



## Town of Green Mountain Falls

### Board of Trustees Regular Meeting Agenda

10615 Green Mountain Falls Road

Green Mountain Falls, CO 80819

Tuesday, March 1, 2022, at 6:30 p.m.

In-person meeting with YouTube Streaming via the [Town's Channel](#)

#### REGULAR MEETING:

TIME*		ITEM	DESIRED OUTCOME
6:30	1.	CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE	
	2.	ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA	
	3.	CONSENT AGENDA a. Accounts Payables from February 12, 2022, to February 25, 2022 b. Minutes from BOT Meeting; February 15, 2022	<b>BOT Action Desired</b>
6:40	4	PUBLIC HEARING: Public Comment for Variance 20220204: 10830 Ute Pass Ave – Firehouse Venue development	<b>BOT Action Desired</b>
	5.	Variance 20220204: 10830 Ute Pass Ave – Firehouse Venue development	<b>BOT Action Desired</b>
	6.	Oath of Office – Planning Commission – Mike Frey	
	7.	PPRTA CAC Realignment – Craig Gooding	<b>BOT Action Desired</b>
	8.	Special Event Permit – Green Box Block Party – June 18th	<b>BOT Action Desired</b>
	9.	Special Event Permit – Green Box Block Party and Water Lantern Festival – July 4th	<b>BOT Action Desired</b>
	10.	REPORTS a. Trustee Reports b. Committee Reports c. Staff Reports	Information Only
	11.	CORRESPONDENCE	Information Only
	12.	PERSONS PRESENT NOT ON THE AGENDA: 3 MINUTES PER SPEAKER	
	12.	ADJOURN	

\*Please note: Times are approximate.

\*\*The Town shall provide reasonable accommodation for those with disabilities on a case-by-case basis. Please send accommodation requests to [clerk@gmfco.us](mailto:clerk@gmfco.us) by 4pm on the date of the meeting.

# Town of Green Mountain Falls

## Vendor Invoices Journal

from February 12, 2022 to February 25, 2022

Date	Reference	Entity Number	Name	Acct Number	Acct Name	Amount	Ref Total
<b>1-00-00-2000 General-Accounts Payable</b>							
02/14/2022	02112022	brianbundy0000	Brian Bundy	1-10-02-5113	General-Administration-Operations-Services - Professional	520.00	520.00
02/23/2022	Gazebo Fee Refund	jeffreydelo0000	Jeffrey De Los Santos	1-10-00-4401	General-Administration-Gazebo - Rentals	700.00	700.00
<b>Total For 1-00-00-2000 General-Accounts Payable</b>							<b>1,220.00</b>

**TOWN OF GREEN MOUNTAIN FALLS**  
**Board of Trustees Regular Meeting**  
**Town Hall – 10615 Green Mountain Falls Road**  
**Streamed via YouTube**  
**Thursday, February 15, 2022 – 7:00 P.M.**

**MEETING MINUTES**

**Board Members Present**

Mayor Jane Newberry  
Trustee Margaret Peterson  
Trustee Katharine Guthrie  
Trustee Sunde King

**Board Members Absent**

Trustee Chris Quinn

**Town Attorney**

Not present

**Town Manager**

Becky Frank

**Public Works Department**

Not present

**Town Clerk/Treasurer**

Nate Scott

**Marshal's Department**

Present via phone

**Administrative Assistant**

Vacant Position

**Planning Department**

Not present

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**1. Call to Order/Roll Call/Pledge of Allegiance**

Mayor Newberry called the meeting to order at 7:04 pm.

**2. Additions, Deletions, or Correction to the Agenda**

Mayor Newberry moves to delay item 4 until Clay Brown arrives. Trustee Guthrie seconds. Motion passes unanimously.

**3. Consent Agenda**

- a. Accounts Payables from Feb. 1, 2022, to Feb. 11, 2022
- b. Minutes from BOT Meeting; Feb. 1, 2022
- c. Minutes from BOT Special Meeting; Feb. 10, 2022

Mayor Newberry motions to approve consent agenda. Trustee Peterson seconds. Motion passes unanimously.

**4. RFP – Comprehensive Roads Plan – Becky Frank**

Town Manager Frank gives a summary of the RFP and timeline. Trustee King suggests revisions: under submittal requirements, first sentence, remove the word “shall”; change references to “respondent” to “consultant”. In “About the Town”, instead of reference to the “manse” of the church, change to “parsonage”.

Trustee Peterson moves to approve the timeline for RFP and update the RFP text based on Trustee King’s suggestions. Trustee Guthrie seconds. Motion passes unanimously.

**5. Planning Commission Volunteer Application – Mike Frey**

Discussion about residency requirements as defined. Mr. Frey meets the requirement of a “resident”. Trustee Peterson moves to approve the application. Trustee Guthrie seconds the motion. Motion passes unanimously.

## **6. Colorado Dept. of Local Affairs Presentation – Clay Brown**

Mr. Brown confirms his retirement and presents an explanation of forms of government in the State of Colorado, clarifying the status of Green Mountain Falls and the history of the Town Manager position. Mayor Newberry summarized the work Mr. Brown has done on behalf of the Town and presented him with a donated gift, in appreciation of his efforts.

No board action.

## **7. Reports**

- a. Trustee Reports – no reports
- b. Committee Reports – no official reports, TCT Scott gave verbal updates on FMAC and PC. Asked board for their preference on committee report intervals.
- c. Staff Reports
  - a. Town Clerk Scott – summarized the report included in the packet. Discussion about short term rental management ideas.
  - b. Town Manager Frank – highlighted items from the packet report.
  - c. Town Marshal Hodges – reiterated his retirement and comments about future department concerns and priorities.

No board action.

## **8. Correspondence**

- a. Marshal Hodges – Notice of Retirement

No board action.

## **9. Persons Present Not on the Agenda: 3 minutes per speaker**

- a. Todd Dixon – compliments about included reports, short term rentals.

## **10. Adjournment**

The meeting adjourned at 8:11 pm.

