



BOARD OF TRUSTEES

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MONDAY, August 14th, 2023, at 7:00 PM

BOARD MEMBERS & MAYOR MEET IN PERSON AT TOWN HALL,
PUBLIC WELCOME TO ATTEND VIA ZOOM MEETING – SEE LINK BELOW

I. Call To Order 704pm, Sam McCloskey called the meeting to order.

II. Roll Call

In person: Chris Frey, Frank Young, Marty Gitlin, Sam McCloskey, Sarah Walen, Sasha Regester, Kathy Grubbs (via Zoom), Chelsea Nihiser (Town Clerk). In public audience: Mathew (Bread Bar), Pat Buckley, Gail Buckley, Tom Peterson, Nick Reckman. On Zoom: Justin Johnson, Rob DuRay.

III. Motion to Approve Agenda

C. Frey motioned to approve the agenda as presented. M. Gitlin seconded. All in favor.

IV. Bills for Approval

C. Frey motions to approve the bills as presented. No discussion. S. Regester seconds. M. Gitlin asks if he goes to Home Depot, and stays under the \$500 limit, will he be reimbursed? S. Regester states yes, no issues. All in favor.

V. Approval of Minutes: 7/24/2023

C. Frey moves to approve minutes. M. Gitlin seconds. S. Regester abstains. All in favor.

VI. Public Comment

No public comment for bills, Pat Buckley

VII. Administrative Items:

a. Mayor Report

Will be on bills for approval at the next meeting. O'Brien tree removal company was out here the other day. Offered to take trunk out at corner of Cherokee and Tregay, quoted \$400.00, Mayor approved and will send bill to clerk.

b. Town Clerk Update

708pm, mayor asks if liquor license authority is mayor or clerk? Mayor signs liquor license. The clerk updates that she has been working on Building Department related items, such as a Planning and Zoning Board Meeting to review the Building Permit Application at 650 Main Street for a reroof, which was approved. Also received a Building Permit Application for a remodel at 425 Hancock Street, which is an agenda item later in this meeting. Aside from that, the last two weeks have been taken up working on the Audit. Made a plan with the Auditor to have requested documents submitted by tomorrow, August 15th. He will review and then we hope to present to the board at the next BOT meeting, August 28th, and turn into the state August 31st. The auditor has requested a list of documents, 70% of which have been turned in. The other 30% is the QuickBooks backup, which has admittedly taken longer than anticipated. It is like a huge puzzle, and hopefully am getting the pieces. In order to complete the QuickBooks backup, the bank accounts need reconciling. The Clerk has reported before this involving gaining access to various government portals which has taken a lot of

time, Clerk has recently gained access to PERA and the Department of Revenue, which were the last few hopefully needed. Unfortunately, has had to request help formatting some of the reports in a way that is usable. Can access the information but isn't certain what is there yet. Once the bank accounts and QuickBooks are reconciled, the clerk will pass through Accountant and then Auditor. Hopefully will be able to turn that over to the accountant tomorrow evening. Will miss potential deadline with Auditor but have been in contact with to communicate this. On this point, the Clerk wanted to bring up the possibility of either needing overtime/amending town hall hours to accommodate additional time put in over the weekend to work on Audit. Depending on when the meeting ends, is approaching 20 hours. Could potentially get everything turned in on time, but more likely will need approved overtime hours, or will need to close town hall to save on the four hours it would have been open Thursday. Sasha states the clerk did discuss the potential for overtime and the need to work over the weekend prior to doing so. Mayor states to take the overtime if needed.

VIII. New Business / Action Items

- a. Retail Liquor or Fermented Malt Beverage License Renewal Application "The Bread Bar" (C. Nihiser/Special Guest Robert DuRay)714pm

Manager Mathew is here to present the application in person. Rob DuRay is attending via Zoom. Clerk states the Town has received a liquor license renewal application for the Bread Bar. It is an annual renewal, with nothing appearing to be changing. Rob DuRay confirms nothing has changed from last year. M. Gitlin moved to approve. C. Frey second. All in favor. Rob asked if there was anything he needed to know about. S. Register states to come to town birthday party next weekend.

- b. Retail Marijuana Establishment Business License Annual Renewal "The Green Solution" (C. Nihiser/Special Guest Justin Johnson)

The Town Clerk states the Town has received an annual business license renewal application for The Green Solution. The clerk states nothing appears to have changed from last year. In addition to the application, a check has been received for the application fee. Justin Johnson, senior counsel for Columbia care (TGS), is in attendance via zoom to present application. He confirms that nothing has changed and looks forward to continuing to do business with the town. M. Gitlin moves to approve, C. Frey seconds. All in favor.

