



# Town of Green Mountain Falls

## Board of Trustees Regular Meeting Agenda

10615 Green Mountain Falls Road

Green Mountain Falls, CO 80819

**Tuesday, September 20, 2022, at 7:00pm**

### Public Work Session prior to meeting at 6:00pm

In-person\* or via Zoom\*\*:

<https://us02web.zoom.us/j/83231098955?pwd=QlF3a2dNNkxsRFpiMUo3clgyNHBrZz09>

Meeting ID: 832 3109 8955; Passcode: 272238; Dial-in: 346-248-7799

### REGULAR MEETING:

TIME:		ITEM	DESIRED OUTCOME
6:00pm		PUBLIC WORK SESSION	
7:00pm	1.	CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE	
	2.	ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA	<b>BOT Action Desired</b>
	3.	PERSONS PRESENT NOT ON THE AGENDA: 3 MINUTES PER SPEAKER	Public Comment
	4.	CONSENT AGENDA: a. Minutes from August 30, 2022, Board of Trustees Meeting	<b>BOT Action Desired</b>
	5.	Oath of Office – Deputy Marshal William Starks	
	6.	Proclamation: Creek Week 2022	<b>BOT Action Desired</b>
	7.	Presentation: Habitat for Humanity, Kris Lewis, Executive Director/CEO of Pikes Peak Habitat for Humanity	<b>BOT Action Desired</b>
	8.	Applications for Easements: 11110 and 11120 Belvidere Ave.	<b>BOT Action Desired</b>
	9.	Final Plat Application: Black Bear Subdivision	<b>BOT Action Desired</b>
	10.	Quote approval: CIRSA services for 2023	<b>BOT Action Desired</b>
	11.	REDI Grant	<b>BOT Action Desired</b>
	12.	Parks, Recreation, and Trails Advisory Committee Advice Memo: Dixon Adopt-A-Park Proposal	Information Only
	13.	Parks, Recreation, and Trails Advisory Committee Advice Memo: Park Maintenance Plan for 2023	Information Only
	14.	REPORTS a. Trustee Reports b. Committee Reports c. Staff Reports	Information Only
	15.	CORRESPONDENCE a. None	Information Only
	16.	ADJOURN	

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

\*\*Zoom meeting will start when the regular meeting is called to order. Public Comment for Zoom participants is restricted to live comment during Item #3 only. Commenters should be prepared to use the “raise hand” function to be called upon. Chat comments will not be managed or responded to.



## OATH OF OFFICE

STATE OF COLORADO )

EI PASO AND TELLER COUNTIES )

TOWN OF GREEN MOUNTAIN FALLS )

I, William Starks, 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 Deputy Marshal of the Town of Green Mountain Falls, upon which I am about to enter, to the best of my ability.

---

William Starks, Deputy Marshal

### **ATTEST:**

Subscribed and sworn before me this 20th day of September 2022.

---

Todd Dixon, Mayor

## ***PROCLAMATION RECOGNIZING “CREEK WEEK 2022”***

- WHEREAS,** The Town of Green Mountain Falls is fortunate to have extensive and diverse natural resources, such as forests, grasslands, riparian areas, lakes, creeks and a wide variety of open spaces; and
- WHEREAS,** the Fountain Creek Watershed is a unique and important resource and asset to the residents and visitors of Fountain and the Pikes Peak Region; and
- WHEREAS,** the Fountain Creek Watershed Flood Control and Greenway District is partnering with the City of Colorado Springs, El Paso County, Pueblo County, the Cities of Manitou Springs, Fountain, and towns of Monument and Green Mountain Falls, and numerous community organizations to coordinate the 9<sup>th</sup> Annual “Creek Week” cleanup, which will encourage the protection, restoration and maintenance of the Fountain Creek watershed; and
- WHEREAS,** this 9-day litter clean-up effort runs September 24th through October 2th, 2022 throughout the watershed and is now the largest cleanup effort in our State; and
- WHEREAS,** “Creek Week” programs and activities are designed to raise awareness about the littering issue within our watershed, to encourage organizations and individuals to collect litter and debris to make Fountain Creek and the watershed cleaner and safer; and
- WHEREAS,** businesses, churches, schools, non-profits, neighborhood associations, youth groups, service clubs and individuals are encouraged to form a “Creek Crew” to clean up at a “Creek Week” project site; and
- WHEREAS,** “Creek Week” litter removal activities will reduce pollution in our creeks and clogs in our waterways that can lead to flooding, provide for a safer drinking water supply, and enhance wildlife habitat and property values.

**NOW, THEREFORE,** the Trustees of Green Mountain Falls, Colorado hereby proclaim the September 24 – October 2, 2022, as “Creek Week” in Green Mountain Falls, and encourages our citizens to help protect, restore and maintain our waterways by participating in “Creek Week” activities.

**DONE THIS** 20th day of September 2022 in Green Mountain Falls, Colorado.

TRUSTEES:

ATTEST:

Mayor Todd Dixon \_\_\_\_\_

Mayor Pro-tem Sunde King \_\_\_\_\_

Trustee Katharine Guthrie \_\_\_\_\_

Trustee Nick Donzello \_\_\_\_\_

Trustee Sean Ives \_\_\_\_\_

\_\_\_\_\_  
Nate Scott, Town Clerk



# Pikes Peak Habitat for Humanity Serving El Paso County Since 1986

Presentation to Green Mountain Falls

Board of Directors

20 September 2022

# What we do through homeownership

- ▶ We build strength, stability, and self-reliance through shelter
- ▶ People know we build homes, but did you know we also repair, recycle, and rehabilitate them?
- ▶ Our model for homeownership
  - ▶ Partner families purchase their new homes with affordable mortgages
  - ▶ 3 Criteria for Eligibility
  - ▶ Targeted communities
    - ▶ Workforce families
    - ▶ 30-80% AMI
    - ▶ Veterans
    - ▶ Seniors

# What & Why We Do Repairs

- ▶ Home repair program addresses
  - ▶ Health and safety issues
  - ▶ Code violations
  - ▶ Aging-in-place
- ▶ Eligibility
  - ▶ Demonstrate need
  - ▶ Ability to pay
  - ▶ Willingness to partner
- ▶ Targeted communities
  - ▶ Cost-Burdened
  - ▶ People with disabilities
  - ▶ Seniors
  - ▶ Veterans

# Before Exterior and Interior Repairs





# Post Repairs

Envelope, Siding, Paint

Windows, Gutters, Roof line



# Why we do what we do

- ▶ Vision: a world where everyone has a decent place to live
- ▶ Deficit of affordable housing stockpile
- ▶ High median home price (\$495,000)
- ▶ Relationship between stable, affordable housing and
  - ▶ Physical, cognitive, and emotional development in children
  - ▶ Improved mental and physical health of adults
  - ▶ Workforce recruitment and retention

# What we've done in the past

- ▶ 36 years of serving families in El Paso County... and abroad
- ▶ 190 new homes in El Paso County
- ▶ 22 rehabs, 14 recycled houses (homes previously owned by Habitat homeowners and recycled to new Habitat homeowners), and 17 repairs
- ▶ 266 international lives transformed through >\$1M tithes



# Micah's View City of Fountain

Accessibility



Roll-in Shower





# What we're doing right now

- ▶ New homes at The Ridge at Sand Creek
  - ▶ Just completed 2 new houses
  - ▶ 3 more in progress
  - ▶ Currently selecting 5 new future homeowner families (from 75 applications)
  - ▶ 30 homes in a 90-home mixed income neighborhood
- ▶ Home repair program
  - ▶ Leveraging Community Relationships
    - ▶ Silver Key
    - ▶ Energy Resource Center
    - ▶ Brothers Redevelopment
  - ▶ 55 applications received and selected 12; of these:
    - ▶ 3 are completed
    - ▶ 4 are in process at various stages
    - ▶ 5 have not yet started
    - ▶ Average repair cost \$10,000

# The Ridge at Sand Creek Neighborhood Babcock & Galley

Clark Land Surveying Home



Veteran Build #3



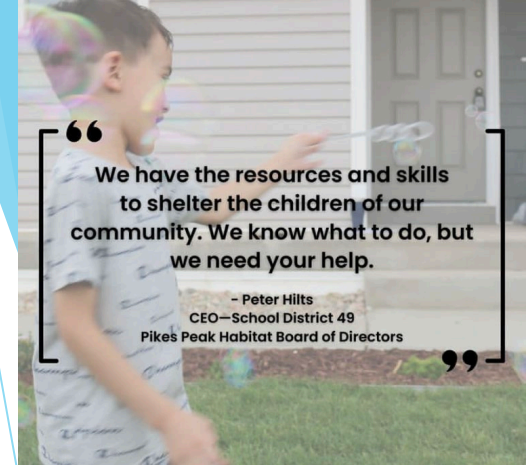
# What we plan to do in the future

- ▶ Strategic plan FY2023-2025
  - ▶ Open third ReStore
  - ▶ Increase number of families served
    - ▶ Expand Aging-in-Place home repair program
    - ▶ Expand Critical and Brush with Kindness programs
    - ▶ Strengthen homeowner services
  - ▶ Strengthen and expand donor relations
    - ▶ Create Planned Giving program
    - ▶ Implement Annual “signature event”
    - ▶ Expand faith relations
      - ▶ Grow capacity to serve most vulnerable locally and globally
    - ▶ Stabilize annual local home construction to 7-8 homes/year
  - ▶ Strengthen and expand advocacy
  - ▶ Grow organizational capacity

# How can you help?

- ▶ Volunteer: Construction/Repairs, ReStores, Committees, Board
  - ▶ Individually
  - ▶ As a group
  - ▶ Adopt-a-Day
- ▶ In-kind donations of materials or professional talent
- ▶ Help us get “a seat at the table”
- ▶ Land acquisition
- ▶ Tell the informed story of Pikes Peak Habitat
  - ▶ Invite us to your civic organizations, faith communities, outreach areas
  - ▶ Tell others about Pikes Peak Habitat for Humanity

**PIKESPEAKHABITAT.ORG**



“We have the resources and skills to shelter the children of our community. We know what to do, but we need your help.”

- Peter Hilts  
CEO—School District 49  
Pikes Peak Habitat Board of Directors



To: Planning Commission  
From: Nate Scott, Town Clerk/Treasurer/Planner  
Date: September 7, 2022  
Re: 20220321a and b: Easement Requests for 11110 and 11120 Belvidere Ave.;  
20220321e and f: Architectural and Zoning Applications for 11110 and 11120 Belvidere Ave.

### **Background**

The applicant Bruce McSpadden is requesting the Planning Commission's consideration for an application for a deck replacement along with ROW easements and variances on both properties from the Town in order to accommodate the rebuild. The application for the Architectural and Zoning Review was received and paid for on March 21, 2022. The application for the easements was received and paid for on July 24, 2022. Public notice for the variances was posted online and at Town Hall on August 8. The applicant understands that this construction, if approved, will need to be presented to Pikes Peak Regional Building Department for permitting upon approval of the Town and any contractor must acquire a Business License.

The variances were approved at the August 23 Planning Commission and August 30 Board of Trustees meetings.

#### **Planning Commission Recommended Actions:**

- Review proposed easement for compliance with Green Mountain Falls Zoning and Land Use Code.
- Review proposed Architectural and Zoning Application for compliance with Green Mountain Falls Zoning and Land Use Code.

### **Project Summary**

The reconstruction of the deck at 11110 Belvidere was approved at the May 24, 2022, Planning Commission meeting. The applicant was advised prior to that meeting that the reconstruction at 11120 Belvidere would need a variance, as the site plan indicated that the front setback would not be met. Upon further review and survey work on both properties, it was discovered that the deck footprints on both properties encroach into town right-of-way. Therefore, a variance and easement will be required in order to allow the reconstruction of both decks.

The applicant has submitted site plans showing the proposed measurements of the easements, and the Planning Commission approved Step 1 (concept) at its August 23 meeting. The step is to approve the formal easement agreement documents, which will be recorded with the detailed legal descriptions as presented tonight. The proposed easement dimensions will allow for deck reconstruction and envelope the front steps on both properties so that improvements can be made to those in the future as necessary.

Per the applicant: "both decks are necessary to our cabins as they provide safe entrances and exits to two of four cabin doors. We will not be expanding the footprint of the decks, only replacing them with composite materials which will improve the fire resistance of our cabins and is supportive of Green Mountain Falls' current fire mitigation efforts."

Staff has included an aerial photo view of the properties, which shows an approximate distance from the CSU water lines to the building footprints. Staff has no concern with the easement interfering with utility infrastructure or operation.



## Discussion

### 1 - Architectural and Zoning Application:

The electronic file maintained by Town Hall, *Official Town Zoning Map 2019*, shows the Zone District as R-1 for both parcels, therefore the front setback requirement for both is fifteen feet. Side and rear setback requirements are met for both projects.

### 2 – Granting of Easement:

From [Chapter 11, Article V](#):

- **Sec. 11-111. - Factors to be considered in granting easements.**

The following factors shall be considered in review by the Planning Commission and Board of Trustees of any request for an easement for use of public lands. Said factors shall not be exclusive, however:

- (1) Conformation with the Town Comprehensive Plan; **(Land Use Code rewrite should allow flexibility and promotion of positive development.)**
- (2) Adverse effects to the Town if an easement is granted; **(This small easement will not affect utilities or the functional use of the ROW in this area.)**
- (3) Benefits to the Town if an easement is granted. **(This property will be improved, thus increasing tax base.)**

- **Sec. 11-112. - Reasons for granting of easement.**

The following reasons for granting of said easement shall be deemed sufficient justification for such grant;

- (1) Compensation due and payable to the Town for use; **(There is a \$50 annual fee for easement.)**
- (2) Assistance to property owners who do not have clear title to their land due to an encroachment of their property upon public land and which purchase of said public property is not considered a feasible alternative by the Planning Commission and Board of Trustees; **(Easement is a positive alternative to purchase – the Town holds on to its ROW and has reclamation language in the agreement if something drastically changes.)**
- (3) Service of the health, safety and welfare of the inhabitants of the Town, or alternatively, lack of detriment or harm to the health, safety and welfare of the inhabitants of the Town. **(There is no risk to health, safety, or welfare of Town residents.)**

- **Sec. 11-113. - Presentations required to procure a grant of easement.**

Anyone wishing to procure a grant of an easement for the use of public land owned by the Town will be required to make two (2) presentations to the Planning Commission, as further described below, as a precondition to seeking the Board of Trustees' agreement to said sale:

- (1) The first presentation shall include clear identification of the land to be subjected to an easement and the feasibility of the proposed easement (Step #1 - Concept Approval).
- (2) The second presentation shall include the formal submittal requirements (Step #2 - Formal Submittal).
- (3) Any decision to grant said easement shall be by resolution passed by the Board of Trustees.
- (4) The procedure for the first and second presentation to the Planning Commission shall be determined by the Planning Commission, which shall set forth guidelines in the form of check lists for preparation for said proceedings, to include public hearing procedures. Said guidelines shall be available to the public, and may be provided at the office of the Town Clerk.
- (5) No second presentation will be scheduled before the Planning Commission until the guidelines for presentation as set forth in the document available to the public have been met. Review of said guidelines shall be made by the Town Clerk as a prerequisite to scheduling said presentation before the Planning Commission.

## Conclusion and Recommendation

As outlined above, this is the second step in granting easements, which along with the variances for both properties, will be necessary for approval of the deck reconstruction.

Staff recommends approval of the Architectural and Zoning Applications, as well as the easement agreement documents. The easements will need final approval from the Board of Trustees.

**Recommended Motions:**

Move to approve applications 20220321 A and B, for the respective easements, pending insurance verification.

March 18, 2022

To Green Mountain Falls,

We are planning to replace the decks on our cabins located at 11110 and 11120 Belvidere. We are not changing the footprint on the structures, only replacing the aging materials.

The application, fee and drawing will be submitted. We will also include the materials list. We plan on using composite decking with aluminum railings.

Bruce McSpadden

5220 Fairway Homes

Lee's Summit, MO 64064

816-550-4193

[bmcpaper@gmail.com](mailto:bmcpaper@gmail.com)





**Town of Green Mountain Falls  
Land Use Approval Application  
Architectural Plan Review**

**General Information**

- This checklist serves as a guideline for submitting a Zoning & Architectural Plan Review Land Use Approval application and is not a substitute for the provisions in GMF Municipal Code or any other rules that may apply.
- Applicants are responsible for reviewing and understanding the Code.
- Complete applications are subject to staff review time of **two weeks (14 days)**.

**Applicant**

Applicant:	Bruce McSpadden
Address:	5220 Fairway Homes
E-Mail:	BmcPaper@gmail.com
Phone:	816-550-4193
Owner:	Same as above
Address:	
E-mail:	
Phone:	

**Property**

Physical Property Address:	1110 and 1120 Belvidere		
Type of Plan Review:	Deck Replacement	Lot Size/Zoning:	
Hillside Overlay zone? Yes <input type="checkbox"/> No <input type="checkbox"/>		Land Survey/ILC Included: Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Certification & Signature**

APPLICANT'S STATEMENT: I understand the procedures and requirements (pages 1 and 2 of this application) that apply to my request and acknowledge an incomplete application will not be scheduled for public hearing. GMF Staff's acceptance of the application, payment of fees, and submittal of accompanying materials does not constitute completeness. I further agree to reimburse the city for technical and professional consulting expenses that may be incurred during the review of my request. Failure to reimburse the Town for invoiced expenses constitutes an incomplete application.

Certification: The undersigned applicant certifies under oath and under penalties of perjury that the information found in the application is true and accurate to the best of their knowledge.

By checking this box, I agree to the certification statement and am typing my full name as an electronic signature.

Applicant Signature Bruce McSpadden Date 3-15-22  
Owner Signature Same Date \_\_\_\_\_  
Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

This document can be signed electronically using [Adobe Reader DC](#) for free.





ORA ST

MYRTLE ST

GRANDVIEW AVE

OLATHE ST

KANSAS AVE

IONA TR

IONA AVE

COTTAGE ST

IONA AVE



BELVIDERE AVE

MIDLAND AVE

FALLS AVE

PUEBLO AVE

HONDO AVE

HONDO AVE

BELVIDERE AVE



11120

11110

36.36 ft

25.02 ft

4CIP

Total: 36.36 ft

Total: 25.02 ft

6CIP



*SITE PLAN*  
*A TRACT OF LAND LOCATED IN THE SW1/4NW1/4*  
*SECTION 8, T13S, R68W OF THE 6th P.M.*  
*TOWN OF GREEN MOUNTAIN FALLS*  
*EL PASO COUNTY, COLORADO*



**LEGAL DESCRIPTION:**  
THAT PORTION OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 13 SOUTH, RANGE 68 WEST OF THE 6th P.M., DESCRIBED AS FOLLOWS:  
COMMENCING AT THE NORTHWEST CORNER OF LOT FIVE (5) IN BLOCK THIRTY-SEVEN (37) IN THE FIFTH ADDITION TO GREEN MOUNTAIN FALLS, AS SHOWN ON THE PLAT THEREOF RECORDED IN PLAT BOOK C AT PAGE 49 OF THE RECORDS OF EL PASO COUNTY, COLORADO; THENCE NORTH 2° WEST ON THE EXTENSION OF THE OF THE WEST LINE OF SAID LOT FIVE (5) A DISTANCE OF 236 FEET; THENCE ANGLE RIGHT 95° SOUTH 87° EAST 670 FEET; THENCE ANGLE RIGHT 89°59' SOUTH 2°59' WEST TO THE POINT ON THE NORTHERLY LINE OF BELVIDERE AVENUE IN SAID FIFTH ADDITION TO GREEN MOUNTAIN FALLS, FOR THE POINT OF BEGINNING OF THE TRACT TO BE DESCRIBED HEREBY; THENCE WESTERLY ON THE NORTHERLY LINE OF SAID BELVIDERE AVENUE 75 FEET TO THE SOUTHEASTERLY CORNER OF THE TRACT CONVEYED TO W.C. PAYNE BY WARRANT DEED RECORDED IN BOOK 534 AT PAGE 415 OF SAID RECORDS; THENCE NORTHERLY ON THE EAST LINE OF SAID PAYNE TRACT 150 FEET TO THE NORTHEAST CORNER THEREOF; THENCE EASTERLY TO A POINT NORTH 2°59' EAST 150 FEET FROM THE POINT OF BEGINNING; SOUTH 2°59' WEST 150 FEET TO THE POINT OF BEGINNING.

**ADDRESS:**  
11110 BELVIDERE AVENUE  
GREEN MOUNTAIN FALLS, COLORADO 80819

**ACCOUNT NO.:**  
8308201028

**OWNER:**  
GEORGE AND SANDRA HUBBARD (REVOCABLE FAMILY TRUST)  
7756 SOUTH GUTHRIE AVENUE  
TULSA OKLAHOMA 74132

**EXISTING BUILDING AREA:**  
547 SQUARE FEET

**LOT AREA:**  
9,375 SQUARE FEET±

**LAND USE:**  
SINGLE FAMILY RESIDENTIAL

**EXISTING LOT COVERAGE:**  
5.8%

NOTE: ALL LINEAL UNITS DEPICTED ON THIS SITE PLAN ARE U.S. SURVEY FEET.

