



CITY OF IDAHO SPRINGS
1711 MINER STREET
P.O. BOX 907
IDAHO SPRINGS, CO 80452
303.567.4421

NOTICE AND AGENDA
REGULAR MEETING
IDAHO SPRINGS CITY COUNCIL
COUNCIL CHAMBERS, CITY HALL
November 12, 2019
7:00 P.M.

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. AGENDA APPROVAL

- a) Move to approve the agenda for the November 12, 2019 meeting.

V. CONFLICT OF INTEREST

VI. APPROVAL OF MINUTES

- a) Move to approve the minutes from October 14, 2019.

VII. APPROVAL OF BILLS

- a) Move to approve bills to November 12, 2019 and ratify the bills from October 28, 2019.

VIII. UNSCHEDULED PUBLIC COMMENT

IX. PUBLIC COMMENT

- a) Mountain Youth Network-Community Mapping Project
- b) The Bee's Knees-water sewer usage

X. LIQUOR LICENSING AUTHORITY

XI. MARIJUANA LICENSING AUTHORITY

XII. PLANNING/COMMUNITY DEVELOPMENT

- a) Staff report-175,245 Divide View Dr. & 160 Montane Dr. Annexation, rezoning and ROW vacation.
- b) Staff report Floodplain regulations
- c) Staff report-Argo/VCMP Public-Private Development Agreement

XIII. CITY ATTORNEY

XIV. RESOLUTIONS

- a) Resolution #16, Series 2019; A resolution finding annexation petitions submitted by Robert Bowland, Janice Bowland, Richard Garnett and Connie Planck to annex approximately 0.49 acres substantially complies with the requirements of Section 31-12-107(1), C.R.S. and setting a public hearing on the petitions to consider annexation of the property.
- b) Resolution #17, Series 2019; A resolution approving a Development Agreement between the City of Idaho Springs, Argo Holdings, LLC and Mary Jane Loevlie concerning the Argo-VCMP Development areas
- c) Resolution #18, Series 2019; A resolution adopting an amended Compensation Plan for employees and officers of the City.

XV. ORDINANCE FIRST READING

- a) Ordinance #20, Series 2019; An ordinance conditionally vacating portions of Divide View Dr. and Montane Dr. within the Montane Park Subdivision, adjacent to Lots 16, 17 and 24 of said subdivision within the City of Idaho Springs.
- b) Ordinance #21, Series 2019; An ordinance rezoning approximately 0.49 acres known as the Bowland-Garnett Annexation to the City of Idaho Springs to Residential Estate (R-E).

XVI. ORDINANCE SECOND READING AND PUBLIC HEARING

- a) Ordinance #18, Series 2019; An ordinance adopting the Federal Emergency Management Agency (FEMA) Flood Insurance Study and Flood Insurance Rate Map for Clear Creek County, Colorado, and incorporated areas, dated December 20, 2019, and making conforming amendment to Section 23-3 of the Idaho Springs Municipal Code.
- b) **Public Hearing-** Ordinance #19, Series 2019; An ordinance adopting by reference an amended Chapter 21 of the Idaho Springs Municipal Code, concerning land development regulations.

XVII. CITY ADMINISTRATOR

- a) Staff report submitted with no request(s) for action.

XVIII. CITY CLERK

- a) Staff report submitted with no request(s) for action.

XIX. POLICE DEPARTMENT

- a) Staff report submitted with no request(s) for action.

XX. PUBLIC WORKS: STREETS AND PARKS

- a) Staff report submitted with no request(s) for action.

XXI. PUBLIC WORKS: WATER/WASTEWATER

- a) Staff report submitted with one request(s) for action. Move to approve \$31,117.89 to Xcel Energy for electrical service installation.

XXII. COMMITTEE REPORTS

XXIII. MAYOR and COUNCIL

XXIV. ADJOURN to November 25, 2019

IDAHO SPRINGS CITY COUNCIL
REGULAR MEETING
OCTOBER 14, 2019

The City Council of the City of Idaho Springs held a regular meeting on October 14, 2019 in the Council Chambers at City Hall. Mayor Michael Hillman called the meeting to order at 7:00 p.m.

Answering the roll were: Michael Hillman, Tracy Stokes, John Curtis, Bob Bowland and Scott Pennell. Also present was City Clerk Diane Breece, Public Works Superintendent John Bordon, and City Administrator Andrew Marsh, Water Wastewater Superintendent Dan Wolf and Chris Malanka. City Attorney Carmen Beery was not in attendance.

The Pledge of Allegiance was recited by all present.

Agenda Approval

Scott Pennell moved to approve the agenda for October 14, 2019. Bob Bowland seconded and the motion carried by a unanimous voice vote.

Conflict of Interest

Bob Bowland stated that he will recuse himself from the Argo discussion and action item under Planning/Community Development.

Minutes

John Curtis moved to approve the minutes of September 23, 2019. Bob Bowland seconded and the motion carried by unanimous voice vote.

Bills

John Curtis moved to approve the bills to October 14, 2019. Tracy Stokes seconded and the motion carried by a unanimous roll call vote.

Unscheduled Public Comment

Margie Marlin addressed Council regarding her concerns about the placement of the gondola foundations proposed on tonight's agenda. She is not in favor of or against the project but feels the plan should be presented in a less disjointed effort.

Steve Indrehus stated that he would like to see the gondola project move forward.

Public Comment

There was no public comment.

Planning/Community Development

City Planner Alan Tiefenbach gave an overview of the proposed Development Agreement with Argo Holdings, LLC and Mary Jane Loevlie.

Tracy Stokes moved to approve the Public-Private Development Agreement No. 2 between the City, Mary Jane Loevlie and Argo Holdings, LLC, concerning the placement of gondola foundations and authorize the Mayor and City Clerk to execute the same. Scott Pennell seconded and the motion carried by a unanimous roll call vote with Bob Bowland recusing

Resolutions

Tracy Stokes moved to approve Resolution #15, Series 2019; A resolution setting the official dates for celebration of holidays for the City in 2020. John Curtis seconded and the motion carried by a unanimous voice vote.

Ordinance First Reading

Tracy Stokes moved to approve Ordinance #18, Series 2019; An ordinance adopting the Federal Emergency Management Agency (FEMA) Flood Insurance Study and Flood Insurance Rate Map for Clear Creek County, Colorado, and incorporated areas dated December 20, 2019 and making conforming amendment to Section 23-3 of the Idaho Springs Municipal Code. Scott Pennell seconded and the motion carried by unanimous roll call vote.

Scott Pennell moved to approve Ordinance #19, Series 2019; An ordinance adopting by reference an amended Chapter 21 of the Idaho Springs Municipal Code, concerning land development regulations Tracy Stokes seconded and the motion carried by a unanimous roll call vote.

Ordinance Second Reading

Scott Pennell moved to approve Ordinance #16, Series 2019; An ordinance amending paragraph 9-116(1)(b) of the Idaho Springs Municipal Code, concerning vendor cart size restrictions. Bob Bowland seconded and the motion carried by a 4-1 vote with John Curtis voting no.

City Administrator

Andrew Marsh submitted his staff report with two request(s) for action. John Curtis moved to appoint the following 11 people to the Parking Task Force: Asta Keene, Genevieve Palmer, George Marlin, Greg Dalrymple, Jhari Sander, Jim Thomas, Marcel Templet, Mitch Houston, Nelson Fugate, Tom Eaker and Vicki Larson. Tracy Stokes seconded and the motion carried by a unanimous roll call vote

Tracy Stokes moved to approve and authorize the Mayor to sign change order #1 regarding the contract with American Civil Constructors (ACC) for West Miner St. and Riverside Dr. Improvements. Bob Bowland seconded and the motion carried by a unanimous roll call vote.

City Clerk

Diane Breece submitted her staff report with no request(s) for action.

Police Dept.

Chris Malanka submitted his staff report with no request(s) for action.

Public Works/Streets and Parks

John Bordoni submitted his staff report with no request(s) for action.

Public Works/Water and Wastewater

Dan Wolf submitted his staff report with no request(s) for action.

Mayor and Council

Tracy Stokes stated that Project Support and some community members are trying to organize a Christmas caroling. Mayor Hillman reminded everyone of the Historic Society Gala this weekend. Mayor Hillman also informed every one of the new ballot box in the NW corner of City Hall.

Adjourn

Mayor Hillman adjourned the meeting at 7:35 p.m.

Invoice	Type	Description	Invoice Date	Due Date	Total Cost	Terms	1099	PO Number	Period	GL Account
Ace Equipment & Supply Co (6)										
169178										
169178	Invoi	Socket set screw	10/04/2019	10/31/2019	38.93	Open	Non		09/19	10-10-6150
Total 169178:					38.93					
Total Ace Equipment & Supply Co (6):					38.93					
AmeriGas (1478)										
3097510727										
3097510727	Invoi	Propane	10/12/2019	10/31/2019	1,683.90	Open	Non		10/19	51-00-6001
Total 3097510727:					1,683.90					
3097510728										
3097510728	Invoi	Propane	10/12/2019	10/31/2019	1,414.98	Open	Non		10/19	51-00-6001
Total 3097510728:					1,414.98					
Total AmeriGas (1478):					3,098.88					
Blackwell Oil (284)										
093019										
093019	Invoi	Fleet Fuel Streets	09/30/2019	10/31/2019	471.44	Open	Non		09/19	10-10-6191
093019	Invoi	Fleet Fuel/Parks	09/30/2019	10/31/2019	232.58	Open	Non		09/19	10-60-6191
Total 093019:					704.02					
09302019										
09302019	Invoi	Fleet Fuel/WasteWater	09/30/2019	10/31/2019	79.57	Open	Non		09/19	52-16-6191
09302019	Invoi	Fleet Fuel/Water	09/30/2019	10/31/2019	79.57	Open	Non		09/19	51-15-6191
Total 09302019:					159.14					
Total Blackwell Oil (284):					863.16					
Bordoni, John (1414)										
110119										
110119	Invoi	Lease Purchase Agreement 103 1	11/01/2019	11/30/2019	2,500.00	Open	Non		08/19	21-00-7043
Total 110119:					2,500.00					
Total Bordoni, John (1414):					2,500.00					
Browns Hill Engineering & Cont (1416)										
17900										
17900	Invoi	Analog Input Card	09/25/2019	10/31/2019	933.50	Open	Non		09/19	51-00-5208
Total 17900:					933.50					
Total Browns Hill Engineering & Cont (1416):					933.50					
C & C Machine & Welding (34)										
0028656										
0028656	Invoi	Greenway Bridge	10/17/2017	10/31/2019	65.00	Open	Non		09/19	10-60-5207
Total 0028656:					65.00					