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Nathan Scott, Town Clerk/Treasurer

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Jane Newberry, Mayor

# Notice of Public Hearing

RE: Variance Request 20220204: Firehouse Venue Development @ 10830 Ute Pass Ave

LEGAL DESCRIPTION OF THE PROPERTY: El Paso County Tax Schedule # 8308401060; LOT 3, THAT PART OF LOT 2 BLK 62 GREEN MOUNTAIN FALLS ADD 9 AS FOLS, BEG AT MOST SLY COR OF SD LOT 2, TH NWLY ALG SW LOT LN 10.0 FT, ANG R NELY TO A PT ON NE LOT LN 10.0 FT NWLY FROM MOST ELY COR, SELY 10.0 FT TO MOST ELY COR, TH SWLY ALG SELY LOT LN TO POB

To Whom It May Concern:

The owners of the above property are requesting approval of two variances in order to develop it into an event/reception space. The variances, if approved, will allow the project to satisfy the zoning requirements of the Town of Green Mountain Falls. The variances being requested are:

- Allowing of commercial use on a lot size under 10,000 sq. feet. ([Sec. 16-310](#))
- Allowing commercial development without dedicated off street parking. ([Sec. 16-603](#))

The Town of Green Mountain Falls requires all zoning variance requests be subject to a public hearing in both Planning Commission and Board of Trustees meetings. The first of these Public Hearings will be held at 6:40 PM on February 8, 2022, in Town Hall, located at 10615 Green Mountain Falls Road, Green Mountain Falls, CO 80819. The second hearing will be held at 6:40pm at the March 1, 2022, Board of Trustees meeting.

If you wish to make a comment regarding the application under review, and are unable to attend the Public Hearing, you may submit a written statement by the date listed above to the Town Clerk at [clerk@gmfco.us](mailto:clerk@gmfco.us). A copy of the full application may be obtained from the Town Clerk, should you need more information than what has been included with this letter. Emailed comments are preferred; however, physical submissions will also be accepted at the front desk of Town Hall (10615 Green Mountain Rd.). Public Comment will not be included as part of the Staff review of the request after 5pm on the day before the Public Hearing.

You may contact the Town Clerk if you have any questions or comments regarding this application at the email address above or by phone at (719) 684-9414 x1.

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Nate Scott  
Town Clerk/Treasurer



To: Planning Commission  
From: GMF Town Clerk/Treasurer, Nate Scott

Date: February 4, 2022

Re: Variance 20220204 - Variance Application for Firehouse remodel.

### **Background**

The Applicants, owners Sharon and Ronnie Hopper, are requesting the Planning Commission's consideration for two variances for their Firehouse development:

1. Variance to minimum lot size for the [Business District](#).
2. Variance to the Off-street parking requirements defined in [Sec. 16-603](#).

Chair Dixon and I discussed and felt it was right to only charge one variance application fee for this request because the minimum lot size requirement will likely be changed in the pending Land Use Code rewrite. The applicants have paid \$500 for this variance application.

### **Discussion**

#### **Sec. 16-709. - Variances. (with staff notes)**

(a) No variance in the strict application of the provisions of this Land Use Code, including building requirements, signs, and fences, shall be recommended by the Planning Commission, or approved by the Board of Trustees unless it finds that the following requirements and standards are satisfied. It is the intent of this Article that the variance be used only to overcome some exceptional physical condition of a parcel of land located within the neighborhood which poses practical difficulty to its development and prevents its owner from using the property as intended by this Land Use Code. Any variation granted shall be the minimum adjustment necessary for the reasonable use of the land.

(b) The applicant must prove that the variance will not be contrary to the public interest and that practical difficulty and unnecessary hardship will result if it is not granted. In particular, the applicant shall establish and substantiate that the appeal for the variance conforms to the requirements and standards listed below:

- (1) The granting of the variance shall be in harmony with the general purpose and intent of the regulations imposed by this Land Use Code on the district in which it is located and shall not be injurious to the neighborhood or otherwise detrimental to the public.
- (2) The granting of the variance will not permit the establishment of any use which is not permitted in the district. **(The proposed development of this building is in harmony of**

**the Business Zone District. In fact, it is establishing an actual business – with sales tax revenue for the Town – after years of public use as a Fire Station.)**

(3) There must be proof of unique circumstances. There must exist special circumstances or conditions, fully described in the findings, applicable to the land or buildings for which the variance is sought, which circumstances or conditions are peculiar to such land or buildings in the neighborhood and which circumstances, or conditions are such that the strict application of the provisions of this Land Use Code would deprive the applicant of the reasonable use of such land or building. **(The unique circumstance is the positive development effort into a former public property which may not be otherwise developed due to the unique characteristics of the existing building.)**

(4) There must be proof of unnecessary hardship. It is not sufficient proof of hardship to show that greater profit would result if the variance were granted. Furthermore, the hardship complained of cannot be self-created; nor can it be established on this basis by one who purchases with or without knowledge of the restrictions; it must be suffered directly by the property in question; and evidence of variances granted under similar circumstances shall not be considered. **(Hardships are presented by Town Code in this instance. The applicants are not creating the hardship by changing the building footprint. They are attempting to rehabilitate this property into a viable business for themselves, the community, and in turn the Town. One variance is in response to a section of code – minimum lot size – that will likely be repealed in the pending Land Use Code rewrite. For the other variance - parking requirements – it can be argued that:**

- other businesses in Town have not had to provide dedicated public parking per Code,
- the applicants are doing their best by providing two handicapped spots, a drop-off area, and a verbal agreement with the Black Bear Distillery for periodic parking when available, and
- during paid parking season, the Town stands to benefit from this additional parking revenue.)

(5) The granting of the variance is necessary for the reasonable use of the land or building and the variance as granted by the Board of Trustees is the minimum variance that will accomplish this purpose. The report of the Planning Commission shall fully set forth the circumstances by which this Land Use Code would deprive the applicant of any reasonable use of his or her land. Mere reasonable loss in value shall not justify a variation; there must be a deprivation of beneficial use of land. **(If variances are not granted in this case, it is reasonable to assume that a positive use may not be advanced on this property. If a positive use can't be developed with the existing lot configuration, it is likely that someone will have to invest significantly more into this property to develop, reducing the chance of such development.)**

(6) The proposed variance will not impair an adequate supply of light and air to adjacent property, substantially increase the congestion in the public streets, increase the danger of fire, endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood. **(The applicant plans for patrons to use Town parking, which means a short walk to and from the venue. There are pedestrian pathways to use to and from these parking areas. No concerns for increased fire risk, provided all interior modifications are performed pursuant to PPRBD code. There are no**

**adjacent residentially-zone properties that would be adversely affected by this development. In fact, adding healthy business to Town should help property values overall.)**

(7) The granting of the variance requested will not confer on the applicant any special privilege that is denied by this Land Use Code to other lands, structures, or buildings in the same district. **(Most other businesses in town are not on lots above 10,000 sq. feet, do not have dedicated parking as specified in Code, rely on Town ROW parking, and it is unclear whether Town Code has been applied evenly to similar business developments over the years.)**

(c) The Board of Trustees may prescribe any safeguard that it deems necessary to substantially secure the objectives of the regulations or provisions to which the variance applies.

(d) Upon application, the Planning Commission, after giving notice as required by law, shall schedule a public hearing of the proposed variance. The Planning Commission shall consider and decide all proposed variations, taking into account the standards enumerated above.

