



REGULAR TOWN COUNCIL MEETING

July 6, 2023 at 6pm

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

MINUTES

VIRTUAL MEETING LINK: <https://us02web.zoom.us/j/84017539730>

Meeting ID: 840 1753 9730

One tap mobile

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Find your local number: <https://us02web.zoom.us/j/84017539730>

1. CALL TO ORDER / ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

3. CHELSEA DEY COUNCIL MEMBER OATH

4. APPROVE AGENDA

- July 6, 2023 Regular Meeting

MOTION: Sandy McKeown made a motion to approve the agenda for the July 6, 2023 regular meeting. Mindy Kazurova seconded. No discussion. Six (6) ayes, zero (0) opposed. Motion passed.

AUDIO TIME STAMP: 2:33

5. APPROVE MINUTES

- June 15, 2023 Regular Meeting

MOTION: Sandy McKeown made a motion to approve the minutes for the June 15, 2023 regular meeting. Mindy Kazurova seconded. No discussion. Four (4) ayes, zero (0) opposed, two (2) abstained – Chelsea Dey and Sherilyn West. Motion passed.

AUDIO TIME STAMP: 3:15

6. INTRODUCTION OF BOARD OF ADJUSTMENT APPLICANTS

Five of the six applicants introduced themselves to the Council.

Posted: 6-30-2023 by HLY

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7. SCHEDULED PUBLIC APPEARANCES (10 Minute Limit)

- Nick Chand, SAFEbuilt

Matt Denney of SAFEbuilt attended the meeting in place of Nick Chand. He gave a review of what steps had been taken place with regard to a certificate of occupancy for 168 Columbine. The property owners have until July 15th to schedule an inspection. If the schedule the inspection and still have items to complete, an additional 180 period is given to them to complete items. Council discussed history around Douglas County's previous jurisdiction as well as hypothetical discussion of non-compliance. SAFEbuilt and the town will send the property owner a reminder of the July 15th permit expiration date.

8. ACCOUNTING REPORT

- Payroll Report

9. ADVISORY BOARD REPORTS

- Planning Commission – Heather Yanda, Secretary
- Water & Sewer Board – Lynn Pfaff, Council Liaison
- Parks & Recreation Board – Mindy Kazurova, Council Liaison
 - Mindy Kazurova read an official statement from the Parks & Rec Board regarding placement of the sidewalk in park. There is a general consensus of disapproval of the placement. They asked that the Council not make any decisions regarding the park without consulting with the Board. They are working on a 5-year comprehensive plan, and any decisions made outside of that plan will be detrimental to the plan.
 - Mindy gave a pickleball update. The Ladies of Larkspur are working on the grant research process and found that there is a better chance of getting a grant if they write one that is inclusive of other projects in the park. Parks & Rec Board is looking at those projects.
- Board of Adjustments Applications – Five members, two alternates allowed
 - Patrick Alessandra (Application received 4/21/23)
 - Kristine Wilson-Slack (Application received 6/8/23)
 - Benjamin Hartle (Application received 6/8/23)
 - Margaret (Maggie) McCann (Application received 6/14/23)
 - Keith McCann (Application received 6/14/23)
 - Andrew Krause (Application received 6/14/23)

Applicants must be a resident of the town, which they all are. There are no red flags for any

MOTION: Sandy McKeown made a motion to appoint Patrick Alessandra, Kristine Wilson-Slack, Benjamin Hartle, Margaret (Maggie) McCann, and Keith McCann to the Board of Adjustments, and Andrew Krause as an alternate. Lynn Pfaff seconded. Mindy Kazurova asked if it is a conflict of interest for husband and wife to be on the same board. Dan Krob said that it is not necessarily a conflict. Six (6) ayes, zero (0) opposed. Motion passed.

AUDIO TIME STAMP: 56:32

10. CONTINUING BUSINESS

- Shasta Thompson Deputy Town Clerk oath

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Heather Yanda administered the Deputy Town Clerk oath to Shasta Thompson.

- Site Plan ordinance change – received 6/15/23

Council reviewed comments from Planning Commission and talked those items through along with other questions and concerns. Dan Krob will redo the draft to give it back to the Planning Commission to review again at their next meeting.