Invoice	Type	Description	Invoice Date	Due Date	Total Cost	Terms	1099	PO Number	Period	GL Account
0028650										
0028650	Invoi	County Ballot Box	10/08/2019	10/31/2019	20.00	Open	Non		10/19	10-20-5208
Total 0028650:					20.00					
Total C & C Machine & Welding (34):					85.00					
CenturyLink (569)										
3035672130799 1019										
3035672130799 1019	Invoi	Internet service/Waste Water	09/22/2019	10/31/2019	195.49	Open	Non		09/19	52-00-5335
Total 3035672130799 1019:					195.49					
1478427622										
1478427622	Invoi	Internet service Water Plant	10/11/2019	10/31/2019	336.75	Open	Non		10/19	51-00-5335
Total 1478427622:					336.75					
Total CenturyLink (569):					532.24					
CIRSA (1511)										
191712										
191712	Invoi	Property/Casualty Coverage	10/01/2019	10/31/2019	4,662.72	Open	Non		09/19	10-10-5301
191712	Invoi	Property/Casualty Coverage	10/01/2019	10/31/2019	2,051.74	Open	Non		09/19	10-20-5301
191712	Invoi	Property/Casualty Coverage	10/01/2019	10/31/2019	4,662.74	Open	Non		09/19	10-30-5301
191712	Invoi	Property/Casualty Coverage	10/01/2019	10/31/2019	3,877.86	Open	Non		09/19	10-60-5301
191712	Invoi	Property/Casualty Coverage	10/01/2019	10/31/2019	4,662.74	Open	Non		09/19	51-00-5301
191712	Invoi	Property/Casualty Coverage	10/01/2019	10/31/2019	4,662.76	Open	Non		09/19	52-00-5301
Total 191712:					24,580.56					
W19636										
W19636	Invoi	Workmen's Comp Coverage	10/01/2019	10/31/2019	2,465.15	Open	Non		09/19	10-10-5300
W19636	Invoi	Workmen's Comp Coverage	10/01/2019	10/31/2019	474.43	Open	Non		09/19	10-20-5300
W19636	Invoi	Workmen's Comp Coverage	10/01/2019	10/31/2019	4,428.15	Open	Non		09/19	10-30-5300
W19636	Invoi	Workmen's Comp Coverage	10/01/2019	10/31/2019	224.82	Open	Non		09/19	10-60-5300
W19636	Invoi	Workmen's Comp Coverage	10/01/2019	10/31/2019	1,248.60	Open	Non		09/19	51-00-5300
W19636	Invoi	Workmen's Comp Coverage	10/01/2019	10/31/2019	1,248.60	Open	Non		09/19	52-00-5300
Total W19636:					10,089.75					
191835										
191835	Invoi	Deductible	10/21/2019	10/31/2019	1,000.00	Open	Non		10/19	10-10-5314
Total 191835:					1,000.00					
191876										
191876	Invoi	Insurance Dynamite Days	10/21/2019	10/31/2019	787.05	Open	Non		10/19	10-21-5038
Total 191876:					787.05					
Total CIRSA (1511):					36,457.36					
Clear Creek County Clerk & Rec (61)										
10162019										
10162019	Invoi	recording document	10/16/2019	10/31/2019	2.50	Open	Non		10/19	10-20-5316

Invoice	Type	Description	Invoice Date	Due Date	Total Cost	Terms	1099	PO Number	Period	GL Account
Total 10162019:					2.50					
Total Clear Creek County Clerk & Rec (61):					2.50					
Colorado Analytical Lab (945)										
191007068										
191007068	Invoi	E-coli Testing	10/09/2019	10/31/2019	23.40	Open	Non		10/19	52-00-5201
Total 191007068:					23.40					
191007070										
191007070	Invoi	quarterly WWTP samples	10/15/2019	10/31/2019	426.60	Open	Non		10/19	52-00-5201
Total 191007070:					426.60					
191014030										
191014030	Invoi	total coliform P/A compl	10/16/2019	10/31/2019	98.50	Open	Non		10/19	51-00-5201
Total 191014030:					98.50					
Total Colorado Analytical Lab (945):					548.50					
Common Knowledge Technology (1549)										
50263										
50263	Invoi	laptop	10/04/2019	10/31/2019	2,504.00	Open	Non		10/19	21-00-6027
Total 50263:					2,504.00					
50284										
50284	Invoi	back up battery	10/11/2019	10/31/2019	208.00	Open	Non		10/19	10-20-7010
Total 50284:					208.00					
Total Common Knowledge Technology (1549):					2,712.00					
Deep Rock (1855)										
18332261 101819										
18332261 101819	Invoi	Water Cooler	10/18/2019	10/31/2019	29.98	Open	Non		10/19	10-20-5309
Total 18332261 101819:					29.98					
Total Deep Rock (1855):					29.98					
Fischer Construction (1769)										
100119										
100119	Invoi	Waste Water Expansion	10/01/2019	10/31/2019	368,580.30	Open	Non		10/19	55-72-7310
Total 100119:					368,580.30					
Total Fischer Construction (1769):					368,580.30					
HDR Engineering (1605)										
1200220642										
1200220642	Invoi	consulting/colorado blvd/Task ord	10/15/2019	10/31/2019	10,183.01	Open	Non		09/19	23-00-5103
Total 1200220642:					10,183.01					

Invoice	Type	Description	Invoice Date	Due Date	Total Cost	Terms	1099	PO Number	Period	GL Account
1200224668										
1200224668	Invoi	#1 Bonded St.	10/23/2019	10/31/2019	914.10	Open	Non		10/19	23-00-5103
Total 1200224668:					914.10					
1240009271										
1240009271	Invoi	Bonded St. #2	10/23/2019	10/31/2019	75,916.95	Open	Non		10/19	23-00-5103
Total 1240009271:					75,916.95					
Total HDR Engineering (1605):					87,014.06					
HRS Water Consultants (851)										
17045										
17045	Invoi	legal water	10/07/2019	10/31/2019	1,336.50	Open	Non		09/19	51-00-5108
Total 17045:					1,336.50					
Total HRS Water Consultants (851):					1,336.50					
IntelliPay (1279)										
2024										
2024	Invoi	ACH Transaction Fee/past due inv	03/31/2019	10/31/2019	36.83	Open	Non		10/19	10-20-5340
Total 2024:					36.83					
2140										
2140	Invoi	ACH Transaction Fee	09/30/2019	10/31/2019	33.89	Open	Non		09/19	10-20-5340
Total 2140:					33.89					
Total IntelliPay (1279):					70.72					
McDonald Farms (1588)										
497203-1040										
497203-1040	Invoi	WasteWater Hauled to Landfill	10/04/2019	10/31/2019	826.00	Open	Non		10/19	52-00-5250
Total 497203-1040:					826.00					
497203-1041										
497203-1041	Invoi	WasteWater Hauled to Landfill	10/09/2019	10/31/2019	854.60	Open	Non		10/19	52-00-5250
Total 497203-1041:					854.60					
Total McDonald Farms (1588):					1,680.60					
Mountain Tool and Feed (1450)										
1189										
1189	Invoi	5 gallon no spill jugs	10/08/2019	10/31/2019	106.85	Open	Non		10/19	10-10-6012
Total 1189:					106.85					
Total Mountain Tool and Feed (1450):					106.85					
Quill Corporation (230)										
1779558										
1779558	Invoi	Office supplies	10/08/2019	10/31/2019	121.18	Open	Non		09/19	10-20-6010

Invoice	Type	Description	Invoice Date	Due Date	Total Cost	Terms	1099	PO Number	Period	GL Account
Total 1779558:					121.18					
Total Quill Corporation (230):					121.18					
Randy Watson (1927)										
102119										
102119	Invoi	Business Improvement Grant	10/21/2019	10/31/2019	1,964.40	Open	Non		10/19	21-00-6030
Total 102119:					1,964.40					
Total Randy Watson (1927):					1,964.40					
Republic Services #535 (1866)										
0535-004398085										
0535-004398085	Invoi	trash WW plant	09/25/2019	10/31/2019	147.02	Open	Non		09/19	52-00-5202
Total 0535-004398085:					147.02					
Total Republic Services #535 (1866):					147.02					
Sprint (750)										
126852313-214										
126852313-214	Invoi	Cell phone Parks	10/08/2019	10/31/2019	20.79	Open	Non		10/19	10-60-5335
126852313-214	Invoi	Cell phone Public Works	10/08/2019	10/31/2019	288.27	Open	Non		10/19	10-10-5335
Total 126852313-214:					309.06					
381262319-214										
381262319-214	Invoi	phones-police	10/31/2019	10/31/2019	125.94	Open	Non		10/19	10-30-5335
Total 381262319-214:					125.94					
Total Sprint (750):					435.00					
Timberline Disposal and Recycling (1467)										
1991895										
1991895	Invoi	Hwy 103 toilet	10/01/2019	10/31/2019	54.17	Open	Non		09/19	51-00-5202
Total 1991895:					54.17					
Total Timberline Disposal and Recycling (1467):					54.17					
Treatment Technology (1078)										
181444										
181444	Invoi	Ferric Chloride	10/11/2019	10/31/2019	2,380.40	Open	Non		10/19	52-00-6210
Total 181444:					2,380.40					
Total Treatment Technology (1078):					2,380.40					
USA Blue Book (376)										
028367										
028367	Invoi	Sensor Replacement Parts	10/03/2019	10/31/2019	898.46	Open	Non		09/19	52-00-5109
Total 028367:					898.46					

Invoice	Type	Description	Invoice Date	Due Date	Total Cost	Terms	1099	PO Number	Period	GL Account
033733										
	033733	Invoi	Cap Kit	10/09/2019	10/31/2019	494.45	Open	Non		10/19 52-00-5109
Total 033733:					494.45					
037648										
	037648	Invoi	Free Chlorine Reagent Set	10/14/2019	10/31/2019	386.65	Open	Non		10/19 52-00-6207
Total 037648:					386.65					
Total USA Blue Book (376):					1,779.56					
VISA (1827)										
6366 1019										
	6366 1019	Invoi	Backflow Prevention Exam	09/30/2019	10/31/2019	165.00	Open	Non		09/19 52-16-5212
	6366 1019	Invoi	conference accommodations	09/30/2019	10/31/2019	560.00	Open	Non		09/19 10-20-5212
	6366 1019	Invoi	conference accommodations Cain	09/30/2019	10/31/2019	560.00	Open	Non		09/19 10-20-5212
	6366 1019	Invoi	credit	09/30/2019	10/31/2019	235.00	Open	Non		09/19 10-30-6100
	6366 1019	Invoi	credit pharmacy Hanning	09/30/2019	10/31/2019	577.45	Open	Non		09/19 10-30-5314
	6366 1019	Invoi	Greenway Meeting	09/30/2019	10/31/2019	93.92	Open	Non		09/19 10-20-5305
	6366 1019	Invoi	paper plates	09/30/2019	10/31/2019	12.49	Open	Non		09/19 10-20-6010
	6366 1019	Invoi	pharmacy Hanning	09/30/2019	10/31/2019	700.62	Open	Non		09/19 10-30-5314
	6366 1019	Invoi	posting signs	09/30/2019	10/31/2019	252.00	Open	Non		09/19 10-20-6010
	6366 1019	Invoi	Recertification Application Receipt	09/30/2019	10/31/2019	42.50	Open	Non		09/19 51-00-5212
	6366 1019	Invoi	Recertification Application Receipt	09/30/2019	10/31/2019	42.50	Open	Non		09/19 52-00-5212
	6366 1019	Invoi	Recertification Application Receipt	09/30/2019	10/31/2019	85.00	Open	Non		09/19 52-00-5212
	6366 1019	Invoi	Recertification Application Receipt	09/30/2019	10/31/2019	85.00	Open	Non		09/19 51-00-5212
	6366 1019	Invoi	Recertification Application Receipt	09/30/2019	10/31/2019	85.00	Open	Non		09/19 52-00-5212
	6366 1019	Invoi	Recertification Application Receipt	09/30/2019	10/31/2019	85.00	Open	Non		09/19 51-00-5212
	6366 1019	Invoi	training accommodations	09/30/2019	10/31/2019	259.98	Open	Non		09/19 10-60-5212
	6366 1019	Invoi	training accommodations	09/30/2019	10/31/2019	98.61	Open	Non		09/19 10-60-5212
	6366 1019	Invoi	vehicle mirror	09/30/2019	10/31/2019	1,448.32	Open	Non		09/19 10-30-6100
Total 6366 1019:					3,763.49					
Total VISA (1827):					3,763.49					
Xcel Energy (540)										
655638138										
	655638138	Invoi	street lights	10/01/2019	10/31/2019	4,035.72	Open	Non		10/19 10-10-6001
Total 655638138:					4,035.72					
655638848										
	655638848	Invoi	2040 Miner Street	10/01/2019	10/31/2019	14.26	Open	Non		10/19 10-10-6001
Total 655638848:					14.26					
657962398										
	657962398	Invoi	water plant	10/17/2019	10/31/2019	3,189.53	Open	Non		10/19 51-00-6001
Total 657962398:					3,189.53					
658172188										
	658172188	Invoi	Pine slope	10/18/2019	10/31/2019	10.18	Open	Non		10/19 10-60-6001
Total 658172188:					10.18					