THE PROPERTY LINES AS DEPICTED ON THIS SITE MAP ARE BASED ON A WARRANTY DEED RECORDED IN BOOK 1448 PAGE 197 UNDER RECEPTION NO. 933082 ON AUGUST 23, 1954 IN THE OFFICE OF THE EL PASO COUNTY CLERK AND RECORDER.

NO BOUNDARY SURVEY OR LAND SURVEY PLAT WAS COMPLETED AS PART OF THIS SERVICE.

FOR AND ON BEHALF OF  
RAMPART SURVEYS, LLC



SITE PLAN - A TRACT OF LAND LOCATED IN THE SW1/4NW1/4  
SEC. 8, T13S, R68W OF THE 6th P.M., EL PASO COUNTY, COLORADO

**RAMPART**  
SURVEYS, LLC

P.O. Box 5101 Woodland Park, CO. 80866 (719) 687-0920

219/109 DRAWING: 22306-11110SP.DWG PAGE 1 OF 1



SITE PLAN  
A TRACT OF LAND IN THE SW1/4NW1/4  
SECTION 8, T13S, R68W OF THE 6th P.M.  
TOWN OF GREEN MOUNTAIN FALLS  
EL PASO COUNTY, COLORADO

LEGEND:

- FOUND REBAR AND YELLOW CAP STAMPED "LS 12043"
- ⊙ FOUND REBAR AND YELLOW CAP (ILLEGIBLE)
- ▲ FOUND 1" IRON PIPE
- ⊕ POWER/UTILITY POLE
- ⊞ GAS METER
- ⊞ WATER METER
- ⊞ WATER VALVE
- OVERHEAD ELECTRIC / O.H. UTILITY LINE
- ▨ CONCRETE
- ▨ ASPHALT
- ▨ GRAVEL
- ▨ FLAGSTONE

LEGAL DESCRIPTION:

THAT PORTION OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 13 SOUTH, RANGE 68 WEST OF THE 6th P.M., DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF LOT FIVE (5) IN BLOCK THIRTY-SEVEN (37) IN THE FIFTH ADDITION TO GREEN MOUNTAIN FALLS, THENCE NORTH 2° WEST ON A LINE WHICH IS THE WEST LINE OF SAID LOT FIVE (5) PRODUCED IN A STRAIGHT LINE 236 FEET TO A POINT APPROXIMATELY ON THE SUBDIVISIONAL LINE DIVIDING THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER FROM THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION SEVEN (7) IN SAID TOWNSHIP AND RANGE, AND ALSO ABOUT 205 FEET WEST OF THE WEST LINE OF SECTION EIGHT (8) IN SAID TOWNSHIP AND RANGE, THENCE ANGLE RIGHT 95° SOUTH 87° EAST 670 FEET TO A POINT, THENCE ANGLE RIGHT 89° 59' SOUTH 2° 59' WEST TO THE POINT OF INTERSECTION WITH THE NORTHERLY LINE OF BELVIDERE AVENUE IN SAID FIFTH ADDITION TO GREEN MOUNTAIN FALLS, THENCE FOLLOWING THE NORTHERLY LINE OF SAID BELVIDERE AVENUE WESTERLY A DISTANCE OF 75 FEET TO A POINT WHICH IS THE POINT OF BEGINNING OF TRACT OF GROUND COVERED BY THIS DEED, THENCE NORTHERLY AT A RIGHT ANGLES TO SAID NORTHERLY LINE OF BELVIDERE AVENUE 150 FEET, THENCE WESTERLY ON A LINE PARALLEL TO SAID NORTHERLY LINE OF BELVIDERE AVENUE 100 FEET, THENCE SOUTHERLY AT RIGHT ANGLES TO LAST COURSE TO THE NORTHERLY LINE OF BELVIDERE AVENUE, THENCE EASTERLY ALONG SAID NORTHERLY LINE OF BELVIDERE AVENUE TO THE POINT OF BEGINNING, IN THE TOWN OF GREEN MOUNTAIN FALLS.

ADDRESS:

11120 BELVIDERE AVENUE  
GREEN MOUNTAIN FALLS, COLORADO 80819

ACCOUNT NO.:

8308202029

OWNER:

GEORGE AND SANDRA HUBBARD (REVOCABLE FAMILY TRUST)  
7756 SOUTH OUTHRIE AVENUE  
TULSA OKLAHOMA 74132

EXISTING BUILDING AREA:

1,071 SQUARE FEET

LOT AREA:

15,000 SQUARE FEET±

LAND USE:

SINGLE FAMILY RESIDENTIAL

EXISTING LOT COVERAGE:

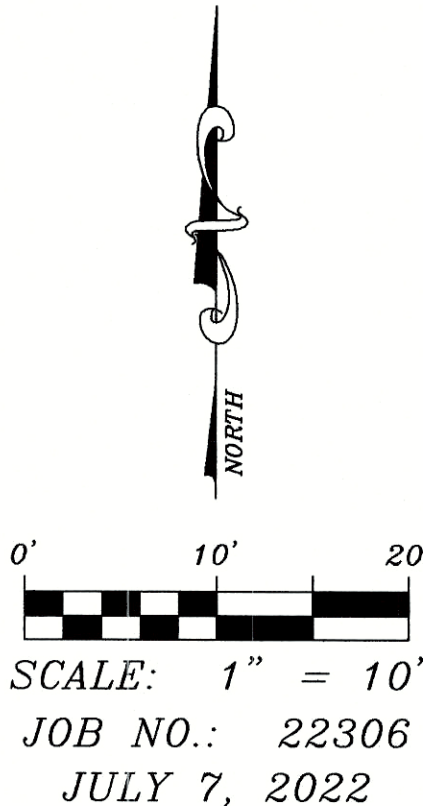
7.1%

NOTE: ALL LINEAL UNITS DEPICTED ON THIS SITE PLAN ARE U.S. SURVEY FEET.

THE PROPERTY LINES AS DEPICTED ON THIS SITE MAP ARE BASED ON A WARRANTY DEED RECORDED IN BOOK 1079 PAGE 289 UNDER RECEPTION NO. 718563 ON AUGUST 31, 1945 IN THE OFFICE OF THE EL PASO COUNTY CLERK AND RECORDER.

NO BOUNDARY SURVEY OR LAND SURVEY PLAT WAS COMPLETED AS PART OF THIS SERVICE.

FOR AND ON BEHALF OF  
RAMPART SURVEYS, LLC



SITE PLAN - A TRACT OF LAND LOCATED IN THE SW1/4NW1/4  
SEC. 8, T13S, R68W OF THE 6th P.M., EL PASO COUNTY, COLORADO

**RAMPART**  
SURVEYS, LLC

P.O. Box 5101 Woodland Park, CO. 80866 (719) 687-0920

DRAWING: 22306SP-11120.DWG

PAGE 1 OF 1



## **RIGHT OF WAY EASEMENT AGREEMENT**

THIS RIGHT OF WAY EASEMENT AGREEMENT (the "Agreement") is made effective this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between the Town of Green Mountain Falls (the "Town"), whose address is 10615 Green Mountain Falls Road, Green Mountain Falls, Colorado 80819 and "Hubbard George L and Sandra L Revocable Family Trust", whose address is 7756 S. Guthrie Ave, Tulsa, OK 74132-2832 (the "Grantee"). Both the Town and the Grantee hereinafter are individually referred to as "Party" and collectively referred to as "Parties."

WHEREAS, the Grantee is the Owner of certain real property located in the Town of Green Mountain Falls, more particularly described in **Exhibit A** attached hereto and incorporated herein by this reference and desires to construct an addition that will encroach into the Town right of way as depicted in **Exhibit B** attached hereto and incorporated herein by reference (the "Easement Area"); and

WHEREAS, the Town wishes to grant the Grantee an easement for the purposes of constructing, installing and maintaining the addition within the Town right of way.

NOW, THEREFORE, in and for consideration of the sum of fifty dollars (\$50), the promises, mutual covenants and agreements contained herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. Grant of Easement. The Town hereby grants to the Grantee, its successors and assigns a perpetual, non-exclusive right of way easement (the "Easement") on, over, upon, and across, the portion of Town right of way as described in the graphic representation of the Easement in **Exhibit B** for the following purposes:

a. Construction, installation, and maintenance of a deck and staircase on the front side of the house, in conformance with the plans and specifications in **Exhibit C**, to the residence at 11110 Belvidere Avenue, Green Mountain Falls, Colorado 80819.

2. Town's Rights.

a. The Town reserves use of the Right of Way Easement, for maintaining any existing Town facilities or utilities.

b. The Town shall not be under any obligation to inspect, repair, or maintain the Easement Area.

3. Surface Restoration and Maintenance. The Grantee shall promptly restore, replace, or repair the surface of the Right of Way Easement to as close to its condition immediately prior to such work as may be reasonably possible and shall be responsible for the surface maintenance of the Easement Area.

4. Insurance. The Grantee shall procure and maintain, and shall cause any subcontractor of the Grantee to procure and maintain, the following insurance coverage with coverage up to the limits allowed by the Colorado Governmental Immunity Act under C.R.S. § 24-10-114:

Commercial general liability insurance with minimum combined single limits of four hundred twenty-four thousand dollars (\$424,000) each occurrence and one million one hundred ninety-five

thousand dollars (\$1,195,000) general aggregate, which limits shall be adjusted as the limits allowed by the Colorado Governmental Immunity Act under C.R.S. § 24-10-114 are amended from time to time. The policy shall be applicable to all work done in the Easement Area. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall be endorsed to include the Town and the Town's officers, employees, and contractors as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.

5. Indemnification. The Grantee shall indemnify, hold harmless and defend the Town and its representatives, officers, employees, agents, and contractors from and against all liabilities, penalties, costs, losses, damages, expenses, causes of action, claims, demands, or judgments, including, without limitation, reasonable attorney fees, arising from or in any way connected to the Right of Way Easement.

6. Binding Effect. Each and every one of the benefits and burdens of this Right of Way Easement shall inure to and be binding upon the respective legal representatives, heirs, executors, administrators, successors, transfers, agents, and assigns of the Parties.

7. Governing Law. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in El Paso County, State of Colorado.

8. Modification. This Agreement may only be modified upon written agreement by the parties.

9. Severability. The provisions of this Agreement are severable. Illegality or unenforceability of any provision herein shall not affect the validity or enforceability of the remaining provisions in this Agreement.

10. Integration. The foregoing constitutes the entire agreement between the parties regarding its subject matter and no additional or different oral representation, promise, or agreement shall be binding on any of the parties hereto with respect to the subject matter thereof.

11. Termination. The Town may terminate this Right of Way Easement in the event of a violation of or non-compliance with the terms and conditions of this Easement.

12. No Third-Party Beneficiaries. Except as may be expressly provided herein, there are no intended third-party beneficiaries to this Agreement.

13. Governmental Immunity. The Town, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Right of Way Easement the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Town and its officers or employees.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

**TOWN OF GREEN MOUNTAIN FALLS, COLORADO**

\_\_\_\_\_  
Todd Dixon, Mayor

ATTEST: \_\_\_\_\_

Nate Scott, Town Clerk

**GRANTEE:**

Officers of the "Hubbard George L and Sandra L Revocable Family Trust"

STATE OF COLORADO                    )  
  ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was subscribed, sworn to and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, by \_\_\_\_\_.

My commission expires: \_\_\_\_\_

(S E A L)

\_\_\_\_\_  
Notary Public



# Attachment A

## EL PASO COUNTY - COLORADO

8308201028  
11110 BELVIDERE AVE

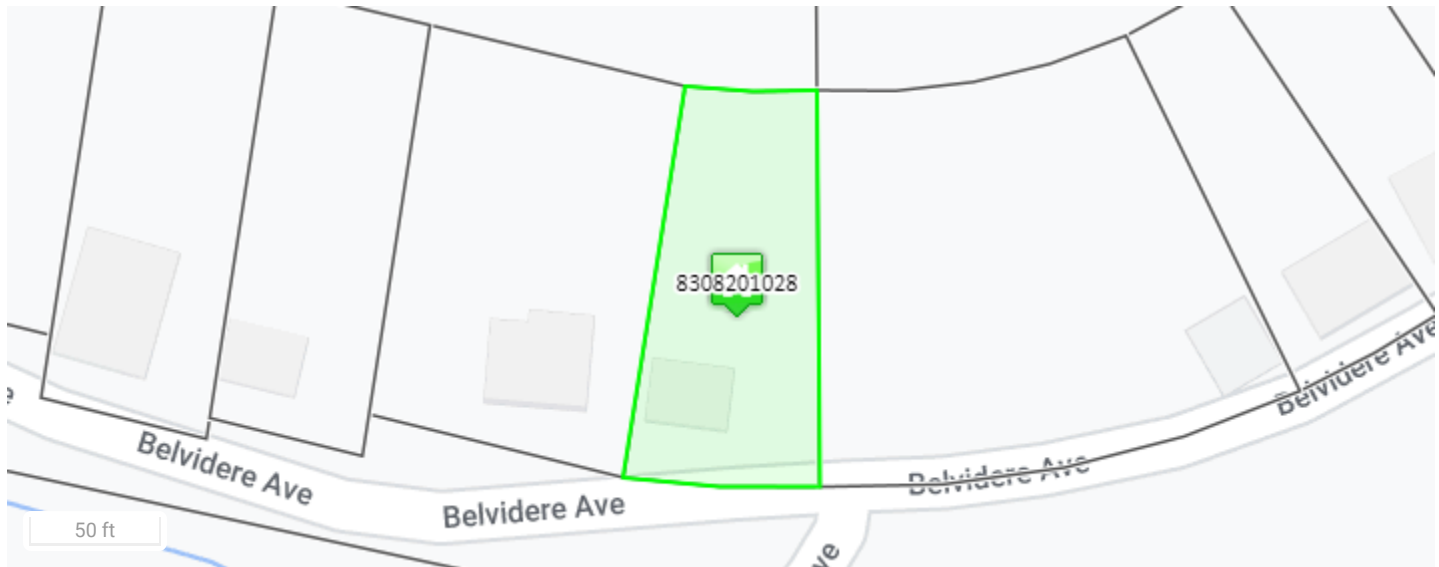
Total Market Value  
\$137,286

### OVERVIEW

Owner:	HUBBARD GEORGE L & SANDRA L, REVOCABLE FAMILY TRUST, HUBBARD LORI A, YOUNT BRIAN J, HUBBARD GARRETT L, MCSPADDEN BRUCE E, MCSPADDEN MARILYN R, MCSPADDEN BRET W, MCSPADDEN BENJAMIN E
Mailing Address:	7756 S GUTHRIE AVE TULSA OK, 74132-2832
Location:	11110 BELVIDERE AVE
Tax Status:	Taxable
Zoning:	-
Plat No:	-
Legal Description:	TRACT IN SW4NW4 SEC 8-13-68 AS FOLS, BEG AT SW COR OF LOT 12 BLK 58 ADD 8 TO GREEN MOUNTAIN FALLS, TH WLY ON NLY LN OF BELVIDERE AVE 75 FT, TH NLY AT R/A TO BELVIDERE AVE 150 FT, ELY TO NW COR OF AFSD LOT 12, TH S 2<59' W 150 FT M/L TO POB 4

### MARKET & ASSESSMENT DETAILS

	Market Value	Assessed Value
Land	\$41,300	\$2,870
Improvement	\$95,986	\$6,670
Total	\$137,286	\$9,540



#### Disclaimer

We have made a good-faith effort to provide you with the most recent and most accurate information available. However, if you need to use this information in any legal or official venue, you will need to obtain official copies from the Assessor's Office. Do be aware that this data is subject to change on a daily basis. If you believe that any of this information is incorrect, please call us at (719) 520-6600.

## Attachment B

### Easement – 11110 Belvidere Avenue:

A portion of the Belvidere Avenue Right of Way lying southerly of the tract of land described at Reception No. 933082, recorded August 23, 1954, in the official records of the clerk and recorder of El Paso County, located in the Southwest Quarter of the Northwest Quarter of Section 8, Township 13 South, Range 68 West of the 6<sup>th</sup> P.M., in Green Mountain Falls, Colorado, more particularly described as follows;

COMMENCING at a 1" iron pipe located at the approximate southeast corner of said tract of land;

WHENCE a rebar and yellow cap stamped "LS 12043 bears N79°07'28"W a distance of 176.08 feet (Basis of bearing – assumed);

THENCE N79°07'28"W, coincident with the line between the afore described monuments and approximately the southerly line of said tract of land, a distance of 33.11 feet to the POINT OF BEGINNING;

THENCE S10°54'27"W a distance of 4.00 feet;

THENCE S73°11'56"W a distance of 30.61 feet;

THENCE N82°58'38"W a distance of 6.64 feet;

THENCE N21°25'18"W a distance of 17.35 feet;

THENCE N10°52'32"E a distance of 4.00 feet to a point that is the approximate southwesterly corner of said tract of land;

THENCE S79°07'28"E, coincident with said approximate southerly line, a distance of 43.00 to the POINT OF BEGINNING;

Said easement contains 528 square feet (0.01 acres) more or less.

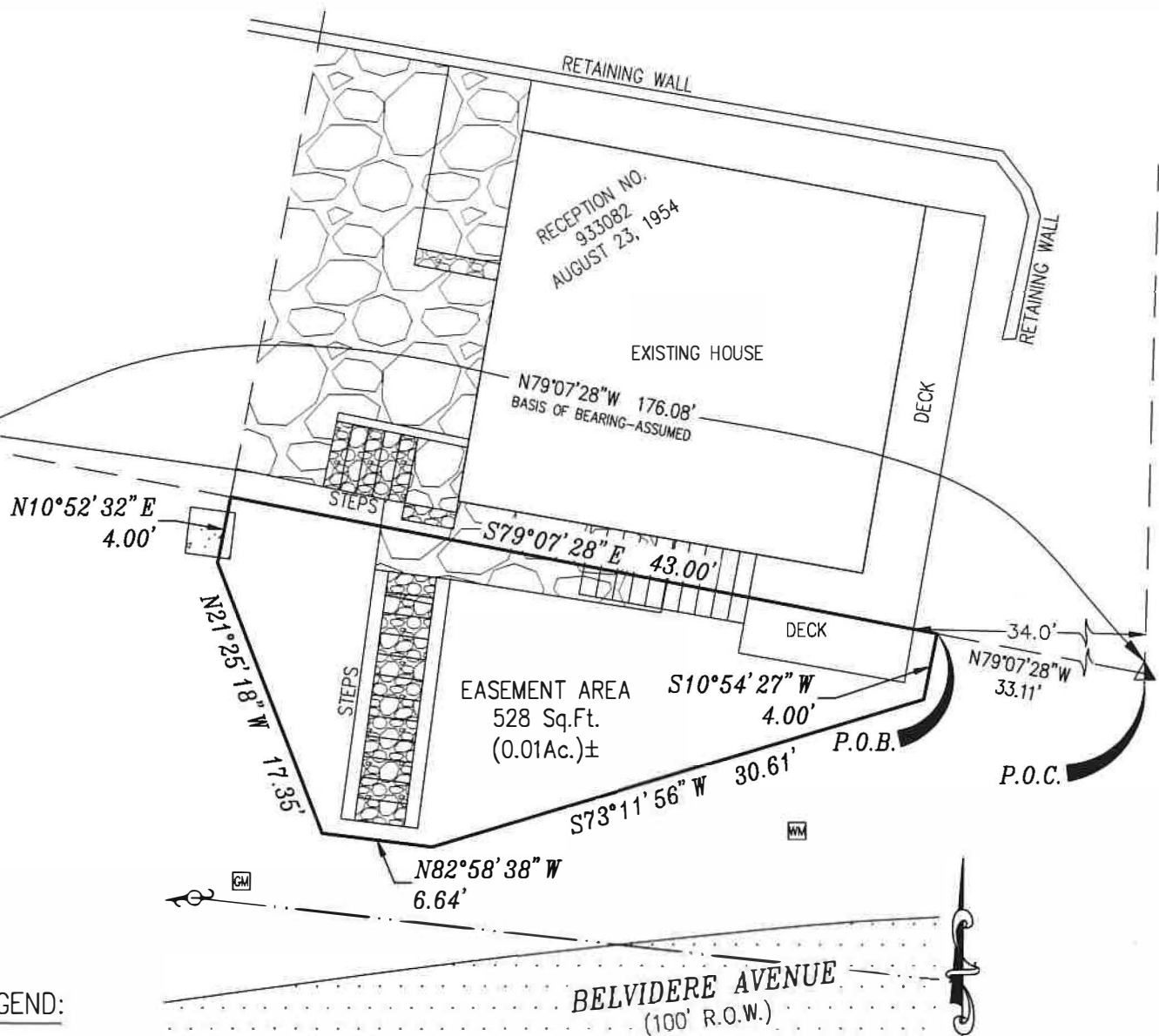
Prepared by:

Julia S. Keilman PLS 38315

For and on behalf of Rampart Surveys, LLC  
PO Box 5101, Woodland Park, Colorado 80866  
Julia@RampartLS.com



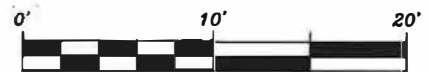
**EXHIBIT: 11110 BELVIDERE AVENUE  
GREEN MOUNTAIN FALLS, TELLER COUNTY, COLORADO  
SW1/4NW1/4 SEC. 8, T13S R68W, 6TH P.M.**



**LEGEND:**

- FOUND REBAR AND YELLOW CAP STAMPED "LS 12043"
- ▲ FOUND 1" IRON PIPE
- POWER/UTILITY POLE
- GM GAS METER
- WM WATER METER
- OVERHEAD ELECTRIC / O.H. UTILITY LINE
- CONCRETE
- ASPHALT
- FLAGSTONE

FOR AND ON BEHALF OF  
RAMPART SURVEYS, LLC



SCALE: 1" = 10'  
JOB NO.: 22306  
AUGUST 23, 2022

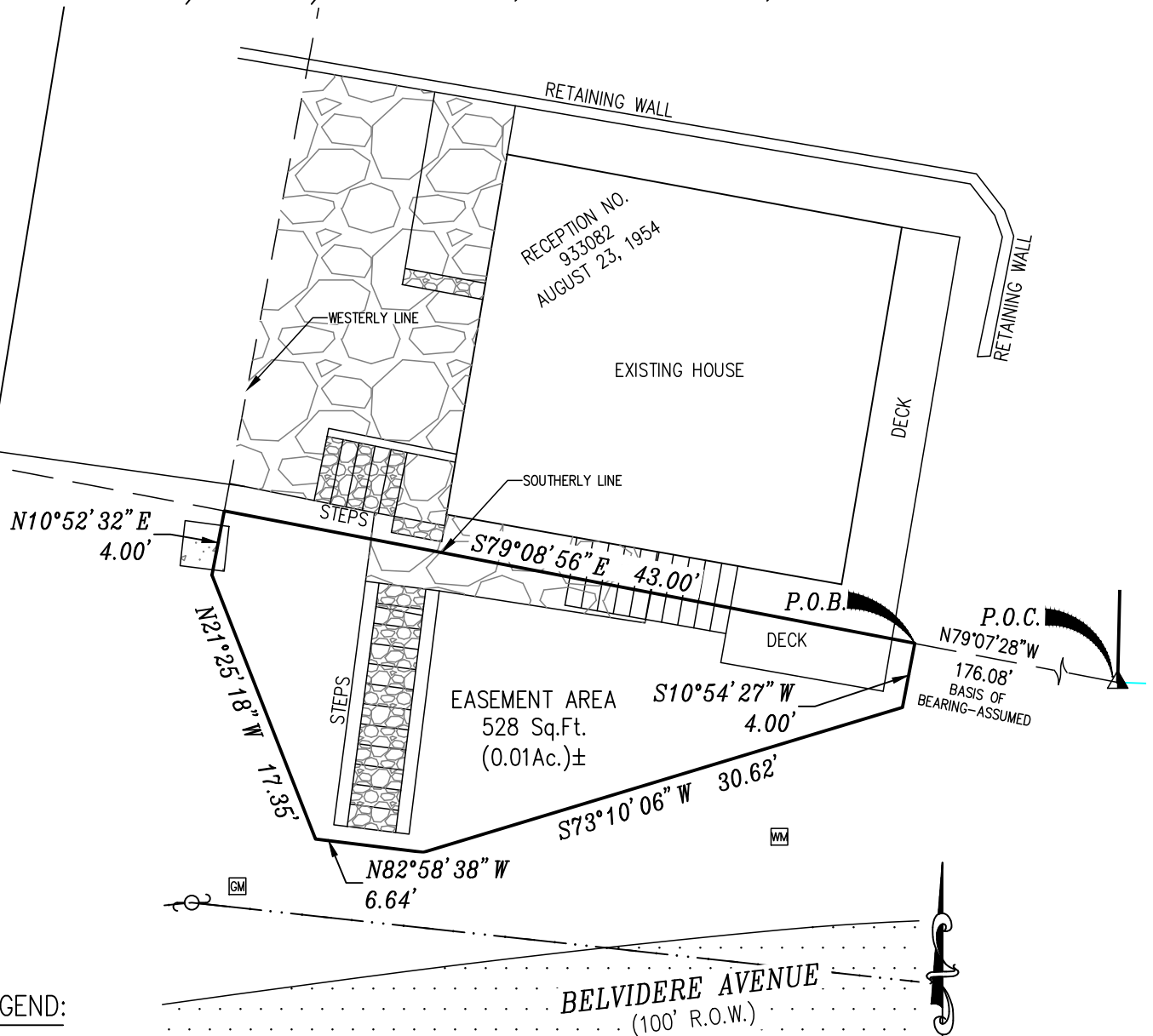


**RAMPART  
SURVEYS**

P.O. Box 5101  
Woodland Park, CO. 80866  
(719) 687-0920

THIS EXHIBIT DOES NOT REPRESENT A MONUMENTED  
SURVEY AND IS INTENDED ONLY TO ILLUSTRATE THE  
ATTACHED PROPERTY DESCRIPTION.

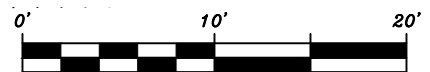
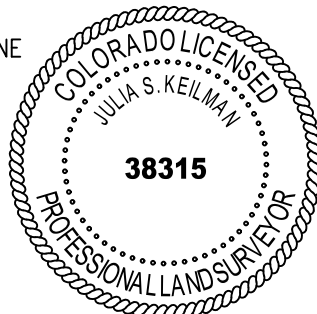
**EXHIBIT: 11110 BELVIDERE AVENUE**  
**GREEN MOUNTAIN FALLS, TELLER COUNTY, COLORADO**  
**SW1/4NW1/4 SEC. 8, T13S R68W, 6TH P.M.**



**LEGEND:**

- FOUND REBAR AND YELLOW CAP STAMPED "LS 12043"
- ▲ FOUND 1" IRON PIPE
- ⊕ POWER/UTILITY POLE
- GM GAS METER
- WM WATER METER
- OVERHEAD ELECTRIC / O.H. UTILITY LINE
- CONCRETE
- ASPHALT
- FLAGSTONE

FOR AND ON BEHALF OF  
RAMPART SURVEYS, LLC



SCALE: 1" = 10'  
 JOB NO.: 22306  
 AUGUST 2, 2022

**RAMPART  
SURVEYS**

P.O. Box 5101  
 Woodland Park, CO. 80866  
 (719) 687-0920

THIS EXHIBIT DOES NOT REPRESENT A  
 MONUMENTED SURVEY AND IS INTENDED ONLY TO  
 DEPICT THE ATTACHED PROPERTY DESCRIPTION.

## **RIGHT OF WAY EASEMENT AGREEMENT**

THIS RIGHT OF WAY EASEMENT AGREEMENT (the "Agreement") is made effective this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between the Town of Green Mountain Falls (the "Town"), whose address is 10615 Green Mountain Falls Road, Green Mountain Falls, Colorado 80819 and "Hubbard George L and Sandra L Revocable Family Trust", whose address is 7756 S. Guthrie Ave, Tulsa, OK 74132-2832 (the "Grantee"). Both the Town and the Grantee hereinafter are individually referred to as "Party" and collectively referred to as "Parties."

WHEREAS, the Grantee is the Owner of certain real property located in the Town of Green Mountain Falls, more particularly described in **Exhibit A** attached hereto and incorporated herein by this reference and desires to construct an addition that will encroach into the Town right of way as depicted in **Exhibit B** attached hereto and incorporated herein by reference (the "Easement Area"); and

WHEREAS, the Town wishes to grant the Grantee an easement for the purposes of constructing, installing and maintaining the addition within the Town right of way.

NOW, THEREFORE, in and for consideration of the sum of fifty dollars (\$50), the promises, mutual covenants and agreements contained herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. Grant of Easement. The Town hereby grants to the Grantee, its successors and assigns a perpetual, non-exclusive right of way easement (the "Easement") on, over, upon, and across, the portion of Town right of way as described in the graphic representation of the Easement in **Exhibit B** for the following purposes:

a. Construction, installation, and maintenance of a deck and staircase on the front side of the house, in conformance with the plans and specifications in **Exhibit C**, to the residence at 11120 Belvidere Avenue, Green Mountain Falls, Colorado 80819.

2. Town's Rights.

a. The Town reserves use of the Right of Way Easement, for maintaining any existing Town facilities or utilities.

b. The Town shall not be under any obligation to inspect, repair, or maintain the Easement Area.

3. Surface Restoration and Maintenance. The Grantee shall promptly restore, replace, or repair the surface of the Right of Way Easement to as close to its condition immediately prior to such work as may be reasonably possible and shall be responsible for the surface maintenance of the Easement Area.

4. Insurance. The Grantee shall procure and maintain, and shall cause any subcontractor of the Grantee to procure and maintain, the following insurance coverage with coverage up to the limits allowed by the Colorado Governmental Immunity Act under C.R.S. § 24-10-114:

Commercial general liability insurance with minimum combined single limits of four hundred twenty-four thousand dollars (\$424,000) each occurrence and one million one hundred ninety-five

thousand dollars (\$1,195,000) general aggregate, which limits shall be adjusted as the limits allowed by the Colorado Governmental Immunity Act under C.R.S. § 24-10-114 are amended from time to time. The policy shall be applicable to all work done in the Easement Area. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall be endorsed to include the Town and the Town's officers, employees, and contractors as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.

5. Indemnification. The Grantee shall indemnify, hold harmless and defend the Town and its representatives, officers, employees, agents, and contractors from and against all liabilities, penalties, costs, losses, damages, expenses, causes of action, claims, demands, or judgments, including, without limitation, reasonable attorney fees, arising from or in any way connected to the Right of Way Easement.

6. Binding Effect. Each and every one of the benefits and burdens of this Right of Way Easement shall inure to and be binding upon the respective legal representatives, heirs, executors, administrators, successors, transfers, agents, and assigns of the Parties.

7. Governing Law. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in El Paso County, State of Colorado.

8. Modification. This Agreement may only be modified upon written agreement by the parties.

9. Severability. The provisions of this Agreement are severable. Illegality or unenforceability of any provision herein shall not affect the validity or enforceability of the remaining provisions in this Agreement.

10. Integration. The foregoing constitutes the entire agreement between the parties regarding its subject matter and no additional or different oral representation, promise, or agreement shall be binding on any of the parties hereto with respect to the subject matter thereof.

11. Termination. The Town may terminate this Right of Way Easement in the event of a violation of or non-compliance with the terms and conditions of this Easement.

12. No Third-Party Beneficiaries. Except as may be expressly provided herein, there are no intended third-party beneficiaries to this Agreement.

13. Governmental Immunity. The Town, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Right of Way Easement the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Town and its officers or employees.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

**TOWN OF GREEN MOUNTAIN FALLS, COLORADO**

\_\_\_\_\_  
Todd Dixon, Mayor

ATTEST: \_\_\_\_\_

Nate Scott, Town Clerk

**GRANTEE:**

Officers of the "Hubbard George L and Sandra L Revocable Family Trust"

STATE OF COLORADO                    )  
  ) ss.  
COUNTY OF \_\_\_\_\_            )

The foregoing instrument was subscribed, sworn to and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, by \_\_\_\_\_.

My commission expires: \_\_\_\_\_

(S E A L)

\_\_\_\_\_  
Notary Public

Attachment A

EL PASO COUNTY - COLORADO

8308201029  
11120 BELVIDERE AVE

Total Market Value  
\$218,498

OVERVIEW

Owner:	HUBBARD GEORGE L & SANDRA L, REVOCABLE FAMILY TRUST, HUBBARD LORI A, YOUNT BRIAN J, HUBBARD GARRETT L, MCSPADDEN BRUCE E, MCSPADDEN MARILYN R, MCSPADDEN BRET W, MCSPADDEN BENJAMIN E
Mailing Address:	7756 S GUTHRIE AVE TULSA OK, 74132-2832
Location:	11120 BELVIDERE AVE
Tax Status:	Taxable
Zoning:	-
Plat No:	-
Legal Description:	TRACT IN SW4NW4 SEC 8-13-68 AS FOLS, BEG AT SW COR OF LOT 12 BLK 58 ADD 8 TO GREEN MOUNTAIN FALLS, TH FOL NLY LN OF BELVIDERE AVE WLY 75 FT FOR POB, TH NLY AT R/A TO BELVIDERE AVE 150 FT, WLY ON A LN PARA TO SD NLY LN OF BELVIDERE AVE 100 FT, SLY AT R/A TO LAST COURSE TO NLY LN OF BELVIDERE AVE, TH ELY ALG SD NLY LN TO POB 3

MARKET & ASSESSMENT DETAILS

	Market Value	Assessed Value
Land	\$49,500	\$3,440
Improvement	\$168,998	\$11,750
Total	\$218,498	\$15,190



Disclaimer

We have made a good-faith effort to provide you with the most recent and most accurate information available. However, if you need to use this information in any legal or official venue, you will need to obtain official copies from the Assessor's Office. Do be aware that this data is subject to change on a daily basis. If you believe that any of this information is incorrect, please call us at (719) 520-6600.



## Attachment B

### Easement – 11120 Belvidere Avenue:

A portion of the Belvidere Avenue Right of Way lying southerly of the tract of land described at Reception No. 718563, recorded August 31, 1945, in the official records of the Clerk and Recorder of El Paso County, located in the Southwest Quarter of the Northwest Quarter of Section 8, Township 13 South, Range West of the 6<sup>th</sup> P.M., in Green Mountain Falls, Colorado, more particularly described as follows;

BEGINNING at a rebar and yellow cap stamped "LS 12043 located at the approximate southwest corner of said tract of land;

WHENCE a 1" iron pipe bears S79°07'28"E a distance of 176.08 feet (Basis of bearing – assumed);

THENCE S79°07'28"E, coincident with the line between the afore described monuments and approximately the southerly line of said tract of land, a distance of 99.97 feet to a point that is the approximate southeasterly corner of said tract of land;

THENCE S10°52'32"W a distance of 4.00 feet;

THENCE N86°00'27"W distance of 100.64 feet;

THENCE N10°42'25"E a distance of 16.06 feet to the POINT OF BEGINNING;

Said easement contains 1003 square feet (0.02 acres) more or less.

Prepared by:

Julia S. Keilman PLS 38315

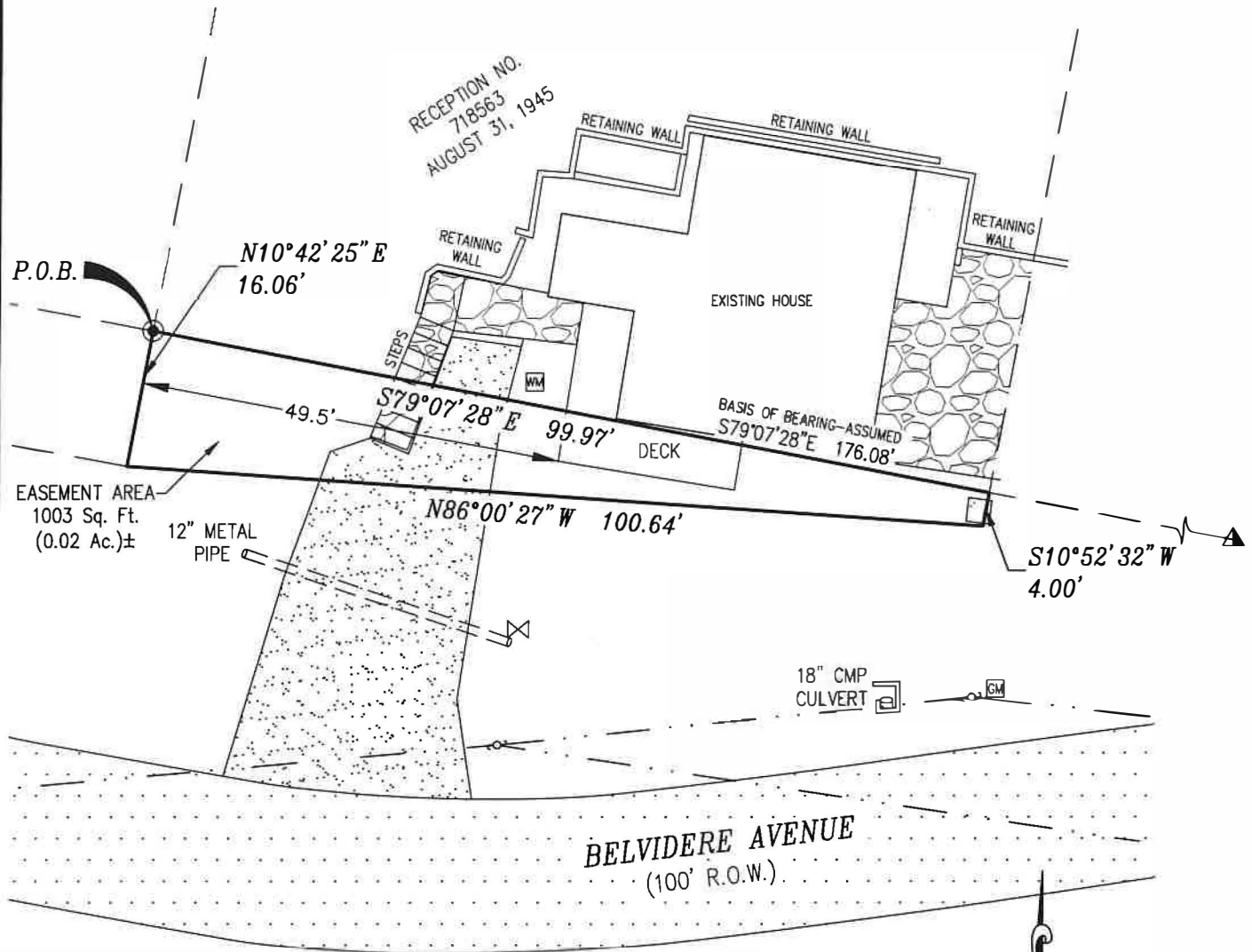
For and on behalf of Rampart Surveys, LLC

PO Box 5101, Woodland Park, Colorado 80866

Julia@RampartLS.com



**EXHIBIT: 11120 BELVIDERE AVENUE  
GREEN MOUNTAIN FALLS, TELLER COUNTY, COLORADO  
SW1/4NW1/4 SEC. 8, T13S R68W, 6TH P.M.**



**LEGEND:**

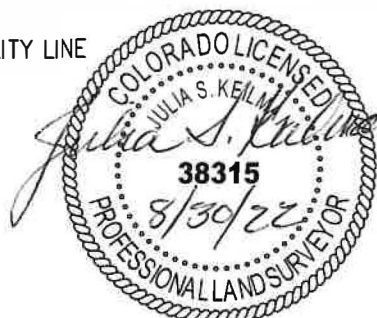
- FOUND REBAR AND YELLOW CAP STAMPED "LS 12043"
- ▲ FOUND 1" IRON PIPE
- GM GAS METER
- POWER/UTILITY POLE
- WM WATER METER
- ⊗ WATER VALVE
- · — · — OVERHEAD ELECTRIC / O.H. UTILITY LINE
- ASPHALT
- GRAVEL
- FLAGSTONE

FOR AND ON BEHALF OF  
RAMPART SURVEYS, LLC



SCALE: 1" = 20'  
JOB NO.: 22306  
AUGUST 25, 2022

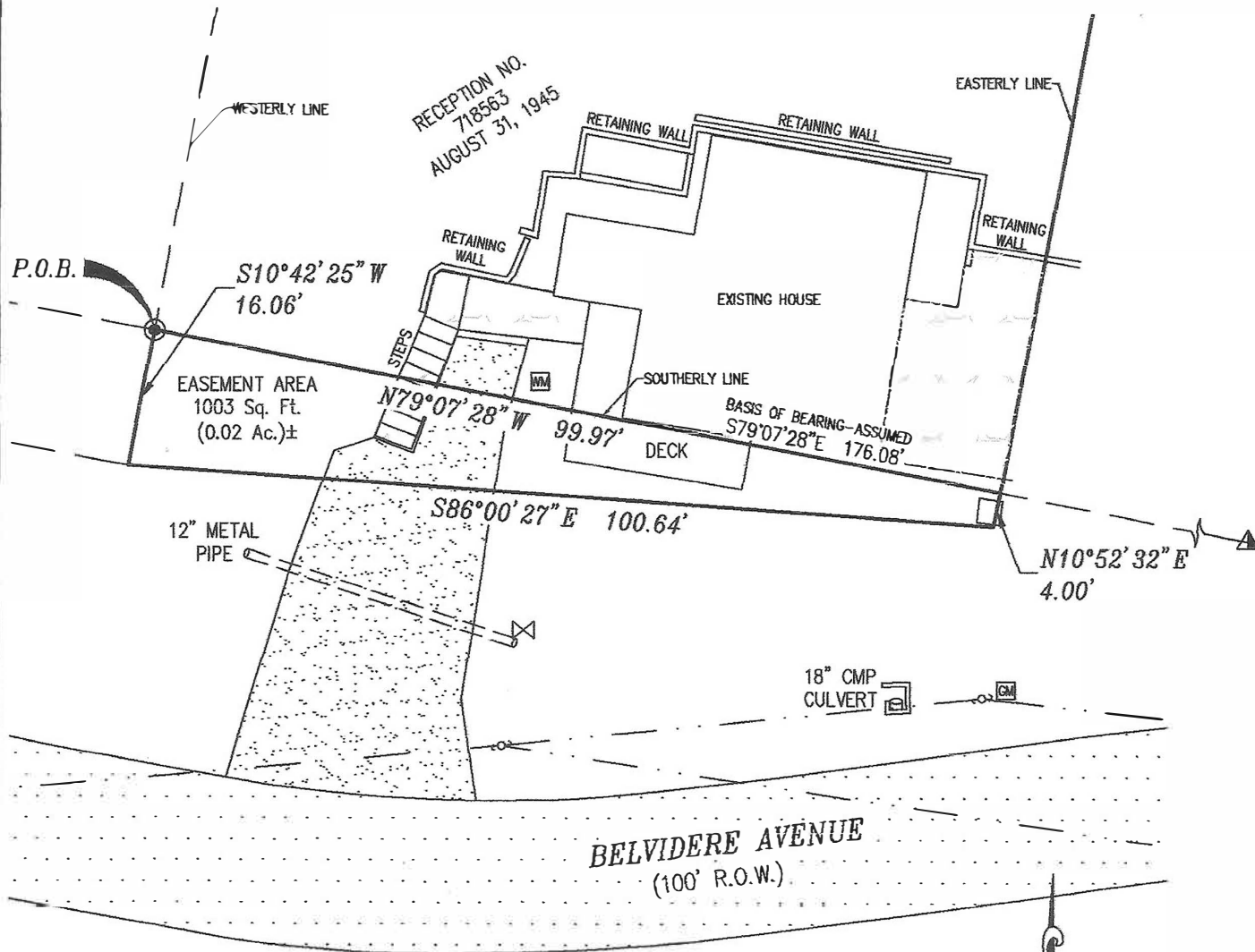
THIS EXHIBIT DOES NOT REPRESENT A MONUMENTED  
SURVEY AND IS INTENDED ONLY TO ILLUSTRATE THE  
ATTACHED PROPERTY DESCRIPTION.