(e) Procedure. Procedures for variance hearings shall be the same as those for zoning and rezoning, with the exception of the publication requirement contained in Paragraph [16-711](#)(f)(2) below, which shall not be required.

### **Conclusion and Recommendation**

Staff recommends approval of these variances.





## **Town of Green Mountain Falls, Colorado**

### **OATH OF OFFICE**

STATE OF COLORADO )

EL PASO AND TELLER COUNTIES )

TOWN OF GREEN MOUNTAIN FALLS )

I, Mike Frey, do affirm that I will support the Constitution of the United States, the Constitution of the State of Colorado, the laws of the State of Colorado, and the ordinances of the Town of Green Mountain Falls, and will faithfully perform the duties of the office of Planning Commissioner for the Town of Green Mountain Falls, upon which I am about to enter to the best of my ability.

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Mike Frey, Planning Commissioner

### **ATTEST:**

Subscribed and sworn before me this 1st Day of March, 2022.

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Jane Newberry, Mayor



BOARD OF TRUSTEES AGENDA MEMO

DATE: 02/25/2022	AGENDA NO	SUBJECT:
Presented by: Craig Gooding, PPRTA CAC Representative		PPRTA – CAC

There is a meeting of the PPRTA CAC on Wednesday, March 2, when we will revisit the idea of the makeup of the CAC with Calhan joining the committee. The CAC voted in favor of option 1 (1 member each for GMF, Calhan, Manitou Springs, and Ramah), which our Trustees instructed me to vote for a month ago. The two Manitou reps voted against it, and the Board has sent it back to us because Manitou's mayor requested that it be postponed so the CAC can reconsider with more information, specifically about the amount of sales tax Manitou contributes to PPRTA.

**Background:** With the addition of additional member communities to the PPRTA, the PPRTA Board of Directors was asked to explore options to distribute voting power amongst the members.

**Discussion:** In either scenario, the Town of Green Mountain Falls will be reduced to one dedicated vote. With Option #1 there is greater potential that an additional "At Large Alternate" seat be occupied by a Town designee. Additionally with Option #1, in the event of a split decision, an odd number of votes can be achieved. With Option #2, Manitou Springs retains their second vote but the number of "At Large Alternates" remains the same but would be two less than proposed in Option #1.

<u>CAC Membership Components</u>	<u>Option #1</u>	<u>Option #2</u>	<u>Current Composition Prior to Calhan Joining</u>
1. Colorado Springs	3	3	3
2. El Paso County	3	3	3
3. Manitou Springs	1	2	2
4. Ramah	1	1	2
5. Green Mountain Falls	1	1	2
6. Calhan	1	1	0
7. At Large	5	5	5
8. At Large Alternates	<u>6</u>	<u>4</u>	<u>4</u>
9. Totals	21	20	21

**Recommended Action:**

Move to support either Option #1 or Option #2.

**Recommended Motion:**

I \_\_\_\_\_, move to notify the PPRTA of the Town of Green Mountains Falls' support of Option # \_\_\_\_.

Respectfully,

Becky Frank



Colorado Springs    El Paso County    Manitou Springs    Green Mountain Falls    Ramah    Calhan

## MEMORANDUM

**DATE:** March 2, 2022

**TO:** Pikes Peak Rural Transportation Authority Citizen Advisory Committee

**FROM:** Rick Sonnenburg, Program/Contracts Manager

**SUBJECT:** Revision to the CAC Bylaws for the Town of Calhan

***ACTION REQUESTED: Recommendation***

At the December 8, 2021 Board meeting, the PPRTA Board directed PPRTA staff to refer two options to the six member governments for comment regarding a potential reorganization of the PPRTA CAC. The first option is from the City of Colorado Springs CTAB, the second option is from PPRTA CAC Chair Jim Godfrey, and the third option is from the El Paso County Highway Advisory Commission.

<u>Current CAC Membership</u>	<u>CTAB Option</u>	<u>Chair Godfrey's Option</u>	<u>HAC Option</u>
1. Colorado Springs=3	3	3	3
2. El Paso County=3	3	3	3
3. Manitou Springs=2	1	2	1
4. Ramah=2	1	1	1
5. Green Mountain Falls=2	1	1	1
6. Calhan=1 or 2	1	1	1
7. At Large (Regular)=5	5	5	5
8. At Large Alternate=4	<u>6</u>	<u>4</u>	<u>5</u>
9. TOTAL=	21	20	20
10. VOTING MEMBERS=17/18	15	16	15

Attached are the current CAC Bylaws and the responses from the six member governments for the CAC's review.

At the February 2, 2022 meeting, the CAC had a vote count of 8 in favor of Option #1, 5 in favor of Option #2, and 1 in favor of Option #3. On a final motion for a recommendation to the Board, the CAC approved a motion to recommend Option #1 by a vote of 13-2.

At the Board meeting on February 9, 2022, the Board postponed this item for a month at the request of Manitou Springs Mayor John Graham where he mentioned that there might be additional information to provide the CAC for additional consideration by the CAC. If there is additional information from Mayor Graham, this will be presented to the CAC.

Also, Board Chair Holly Williams directed the PPRTA staff to 1) research what the annual sales tax contribution is from the City of Manitou Springs to the PPRTA and inform the CAC of this figure, and 2) request the CAC to discuss and determine what the best number of At Large Alternates should be. On this second point, she noted that with the CAC having excellent attendance, there may not be a need for more than the current four (4) At Large Alternate positions.

**RECOMMENDATION TO THE COMMITTEE:**

Review the responses from the member governments, consider the Board Chair's comments and any other new information, and develop a recommendation to the Board regarding the potential reorganization of the CAC which includes a recommendation regarding the revision to the CAC Bylaws for the CAC membership per member entity.

**Attachments (6):**

1. Current CAC Bylaws
2. Memo from the City of Colorado Springs
3. Email from El Paso County
4. Email from the City of Manitou Springs
5. Email from the Town of Green Mountain Falls
6. Email from the Towns of Ramah and Calhan

**BYLAWS  
OF THE  
PIKES PEAK RURAL TRANSPORTATION AUTHORITY  
CITIZEN ADVISORY COMMITTEE**

**February 14, 2005**

**(Revision Review: January 11, 2006)**

**(Revision Review: November 8, 2006)**

**(Revision Review: May 9, 2007)**

**(Revision Review: December 12, 2007)**

**(Revision Review: January 14, 2009)**

**(Revision Review: December 9, 2009)**

**(Revision Review: September 8, 2010)**

**(Revision Review: March 13, 2013)**

**(Revision Review: June 11, 2014)**

**(Revision Review: February 11, 2015)**

**Mission for Pikes Peak RTA Citizen Advisory Committee (CAC)**

The primary objective for the Pikes Peak Rural Transportation Authority's Citizen Advisory Committee (CAC) is to ensure that the capital, maintenance and public transportation projects and programs approved by voters during the November 2, 2004 election and the November 6, 2012 election are accomplished with Pikes Peak Rural Transportation Authority (PPRTA) funds. This committee reports directly to the PPRTA Board of Directors (PPRTA Board).