Invoice	Type	Description	Invoice Date	Due Date	Total Cost	Terms	1099	PO Number	Period	GL Account
658212313										
658212313	Invoi	Soda Creek	10/18/2019	10/31/2019	49.83	Open	Non		10/19	10-10-6001
Total 658212313:					49.83					
102319										
102319	Invoi	Electrical Service Install	10/23/2019	10/31/2019	28,006.10	Open	Non		10/19	55-72-7310
102319	Invoi	Electrical Service Install	10/23/2019	10/31/2019	3,111.79	Open	Non		10/19	21-00-5103
Total 102319:					31,117.89					
Total Xcel Energy (540):					38,417.41					
Grand Totals:					555,653.71					

Report GL Period Summary

GL Period	Amount
10/19	499,849.60
09/19	53,304.11
08/19	2,500.00
Grand Totals:	555,653.71

Vendor number hash: 50341
 Vendor number hash - split: 98368
 Total number of invoices: 49
 Total number of transactions: 80

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	555,653.71	555,653.71
Grand Totals:	555,653.71	555,653.71

Invoice	Type	Description	Invoice Date	Due Date	Total Cost	Terms	1099	PO Number	Period	GL Account
A T & T Mobility (283)										
287246995984 1019										
287246995984 1019	Invoi	Cell Phone/Water/Wastewater	10/13/2019	11/30/2019	69.83	Open	Non		10/19	51-00-5335
287246995984 1019	Invoi	Cell Phone/Water/Wastewater	10/13/2019	11/30/2019	69.82	Open	Non		10/19	52-00-5335
Total 287246995984 1019:					139.65					
Total A T & T Mobility (283):					139.65					
A&A Topper Sales Lakewood (1930)										
35933										
35933	Invoi	F-150 Top	09/11/2019	11/30/2019	1,530.00	Open	Non		09/19	21-00-6012
Total 35933:					1,530.00					
Total A&A Topper Sales Lakewood (1930):					1,530.00					
Allied Towing (11)										
3849										
3849	Invoi	Battery install	10/30/2019	11/30/2019	215.18	Open	Non		10/19	10-30-6100
Total 3849:					215.18					
Total Allied Towing (11):					215.18					
American Civil Constructors (1656)										
19010-142-04										
19010-142-04	Invoi	West Miner & Riverside	10/26/2019	11/30/2019	492,578.00	Open	Non		10/19	23-00-6016
19010-142-04	Invoi	West Miner & Riverside	10/26/2019	11/30/2019	26,425.00	Open	Non		10/19	53-00-6096
19010-142-04	Invoi	West Miner & Riverside	10/26/2019	11/30/2019	30,067.00	Open	Non		10/19	54-72-7320
Total 19010-142-04:					549,070.00					
Total American Civil Constructors (1656):					549,070.00					
AmeriGas (1478)										
3098158759										
3098158759	Invoi	Tank rent-Fixed Tank	10/31/2019	11/30/2019	110.00	Open	Non		10/19	51-00-6001
Total 3098158759:					110.00					
3098158762										
3098158762	Invoi	Tank rent-Fixed Tank	10/31/2019	10/31/2019	110.00	Open	Non		10/19	51-00-6001
Total 3098158762:					110.00					
Total AmeriGas (1478):					220.00					
Big O Tires (1273)										
006238-145029										
006238-145029	Invoi	Truck alignment	10/24/2019	10/31/2019	39.01	Open	Non		10/19	51-00-6150
006238-145029	Invoi	Truck alignment	10/24/2019	10/31/2019	39.01	Open	Non		10/19	52-00-6150
Total 006238-145029:					78.02					
Total Big O Tires (1273):					78.02					

Invoice	Type	Description	Invoice Date	Due Date	Total Cost	Terms	1099	PO Number	Period	GL Account
BOKF NA (1849)										
IDAHO SPRINGS 2019										
IDAHO SPRINGS 2019	Invoi	Bond Interest Payment	11/01/2019	11/30/2019	145,000.00	Open	Non		10/19	23-00-8114
IDAHO SPRINGS 2019	Invoi	Bond Interest Payment	11/01/2019	11/30/2019	216,656.25	Open	Non		10/19	23-00-8115
Total IDAHO SPRINGS 2019:					361,656.25					
Total BOKF NA (1849):					361,656.25					
Centura Health (1698)										
700000031 1019										
700000031 1019	Invoi	Forensic Exam	10/30/2019	10/31/2019	600.00	Open	Non		10/19	10-30-5213
Total 700000031 1019:					600.00					
Total Centura Health (1698):					600.00					
CenturyLink (569)										
3035672130766 102219										
3035672130766 102219	Invoi	Internet service/Waste Water	10/22/2019	11/30/2019	206.95	Open	Non		10/19	52-00-5335
Total 3035672130766 102219:					206.95					
3035679613278 1019										
3035679613278 1019	Invoi	Phone Lines Water Plant Fire Alar	10/25/2019	10/31/2019	171.47	Open	Non		10/19	51-00-5303
Total 3035679613278 1019:					171.47					
3035674474548 1019										
3035674474548 1019	Invoi	Internet service-Public Works	10/28/2019	10/31/2019	96.93	Open	Non		10/19	10-10-5335
Total 3035674474548 1019:					96.93					
Total CenturyLink (569):					475.35					
Chicago Creek Sanitation (434)										
2019-11										
2019-11	Invoi	November Maintenance Fee	10/31/2019	10/31/2019	565.00	Open	Non		11/19	52-00-5206
Total 2019-11:					565.00					
Total Chicago Creek Sanitation (434):					565.00					
City of Idaho Springs (289)										
110671 1119										
110671 1119	Invoi	public works	10/01/2019	11/30/2019	223.52	Open	Non		10/19	10-10-6050
Total 110671 1119:					223.52					
130501 1119										
130501 1119	Invoi	Macy Ruth Hill Park	10/01/2019	11/30/2019	254.04	Open	Non		10/19	10-60-6050
Total 130501 1119:					254.04					
204461 1119										
204461 1119	Invoi	103 14th Ave.	10/01/2019	11/30/2019	129.84	Open	Non		10/19	10-20-6050

Invoice	Type	Description	Invoice Date	Due Date	Total Cost	Terms	1099	PO Number	Period	GL Account
Total 204461 1119:					129.84					
204911 1119										
204911 1119	Invoi	police station	10/01/2019	11/30/2019	223.52	Open	Non		10/19	10-30-6050
Total 204911 1119:					223.52					
210651 1119										
210651 1119	Invoi	City Hall	10/01/2019	11/30/2019	558.10	Open	Non		10/19	10-20-6050
Total 210651 1119:					558.10					
210691 1119										
210691 1119	Invoi	citizen park	10/01/2019	11/30/2019	956.00	Open	Non		10/19	10-60-6050
Total 210691 1119:					956.00					
220501 1119										
220501 1119	Invoi	montgomery park	10/01/2019	11/30/2019	1,111.50	Open	Non		10/19	10-60-6050
Total 220501 1119:					1,111.50					
230551 1119										
230551 1119	Invoi	CRC park	10/01/2019	11/30/2019	193.00	Open	Non		10/19	10-60-6050
Total 230551 1119:					193.00					
208381 1119										
208381 1119	Invoi	cement plant	10/31/2019	11/30/2019	96.50	Open	Non		10/19	10-10-6050
Total 208381 1119:					96.50					
Total City of Idaho Springs (289):					3,746.02					
Clear Creek County Clerk & Rec (61)										
10252019										
10252019	Invoi	Planning Research	10/25/2019	11/30/2019	6.75	Open	Non		10/19	10-20-5316
Total 10252019:					6.75					
30510										
30510	Invoi	argo plat & easements	10/30/2019	11/30/2019	53.00	Open	Non		10/19	10-20-5316
Total 30510:					53.00					
30511										
30511	Invoi	argo plat & easements	10/30/2019	11/30/2019	73.00	Open	Non		10/19	10-20-5316
Total 30511:					73.00					
30512										
30512	Invoi	argo plat & easements	10/30/2019	11/30/2019	108.00	Open	Non		10/19	10-20-5316
Total 30512:					108.00					
30513										
30513	Invoi	argo plat & easements	10/30/2019	11/30/2019	93.00	Open	Non		10/19	10-20-5316