**RAMPART  
SURVEYS**

P.O. Box 5101  
Woodland Park, CO. 80866  
(719) 687-0920

**EXHIBIT: 11120 BELVIDERE AVENUE  
GREEN MOUNTAIN FALLS, TELLER COUNTY, COLORADO  
SW1/4NW1/4 SEC. 8, T13S R68W, 6TH P.M.**



**LEGEND:**

- FOUND REBAR AND YELLOW CAP STAMPED "LS 12043"
- FOUND 1" IRON PIPE
- GAS METER
- POWER/UTILITY POLE
- WATER METER
- WATER VALVE
- OVERHEAD ELECTRIC / O.H. UTILITY LINE
- ASPHALT
- GRAVEL
- FLAGSTONE

FOR AND ON BEHALF OF  
RAMPART SURVEYS, LLC



SCALE: 1" = 20'  
JOB NO.: 22306  
JULY 15, 2022

**RAMPART  
SURVEYS**

P.O. Box 5101  
Woodland Park, CO. 80866  
(719) 687-0920

THIS EXHIBIT DOES NOT REPRESENT A  
MONUMENTED SURVEY AND IS INTENDED ONLY TO  
DEPICT THE ATTACHED PROPERTY DESCRIPTION.

To the City of Green Mountain Falls:

Our cabins at 11120 and 11110 Belvidere have been in our family since 1993. The decks on both cabins were there at the time they were purchased by my father-in-law and now are rotten, unstable, and need to be replaced.

The recent survey we had completed by Rampart Surveys revealed what we suspected - that the deck on 11120 is not on our property, and although the deck on 11110 is, it does not meet current zoning guidelines. As a result, we are applying for a variance that includes separate easements for both cabins as illustrated in the attached site plan which would meet the town's requirements.

Both decks are necessary to our cabins as they provide safe entrances and exits to two of four cabin doors. We will not be expanding the footprint of the decks, only replacing them with composite materials which will improve the fire resistance of our cabins and is supportive of Green Mountain Fall's current fire mitigation efforts.

These improvements will not affect our community negatively as the decks are 50 feet and 25 feet respectively from the street. Also, our cabins are unusually separated from our neighbors, with our nearest neighbor being 60 feet to the west.

Sincerely,

Bruce McSpadden

# ESTIMATE



3-14 PAID 12 823.28  
3-11 PAID 50.00

**Bruce MCSpadden**  
11120 +11110 Belvidere  
Green mountain falls

## Mountain Pro Home Improvement

Colorado Springs, CO,80916  
Colorado Springs, Colorado 80916  
Phone: (719) 960-6162  
Email: mountainpro@yahoo.com

Estimate # 038185  
Date 03/08/2022  
PO # 5365  
Business / Mountain Pro Home  
Tax # Improvement

Description	Total
-------------	-------

Deck Remodel. Scope of work for both decks.	\$0.00
---	--------

PRICE IS A LABOR AND MATERIALS QUOTE. Demo of all old decking, post, joist, decking, stairs on one deck with disposal in 40 yard dumpster on site. New composite decking of customers choice installed with clip "no screw system". Joist tape will be applied to new joist to ensure protection from rott. Composite fascia installed around frame. New pressure treated 2x8x6 joist will be installed and secured with hurricane ties. Proper joist hangers will be installed with galvanized nails. Installed 12 inch on center recommendation for composite decking. New black matt coated metal railings installed with new blocking installed for post backing. New stair stringers (3) installed 2x12x16 installed 12 inch on center. Post will be 6x6 pressure treated lumber. Footings will be 10inch sand tubes 30" in depth. Footing must be 6" above grade before post can connect. All work will be installed to pikes peak regional building code and to industry standard. Home owners permit will be purchased and all inspection requests will be handled by Mountain Pro.

### Framing for both decks

Install pressure treated 2x8x6 joist.  
New joist will be installed at 12 inches on center for composite decking stability.  
Composite material requires 12 inch on center to ensure no flexing in the decking.  
All components of the existing deck will be examined once demo and if any repairs at house are needed will be addressed at that time. Blocking for metal railing post will be installed during the framing process.  
Post will be 6x6 pressure treated lumber.  
Beam will be made up of (2) 2x10x12 with 1/2" pressure treated flange between beam.  
6x6 metal post brackets installed with galvanized nails.  
Proper hurricane ties, joist hangers, deck mate 3 inch screws, galvanized nails, composite clips, 5 inch ledger locks will be installed to pikes peak code  
1/2"x5" Lag bolts will be installed 12" on center into ledger board.  
Ledger board against house 2x8 pressure treated.  
All framing will be inspected by pikes peak.

### Composite Decking both decks.

Demo of old composite decking and disposal. Install new Fiber on composite decking.  
45 degree angle decking is offered as an design option if home owners approve.  
Joist tape installed on all new joist.



To: Planning Commission

From: GMF Staff

Date: September 12, 2022

Re: 20220901 Minor Subdivision – Final Plat Review – Black Bear Subdivision

### **Background**

The applicants, owner Victor Matthews and contractor Krueger Brothers Construction, are requesting the Planning Commission's consideration for a new subdivision as described herein. This is a result of the applicant wanting to build a deck on a residential property, which as designed would encroach into the neighboring business property, also owned by the applicant. The applicant was advised that in order to accomplish this, either the deck design or the property lines would need to be modified so that no encroachment is occurring.

The applicant decided to create a new subdivision with the lots so that the residential deck can be built without any variance or encroachment, and the two "Black Bear Distillery" parcels are combined into one parcel, simplifying that property for future use. Staff recommends the Planning Commissioners review the Subdivision and Final Plat sections of the Land Use code and has no concerns with the replat of this property.

Planning Commission Recommended Actions:

- Review proposed project for compliance with Green Mountain Falls Zoning and Land Use Code
- Approve, approve subject to conditions, or disapprove.

### **Discussion**

According to section 17-133 of the current code, "Minor subdivisions shall follow procedures appropriate for final plats." This is really the only guidance we have, and it's clear that this would be considered a minor subdivision, as it is not establishing new infrastructure needs, rights-of-ways, or otherwise changing the predominant use or terrain of the land involved. The town does not have a simpler way to accomplish this defined, such as a "Property Boundary Adjustment" or other method, and the new land use code will address this. The applicant has consulted with the surveyor and El Paso County Records office, which indicated that this replat has been designed sufficiently for recording purposes.

### **Conclusion and Recommendation**

Staff recommends approval of this minor subdivision.

### **Recommended Motion**

I move to approve application 20220901 for the minor subdivision called Black Bear Subdivision.

Victor Matthews  
6855 Hotel St.  
Green Mtn. Falls, CO 80819

July 15, 2022

Mr. Nate Scott  
Clerk/Treasurer/Planner  
Town of Green Mtn. Falls  
PO Box 524  
Green Mtn. Falls, CO 80819

Dear Mr. Scott,

This Letter is to inform you of my intent to build a new deck on my property at 6855 Hotel St. Currently there is a retaining wall behind the house that steps down into the yard. The new 14'x13' deck will sit level with the top of that retaining wall creating a functional, aesthetically pleasing outdoor living area for my family to enjoy for years to come.

I hired a surveyor to replat my adjacent properties so that the deck will meet setback requirements. The appropriate changes have been made concerning the zoning and property set backs.

If you have any questions or concerns regarding my application for this project, please contact me at 719-964-2990 or [Chefmatthews@aol.com](mailto:Chefmatthews@aol.com) or contact Richard Shepard with Krueger Brothers Construction at 256-653-4279 or [Richard@kruegerbrothers.com](mailto:Richard@kruegerbrothers.com).

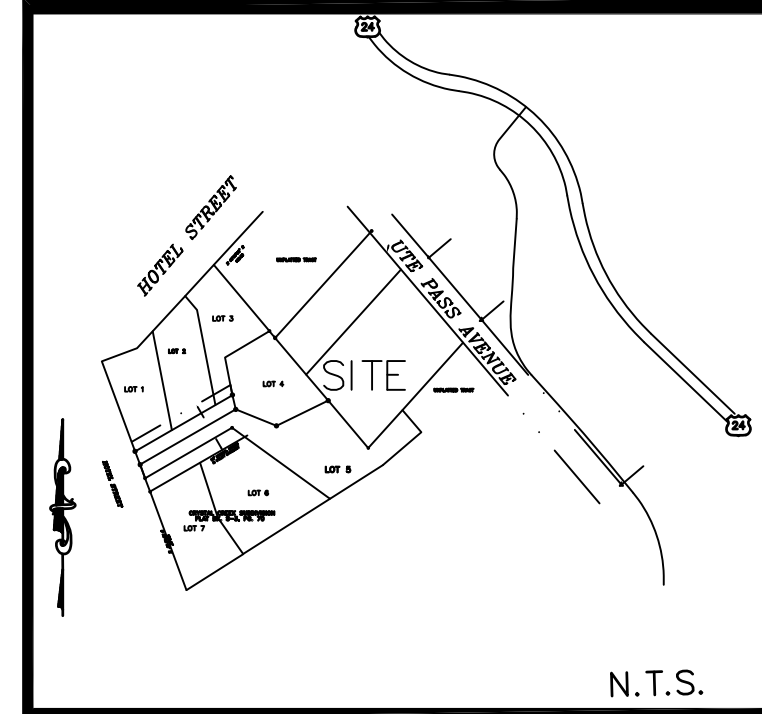
Thank you for your time and consideration.

Sincerely,  
Victor Matthews

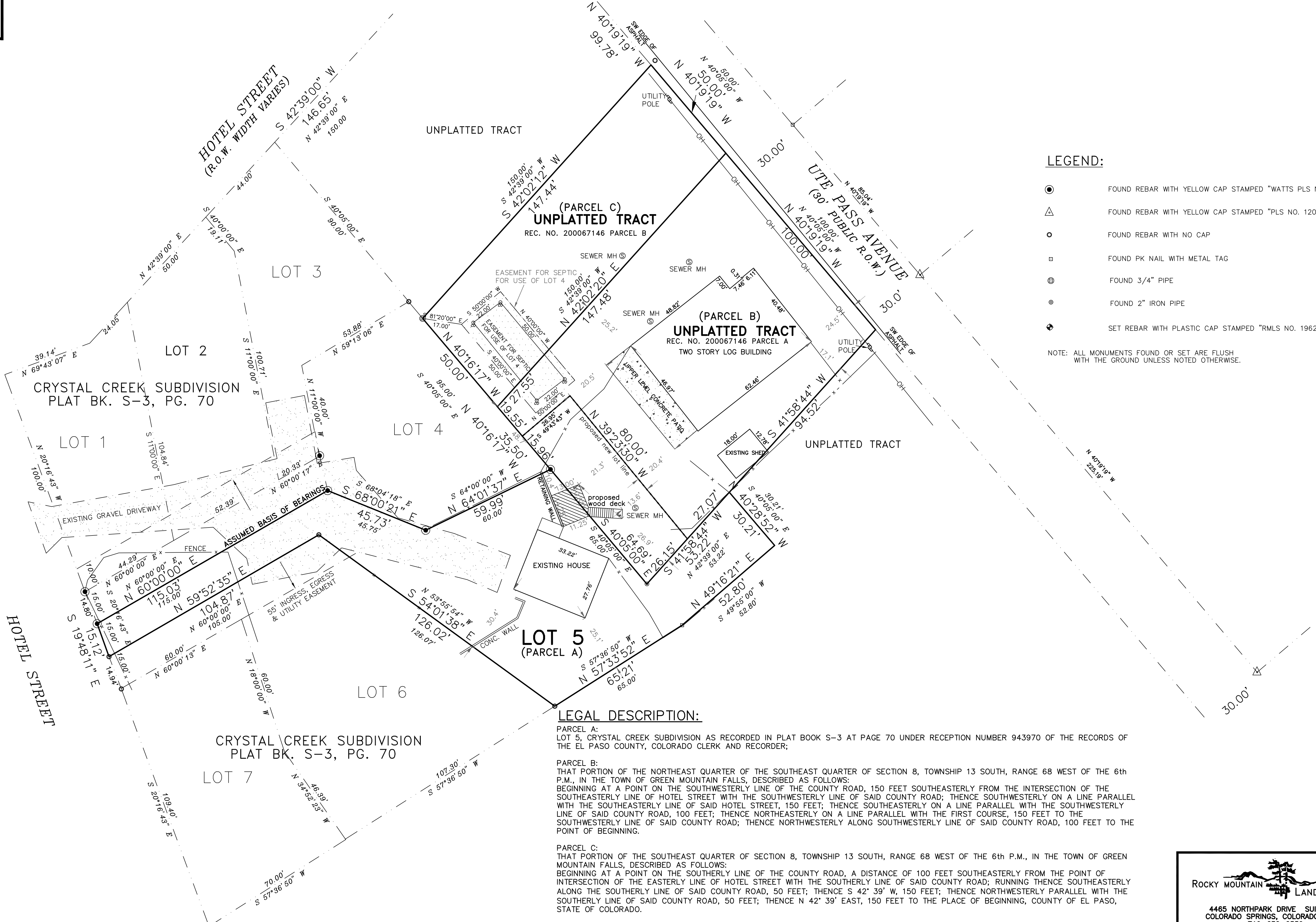


# PRELIMINARY PLAT: BLACK BEAR SUBDIVISION

A REPLAT OF LOT 5, CRYSTAL CREEK SUBDIVISION TOGETHER WITH  
A PORTION OF THE SOUTHEAST ONE-QUARTER OF SECTION 8,  
TOWNSHIP 13 SOUTH, RANGE 68 WEST OF THE 6th P.M., IN THE  
TOWN OF GREEN MOUNTAIN FALLS, EL PASO COUNTY, COLORADO



VICINITY MAP



## LEGEND:

- FOUND REBAR WITH YELLOW CAP STAMPED "WATTS PLS NO. 9853"
- △ FOUND REBAR WITH YELLOW CAP STAMPED "PLS NO. 12043"
- FOUND REBAR WITH NO CAP
- FOUND PK NAIL WITH METAL TAG
- ⊕ FOUND 3/4" PIPE
- ⊙ FOUND 2" IRON PIPE
- ⚡ SET REBAR WITH PLASTIC CAP STAMPED "RMLS NO. 19625"

NOTE: ALL MONUMENTS FOUND OR SET ARE FLUSH WITH THE GROUND UNLESS NOTED OTHERWISE.

## LEGAL DESCRIPTION:

PARCEL A:  
LOT 5, CRYSTAL CREEK SUBDIVISION AS RECORDED IN PLAT BOOK S-3 AT PAGE 70 UNDER RECEPTION NUMBER 943970 OF THE RECORDS OF THE EL PASO COUNTY, COLORADO CLERK AND RECORDER;

PARCEL B:  
THAT PORTION OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 13 SOUTH, RANGE 68 WEST OF THE 6th P.M., IN THE TOWN OF GREEN MOUNTAIN FALLS, DESCRIBED AS FOLLOWS:  
BEGINNING AT A POINT ON THE SOUTHWESTERLY LINE OF THE COUNTY ROAD, 150 FEET SOUTHEASTERLY FROM THE INTERSECTION OF THE SOUTHEASTERLY LINE OF HOTEL STREET WITH THE SOUTHWESTERLY LINE OF SAID COUNTY ROAD; THENCE SOUTHWESTERLY ON A LINE PARALLEL WITH THE SOUTHEASTERLY LINE OF SAID HOTEL STREET, 150 FEET; THENCE SOUTHEASTERLY ON A LINE PARALLEL WITH THE SOUTHWESTERLY LINE OF SAID COUNTY ROAD, 100 FEET; THENCE NORTHEASTERLY ON A LINE PARALLEL WITH THE FIRST COURSE, 150 FEET TO THE SOUTHWESTERLY LINE OF SAID COUNTY ROAD; THENCE NORTHWESTERLY ALONG SOUTHWESTERLY LINE OF SAID COUNTY ROAD, 100 FEET TO THE POINT OF BEGINNING.

PARCEL C:  
THAT PORTION OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 13 SOUTH, RANGE 68 WEST OF THE 6th P.M., IN THE TOWN OF GREEN MOUNTAIN FALLS, DESCRIBED AS FOLLOWS:  
BEGINNING AT A POINT ON THE SOUTHERLY LINE OF THE COUNTY ROAD, A DISTANCE OF 100 FEET SOUTHEASTERLY FROM THE POINT OF INTERSECTION OF THE EASTERLY LINE OF HOTEL STREET WITH THE SOUTHERLY LINE OF SAID COUNTY ROAD; RUNNING THENCE SOUTHEASTERLY ALONG THE SOUTHERLY LINE OF SAID COUNTY ROAD, 50 FEET; THENCE S 42° 39' W, 150 FEET; THENCE NORTHWESTERLY PARALLEL WITH THE SOUTHERLY LINE OF SAID COUNTY ROAD, 50 FEET; THENCE N 42° 39' EAST, 150 FEET TO THE PLACE OF BEGINNING, COUNTY OF EL PASO, STATE OF COLORADO.

SAID TRACTS CONTAINS 0.75 ACRES, MORE OR LESS.

