

CARBONDALE TREE BOARD
April 20, 2023
IN-PERSON/VIRTUAL MEETING
Town Hall, Room 1
6:00 P.M.

ATTENTION: The Carbondale Tree Board Meeting will be conducted in person and virtually via Zoom. If you wish to attend the meeting virtually and you have a comment concerning one or more of the Agenda items please email kmcdonald@carbondaleco.net by 4:00 pm on April 20, 2023. If you would like to comment virtually during Persons Present Not on the Agenda please email kmcdonald@carbondaleco.net with your full name and email address by 4:00 pm on April 20, 2023. You may also watch a live streaming of the meeting on You Tube. Search Town of Carbondale Tree Board Meeting April 20, 2023. Please be aware that you will experience a 15-30 second delay.

You are invited to a Zoom webinar.

When: Apr 20, 2023 06:00 PM Mountain Time (US and Canada)

Topic: Town of Carbondale Tree Board Meeting, April 20, 2023

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/85403050809?pwd=QIBHMEFkRzFQdkxnY01BTfBbNVdZZz09>

Passcode: 236276

Or One tap mobile :

+17193594580,,85403050809#,,, *236276# US

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 719 359 4580 US

Webinar ID: 854 0305 0809

Passcode: 236276

TIME*		ITEM	DESIRED OUTCOME
6:00	1.	Roll Call	
6:01	2.	Consent Agenda: Approval of March 16, 2023, Meeting Minutes	ATTACHMENT A REVIEW & APPROVE
6:05	3.	Persons Present Not on the Agenda	
6:10	4.	55 N. 7 th Street/Little Blue Preschool Expansion Street Tree Review	ATTACHMENT B REVIEW & DISCUSS
6:35	5.	Arbor Day and Dandelion Day Planning and Logistics	
6:55	6.	Town of Carbondale Boards and Commissions Uniformity Discussion	ATTACHMENT C and D REVIEW & DISCUSS
7:10	7.	Carl's Tree Report	ATTACHMENT E REVIEW & DISCUSS
7:30	8.	Adjourn	

* Please note: times are approximate



**TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, CO 81623**

Tree Board Memorandum

Meeting Date: 4/20/2023

TITLE: Little Blue Preschool Expansion – Proposed removal of Street Trees as part of a combined application for Administrative Site Plan Review, Subdivision Exemption, Special Use Permit, and Rezoning

Submitting Department: Planning Department

Property Owner: Blue Lake Preschool, Inc.

Applicant: Angela Loughry, Confluence Architecture

Property Location: **55 N. 7th Street;** Lots 1, 2, 3 and 4 in Block 21 of the Original Townsite and the southern 15 feet of Lots 1-5 in Block 7 of the Weavers Addition.

Zoning District: **Two Existing Parcels:** Commercial/Transitional (C/T) - Lots 1, 2, 3 and 4 in Block 21 of the Original Townsite and Residential/Medium Density (R/MD) - the southern 15 feet of Lots 1-5 in Block 7 of the Weavers Addition.
One Proposed Parcel: Historic Commercial Core (HCC)

ATTACHMENTS:

- Application Packet
- Image Packet
- Comments from Carl Meineke, Town Arborist

Project Description: The Little Blue Preschool proposes to expand their facility at 55 N. 7th Street to increase capacity from 36 to 70 children. The project includes rezoning the two lots that make up the property from C/T (Commercial/Transitional) and R/MD (Residential Mixed Density) to HCC (Historic Commercial Core), merging the two lots, constructing two additions to the existing building, and making improvements to the 7th Street right-of-way (ROW). **The Preferred Site Plan (Sheet A0.1) as well as the Preferred Landscape Plan (Sheet A0.3) show proposed ROW improvements including the removal of three street trees.**

Project Applications:

This project requires an Administrative Site Plan Review, Special Use Permit, Subdivision Exemption, and Rezoning as well as a courtesy review by the Historic Preservation Commission (HPC) and review and approval by the Tree Board.

The project was reviewed by the Historic Preservation Commission on April 6, 2023, and is scheduled for a public hearing before the Planning Commission on April 27, 2023.

Previous Approvals:

In June, 2020 Blue Lake Preschool, LLC received a Special Use permit to convert the existing residential building at 55 N. 7th St. to a Large Child Care Facility for up to 36 children. The Special Use permit included an addition to the front of the building for a total of 2,507 square feet (sf), with 7 off-street parking spaces.

Proposed Project: Two Building Additions, Playground Expansion, ROW improvements:

The proposed expansion project includes the construction of an addition with 2,184sf on the north side of the existing building and an addition with 243sf on the south side of the existing building. The existing playground would increase in size by 1399sf by expanding into space that is currently used for parking. The project would retain two of the existing off-street parking spaces accessed via the alley at the southeast corner of the property. The proposed Zoning District, HCC, does not require off-street parking for Child Care services.

The project also includes making improvements to the public right-of-way (ROW) on 7th Street. Section 5.7.3.E. of the Unified Development Code (UDC) states that for commercial projects with a public street frontage:

1. Where they do not exist in good condition already, a raised curb and sidewalk that complies with Town public works standards shall be constructed within the public street right-of-way, except in the OTR district.
2. Street trees, related irrigation, and street lights that comply with Town public works standards shall be provided in the public right-of-way.

Sheets A0.1 and A0.1a in the application packet illustrate two versions of the proposed improvements. Sheet A0.1 shows an option that removes three existing large Siberian Elm street trees and plants two street trees in bulb outs (either raised or at grade). Sheet A0.1a retains the three existing street trees. Both options include the construction of a new, 5-foot wide sidewalk and both options re-orient the street parking to be 90-degree head-in parking instead of the current parallel parking pattern.

Note: The Town Arborist, Carl Meineke, reviewed the project Site Plans and provided comments including his recommendation to remove the three large Elms. The applicant then produced a Landscape Plan, which Carl also reviewed and commented on. See attached.

Prepared by Kelley Amdur, Planner

**LAND USE APPLICATION FOR
Little Blue (Blue Creek Preschool, Inc.)**

**Addition to Large Day Care
(Child Care Facility)
At 55 N. 7th Street**

Tree Board Application

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**Carbondale, Colorado
April 10, 2023**

SECTION 1

APPLICATION INFORMATION AND BACKGROUND

Property Location: The property location for Little Blue Preschool is 55 North 7th Street. This property is located on the west side of 7th Street, one half block north of Main Street and across the street from Colorado Mountain College. The property has been owned by Blue Lake Preschool, Inc. since 2020. Prior to that, Mitt Farmer owned the property since 2016 and the property was previously owned by the Ferguson Family for several decades.

Legal Description: Lots 1, 2, 3 & 4, Block 21 of the Original Townsite

And

The southmost 15 feet of lots 1 through five, Block 7 of the Weavers Edition to the Town of Carbondale

Zoning: Commercial/Transitional (C/T)
Residential Medium Density (R/MD) Strip 15 feet in width at the northern portion of the property

Application Date: April 2023

Type of Application

Street Tree Removal, Landscape bulb out

Other Applications in Review Concurrently with Town

1. **General Rezoning.** Blue Lake Preschool, Inc. hereby submits an application for general rezoning of the two lots owned by applicant from C/T and R/MD to HCC. This process is subject to the general rezoning process outlined in the UDC with public hearings in front of the Carbondale Planning & Zoning Commission and the Carbondale Board of Trustees. The Board of Trustees is the final decision-making body.
2. **Special Use Permit.** Concurrently, the applicant submits an application for an expansion of a Child Care Facility (Day Care-seven children or more according to Table 4.2 of the UDC). This land use is subject to a Special Use Permit process with a public hearing in front of the Carbondale Planning & Zoning Commission. The Planning Commission is the final decision-making body. **A five year vested right on the Special Use permit is sought to allow Blue Lake Preschool flexibility in fundraising and construction schedules on an operational facility.**
3. **Subdivision Exemption.** Concurrently, the applicant submits an application for a subdivision exemption to remove the internal lot line and create one lot. Planning and Zoning is the final decision-making body on this application.

4. **Administrative Site Plan Review.** Concurrently, the applicant submits an application for Administrative Site Plan Review. Town staff is the final decision-making body on this application.

Project Description

Blue Lake Preschool Inc. has operated Little Blue Preschool at 55 North 7th Street since July of 2021. In 2020, A Special Use Permit for day care – seven children or more - was issued by the Town of Carbondale for that site. Subsequently a building permit was issued to allow the existing single-family home to be remodeled and expanded into a 3-classroom child care facility with office. The remodeled and expanded facility is 2507 square feet and serves 35 children from infant through preschool age.

The proposed expansion will add two classroom spaces serving 33 children, expand the existing infant classroom, and provide a commercial kitchen facility for lunch and snack preparation. The expansion to the infant room will allow Little Blue to increase critical infant capacity from the current eight children to 10. The two additional classrooms will serve more toddler and preschool age children for $\frac{3}{4}$ of a day and provide afterschool care to serve children ages five to 10 years old. The proposed expansion is to the north of the existing building and will span a historic property line where zoning changes from C/T to R/MD. Per town staff at the preapplication meeting, any expansion in this area requires rezoning and a minor subdivision exemption to join the lots.

To further knit Little Blue Preschool to the community, the proposed expansion is paired with a change of zoning from mixed zoning to the HCC that is slated for the area in the comprehensive plan. This proposal comes with public improvements that include removal of parking access off of 7th street to allow for more public street parking, a new and widened concrete sidewalk, new street trees and landscape bulb outs, and parking reorganization on 7th street.

Site Description

The site is 11,875 SF in size and is functionally flat. Most of the property is part of the Carbondale Original Townsite while the north 15 feet is part of the Weavers Addition. An Improvement Location Certificate and other technical documents are all included in Section 6 for easy reference.

The basic site dimensions are 100 X 100, though there is additional land parcel at the north of the property which measures 15 feet by 125 feet. There is a one-story commercial structure of 2507 sf on the southeastern portion of the site. In addition to the conditioned building there are 355 sf of covered porches. The existing site include one van size ADA parking space accessed off a curb cut on N. 7th street. Six other existing parking spaces are provided on the south side of lot accessible from the alley. The remainder of the site provides three separate fenced playgrounds.

All utilities are presently extended to the site, including Town water and wastewater, Xcel Energy for electricity, and Black Hills Energy for natural gas. The water is accessed on N. 7th street with a one-inch water line. The wastewater is accessed in the alley. Gas is accessed from the alley. Electric is accessed off a power pole in the alley. The site is impacted by utility poles and guy wires in two locations in the alley. One utility pole is in the alley on the south property line. Another is at the southeast corner at the property

line. Both utility poles have guy wires that limit car access off the alley- effectively eliminating 32 linear feet of alley access. Blue Lake Preschool has explored with Xcel Energy the possibility of moving poles, moving guy wires, or otherwise minimizing this impact. Excel indicated that the utilities would need to be under grounded in alley and under N. 7th street to the utility pole by 689 Main Street. If there was not room on the 689 Main Street pole, the utilities would need to continue to be undergrounded to the next pole and so on. This work would easily exceed \$300,000 and is well out of the possibility for the Little Blue addition budget.

The site is not encumbered by any easements.

The site's natural emphasis on pedestrian oriented and other multi-modal transportation fits the Little Blue program well. The site is half a block off Colorado Avenue which is used for biking and pedestrian access to the Rio Grande Trail. A RFTA bus stop is 350 feet away on Main Street in front of the pool. RFTA is used by Little Blue for field trips. Having a walkable bus stop lessens the need for private busing of children and increases access to all the activities the Roaring Fork Valley has to offer. The proposed upgrade of sidewalk and street parking supports this multi-modal approach.

The central location is also good for families. Fifty percent of drop off and pick up trips are done by walking or biking in the temperate months and 20% in the winter. The central location also helps with staff transport, allowing one staff to walk to work and two others to ride RAFTA or carpool.

SECTION 2

Street Trees

Little Blue is proposing reorienting the existing parallel parking on the public right of way in front of the property into head in parking. The head in parking matches the head in parking across the street at 689 Main and directly to the south of the property. This parking change affects the three street trees in the area.

Little Blue proposed other improvements in the Public Right of Way to mitigate increased car, pedestrian and bike traffic and increased street parking. These improvements are:

1. Remove buckled 3' wide sidewalk
2. Remove 3 existing trees
3. Install new 5' wide concrete sidewalk
4. Provide 3 new bulb outs with landscaping as noted on landscape plan
5. Provide 2 new large street trees in the public way and 1 small street tree on applicant property.
6. Remove curb cut on 7th street and return 16' of street frontage to 7th street

An alternate proposal is also included that shows retention of existing trees and the resulting street scape.

The tree removal plan is the preferred option for several reasons.

- There is a concern that work on sidewalk and water line near the tree roots will irreparably damage the existing trees.
- Blue Lake is concerned that the investment in the sidewalk could be wasted if existing trees remain and continue to buckle the sidewalk.
- The landscape bulbs provide a preferred street scape.
- Neighboring property owners also have concerns about the age of trees, sudden loss of limbs and sidewalk buckling.

The sidewalk and bulb outs could be a flush ribbon style as on South Third Street or a raised curb style as on Main Street and Colorado Avenue.

The tree ordinance and tree planting guidelines have been reviewed and will be followed.


$$1/8'' = 1'-0''$$

Site Data Table

A detailed street map of downtown Merit, Colorado, showing building footprints, streets, and landmarks. The map includes labels for streets such as 8TH STREET, COLORADO, ALLEY, MAIN ST., 7TH STREET, and 6TH STREET. Building addresses are shown, including 789 CO, 735 CO, 734 CO, 115 N 7TH, 701 N 8TH, 784 CO, 758 CO, 726 CO, 46 N 8TH, 60-64 N 8TH, 850 CT, 811 MAIN, WHITE HOUSE, 589 MAIN, 850 MAIN CT, 815 MAIN CT, 60 S 8TH, 758 MAIN, 734 MAIN, 712 MAIN, 799 GAR, 751 GAR, 735 GAR, 727 GAR, 850 N 8TH, 811, 585 CO, 858 CO, 81 MAIN, C.M.C. PARKING, POST OFFICE, BEER WORKS, RARTA BUS STOP, USFS, and POOL. A shaded area indicates the project location at the intersection of Main St and 7th Street.

Vicinity Map

N.T.S.