Additionally, the intent of the PPRTA Board in forming the CAC is to ensure that citizens are included as partners with the PPRTA Board to monitor the expenditure of the funds for capital, maintenance and public transportation projects and programs within the five local government areas that comprise the PPRTA.

The CAC will review the preliminary budgets prepared by PPRTA and local government staff to provide recommendations to the PPRTA Board. Further, the CAC will review local government budgets as submitted to the specific PPRTA member governments to ensure that the funding from the PPRTA will not be used to substitute for or reduce the City of Colorado Springs' funding to the existing transit system, or to substitute for or reduce any member government's funding for maintenance activities.

**Public Meeting**

All meetings of the CAC are open to the public. Citizens are welcome at meetings and may express their opinions at such times as designated by the agenda or when recognized by the Chair.

**Quorum**

A quorum of the CAC shall be nine (9) members.

## **Robert's Rules**

The CAC shall use Robert's Rules of Order as its basis for governing the conduct of its meetings.

## **Regular and Special Meetings**

- A. Regular meetings of the CAC shall be held monthly or as needed. Notice of said meetings and all available meeting materials shall be posted at least seven (7) business days prior to the meeting and mailed to each CAC member at least four (4) calendar days prior to the meeting.
- B. Special meetings of the CAC may be called at the discretion of the Chair in consultation with the PPRTA staff or by written petition by any three (3) CAC members mailed or delivered personally to the Chair with a copy to the PPRTA staff. CAC members shall be notified by mail, e-mail, in person or by telephone of such special meetings, and said notice shall specify the nature of any and all business to be conducted at such meetings, at least seventy-two (72) hours prior to the time fixed for the meeting. Posting of such special meeting shall also be at least seventy-two (72) hours prior to the meeting.

## **Committee Membership**

The PPRTA Board agreed that the following members would comprise CAC:

- Three (3) members from the City of Colorado Springs' Citizen Transportation Advisory Board (CTAB) appointed by the City of Colorado Springs to three-year staggered terms;
- Three (3) members from the El Paso County Highway Advisory Commission (HAC) appointed by El Paso County to three-year staggered terms;
- Two (2) members appointed by the City of Manitou Springs to three-year staggered terms;
- Two (2) members appointed by the Town of Green Mountain Falls to three-year staggered terms;
- Two (2) members appointed by the Town of Ramah to three-year staggered terms;
- Five (5) at-large members appointed by the PPRTA Board to three-year staggered terms, and
- Four (4) at-large alternate members appointed by the PPRTA Board to two-year staggered terms. The at-large alternate members may participate in CAC meetings as a regular voting member in place of any member absent from a meeting.

At-large members and at-large alternate members may, at the PPRTA Board's discretion, serve up to two (2) consecutive terms. All other CAC members do not have term limits.

The CAC has seventeen (17) regular voting members. There are four (4) at-large alternate members appointed to be available to fill any vacant seats or absences of the regular voting members. In the event there are more at-large alternate members attending a CAC meeting than there are vacancies/absences in regular voting members, the CAC Chair shall use a monthly rotation list of at-large alternate members to determine which at-large alternate member shall be seated in the voting seat(s) for the meeting.

### **Selection of CAC Members**

- Member governments of the PPRTA will appoint their members to the CAC based on their locally approved process and procedures.
- The PPRTA Board will advertise position openings for the five (5) at-large members and four (4) at-large alternate member positions.
- Interested residents of the member governments of the PPRTA may submit a *Letter of Interest* addressed to the PPRTA Board Secretary's Office for membership consideration by the PPRTA Board for the five at-large members and four at-large alternate member positions.
- PPRTA member government employees and residents that do not reside in the PPRTA boundaries are not eligible to be a member of the CAC but may attend the PPRTA Board and CAC meetings.

### **Terms of Service**

Membership terms for regular voting members are three (3) calendar years. Membership terms for at-large alternate members are two (2) calendar years. However, to establish staggered terms, there are exceptions for 2005:

- For 2005, the six (6) positions filled from members of the existing City of Colorado Springs Citizen Transportation Advisory Board and El Paso County Highway Advisory Commission will be for one-, two- and three-year appointments.
- For 2005, the representatives from the Town of Green Mountain Falls and the City of Manitou Springs will be for two- and three-year appointments.
- For 2005, the five (5) regular at-large positions will be for three: one-year terms, one: two-year term and one: three-year term appointments.

- For 2005, the original two (2) alternate at-large positions will be for two-year term appointments.

At the expiration of a term, an at-large member or alternate at-large member may apply to the PPRTA Board for reappointment, except that no at-large member or alternate at-large member shall serve more than two (2) consecutive terms. At the expiration of a term of a CAC member appointed by a member government, that member may apply to his/her respective member government's governing body for reappointment to the CAC.

**Mid-Term Vacancies:** CAC members may resign at any time but are encouraged to do so in writing to the Chair with a copy to the PPRTA Board Secretary. At-large member or alternate at-large member vacancies that occur mid-term will be filled by PPRTA Board appointment. The PPRTA Board, at its discretion, may re-advertise or choose a replacement from the most recent *Letters of Interest* received to fill vacant seats. Mid-term appointees complete the remainder of the vacated terms and must reapply if interested in subsequent terms. An at-large member or alternate at-large member selected to fill an unexpired term of at least one-half of the term shall be considered to be filling a full term of office. Mid-term vacancies for CAC members appointed by a member government shall be filled by that member government.

**Removal of CAC Members:** Upon petition of two-thirds of the members of the CAC, a CAC member may be recommended to the PPRTA Board for removal and replacement. Member governments of the PPRTA may remove their CAC members based on their locally approved process and procedures. CAC members may be removed by the PPRTA Board, for cause or without cause, at any time.

### **Conflict of Interest**

#### **Announcing Conflict:**

Whenever a CAC member has cause to believe that a matter to be voted upon would involve him/her in a conflict of interest, he/she shall announce the conflict of interest and shall request a ruling by the CAC on voting on such matter.

#### **Abstention From Voting:**

No CAC member shall vote on any matter which would involve a conflict of interest.

### **Responsibilities of Pikes Peak RTA Citizen Advisory Committee**

#### **The CAC is responsible for:**

- Reviewing and making recommendations to the PPRTA Board on substantial changes to project or program budgets, major adjustments in the allocation of resources between projects or programs, or any substantial change in the scope of projects or programs.