Invoice	Type	Description	Invoice Date	Due Date	Total Cost	Terms	1099	PO Number	Period	GL Account
Total 30513:					93.00					
30514	30514 Invoi	argo plat & easements	10/30/2019	11/30/2019	38.00	Open	Non		10/19	10-20-5316
Total 30514:					38.00					
Total Clear Creek County Clerk & Rec (61):					371.75					
Clear Creek Cty Sheriff's Offi (1057)										
3RDQT2019-ISPD										
3RDQT2019-ISPD	Invoi	3rd qtr dispatch services	10/21/2019	11/30/2019	25,656.29	Open	Non		10/19	10-30-5105
Total 3RDQT2019-ISPD:					25,656.29					
Total Clear Creek Cty Sheriff's Offi (1057):					25,656.29					
Clear Creek Supply (291)										
306976	306976 Invoi	school flashing lights	01/03/2019	11/30/2019	145.34	Open	Non		10/19	10-10-6091
Total 306976:					145.34					
305127/305168										
305127/305168	Invoi	antenna	10/01/2019	11/30/2019	62.40	Open	Non		10/19	10-10-6193
Total 305127/305168:					62.40					
305215										
305215	Invoi	padlock set	10/02/2019	11/30/2019	27.99	Open	Non		10/19	10-30-5208
Total 305215:					27.99					
305557										
305557	Invoi	Battery	10/07/2019	11/30/2019	120.99	Open	Non		10/19	51-15-6005
Total 305557:					120.99					
305764-WWW										
305764-WWW	Invoi	Tape HDW	10/10/2019	11/30/2019	3.69	Open	Non		10/19	51-00-6004
Total 305764-WWW:					3.69					
305771-P										
305771-P	Invoi	Keys	10/10/2019	11/30/2019	1.29	Open	Non		10/19	10-30-6100
Total 305771-P:					1.29					
305921-P										
305921-P	Invoi	headlights	10/12/2019	11/30/2019	20.14	Open	Non		10/19	10-30-6100
Total 305921-P:					20.14					
306000										
306000	Invoi	cable ties	10/14/2019	11/30/2019	7.99	Open	Non		10/19	10-30-6100

Invoice	Type	Description	Invoice Date	Due Date	Total Cost	Terms	1099	PO Number	Period	GL Account
Total 306000:					7.99					
306050										
306050	Invoi	pex crimper	10/15/2019	11/30/2019	83.30	Open	Non		10/19	52-16-5205
Total 306050:					83.30					
306393/306570/306135										
306393/306570/306135	Invoi	oil/filter/tire repair kit	10/16/2019	11/30/2019	193.23	Open	Non		10/19	10-10-6193
Total 306393/306570/306135:					193.23					
306289										
306289	Invoi	misc.	10/18/2019	11/30/2019	5.49	Open	Non		10/19	10-10-6193
Total 306289:					5.49					
306085/305574/305632										
306085/305574/305632	Invoi	oil/filter/battery brush	10/20/2019	11/30/2019	87.57	Open	Non		10/19	10-10-6193
Total 306085/305574/305632:					87.57					
306481/305601/305301										
306481/305601/305301	Invoi	Wire rope swing	10/22/2019	11/30/2019	611.76	Open	Non		10/19	10-10-6020
Total 306481/305601/305301:					611.76					
306892/305864										
306892/305864	Invoi	Tire guage/charger	10/29/2019	11/30/2019	34.77	Open	Non		10/19	10-10-6010
Total 306892/305864:					34.77					
306943-WWW										
306943-WWW	Invoi	misc	10/30/2019	11/30/2019	2.38	Open	Non		10/19	51-00-6004
Total 306943-WWW:					2.38					
306967/306886										
306967/306886	Invoi	nipples/valves	10/30/2019	11/30/2019	21.48	Open	Non		10/19	51-00-6004
Total 306967/306886:					21.48					
993/294/5608/5234										
993/294/5608/5234	Invoi	hooks/battery/switch	10/30/2019	11/30/2019	168.24	Open	Non		10/19	10-10-6150
Total 993/294/5608/5234:					168.24					
307005-WWW										
307005-WWW	Invoi	Windshield Fluid	10/31/2019	11/30/2019	2.19	Open	Non		10/19	51-00-6150
Total 307005-WWW:					2.19					
307022/307067/306842										
307022/307067/306842	Invoi	Wrench/fuel filter	10/31/2019	11/30/2019	127.85	Open	Non		10/19	10-10-6193
Total 307022/307067/306842:					127.85					

Invoice	Type	Description	Invoice Date	Due Date	Total Cost	Terms	1099	PO Number	Period	GL Account
Total Clear Creek Supply (291):					1,728.09					
Colorado Division of Water Resources (1632)										
20-53										
20-53	Invoi	Water Monitoring System	11/01/2019	11/30/2019	1,200.00	Open	Non		11/19	51-15-5309
Total 20-53:					1,200.00					
Total Colorado Division of Water Resources (1632):					1,200.00					
Comcast (1486)										
0197295 1119										
0197295 1119	Invoi	City Hall Internet	10/23/2019	11/30/2019	171.75	Open	Non		10/19	10-20-5335
Total 0197295 1119:					171.75					
Total Comcast (1486):					171.75					
Common Knowledge Technology (1549)										
50329										
50329	Invoi	VGA Adapter	10/23/2019	11/30/2019	46.00	Open	Non		10/19	10-30-7010
Total 50329:					46.00					
50337										
50337	Invoi	Credit battery	10/24/2019	11/01/2019	110.00-	Open	Non		10/19	10-20-7010
Total 50337:					110.00-					
50415										
50415	Invoi	Monthly Contract Maintenance	11/01/2019	11/30/2019	754.50	Open	Non		11/19	10-10-5108
50415	Invoi	Monthly Contract Maintenance	11/01/2019	11/30/2019	755.50	Open	Non		11/19	10-20-5108
50415	Invoi	Monthly Contract Maintenance	11/01/2019	11/30/2019	755.50	Open	Non		11/19	10-30-5108
50415	Invoi	Monthly Contract Maintenance	11/01/2019	11/30/2019	755.50	Open	Non		11/19	51-00-5108
50415	Invoi	Monthly Contract Maintenance	11/01/2019	11/30/2019	755.50	Open	Non		11/19	52-00-5108
Total 50415:					3,776.50					
Total Common Knowledge Technology (1549):					3,712.50					
Core & Main LP (959)										
L098095										
L098095	Invoi	Repair clamp	09/05/2019	11/30/2019	122.10	Open	Non		09/19	51-15-6005
Total L098095:					122.10					
Total Core & Main LP (959):					122.10					
Daniell Lewis (1910)										
91219										
91219	Invoi	mileage reimbursement	09/12/2019	10/31/2019	38.15	Open	Non		10/19	10-30-6191
Total 91219:					38.15					
Total Daniell Lewis (1910):					38.15					
DC Frost Associates (1882)										

Invoice	Type	Description	Invoice Date	Due Date	Total Cost	Terms	1099	PO Number	Period	GL Account
41101										
41101	Invoi	bulb replacement	10/25/2019	11/30/2019	1,884.28	Open	Non		10/19	52-00-5204
Total 41101:					1,884.28					
Total DC Frost Associates (1882):					1,884.28					
Ford H. Wheatley IV (123)										
112019										
112019	Invoi	Court Judge Monthly Retainer	11/01/2019	11/30/2019	1,600.00	Open	Non		10/19	10-40-5110
Total 112019:					1,600.00					
Total Ford H. Wheatley IV (123):					1,600.00					
Hoehn Architects P.C. (1444)										
1812-5										
1812-5	Invoi	City Hall Entry Improvements	10/01/2019	11/30/2019	1,931.36	Open	Non		10/19	21-61-7040
Total 1812-5:					1,931.36					
Total Hoehn Architects P.C. (1444):					1,931.36					
Home Depot Credit Services (578)										
7021153										
7021153	Invoi	misc. repair	10/03/2019	10/31/2019	33.14	Open	Non		10/19	10-30-5208
7021153	Invoi	misc. repair	10/03/2019	10/31/2019	244.05	Open	Non		10/19	10-60-6200
Total 7021153:					277.19					
9021395										
9021395	Invoi	battery combo alarm	10/11/2019	10/31/2019	151.88	Open	Non		10/19	10-60-6200
Total 9021395:					151.88					
2012302										
2012302	Invoi	blades/battery charger/flashlights	10/18/2019	10/31/2019	286.91	Open	Non		10/19	10-10-6020
2012302	Invoi	flashlights	10/18/2019	10/31/2019	140.61	Open	Non		10/19	10-10-6010
Total 2012302:					427.52					
7024352										
7024352	Invoi	led light parts	10/23/2019	10/31/2019	166.79	Open	Non		10/19	51-00-6004
Total 7024352:					166.79					
6024418										
6024418	Invoi	Tank mixer cord	10/24/2019	10/31/2019	21.62	Open	Non		10/19	51-00-6007
Total 6024418:					21.62					
Total Home Depot Credit Services (578):					1,045.00					
Honnen Equipment (144)										
1103979										
1103979	Invoi	service call	10/24/2019	10/31/2019	1,022.27	Open	Non		10/19	10-10-5207

Invoice	Type	Description	Invoice Date	Due Date	Total Cost	Terms	1099	PO Number	Period	GL Account
Total 1103979:					1,022.27					
Total Honnen Equipment (144):					1,022.27					
I.S. Administrative Checking (8)										
102919										
102919	Invoi	adobe renewal	10/29/2019	10/31/2019	179.88	Open	Non		10/19	10-20-7011
102919	Invoi	Bowland contribution	10/29/2019	10/31/2019	100.00	Open	Non		10/19	10-20-6010
102919	Invoi	carlsen halloween	10/29/2019	10/31/2019	64.97	Open	Non		10/19	10-21-5032
102919	Invoi	City party DJ music	10/29/2019	10/31/2019	150.00	Open	Non		10/19	10-21-5032
102919	Invoi	employee lunch/benefits meeting	10/29/2019	10/31/2019	200.12	Open	Non		10/19	10-20-5210
102919	Invoi	notary renewal	10/29/2019	10/31/2019	10.00	Open	Non		10/19	10-20-5212
102919	Invoi	water sewer bills	10/29/2019	10/31/2019	270.94	Open	Non		10/19	51-00-5310
102919	Invoi	water sewer bills	10/29/2019	10/31/2019	270.93	Open	Non		10/19	52-00-5310
Total 102919:					1,246.84					
Total I.S. Administrative Checking (8):					1,246.84					
Idaho Springs Chamber of Comme (148)										
110619										
110619	Invoi	annual Membership dues	11/06/2019	11/30/2019	75.00	Open	Non		10/19	10-20-5304
Total 110619:					75.00					
Total Idaho Springs Chamber of Comme (148):					75.00					
JVA Incorporated (1110)										
79654										
79654	Invoi	Engineering services	08/31/2019	11/30/2019	820.00	Open	Non		10/19	52-00-5103
Total 79654:					820.00					
80514										
80514	Invoi	Expansion Project 2	09/01/2019	10/31/2019	7,077.46	Open	Non		09/19	55-72-7310
Total 80514:					7,077.46					
80251										
80251	Invoi	Public Works Shop Final Design	09/30/2019	11/30/2019	1,650.00	Open	Non		10/19	21-00-5103
Total 80251:					1,650.00					
80528										
80528	Invoi	Expansion Project 1	09/30/2019	11/30/2019	20,655.76	Open	Non		09/19	55-72-7310
Total 80528:					20,655.76					
Total JVA Incorporated (1110):					30,203.22					
Landmark Community Newspapers (64)										
102019										
102019	Invoi	IDR update, Public notice	10/01/2019	11/30/2019	58.52	Open	Non		10/19	10-20-5313
Total 102019:					58.52					