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Little Blue Addition

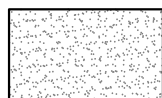
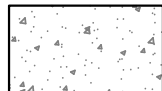

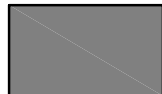
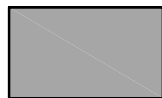
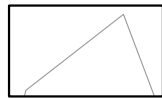
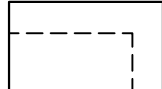
55 N. 7TH Street
Carbondale, Colorado 81623

Print Date:
4.11.2023
4-13-22 Site Study

File: Little Blue
Planning 5

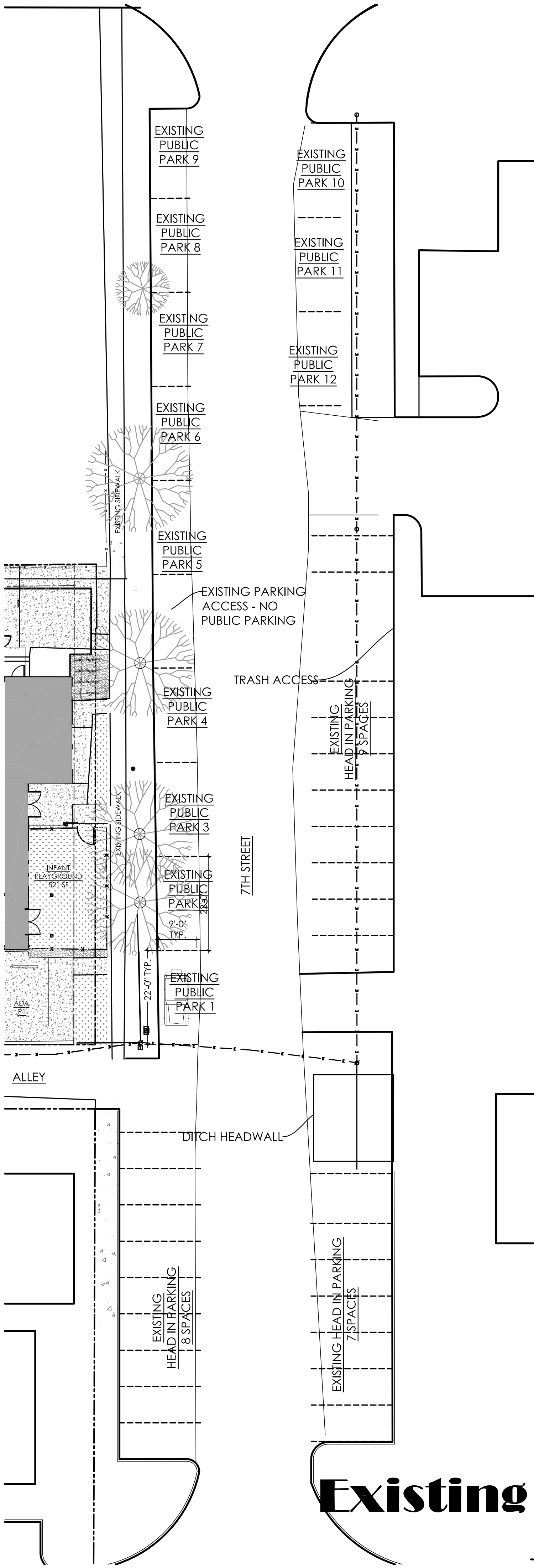
SITE PLAN A0.1



KEY	
	GRAVEL
	CONCRETE
	PLAYGROUND/ LANDSCAPING
	ADDITION TO BUILDING
	EXISTING BUILDING
	TOPOGRAPHY
	ITEM TO REMOVE

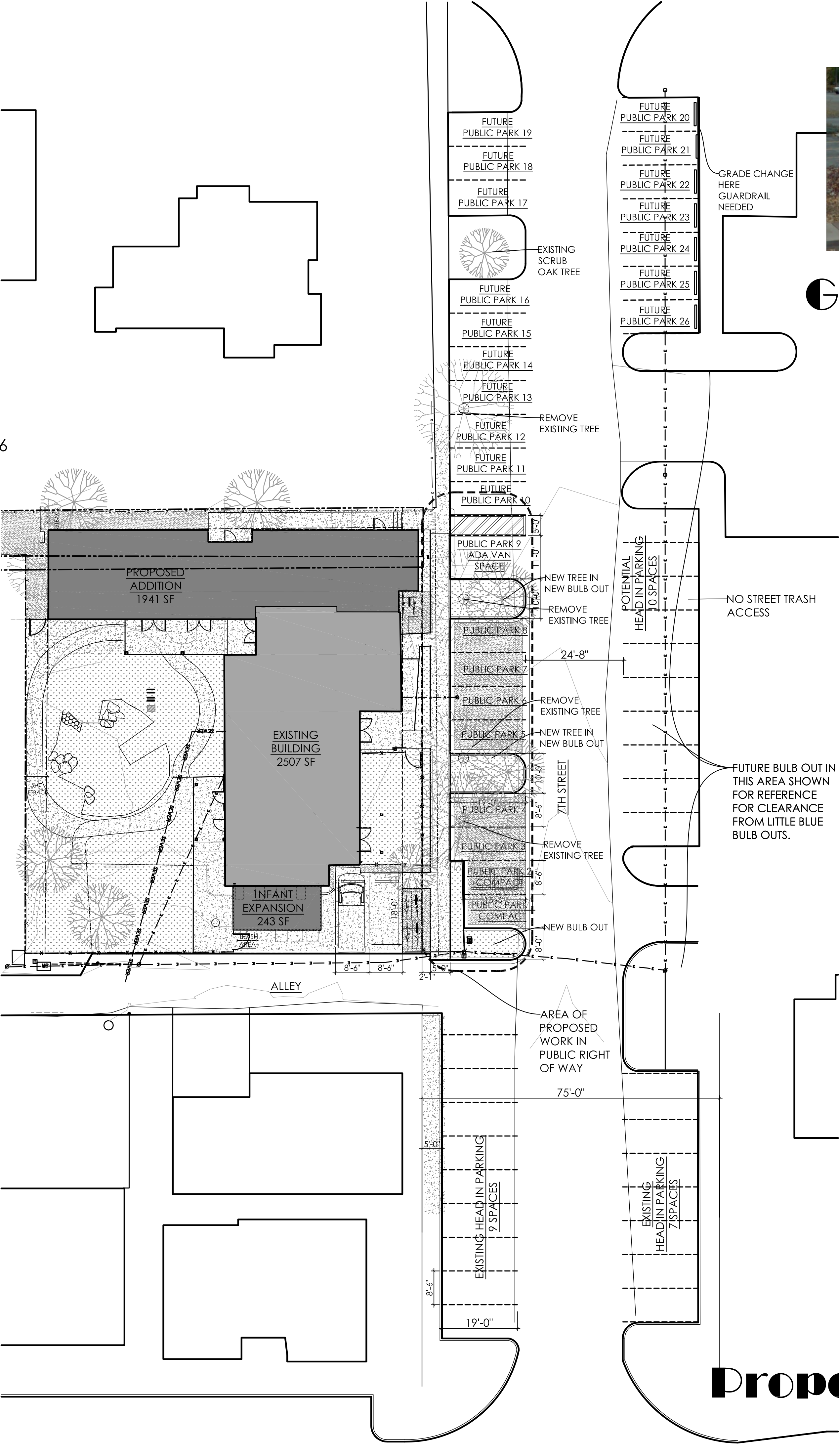
Lot Dimensions	irregular - see survey			
Total Site Area	11,582 sf			
Existing Structure Roof Coverage Area		2,507 sf		
Proposed New Structure Area		2,184 sf		
Subtotal Structure			4,691 sf	
Existing Covered Porch		355 sf		
Proposed New Covered Porch		220 sf		
Subtotal Covered Porch/Overhangs			575 sf	
TOTAL PROPOSED STRUCTURE			5,266 sf	
landscape area (pervious play and non play landscape)	3013 sf			
private outdoor area	4824 sf			
bulk storage space	621 sf			
Building Height Ridge	15.5 ft			
Building Height tallest midpoint of gable	10.5 ft			
Total Car Parking on Site	2 REG			
or				
	1 ADA			
Total Bike Parking on Site	6			
Number of Dwelling Units	0			
Setbacks	alley	0		
	7th street	0		
	adjacent to residential	5		
	adjacent to com. district	0		





Existing Parking
1/16" = 1'-0"

PARKING SPACES
Public parking spaces in front of Little Blue Preschool, CMC, and 726 Colorado Ave.
• 12 PARKING SPACES

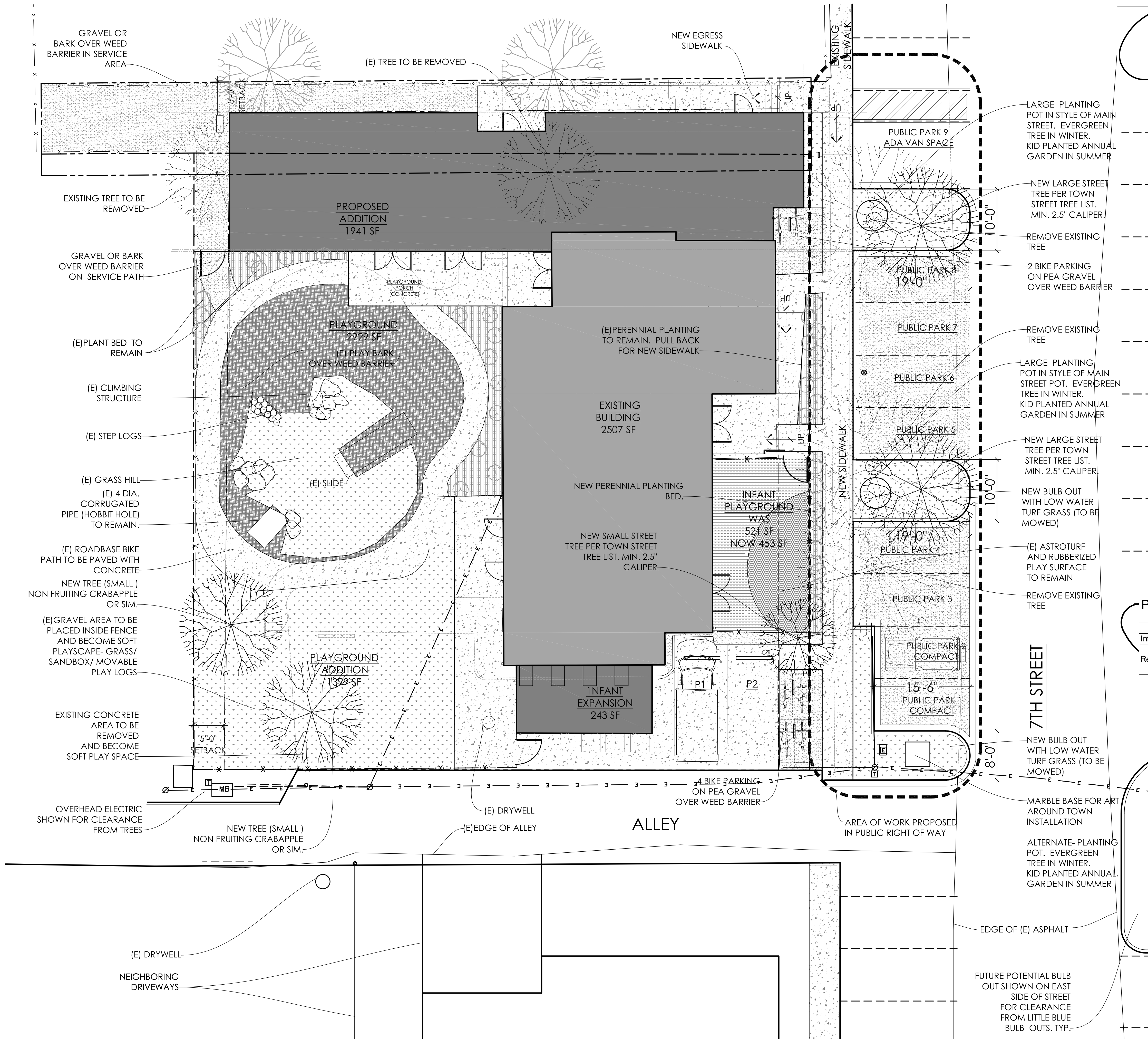


Proposed Parking
1/16" = 1'-0"



Grade Change
N.T.S.

PROPOSED PARKING SPACES
Public parking spaces in front of Little Blue Preschool, CMC, and 726 Colorado Ave
• 25 PARKING SPACES
• 1 ACCESSIBLE PARKING SPACE



KEY

- GRAVEL
- CONCRETE
- GRASS
- PLAYGROUND BARK
- PLANTING BEDS
- ASTRO TURF
- RUBBERIZED PLAY SURFACE
- NEW BUILDING
- EXISTING BUILDING

NOTE:

- TREE PLANTING FOR STREET TREES TO FOLLOW TOWN OF CARBONDALE TREE PLANTING GUIDE 2021.
- NO TREE SHALL BE REMOVED FROM THE PUBIC RIGHT-OF-WAY OR TOWN PROPERTY WITHOUT APPROVAL FROM THE PUBLIC WORKS DEPARTMENT. ANY TREE THAT HAS BEEN REMOVED SHALL BE REPLACED WITH AN APPROPRIATE SPECIES 2.5" CALIPER OR LARGER AT THE DISCRETION OF THE PUBLIC WORKS DIRECTOR OR TOWN ARBORIST IN ACCORDANCE WITH THE TOWN OF CARBONDALE MUNICIPAL CODE ARTICLE 5, SECTIONS 7-5-10 AND 7-5-20.
- IRRIGATION FROM LITTLE BLUE WATER TO BE PROVIDED TO LANDSCAPING IN PUBLIC RIGHT OF WAY.