- Meeting monthly or as needed to review capital projects status and to monitor the progress of the operational components funded from the PPRTA sales tax.
- Reviewing the preliminary budgets prepared by PPRTA and local government staff to provide recommendations to the PPRTA Board.
- Reviewing local government budgets as submitted to the specific PPRTA member governments to ensure that the funding from the PPRTA will not be used to substitute for or reduce the City of Colorado Springs' funding to the existing transit system, or to substitute for or reduce any member governments' funding for maintenance activities.
- Presenting a formal report to the PPRTA Board in conjunction with the formal annual budget process.
- Reviewing the PPRTA 10-year capital project program to ensure annual allocations are congruent with the program's overall objectives.
- Advising PPRTA staff and the PPRTA Board when necessary of concerns and recommendations related to the implementation of the PPRTA projects and programs. The committee acts in an advisory capacity only, and does not have authority to direct PPRTA staff.
- Representing the CAC at project groundbreaking, program start-ups and facility opening ceremonies.

**The CAC is responsible for determining:**

- Designated Chair and Vice-Chair to facilitate meetings, coordinate formal correspondence, and publicly represent the CAC. The CAC shall select its Chair, First Vice-Chair and Second Vice-Chair positions for one-year terms at the first meeting of each calendar year. In the absence of the Chair or in the event of his/her inability to act or if the office is vacant, the First Vice-Chair shall perform all duties of the Chair, and when so acting, shall have all the powers and be subject to all restrictions of the Chair. Similarly, in the absence of both the Chair and First Vice-Chair, the Second Vice-Chair shall perform the duties of and have the powers of the Chair.
- The means by which citizens are given the opportunity to provide input and participate in its meetings.
- Development of criteria for recommending removal of a CAC member. These criteria are absenteeism, such that when a CAC member has had unexcused absences for a third consecutive time or the fourth time in any twelve month period, the Chair shall cause to be sent, through the PPRTA staff, a letter to such CAC member at his/her address informing such CAC member that another absence shall result in his/her membership

being reviewed for possible termination. One additional unexcused absence shall cause the Chair, through the PPRTA staff, to advise the Board for possible termination.

Excused absences include such circumstances as personal or family sickness, death in the family, advanced notice of business related travel or meetings, advanced notice of conflicting committee meetings or other meeting conflicts not in the control of the CAC member, and advance notice of a preplanned family vacation. These circumstances shall not apply against a CAC member's absentee record, as stated above. The CAC member shall notify the CAC Chair in advance of the applicable meeting, if possible, of the need for the excused absence, but may also be allowed an excused absence by the Chair after the meeting with adequate notification and explanation. In the absence of such notification mentioned above, the absence shall be unexcused and shall count against the CAC member's attendance record.

**PPRTA Staff is responsible for providing the CAC with:**

- Quarterly progress reports of PPRTA capital projects, maintenance projects, public transportation services and capital projects as well as other PPRTA funded activities.
- Staff support for the CAC meetings and ensuring public notification is achieved in accordance with the Regional Transportation Authority Act, Sections 43-4-601 *et seq.*, C.R.S.
- Copies of the approved PPRTA budget and status report regarding the approved 10-year PPRTA capital projects program.

**E. Amendment of Bylaws**

Action may be initiated at any duly constituted meeting of the CAC to alter, amend or repeal these Bylaws and have new Bylaws adopted. An affirmative vote of a majority of the CAC members present in a duly constituted meeting with a quorum is necessary for approval of a positive recommendation to the PPRTA Board. The CAC's recommendation to amend these Bylaws is then subject to approval by the PPRTA Board.

The PPRTA Board may from time to time amend these Bylaws, or change its policies, necessitating revisions in the Bylaws of the CAC. Should such a case occur, the PPRTA Chair shall notify or cause to notify the CAC Chair, who shall then notify the full CAC, of such changes.



**Colorado Springs      El Paso County      Manitou Springs      Green Mountain Falls      Ramah**

**To:** Pikes Peak Rural Transportation Authority (PPRTA) Board of Directors  
Pikes Peak Rural Transportation Authority Citizen Advisory Committee (CAC)

**From:** City of Colorado Springs  
Gayle Sturdivant, PE, PMP, City Engineer/Deputy Public Works Director

**Date:** December 1, 2021

**Subject:** PPRTA Citizen's Advisory Committee (CAC)

At the October 13, 2021, PPRTA Board meeting, the membership of CAC was referred to staff for input from the City's Citizen's Transportation Advisory Board (CTAB) and El Paso County's Highway Advisory Committee (HAC), and they were specifically asked if they would like to add a fourth representative to CAC to comply with the Board's intent to modify the CACs representation to match the Board's revisions upon the additional of the Town of Calhan to the PPRTA.

At this time, CTAB does not want to add a fourth member to CAC and offer an alternative suggestion. The alternative would reduce representation from 2 to 1 for the City of Manitou Springs, the Town of Green Mountain Falls, the Town of Ramah and add 1 representative for the Town of Calhan. Five (5) at-large representatives would remain, and the at-large alternate number would change to keep the total number of CAC members at 21.

This suggestion is illustrated in the table below and contemplates the addition of future member governments.

	Before Election	After Election - adding Calhan	Future New Entit(ies)
Colorado Springs	3	3	3
El Paso County	3	3	3
Manitou Springs	2	1	1
Ramah	2	1	1
Green Mountain Falls	2	1	1
Calhan	0	1	1
At-large	5	5	5
At-large Alternate	4	6	5
Future New Entity			1
Voting Members	17	15	16
Total	21	21	21

**Jessica McMullen**

**To:** Rick Sonnenburg  
**Subject:** RE: Potential Reorganization of the PPRTA CAC

**From:** Jennifer Irvine <[jenniferirvine@elpasoco.com](mailto:jenniferirvine@elpasoco.com)>

**Sent:** Wednesday, December 15, 2021 2:58 PM

**To:** Rick Sonnenburg <[rsonnenburg@ppacg.org](mailto:rsonnenburg@ppacg.org)>

**Cc:** Jana Nemeckova <[JanaNemeckova@elpasoco.com](mailto:JanaNemeckova@elpasoco.com)>; Gayle Sturdivant <[gayle.sturdivant@coloradosprings.gov](mailto:gayle.sturdivant@coloradosprings.gov)>; Jennifer Irvine <[jenniferirvine@elpasoco.com](mailto:jenniferirvine@elpasoco.com)>

**Subject:** RE: Potential Reorganization of the PPRTA CAC

Rick: The EPC HAC met today and their recommendation is as below in yellow. Just a little insight into their discussion.....they thought it was important to have odd number of voting members and to keep the number of total membership low. They also thought that if other member governments were to be added in the future (i.e. Fountain/Monument) that they would likely warrant two voting members and that Manitou fit better as a "small" member government. Larry Tobias is the Chair of the EPC HAC and can talk to this at PPRTA CAC as well. Let me know if you have any questions. Do I also need to obtain input from Commissioners? Thanks-Jennifer