Invoice	Type	Description	Invoice Date	Due Date	Total Cost	Terms	1099	PO Number	Period	GL Account
10302019										
10302019	Invoi	Annexation-public notice	10/30/2019	11/30/2019	13.64	Open	Non		10/19	10-20-5313
Total 10302019:					13.64					
Total Landmark Community Newspapers (64):					72.16					
Liberty Communications (1547)										
1417325										
1417325	Invoi	phone service city hall-past due in	08/30/2019	11/30/2019	116.69	Open	Non		10/19	10-20-5303
1417325	Invoi	phone service public works-Past	08/30/2019	11/30/2019	116.69	Open	Non		10/19	10-10-5303
1417325	Invoi	phone service wastewater-past du	08/30/2019	11/30/2019	116.68	Open	Non		10/19	52-00-5303
1417325	Invoi	phone service water-past due invo	08/30/2019	11/30/2019	116.69	Open	Non		10/19	51-00-5303
Total 1417325:					466.75					
1474375										
1474375	Invoi	phone service city hall	10/31/2019	10/31/2019	114.16	Open	Non		10/19	10-20-5303
1474375	Invoi	phone service public works	10/31/2019	10/31/2019	114.16	Open	Non		10/19	10-10-5303
1474375	Invoi	phone service wastewater	10/31/2019	10/31/2019	114.16	Open	Non		10/19	52-00-5303
1474375	Invoi	phone service water	10/31/2019	10/31/2019	114.16	Open	Non		10/19	51-00-5303
Total 1474375:					456.64					
Total Liberty Communications (1547):					923.39					
Murray Dahl Beery & Renaud (806)										
15637										
15637	Invoi	legal services	10/20/2019	11/30/2019	9,749.97	Open	Attor		10/19	10-20-5101
Total 15637:					9,749.97					
15638										
15638	Invoi	legal services	11/06/2019	11/30/2019	3,911.25	Open	Attor		10/19	21-00-7043
Total 15638:					3,911.25					
Total Murray Dahl Beery & Renaud (806):					13,661.22					
Neverest Equipment Co. (1183)										
3571										
3571	Invoi	old sewer camera repair	10/15/2019	11/30/2019	195.00	Open	Non		10/19	52-16-5205
Total 3571:					195.00					
Total Neverest Equipment Co. (1183):					195.00					
Peak Performance (409)										
57634										
57634	Invoi	Copier Meter Bill	10/29/2019	11/30/2019	352.92	Open	Non		10/19	10-20-5309
Total 57634:					352.92					
57723										
57723	Invoi	Copier Meter Bill/Police	11/05/2019	11/30/2019	105.47	Open	Non		10/19	10-30-5309
Total 57723:					105.47					

Invoice	Type	Description	Invoice Date	Due Date	Total Cost	Terms	1099	PO Number	Period	GL Account
Total Peak Performance (409):					458.39					
Petros & White (214)										
40603										
40603	Invoi	Legal services	10/20/2019	11/30/2019	141.63	Open	Attor		10/19	51-00-5101
Total 40603:					141.63					
40604										
40604	Invoi	Legal services	10/31/2019	11/30/2019	70.81	Open	Attor		10/19	51-00-5101
Total 40604:					70.81					
Total Petros & White (214):					212.44					
Pitney Bowes (1758)										
1014175792										
1014175792	Invoi	ink for postage meter	10/21/2019	11/30/2019	161.48	Open	Non		10/19	10-20-5310
Total 1014175792:					161.48					
Total Pitney Bowes (1758):					161.48					
Rock and Company (1926)										
21903-2										
21903-2	Invoi	City Hall Entrance Constructio	10/25/2019	11/30/2019	49,636.75	Open	Non		10/19	21-61-7040
Total 21903-2:					49,636.75					
Total Rock and Company (1926):					49,636.75					
Rogers, Suzanne M. (737)										
112019										
112019	Invoi	Prosecutor Monthly Retainer	11/01/2019	11/30/2019	1,296.90	Open	Non		10/19	10-40-5115
Total 112019:					1,296.90					
Total Rogers, Suzanne M. (737):					1,296.90					
Salt Lake Wholesale Sports (1931)										
56087										
56087	Invoi	misc.	10/22/2019	11/30/2019	1,228.00	Open	Non		10/19	10-30-6015
Total 56087:					1,228.00					
Total Salt Lake Wholesale Sports (1931):					1,228.00					
Sprint (750)										
569628819-143										
569628819-143	Invoi	air cards/police	10/27/2019	11/30/2019	244.72	Open	Non		10/19	10-30-5335
Total 569628819-143:					244.72					
616873765-051										
616873765-051	Invoi	Code Enforcement cell phone	10/29/2019	11/30/2019	42.25	Open	Non		10/19	10-30-5335
Total 616873765-051:					42.25					

Invoice	Type	Description	Invoice Date	Due Date	Total Cost	Terms	1099	PO Number	Period	GL Account
Total Sprint (750):					286.97					
Susan Deschler (1928)										
101719										
101719	Invoi	Court Appointed Attorney	10/17/2019	11/30/2019	359.75	Open	Non		10/19	10-40-5101
Total 101719:					359.75					
Total Susan Deschler (1928):					359.75					
T & D Car Wash Inc. (534)										
103119										
103119	Invoi	Car Wash-police	10/31/2019	11/30/2019	117.57	Open	Non		10/19	10-30-6100
Total 103119:					117.57					
Total T & D Car Wash Inc. (534):					117.57					
Terracon (1692)										
TC78054										
TC78054	Invoi	Concrete Testing	10/29/2018	11/30/2019	515.00	Open	Non		10/19	55-72-7310
Total TC78054:					515.00					
Total Terracon (1692):					515.00					
Test Gauge Inc. (1929)										
#INV6-2409										
#INV6-2409	Invoi	Calibration & Re-Certification	10/24/2019	11/30/2019	100.00	Open	Non		10/19	51-15-5205
Total #INV6-2409:					100.00					
Total Test Gauge Inc. (1929):					100.00					
The Compliance Alliance (852)										
9571										
9571	Invoi	drug screen test	10/24/2019	11/30/2019	40.00	Open	Non		10/19	10-10-5108
Total 9571:					40.00					
Total The Compliance Alliance (852):					40.00					
Traffic Signal Controls (1857)										
1225										
1225	Invoi	Traffic Control	10/30/2019	10/31/2019	464.00	Open	Non		10/19	10-10-6091
Total 1225:					464.00					
Total Traffic Signal Controls (1857):					464.00					
Urso, John & LuAnn (1045)										
103119										
103119	Invoi	Property Tax Reimbursement	10/31/2019	11/30/2019	107.60	Open	Non		10/19	21-00-7043
Total 103119:					107.60					
Total Urso, John & LuAnn (1045):					107.60					

Invoice	Type	Description	Invoice Date	Due Date	Total Cost	Terms	1099	PO Number	Period	GL Account
USA Blue Book (376)										
052412										
052412	Invoi	Salt bridge, cell solution	10/29/2019	10/31/2019	449.45	Open	Non		10/19	51-00-6007
Total 052412:					449.45					
Total USA Blue Book (376):					449.45					
WEX BANK (1459)										
61933814										
61933814	Invoi	Fleet fuel - Police	10/23/2019	11/30/2019	1,571.10	Open	Non		10/19	10-30-6191
61933814	Invoi	Fleet fuel - wastewater	10/23/2019	11/30/2019	204.62	Open	Non		10/19	52-00-6191
61933814	Invoi	Fleet fuel - water	10/23/2019	11/30/2019	204.63	Open	Non		10/19	51-00-6191
Total 61933814:					1,980.35					
Total WEX BANK (1459):					1,980.35					
Xcel Energy (540)										
659051406										
659051406	Invoi	Acct. #5391611657	10/24/2019	10/31/2019	1,639.15	Open	Non		10/19	10-10-6085
Total 659051406:					1,639.15					
Total Xcel Energy (540):					1,639.15					
Grand Totals:					1,064,209.					

Report GL Period Summary

GL Period	Amount
11/19	5,541.50
10/19	1,029,282.82
09/19	29,385.32
Grand Totals:	1,064,209.64

Vendor number hash: 72390
Vendor number hash - split: 98715
Total number of invoices: 97
Total number of transactions: 123

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	1,064,209.64	1,064,209.64
Grand Totals:	1,064,209.64	1,064,209.64



City of Idaho Springs City Council

Meeting Date: October 28, 2019

City Hall
1711 Miner Street
Idaho Springs, CO 80452

MEETING STARTS AT 7:00 PM SHARP!

Agenda Request No. _____

Is this a request for Council action? Yes ☐ No ☒

Return to Diane Breece, City Clerk, by 12:00 PM the Thursday prior to scheduled Regular Meeting (held the second and forth Monday of every Month).

Fax #: (303) 567-4955 Phone #: (303) 567-4421 E-Mail: cityclerk@idahospringsco.com

Scheduled Public Comments falls near the beginning of each City of Idaho Springs City Council meeting. Here are things you need to know:

- ❖ Citizens may speak on any issue that is not elsewhere on the agenda.
- ❖ Council generally will not act on any request at the same meeting.
- ❖ It is strongly recommended that you contact the appropriate City staff member prior to coming to Council. Quite often the issue can be resolved by staff action.
- ❖ This forum is not intended for financial requests. All financial requests must be made through the City Clerk's Office.
- ❖ Comments are limited to three minutes. This time limit may be extended at the discretion of the Mayor.
- ❖ Additional Information: Attach 11 copies each of any related documents to this form.

Summary of your comments or concerns:

Overview of Community Mapping Project presented by Clear Creek Students.

What staff member have you spoken to about this matter? Please summarize your discussion.

Jon Cain.

Requested By: Mountain Youth Network Organization: TREK Teen Council
(Laura Robertson)

Phone: (Home): _____ (Work): 303 670 7539

(Fax): _____ (Cell): 303 434 3495

Mailing address: PO Box 3669 E-Mail Address: lrobertson@co.clear-creek,
Idaho Springs 80452 CO, US

Would you like an Agenda: ☐ Faxed ☐ Mailed ☒ E-Mailed

OFFICE USE ONLY:

Date Received: _____

By: _____

Information Complete: ☐ Yes ☐ No

Missing: _____



City of Idaho Springs City Council

Meeting Date: Nov 12, 2019

City Hall
1711 Miner Street
Idaho Springs, CO 80452

MEETING STARTS AT 7:00 PM SHARP!

Agenda Request No. _____

Is this a request for Council action? Yes ☒ No ☐

Return to Diane Breece, City Clerk, by 12:00 PM the Thursday prior to scheduled Regular Meeting (held the second and forth Monday of every Month).

Fax #: (303) 567-4955 Phone # (303) 567-4421 E-Mail: cityclerk@idahospringsco.com

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- ❖ This forum is not intended for financial requests. All financial requests must be made through the City Clerk's Office.
- ❖ Comments are limited to three minutes. This time limit may be extended at the discretion of the Mayor.
- ❖ Additional Information: Attach 11 copies each of any related documents to this form.

Summary of your comments or concerns:

Water and sewer bill for property located at 1430 Miner Street, Idaho Springs. Rates have increased to businesses recently because of

water and sewage usage. However, The Bee's Knees does not have any water and sewage use. Only the Residential part of Bldg. We
What staff member have you spoken to about this matter? Please summarize your discussion. would like
Diane Breece : she advised that it is a City Council Matter and to file the proper paperwork. our bill to be adjusted.