PLAYGROUND AREAS

	provided	Required per State		
Infant Play Area	435 sf	Minimum of 400 sf		400 sf
Rear Play Area	4,328 sf	75 sf per users at one time or 33% of total or 33% of total users	38*75= (68/3)*75=	2850 sf 1700 sf
Subtotal Play	4,763 sf			

Landscape Data Table

Lot Dimensions	irregular - see survey			
Total Site Area	11,582 sf			
Existing Structure Roof Coverage Area		2,507 sf		
Proposed New Structure Area		2,184 sf		
Subtotal Structure				4,691 sf
Existing Covered Porch		355 sf		
Proposed New Covered Porch		220 sf		
Subtotal Covered Porch/Overhangs				575 sf
Proposed Concrete Area (mix of existing and new)		1,914 sf		
Existing non pervious play area (hobbit hole and infant play)		469 sf		
Subtotal impervious site features				2,383
TOTAL IMPERVIOUS				7,649 sf
Pervious Playground Area		2,997 sf		
Pervious Private Outdoor Service Area		697 sf		
Proposed gravel area for bike parking, and drainage near building (soil, pervious weed barrier, gravel)		205 sf		
Proposed landscape area (non-play)		34 sf		
TOTAL PERVIOUS AREA				3,933 sf
Impervious %	66.0%			
Pervious %	34.0%			
landscape area (pervious play and non play landscape)	3013 sf			



SOUTH THIRD STREET, CARBONDALE
EXAMPLE OF PARKING IMPROVEMENT
OPTION A



COLORADO AVE, CARBONDALE
EXAMPLE OF PARKING IMPROVEMENT
OPTION B



EXISTING HEAD IN PARKING N. 7TH STREET



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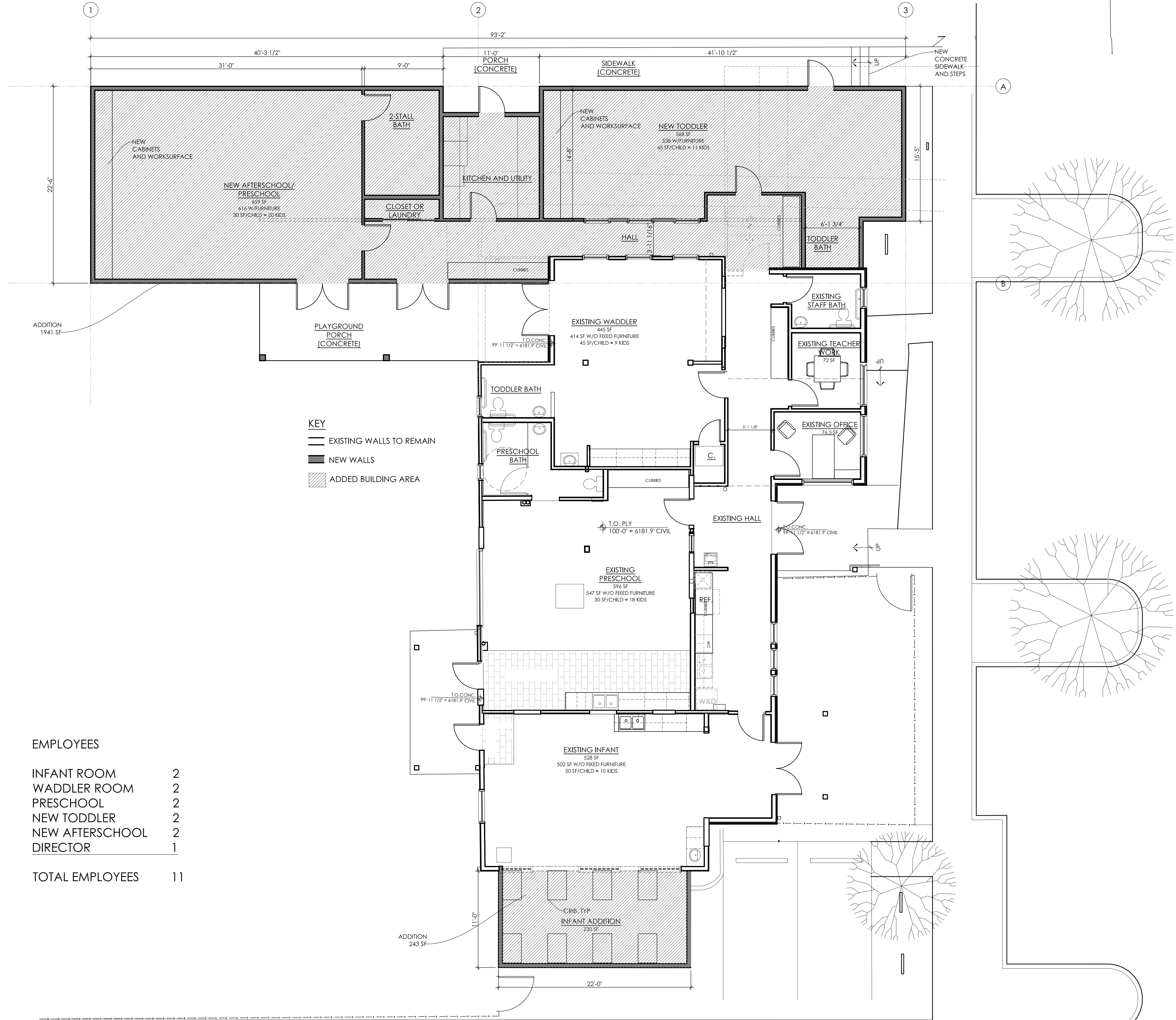
Little Blue Addition
555 N. 7TH Street
Carbondale, Colorado 81623

Print Date:
4.11.2023
4-13-22 Site Study

File: Little Blue 5
Landscape

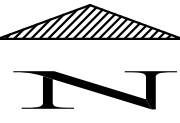
PHOTOS
A0.4

PHOTO STUDIES
N.T.S.



Conceptual Plan

3/16"=12"



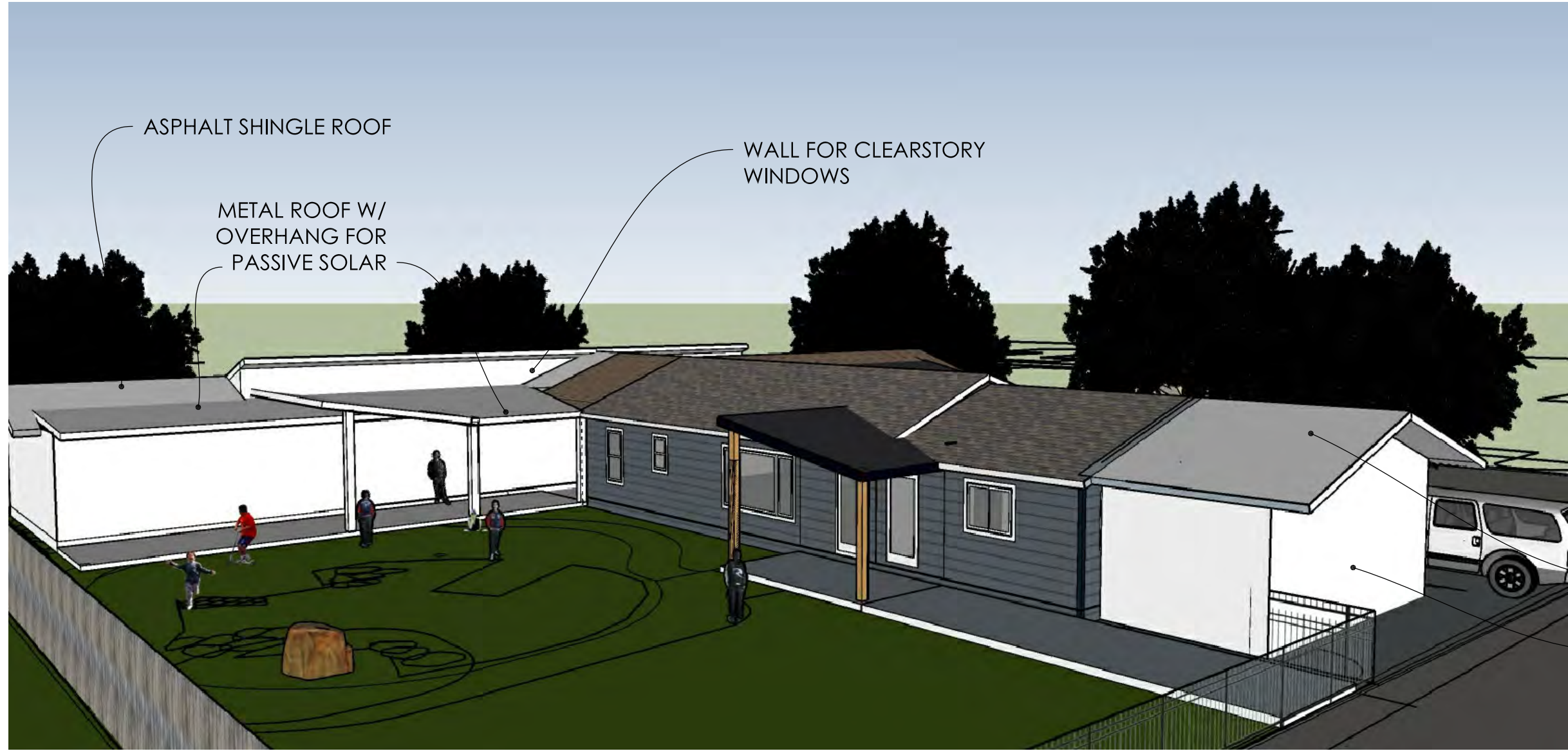
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Little Blue Addition