**PPRTA CAC Representation Matrix**

PPRTA Member Government	Current CAC Composition Before Election	Option #1- (City CTAB) After Election - add Calhan	Option #2- (PPRTA CAC Chair) After Election – add Calhan	Option #3 (EPC HAC) After Election – add Calhan
City of Colorado Springs	3	3	3	3
El Paso County	3	3	3	3
City of Manitou Springs	2	1	2	1
Town of Ramah	2	1	1	1
Green Mountain Falls	2	1	1	1
Town of Calhan	0	1	1	1
At-large	5	5	5	5
At-large Alternate	4	6	4	5
Future Member Government				
Voting Members	17	15	16	15
Total	21	21	20	20

**Jennifer E. Irvine P.E., MPA**

*County Engineer*

El Paso County Department of Public Works  
 3275 Akers Drive Colorado Springs, CO 80922  
 (719) 520-6898 cell: (719) 332-6310

[jenniferirvine@elpasoco.com](mailto:jenniferirvine@elpasoco.com)

[www.elpasoco.com](http://www.elpasoco.com)



# EL PASO COUNTY

PUBLIC WORKS

**From:** Rick Sonnenburg <[rsonnenburg@ppacg.org](mailto:rsonnenburg@ppacg.org)>

**Sent:** Thursday, December 9, 2021 4:51 PM

**To:** Gayle Sturdivant <[gayle.sturdivant@coloradosprings.gov](mailto:gayle.sturdivant@coloradosprings.gov)>; Jennifer Irvine <[jenniferirvine@elpasoco.com](mailto:jenniferirvine@elpasoco.com)>; John Graham <[jgraham@manitouspringsco.gov](mailto:jgraham@manitouspringsco.gov)>; Denise Howell <[dhowell@manitouspringsco.gov](mailto:dhowell@manitouspringsco.gov)>; Jeff Jones <[jeffjones@manitouspringsco.gov](mailto:jeffjones@manitouspringsco.gov)>; Angie Sprang <[manager@gmfco.us](mailto:manager@gmfco.us)>; Jane Newberry <[GMFnewberry@gmail.com](mailto:GMFnewberry@gmail.com)>; Cindy Tompkins ([townclerk@calhan.co](mailto:townclerk@calhan.co)) <[townclerk@calhan.co](mailto:townclerk@calhan.co)>; Dennis Carpenter <[thecatman1955@hotmail.com](mailto:thecatman1955@hotmail.com)>

**Cc:** Jana Nemeckova <[JanaNemeckova@elpasoco.com](mailto:JanaNemeckova@elpasoco.com)>

**Subject:** Potential Reorganization of the PPRTA CAC

**CAUTION: This email originated from outside the El Paso County technology network. Do not click links or open attachments unless you recognize the sender and know the content is safe. Please call IT Customer Support at 520-6355 if you are unsure of the integrity of this message.**

All,

At the December 8, 2021 PPRTA Board meeting, the Board discussed the possibility of revising the composition of the PPRTA CAC. Specifically, it reviewed two options which the Board directed me to refer out to all member governments for comment. The first option is offered by the City of Colorado Springs' CTAB. CTAB's supporting memo for its option is attached. The second option is offered by CAC Chair Jim Godfrey. A summary of these two options is listed below. The list on the far right column is the current composition prior to Calhan joining. The Board is requesting comments by the six member governments by December 29, if possible, with a fallback deadline of January 26, 2022 if we cannot receive comments back from all member governments. Even if we have heard from you, such as from CTAB and Mayor Carpenter of Ramah, we would like to hear from you again after you have compared the two options.

<u>CAC Membership Components</u> <u>Joining</u>	<u>Option #1</u>	<u>Option #2</u>	<u>Current Composition Prior to Calhan</u>
1. Colorado Springs	3	3	3
2. El Paso County	3	3	3
3. Manitou Springs	1	2	2
4. Ramah	1	1	2
5. Green Mountain Falls	1	1	2
6. Calhan	1	1	0
7. At Large	5	5	5
8. At Large Alternates	<u>6</u>	<u>4</u>	<u>4</u>
9. Totals	21	20	21

Rick

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Jessica McMullen

---

**Subject:** FW: Potential Reorganization of the PPRTA CAC

**From:** Jeffrey Jones <[jeffjones@manitouspringsco.gov](mailto:jeffjones@manitouspringsco.gov)>

**Sent:** Friday, December 10, 2021 7:12 AM

**To:** Rick Sonnenburg <[rsonnenburg@ppacg.org](mailto:rsonnenburg@ppacg.org)>

**Subject:** RE: Potential Reorganization of the PPRTA CAC

Rick, the city of Manitou Springs prefers CAC Chair Jim Godfreys opinion (option #2), which keeps the composition closest to the current composition. Manitou Springs population should justify a larger representation than the smaller communities of Ramah, Green Mountain Falls and Calhan.

Jeff



**Jeffery A. Jones**

Public Works Director  
City of Manitou Springs

**Main** | (719) 685-5481

**Direct** | (719) 492-2359

[jeffjones@manitouspringsco.gov](mailto:jeffjones@manitouspringsco.gov)

**606 Manitou Avenue**

**Manitou Springs, CO 80829**

[www.manitouspringsgov.com](http://www.manitouspringsgov.com)

**From:** Rick Sonnenburg <[rsonnenburg@ppacg.org](mailto:rsonnenburg@ppacg.org)>

**Sent:** Thursday, December 9, 2021 4:51 PM

**To:** Gayle Sturdivant <[gayle.sturdivant@coloradosprings.gov](mailto:gayle.sturdivant@coloradosprings.gov)>; Jennifer Irvine ([jenniferirvine@elpasoco.com](mailto:jenniferirvine@elpasoco.com))

<[jenniferirvine@elpasoco.com](mailto:jenniferirvine@elpasoco.com)>; John Graham <[jgraham@manitouspringsco.gov](mailto:jgraham@manitouspringsco.gov)>; Denise Howell

<[dhowell@manitouspringsco.gov](mailto:dhowell@manitouspringsco.gov)>; Jeffrey Jones <[jeffjones@manitouspringsco.gov](mailto:jeffjones@manitouspringsco.gov)>; Angie Sprang

<[manager@gmfco.us](mailto:manager@gmfco.us)>; Jane Newberry <[GMFnewberry@gmail.com](mailto:GMFnewberry@gmail.com)>; Cindy Tompkins ([townclerk@calhan.co](mailto:townclerk@calhan.co))