Requested By: Mariah White

Organization: The Bee's Knees

Phone: (Home): _____

(Work): 719-998-0624

(Fax): _____

(Cell): _____

Mailing address: P.O. Box 627

E-Mail Address: mwhite9837@aol.com

Idaho Springs

Would you like an Agenda: ☐ Faxed ☐ Mailed ☒ E-Mailed

OFFICE USE ONLY:

Date Received: 11.7.19

By: DB

Information Complete: ☐ Yes ☐ No

Missing: _____



CITY OF IDAHO SPRINGS
1711 Miner Street • P.O. Box 907
Idaho Springs, CO 80452-0907
Phone: 303-567-4421 • Fax: 303-567-4955
www.colorado.gov/idahosprings

November 7, 2019

The Bees Knees
Margaret Smith
1430 Miner Street

Re: Multipliers for monthly rates:

This is one of the properties that we researched as to having a commercial use as well as a residential use.

Per the Idaho Springs Municipal Code section **12-61 (3) A separate multiplier shall be used for each type of use applicable to any premises serviced by a single tap. By way of illustration, if a premise served by a single tap has one (1) or more commercial uses and a single-family residential use, the multiplier for such premises is 2.0.**

The commercial base rate for water is \$100.00. The residential rate for water is \$65.00, so in Caselle, I changed the multiplier from 2 to 1.65. This will charge a base rate per bill of \$165.00 which equals one commercial rate and one residential rate. For the sewer portion, the commercial base rate for sewer is \$93.00 and the residential rate is \$46.50 so in Caselle, I changed the multiplier from 2 to 1.5 which would bill at \$139.50 which equals one commercial base rate and one residential base rate.

Wonder Martell
Utility Billing x 113
303-567-4421

CITY OF IDAHO SPRINGS

City Council Communication

MEETING DATE:

NOVEMBER 12, 2019

PRESENTED BY:

ALAN TIEFENBACH
COMMUNITY DEVELOPMENT PLANNER



ITEM:

175 & 245 DIVIDE VIEW DRIVE
160 MONTANE DRIVE
ANNEXATION, REZONING AND VACATION OF ROW
FIRST READING OF PROPOSED ORDINANCES

BACKGROUND:

This is a request by three neighboring property owners to coordinate together on the following:

1. Annex Parcel 183536300001 (adjacent to 175 Divide View Dr.) and rezone to Residential-Estate (R-E).
2. Annex Parcel 183536300006 (adjacent to 245 Divide View Dr.) and rezone to Residential-Estate (R-E).
3. Vacate existing right-of-way to developed road between 175 & 245 Divide View Drive, and west side of Montane Drive adjacent to 160 Montane Drive.

The City Council should make the finding that the Annexation petitions are compliant with State Statute (see attached resolution). The Council should then introduce the annexation, rezoning and vacation ordinances on first reading and schedule final consideration and possible adoption of the ordinances on second reading.

Approving these ordinances on first reading does *not* indicate final approval. The adoption of the attached ordinances would simply allow this process to continue. Full application materials will be provided to the Council as part of the second reading.

If City Council chooses to adopt the ordinances on first reading, second reading of the Ordinances would be scheduled for January 13, 2020.

STAFF RECOMMENDATION:

1. Move to approve the resolution finding the annexation petitions to be compliant with State Statute and schedule the matter for second reading on January 13, 2020.
2. Move to introduce the ordinance approving the proposed rezoning of Parcels 183536300001 and 183536300006 from County Mining-Two (M-2) to Residential-Estate (R-E) and schedule the matter for second reading on January 13, 2020.

3. Move to introduce the ordinance approving the proposal to vacate portions of Divide View Road and Montane Drive and schedule the matter for second reading on January 13, 2020.

CITY OF IDAHO SPRINGS

City Council Communication



MEETING DATE: NOVEMBER 12, 2019

PRESENTED BY: ALAN TIEFENBACH
COMMUNITY DEVELOPMENT PLANNER

ITEM: FLOODPLAIN REGULATIONS
UPDATED TO REFLECT NEW FLOOD INSURANCE STUDY

BACKGROUND:

FEMA has recently completed an updated flood insurance study and has provided new maps. This new study goes into effect on December 20, 2019. Per a letter from FEMA, the City is required to adopt the new flood insurance study and maps by the above date and update our regulations accordingly. Per the City Engineer, the only required revisions to Chapter 23: "Flooding, Sedimentation and Erosion Control" is to change the date of the Flood Insurance Maps we are using. First reading of this proposed Ordinance occurred on October 14, 2019.

STAFF RECOMMENDATION

- Staff recommends the Council APPROVE the revision to Chapter 23: "Flooding, Sedimentation and Erosion Control" by ordinance.

CITY OF IDAHO SPRINGS

City Council Communication



MEETING DATE: NOVEMBER 12, 2019

PRESENTED BY: ALAN TIEFENBACH
COMMUNITY DEVELOPMENT PLANNER

ITEM: ARGO / VCMP
PUBLIC-PRIVATE DEVELOPMENT AGREEMENT

BACKGROUND:

In June, the City Council approved the Mighty Argo & Virginia Canyon Mountain Park (VCMP) Planned Development zoning. A condition of approval of the Planned Development is that, prior to the approval of Final Development Plans (FDP), a signed Development Agreement among parties will set forth terms and conditions for the City and the private developer.

During the past year, Mary Jane Loevlie, Argo Holdings LLC, the Argo Attorney, the City Attorney and City Staff have been coordinating on numerous drafts of this Public-Private Development Agreement. The attached version has been reviewed and approved by all parties.

The Agreement is general in nature, but Recital H requires "companion documents" with each FDP that will define benefits and impacts to the City and the general public as well as address shared revenue and parking. These companion documents were required because it is difficult at pre-design stages to understand all the implications, benefits and challenges of each phase of the project.

This draft Development Agreement came to the Council in an October 21, 2019 work session. The Council had concerns and questions in regard to what the agreement was actually committing the City to. The Council requested the City Attorney be present at a November 4, 2019 work session to discuss the agreement in detail. At the November 4, 2019 work session, the Council expressed they supported the most recent version of the Agreement as written.

This agreement was brought to the Planning Commission at their November 6, 2019 meeting. The Planning Commission had no comments in regard to the Development Agreement.

STAFF RECOMMENDATION:

1. Staff recommends the City Council move to APPROVE the Argo – VCMP Development Agreement by resolution.

CITY OF IDAHO SPRINGS
Clear Creek County, Colorado

RESOLUTION NO. 16, SERIES 2019

A RESOLUTION FINDING ANNEXATION PETITIONS SUBMITTED BY ROBERT BOWLAND, JANICE BOWLAND, RICHARD GARNETT AND CONNIE PLANCK TO ANNEX APPROXIMATELY 0.49 ACRES SUBSTANTIALLY COMPLIES WITH THE REQUIREMENTS OF SECTION 31-12-107(1), C.R.S. AND SETTING A PUBLIC HEARING ON THE PETITIONS TO CONSIDER ANNEXATION OF THE PROPERTY

WHEREAS, the Municipal Annexation Act of 1965 ("the Act") provides that a municipality may accept petitions for annexation of property upon finding substantial compliance of the petitions with the Act and annex such properties separately or in a series considered together; and

WHEREAS, the City has received two (2) Petitions for Annexation, filed in conjunction and cooperation with one another, to annex the properties described in said Petitions to the City of Idaho Springs; and

WHEREAS, the Petitioners have also submitted Annexation Applications and associated materials; and

WHEREAS, the City must set a public hearing to determine if the proposed annexation complies with the Act.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF IDAHO SPRINGS, COLORADO:

Section 1. The City Council finds that the Petitions for Annexation attached as **Exhibit A**, are in substantial compliance with the requirements of Section 31-12-107(1), C.R.S. and the annexation proceedings to consider the annexation of the properties described therein to the City of Idaho Springs have been initiated.

Section 2. A public hearing is set for a regular meeting of the City Council on January 13, 2020, at 7:00 p.m., or as soon thereafter as the matter may be heard, at the Idaho Springs City Hall, 1711 Miner Street, Idaho Springs, Colorado to determine if the proposed annexation complies with the Municipal Annexation Act of 1965, and determine whether the properties will be annexed to the City of Idaho Springs.

Section 3. The City Clerk shall give such notice as required by law and the City staff shall develop and deliver all reports and notices as required by law.

RESOLVED, APPROVED AND ADOPTED this 12th day of November, 2019

Michael Hillman, Mayor

ATTEST:

Diane Breece, City Clerk

EXHIBIT A

The Bowland and Garnett/Planck Annexation Petitions

PETITION FOR ANNEXATION
Parcel 183536300006
(245 Divide View Drive)

TO: THE CITY CLERK AND THE CITY COUNCIL OF THE CITY OF IDAHO SPRINGS,
COLORADO

The undersigned, in compliance with the "Municipal Annexation Act of 1965," C.R.S. §31-12-101 et seq., as amended, hereby petition the City Council of the City of Idaho Springs, Colorado, for annexation to the City of Idaho Springs, the following described unincorporated territory located in the County of Clear Creek, State of Colorado, and more particularly described in Paragraph 5 below. In support of said Petition for Annexation, the undersigned submits the attached annexation map, and states and alleges as follows:

1. It is desirable and necessary that the property described in Exhibit A be annexed to the City of Idaho Springs, Colorado.
2. The requirements of C.R.S. §§31-12-104 and 31-12-105, as amended, exist and have been met as follows:
 - a. Not less than one-sixth (1/6) of the perimeter of the area proposed to be annexed is contiguous with the City of Idaho Springs, Colorado.
 - b. A community of interest exists between the City and the area proposed to be annexed to the City of Idaho Springs, Colorado.
 - c. The area proposed to be annexed is urban or will be urbanized in the near future.
 - d. The area proposed to be annexed is integrated or is capable of being integrated with the City of Idaho Springs, Colorado.
 - e. In establishing the boundaries of the area proposed to be annexed, no real property held in identical ownership, whether consisting of one tract or parcel of real estate or two or more contiguous tracts or parcels of real estate, will be divided into separate parts or parcels without the written consent of the landowners.
 - f. In establishing the boundaries of the area proposed to be annexed, no real property held in identical ownership, whether consisting of one tract or parcel of real estate or two or more contiguous tracts or parcels of real estate, comprising twenty (20) acres or more (which together with the buildings and improvements situated thereon has a valuation for assessment in excess of \$200,000.00 for ad valorem tax purposes for the year next preceding the annexation) shall be included without the written consent of the landowners.

- g. The property proposed for annexation is not presently part of any incorporated city or town, nor have annexation proceedings been commenced for the annexation of part of all of such property to another municipality.
- h. The proposed annexation will not result in the detachment of real property from any school district and the attachment of same to another school district.
- i. The proposed annexation will not have the effect of extending the municipal boundary more than three (3) miles in any direction in one (1) year.