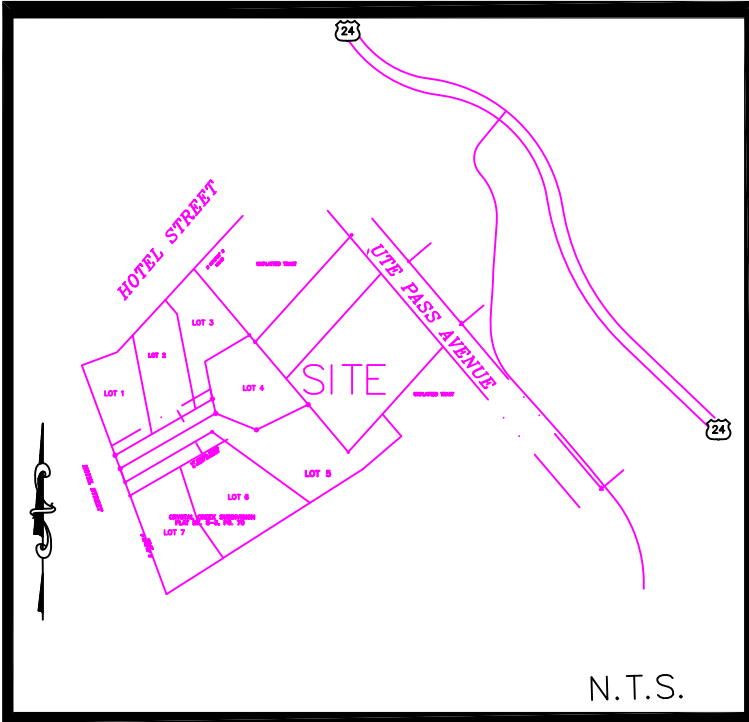
0' 20' 40'  
SCALE: 1" = 20'  
JOB NO. 43023  
SEPTEMBER 1, 2022

ROCKY MOUNTAIN LAND SERVICES  
4465 NORTHPARK DRIVE SUITE 303  
COLORADO SPRINGS, COLORADO 80907  
719-630-0559

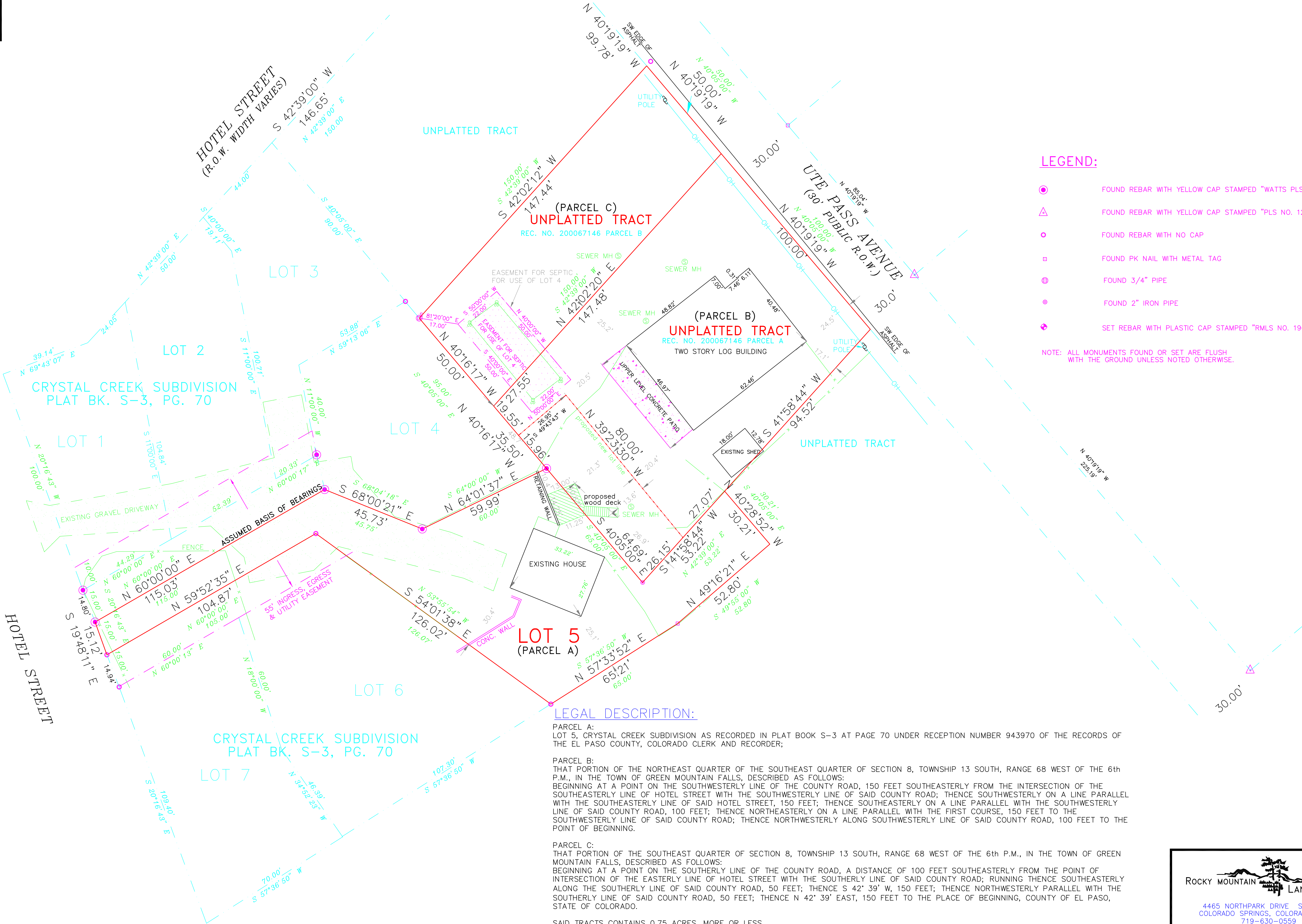


PRELIMINARY PLAT: BLACK BEAR SUBDIVISION

A REPLAT OF LOT 5, CRYSTAL CREEK SUBDIVISION TOGETHER WITH  
A PORTION OF THE SOUTHEAST ONE-QUARTER OF SECTION 8,  
TOWNSHIP 13 SOUTH, RANGE 68 WEST OF THE 6th P.M., IN THE  
TOWN OF GREEN MOUNTAIN FALLS, EL PASO COUNTY, COLORADO



VICINITY MAP



0' 20' 40'  
SCALE: 1" = 20'  
JOB NO. 43023  
SEPTEMBER 1, 2022

# BLACK BEAR SUBDIVISION

A REPLAT OF LOT 5, CRYSTAL CREEK SUBDIVISION TOGETHER WITH  
A PORTION OF THE SOUTHEAST ONE-QUARTER OF SECTION 8,  
TOWNSHIP 13 SOUTH, RANGE 68 WEST OF THE 6th P.M., IN THE  
TOWN OF GREEN MOUNTAIN FALLS, EL PASO COUNTY, COLORADO

## KNOW ALL MEN BY THESE PRESENTS:

THAT VICTOR W. MATTHEWS JR., BEING THE OWNER OF THE FOLLOWING DESCRIBED TRACTS OF LAND:

## TO WIT:

PARCEL A:  
LOT 5, CRYSTAL CREEK SUBDIVISION AS RECORDED IN PLAT BOOK S-3 AT PAGE 70 UNDER RECEPTION NUMBER 943970 OF THE RECORDS OF THE EL PASO COUNTY, COLORADO  
CLERK AND RECORDER;

PARCEL B:  
THAT PORTION OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 13 SOUTH, RANGE 68 WEST OF THE 6th P.M., IN THE TOWN OF GREEN  
MOUNTAIN FALLS, DESCRIBED AS FOLLOWS:  
BEGINNING AT A POINT ON THE SOUTHWESTERLY LINE OF THE COUNTY ROAD, 150 FEET SOUTHEASTERLY FROM THE INTERSECTION OF THE SOUTHEASTERLY LINE OF HOTEL STREET  
WITH THE SOUTHWESTERLY LINE OF SAID COUNTY ROAD; THENCE SOUTHWESTERLY ON A LINE PARALLEL WITH THE SOUTHEASTERLY LINE OF SAID HOTEL STREET, 150 FEET; THENCE  
SOUTHEASTERLY ON A LINE PARALLEL WITH THE SOUTHWESTERLY LINE OF SAID COUNTY ROAD, 100 FEET; THENCE NORTHEASTERLY ON A LINE PARALLEL WITH THE FIRST COURSE,  
150 FEET TO THE SOUTHWESTERLY LINE OF SAID COUNTY ROAD; THENCE NORTHWESTERLY ALONG SOUTHWESTERLY LINE OF SAID COUNTY ROAD, 100 FEET TO THE POINT OF  
BEGINNING.

PARCEL C:  
THAT PORTION OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 13 SOUTH, RANGE 68 WEST OF THE 6th P.M., IN THE TOWN OF GREEN MOUNTAIN FALLS, DESCRIBED AS  
FOLLOWS:  
BEGINNING AT A POINT ON THE SOUTHERLY LINE OF THE COUNTY ROAD, A DISTANCE OF 100 FEET SOUTHEASTERLY FROM THE POINT OF INTERSECTION OF THE EASTERLY LINE OF  
HOTEL STREET WITH THE SOUTHERLY LINE OF SAID COUNTY ROAD; RUNNING THENCE SOUTHEASTERLY ALONG THE SOUTHERLY LINE OF SAID COUNTY ROAD, 50 FEET; THENCE S 42'  
39' W, 150 FEET; THENCE NORTHWESTERLY PARALLEL WITH THE SOUTHERLY LINE OF SAID COUNTY ROAD, 50 FEET; THENCE N 42° 39' EAST, 150 FEET TO THE PLACE OF  
BEGINNING, COUNTY OF EL PASO, STATE OF COLORADO.

SAID TRACTS CONTAINS 0.75 ACRES, MORE OR LESS.

## DEDICATION:

THE ABOVE PARTY IN INTEREST HAS CAUSED SAID TRACT OF LAND TO BE SURVEYED AND PLATTED INTO LOTS AND PUBLIC EASEMENTS. THE UNDERSIGNED DOES HEREBY  
DEDICATE, GRANT AND CONVEY TO THE TOWN OF GREEN MOUNTAIN FALLS AND THE PUBLIC, EASEMENTS SHOWN ON THE PLAT AND FURTHER RESTRICT THE USE OF ALL PUBLIC  
EASEMENTS TO THE TOWN OF GREEN MOUNTAN FALLS AND OR ITS ASSIGNS, PROVIDED HOWEVER, THAT THE SOLE RIGHT AND AUTHORITY TO VACATE, RELEASE OR QUIT CLAIM ANY  
AND ALL DEDICATED PUBLIC EASEMENTS SHALL REMAIN EXCLUSIVELY VESTED IN THE TOWN OF GREEN MOUNTAIN FALLS. THIS TRACT OF LAND AS HEREIN PLATTED SHALL BE KNOWN  
AS "BLACK BEAR SUBDIVISION" IN THE TOWN OF GREEN MOUNTAIN FALLS, EL PASO COUNTY, COLORADO.

## IN WITNESS WHEREOF:

THE AFOREMENTIONED, VICTOR W. MATTHEWS JR., HAS EXECUTED THIS INSTRUMENT THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

\_\_\_\_\_  
VICTOR W. MATTHEWS, JR.

STATE OF COLORADO )  
                                  ) SS  
COUNTY OF EL PASO )

THE ABOVE AND AFOREMENTIONED INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022 A.D. BY VICTOR W. MATTHEWS JR.

WITNESS MY HAND AND OFFICIAL SEAL:

MY COMMISSION EXPIRES: \_\_\_\_\_ NOTARY PUBLIC

## LIENHOLDER CONSENT FOR PARCEL A:

THE LIENHOLDER, \_\_\_\_\_, BY: \_\_\_\_\_ HAS CONSENTED TO AND EXECUTED THIS INSTRUMENT THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.

BY: \_\_\_\_\_

STATE OF COLORADO )  
                                  ) SS  
COUNTY OF EL PASO )

THE ABOVE AND AFOREMENTIONED INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022 A.D.,

BY: \_\_\_\_\_ AS \_\_\_\_\_ FOR \_\_\_\_\_

WITNESS MY HAND AND OFFICIAL SEAL:

MY COMMISSION EXPIRES: \_\_\_\_\_ NOTARY PUBLIC

## LIENHOLDER CONSENTFOR PARCEL B AND PARCEL C:

THE LIENHOLDER, \_\_\_\_\_, BY: \_\_\_\_\_ HAS CONSENTED TO AND EXECUTED THIS INSTRUMENT THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.

BY: \_\_\_\_\_

STATE OF COLORADO )  
                                  ) SS  
COUNTY OF EL PASO )

THE ABOVE AND AFOREMENTIONED INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022 A.D.,

BY: \_\_\_\_\_ AS \_\_\_\_\_ FOR \_\_\_\_\_

WITNESS MY HAND AND OFFICIAL SEAL:

MY COMMISSION EXPIRES: \_\_\_\_\_ NOTARY PUBLIC

## PLANNING COMMISSION APPROVAL:

THE ABOVE PLAT AND AND PETITION IS APPROVED BY THE PLANNING COMMISSION OF THE TOWN OF GREEN MOUNTAIN FALLS, THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_, 2022.

\_\_\_\_\_  
CHAIRMAN

## APPROVAL BY TOWN COUNCIL:

THE ABOVE PLAT AND AND PETITION IS APPROVED BY THE TOWN COUNCIL OF THE TOWN OF GREEN MOUNTAIN FALLS, THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_, 2022.

\_\_\_\_\_  
MAYOR

## NOTES:

1. ALL BEARINGS USED HEREIN ARE BASED ON AN ASSUMED BEARING BETWEEN A REBAR WITH CAP STAMPED "WATTS NO. 9853" AT THE NORTHWEST CORNER AND  
NORTHERLY ANGLE POINT OF SAID LOT 5 AS DEPICTED HEREON. THE ASSUMED BEARING BETWEEN THOSE MONUMENTS IS N 60° 00' 00" E.

2. EASEMENTS OF RECORD SHOWN HEREON ARE BASED ON THE RECORDED SUBDIVISION PLAT REFERENCED IN THE LEGAL DESCRIPTION. NO OTHER EASEMENTS ARE  
SHOWN EXCEPT AS FOUND THEREIN. THE PLAT DOES NOT REPRESENT A TITLE SEARCH BY ROCKY MOUNTAIN LAND SERVICES FOR OWNERSHIP OR EASEMENTS AND  
RELIES COMPLETELY ON THE ABOVE REFERENCED DATA FOR EASEMENTS OF RECORD.

3. THE UNITS OF MEASUREMENT USED HEREIN ARE U.S. SURVEY FEET.

## SURVEYOR'S CERTIFICATION:

THE UNDERSIGNED REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, HEREBY CERTIFIES THAT THE ACCOMPANYING PLAT WAS SURVEYED AND  
DRAWN UNDER HIS SUPERVISION AND ACCURATELY SHOWS THE DESCRIBED TRACT OF LAND AND SUBDIVISION THEREOF, AND THAT THE REQUIREMENTS OF TITLE 38 OF  
THE COLORADO REVISED STATUTES, 1973 AS AMENDED, HAVE BEEN MET TO THE BEST OF HIS KNOWLEDGE AND BELIEF.

\_\_\_\_\_  
CHRISTOPHER THOMPSON, PROFESSIONAL LAND SURVEYOR NO. 19625  
FOR AND ON BEHALF OF ROCKY MOUNTAIN LAND SERVICES  
4465 NORTHPARK DRIVE SUITE 303  
COLORADO SPRINGS, COLORADO 80907

\_\_\_\_\_  
DATE

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 THE  
CERTIFICATION SHOWN HEREON.

## EASEMENTS TO BE DEDICATED BY THIS PLAT:

BOTH SIDES OF ALL SIDE LOT LINES ARE HEREBY PLATTED WITH A FIVE FOOT WIDE EASEMENT FOR PUBLIC UTILITIES AND DRAINAGE. ALL FRONT LOT LINES ARE  
HEREBY PLATTED WITH A FIVE FOOT WIDE EASEMENT FOR PUBLIC UTILITIES. ALL REAR LOT LINES ARE HEREBY PLATTED WITH A SEVEN FOOT WIDE EASEMENT FOR  
PUBLIC UTILITIES AND DRAINAGE WITH THE SOLE RESPONSIBILITY FOR MAINTENANCE OF ALL SAID EASEMENTS BEING VESTED IN THE PROPERTY OWNERS BURDENED BY  
SAID EASEMENTS.

## RECORDING:

STATE OF COLORADO )

COUNTY OF EL PASO )

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD AT MY OFFICE AT \_\_\_\_\_ O'CLOCK\_\_\_\_\_, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
2022, A.D., AND IS DULY RECORDED AT RECEPTION NUMBER \_\_\_\_\_ OF THE RECORDS OF EL PASO COUNTY, COLORADO.

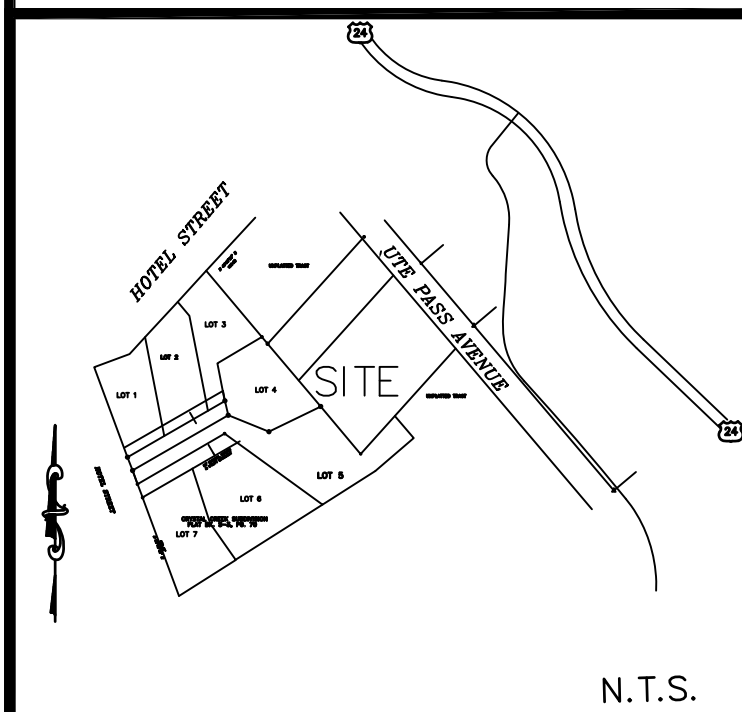
CHUCK BROERMAN, EL PASO COUNTY CLERK AND RECORDER

BY: \_\_\_\_\_  
DEPUTY

FEE: \_\_\_\_\_

SURCHARGE: \_\_\_\_\_

## VICINITY MAP



TOWN OF G.M.F. FILE NO.: \_\_\_\_\_

JOB NO.: 43023  
SEPTEMBER 1, 2022  
PAGE 1 OF 3



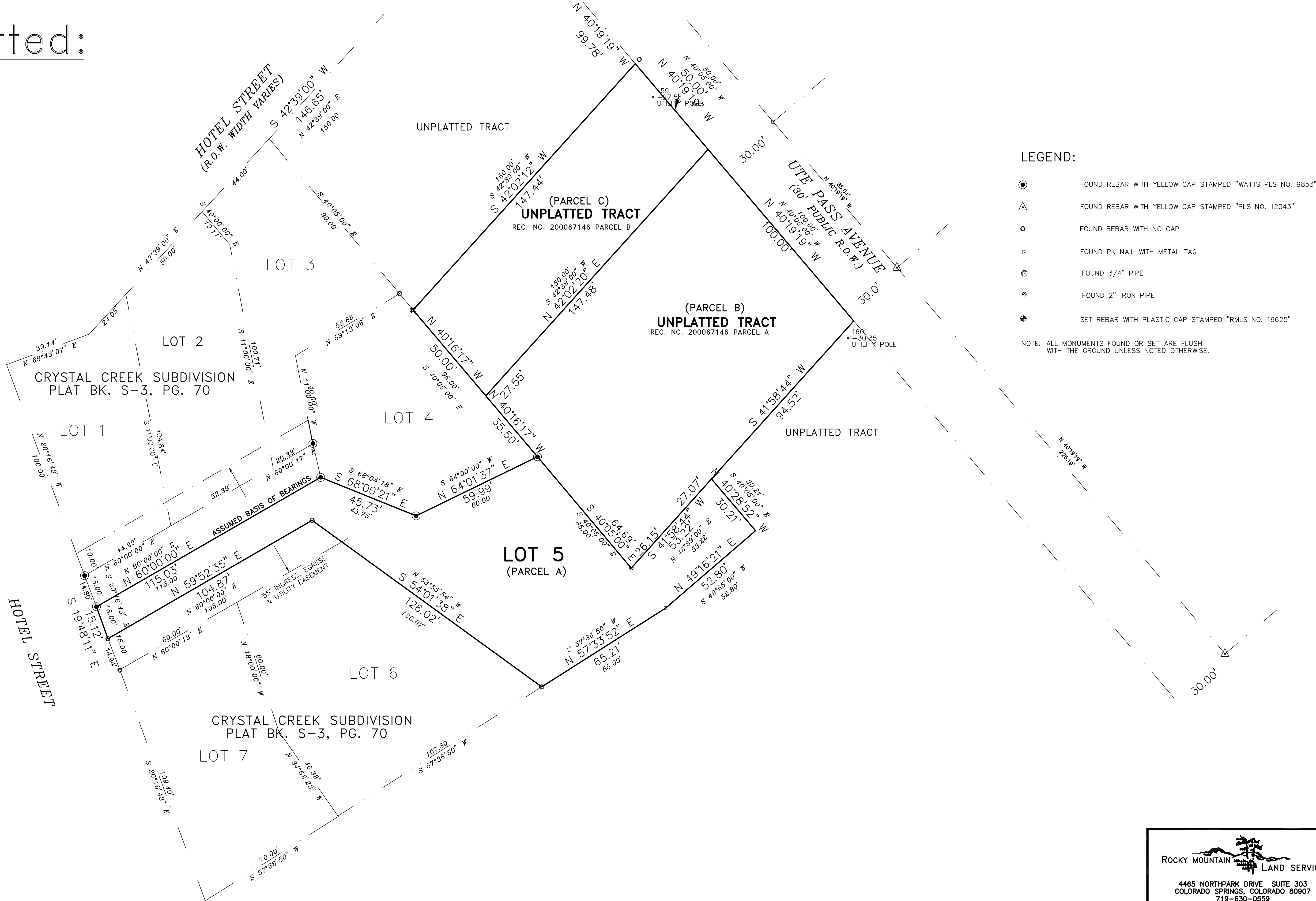
4465 NORTHPARK DRIVE SUITE 303  
COLORADO SPRINGS, COLORADO 80907  
719-630-0559