<[townclerk@calhan.co](mailto:townclerk@calhan.co)>; Dennis Carpenter <[thecatman1955@hotmail.com](mailto:thecatman1955@hotmail.com)>

**Cc:** Jana Nemeckova ([JanaNemeckova@elpasoco.com](mailto:JanaNemeckova@elpasoco.com)) <[jananemeckova@elpasoco.com](mailto:jananemeckova@elpasoco.com)>

**Subject:** Potential Reorganization of the PPRTA CAC

All,

At the December 8, 2021 PPRTA Board meeting, the Board discussed the possibility of revising the composition of the PPRTA CAC. Specifically, it reviewed two options which the Board directed me to refer out to all member governments for comment. The first option is offered by the City of Colorado Springs' CTAB. CTAB's supporting memo for its option is attached. The second option is offered by CAC Chair Jim Godfrey. A summary of these two options is listed below. The list on the far right column is the current composition prior to Calhan joining. The Board is requesting comments by the six member governments by December 29, if possible, with a fallback deadline of January 26, 2022 if we cannot receive

comments back from all member governments. Even if we have heard from you, such as from CTAB and Mayor Carpenter of Ramah, we would like to hear from you again after you have compared the two options.

<u>CAC Membership Components</u>	<u>Option #1</u>	<u>Option #2</u>	<u>Current Composition Prior to Calhan</u>
<u>Joining _____</u>			
1. Colorado Springs	3	3	3
2. El Paso County	3	3	3
3. Manitou Springs	1	2	2
4. Ramah	1	1	2
5. Green Mountain Falls	1	1	2
6. Calhan	1	1	0
7. At Large	5	5	5
8. At Large Alternates	<u>6</u>	<u>4</u>	<u>4</u>
9. Totals	21	20	21

Rick

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Under the Colorado Open Records Act (CORA), all messages sent to or from this e-mail account may be subject to public disclosure. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you are not the named addressee you should not disseminate, distribute or copy this email. Please notify the sender immediately if you have received this email by mistake and delete this email from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited. City of Manitou Springs, 606 Manitou Avenue, Manitou Springs, CO 80829

**From:** [Rick Sonnenburg](#)  
**To:** [Jessica McMullen](#)  
**Subject:** FW: Green Mountain Falls CAC votes  
**Date:** Thursday, February 24, 2022 12:13:48 PM  
**Attachments:** [Outlook-4cuznmcw.png](#)

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Jessica,  
This is the additional attachment for 8B.  
Rick

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**From:** Becky Frank <[manager@gmfco.us](mailto:manager@gmfco.us)>  
**Sent:** Wednesday, February 2, 2022 9:14 AM  
**To:** Rick Sonnenburg <[rsonnenburg@ppacg.org](mailto:rsonnenburg@ppacg.org)>  
**Subject:** Green Mountain Falls CAC votes

Good Morning Rick,

At the Green Mountain Falls 2/1 BoT meeting the board's preference is Option #1.

This will be reflected in the minutes but unfortunately not ready in time for today's meeting.

Thanks,

Becky

Becky Frank  
Town Manager  
Green Mountain Falls, Colorado  
[719-684-9414](tel:719-684-9414) ext. 5  
[manager@gmfco.us](mailto:manager@gmfco.us)  
[www.gmfco.us](http://www.gmfco.us)





**Jessica McMullen**

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**Subject:** FW: Makeup of CAC membership

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**From:** [townclerk@calhan.co](mailto:townclerk@calhan.co) <[townclerk@calhan.co](mailto:townclerk@calhan.co)>

**Sent:** Tuesday, January 25, 2022 12:51 PM

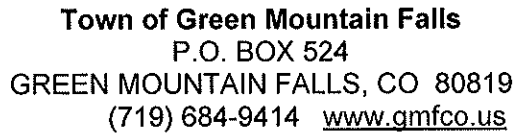
**To:** Rick Sonnenburg <[rsonnenburg@ppacg.org](mailto:rsonnenburg@ppacg.org)>

**Subject:** Makeup of CAC membership

Rick,  
The Towns of Calhan and Ramah would like to state their preference for 1 representative from Ramah, Calhan and Green Mountain Falls and 2 representatives for Manitou Springs. This will also include 5 at-large representatives and 4 alternate at-large.

If you need anything further, please let me know.

Cindy Tompkins, CMC  
Town Clerk  
[townclerk@calhan.co](mailto:townclerk@calhan.co)  
719-347-2586



Title of Event: Block Party  
Organization Name: Green Box Arts  
Organization Contact Name: Jesse Stroope  
Phone: 405-760-1094 Email: jessestroope@yahoo.com

Type of audio/visual equipment proposed: Sound equipment at farm stand with sound check at 4pm

## Additional fees: \_\_\_\_\_

### Special Event Permit Checklist

Thank you for considering historic Green Mountain Falls for your upcoming event. Any short-term activity that has the potential to impact public property or services must be permitted. Applications can be submitted up to twelve (12) months prior to an event, **but no later than sixty (90) days prior to the special event date. Updated liability insurance and final fees are due thirty (30) days prior to event.**

1. Completed Special Event Permit Application Form, signed and dated
2. Consent and General Release Form, signed and dated
3. Event details
  - a. Security (not provided by GMF)
  - b. Trash plan
  - c. Traffic plan
4. Certificate of Liability Insurance
5. Site plan sketch showing the proposed location of the following:
  - a. Street closures and barricades
  - b. Parking
  - c. Trash/recycling bins
  - d. Restrooms
  - e. Food, beverage, retail vendors
  - f. Signage
  - g. Audio/visual equipment
6. State of Colorado Special Event Liquor License Application with required documents
7. Applicable fees. Refer to Fee Schedule.

---

The undersigned representative of Green Box Arts (organization) in consideration of privileges granted to him/her for use of the public properties of the Town of Green Mountain Falls for Block Party (event title/date of event), does hereby release, discharge, and agree to hold free and harmless the Town of Green Mountain Falls from any and all actions, and causes of action arising out of or relating to any loss, damage, or injury including death of any participant or spectator, while in or on the premises of any public property within the Town of Green Mountain Falls for any purpose related to the above mentioned event.

By signing the foregoing release, the undersigned hereby acknowledges understanding that

- all participants and spectators must obey all regulations, laws, and ordinances of the Town of Green Mountain Falls, including but not limited to §7-54; §7-103; 10-273; §11-97
- he/she has read the foregoing release, and the attached statement for conducting a special event in the Town of Green Mountain Falls
- understands both documents and signs this agreement voluntarily.

Signature of Applicant: James Strayer Date: 2/22/22



Red line represents the portion of town property to be used and closed to vehicular traffic at 4pm.

Cones and traffic closure requested from public works.