- c. Pre-Application Meeting to Discuss Development Plan and Special Review Use for Potential Construction at 425 Hancock Street, Silver Plume, CO (C. Nihiser/Special Guest Tom Peterson, Architect)

The Town Clerk states the Town has received a Building Permit Application for an addition at 425 Hancock Street. As this property sits in the floodplain, it is subject to Special Review Use and a Development Plan. Today is their pre-application meeting to review the application requirements as set forth in Section 5.2 of the

LUC. Tom Peterson, Architect with Town of Georgetown, here to present application for an addition to 425 Hancock. Property Owner Nick Reckman is in attendance also. Architect presents structure: add bedroom and bathroom, removing another bedroom in the process. Addition will be two stories. Hoping to get a foundation this year, hoping the process will get them to that point. The architect states he is not clear on the timing of those meetings, not clear on notices, wants to know what he needs to submit.

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The architect asks if he can go through the steps for a Development Plan and wants to point out a point in the LUC that he is interpreting differently than the Clerk has advised him. The property owner states he agrees that the verbiage is misleading. He states he is a lawyer as well, and he does not read the provisions of the LUC as it is being interpreted. States there is conflicting provisions in the zoning requirements that are confusing. The clerk states she can try to clear that point up, if they would like to start there. The clerk states that although this is zoned as a single-family dwelling, it is also in the floodplain which has its own zoning requirements. Section 3.6 of the LUC states The Floodplain Overlay District comprises the floodplain, areas removed from the floodplain by the issuance of a FEMA Letter of Map Revision Based on Fill, and the Special Flood Hazard Area. All proposed developments located wholly or partially within the Floodplain Overlay District require Special Review Use approval pursuant to Section 5.2 of these Regulations. Then when you reference Section 5.2, it states A Development Plan must be approved for all developments other than a single-family dwelling and home-based business. This contradiction had the clerk confused as well, so she asked the Town Attorneys for guidance. It is agreed by all that the cited sections could use clarification, however the extra steps of the Special Review Process are intended and needed for projects in the floodplain. Property Owner states he would like to discuss with the Town Attorneys himself. The clerk clarifies Section 5.2 is referenced in Section 3.6 because Section 5.2 outlined the process for Special Review Use and the Development Plan. The architect asks how long the process can take and what the next steps are. The clerk states this is the first step, getting the board's approval of the pre-application materials. Then the architect will submit the Development Plan. Once received, the clerk will schedule a Public Hearing with the Planning and Zoning Board. The clerk has at most 30 days and at minimum 10 days to schedule that. The PZB then will make their recommendation to the Board of Trustees, and they will then review and either approve, deny, or approve the Development Plan with conditions. The architect asked when the 30 days start. This begins when the Development Plan is submitted. The architect then states he has further questions about the Development Plan and what would be needed. The clerk advises the application materials required for a Development

Plan are described in Section 4.3. Architect requests to go through Development Plan material needed. S. Register asks about the parking ratios. S. McCloskey inquired if the Board could waive parts of the Development Plan at this time. C. Frey states the sole purpose of this meeting is to see if the application is complete. Until the lawyer states we don't have to do a development plan, we will recommend that everything needs to be done. In C. Frey's mind, this will still need to go through special review use. C. Frey makes a motion to approve the application. Nick asks if Chris would make an introduction to the lawyer. Marty asks if there is a conflict of interest by having a property owner speak with lawyer? Sam thinks it's the best way. S. Register states that we are going to lean on the guidance presented by our Attorneys. If there is a meeting set up with the Property Owner and the Towns attorney, S. Register states that members of the Board need to be in attendance, as the Attorneys represent The Town, not the Property Owner. S. Register states to forgive learning curve and hopes that the Property Owners and architect appreciate that we are trying to move forward in the correct way, but she understands their frustration about length of time it takes. Nick is not trying to make anything convoluted. M. Gitlin inquired if he should recuse next door neighbors? Will need to ask Jo. Sasha/Chris to be involved with conversations with attorney. M. Gitlin seconded the motion. All in favor. Sam asks when the last LUC was updated. C. Frey states it was last updated in 2018. C. Frey states he will ask R. Caldwell what the intention was with Section 3.6 and Section 5.2. S. McCloskey voices frustration that it seems the LUC has many issues that need addressing. S. Register states that this is the only way to know what needs amending, is by finding out as you go. There is no possible way to foresee every issue possible when drafting documents like this. S. Register states that it is appropriate to review the LUC after 5 years.

d. CIRSA Audit Report (S. McCloskey)

748pm C. Frey wants information about fire extinguisher company. Sam went through CIRSA Audit with the R&B committee. Several things from the administrative side needs attention. Just want to keep on top of it. Seemed to be years of not being done. Not going to cancel our insurance, they will just raise the premiums. It would be good to do this in the future though.