55 N. 7TH Street
Carbondale, Colorado 81623

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4-13-22 Site Study

File: Little Blue
Planning 5



VIEW FROM ALLEY

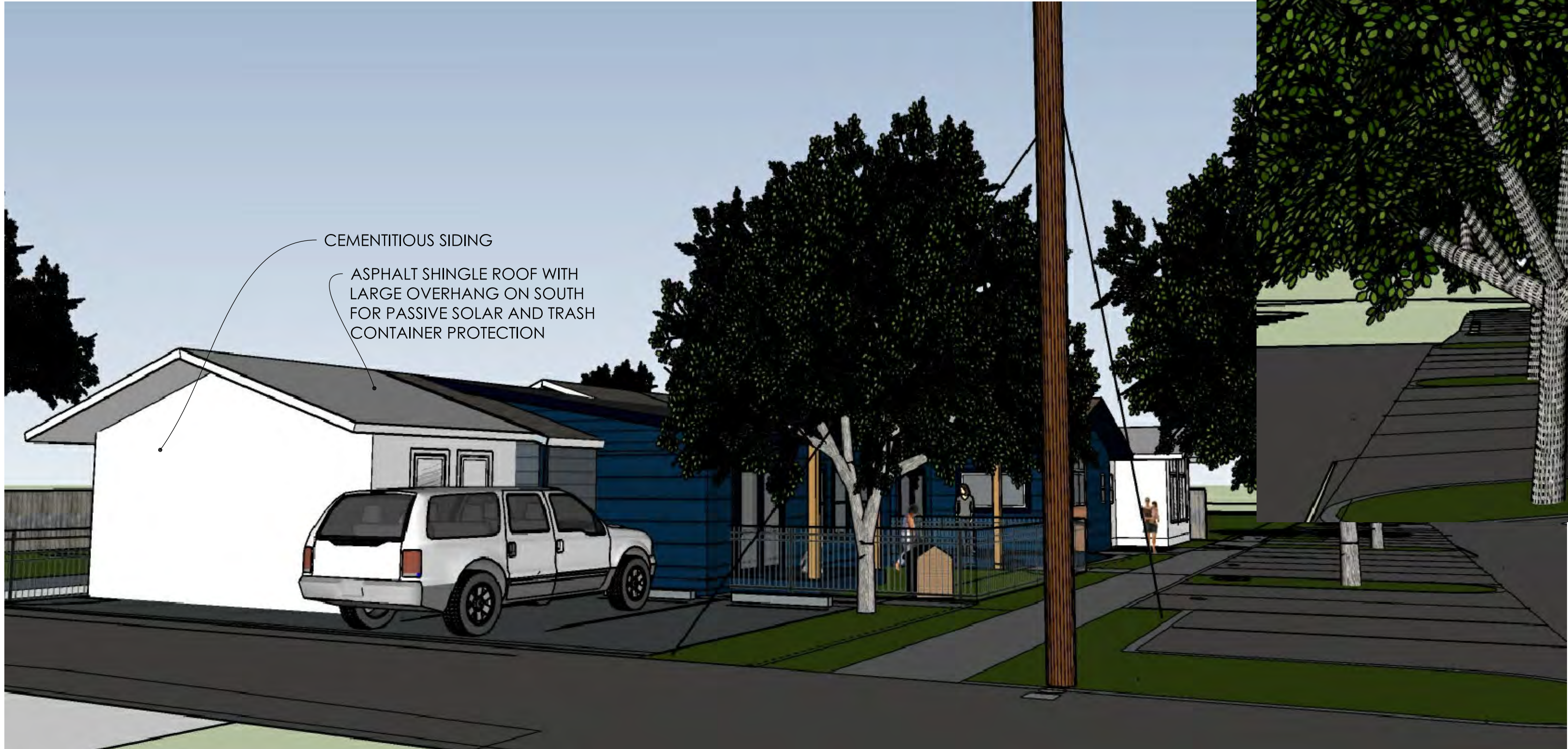


ASPHALT SHINGLE ROOF
CEMENTITIOUS SIDING

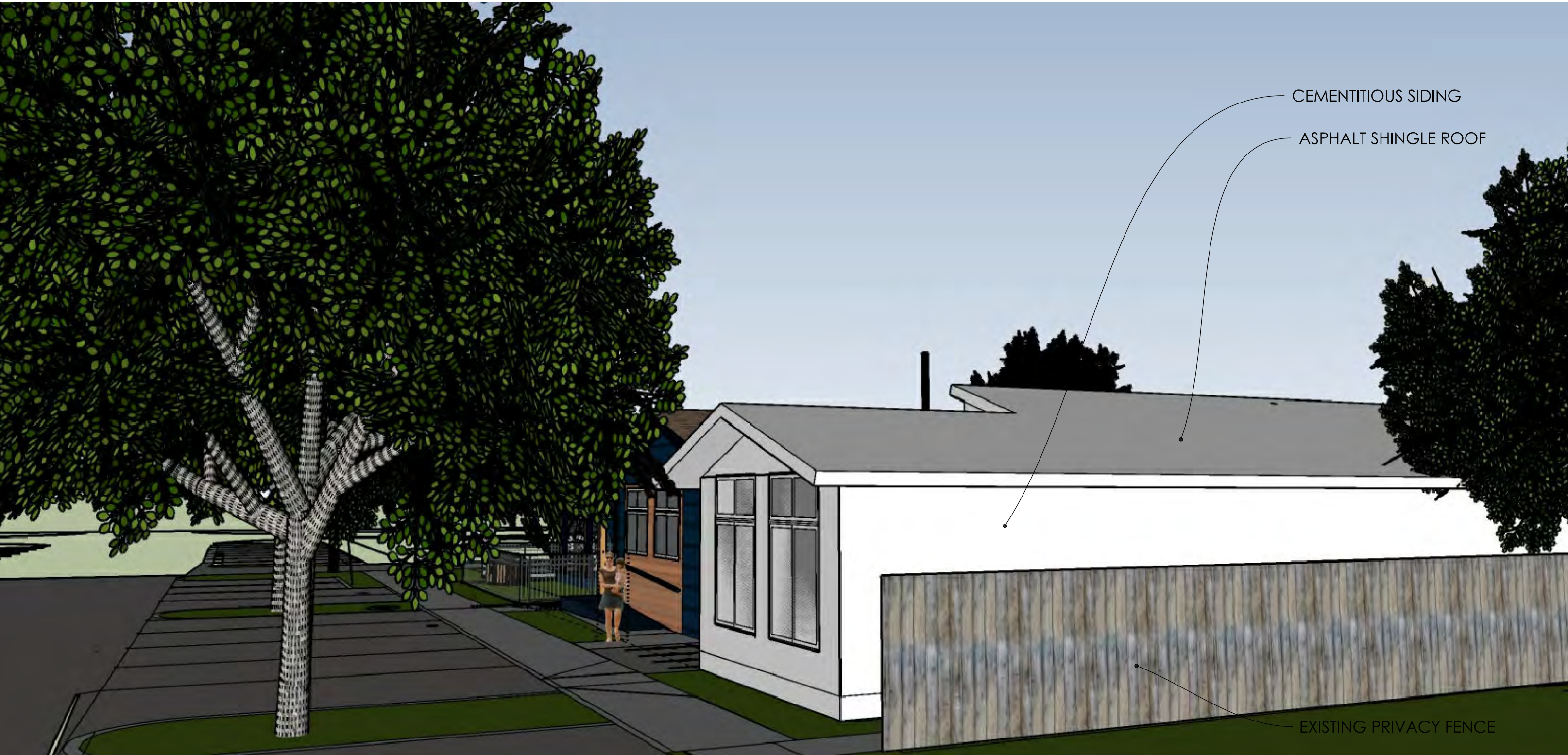
VIEW FROM N. 7TH STREET
ADDITIONS ARE MODELED IN WHITE

CEMENTITIOUS SIDING
WINDOWS TO MATCH
EXISTING

NOTE: CONCEPTUAL LEVEL DESIGN.
WINDOWS ONLY SHOWN ON EAST (STREET)
ELEVATIONS. WINDOWS NOT DESIGNED
ON OTHER ELEVATIONS YET.



VIEW FROM N. 7TH STREET/ALLEY
STANDING ON SIDEWALK LOOKING NORTH



VIEW FROM N. 7TH STREET
STANDING ON SIDEWALK LOOKING SOUTH

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Little Blue Addition
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Carbondale, Colorado 81623

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Planning 5

MODEL
A3.1

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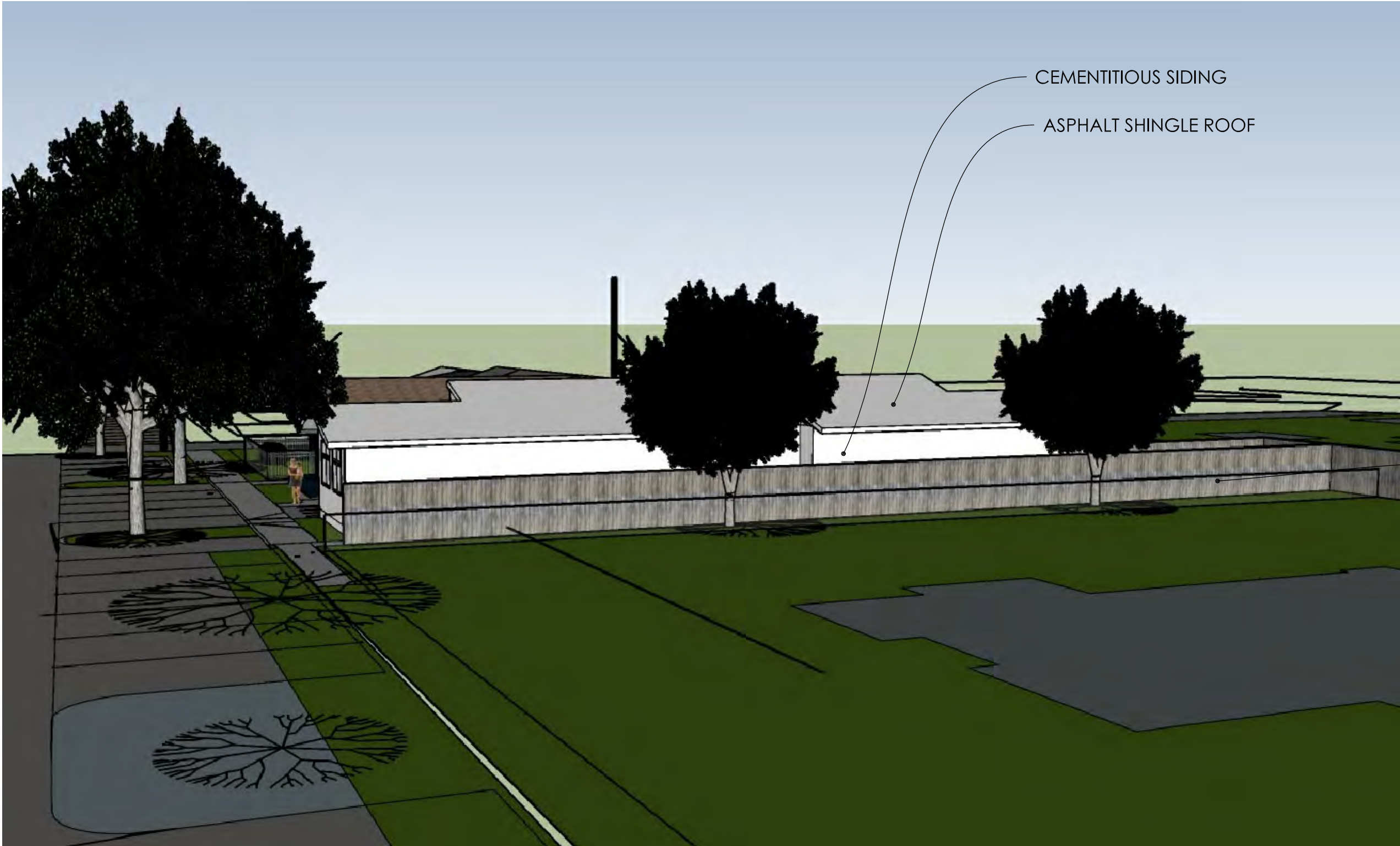
Little Blue Addition
55 N. 7TH Street
Carbondale, Colorado 81623

Print Date:
4.11.2023
4-13-22 Site Study

File: Little Blue
Planning 5

MODEL
A3.2

N.T.S.



VIEW FROM HOME TO NORTH (726 COLORADO)
LOOKING SOUTH

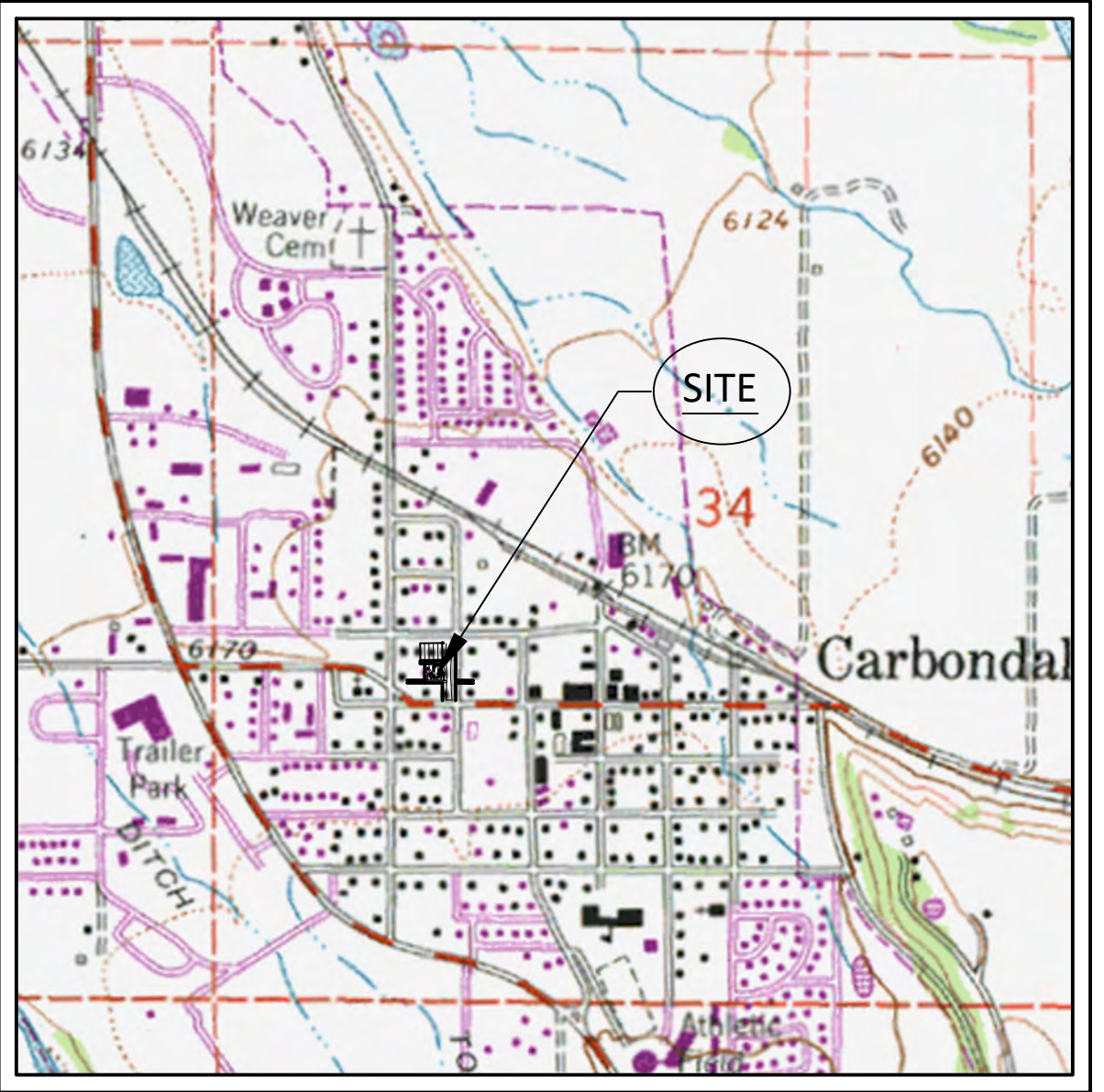
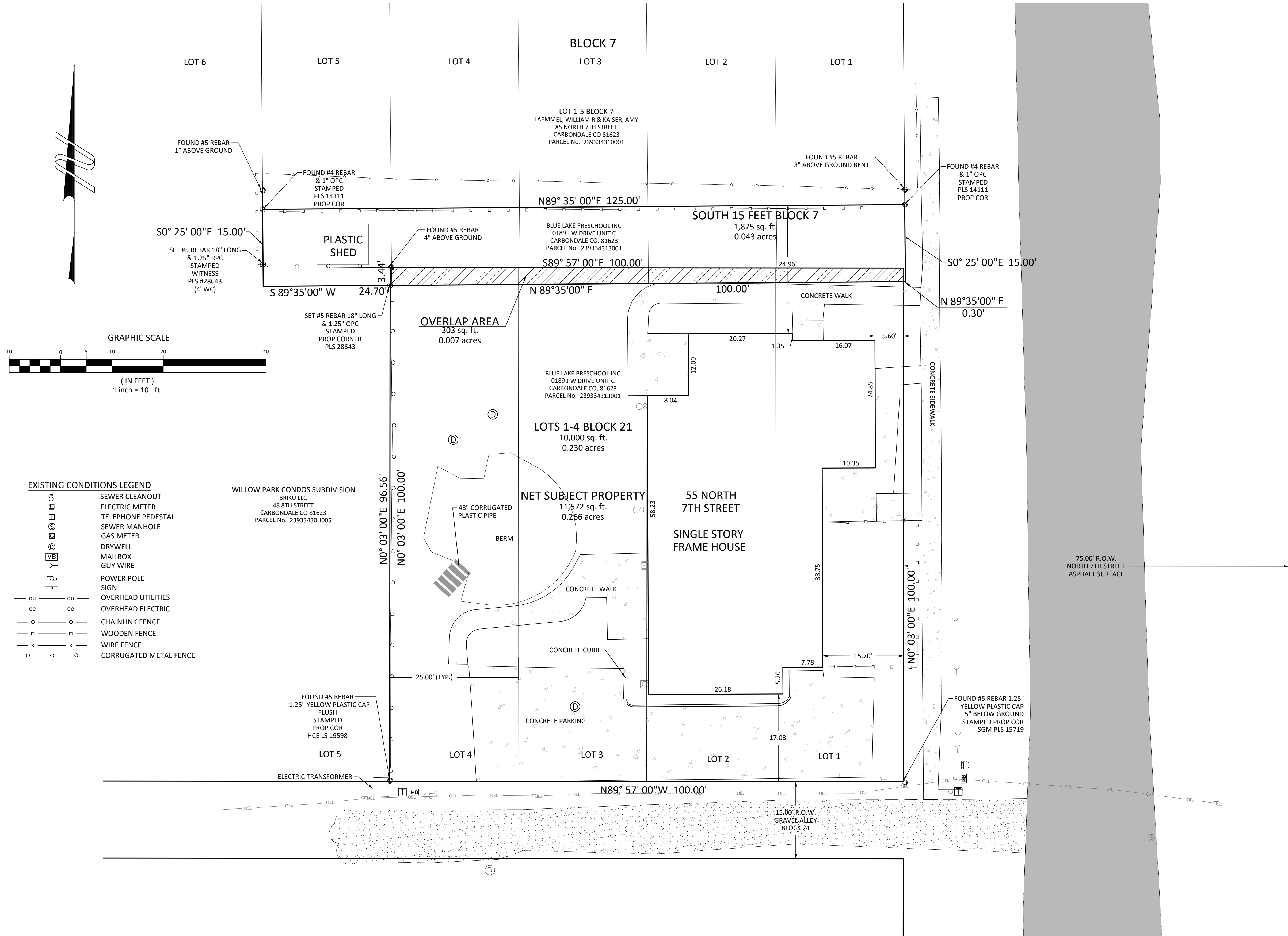


BIRD EYE VIEW REAR PLAY SPACE

NOTE: CONCEPTUAL LEVEL DESIGN.
WINDOWS ONLY SHOWN ON EAST (STREET)
ELEVATIONS. WINDOWS NOT DESIGNED
ON OTHER ELEVATIONS YET.

