing for July 20, 2023 at 5pm
- 9138 Spruce Mountain Road – in progress; waiting on site plan items
- Travel Center – no new update
- Jellystone/Steyn – no new update
- 9181 Spruce Mountain Road – Land use application submitted
- Fox Farm – Heather Yanda had a meeting with the developer and his representatives. They have requested to use a planner, at their own expense, during this initial time of determining a concept to present to the town. Dan Krob is reaching out to Joy with RG & Associates to see if she can work with them. Scott Krob reminded the Council that the town is under no obligation to annex anyone.

#### **12. LEGAL UPDATE**

Scott Krob gave instructions for looking at the site plan ordinance and went over the reason the Board of Adjustment language has been stricken in the draft.

#### **13. STAFF COMMENTS**

Heather Yanda gave a report on how the new Administrative Coordinator, Shasta Thompson, is doing in her new role.

The Ward family is selling eggs in the park each week under the lemonade law. Heather Yanda checked into health department standards for selling eggs. There is no need for a permit in this case.

#### **14. MAYOR'S REPORT**

#### **15. COUNCIL COMMENTS**

Ruth Ann Arfsten asked about holiday pay. Heather Yanda clarified what our personnel manual says.

Mindy Kazurova commented on the water balloon mess that was left in the park. Heather Yanda let the Council know that it was from a party, and the people who reserved the pavilion lost their \$100 deposit due to that mess. Staff will be adding wording to the park reservation form regarding water balloons.

Mindy asked if anyone had heard anything about Joe Rock. Sandy reported that he is doing fine and was being moved to a new facility.

Ruth Ann commended Matthew Dean for his efforts on clean-up day.

Mindy commented on how much she likes the farmers market.

Lynn Pfaff asked if we could do the clean-up day after the garage sale.

**16. UNSCHEDULED PUBLIC APPEARANCES** (Per Resolution 2022-27, each person will have 3 minutes to speak. If there are more than 15 people signed up to speak, the time limit may be lowered to 90 seconds per person.)

Sam Doyle expressed concern with semitrucks (currently and if the travel center happens) driving down Spruce Mountain Road. He encouraged the town to talk to Douglas County about stopping the through traffic and bypassing the weigh station.

Jennifer Dotzenroth encouraged the Council to look at the mission statement with regard to the travel center.

**17. ADJOURN**

**MOTION:** Mind Kazurova motioned to adjourn. Seconded by Isaac Levy. No discussion. Five (5) ayes, zero (0) opposed. Motion passed.

**AUDIO TIME STAMP: 1:45:15**