- Baseline contract – received 6/15/23

MOTION: Mindy Kazurova made a motion to approve the Town of Larkspur Agreement for Professional Services by an Independent Contractor for Baseline Engineering/Ben Thurston and to allow town staff and mayor to sign it. Lynn Pfaff seconded. No discussion. Five (5) ayes, zero (0) opposed, one (1) abstained – Chelsea Dey. Motion passed.

AUDIO TIME STAMP: 1:34:20

- ADU ordinance review

Dan Krob gave a report that a State bill that Governor Polis was working on was defeated on senate floor. He suggested a change to the penalty provision, which allows for a \$1000 fine, but state statute and 1-4-20 of our code allows for \$2650 fine. Dan recommended that we stay consistent and change it to \$2650.

Council wanted to keep the HOA provision just in case there ever is a need for that verbiage.

Isaac Levy asked how the water verbiage applies to existing ADUs. Dan explained that if the ADU doesn't have water, then they are not subject to the ADU standards for water. If an existing ADU wants to add water, then they must comply with the new ordinance. If an existing ADU is already hooked up to water, they would be grandfathered into the regular water/sewer bill amount. Only if they change use, would they have to comply with the new ordinance's payment requirements.

Council is taking the draft home to review.

- Signs for farmers market and food trucks

Heather Yanda will be asking for signs in the upcoming budget instead of requesting for this budget year. Item is taken off the table.

11. ONGOING CONTINUING BUSINESS

- Sidewalk Project – contract completion deadline 12/31/23, may extend to 6/30/24
- Cabins – revisit September 2023
- Gazebo/Concession Stand – complete
- Trees in Park and Town ROW Maintenance – in progress
- Survey Glen Walk Property Line: Encroachment easement being drafted by Dan Krob

Encroachment easement given to Council to review. Dan Krob explained the way it protects the town. Council approves of the encroachment agreement as it is written.

12. NEW BUSINESS

13. CONSTRUCTION & DEVELOPMENT PROJECTS

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- 233 Perry Park Ave – PC public hearing – 7/12 at 5pm; TC public – 7/20 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 – RG & Associates is reviewing the conceptual documents, Three-Mile Plan, response from GMS, special meeting minutes, and Planning Commission’s response

14. LEGAL UPDATE

15. STAFF COMMENTS

Heather Yanda followed up on the need for an ordinance complaint form. She has created one and will begin using it. She also noted that calls that aren’t in our jurisdiction will be passed to the correct authority instead of us mediating these calls. For example, a call that is a traffic violation instead of a code violation will be directed to Douglas County Sheriff.

16. MAYOR’S REPORT

- Water Smart grant update.
- Sheriff’s department would like to cover up the 25mph sign coming into town to see if that would work to help push traffic through. Council indicated they were ok with that sign being covered up temporarily.

17. COUNCIL COMMENTS

Mindy Kazurova

- Dana Fuller has done an amazing job with flowers in the park.
- Community has expressed to her how appreciative they are of the no parking signs on Silverheels during CRF. They felt appreciative that their concerns were heard by our Council.

Sandy McKeown

- Has also heard from some of the community about their appreciation for our work toward helping the CRF traffic.
- Asked about blocking off Bear Dance. Mayor relayed that the Sheriff only plans to barricade it off if it gets bad and will put a sheriff at the barricade.

Isaac Levy

- What’s the deal with the guy selling honey. Mayor has a plan to approach the business owner and get them to comply with our town code.
- Talked about looking at our rewriting our code. Dan Krob recommended a code assessment by a planning company. Mayor said that we will look at putting that in our budget for next year.
- Is the new planner working yet? All documents have been sent to him and he is reviewing them.

Chelsea Dey

- Is honored to be here and looks forward to working with everyone.

18. 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.)

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19. ADJOURN

MOTION: Mindy Kazurova made a motion to adjourn. Sandy McKeown seconded. No discussion. Six (6) ayes, zero (0) opposed. Motion passed.

AUDIO TIME STAMP: 2:12:22