BLACK BEAR SUBDIVISION

A REPLAT OF LOT 5, CRYSTAL CREEK SUBDIVISION TOGETHER WITH  
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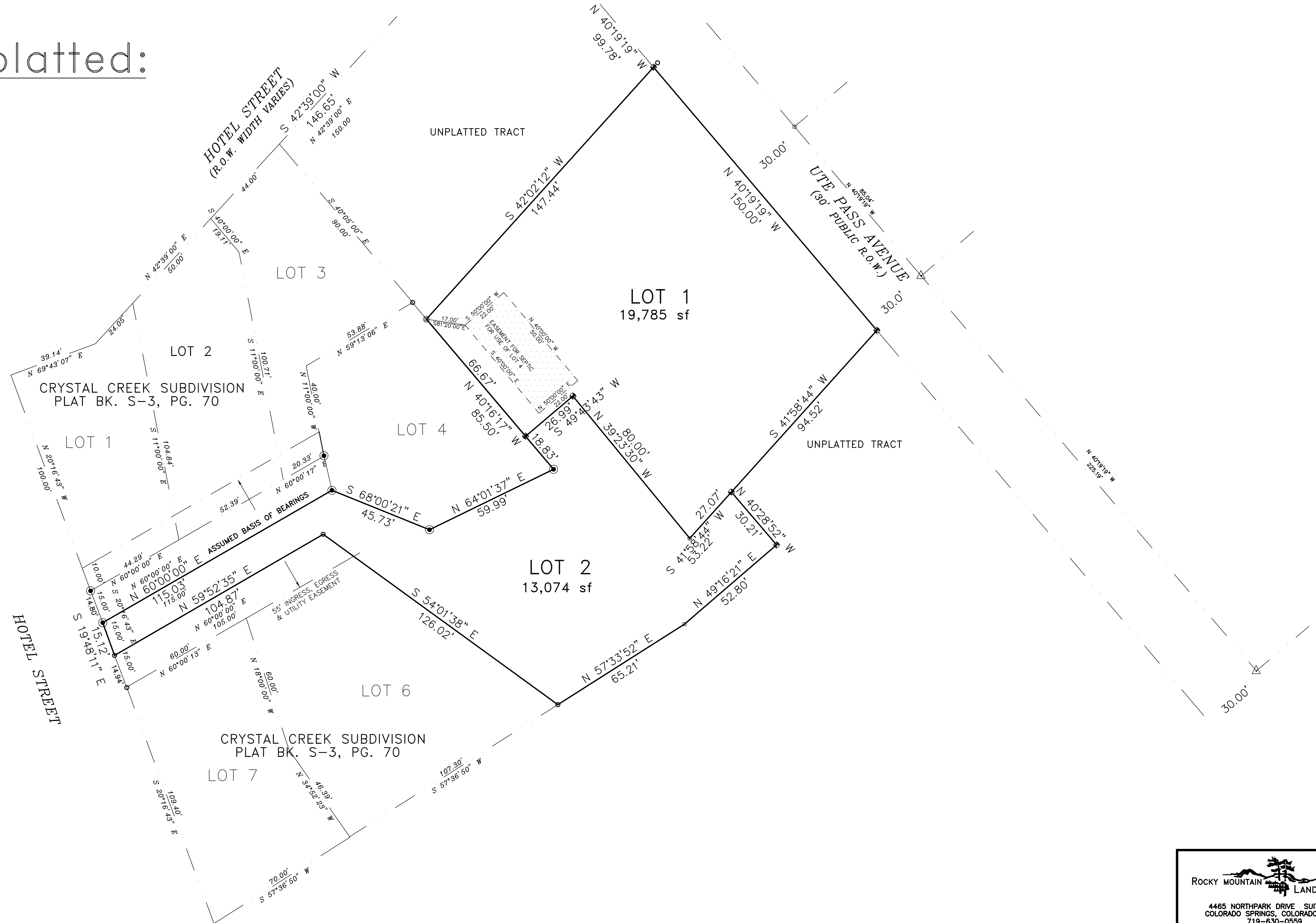
as platted:



# BLACK BEAR SUBDIVISION

A REPLAT OF LOT 5, CRYSTAL CREEK SUBDIVISION TOGETHER WITH  
A PORTION OF THE SOUTHEAST ONE-QUARTER OF SECTION 8,  
TOWNSHIP 13 SOUTH, RANGE 68 WEST OF THE 6th P.M., IN THE  
TOWN OF GREEN MOUNTAIN FALLS, EL PASO COUNTY, COLORADO

as replatted:



August 31, 2022

Becky Frank, Town Manager  
Town of Green Mountain Falls  
P.O. Box 524  
Green Mountain Falls, CO 80819

**RE: 2023 Property/Casualty Preliminary Contribution Quotation**

Dear Becky:

Enclosed is the preliminary quotation for your 2023 contribution to the CIRSA Property/Casualty Pool.

As you may know, the excess/reinsurance market continues to be unfavorable in Colorado and elsewhere. Your quotation reflects these unfavorable conditions.

On the liability side, municipalities continue to face an increasingly hostile legal and social climate. The cost of your liability coverage reflects this adverse trend, particularly in law enforcement liability coverage. State legislation has significantly increased law enforcement liability exposures, and defending and settling law enforcement claims grows more costly and challenging each year.

On the property side, the property market continues to raise deductibles and increase the cost of insurance. Conditions around the country (and globally) have a significant impact on the availability and cost of property coverage. For this reason, although our members have been largely spared from wildfires, wind/hail, and flood events this year, we do not expect an easy excess/reinsurance renewal on the property side, either.

Communicable disease exclusions will no doubt remain on property and liability policies. We also anticipate that an exclusion will be added by our reinsurers for Polyfluoroalkyl Substances (PFAS) found in water.

In summary, whether individually insured or as part of a pool, municipalities and other insurance consumers all continue to face a hard market for property and liability insurance. A significant portion of your 2023 quotation reflects these conditions.

Despite these market conditions, CIRSA remains committed to keeping each member's cost of risk as low as possible. One of the benefits of pooling is that those members with substantial member equity will experience less of an impact from these rate increases than newer members, who have less equity in the pool.

Going forward, we are exploring ways to increase flexibility, transparency, and coverage options for members. For example, we plan to provide more deductible options for general liability, public officials liability, and law enforcement liability coverages. You'll also have more flexibility for vehicle physical damage coverage and deductibles. We'll stay in touch with you as these and other changes are rolled out.

Whether you are a long-time or newer member, now is a good time to look at your chosen property and liability deductibles. Many of our members have greatly expanded their budgets and operating expenditures over the past several years, but have not increased their chosen deductibles accordingly. We can run a deductible analysis for you and help you identify additional deductible options that are more



in line with your financial capacity. If you would like to see additional deductible options, please contact Linda Black, Chief Financial Officer, at (720) 605-5440 or [lindab@cirsa.org](mailto:lindab@cirsa.org).

Of course, being a member of a pool offers you significant benefits that are not available elsewhere. CIRSA will continue to offer you the very best in risk management services specifically tailored to your needs. Please see the attached brochure for a summary of those services.

The attached quotation sheet provides a preliminary quotation. Final invoices, e-mailed on January 1, 2023, will be adjusted for any changes made to your 2023 renewal application. Moreover, quoted contributions may also change if CIRSA membership changes significantly for 2023 and/or actual excess insurance premiums are not adequately funded by the budget established within your rate.

The attached quotation sheet provides information on your 2023 contribution, the amount of any Loss Control Credits available to your entity, and optional payment plans. In addition, a general description of the types and monetary limits of the proposed coverages to be provided to 2023 CIRSA Property/Casualty members is attached.

The acceptance form must be completed and returned to CIRSA by ***Friday, September 30, 2022***. When completing your form, please make sure to:

- Initial next to your entity's desired deductible option for 2023
- Write the amount of any available Loss Control Credits you wish to use in the appropriate section of the *Loss Control Credits* table on the quotation sheet
- Indicate which payment option you would like for 2023 on the quotation sheet
- Return the signature page signed by an authorized signer

Please note that if you have requested quotations for any of the Optional Coverage Programs including Equipment Breakdown, Excess Crime, Excess Cyber (Data Privacy and Network Security), Community Service Workers' Accident Medical Plan, Sports Accident Medical Plan, Occupational Accidental Death and Dismemberment Plan, Volunteer Accident Medical Plan, No-Fault Water Line Rupture and/or Sewer Back-Up coverage, Property Damage Caused by Member's Operation of Mobile Equipment coverage, or Detainee Medical coverage, they are not included in this mailing. The majority of the carriers that provide coverage for each program are unable to provide quotes until later this year. We anticipate that quotations for these optional coverages will be mailed to members in October.

If you have any questions about your renewal quote, please don't hesitate to contact us. Shannon Pursley, Marketing Manager, is available to offer any further explanation of your quote that you may require. Shannon can be reached at (720) 728-1304 or [shannonp@cirsa.org](mailto:shannonp@cirsa.org). We are also available to give presentations to your governing body upon request.

Thank you for the opportunity to serve you. We look forward to continuing our relationship with you in 2023.

Sincerely,



Tami A. Tanoue  
Executive Director

enc.







**CIRSA Property/Casualty Pool**  
**Preliminary 2023 Contribution Quotation**  
**Town of Green Mountain Falls**

**Current Deductibles:**

Liability	Auto Liability	Auto Physical Damage	Property
\$1,000	\$1,000	\$1,000	\$1,000

Description	Amount
Contribution Before Reserve and Loss Experience	\$21,917.70
Reserve Refund Contribution	\$0.00
Impact of Loss Experience	\$1,627.96
<b>Total 2023 Preliminary Quotation before Credits</b>	<b>\$23,545.66</b>

**To Renew with Current Deductibles**  
**Initial Here:** \_\_\_\_\_

**Loss Control Credits**

Description	Amount	Credit Options – You must write in the amount that you wish to use. Amount may be split between available options.		
		Credit PC Contribution	Deposit/Leave in Account	Send Check
2022 Loss Control Audit Credit	(\$0.00)			
Balance Remaining from Prior Years' LC Credits	(\$0.00)			
<b>Total Preliminary Quotation at Current Deductible with all Available Credits</b>	<b>\$23,545.66</b>			

**Alternative Deductibles**

Liability	Auto Liability	Auto Physical Damage	Property	Revised Quote (Before Credits)	To Accept New Deductible Option – Initial Here (Choose Only one)

\*Contact Linda Black, CFO at (720) 605-5440 or lindab@cirsa.org if you are interested in other options.

**Billing Options (Please indicate which option you choose)**

<input type="checkbox"/> Annual Billing on January 1, 2023	<input type="checkbox"/> Quarterly Billing January 1, April 1, July 1, and October 1, 2023
--	--

*Preliminary 2023 Contribution Quotation Continued*

This preliminary quotation includes all exposures reported on your entity's 2023 Property/Casualty Renewal Application and any Application Amendment Requests received by CIRSA before August 13, 2022.

\* Regarding the Liability Deductible shown on page 1, a \$500 deductible quotation is offered to members, if requested, for general liability. However, police professional and public officials errors and omissions deductibles cannot go below \$1,000.

\*\* Regarding the Property Deductible shown on page 1, an additional property deductible will apply separately to each location in a National Flood Insurance Program (NFIP) Zone A if total building and contents values at that location are in excess of \$1,000,000. The deductible will be the maximum limit of coverage which could have been purchased through NFIP, whether it is purchased or not.

Based upon the selections made in your 2023 Property/Casualty Renewal Application, the Town of Green Mountain Falls has elected not to participate in Uninsured/Underinsured Motorist Coverage. **Your signature below constitutes your entity's written rejection of this coverage.**

If this is incorrect, or you wish to change your selection at this time, please contact your Underwriting Representative at (800) 228-7136 or (303) 757-5475.

**The undersigned is authorized to accept this preliminary quotation on behalf of the  
Town of Green Mountain Falls.**

***We accept this preliminary quotation for January 1, 2023 to January 1, 2024. We understand our final invoice may increase or decrease depending upon the number of CIRSA Property/Casualty members for 2023, actual excess insurance premiums, and any changes made to our 2023 renewal application.***

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

Title: \_\_\_\_\_

**Signature must be that of the Mayor, Manager, Clerk or equivalent (such as President of a Special District.)**

**Both pages of this form must be returned by Friday, September 30, 2022.** A mailed, faxed or e-mailed copy is acceptable. Please return to:

Monique Ferguson, Underwriting Administrative Assistant  
3665 Cherry Creek North Drive  
Denver, CO 80209  
Fax: (303) 757-8950 or (800) 850-8950  
E-Mail: MoniqueF@cirsa.org

## **PROPOSED 2023 PROPERTY/CASUALTY COVERAGES**

The types and monetary limits of the proposed coverages to be provided to CIRSA Property/Casualty members for the coverage period of January 1, 2023 to January 1, 2024 are generally described below. The scope, terms, conditions, and limitations of the coverages are governed by the applicable excess and/or reinsurance policies, the CIRSA Bylaws and Intergovernmental Agreement, and other applicable documents.

### **I. TYPES OF COVERAGES (subject to the limit on CIRSA's liability as described in Section II below):**

- A. Property coverage (including auto physical damage and public relations expense and privacy breach expense)
- B. Liability coverage:
  - 1. General liability
  - 2. Automobile liability
  - 3. Law enforcement liability
  - 4. Public officials errors and omissions liability
  - 5. Cyber (security and privacy breach liability)
- C. Crime coverage (including employee dishonesty and theft of money and securities)

### **II. CIRSA RETENTIONS, LOSS FUNDS, AGGREGATE LIMITS, AND MEMBER DEDUCTIBLES:**

For the coverages described in Section I, CIRSA is liable only for payment of the applicable self-insured retentions and only to a total annual aggregate amount for CIRSA members as a whole of the amount of the applicable CIRSA loss fund for the coverage period. There is no aggregate excess coverage over any loss fund.

Coverages in excess of CIRSA's self-insured retentions are provided only by the applicable excess insurers and/or reinsurers in applicable excess and/or reinsurance policies, and shall be payable only by those excess insurers and/or reinsurers. The limits of coverage provided by the excess insurers and/or reinsurers for the coverage period shall be described in the coverage documents issued to the members. Aggregate and other limits shall apply as provided in said documents.

#### **A. CIRSA PROPOSED SELF-INSURED RETENTIONS FOR THE COVERAGE PERIOD:**

- 1. \$1,000,000 per claim/occurrence property\*
- 2. \$100,000 per claim/annual aggregate public relations expense and privacy breach expense
- 3. \$1,000,000 per claim/occurrence liability
- 4. \$1,000,000 each and every claim public officials liability
- 5. \$500,000 per claim/annual aggregate cyber (security and privacy breach liability)
- 6. \$150,000 per claim/occurrence crime

\*Subject further to CIRSA retention of first \$5,000,000 each and every hail/wind loss and/or occurrence

**B. CIRSA LOSS FUND AMOUNTS FOR THE COVERAGE PERIOD:**

Loss fund amounts are as adopted or amended from time to time by the CIRSA Board of Directors based on the members in the Property/Casualty Pool for the year and investment earnings on those amounts. Information on the current loss fund amounts is available from CIRSA's Finance Department.

**C. PROPOSED EXCESS INSURANCE LIMITS FOR THE COVERAGE PERIOD:**

- |                             |  |
|-----------------------------|--|
| 1. Excess property:         | to \$500 million each claim/occurrence   |
| 2. Excess liability:        | to \$10 million each claim/occurrence; \$5 million excess auto liability; \$10 million annual aggregate for public officials errors and omission liability |
| 3. Excess crime (optional): | to \$5 million per claim/occurrence  |

**D. MEMBER DEDUCTIBLES:**

A member-selected deductible shall apply to each of the member's claims/occurrences. Payment of the deductible reduces the amount otherwise payable under the applicable CIRSA retention. Allocated loss adjustment expenses are included in the member deductible.

## **EXPLANATION OF CREDITS AVAILABLE AND ACCEPTANCE OR WITHDRAW PROCEDURES**

### **LOSS CONTROL AUDIT SCORE CREDIT**

CIRSA members who received a Loss Control Audit Score of 80 or higher in 2022, and renew their membership in 2023, are eligible for a Loss Control Audit Score Credit. This credit is offered to all members that take an active role in preventing or reducing their losses by complying with the CIRSA Loss Control Standards.

If you did not receive a credit for 2023 and would like to receive one in future years, please contact your Risk Control Representative.

### **LOSS CONTROL CREDIT ACCOUNT**

The CIRSA Board of Directors has approved your use of any balance in the Loss Control Credit Account, except any Special Credit monies, to pay 2023 contributions. Your entity's balance in this account, if any, is shown on the quote letter.

### **ACCEPTANCE PROCEDURES**

Please complete the enclosed acceptance form indicating your decision for 2023 and return it to the CIRSA office ***on or before Friday, September 30, 2022***. **Failure to return the form in time may result in the imposition of penalties under CIRSA Bylaw Article XIV upon withdrawal.**

### **WITHDRAWAL PROCEDURES (*if applicable*)**

The enclosed Article XIV of the CIRSA Bylaws describes withdrawal procedures from CIRSA. **Written notice of withdrawal must be received by CIRSA *no later than Saturday, October 1, 2022*, for a withdrawal without penalty effective January 1, 2023.** No withdrawing member shall be eligible for the above-described credits.

Article XIV should be read in its entirety for any penalties which would otherwise apply. Withdrawing members who subsequently apply to rejoin CIRSA may be subject to such terms and conditions as established by the CIRSA Board of Directors.

## WITHDRAWAL NOTICE

**MUST BE RECEIVED AT THE CIRSA OFFICE  
ON OR BEFORE SATURDAY, OCTOBER 1, 2022**

Sign and return this form if your entity has decided to **withdraw** from CIRSA effective January 1, 2023. Under CIRSA Bylaws, this form must be received by CIRSA ***no later than Saturday, October 1, 2022***, for withdrawal without penalty effective January 1, 2023.

\*\*\*\*\*

### NOTICE OF WITHDRAWAL FROM CIRSA

This is to notify the CIRSA Board of Directors that the Town of Green Mountain Falls is withdrawing from CIRSA for purposes of Property/Casualty coverage effective January 1, 2023. We understand the Town of Green Mountain Falls remains obligated and will be billed for any amounts due CIRSA pursuant to the Bylaws and the policies established by CIRSA.

The undersigned is authorized to provide this notice of withdrawal on behalf of the Town of Green Mountain Falls.

**Signature must be that of the Mayor, Manager, Clerk, or equivalent (such as President of a Special District.)**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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



**CIRSA BYLAWS**  
**ARTICLE XIV**

Withdrawal from Membership

(1) Any member may withdraw from CIRSA by giving prior notice in writing to the Board of Directors of the prospective effective date of its withdrawal.

(2) If the effective date of a member's withdrawal is a date other than January 1, the withdrawing member shall not be entitled to receive any refund of contributions made for administrative costs for the claim year of withdrawal. The withdrawing member shall be entitled to receive within forty-five (45) days after the effective date of withdrawal, a proportionate return of its contribution to any loss fund.

(3) If the effective date of a member's withdrawal is January 1 but the member's written notice of withdrawal is received by CIRSA more than thirty (30) days after the date on which CIRSA mailed a preliminary quotation of the contribution to be assessed the member for the year beginning on that January 1, the withdrawing member shall be obligated to pay its share of CIRSA's administrative costs for the year beginning on that January 1. However, if the preliminary quotation is mailed by CIRSA prior to September 1, members shall not be obligated for future claim year administrative costs if the member's written notice of withdrawal is received by CIRSA on or before the October 1 preceding the January 1 renewal date.

(4) The members may, by a two-thirds (2/3) vote of the members present at a meeting, adopt or amend a policy establishing additional conditions applicable to members which withdraw.



CIRSA 2023

SERVICES

**CIRSA is passionate about protecting municipalities and their affiliated public entities.** We work exclusively in Colorado and have over three decades of experience assisting members in handling claims, improving safety, preventing losses, and managing the cost of risk. Our coverages and services are specifically designed for the unique and ever-changing needs of our membership.