e. Update on Town Clean Up (M. Gitlin)

Impressive turnout. M. Gitlin wants BOT to put together thank you letter to Mac for assistance with machinery. Town filled up four rolloffs. Wants to know who put two refrigerators on the ground. Mac helped get them into the rolloffs. Given the turn out, may be appropriate to post a letter in the Post Office to thank citizens for participating, and then a direct thank you letter to Mac. Hopefully less slash ending up in creek.

f. Update on Cemetery Clean Up (C. Frey)

758. M. Gitlin did not participate. Fire authority is staging will take 3-4 weeks. Chris states they are going to clear out old wagon trails, make a fire break for railroad, will clean up grave sites, lay flags on unmarked graves. Mark with GMS did a drone shot last week and will provide it to Fire Authority. Looking good. M. Gitlin asks if there is any movement on ground penetrating radar. Ted Parker should get a thank you note, he gave M. Gitlin a stack of paperwork on cemetery. Turned over to Judy, will make copies and distribute. S. Register asks if they are specifically cutting dead trees? There has been an issue with families planting trees on grave sites, which are not dead, but possibly in the way. It should be evident that someone purposely planted trees. Chris states that they will be cutting green trees for a fire break, however the FA is aware of this possibility and is taking extra care to make sure this doesn't happen.

g. Jail Update (M. Gitlin)

Initially when they did the stonework, they had committed to fixing the hole in the back. All they did was remove the plywood. Did not fix the hole. Chris will text the mason guy tomorrow.

h. Board Transitions (S. Walen)

803pm. Had a reason but was chatting with Marty who had another idea on how to address the topic long term. Sarah states that she is choosing to step off all boards and commissions effective this evening. Is sorry to all the people who she has projects going on with. The Board states they love her and thank her.

i. Town Clerk Job Position Discussion (PMC/S. McCloskey)

805pm Last item on agenda, Sasha, states they did have an interview with only applicant, who is the interim Town Clerk. Covered a lot of different topics regarding pay and other requirements. S. Register does not feel like she can commit at this point in time as she is the only person on the PMC. Sasha would like someone else appointed to the PMC, then go over the interview, go over budget with them, weigh all options, and then move forward. Sasha states she would personally prefer M. Gitlin to join. Marty says he is open to it joining but wants to discuss further. Sasha states she does not want to leave Chelsea hanging. Chris asks if we are going to wait two weeks. Sasha states she would like to discuss further via email, as it is inappropriate to discuss at this time. Sasha needs to become a signatory on the bank. Need to review filling a vacancy on the Board. Will need to schedule a special meeting on Monday 8/21 to fill vacancy, address signatory on banks, anything regarding board transitions. Kathy is out of town until the 28th but can be available via Zoom. Mayor states that S. Walen needs to be removed from the bank asap. Chris suggests reaching out to Jo to confirm the board can remove her without a motion, S. Register states they can just remove

her. Mayor will reach out to bank tomorrow. Will need to add someone as a signatory on the bank. Special meeting scheduled Monday 8/21 at 7pm.

IX. Updates:

a. Road and Bridge Committee

815pm. Sasha asks what the plan is for hiring new employees. C. Frey states they want to contract with Georgetown for a year. Waiting on Rick, Georgetown's Administrator, to come back with a quote for the work being done. We will be first on the plow list, Mickey or Shaun Frey will plow in our truck before they leave town in the morning. This gives us the opportunity to get a shop and hire someone set up for success. Will be a board decision when the time comes. M Gitlin states the R&B Dept will put together a prioritized list. Sasha states she understands but does not like this option.

b. Budget Committee

817pm S. Regester wants Board Members to be included in the conversation with the Auditor, then after the Audit is submitted have a meeting. Budget meeting scheduled for 9/6/23. 6pm

c. Personnel Management Committee

updated

d. Cemetery Committee

updated

e. Mountain Park Committee

Frank states he has SMPM maps printed and available. Spoke with Cindy Neely, she is working with a group on putting together the conservation easement. Has a bit of work to do still. The mayor states that the PMC, would like to get together and discuss how to fill in gaps of projects S. Walen was working on. Mayor and S. Regester to get together Thursday to discuss.

f. STR Update

Chad and Janet Miller are interested in administering the program. Will be building inspectors in Georgetown as well. Once they have an idea of interest, will need to schedule a STR Workshop. S. Regester states will need to make sure logins and correspondence are updated without S. Walen as a contact. Thursday morning will plan to move forward.

X. Adjournment

825 Cfrey moves to adjourn. Marty seconds, all in favor.