These items can be picked up in advance by Green Box staff as directed

We do not require security for this event. We provide our own trash cans and restroom facilities. Most families walk down from their homes for this event or walk to our location from town parking. Any signage will be temporary to the event and will be on private property. Audio/Visual will also be on private property and operated within designated town hours.



Town of Green Mountain Falls  
P.O. BOX 524  
GREEN MOUNTAIN FALLS, CO 80819  
(719) 684-9414 [www.gmfco.us](http://www.gmfco.us)

## Special Events Permit Application

Title of Event: Block Party and Water Lantern Launch  
Organization Name: Green Box Arts  
Organization Contact Name: Jesse Stroope  
Phone: 405-760-1094 Email: jessestroope@yahoo.com

Dates of Proposed Event: July 4th 2022 Start Time: 7pm End Time: 10pm  
Anticipated Number of Attendees: 200  
Request for Town utilities: Electric        Water        Gas       

Description of the event: Traditional block party with patriotic music and water lantern launch from gazebo island.

Type of audio/visual equipment proposed: Sound equipment at farm stand with sound check at 4pm

### Office Use:

Board Approval Date: \_\_\_\_\_

State Special Event Liquor License Approval Date: \_\_\_\_\_

Valid Liability Insurance will be submitted by: \_\_\_\_\_

Final fee assessment will be paid by: \_\_\_\_\_

Board of Trustees conditions for permit: \_\_\_\_\_

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

Event Permit Fee: \_\_\_\_\_

Traffic Control Fee: \_\_\_\_\_

Additional fees: \_\_\_\_\_



### Special Event Permit Checklist

Thank you for considering historic Green Mountain Falls for your upcoming event. Any short-term activity that has the potential to impact public property or services must be permitted. Applications can be submitted up to twelve (12) months prior to an event, **but no later than sixty (90) days prior to the special event date. Updated liability insurance and final fees are due thirty (30) days prior to event.**

1. Completed Special Event Permit Application Form, signed and dated
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3. Event details
  - a. Security (not provided by GMF)
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5. Site plan sketch showing the proposed location of the following:
  - a. Street closures and barricades
  - b. Parking
  - c. Trash/recycling bins
  - d. Restrooms
  - e. Food, beverage, retail vendors
  - f. Signage
  - g. Audio/visual equipment
6. State of Colorado Special Event Liquor License Application with required documents
7. Applicable fees. Refer to Fee Schedule.

---

The undersigned representative of Green Box Arts (organization) in consideration of privileges granted to him/her for use of the public properties of the Town of Green Mountain Falls for Blocic party + winter lanterns launch (event title/date of event), does hereby release, discharge, and agree to hold free and harmless the Town of Green Mountain Falls from any and all actions, and causes of action arising out of or relating to any loss, damage, or injury including death of any participant or spectator, while in or on the premises of any public property within the Town of Green Mountain Falls for any purpose related to the above mentioned event.

By signing the foregoing release, the undersigned hereby acknowledges understanding that

- all participants and spectators must obey all regulations, laws, and ordinances of the Town of Green Mountain Falls, including but not limited to §7-54; §7-103; 10-273; §11-97
- he/she has read the foregoing release, and the attached statement for conducting a special event in the Town of Green Mountain Falls
- understands both documents and signs this agreement voluntarily.

Signature of Applicant: \_\_\_\_\_

Jesse Strong

Date: \_\_\_\_\_

2/22/22



Red line represents the portion of town property to be used and closed to vehicular traffic at 4pm.

Cones and traffic closure requested from public works.

These items can be picked up in advance by Green Box staff as directed

We do not require security for this event. We provide our own trash cans and restroom facilities. Most families walk down from their homes for this event or walk to our location from town parking. Any signage will be temporary to the event and will be on private property. Audio/Visual will also be on private property and operated within designated town hours.

Audio equipment may be used at Gazebo Island for the conclusion of the evening. Patriotic music to be performed at end of the block party with water lanterns being launched from the island during the performance. Water lanterns will use LED lighting in lieu of traditional candles. The lanterns are made from materials which are safe for lake and wildlife. All lanterns will be collected by Green Box staff post event.









## The Town of Green Mountain Falls

P.O. Box 524, 10615 Green Mountain Falls Road, Green Mountain Falls, CO 80819

(719) 684-9414 [www.gmfco.us](http://www.gmfco.us)

To: Mayor and Board of Trustees  
From: Jesse Stroope, PRT Chair  
Re: PRT Committee Report, March 1, 2022

### UPDATES

- Catamount Trail - HGMFF legal is drafting a MOU that will be given to the town's legal for review. After this review, PRT will be recommending to the Board that the Catamount Trail be reopened.
- A Signage Removal report was submitted to the Town Staff for recommended sign removal due to the new wayfinding signage. This was part of the Wayfinding Signage package that was approved by the Board on May 18, 2021.
- A report on the erosion at the Mt. Dewey trailhead was presented with two options: keep existing trailhead location by adding steps due to steepness and erosion or move trailhead 135'. HGMFF, property owners, prefer to have option one implemented.
- Town Manager asked the PRT to help review the RFPs for the CDBG grant. PRT will also be involved with pre-construction meetings and help the Town Manager with project management. Don Walker was appointed lead on this effort.
- Town Manager asked the PRT to provide input on the bathrooms to be installed at Pool Park. Design options and location of the bathroom will be discussed at PRT meetings and two design recommendations will be presented to the Board.
- Town Manager asked the PRT to research Bear Proof Trash Cans for cost, inventory and locations.
- Fitness Court installation has been stalled due to weather. Adhesive needs 50 degrees or warmer to set. Looking at an April/May installation.
- PRT officer elections were held on January 19, 2022. The following were elected for 2022: Jesse Stroope - Chair, Jay Kita - CoChair, Nancy Dixon - secretary. There is one committee member spot open.
- If GMF residents have useful town artifacts, PRT would request that they be shared and/or scanned for use at Town Hall.

- 2022 PRT Goals were discussed and approved on February 16, 2022.
  - Participate in the Gazebo Park Renovation
  - Participate in Pool Park bathroom location/design
  - Recommend location and plan for Bear Proof Trash Cans
  - Opening of the Fitness Court at Pool Park
  - Trail Maps
  - Continue to work on agreement with FoUPT
  - Spring Work Day
  - Fall Creek Week Clean Up
  - Engage community to confirm/imagine park names
  - Re-open Catamount Trail
  - Trailhead and Wayfinding Sign Restoration
  - Informative trailhead signage be installed at all trailheads
  - Re-seed Squires (Flag Pole) Park
  - PRT Parking Privilege Permits
  - Trail Ambassadors schedule
  - Recognize private citizens or groups who have improved areas of town property with signage and thank yous