CONCEPTUAL MODEL IMAGES

IMPROVEMENT SURVEY PLAT MAP OF:
55 NORTH 7TH STREET
A PARCEL OF LAND SITUATED IN LOTS 1, 2, 3, AND 4
OF SECTION 34 TOWNSHIP 7 SOUTH, RANGE 88 WEST OF THE 6th P.M.
TOWN OF CARBONDALE, COUNTY OF GARFIELD, STATE OF COLORADO
SHEET 1 OF 1



TITLE PROPERTY DESCRIPTION

LOT 1, 2, 3 AND 4, BLOCK 21

AND

THE SOUTH 15 FEET OF LOTS 1, 2, 3, 4 AND 5, BLOCK 7
WEAVERS ADDITION TO THE TOWN OF CARBONDALE

COUNTY OF GARFIELD
STATE OF COLORADO

NOTES

1. Date of Survey: February 6, 2020 & June 28, July 6, 2021.
2. Date of Preparation: February 10-12, 2020 & July 6, 2021.
3. Basis of Bearing: A bearing of S 89°57'00" E between the found town control monuments found inside monument boxes at the intersections of Euclid Avenue & 8th Street and the intersection of Euclid Avenue and 4th Street.
4. Basis of Survey: The plat of the Town of Carbondale recorded December 17, 1887 in Plat Book 3 at Page 13 as Reception No. 5889. Easements, rights of way and other matters shown on the plat for Weavers Addition to the Town of Carbondale, recorded March 23, 1899 as Reception No. 21601.
5. This survey does not constitute a title search by Sopris Engineering, LLC (SE) to determine ownership or easements of record. For all information regarding easements, rights of way and/or title of record, SE relied upon the above said plat described in note 4 and the title commitment prepared by Title Company of the Rockies, Commitment No. 0602337 - C, effective date of January 3, 2020.
6. The linear unit used in the preparation of this plat is the U.S. survey foot as defined by the United States Department of Commerce, National Institute of Standards and Technology.

IMPROVEMENT SURVEY PLAT

I, MARK S. BECKLER, HEREBY CERTIFY TO BLUE LAKE PRESCHOOL INC, THAT THIS IS AN "IMPROVEMENT SURVEY PLAT" AS DEFINED BY C.R.S. § 38-51-102(9), AND THAT IT IS A MONUMENTED LAND SURVEY SHOWING THE CURRENT LOCATION OF ALL STRUCTURES, WATER COURSES, WATER FEATURES AND/OR BODIES OF WATER, VISIBLE ROADS, UTILITIES, FENCES, OR WALLS SITUATED ON THE DESCRIBED PARCEL AND WITHIN FIVE FEET OF ALL BOUNDARIES OF SUCH PARCEL, ANY CONFLICTING BOUNDARY EVIDENCE OR VISIBLE ENCROACHMENTS, AND ALL EASEMENTS AND RIGHTS OF WAY OF A PUBLIC OR PRIVATE NATURE THAT ARE VISIBLE, OR APPARENT, OR OF RECORD AND UNDERGROUND UTILITIES DESCRIBED IN LAND TITLE GUARANTEE COMPANY FILE NO. AB563014094-2, OR OTHER SOURCES AS SPECIFIED ON THE IMPROVEMENT SURVEY PLAT.



MARK S. BECKLER L.S. #28643

SOPRIS ENGINEERING - LLC

CIVIL CONSULTANTS
502 MAIN STREET, SUITE A3
CARBONDALE, COLORADO 81623
(970) 704-0311 SOPRISENG@SOPRISENG.COM

NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF CERTIFICATION SHOWN HEREON.

IMAGE PACKET
Little Blue (Blue Creek Preschool, Inc.)

Addition to Large Day Care
(Child Care Facility)
At 55 N. 7th Street



Oct 2012 View from Google Street View



Dec 2019 image prior to Little Blue remodel



March 2023 - Front elevation 55 N. 7th street



Sidewalk looking north



Rear view 55 N. 7th from alley



North view 55 N. 7th



Neighbors to south – 35 N 7th Street and 711 Main Street



Neighbor to North- 726 Colorado



Neighbor Across street – north



Neighbor Across Street- 689 Main Street (USPS visible beyond)



Neighbor Across Street- 689 Main Street (USPS visible beyond)

memo



To: Kelley Amdur / Planner
From: Carl Meinecke / Town Arborist
Date: 4/11/2023
Re: Little Blue Addition Landscape
Plan Recommendations

Comments:

This memo contains my recommendations concerning trees and landscaping after reviewing the proposed Little Blue Preschool Expansion Project landscape plan.

New Trees Bulb out Locations

- The new trees will be maintained by the town once planted
- New trees should have large mulch rings extending 2.5" ft out from trunk
- Grass under and around the trees in the bulb outs is the responsibility of the applicant to maintain

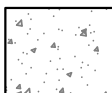
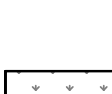


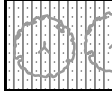

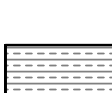


Flower Pots

- In an effort to reduce clutter in the bulb outs, the applicant should choose one of the three bulb outs to place a flower pot
- A foundation should be added to support the pot
- The applicant will be responsible for providing flowers in the growing season
- The pot will be watered by town staff and an evergreen tree provided during the winter
- If the applicant wishes to not provide flowers in the future, the pot will be made available for other interested volunteers

Opinions for Consideration

- I noted on the Landscape Plan that I don't recommend the planting of a small tree in an area with such limited soil.
- I would not add a marble base for art unless there is a defined need for it on the corner bulb out.



- | | |
|---|-------------------------|
|  | GRAVEL |
|  | CONCRETE |
|  | GRASS |
|  | PLAYGROUND BARK |
|  | PLANTING BEDS |
|  | ASTRO TURF |
|  | RUBBERIZED PLAY SURFACE |
|  | NEW BUILDING |
|  | EXISTING BUILDING |

NOTE:

1. TREE PLANTING FOR STREET TREES TO FOLLOW TOWN OF CARBONDALE TREE PLANTING GUIDE 2021.
2. NO TREE SHALL BE REMOVED FROM THE PUBLIC RIGHT-OF-WAY OR TOWN PROPERTY WITHOUT APPROVAL FROM THE PUBLIC WORKS DEPARTMENT. ANY TREE THAT HAS BEEN REMOVED SHALL BE REPLACED WITH AN APPROPRIATE SPECIES 2.5" CALIPER OR LARGER AT THE DISCRETION OF THE PUBLIC WORKS DIRECTOR OR TOWN ARBORIST IN ACCORDANCE WITH THE TOWN OF CARBONDALE MUNICIPAL CODE ARTICLE 5, SECTIONS 7-5-10 AND 7-5-20.
3. IRRIGATION FROM LITTLE BLUE WATER TO BE PROVIDED TO LANDSCAPING IN PUBLIC RIGHT OF WAY.

PLAYGROUND AREAS

	provided	Required per State		
Infant Play Area	435 sf	Minimum of 400 sf		400 sf
Rear Play Area		75 sf per users at one time or 33% of total or 33% of total users	38*75= (68/3)*75=	2850 sf 1700 sf
Subtotal Play	4,763 sf			

Landscape Data Table

Lot Dimensions	irregular - see survey			
Total Site Area	11,582 sf			
Existing Structure Roof Coverage Area		2,507 sf		
Proposed New Structure Area		2,184 sf		
Subtotal Structure			4,691 sf	
Existing Covered Porch		355 sf		
Proposed New Covered Porch		220 sf		
Subtotal Covered Porch/Overhangs			575 sf	
Proposed Concrete Area (mix of existing and new)		1,914 sf		
Existing non pervious play area (hobbit hole and infant play)		469 sf		
Subtotal impervious site features			2,383	
TOTAL IMPERVIOUS			7,649 sf	
Pervious Playground Area		2,997 sf		
Pervious Private Outdoor Service Area		697 sf		
Proposed gravel area for bike parking, and drainage near building (soil, pervious weed barrier, gravel)		205 sf		
Proposed landscape area (non-play)		34 sf		
TOTAL PERVIOUS AREA			3,933 sf	
Impervious %	66.0%			
Pervious %	34.0%			
landscape area (pervious play and non play landscape)	3013 sf			

memo



To: Kelley Amdur / Planner
From: Carl Meinecke / Town Arborist
Date: 3/31/2023
Re: Little Blue Addition

Comments:

This memo contains my preliminary recommendations concerning trees (existing and proposed) in the Public Right-of-Way after reviewing the proposed Little Blue Preschool Expansion Project site plans.

Summary for Little Blue Application (Detailed version on page 2)

- Remove all 3 larger Siberian Elms
- No trees on the southeast corner
- Create new planting spaces for 2 of the 3 removed trees
- At least a 10ft wide bump out for trees between parking spaces
- Plant 2 new trees selected by the Town Arborist from the RECOMMENDED STREET TREE LIST
- 35ft spacing at least between trees.
- No large trees within 45ft of Utility line
- New trees would require irrigation be installed and provided by the applicant and fed by their system
- Landscape plans and warranty for the two new bump out tree locations would need to be agreed upon with a landscape or tree professional before tree planting.
- Newly planted trees must follow the Carbondale Tree Boards TREE PLANTING, MAINTENANCE AND PROTECTION GUIDELINES.

Existing Trees

I would require removing all 3 of the larger Siberian Elms as the project will cause damage to the critical root zone of these trees.

Proposed New Trees

I would require 2 new tree planting sites created with a recommendation of at least a 10ft wide area of growing space for trees between parking spaces.

Plant 2 new trees to be selected by the Town Arborist from the Tree Boards
RECOMMENDED STREET TREE LIST.

No large new trees planted within 45ft of the utility line to the south of property.

I would not recommend any trees on the SE corner whatsoever to keep sight lines clear, reduce general clutter, keep utility poles and guy wire clear, and reduce conflicts with bigger vehicles or trailers turning the corner.

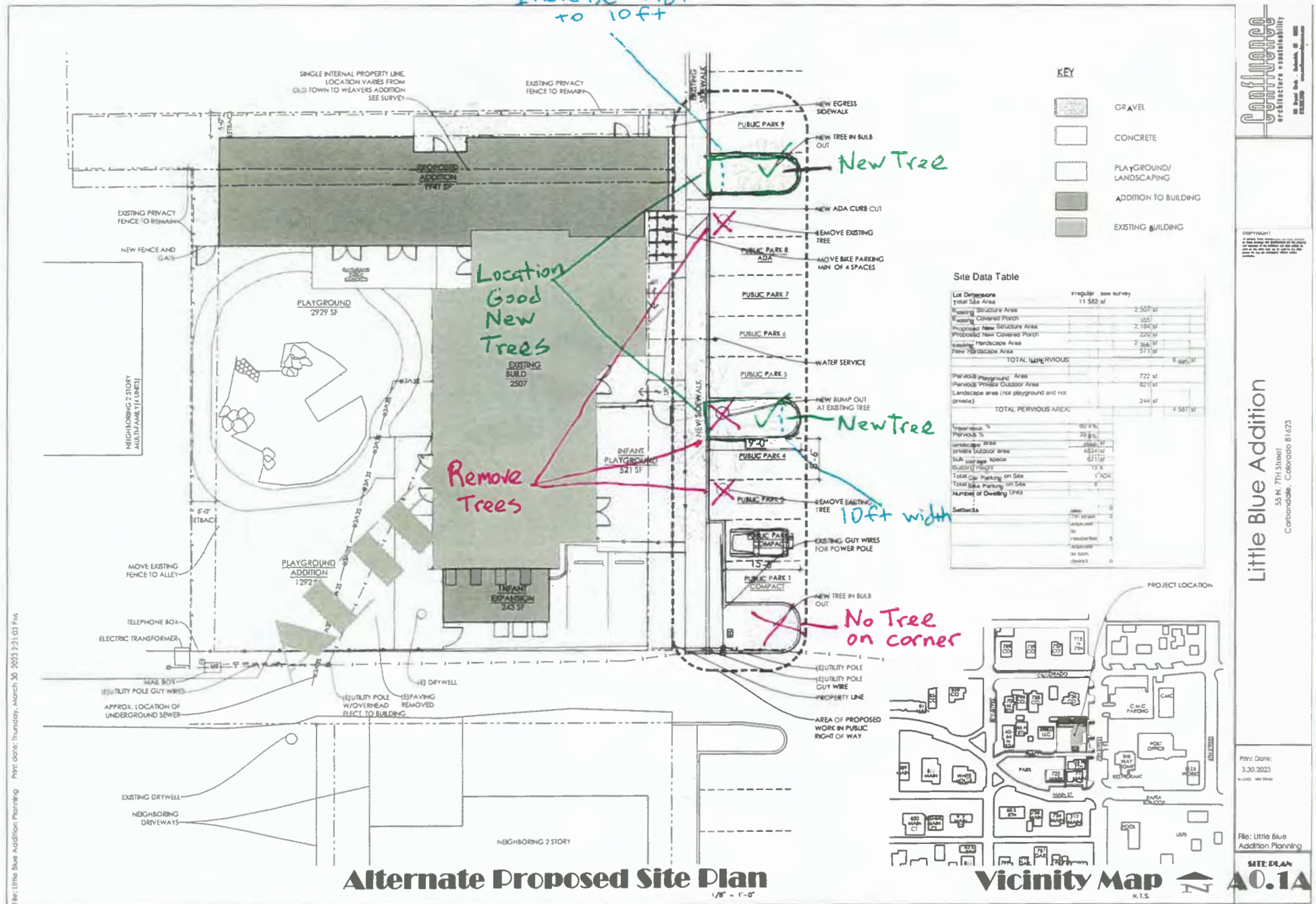
Any new trees would require irrigation be installed and provided by the applicant and fed by their system.

A landscape plan and warranty for the two new bump out tree locations would need to be agreed upon with a landscape or tree professional before tree planting can occur.

Newly planted trees must follow the Carbondale Tree Boards TREE PLANTING,
MAINTENANCE AND PROTECTION GUIDELINES.