3. The undersigned are the owners of more than 50% of the real property proposed to be annexed, and hereby consents to the establishment of the boundaries of this property as shown on the annexation plat submitted herewith.

4. No election for annexation to the City of Idaho Springs, Colorado, has been initiated for the real property to be annexed hereunder within the preceding twelve (12) months.

5. The legal description of the property to be annexed is as follows: Beginning at a point on the intersection of Line 1-10 of the Hall Placer, M.S. No. 11793 and the centerline of an existing dirt road known as "Divide View Drive", from which Corner No. 1 of said placer bears N79°59'39" W, a distance of 177.25 Feet; thence along said centerline, on the arc of a curve to the left, with a radius of 116.25 Feet, and a central angle of 64°21'04", for an arc distance of 130.57 Feet; thence continuing along said centerline S12°02'12"E, a distance of 24.78 Feet to a point on Line 4-1 of the Alley Mae Lode, M.S. No. 17552; thence N 44° 00' 00" E, along said Line 4-1, a distance of 174.70 Feet to a point on said Line 1-10 of the Hall Placer, thence N79° 59' 39" W, along said Line 1-10, a distance of 85.19 Feet to the point of beginning. Except unspecified Rights of Way for Divide View Drive as it currently exists and except any valid existing easements or rights-of-way existing at the time of conveyance.

WHEREFORE, the undersigned request that the City approve the annexation of the above-described property.

SIGNATURES TO PETITION FOR ANNEXATION
OF Richard L. Garnett and Connie L. Planck
THE CITY OF IDAHO SPRINGS, COLORADO

Property Owner: Richard L. Garnett and Connie L. Planck

Legal description of property owned: Lot 24, Montane Park Addition to the City of Idaho Springs, County of Clear Creek, State of Colorado, together with the parcel described above which will be combined with Lot 24 and henceforth referred to as Lot 24 Revised, Montane Park Addition.

Signature Connie L. Planck Date of Signature: 9-16-19

Signature: RL Garnett Date of Signature: 9.16.19

PO Box 3034, 245 Divide View Drive, Idaho Springs, CO 80452

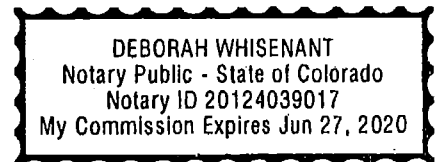
STATE OF COLORADO)
) ss.
COUNTY OF CLEAR CREEK)

The foregoing instrument was acknowledged before me this 16th day of September, 2019,
by Richard L. Garnett.

WITNESS my hand and official seal.

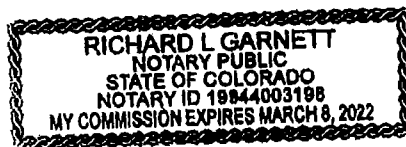
Deborah Whisenant
Notary Public

STATE OF COLORADO)
) ss.
COUNTY OF CLEAR CREEK)



The foregoing instrument was acknowledged before me this 16th day of September, 2019,
by Connie L Planck.

WITNESS my hand and official seal.



Richard L. Garnett
Notary Public

PETITION FOR ANNEXATION

Parcel 183536300001
(175 Divide View Drive)

TO: THE CITY CLERK AND THE CITY COUNCIL OF THE CITY OF IDAHO SPRINGS,
COLORADO

The undersigned, in compliance with the "Municipal Annexation Act of 1965," C.R.S. §31-12-101 et seq., as amended, hereby petition the City Council of the City of Idaho Springs, Colorado, for annexation to the City of Idaho Springs, the following described unincorporated territory located in the County of Clear Creek, State of Colorado, and more particularly described in Paragraph 5 below. In support of said Petition for Annexation, the undersigned submits the attached annexation map, and states and alleges as follows:

1. It is desirable and necessary that the property described in Exhibit A be annexed to the City of Idaho Springs, Colorado.
2. The requirements of C.R.S. §§31-12-104 and 31-12-105, as amended, exist and have been met as follows:
 - a. Not less than one-sixth (1/6) of the perimeter of the area proposed to be annexed is contiguous with the City of Idaho Springs, Colorado.
 - b. A community of interest exists between the City and the area proposed to be annexed to the City of Idaho Springs, Colorado.
 - c. The area proposed to be annexed is urban or will be urbanized in the near future.
 - d. The area proposed to be annexed is integrated or is capable of being integrated with the City of Idaho Springs, Colorado.
 - e. In establishing the boundaries of the area proposed to be annexed, no real property held in identical ownership, whether consisting of one tract or parcel of real estate or two or more contiguous tracts or parcels of real estate, will be divided into separate parts or parcels without the written consent of the landowners.
 - f. In establishing the boundaries of the area proposed to be annexed, no real property held in identical ownership, whether consisting of one tract or parcel of real estate or two or more contiguous tracts or parcels of real estate, comprising twenty (20) acres or more (which together with the buildings and improvements situated thereon has a valuation for assessment in excess of \$200,000.00 for ad valorem tax purposes for the year next preceding the annexation) shall be included without the written consent of the landowners.

- g. The property proposed for annexation is not presently part of any incorporated city or town, nor have annexation proceedings been commenced for the annexation of part of all of such property to another municipality.
- h. The proposed annexation will not result in the detachment of real property from any school district and the attachment of same to another school district.
- i. The proposed annexation will not have the effect of extending the municipal boundary more than three (3) miles in any direction in one (1) year.

3. The undersigned are the owners of more than 50% of the real property proposed to be annexed, and hereby consents to the establishment of the boundaries of this property as shown on the annexation plat submitted herewith:

4. No election for annexation to the City of Idaho Springs, Colorado, has been initiated for the real property to be annexed hereunder within the preceding twelve (12) months.

5. The legal description of the property to be annexed is as follows:

SEE EXHIBIT A

WHEREFORE, the undersigned request that the City approve the annexation of the above-described property.

SIGNATURES TO PETITION FOR ANNEXATION

OF Robert T. Bowland and Janice A. Bowland

THE CITY OF IDAHO SPRINGS, COLORADO

Property Owner: Robert T. Bowland and Janice A. Bowland

Legal description of property owned:

SEE EXHIBIT A

County of Clear Creek, State of Colorado

Signature: Robert T. Bowland Date of Signature: 6/13/19

Signature: Janice A. Bowland Date of Signature: 6-13-19

Robert T. and Janice A. Bowland
Post Office Box 1498
Idaho Springs, Colorado 80452

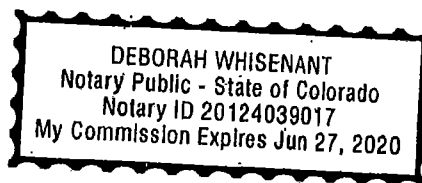
STATE OF COLORADO)
) ss.
COUNTY OF CLEAR CREEK)

The foregoing instrument was acknowledged before me this 13th day of June, 2018,
by Robert T Bowland and Janice A Bowland

WITNESS my hand and official seal.

My Commission expires: June 27 2020

Deborah Whisenant
Notary Public



CITY OF IDAHO SPRINGS
Clear Creek County, Colorado

Resolution No. 17, Series 2019

A RESOLUTION APPROVING A DEVELOPMENT AGREEMENT BETWEEN THE CITY OF IDAHO SPRINGS, ARGO HOLDINGS, LLC, AND MARY JANE LOEVIE CONCERNING THE ARGO-VCMP DEVELOPMENT AREAS

WHEREAS, in June of 2019, the City of Idaho Springs, Colorado ("City") approved the Mighty Argo & Virginia Canyon Mountain Park (VCMP) Planned Development zoning; and

WHEREAS, a condition of said zoning was the negotiation, approval and execution of a Development Plan among all property owners within the zoned area to address the parties' respective obligations concerning certain improvement and amenities, some of which are likely to be located across multiple parties' properties and to benefit more than one party or parcel; and

WHEREAS, the parties to the zoning have reached final agreement on a proposed Development Agreement which sets forth their general understanding concerning the same and which further requires the parties to enter into more specific agreements concerning all issues when each particular phase of development occurs through a Final Development Plan (FDP); and

WHEREAS, the City Council finds and determines that it is desirable to approve this first main Development Agreement in order to memorialize the parties' general understanding and agreement concerning future development.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Idaho Springs, Colorado, as follows:

The Public-Private Development Agreement between the City, Argo Holdings, LLC, and Mary Jane Loevie, concerning the Mighty Argo-VCMP future development area, attached hereto and incorporated herein by this reference, is hereby approved. The Mayor and City Clerk are authorized to execute the same.

RESOLVED, APPROVED, and ADOPTED this 12th day of November, 2019.

Michael Hillman, Mayor

ATTEST:

Diane Breece, City Clerk

PUBLIC-PRIVATE DEVELOPMENT AGREEMENT

THIS PUBLIC-PRIVATE DEVELOPMENT AGREEMENT ("Agreement") is hereby made and entered into this ___ day of November, 2019 (the "Effective Date"), by and between the City of Idaho Springs, Colorado, a Colorado statutory municipality (the "City"), Mary Jane Loevlie, an individual ("Loevlie"), and Argo Holdings, LLC, a Colorado limited liability company (the "Developer"). City, Loevlie, and Developer may hereinafter be referred to individually as a "Party" and collectively as the "Parties".

RECITALS

A. The City owns certain property known and designated as Virginia Canyon Mountain Park, shown and described as Area 3, and a portion of the Upper Landing known as Area 2C, on that certain Planned Development ("PD") attached hereto as Exhibit A and incorporated herein (the "Park").

B. Mary Jane Loevlie owns real property within and adjacent to the Park, including a portion of the Upper Landing shown and described as Area 2B on the PD, see Exhibit A, and certain mining claims, including the A.B.E. and Motor Mining Claims ("Loevlie Property").

C. Developer owns real property in and adjacent to the City and the Park, as shown and described on the PD as Area 1, see Exhibit A ("Argo Property").

D. The Parties have agreed to pursue mutual and common goals regarding the development of recreational infrastructure and facilities in and around the Park, the Loevlie Property, and the Argo Property (collectively referred to hereafter as the "Properties").

E. In furtherance of those goals, the Parties, as co-applicants, submitted the PD associated with the development of the Properties, which was recommended by the City Planning Commission on May 1, 2019 and approved by the Idaho Springs City Council on June 10, 2019.

F. The approval of the PD and related zoning changes for the Properties was conditioned upon the execution of a Development Agreement which sets forth the broad and general understanding of the Parties concerning the construction, installation, financing and on-going maintenance obligations of each, in relation to certain public amenities and improvements associated with the overall development plan for the Properties (the "Project").

G. This Agreement shall satisfy such condition of the PD approval.

H. Each phase of the Project will be approved through a Final Development Plan ("FDP") more expressly detailing the terms and conditions of the development of each respective phase, including the obligations of all Parties, the standards and conditions that will govern the development and related land uses of the Properties, and any required access and easement agreements. Additionally, the FDP's will include a companion document ("Associated Companion Document") that will define benefits and impacts to the City and the general public at large, such as shared revenue and parking.

