



## REGULAR TOWN COUNCIL MEETING

August 17, 2023 at 6pm

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

## MINUTES

VIRTUAL MEETING LINK: <https://us02web.zoom.us/j/84938282268>

Meeting ID: 849 3828 2268

One tap mobile

+17193594580,,84938282268# US

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Find your local number: <https://us02web.zoom.us/j/84938282268>

### 1. CALL TO ORDER / ROLL CALL

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

### 2. PLEDGE OF ALLEGIANCE

### 3. APPROVE AGENDA

- August 17, 2023 Regular Meeting

**MOTION:** Ruth Ann Arfsten made a motion to approve the August 17, 2023 regular meeting agenda. Chelsea Dey seconded the motion. No discussion. Four (4) ayes, zero (0) opposed. Motion passed.

**AUDIO TIME STAMP: 1:31**

### 4. APPROVE MINUTES

- August 3, 2023 Regular Meeting

**MOTION:** Ruth Ann Arfsten made a motion to approve the August 3, 2023 regular meeting minutes. Chelsea Dey seconded the motion. No discussion. Three (3) ayes, zero (0) opposed, one (1) abstained – Isaac Levy. Motion passed.

**AUDIO TIME STAMP: 2:22**

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

### 6. ACCOUNTING REPORT

- Payroll Report

Posted: 8-15-2023 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:** Ruth Ann Arfsten made a motion to approve the General Fund bills in the amount of \$34,132.27. Chelsea Dey seconded the motion. No discussion. Four (4) ayes, zero (0) opposed. Motion passed. Motion passed.

**AUDIO TIME STAMP: 6:31**

- Water & Sewer Fund

**MOTION:** Ruth Ann Arfsten made a motion to approve the Water & Sewer Fund bills in the amount of \$23,539.49. Chelsea Dey seconded the motion. No discussion. Four (4) ayes, zero (0) opposed. Motion passed. Motion passed.

**AUDIO TIME STAMP: 8:53**

## 7. ADVISORY BOARD REPORTS

- Planning Commission – Heather Yanda, Secretary  
Heather Yanda read a motion that the Planning Commission approved at their July 12, 2023 meeting. Doyle Slack made a motion to request to the contract planner that the Planning Commission be allowed to review and make recommendations to the planner on all commercial, business, and industrial projects within the Town of Larkspur. Bill Lucero seconded the motion, and it was approved unanimously.

The mayor responded that they should incorporate the above motion into the Site Plan Ordinance that they are currently looking at.

- Water & Sewer Board – Lynn Pfaff, Council Liaison
- Parks & Recreation Board – Mindy Kazurova, Council Liaison  
Ladies of Larkspur would like to have park reservation fee. The Council was not in favor of waiving the fee, but they did say they could have the resident rate in the last meeting.
- Board of Adjustments – Heather Yanda, Secretary

## 8. CONTINUING BUSINESS

## 9. ONGOING CONTINUING BUSINESS

- Sidewalk Project
- Cabins – revisit September 2023  
Council would like to hear from the cabin renters, either in person or in writing.
- Gazebo/Concession Stand – staining complete
- Trees in Park and Town ROW Maintenance – in progress
- Survey Glen Walk Property Line: Encroachment agreements given to property owners

## 10. NEW BUSINESS

- SEMOCOR Report

## 11. CONSTRUCTION & DEVELOPMENT PROJECTS

- 9138 Spruce Mountain Road – in progress; waiting on site plan items
- Travel Center – no new update

Posted: 8-15-2023 by HLY

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- Jellystone/Stein – no new update
- 9181 Spruce Mountain Road – Land use application submitted
- Fox Farm – Joy McGee (planner), Dan Krob, and Heather Yanda met to discuss the third concept plan that Fox Farm submitted informally. The planner has determined that there is no net benefit to the town to annex and will be sending a report to Fox Farm stating this. They can still submit this concept with a formal application if they choose.

Scott Krob reminded the Council that there is no obligation to annex.

## **12. LEGAL UPDATE**

Scott Krob summarized an email from Ben Thurston from Baseline that said that he had completed his review for the land use question of the travel center, and his final conclusion was that the project is a use by right. Ben wrote that he said that ideally this kind of project would be a use by special review, but based on Larkspur's code as currently written and recent rezoning that he could not find a reasonable interpretation that would result in a special use permit. He is completing a report but was called out of town unexpectedly and does not have this completed. He will provide it as soon as possible. The town authorized him to let the developer know.

In a memo to the council, Dan Krob stated that they should hold questions until the report is completed and when it is given to Council.

## **13. STAFF COMMENTS**

Heather Yanda gave an update on candidates for town clerk position, and interviews will begin next week.

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

In addition to the items on the mayor report, the mayor reported the following things.

- Al Jacques passed away yesterday.
- Report on meeting with Douglas County regarding the Front Range Trail. County is prepared to absorb the cost, which will be around \$31,000. Trail would run from the area 2 bridge to the access point right below town hall to the top of the hill and will continue along the east edge of the park, behind the basketball courts and then come out and cross the road on our new sidewalk and down Plum Creek Avenue to Frink Creamery Trailhead. It will not need bridges with this path.

The town will have to process a land use application for a site plan, a floodplain development permit, and a grading permit. Our code says that a planner is required, but the mayor asked that because there won't be any structures put on the site that we not take it to a planner and allow staff to process the land use application and site plan to help keep the cost down.

Ruth Ann Arfsten expressed some concerns, including whether we should have the town do the site plan, the Preble Mouse. The mayor explained that with regard to the Preble Mouse, we have opted into the county's Habitat Conservation Plan, which allows us to do this. She also explained that we are under the county's 404 permit for the bridge.

County would come up with the survey plans. Scott Krob suggested that after staff looks at the plans, and if it looks too complicated, they could hire a planner to look at it.

The site plan will come through the Parks & Rec Board as a curtesy and will come through

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- Planning Commission and Council.
- The Douglas County Economic Development Collaborative talked about the Front Range Passenger Rail District. Mayor encouraged Council to look at the website she provided on the Mayor's Report.
- The Douglas County Economic Development Collaborative will be a committee to work on developing an RFP for a marketing company working on developing and economic development website for the county. This website will be to promote Douglas County. The committing will develop the RFP and will help with promoting what Larkspur has to offer. If anyone is interested, let mayor know. Chelsea Dey may be interested. Mayor will send Chelsea the contact information.

## 15. COUNCIL COMMENTS

Chelsea

- Will town clerk interviews be recorded? Yes, they will be recorded.
- Water safety notice – Why aren't we alerting people in a timely manner? Will Parker explained the process and the reason for the lag in the information getting to us.
- Asked about concession stand. No update due so Ron Keyes being on vacation. Should be on the next meeting agenda.

Ruth Ann

- She is going to forward email from Jennifer Evie from the Douglas County Economic Development
- Will we put Al Jacques condolences on the digital sign? Mayor is getting permission from the family to do that and put it in the newsletter.

## 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

- Talked about horses on the trail and the mess they make.
- He is concerned about food trucks (non-Monday food trucks) having a negative impact on the town restaurants.
- Appreciative for CDOT port of entry team stopping trucks on Spruce Mountain Road earlier in the month.

## 17. ADJOURN

**MOTION:** Ruth Ann Arfsten made a motion to adjourn. Chelsea Dey seconded the motion. No discussion. Four (4) ayes, zero (0) opposed. Motion passed. Motion passed.

**AUDIO TIME STAMP: 1:08:16**