Reducing Future Tree & Sidewalk Conflicts

Techniques to reduce sidewalk heaving by tree roots in new planting locations should be researched.





TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, CO 81623

Board of Trustees Agenda Memorandum

Meeting Date: March 21, 2023

TITLE: Coordination and Uniformity of Boards and Commissions

SUBMITTING: Town Manager

ATTACHMENTS: Board and Commission Data Comparison spreadsheet; relevant excerpts from Municode and UDC

BACKGROUND: Over the past several months, there have been several instances of confusion by boards and commissions regarding appointment methods to fill vacancies. In researching these items, it was found that there are varying standards for appointments, differing numbers of members and terms of office, different renewal dates, numbers or allowable out of town members, etc. from one board to another. I have been asked by the Mayor and the Board to research the differences and make some suggestions for better uniformity as well as opportunities for recruiting and training new board members.

DISCUSSION: There does not appear to be specific rationale for determining the various details of the make-up, term length or renewal dates for filling vacancies on Carbondale's Boards and commissions. When vacancies arise, there is minimal response from the public, and there is no consistent way to keep track of expiring terms since they expire at different times of year depending on the particular Board. Some of the incorporating documents speak to meeting frequency and meeting procedures while others do not. Some require periodic reporting to the Board of Trustees and some do not.

Additionally, since new members are added throughout the year either by expiring terms or resignations, there is no uniform or regularly scheduled training regimen to orient new members to the structure and requirements of public meetings or the responsibilities and relationships of the commission members to the public, Town staff or the Board of Trustees. It would serve Carbondale well to coordinate the rules surrounding the Boards and Commissions to make them uniform where appropriate and to make the regular term expiration and appointment dates happen at the same time each year to allow for better recruitment, training and orientation of new members. It has been suggested that May or June would be a good time of year so that new commission members may familiarize themselves with commission business prior to the beginning of budget season and recruitment would not need to occur during the summer vacation months when many people are away. A Board and Commission open house could occur each spring to better inform the public about the various commissions and the work that they do, how to volunteer, and the obligations inherent in being a commission member. This memo is intended to begin a discussion of possibilities with the Board so that staff can coordinate with the various commissions and bring a specific proposal to the trustees during the month of April.

RECOMMENDATION: That the Board of Trustees have a frank discussion and provide guidance to staff for better coordination of commission recruitment, appointment, membership requirements and orientation for new members.

Prepared By: Lauren Gister, Town Manager

[illegible]

Page 33 of 56
ARTICLE 7 - Parks and Recreation Commission

Sec. 2-7-10. - Establishment; membership.

There is hereby created a Parks and Recreation Commission for the Town, consisting of seven voting members, and two alternate member with voting rights only in the absence of a regular member. Three members of the commission, whether voting members or alternate members, may be residents of the area served by the Recreation Department, but need not reside within the Town limits. One of the alternate members shall be a Youth Commissioner, under 18 years of age at the time of appointment, who shall serve a term of one year. The Parks and Recreation Director shall be an ex officio, nonvoting member of the Parks and Recreation Commission.

(Ord. No. 16, 1977 §1; Ord. No. 6, 1992; prior code 2.31.010; Ord. No. 8, 2015 §1, 8-11-2015; Ord. No. 8, 2021, §2, 10-26-2021)

Sec. 2-7-20. - Powers and duties.

The Parks and Recreation Commission shall have the power and duty to:

- (1) Act in an advisory capacity to the Board of Trustees in all matters pertaining to parks and recreation.
- (2) Review the preliminary budget prepared by the Recreation Director and provide input as needed before submission to the Town Manager and Board of Trustees.
- (3) Assist in the planning of a recreation program for the inhabitants of the Town and surrounding area, promote and stimulate public interest therein and, to that end, solicit to the fullest extent possible the cooperation of the school authorities and other public and private agencies interested therein.
- (4) Advise the Board of Trustees with respect to the acceptance of money, personal property or real estate donated or offered to the Town for recreational or park purposes.
- (5) Create and recommend to the Board of Trustees for approval a parks and recreation master plan and review such plan annually prior to the budget process, for the purposes of updating the contents.
- (6) Review all proposed subdivision plats for conformance with the parks and recreation plan and make suggestions and recommendations to the Board of Trustees with respect to the conformance to the Town's standards of proposed park and open space improvements contained in such plats.
- (7) Offer recommendations to the Town Manager for selection of the Recreation Director.
- (8)

Perform such other duties not inconsistent with this Article as may be requested by the Board of Trustees, Town Manager or other Town departments or agencies.

(Ord. No. 16, 1977 §2; Ord. No. 6, 1992; prior code 2.31.020; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 2-7-30. - Appointment; terms.

- (a) Appointments to the Parks and Recreation Commission shall be made by the Board of Trustees. Persons interested in serving on the Parks and Recreation Commission shall complete an application expressing their interest in serving on the Parks and Recreation Commission and responding to representative questions as approved by the Parks and Recreation Commission.
- (b) Members of the Parks and Recreation Commission shall be appointed as outlined in this Section. Nothing shall preclude a member from serving succeeding terms if so appointed.
- (c) Upon receipt of the application, Town staff will schedule with the Parks and Recreation Commission an interview of prospective candidates at a special meeting. The interview committee shall consist of a Board of Trustees liaison and the full Parks and Recreation Commission. Upon completion of the interview, the Board of Trustees shall then make the appointment.
- (d) In the event a regular member of the Parks and Recreation Commission resigns his or her position, the alternate, if interested in filling that position, will be required to submit an application, respond to the aforementioned questions and participate in the interview process.
- (e) The terms of the regular members including the other alternate member, shall be for a period of three years. The term of the Youth Commissioner shall be for one year.
- (f) If and when there is a vacancy on the Parks and Recreation Commission due to a resignation or other reason, the Chair, acting Chair or Recreation Director shall be responsible for notifying the Town Manager within two weeks of the vacancy.
- (g) The Parks and Recreation Commission shall formulate an appropriate application form for prospective members. The terms of office of the Parks and Recreation Commission members shall begin and end on August 31.

(Ord. No. 16, 1977 §3; Ord. No. 6, 1992; Ord. No. 7, 1994; Ord. No. 26, 2004; Ord. No. 27, 2004; prior code 2.31.030; Ord. No. 8, 2015 §1, 8-11-2015; Ord. No. 8, 2021, §2, 10-26-2021)

Sec. 2-7-40. - Meetings, officers.

- (a) As soon as practicable following the first day of September every year, the Parks and Recreation Commission shall organize by electing three of its members to serve as Chair, Vice Chair and Secretary, respectively, to serve at the pleasure of the Parks and Recreation Commission.
- (b)

The Parks and Recreation Commission shall hold such regular and special meetings as may be required. All proceedings shall be open to the public. The affirmative vote of a majority of the entire membership of the Parks and Recreation Commission shall be necessary for it to take any action except to adjourn. The Parks and Recreation Commission may prescribe regulations for the conduct of its internal affairs, which shall be consistent with this Article and other provisions of this Code. Copies of such regulations shall be kept on file in the office of the Town Clerk, where they shall be available for public inspection.

(Ord. No. 16, 1977 §4; Ord. No. 7, 2000; prior code 2.31.040; Ord. No. 8, 2015 §1, 8-11-2015; Ord. No. 8, 2021, §2, 10-26-2021)

Sec. 2-7-50. - Compensation.

The members of the Parks and Recreation Commission shall serve without compensation for their services as such, but may receive reimbursement for necessary travel and other expenses incurred on official duty when such expenditures have received prior authorization within the municipal budget.

(Ord. No. 16, 1977 §5; prior code 2.31.050; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 2-7-60. - Vacancies.

- (a) Any vacancies in the Parks and Recreation Commission, from whatever cause, shall be filled as required by Section 2-7-30 of this Article.
- (b) The office of Parks and Recreation Commission members shall become vacant, and shall be so declared by the Board of Trustees, under the following conditions:
 - (1) If a member is absent from three consecutive regular meetings of the Parks and Recreation Commission without first having notified the Parks and Recreation Commission or Recreation Director, the notification to be expressed in the minutes of the Parks and Recreation Commission's meetings.
 - (2) If a member is convicted of a crime involving moral turpitude.
- (c) The Board of Trustees may remove any member of the Parks and Recreation Commission for cause. The Board of Trustees shall consider removal of any member of the Parks and Recreation Commission for cause upon recommendation by a majority vote of the Parks and Recreation Commission.

(Ord. No. 16, 1977 §5; Ord. No. 6, 1992; Ord. No. 26, 2004; prior code 2.31.060; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 2-7-70. - Ex officio members.

The Mayor, with the consent of the Board of Trustees, may from time to time appoint ex officio members to the Parks and Recreation Commission. Such members shall serve at the pleasure of the Mayor and the Board of Trustees. Ex officio members shall not be entitled to vote on any matter brought before the Parks and Recreation Commission.

(Ord. No. 16, 1977 §6; prior code 2.31.070; Ord. No. 8, 2015 §1, 8-11-2015)

ARTICLE 9 - Tree Board

Sec. 2-9-10. - Creation.

There is hereby established a Tree Board, consisting of seven members and one alternate member. The Tree Board shall serve in an advisory capacity to the Board of Trustees in all matters relating to trees within the Town.

(Ord. No. 5, 2002; prior code 7.10.050; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 2-9-20. - Appointment; term.

(a) Members of the Tree Board shall be appointed by the Board of Trustees.

(b) The term of each member of the Tree Board shall be for two years, except that the term of two of the members appointed to the first Tree Board shall be for one year.

(Ord. No. 5, 2002; prior code 7.10.050; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 2-9-30. - Compensation.

Members of the Tree Board shall serve without compensation.

(Ord. No. 5, 2002; prior code 7.10.050; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 2-9-40. - Vacancies.

In the event that a vacancy occurs during the term of any member, his or her successor shall be appointed by the Board of Trustees for the unexpired portion of the term.

(Ord. No. 5, 2002; prior code 7.10.050; Ord. No. 8, 2015 §1, 8-11-2015)

CHAPTER 16 - Historic Preservation

ARTICLE 1 - General Provisions

Sec. 16-2-10. - Establishment.

The Carbondale Historic Preservation Commission (CHPC) is hereby established in and for the Town by the Board of Trustees.

(Ord. No. 3, 2007; prior code 19.50.010; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 16-2-20. - Composition.

The CHPC shall consist of seven members and up to three alternates. At least 40 percent of the CHPC members shall be professionals in preservation-related disciplines, such as architecture, landscape architecture, architectural history, archaeology, history, planning, American studies, American civilization, cultural geography or cultural anthropology. This requirement may be waived if there has been a good faith effort to recruit professionals and the composition of the CHPC is capable of carrying out CHPC responsibilities. All CHPC members must have a demonstrated interest, competence or knowledge in historic preservation. All CHPC members shall also be residents of the Town or own property within the Historic Commercial Core area; provided, however, that:

- (1) The Board of Trustees shall have discretion to appoint up to two nonresidents who do not own property within the Historic Commercial Core area, should it deem appropriate to do so;
- (2) If possible, two Planning and Zoning Commission members shall be given priority for appointment as regular voting members; and
- (3) If possible, one member shall be a representative of the Mount Sopris Historical Society.

Information on the credentials of the CHPC members shall be kept on file and available to the public.

(Ord. No. 13-2007 §1; prior code 19.50.020; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 16-2-30. - Appointment and compensation.

The regular members of the CHPC shall be appointed by the Mayor, with the advice and consent of the Board of Trustees, as volunteers with no compensation. ;hn0; (Ord. No. 3, 2007; prior code 19.50.030; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 16-2-40. - Terms of office.

The regular members of the CHPC shall be appointed each August and shall serve staggered terms, with three members serving three-year terms, two members serving two-year terms and two members serving a one-year term. Thereafter, all appointments to the CHPC shall be for three-year terms. In his or her

Rehabilitation means the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural and cultural values.

Relocation means any relocation of a structure on its site or to another site.

Repair means any change that does not require a building permit, that is not construction, relocation or alteration.

Secretary of the Interior's Standards means standards of appropriate activity promulgated by the U.S. Secretary of the Interior that will preserve the historic and architectural character of a structure or area, as more fully set forth in Section 16-1-30 below.

Structure means anything constructed or erected, the use of which requires permanent or temporary location on or in the ground, including, but not without limiting the generality of the foregoing, buildings, fences, gazebos and radio and television antennae, including supporting towers.

(Ord. No. 3, 2007; prior code 19.10.005—19.10.160; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 16-1-30. - Secretary of the Interior's Standards.

- (a) *Standards and guidelines.* Except as otherwise provided in this Chapter, the Standards for Rehabilitation and Guidelines of Rehabilitating Historic Buildings, a section of the Secretary of the Interior Standards for Historic Preservation, revised in 1990 as part of Department of the Interior Regulations (36 C.F.R. Part 67, Historic Preservation Certifications), as amended from time to time, shall be hereby adopted by the Town as it relates to the rehabilitation of historic buildings, excepting any standards relating to aesthetic color schemes. In addition, the Historic Preservation Design Guidelines shall be adopted in conjunction with the Secretary of the Interior's Standards for Historic Preservation. Copies shall be provided to any citizen upon request.
- (b) *Rehabilitation.* The standards for rehabilitation, a section of the Secretary's Standards for Historic Preservation and the Historic Preservation Design Guidelines, address rehabilitation.
- (c) *Materials and construction types and sizes.* The Secretary's Standards for Rehabilitation and the Historic Preservation Design Guidelines pertain to historic buildings of all materials, construction types, sizes and occupancy and encompass the exterior and the interior (as it affects the exterior) of historic buildings. The standards also encompass related landscape features and the building's site and environment, as well as attached, adjacent or related new construction. The Secretary's Standards and Historic Preservation Design Guidelines shall be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

(Ord. No. 3, 2007; Ord. No. 16, 2012 §1; prior code 19.45.010—19.45.030; Ord. No. 8, 2015 §1, 8-11-2015)

ARTICLE 2 - Carbondale Historic Preservation Commission

discretion, the Mayor may also appoint up to three alternate members of the CHPC for up to three-year terms.

(Ord. No. 3, 2007; prior code 19.50.040; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 16-2-50. - Vacancies.

Vacancies on the CHPC shall be filled for the unexpired term in the same manner as originally appointed.

(Ord. No. 3, 2007; prior code 19.50.050; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 16-2-60. - Officers.