Every member works with a personal team of representatives who provide customized guidance and assistance to help you manage exposures in your entity. CIRSA is staffed with knowledgeable, seasoned professionals including: Attorneys, Associates in Risk Management (ARM), Certified Safety Professionals (CSP), a Physical Security Professional (PSP), Certified Insurance Counselors (CIC), Certified Industrial Hygienists (CIH), Certified Hazardous Materials Manager (CHMM), Certified Instructional Trainers (CIT), Certified Fire Protection Specialist (CFPS), Safety Trained Supervisor (STS), Associates in Claims (AIC), and Chartered Property Casualty Underwriters (CPCU).

## LEGAL TRAINING AND ASSISTANCE

### Liability & Public Officials Training

CIRSA provides legal training to councils, boards, commissions, and staff upon request on a variety of liability-related topics. These trainings are free to members and can be conducted in person or via virtual meeting. CIRSA also maintains a variety of training webinars and videos on its website. Training topics include: personal liability for elected and appointed officials, conduct of quasi-judicial proceedings, employment issues, Governmental Immunity Act, harassment and bullying prevention, supervisory skills, contract issues, transparency laws, ethics requirements, and many others.

### Liability Hotline

The Liability Hotline serves as a resource on almost any liability-related topic. Members have access to CIRSA's General Counsel for free consultation and assistance on liability issues before they become claims, including employment practices, employee leave issues, land use liability, quasi-judicial proceedings, liability risks for municipal programs and services, ethics, civil rights liability, laws concerning marijuana regulation, broadband liability, and drug/alcohol testing policies.

### Contract & Policy Review

CIRSA will review member contract and policy documents and provide consultation on risk and liability-related topics, including review of contracts, ordinances, personnel policies, and police manuals.

### Publications & Resources

CIRSA publishes a wide variety of materials on legal, liability and risk issues, including its popular ["Ethics, Liability & Best Practices Handbook for Elected Officials,"](#) articles on the CIRSA website and blog covering topics on current interest, Liability Alerts and Loss Alerts on emerging legal and safety issues, and other training materials. CIRSA also maintains a library of sample contracts, policies, checklists, written programs, and other documents for members' use.

To [schedule a training](#) or access other Legal Training and Assistance Services, contact CIRSA General Counsel [Sam Light](#).

## RISK CONTROL SERVICES

Membership in CIRSA entitles members to risk control services designed to prevent and minimize individual and pool-wide losses. CIRSA's Risk Control Department is recognized nationally as a leader in innovative and exemplary risk control services.

It has been proven that a commitment to risk control yields

significant benefits in the form of lower costs associated with public entity risks.

Our experienced staff is dedicated to assisting our members in implementing their own risk control programs, integrating best practices into operations, and establishing a positive safety culture.

### Individualized Training

CIRSA provides over 30 classroom and/or hands-on [courses/workshops](#) that can be brought to your location upon request. CIRSA's full-time training staff work diligently to ensure materials are current and revised every two years at minimum. All courses are free to members and some provide Colorado Certified Water Professionals (CCWP) training units. Topics include: CDOT Flagger Certification, Confined Space Entry, Safe Driving Strategies, Bloodborne Pathogens, First Responder Awareness, and Back Injury & Fall Protection.

### Regional Seminars

Several times each year, CIRSA conducts regional seminars around the state on current risk control issues or industry trends. Any member can attend these seminars and there is usually no charge. Seminar types may include, ADA Coordinator, Playground Maintenance Technician (PMT), Playground ADA, Physical Security, Stop the Bleed, Succession Planning and many more safety and health related events. Law enforcement-specific events are also held at least eight times per year.

### General Consultation & On-site Service

CIRSA's Risk Control staff can arrange a time to help with special projects, accident investigations, develop written programs, assist with safety design reviews, research equipment and risk-related resources, and for short durations, can also function as your on-site safety representative.

### Safety Video, Reference Library, & Streaming Video Service

Your employees have unlimited access to CIRSA training programs and other educational materials in our [Training Library](#), including over 390 videos and video training books. Separate from our video and reference library, the streaming video service offers several hundred additional videos. This is a stand-alone system separate from our online training service. These programs are free of charge to members and cover a variety of topics on most public entity exposures.

## In-House Video & Publication Production

CIRSA has produced a number of videos and manuals on pertinent and timely topics, 13 of which have won national Public Risk Management Association (PRIMA) awards. Titles include: *Backing & Parking: The Keys to Success*, *Hazard Awareness is Everyone's Responsibility*, *Safety Management in Action*, *Personal Consequences of Unsafe Driving*, *Safe Supervisor: Integrating Operations & Safety*, and *Sanitary Sewer: Operations & Maintenance*. Hard copies of these videos are free to members and can also be viewed on [CIRSA's YouTube Channel](#).

## Online Training Center

CIRSA provides over 950 complimentary online safety, liability, supervisory, law enforcement, fire/EMS, corrections, and human resource related courses - 50 of which provide training units for water and wastewater employees. The online training center also provides over 1,000 police-specific videos. Additional topics and new courses are added each year. Your employees can easily access the [Online Training Center](#) from any computer with internet access at any time.

## Monthly Training Calendar

CIRSA sends a [monthly training calendar](#) notifying members of all upcoming regional training events, scheduled on-site training courses and certifications, safety symposiums, and all other training resources provided.

## Webinars

As another means of reducing your costs, our webinar series gives your employees the opportunity to obtain important training without leaving their office. These free presentations cover a wide variety of topics including risk control, employment and public officials' liability, Property/Casualty & Workers' Compensation applications, finance, and claims handling. All of our webinars are recorded and can be viewed at any time from the [Safety Resources](#) area of our website.

## Sample Policies & Procedures

Numerous sample Risk Control and [safety policies and procedures](#) are available to our members to download and customize for your entity. Examples include Job Safety Analyses (JSAs), Police Pursuits, Tasers, Preventing Public Officials Liability, and Fall Injury Prevention.

## Property Survey & Playground Inspections

This on-site, comprehensive safety survey identifies loss exposures of significant buildings, processes, and playgrounds. Written reports of survey results are sent to the appropriate public entity contacts.

## Ergonomic Evaluations

These evaluations of computer workstations help determine if they are adjusted properly for the employees who are using them. Our Risk Control Representatives will review workstation setup and assess chair, monitor, mouse, desk, and other equipment adjustments. Reports with recommendations to improve ergonomic conditions may be issued.

## Water Slide Inspections

State regulations require an annual inspection by a third party of all water slides 18 feet or higher unless the entity has received an exemption from the state. Some outside consultants charge over \$1,000 for these inspections. Our Risk Control Representatives will inspect your slides for free, issue reports for items that need to be

corrected, and provide certificates of inspection that meet state guidelines.

## Risk Control Standards & Credit Account Program

CIRSA has established a number of recommended policies and procedures to address common public entity exposures. These recommendations are known as [Risk Control Standards](#). Your Risk Control Representative assists you in implementing the pool's Risk Control Standards and performs onsite reviews. The CIRSA Board of Directors has approved credits to members who conform to these standards. Members can apply these credits toward their CIRSA contribution; deposit them in their Risk Control Credit Account for the purchase of safety related equipment or training; or request a direct disbursement of the funds. Contact your Risk Control Representative for more information.

## Accident Investigations & Loss Analyses

CIRSA provides timely, objective, and thorough accident investigations to help members identify root causes of accidents so measures can be implemented to prevent future occurrences. The Risk Control Department has also developed a number of Loss Analysis reports to identify the most frequent and severe causes of losses for the pool and for each member. Accident Investigations and Loss Analysis reports are provided upon request.

## Loss/Hazard Alerts

Public entities and their employees may have serious accidents from which other members can learn. CIRSA distributes summary reports on these incidents (with any identifying details removed) to our members and recommends procedures to prevent similar claims. When a serious potential exposure exists without a claim, a Hazard Alert may be issued.

## Industrial Hygiene Services

CIRSA's Certified Industrial Hygienist (CIH) assists members in the recognition, evaluation, and control of employee health hazards. Some examples of services provided include:

- Hazard Communication – Program development and employee training in the interpretation of Safety Data Sheets (SDS) and likely hazards associated with chemical use
- Hearing Conservation – Sound level measurements and noise exposure evaluations for personnel exposed to elevated noise levels
- Ergonomics/Body Mechanics – Work station evaluations and employee training
- Asbestos identification and guidance for asbestos operations and maintenance
- Indoor air quality sampling for offices, pools, water/wastewater treatment plants, and other public entity operations
- Measuring carbon monoxide and nitrogen dioxide emissions from motorized equipment
- Special projects to measure toxic exposures and/or substances, as needed

## CLAIMS ADMINISTRATION SERVICES

Our in-house claims specialists and legal counsel provide expert claims administration services to help you mitigate your risks. The CIRSA Claims Department is available to our members 24/7. A member of the CIRSA claims staff is on-call at all times and a backup system is in place for timely response to emergency calls. In addition to complete claims administration, the CIRSA Claims Department provides the following services:

### Litigation Management Program

CIRSA works closely with our members and a panel of defense attorneys who specialize in the defense of governmental entities. CIRSA takes a “team approach” with our staff and the member to defend claims. This allows the claim to be handled effectively and efficiently.

### Claims Recovery

CIRSA's claims staff pursues recovery for damages sustained to member property through subrogation and restitution. This service is provided regardless of claim size or if the loss is within the member's retention. Our annual recovery averages over a million dollars.

### Claim Reports

Loss runs of all open claims and litigation reports are distributed on a quarterly basis. Annual loss runs of all open and closed claims are also distributed. We offer other custom reports upon request that can be programed to be sent to your entity on a monthly basis. These reports can be reviewed by you and your CIRSA Risk Control Representative to help identify loss trends and discuss methods to control such losses.

### Electronic Claim Filing & Online Lookup

Members can file Property/Casualty and Workers' Compensation claims electronically through our [website](#). Each claim is filed on the state required forms and can be printed at your workstation for your records. Current and historical claims data can be viewed through our online claims filing system as well. Daily information on claim status is available including up-to-the-minute details about any claim that has been filed.

### Member Self-Administration Portal

If your entity has a large deductible and self-handles some claims, our Member Portal gives you a system to manage those claims. This is essentially a stand-alone Origami Risk claims system that CIRSA provides at no cost. The Portal lets you create/store documents and claim notes, run reports, and track financial data, on a database that integrates your own data seamlessly with the claims you report to CIRSA. This cutting edge technology is available to large-deductible members free of charge.

### File/Monitor Equipment Breakdown Claim

If your entity has purchased optional Equipment Breakdown coverage through CIRSA, we will file a claim with Chubb on your behalf and monitor the claim to make sure it progresses appropriately. CIRSA claims staff acts as a watchful eye for members utilizing their expertise to ensure claims are properly handled.

### Property Inspections

A property inspection can be conducted by CIRSA after a member sustains a property loss without having to file a claim. These types of inspections occur primarily following a hail related loss. Please contact [Craig Stevens](#) to schedule an inspection.

## Annual Claim Reviews

By request, CIRSA Claims staff can conduct an annual or bi-annual review of your entity's claims. This can be done in person or via video conference. Please contact your Claims Representative to schedule a review.

## Roofing Rebate on Hail Resistant Shingles

CIRSA offers a rebate program through Malarkey Roofing to members that replace damaged roofs with hail resistant shingles following a claim. The rebate is provided directly to the member. For more information on this program, please contact [Craig Stevens](#).

## New Member Contact Orientation

If your entity hires new staff or assigns staff with the role of a CIRSA Claims Contact, CIRSA claims staff are willing to come to your location or schedule a virtual meeting to review claims filing processes and CIRSA procedures.

## Nurse Case Manager

When appropriate and in agreement with the injured worker, CIRSA will assign a nurse case manager to workers' compensation claims. The nurse case manager will help the injured worker obtain the proper medical care, and serve as a liaison between all parties involved in a workers' compensation claim (injured worker, doctor, employer, insurance carrier).

## UNDERWRITING SERVICES

### Access to Additional Coverage Programs

In addition to our core Property/Casualty and Workers' Compensation coverages, CIRSA provides access to several [optional coverage programs](#) without having to pay an agent fee. Additional coverage programs include Excess Cyber, Equipment Breakdown, Excess Crime, Volunteer Accident Medical Plan, Community Service Workers' Accident Medical Plan, Occupational Accidental Death & Dismemberment, Sports Accident Medical Plan, Special Events, Detainee Medical Coverage, No Fault Water Line Rupture and/or Sewer Back Up, and Property Damage to Others Caused by Member's Use of Mobile Equipment. We can also assist members in placing a wide variety of specialized policies including fiduciary, fidelity, public officials bonds, pollution liability, and airport liability.

### Coverage Comparison

Since not all coverage is the same, CIRSA offers a complimentary comprehensive comparison between all coverages offered by CIRSA and those provided by other carriers. The comparison addresses not only the limits provided, but all critical coverage issues. The comparison is intended to make sure your entity is appropriately protected in the event of a loss as well as provide a useful tool for decision making.

### Property Appraisals

CIRSA provides property appraisals through a third-party contractor. This service helps CIRSA and our members establish correct values for your buildings and the majority of your miscellaneous property or property in the open to make sure you are adequately covered should a loss occur. We aim to appraise all applicable structures on your site every five (5) years. Property values, however, are updated annually to account for inflationary factors. New members will have all buildings appraised within the first year of membership.



## ADDITIONAL MEMBER BENEFITS AND SERVICES

### Member Equity Account

CIRSA is different from commercial insurers; we are owned and governed by our members. Contributions paid to CIRSA are deposited into your individual Member Equity Account. The funds remaining after deducting your proportionate share of pool claims and expenses are maintained on your behalf; these funds earn interest and are reported to you annually with a copy of the pool's audited financial statements. Member Equity Account balances are considered when determining contributions, and higher balances result in lower contributions.

### Deductible Analyses

At the member's request, CIRSA can provide an analysis of varying deductible levels for you to use in your analysis of the appropriate deductible choice for your entity. Included in the analysis is a review of past loss experience, which can help you determine the optimal retention in order to minimize your total cost of risk.

### Payment Options

CIRSA offers a no-fee, quarterly payment plan option for the payment of your annual contributions. We also offer online payment options.

### Cost Allocation Assistance

Cost allocation is the process of identifying and assigning costs of risk to your departments. This risk management best practice will improve the communication of the cost of risk to your entity and generate incentives for safety. CIRSA will assist you in implementing a cost allocation system and provide regular reports to maintain the system.

### Scholarship Program

To assist members in furthering their risk management education, CIRSA will provide \$12,000 in scholarship funding for 2023. Member employees may [apply](#) for awards in the following amounts:

- \$2,250 to attend a national professional development conference related to safety, continuing education, or risk management
- \$1,500 to attend local events such as the CMCA Institute or similar
- \$600 to attend in-state conferences such as CCCMA, COPRIMA, or CGFOA

### Timothy A. Greer Endowment Fund

The objective of the [Timothy A. Greer Endowment Fund](#) is to provide financial support to CIRSA member entities in promoting excellence in risk management. The CIRSA Board of Directors has allocated \$12,000 to the Fund for 2023. Proposals outlining a project, process, improvement, or system that satisfies a safety or risk management-related goal must be submitted for consideration.

### Law Enforcement Resources

CIRSA has contracted with the following services and wellness assessment programs to provide Law Enforcement officers the necessary tools to tackle mental and physical health.

- [CORDICO Wellness App](#) - CORDICO is the world leader in wellness technology for high-stress professions providing 24/7 proactive and preventative wellness support specially developed

for law enforcement. The CORDICO App provides handheld access to a multitude of self-service mental health and wellness assessment programs.

- [Brower Psychological Police & Public Safety \(BPS\)](#) - BPS was developed to provide a specialized understanding of the psychological factors of working as a First Responder and the consequent impacts upon their families and personal lives. This service is intended to provide two sessions to CIRSA member Law Enforcement officers to assist in mitigating and stabilizing sensitive situations.
- [SIGMA Tactical Wellness](#) - SIGMA Tactical Wellness has developed a comprehensive cardiac laboratory screening evaluation along with an individualized nutritional and exercise prescription to better the overall health of Law Enforcement officers. Through its screening strategies, SIGMA aims to identify and prevent early stages of heart disease as well as other wellknown health risk factors.
- [Peace Officer Personal Liability](#) - Effective January 1, 2021, CIRSA will indemnify a covered peace officer for personal liability up to \$25,000 each officer/claim and \$100,000 annual aggregate per member. This coverage was put into place in response to Senate Bill 20-217.

### KnowBe4

KnowBe4 is the world's largest integrated platform for cyber security awareness training. KnowBe4 offers simulated phishing attacks which can be used to test and educate employees on how to avoid ransomware, spam, phishing, and malware. The platform also teaches employees how to identify suspicious emails and provides access to a huge library of training resources and key security topics. CIRSA is working with [KnowBe4](#) to provide members free access to the KnowBe4 platform. For more information, please contact [David Beacham](#), IT Manager.

### Travel Reimbursement

The CIRSA community places a high value on member participation. As another way to lower your costs of risk management, CIRSA offers reimbursement for expenses incurred while attending a New Member Orientation, Committee, Task Force, or General Membership Meeting. Lodging, meals, and mileage are eligible for reimbursement under our [policy](#).

### The CIRSA Blog

Our [blog](#) focuses on risk management-related topics, laws that affect public entities, and potential liability issues and offers proactive risk prevention strategies. The newsletter also features current risk control, claims, and coverage topics and pertinent information for public entity staff and elected officials.

### YouTube Channel

CIRSA's YouTube Channel – [“CIRSASafety”](#) features over 70 concise and easily accessible safety videos you can share with staff during training exercises. Topics include: Accident Investigations, Employment Liability Exposure, Firefighter Safety, and Slips, Trips and Falls.

*All of these services are, we believe, unmatched by any commercial insurer.*

*Any head-to-head comparison of coverage quotes should take into account the value of the additional services that accompany CIRSA's coverages.*



Green Mountain Falls

COLORADO  
OFFICE OF THE TOWN MANAGER

10516 Green Mountain Falls Road  
PO Box 524  
Green Mountain Falls, CO 80819  
www.gmfco.us

**BOARD OF TRUSTEES AGENDA MEMO**

<b>DATE: 09/20/2022</b>	<b>AGENDA NO</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Becky Frank, Town Manager		DOLA-Rural Economic Development Initiative Planning Grant Application: Pool Park

**Discussion:** “The Rural Economic Development Initiative (REDI) program is designed to help rural communities comprehensively diversify their local economy and create a more resilient Colorado.”

The Green Mountain Falls Municipal Pool Study will help the Town's Board of Trustees and the Parks, Recreation and Trails Advisory Committee to determine strategies to ensure long-term sustainability of the Municipal Pool and to understand the community's desire to maintain/rehabilitate the facility as a town amenity. We also hope to learn how we can expand the use through additional programming and best meet the needs of the community while considering cost recovery strategies.

The total cost of the grant is \$55,000 with a 10% (\$5,000) match from the town which would be sourced from the Town’s stimulus funding. An additional \$5,000 from DOLA is being requested as contingency if needed.

**Recommended Action:**

Move to approve submission of the Green Mountain Falls Rural Economic Development Initiative Grant Application for the Green Mountain Falls Pool Park Market/Facility Study.

Respectfully,

Becky Frank





**COLORADO**  
Department of Local Affairs



- [Home](#)
- [Local Government](#)
- [Property Taxation](#)
- [Housing](#)
- [Assessment Appeals](#)
- [Disaster Recovery](#)

## Grants Portal - Funding Opportunities

Rural Economic Development Initiative FY23 Cloned 09/08/22.

Status: [Partially Complete](#)

Filed On: 2022-09-19T08:46:44

Filed By: [GRANTS\\_WEB](#)

Reviewed On: 2022-09-19T08:46:44

Reviewed By:

Reviewer Notes:

Application Overview

The Rural Economic Development Initiative (REDI) program is designed to support communities in creating jobs locally and building resilient and diversified economies.

Please contact your [Regional Manager](#) to discuss project development prior to submission. Failure to discuss your project with your DOLA Regional Manager prior to application submission may result in delay or disqualification of your application.

**Submission Deadline: September 30th, 2022**

For any program inquiries, project eligibility inquiries, or portal questions please contact the REDI Program Manager:

**Patrick Garrett**

patrick.garrett@state.co.us

720.403.3865

A. APPLICANT/CONTACT INFORMATION



1. Select Your Organization: \*

The list is filtered to eligible organizations. If you do not see your organization listed, please contact DLG for further assistance. In the case of a multi-jurisdictional application, please select the lead organization.

Green Mountain Falls, Town of

In the case of a multijurisdictional application, select the other participating eligible organizations:

-- Select Other Eligible Organizations --

2. Principal Representative:

(In the case of a multi-jurisdictional application, principal representative of the lead organization.)