At the first regular meeting after the seating of the new CHPC, the members shall elect from the CHPC members a Chair and Vice Chair, who shall each serve until August of the following year. Thereafter, the CHPC shall annually elect a Chair and Vice Chair, who shall hold office until August of the following year. The CHPC shall have the authority to elect such other officers as it may deem necessary.

(Ord. No. 3, 2007; prior code 19.50.060; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 16-2-70. - Duties of officers.

It shall be the duty of the Chair to preside over all meetings of the CHPC. In the absence of the Chair, the Vice Chair shall preside.

(Ord. No. 3, 2007; prior code 19.50.070; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 16-2-80. - Rules and procedures.

The CHPC may adopt a set of rules to govern its own meetings and procedures. The rules may be amended from time to time, but only upon notice to all CHPC members and the Board of Trustees.

(Ord. No. 3, 2007; prior code 19.50.080; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 16-2-90. - Meetings.

- (a) *Regular meetings.* The CHPC shall meet in regular open session a minimum of six times a year at a time and place selected by the vote of its members. The time and place of said meetings shall be posted in accordance with the Colorado Open Meetings Law. Additional meetings may be called as needed.
- (b) *Special meetings.* Special meetings may be held at any time upon a call by the Chair of the CHPC, subject to compliance with posting in accordance with open meeting laws. Written notice of special meetings shall be given to all members.

- (c) *Quorum*. A quorum of four members shall be required for any action to be taken by the CHPC. A majority vote of those members present shall be necessary for a motion to be approved or denied.
- (d) *Absence of members*. Absence from three unexcused meetings in a calendar year without the formal consent of the CHPC may be deemed to constitute the retirement of a member, and the vacancy thus created shall be filled thereafter by the Board of Trustees by the appointment of a successor to fill the unexpired term of office in the same manner as first appointed.

(Ord. No. 3, 2007; prior code 19.50.090; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 16-2-100. - Powers and duties.

The CHPC shall have the following powers and duties:

- (1) Adopt criteria for review of historic resources and for review of proposals to alter, demolish or move designated resources.
- (2) Review resources nominated for designation as a historic landmark and recommend that the Board of Trustees designate by ordinance those resources qualifying for such designation.
- (3) Review and make decisions on any application for alteration to a designated historic landmark.
- (4) Review and make decisions on any application for moving or demolishing a historic landmark.
- (5) Provide a courtesy review of new structures, alterations or relocations in the Historic Downtown Area.
- (6) Review alteration, demolition or relocation requests for buildings that are at least 50 years old.
- (7) Advise and assist owners of historic properties on physical and financial aspects of preservation, renovation, rehabilitation and reuse, including nomination to the National Register of Historic Places.
- (8) Develop and assist in public education programs, including but not limited to walking tours, brochures, a marker program for historic properties, lectures and conferences.
- (9) Conduct surveys of historic areas for the purpose of defining those areas of historic significance and prioritizing the importance of identified historic areas.
- (10) Advise the Board of Trustees on matters related to preserving the historic character of the Town.
- (11) Actively pursue financial assistance for preservation-related programs.
- (12) Determine whether an economic hardship exists in order to allow an exemption from the certificate requirements.
- (13)

RESOLUTION NO. 7
SERIES OF 1998

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF
CARBONDALE, COLORADO, ESTABLISHING THE CARBONDALE
ENVIRONMENTAL BOARD

WHEREAS, the Board of Trustees of the Town of Carbondale, Colorado has determined that it is appropriate to formally establish the Carbondale Environmental Board and set forth its duties, which shall include consideration of environmental issues and making recommendations with respect to such issues to the Board of Trustees; and

WHEREAS, said environmental issues may include environmental pollution, solar orientation, water quality, air quality, use of pesticides and herbicides, transportation, water conservation, and recycling and solid waste; and

WHEREAS, the Board of Trustees desires by resolution to set forth the duties of the Carbondale Environmental Board, appointment of members, and other matters as set forth more fully below;

BE IT THEREFORE RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF CARBONDALE, COLORADO, that:

1. There is hereby created the Carbondale Environmental Board (Environmental Board). The Environmental Board shall provide analysis and recommendation to the Town Board of Trustees regarding environmental issues including those described above. Such analysis and recommendation may include recommendations to the Board of Trustees in order to accomplish a coordinated development and handling of issues within the Town and its environment which will, in accordance with present and future needs, best promote health, safety, order, convenience, prosperity, and general welfare of the Town and its citizens.

2. The Environmental Board shall consist of up to twelve members with a minimum of seven full members and two alternate members who shall be appointed by the Board of Trustees. Three of the members, whether alternates or voting members, may live outside of the town limits. The alternate members shall act in the absence of any regular member at the request of the chairman.

3. The term of office of members of the Environmental Board shall be two years, provided that three of the members and one alternate initially appointed to the Environmental Board shall serve terms of office of one year so that terms of office are staggered. Vacancies occurring at any time shall be filled by appointment by the Board of Trustees. Any member of the Environmental Board may be removed by a majority vote of the Board of

Trustees for any reason, including inefficiency, neglect of duty, or non-attendance at meetings.

4. The Environmental Board shall elect from its membership a chairman who shall be responsible for chairing all meetings and a vice-chairman who shall act in the chairman's absence.

5. The initial members serving two year terms are:

- a. Scott Chaplin.
- b. Laurie Stone.
- c. Betsey Kipp.
- d. Auden Schendler.
- e. Joyce Wright.

6. The initial members serving one year terms are :

- a. Doc Philip.
- b. Annie Runyan-Worley.

7. The alternate with a two year term is: Debby Van Cott.


8. The alternate with a one year term is: Jeff Dickinson.

9. The Environmental Board shall set meetings at such time and with such frequency as the Environmental Board determines is necessary or appropriate. It shall keep records of its findings and actions, which shall be filed as soon as practicable at the Carbondale Town Hall and which shall be open to public inspection. All meetings and procedures shall be conducted and governed by Roberts' Rules of Order. Special meetings may be called by the chairman upon forty-eight (48) hours prior notice to the board members.

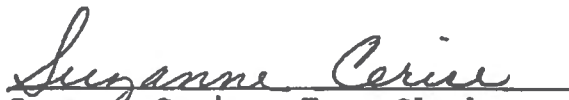
INTRODUCED, READ, AND PASSED this 27th day of January, 1998.

TOWN OF CARBONDALE

By:


S. Randall Vanderhurst
Mayor

ATTEST:


Suzanne Cerise, Town Clerk

**RESOLUTION NO. 21
SERIES OF 2012**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN
OF CARBONDALE, COLORADO, ESTABLISHING THE
CARBONDALE PUBLIC ART COMMISSION FOR THE
PROMOTION OF ART IN PUBLIC PLACES PROVIDING FOR
ITS COMPOSITION, AND SETTING FORTH ITS POWERS
AND DUTIES**

WHEREAS, the Board of Trustees has determined that it is appropriate to establish a Carbondale Public Art Commission as an advisory board to make recommendations and perform other tasks on behalf of the Board of Trustees; and,

WHEREAS, the Board of Trustees has determined that the composition of the Carbondale Public Arts Commission shall consist of fifteen (15) members, with no more than five (5) members from outside the limits of the Town of Carbondale;

BE IT THEREFORE RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF CARBONDALE, COLORADO, as follows:

1. Establishment: The Carbondale Public Art Commission is hereby established in and for the Town of Carbondale by the Town of Carbondale Board of Trustees.
2. Composition: The Carbondale Public Art Commission shall consist of fifteen (15) members. The composition of the Commission shall be citizens at large, with not more than five (5) members from outside the Town limits of the Town of Carbondale.
3. Appointment: The members of the Commission shall be appointed by the Board of Trustees.
4. Terms of Office: The members of the Commission shall be re-appointed each January and shall serve staggered terms with four 4 members serving three (3) year terms, four 4 members serving two (2) year terms, and one (1) member serving a one (1) year term. Thereafter, all appointments to said council shall be for three (3) year terms.
5. Vacancies: Vacancies on the Commission shall be filled for the unexpired term as provided in Section 3 above. The Commission shall recommend to the Board of Trustees persons to be appointed to fill membership vacancies.
6. Officers and Terms of Office: Within fourteen (14) days after appointment of members, the members of the Commission shall meet in regular session and elect from their members a Chairman, Vice-Chairman and Secretary. The first Chairman, Vice-Chairman and Secretary shall serve until December 31st. Thereafter, the

Commission shall elect a Chairman, Vice-Chairman and Secretary who shall hold office until December of the following year. The Commission shall have the authority to elect such other offices as it may deem necessary.

7. Duties of Officers:

a. Chairman – It shall be the duty of Chairman to preside over all meetings of the Commission. In the absence of the Chairman, the Vice-Chairman shall preside.

b. Secretary – It shall be the duty of the Secretary to keep a record of all proceedings of the Commission.

8. Rules and Procedures: The Commission shall adopt a set of rules to govern its own meetings and procedures. The rules may be amended from time to time, but only upon notice to all Carbondale Public Art Commission members and the Board of Trustees.

9. Meetings:

a. Regular Meetings – The Commission shall meet in regular open session at least once a month at a time and place selected by vote of its members. The time and place of said meetings shall be posted in accordance with the Colorado Open Meetings Law.

b. Special Meetings – Special meetings may be held at any time upon a call by the Chairman of the Commission, subject to compliance with posting in accordance with open meeting laws. Written notice of special meetings shall be given to all members.

10. Members Absent. Absence from three (3) consecutive regular meetings or a total of six (6) meetings in a calendar year without the formal consent of the Commission shall be deemed to constitute a retirement of a member and the vacancy thus created shall be filled thereafter by the Commission by the appointment of a successor to fill the unexpired term of office in the same manner as first appointed.

11. Powers and Duties. The Carbondale Public Art Commission shall have the following powers and duties:

a. To evaluate sites within the Town of Carbondale appropriate for public art.

b. To promote local artist's work.

c. To recommend to the Board of Trustees the purchase or other acquisition of works of art that are suitable for public display.

d. To pursue all means of funding to purchase, promote & commission works of art.

e. To work in cooperation with other public agencies and private individuals to promote art awareness.

12. Advisory Capacity. The Commission shall appoint an Art Selection Committee. The Art Selection Committee shall be selected by the Commission and shall consist of five (5) members, two (2) from the Commission, and three (3) at-large members. The powers and duties of the Art Selection Committee shall be to recommend potential art pieces from all mediums for acquisition by the Town, and provide to the Board of Trustees those recommendations. The Committee shall serve at the pleasure of the Commission and may be in place on a per project basis or for more than one project as may be necessary.

13. Annual Report. The Carbondale Public Art Commission shall render a quarterly report of its work to the Board of Trustees and shall annually submit a proposed budget for the next calendar year.

INTRODUCED, READ AND PASSED this 13th day of November, 2012.

TOWN OF CARBONDALE

By: _____
Stacey Bernot, Mayor

ATTEST:

Catherine Derby, Town Clerk

**RESOLUTION NO. 13
SERIES OF 2010**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF
CARBONDALE, COLORADO, ESTABLISHING THE CARBONDALE
BICYCLE, PEDESTRIAN AND TRAILS COMMISSION.**

WHEREAS, the Board of Trustees of the Town of Carbondale, Colorado, has determined that it is appropriate to formally establish the Carbondale Bicycle, Pedestrian and Trails Commission and set forth its duties which shall include consideration of safe and convenient bicycle and pedestrian access to all parts of the community and making recommendations with respect to such issues to the Board of Trustees; and,

WHEREAS, said bicycle and pedestrian issues may include ensuring all town policies, plans, codes and programs are updated and implemented to take advantage of every opportunity to create a more bicycle and pedestrian-friendly community; educate and develop programs to encourage bicycle and pedestrian transportation; improve the environment and reduce vehicle congestion; educate all road users to share the road and interact safely; and,

WHEREAS, bicycling and pedestrian trails use can enhance and promote recreational activities and further contribute the quality of life in the community and improve the health and well being of the population by promoting routine physical activity; and,

WHEREAS, a Bicycle, Pedestrian and Trails Commission will establish information programs to promote bicycling and nonmotorized mobility for all purposes, and to communicate the many benefits of bicycling and pedestrian trail use to residents and businesses. Educate cyclists of all ages how to ride safely in any area from single-track trails, BMX parks, multi-use trails and congested town streets, and

WHEREAS, the Board of Trustees desires by resolution to set forth the duties of the Carbondale Bicycle, Pedestrian and Trails Commission, appointment of members, and other matters as set forth more fully below;

BE IT THEREFOR RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF CARBONDALE, COLORADO, that,

- 1. There is hereby created the Carbondale Bicycle, Pedestrian and Trails Commission. The Bicycle, Pedestrian and Trails Commission shall provide analysis and recommendation on nonmotorized mobility issues including those described above. Such analysis and recommendations may include recommendations to the Board of Trustees in order to accomplish a coordinated development and handling of issues within the community which will, in accordance with present and future needs, best promote the**

health, safety, order, convenience, prosperity, and general welfare of the Town and its citizens.

2. The Bicycle, Pedestrian and Trails Commission shall consist of up to nine members with a minimum of seven full time members and two alternates. Three of the members, whether alternates or voting members, may live outside the town limits. The alternate members shall act in the absence of any regular member at the request of the chairperson.
3. The terms of office of members of the Bicycle, Pedestrian and Trails Commission shall be two years, provided that three of the members and one alternate initially appointed to the Bicycle, Pedestrian and Trails Commission shall have terms of office of one year so that terms of office are staggered. Vacancies occurring at any time shall be filled by appointment by the Board of Trustees. Any member of the Bicycle, Pedestrian and Trails Commission may be removed by a majority vote of the Board of Trustees for any reason, including inefficiency, neglect of duty, or non-attendance at meetings.
4. The Bicycle, Pedestrian and Trails Commission shall elect from its membership a chairperson who shall be responsible for chairing all meetings and vice-chairperson who shall act in the chairperson's absence.
5. The Bicycle, Pedestrian and Trails Commission shall set meetings at such time and with such frequency as the Bicycle, Pedestrian and Trails Commission determines is necessary or appropriate. The Commission shall keep minutes and records of its findings and actions, which shall be filed as soon as practicable at the Carbondale Town Hall and which shall be open to public inspection. All meetings and procedures shall be conducted and governed by the Robert's Rules of Order. Special meetings may be called by the chairperson upon forty-eight (48) hours prior notice to the board members.

INTRODUCED, READ, AND PASSED this 28th day of September 2010.

TOWN OF CARBONDALE

By: Stacey Bernot
Stacey Bernot, Mayor

ATTEST:

Cathy Derby
Cathy Derby, Town Clerk



2.8. Review and Decision-Making Bodies**2.8.4. Board of Adjustment****2.8.4.B Powers and Duties****CHAPTER 17.02: ADMINISTRATION**

arrangement; wise and efficient expenditure of public funds; the promotion of energy conservation; the protection of environmentally sensitive areas; the adequate provision of public utilities, open space and other public requirements; provisions of this Code; and input from the staff, the applicant, and the general public.

C. Organization and Membership

1. The Planning and Zoning Commission shall consist of seven members and two alternate members appointed by the Board of Trustees. A total of two members, either alternates or full-voting members, may live outside the Town limits. The alternate members shall act in the absence of any regular member at the request of the chairman.
2. The term of office of the members of the Planning and Zoning Commission shall be four years. All terms of the members and alternates shall commence from the time of appointment by the Board of Trustees.
3. Vacancies occurring other than from the expiration of a board member's term shall be filled for the remainder of the unexpired term by the appointment of the Board of Trustees.
4. The Planning and Zoning Commission shall elect from its membership a chairman, a vice-chairman and such officers as it may deem necessary during the first commission meeting of each calendar year. The Director or a designated representative shall serve ex officio as secretary of the Commission, but shall have no vote.
5. Any member of the Planning and Zoning Commission may be removed by majority vote of the Board of Trustees, after public hearing for inefficiency, neglect of duty, or malfeasance in office. The Planning and Zoning Commission may request that the Board of Trustees remove members who fail to attend three consecutive meetings without excuse from the chairman of the Planning and Zoning Commission. If the Board of Trustees removes a member of the Commission, it shall file with the minutes of the hearing a written statement of the reasons for such removal.
6. The appointments of existing members and alternates to the Planning and Zoning Commission are hereby ratified, and such terms shall continue until a successor lawfully takes office, until the expiration of the terms ratified by this subsection, or until the member resigns or is removed.

2.8.4. BOARD OF ADJUSTMENT**A. Affirmation**

The Board of Adjustment, heretofore created and existing by resolution of the Board of Trustees of the Town, is hereby affirmed.

B. Powers and Duties

1. The Board of Adjustment shall have the powers and duties set forth in Section 2.2, *Summary Table of Procedures*, to be carried out in accordance with the terms of this Code.

2.8. Review and Decision-Making Bodies**2.8.5. Town Administration****2.8.5.B Planning Director****CHAPTER 17.02: ADMINISTRATION**

2. The Board shall not have the power to change the terms of this Code or to change the zone district map of the Town or to grant a variance that allows a use which is not permitted in the zone district in which such use will be located;
3. A majority vote from members of the Board shall be necessary to reverse any order, requirement, decision, or determination of any Town administrative official, or to decide in favor of the applicant any matter upon which it is required to pass, or to grant any application for a variance.

C. Membership

1. The Board shall have five members and up to two alternate members which shall be appointed by the Board of Trustees from applicants after such positions have been advertised. In addition, in the event that less than five persons, whether members or alternate members, are available to serve due to absence, conflict of interest, or otherwise, members of the Carbondale Planning and Zoning Commission shall be special alternate members of the Board of Adjustment to hear matters in such circumstances. Alternate members and special alternate members shall serve in the absence of a regular member at the request of the chairman so that to the greatest extent possible, all matters shall be heard and considered by five persons. No member of the board shall be a member of the Town board. All members shall be residents of the Town.
2. The term of office of members of the Board of Adjustment shall be four years.
3. Vacancies occurring on the Board other than from the expiration of a member's term shall be filled for the unexpired term in the same manner as the initial appointment.
4. The Board shall elect from its membership a chairman, and a vice-chairman and such officers as it may deem necessary at its first meeting during each calendar year. The Town shall provide the board with a secretary who shall keep and maintain the minutes of the board meetings.
5. Members of the Board of Adjustment may be removed by majority vote of the Board of Trustees, after public hearing for inefficiency, neglect of duty, or malfeasance in office. The Board of Adjustment may request that the Board of Trustees remove members who fail to attend three consecutive meetings without excuse from the chairman of the Board of Adjustment. If the Board of Trustees removes a member of the Board of Adjustment, it shall file with the minutes of the public hearing a written statement of the reasons for such removal.

2.8.5. TOWN ADMINISTRATION**A. Town Manager**

See Title 2, Chapter 2.02.

B. Planning Director

1. There is established the office of the Planning Director (or Director). The Director shall be appointed by the Town Manager and shall be charged with the general responsibility for administering, interpreting, and enforcing this Unified Development Code.
2. The Director shall have the review and decision-making responsibilities set forth in Section 2.2, *Summary Table of Procedures*, to be carried out in accordance

2.8. Review and Decision-Making Bodies**2.8.5. Town Administration****2.8.5.B Planning Director****CHAPTER 17.02: ADMINISTRATION**

2. The Board shall not have the power to change the terms of this Code or to change the zone district map of the Town or to grant a variance that allows a use which is not permitted in the zone district in which such use will be located;
3. A majority vote from members of the Board shall be necessary to reverse any order, requirement, decision, or determination of any Town administrative official, or to decide in favor of the applicant any matter upon which it is required to pass, or to grant any application for a variance.

C. Membership

1. The Board shall have five members and up to two alternate members which shall be appointed by the Board of Trustees from applicants after such positions have been advertised. In addition, in the event that less than five persons, whether members or alternate members, are available to serve due to absence, conflict of interest, or otherwise, members of the Carbondale Planning and Zoning Commission shall be special alternate members of the Board of Adjustment to hear matters in such circumstances. Alternate members and special alternate members shall serve in the absence of a regular member at the request of the chairman so that to the greatest extent possible, all matters shall be heard and considered by five persons. No member of the board shall be a member of the Town board. All members shall be residents of the Town.
2. The term of office of members of the Board of Adjustment shall be four years.
3. Vacancies occurring on the Board other than from the expiration of a member's term shall be filled for the unexpired term in the same manner as the initial appointment.
4. The Board shall elect from its membership a chairman, and a vice-chairman and such officers as it may deem necessary at its first meeting during each calendar year. The Town shall provide the board with a secretary who shall keep and maintain the minutes of the board meetings.
5. Members of the Board of Adjustment may be removed by majority vote of the Board of Trustees, after public hearing for inefficiency, neglect of duty, or malfeasance in office. The Board of Adjustment may request that the Board of Trustees remove members who fail to attend three consecutive meetings without excuse from the chairman of the Board of Adjustment. If the Board of Trustees removes a member of the Board of Adjustment, it shall file with the minutes of the public hearing a written statement of the reasons for such removal.

2.8.5. TOWN ADMINISTRATION**A. Town Manager**

See Title 2, Chapter 2.02.

B. Planning Director

1. There is established the office of the Planning Director (or Director). The Director shall be appointed by the Town Manager and shall be charged with the general responsibility for administering, interpreting, and enforcing this Unified Development Code.
2. The Director shall have the review and decision-making responsibilities set forth in Section 2.2, *Summary Table of Procedures*, to be carried out in accordance

- (a) The Planning and Zoning Commission shall consist of seven members and two alternate members.
- (b) The Board of Trustees shall appoint members and alternate members of the Planning and Zoning Commission. An alternate member shall act in the absence of any regular member at the request of the Chair. A total of two members, either alternates or full voting members, may live outside the Town limits.
- (c) The members of the Planning and Zoning Commission shall serve terms of four years or until their successors lawfully take office, whichever occurs first.
- (d) Any member of the Planning and Zoning Commission may be removed by majority vote of the Board of Trustees, after a public hearing, for inefficiency, neglect of duty or malfeasance in office. The Planning and Zoning Commission may request that the Board of Trustees remove a member who fails to attend three consecutive meetings without excuse from the Chair of the Planning and Zoning Commission. If the Board of Trustees removes a member of the Planning and Zoning Commission, it shall file with the minutes of the hearing a written statement of the reasons for such removal.
- (e) Vacancies occurring on the Planning and Zoning Commission, either from the expiration of a member's term or from the resignation of a member, shall be filled in the following manner.
 - (1) Persons interested in serving on the Planning and Zoning Commission shall complete an application expressing their interest in serving on the Planning and Zoning Commission and respond to representative questions as approved by the Planning and Zoning Commission.
 - (2) Upon receipt of the application, Town staff will schedule with the Board of Trustees and Planning and Zoning Commission an interview of prospective candidates at a special meeting. The interview committee shall be made up of the Board of Trustees and the Chair and one other member of the Planning and Zoning Commission selected by the Chair. In the event the Chair is unavailable to attend said special meeting, two members of the Planning and Zoning Commission will be selected by the Chair to participate in the interview process. Upon completion of the interview, the Board of Trustees shall then make the appointment.
 - (3) In the event a regular member of the Planning and Zoning Commission resigns his or her position, any existing Planning and Zoning Commission alternate interested in filling that position will be required to submit an application, respond to the aforementioned questions and participate in the interview process. Existing alternate members will retain their status as an alternate member if not appointed as a regular member.
 - (4) The Town shall be responsible for advertising for positions that need to be filled. Application forms shall be available at Town Hall. All applications shall be delivered to Town Hall. If and when there is a vacancy on the Planning and Zoning Commission due to a resignation or other reason, the Chair or acting Chair of the Planning and Zoning Commission shall be responsible for notifying the Town Manager within two weeks of the vacancy. The Planning and Zoning Commission shall formulate an appropriate application form for prospective members. All new appointments to the Planning and Zoning Commission shall be made by August 31 of each year, and the terms of Planning and Zoning Commission members shall begin and end on August 31.
- (f) If any member of the Planning and Zoning Commission is elected or appointed to the Board of Trustees, that

member shall resign from the Planning and Zoning Commission within 120 days of the date of said election or appointment.

(Ord. No. 15, 1992; Ord. No. 7, 2000; Ord. No. 26, 2004; prior code 2.30.030; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 2-8-50. - Meetings.

The Planning and Zoning Commission may hold meetings at such times as the Chair calls such meetings and gives written notice thereof to the members of the Planning and Zoning Commission at least 48 hours prior to the time of the meeting and posts such notice at the Town Hall at least 48 hours prior to the time of the special meeting.

(Ord. No. 11, 1976; prior code 2.30.050; Ord. No. 8, 2015 §1, 8-11-2015)

ARTICLE 10 - VALE Board

Sec. 2-10-10. - Creation.

There is hereby created the Victims and Witnesses Assistance and Law Enforcement Board (the "VALE Board") for the Town.

(Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 2-10-20. - Membership.

The VALE Board shall be formed and shall be composed of the members set forth below. Members shall be appointed by the Board of Trustees.

- (1) Two citizens who are residents of the Town, who shall serve for a four-year term.
- (2) Two members of the Board of Trustees, who shall serve for a term consistent with their terms of office.
- (3) The Town Manager.

(Ord. No. 16, 2002; prior code 9.27.010; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 2-10-30. - Powers and duties.

- (a) The VALE Board shall designate one of its members as Chair, shall establish rules of procedure and order and shall hold meetings as it might deem necessary.
- (b) The VALE Board shall submit minutes of its meetings to the Board of Trustees at the next regular Board of Trustees meeting following the VALE Board's meeting.

(Ord. No. 16, 2002; prior code 9.27.020; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 2-10-40. - Surcharge imposed.

A surcharge equal to 30 percent of the fine imposed for violation of this Code or all Town ordinances, including ordinance violations under the Model Traffic Code, is levied on each Municipal Court action resulting in a conviction, plea of guilty or no contest, or a deferred judgment and sentence, which violation is charged pursuant to this Code. All

Sec. 7-4-130. - Plant Management Advisory Commission.

Pursuant to Section 35-5.5-107, C.R.S., the Board of Trustees appoints itself as the Plant Management Advisory Commission.

(Ord. No. 19, 1992 §2; Ord. No. 25, 1997; prior code 9.29.130; Ord. No. 8, 2015 §1, 8-11-2015)

ATTACHMENT D

Based on the Board of Trustee discussion triggered by the Town Manager's memo, initial suggestions from the BOT are as follows:

- All Boards' annual appointment dates be moved to June 1
- All Board members serve three-year terms
- Each Board has 7 regular members, with two of the members allowed to live outside town limits
- Attendance requirements suggested were that missing three consecutive meetings could be cause for removal
- Appointments – for all Boards except P&Z and CHPC, if there is one applicant for an open position, the advisory Board interviews and make a recommendation to the BOT for appointment
- If there is more than one applicant for an open position, the BOT and the advisory Board Chair interview at a BOT meeting and select the appointee. P&Z and CHPC are BOT interviews with advisory board chairs.
- All boards have an optional youth member position that can be appointed.
- Alternates were discussed and the BOT was interested in whether your boards felt alternates were necessary either to train up future members or to avoid cancellations for lack of a quorum.
- It is thought that appointments would all be made at one annual BOT meeting, that training would be held together for new board members, and that there would be an annual "Get to Know the Boards and Commissions" event to inform the public.

Tree Board Town Arborist Tree Report

4/20/23

Completed Holiday Lighting Removal

- Ali the Landscape Tech did 75% of the work

Tree work Completed

- RecPath behind the Orchard Church 2x Storm Damaged Siberian Elms to Remove
- 1968 CO-133 powerline conflict Siberian Elm to remove
- Pruned trees off the Dinkel building to give workers more space

Upcoming Tree work

- Pruning and cleanup of trees and vegetation at Gateway RV Park
- We-cycle locations
 - Considering contracting a tree spade to move tree that will be impacted by bike station off the roundabout in front of Sopris Liquor
 - Two trees around North Face Park will be impacted but believe they will survive the root zone disturbance
 - Two larger bushes will need to be removed on the SW corner of Main & 7th
 - Would like to capitalize on the disturbance and revitalize the bed in that area

Adopt-a-Flowerbed

- Working together with Bee Friendly Group to formulate a plan for the middle bridge flower beds at Sopris Park

Tree Planting

- Working to finalize tree planting sites and desired species
- \$1500 raised by Niki Delson of the Down Valley Jewish Families and Friends for use in purchasing trees to be planted in celebration of the Jewish holiday commemorating the birth of trees

Trees in Grates

- Beginning analysis of trees in grates
 - Counted 70 trees in grates

Memorial Trees

- Working on Refining the Policy and create an Application

Outreach/Education

- Completed training as required for limited commercial and public pesticide applicators
- Landscape Technician and I attended virtually the Intermountain Urban Forestry Council meeting