Honorific:

First Name: \*

Middle Name:

Last Name: \*

Suffix:

Role: \*

Responsible Administrator

Mailing Address: \*

Address 2:

City: \*

State: \*

Colorado

Zip Code: \*

Phone Number: \*

Email Address: \*

3. Responsible Administrator (will receive all mailings) for the Application:

☒ Same as Principal Representative Address

B. CHIEF ELECTED OFFICIAL INFORMATION



Please provide contact information for the chief elected official.

Name \*

Title \*

Street Address \*

City \*

State \*

Zip \*

Phone \*

Email Address \*

C. COMMUNITY INFORMATION



a. Population of town/municipality \*

b. Population of County \*

c. Data Source Used \*

Current/most recent conservation trust fund/lottery distribution estimate, State Demographer estimate, or a projection based on the communities' percentage of overall county population is acceptable.

d. Community benefit of project \*

Please describe how the community will benefit from this project. (1,000 character limit)

506 characters remaining.

D. PROJECT DESCRIPTION AND READINESS

a. Have you contacted your DOLA Regional Manager regarding this application \*

You are **required** to contact your DOLA Regional Manager prior to submitting your application.

Yes

b. Project name \*

Begin the project name with your community name. Example: "Oak Creek Project Name."

c. Amount requested \*

\* The amount requested should equal "Grant Request Total" line from the project budget below.

d. Matching funds \*

e. Project type \*

Planning

f. Short project description \*

Please provide 2-3 sentences describing the project. (500 character limit)

69 characters remaining.

g. Project overview \*

- Give an overview of the project.
- Describe the impact of the project on your community, needs it meets, and benefits it realizes.
- If this project is a piece of a larger program or project, please describe the other phases of the project.

(2,500 character limit)

2011 characters remaining.

**h. Project outcomes / key deliverables \***

Pleae describe the project outcomes and key deliverables. (1,500 character limit)

1198 characters remaining.

**i. Project readiness to begin \***

**j. Project timeline \***

Please confirm this project will be completed by June 30, 2024 and all funds expended by that time.

Yes

**k. Project scope of work \***

Describe project scope of work including timeline and deliverables. (1,500 character limit)

1212 characters remaining.

**l. State Historic registry designation \***

Is this a grant application to complete work on a State registered historic building, structure site or in a State historic

district?

No

**l.1 If yes, please provide the registry number**

**a. Attach supporting documents (if applicable)**

If on a State Register, please upload color photos of the project work areas and a detailed written description of work proposed. The photos and description should include details beyond the general scope of work described above. (Upload photos and description as a single combined PDF document)

+ Upload

**m. Supporting documents (optional)**

Upload any supporting documents (studies, preliminary, reports, letters of support, etc.) as a single PDF document.

+ Upload

E. JOB CREATION

**a. Job creation \***

Describe how this project creates or retains jobs locally. This could include both direct and indirect creation/retention. Consider one or more of the following in your answer:

- How many anticipated jobs will this project create?
- How will this project support expansion of an existing industry or business?
- How will this project support retention of current businesses?
- How will this project help attract businesses in the future?
- How will this project expand services available to businesses or entrepreneurs?
- How will this project support or create opportunities for the local workforce?

(1,200 character limit)

396 characters remaining.

F. ECONOMIC RESILIENCE

a. Economic resilience \*

Describe how this project builds economic resilience locally or regionally. Economic resilience is the ability of a community's economy and systems that support the economy to withstand disruption and thrive in the face of change. You are required to respond to #1 with #2-4 as optional.

- 1. **Required:** How does this project take a long-term view of the community and build towards outcomes that will endure for future generations? Consider how this project will contribute to the vision for your community in the next decade and/or how programs/infrastructure will adapt to meet future needs.
- 2. How will this project increase economic diversification locally?
- 3. Does this project bring an innovative approach to the challenge?
- 4. How will this project strengthen the systems that enable/attract people to live and work in the community? (1,200 character limit)

693 characters remaining.

G. COLLABORATION

a. Collaboration \*

Describe support for this project. Consider one or more of the following in your answer:

- How does this project align with community or regional plans, goals, or projects?
- How does this project support local or regional collaboration? What partners are at the table?

(1,200 character limit)



535 characters remaining.

H. CONSTRUCTION/RENOVATION PROJECTS ONLY



If this project involves new construction or renovating an existing building, please respond to the following:

a. Please select the type of construction project

-- Select an Option --

b. List the project square footage (new construction & renovation)

c. What is the current property value?

Current property value is determined based on the assessed or appraised value.

d. Does/will the building contain an HVAC system?

-- Select Answer --

e. Is the building in a floodplain?

-- Select Answer --

I. PROJECT BUDGET & FINANCIALS



Please download and complete the Budget/Financial Template with the lead agency information as well as any co-applicants on this application. The Budget/Financial Template is on the DOLA website at: <https://cdola.colorado.gov/funding-programs/rural-economic-development-initiative>. Please upload the completed Project Budget/Financial in an Excel format and name it <OrganizationBudget.xls. Example: ?GunnisonCountyBudget.xls?

a. Budget/financial upload \*

+ Upload

**b. Private investment**

If applicable, please indicate the amount of private investment in this project with a brief description of the investment. (1,000 character limit)

890 characters remaining.

**c. How were cost estimates determined? \***  
(500 character limit)

400 characters remaining.

**J. TABOR COMPLIANCE**

**a. Voter authorization \***

Does the applicant jurisdiction have voter authorization to receive and expend state grants without regard to TABOR spending limits?

Yes

a.1 If yes, please explain

**a.2 If no, please respond below**

Would receipt of these grant funds, if awarded, result in the local government exceeding revenue limitations, prompting a refund?

-- Select Answer --

**b. Affirm local government attorney has confirmed this TABOR statement \***

Yes

K. OFFICIAL ACTION



**a. Date of official Board, Council or Commission action \***  
Enter the date that this application was approved for submission to DOLA by the Board, Council or Commission.



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**Parks, Recreation, and Trails Advisory Committee  
Agenda Memorandum**

<b>DATE: 9.20.2022</b>	<b>AGENDA NO 13</b>	<b>SUBJECT:</b> Adopt-A-Park Proposal: Todd and Nancy Dixon
<b>Presented by:</b> PRT - Nancy Dixon, PRT Secretary <b>Attachments:</b> Adopt-A-Park Proposal		

**Background**

At the 9.14.2022 meeting, the Parks, Recreation and Trails (PRT) Committee voted unanimously, with Nancy Dixon abstaining, to recommend to the Board the Adopt-A-Park Proposal made by Todd and Nancy Dixon.

**Discussion**

Todd and Nancy Dixon presented an Adopt-A-Park proposal to the PRT committee for the area shown in the attached picture. This area includes a rock garden that they want to beautify with indigenous plants. Other responsibilities are outlined in the attached contract with the town.

**Recommended Motion**

I move to approve Todd and Nancy Dixon's Adopt-A-Park proposal per the attached contract.

**Alternative Options**

ADOPT A PARK AGREEMENT  
BETWEEN THE TOWN OF GREEN MOUNTAIN FALLS  
AND  
TODD AND NANCY DIXON  
Sep 7, 2022

This Agreement is to allow Todd and Nancy Dixon to maintain the park area as shown in Figure 1, for one year from the signing of this agreement. Additional work may be done in surrounding areas per Todd and Nancy's discretion. Todd and Nancy Dixon agree to the following:

1. Maintain vegetation height (grass) at no more than 12 inches
2. Purchase, plant and maintain indigenous, perennial or annual flowers in the rock garden
3. Adjust the rock landscaping (move rocks back to where they should be)
4. Mitigate weeds in the area as needed
5. Trim trees in the area (within reach of a pole saw)
6. Fertilize and/or weed & feed per Todd and Nancy's discretion

The following is requested from the Town:

1. A place to dispose of yard waste from the work area (proposal is to leave it by the dumpsters)
2. A weed trimmer may be needed on occasion (and fuel if gas powered)
3. A sign indicating that this area has been "adopted"

This Agreement may be terminated at any time by either party.

*Todd G Dixon*

Todd Dixon

Nancy Dixon

Nancy Dixon

Town of Green Mountain Falls



Figure 1: Area Proposed to be Adopted by Todd and Nancy Dixon

**Parks, Recreation, and Trails Advisory Committee  
Agenda Memorandum**

<b>DATE: 9.20.2022</b>	<b>AGENDA NO 14</b>	<b>SUBJECT:</b> PRT Park Maintenance Plan and Budget for 2023
<b>Presented by:</b> PRT - Jesse Stroope, PRT Chair		
<b>Attachments:</b> None		

**Background**

At the 9.14.2022 meeting, the Parks, Recreation and Trails (PRT) Committee voted unanimously to recommend to the Board a Park Maintenance Plan and Budget for 2023.

**Discussion**

PRT has had multiple meetings and a workshop to gather data to help the Board make an informed decision for Park Maintenance in 2023. PRT has detailed each town park and what is needed to maintain that park which includes: frequency of the task, supplies needed and hours required to achieve the task during the summer season. Hours to maintain the parks were divided into 3 categories: community partnership (volunteers), public works and designated employee or contractor. The following is a summary for 2023 PRT budget including Park Maintenance: (this does not include the maintenance/cost of the pool. PRT did not have the data to make a recommendation on the pool)

\$4,755	Parks - mowing, fertilizing, tree health, goose repellent, irrigation systems, rec equipment upkeep, etc.
\$ 300	Equipment Maintenance - mower, weeder, backpack sprayer
\$ 300	Trail Ambassadors - supplies and recognition event
\$1,200	Town Trail Maps from PocketPals
\$4,500	Friends of Ute Pass Trails Contract - town trail maintenance
\$ 600	Trail Signage and Trailhead cleanup

In addition, PRT calculated 207 hours of community partnership (volunteer) and 118 hours for Public Works/Designated Employee or Contractor.

**Recommended Motion**

**Alternative Options**





## 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, 9.20. 2022

### UPDATES

- Creek Week clean up day will be Sunday, Sept 25th. Jay Kita is the crew leader.
- Wayfinding Signage - Existing town signs being repainted. Parking signage was submitted to the sign company for cost estimates.
- GOCO concept grant was submitted on August 4th. GMF was notified that they had not been selected. PRT will work on a resubmittal for the November grant cycle.
- CWP Grant for Human Bear Conflict - design for the commercial dumpster blind is being done. This project will be planned over the winter and implemented in early spring 2023.
- Friends of Ute Pass Trails - August 20th trail work day on Thomas and Bratton Trail - See report
- Friends of Ute Pass Trails - September 7th internal work day - See report
- Trail Ambassadors engaged with a total of 1447 hikers this summer season. Having a volunteer recognition lunch after the Creek Week clean up at the Greenbox Farm Stand.
- PRT will hold a community work session after construction is completed to discuss ideas to revitalize that area where the stilling basin has been installed.
- 2022 PRT Goals
  - Participate in the Gazebo Park Renovation - **In progress**
  - Participate in Pool Park bathroom location/design - **On hold**
  - Recommend location and plan for Bear Proof Trash Cans - **CWP Grant awarded**
  - Opening of the Fitness Court at Pool Park - **Completed**
  - Trail Maps - **In progress**
  - Continue to work on agreement with FoUPT - **Completed**
  - Spring Work Day - **Not this year**
  - Fall Creek Week Clean Up - **Sept 25th**
  - Engage community to confirm/imagine park names
  - Re-open Catamount Trail - **Completed**
  - Town Signage Restoration - **In progress**
  - Informative trailhead signage be installed at all trailheads - **In progress**
  - Re-seed Squires (Flag Pole) Park
  - PRT Parking Privilege Permits - **Completed**
  - Trail Ambassadors schedule - **Completed**
  - Recognize private citizens or groups who have improved areas of town property with signage and thank yous
  - Inventory of the memorials in town and document for town records

- Park Maintenance for 2023 and make a recommendation to the Board by September for 2023 budget consideration - **Submitted to the Board, 9.20.2022**



# Friends of Ute Pass Trails

## Catamount + Bratton Trails

Internal Work Day, September 7 2022  
(Work Day for GMF Trails Contract)

**9 Volunteers, 39 volunteer hours**

- Reclaimed creek area above and at Catamount Falls
- Removed tree stump trip hazards
- Cleaned trail tread, added backslope above trail
- Cut back encroaching vegetation

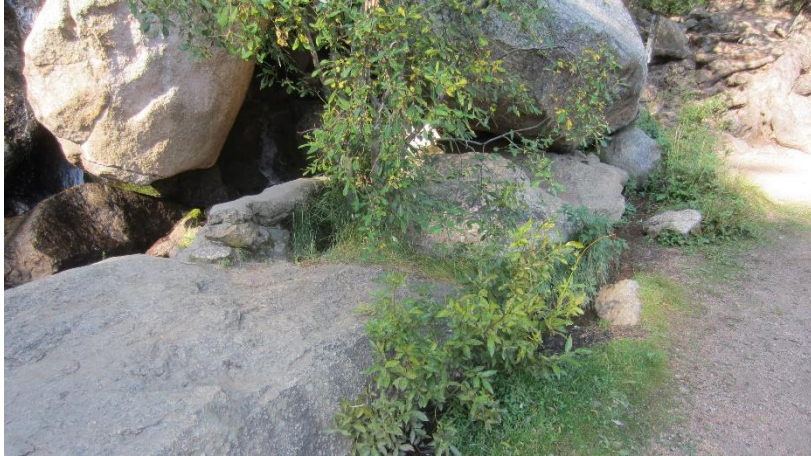


★ = Areas Addressed



# Reclaimed Creek Area

**Before**



**After**





# Removed Tree Stumps

**Before**



**After**





# Removed Tree Stumps

**Before**



**After**





# Removed Tree Stumps

**Before**



**After**





# Bratton Trail

## Cleaned Trail Tread, Added Backslope

**During**



**After**



# Thanks to our sponsors!

Kirkpatrick Family Fund



Bratton Trails Fund







# Friends of Ute Pass Trails

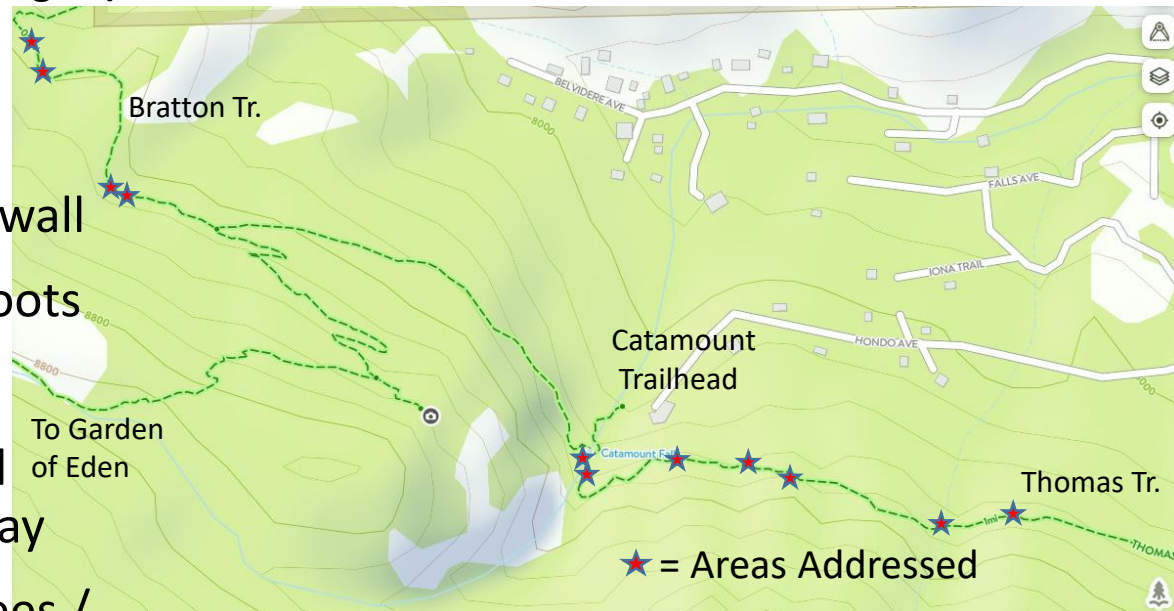
## Thomas Trail (west) + Bratton Trail

Work Day 4, August 20 2022  
(Work Day 2 for GMF Trails Contract)

**22 Volunteers, 102 volunteer hours**

**\* includes 2 vols, 8 vol hours (Aug 17)**

- Chiseled rock to ease climb
- Shored up crit. edge with rock wall
- Cleaned trail tread, removed roots
- Added log barriers
- Created minor re-route around muddy area, built rock causeway
- Removed fallen and leaning trees / branches
- Cut back encroaching vegetation





# Thomas Trail Maintenance

**Before**



**After**





# Thomas Trail Maintenance

**Before**



**After**





# Thomas Trail Maintenance - Tread Cleanup

**(All Photos After)**





# Bratton Trail

## Minor re-route around muddy area

**Before**

**During**





# Bratton Trail

## Stone causeway above mud

**During**

**After**





# Bratton Trail Maintenance

Shored up S Curve w/ logs





# Bratton Trail Maintenance

## Rock Stair Repair





# Removed Branch – Catamount

**Before**



**After**





# Removed Tree - Thomas

**Before**



**After**



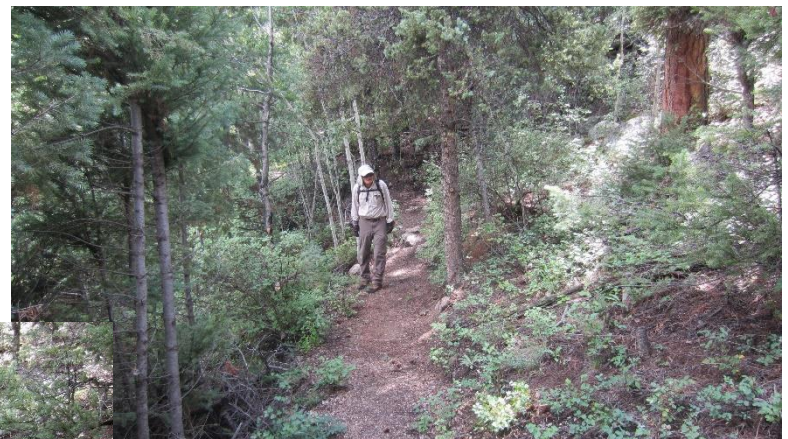


# Removed Trees - Bratton

**Before**



**After**





# Thanks to our sponsors!

Kirkpatrick Family Fund



Bratton Trails Fund



Peter & Rosalea Carttar  
and Family





## 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: Nate Scott, Town Clerk/Treasurer/Planner  
Re: Staff Report, September 16, 2022

### Routine activities continuing:

- Payroll/Pension
- Agenda packet preparation
- Meeting management
- Legal notices and postings
- Gazebo inquiries
- Licensing management

### UPDATES

#### **Clerk/Treasurer:**

##### Fire Mitigation:

- Mile High Youth Corps is in their 5-week fall season (Sept. 6 – Oct. 6).
  - o Working west to east from where they left off in August.
  - o Have a couple of returning crew members from the summer.
- CUSP has a contractor.
  - o Working west and east of the previous work area.
  - o Along Thomas trail, starting at water facility then working east.

##### Audit:

- Figured out reporting from MuniRevs and Municipay to support Brian's reconciliation efforts.
- Brian discovered many issues which arose from lack of training of previous staff (entries not done accurately).

##### Short-term rentals:

- Approved: 10860 Belvidere and 11414 Belvidere
- Pending: 10905 Hondo, 10870 Olathe, and 10530 Ute Pass Ave
- Not counting pending apps, we have 51/60 licenses active.
- Have received basic training on Lodging Revs to help identify unlicensed rentals. At this time, there are no obviously advertised ones operating without a license. This app updates weekly, so we can continue to monitor.

## Planning:

- Land Use Code updates:
  - o Working with Austin Flanagan from Hoffman, Parker, Canterbury (Town Attorney office) on rewrite.
  - o We have established a schedule to complete the rewrite before the end of the year:

(From Chair Lamar Mathews email):

All meetings are at 6:30 PM

- 9/27 PC meeting
- 10/11 PC meeting with Austin to present draft; this is by nature a public meeting but it probably should also be publicized
- 10/18 NOT a planned meeting but Austin will send the draft (including our comments) to us by this date for us to review individually over the next week
- 10/25 PC meeting to discuss the draft amongst ourselves and get public comments
- 11/8 Public meeting with PC to discuss the draft and receive public comments
- 11/18 NOT currently a meeting but PC comments along with public comments are due from us by this date to Austin
- 11/30 NOT a meeting but Austin will have a draft incorporating all comments to us by this date; this will be posted for the 12/6 meeting
- 12/6 PC adoption meeting with brief presentation on the changes (Austin will you have the changes summarized for us?) Public meeting
- 12/9 NOT a meeting but Austin will have final draft to us to be posted for the 12/13 meeting
- 12/13 PC and BOT meeting for adoption hearing. Public meeting requires a brief presentation from us (similar to 12/6 presentation)