I. This Agreement, all FDPs and Associated Companion Documents, and the PD will conform to the terms and conditions of the conveyance of land from Clear Creek County to the City memorialized in that certain agreement Concerning Conveyance of Land to the City of Idaho Springs for Recreation and Public Purposes Transfer Case No. 03-TR-005, recorded in Clear Creek County, Colorado in August of 2000, amended on March 24, 2003 at Reception No. 219192.

J. The Developer is currently undertaking the initial phase of the Project which includes the planning and design of an aerial gondola and related improvements, along with publicly-accessible recreational facilities, that will, in part, cross on, over, under, across, and through the Properties (the "Argo Project").

K. Capitalized terms shall have the meanings given to them in Article 1 of this Agreement.

L. The Parties desire to enter into this Agreement to set forth their respective rights, obligations, and commitment to working cooperatively in the interest of pursuing a well-planned and integrated development.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. DEFINITIONS

When used herein the following terms shall have the respective meanings set forth below:

1.1 **"Agreement"** shall mean this Development Agreement.

1.2 **"Argo Project"** shall have the meaning as set forth in Recital (J).

1.3 **"Argo Property"** shall have the meaning as set forth in Recital (C).

1.4 **"Associated Companion Document"** shall have the meaning as set forth in Recital (H).

1.5 **"City"** shall mean the City of Idaho Springs, Colorado.

1.6 **"City Regulations"** shall have the meaning as set forth in Section 2.1(ii).

1.7 **"Developer"** shall mean Argo Holdings, LLC, a Colorado limited liability company, and its assigns.

1.8 **"Effective Date"** shall have the meaning as set forth in the Preamble to this Agreement.

- 1.9 **“FDP”** or **“Final Development Plan”** shall have the meaning as set forth in Recital (H).
- 1.10 **“Gondola”** shall have the meaning as set forth in Section 2.2.
- 1.11 **“Loevlie”** shall mean Mary Jane Loevlie, an individual.
- 1.12 **“Loevlie Property”** shall have the meaning as set forth in Recital (B).
- 1.13 **“Park”** shall have the meaning as set forth in Recital (A).
- 1.14 **“PD”** or **“Planned Development”** shall mean that certain Planned Development submitted by the Parties as co-applicants and approved by the City Planning Commission on May 1, 2019 and by the Idaho Springs City Council on June 10, 2019.
- 1.15 **“Project”** shall have the meaning as set forth in Recital (F).
- 1.16 **“Properties”** shall have the meaning as set forth in Recital (D).
- 1.17 **“Upper Landing”** shall mean the landing area of the Gondola and the related improvements located in Area 2B and 2C of the PD.

2. DEVELOPMENT AND CONSTRUCTION

2.1 Developer Development. Developer intends to design, develop and construct the Argo Project in accordance with the following:

- (i) The terms and provisions of this Agreement;
- (ii) All applicable standards, rules and regulations of the City (collectively, the “City Regulations”);
- (iii) The PD; and
- (iv) All finally-approved FDPs, Associated Companion Documents and any other site-specific development plans and agreements required by City Regulations, the City Council or any other governing authority.

2.2 Gondola. The Parties agree to work together on the planning and implementation of any and all aspects of the aerial gondola system, associated improvements, utilities, and infrastructure (“Gondola”) that will be constructed on, over, under, across, and through the Properties.

2.3 City Development. The City intends to develop and commence construction on improvements related to the Park, including publicly-accessible hiker and mountain biking trails

and other consistent recreational features. The City agrees to complete such activities in accordance with all requirements set forth in Section 1.1 above.

2.4 Payment of Contractors, Materials, and Laborers. The Parties shall each be responsible for the costs of design, installation, materials and testing of their respective design and construction activities, and as otherwise set forth in this Agreement. The Parties agree to timely make payments of all amounts due to persons supplying labor, materials or services in connection with such work, and to any persons who may otherwise be entitled to assert a lien upon any portion of the Properties. In the event that any person asserts a lien upon the Properties, the responsible Party will indemnify and defend the other Party with respect to the claimed lien, and shall further immediately take any and all steps as are necessary to remove or bond over such, regardless of the merits of the claimant of the lien.

2.5 Cooperation. The Parties mutually agree to coordinate the design, development, construction, operations, and cost sharing reflecting the mutual benefits of the Project to each Party, for example, such as:

- i) Amenities such as restrooms, bike racks, etc.
- ii) Shared infrastructure and utilities, including finish and striping of right-of-way, lighting and associated amenities and their-routing of existing streets to provide access to the Argo Property
- iii) Parking, connectivity and mobility solutions
- iv) Signage
- v) Emergency Access
- vi) Community Spaces
- vii) Public Multi-Use Trail connecting the Upper Landing to the Argo Property
- viii) Oversize reimbursement
- ix) Utility fees
- x) Water rights at the Upper Landing
- xi) Rock fall mitigation to accommodate parking, and otherwise benefit the Project
- xii) Tree clearance
- xiii) Environmental mitigation and remediation
- xiv) Improvement funding, including but not limited to grant submittals, impact studies and fees, permit and inspection fees, and research and implementation of other financing strategies.

2.6 Access and Easements. Upon approval of the FDP, the Parties agree to grant and convey, and execute and record, one or more access agreements to achieve and guarantee the following:

- (i) The City shall grant to Developer a non-exclusive permanent easement approximately fifty (50) feet on either side of the Gondola towers, through, over, under, on, and across the Park and as otherwise needed for the development of the Argo Project, and to construct, install, maintain, operate, repair and replace the Gondola and uses/utilities incidental to the Gondola as described in the PD, as well as a temporary construction easement related to the same.

(ii) The Developer shall grant to the City a non-exclusive permanent public access easement over, across and through the property within Use Area I owned by the Developer, to the Park from Riverside Drive.

(iii) Loevlie shall grant to the City either a lease, license, use agreement, or non-exclusive permanent public access easement over, across and through Use Area 2B for purposes of providing public access to the Park from Santa Fe Mine Road.

(iv) The City shall grant to Loevlie and Developer a lease, use agreement, or non-exclusive permanent public access easement over, across and through Use Area 2C for purposes of providing public access to the Gondola and uses incident to the Gondola.

(v) The Parties may agree to grant additional reciprocal access easements for the benefit of each Party for access to and use of the recreational amenities on the Properties, and to maintain, repair, and replace the improvements related to the same.

The precise locations of such access, easements, and use areas shall be mutually agreed upon by the Parties. The Access Agreement(s) required hereby must be approved prior to the scheduling of any public hearing on a Final Development Plan for any portion of the Planned Development area.

2.7 Public Benefits. Resident annual passes for the Gondola and discretionary contributions from the Developer to the City of Idaho Springs will be defined in the Final Development Plan and Associated Companion Documents.

3. LIABILITY LIMITATIONS – HOLD HARMLESS

3.1. Non-Liability. Developer acknowledges that the City's review and approval of the plans for the development of the Properties is done in furtherance of the general public health, safety, and welfare and that no specific relationship with, or duty of care to the Developer or third parties is assumed by such review approval, and nothing herein shall be deemed or construed as a waiver by the City of any rights, immunities, limitations, or protections afforded to it under the Colorado Governmental Immunity Act (§ 24-10-101, C.R.S., *et seq.*), as now or hereafter amended.

3.2 Hold Harmless. Developer agrees to save, defend and hold the City harmless from any claims brought by any third party against the City which are attributable to any act or omission of the Developer, its employees, agents, contractors, subcontractors, and consultants with respect to: (i) the construction and installation of the improvements related to the Argo Project; and (ii) this Agreement. This indemnification does not extend to claims of willful misconduct or negligence brought by any third party against the City which is attributable to any act or omission of the City. To the extent permitted under applicable law, if permitted at all, the City agrees to save, defend, and hold the Developer and Loevlie harmless from any claims brought by any third party against the Developer or Loevlie which are attributable to any act or omission of the City, its employees, agents, contractors, subcontractors, and consultants with respect to the design, construction, or use of the Park. This indemnification does not extend to claims of willful

misconduct or negligence brought by any third party against the Developer or Loevlie which is attributable to any act or omission of the Developer or Loevlie.

3.3 Insurance. Developer and its contractors performing work in constructing the Argo Project shall at all times hereunder have and maintain in full force and effect comprehensive liability insurance, providing general liability, and comprehensive automobile liability insurance. Developer and contractors shall at all times fully comply with the Colorado Workmen's Compensation Act, and shall ensure that each of its contractors and subcontractors are in full compliance with the Act. Nothing herein shall be construed to relieve or discharge Developer of its liability to the City under the terms of this Agreement should Developer for any reason fail to procure and maintain any required insurance in sufficient amounts. The City agrees to maintain commercially reasonable insurance for its work in constructing improvements to the Properties. The Parties agree to work together to obtain appropriate insurance to address public use of the Properties upon completion of the same.

3.4 Recreational Liability Act. To the extent applicable to any portion or all of this Agreement, Developer and Loevlie are entitled to the benefits, protections, and limitations on liability available under the Colorado Recreational Liability Act, C.R.S. Section 33-41-101, *et. Seq.*

4. STANDARDS AND PROCEDURES

4.1. Development Standards. The Parties shall perform all duties, obligations, or activities described in this Agreement in accordance with all applicable laws, standards, rules and regulations.

4.2 The Plans. Developer shall obtain all necessary approvals from the City prior to commencing any vertical construction. Developer shall be allowed to begin grading, excavation, and associated groundwork and related utilities work prior to final approval of the FDP through an earth disturbance permit. The Developer shall have sole discretion related to the use of third-parties for design, construction, consultation, and engineering needed to achieve permitting for the Argo Project. The Developer and future owners/developers within the Project boundary shall, after the date of this Agreement and associated Final Development Plans, be eligible to apply to the City and receive implementing permits and approvals for the uses set forth in the PD for this Project.

4.3 Inspection. At reasonable times during construction of the Argo Project, applicable authorities shall have the right, but not the duty, to inspect materials and workmanship in order to ascertain conformance with applicable laws. Developer shall reasonably cooperate and assist in gaining appropriate access to the areas designated for inspection. It shall be the duty of the Parties to notify the other Party upon discovery of any non-conformance with the applicable laws. Subject to the terms of this Agreement, inspection and acceptance of any work shall not relieve Developer of any responsibility under this Agreement.

4.4 Dust and Erosion Control. The Parties during construction activities of their mutually beneficial project elements, shall be responsible, including shared costs, for using proper dust and erosion control in accordance with State Health Department standards, and further be responsible

for maintaining the streets in such a manner that they may be traveled upon with safety in accordance with State of Colorado Health Department standards and regulations.

4.5 Maintenance/Repair/Replacement Obligations. The City shall be responsible for the maintenance, repair, and replacement of the Park and any related improvements. Developer shall be responsible for the maintenance, repair, and replacement of the improvements related to the Argo Project, including the Gondola, except as otherwise provided in this Agreement.

4.6 City Financial Obligations. All direct and indirect financial obligations of the City under this Agreement are subject to the annual appropriation of funds by the Idaho Springs City Council. No provision of this Agreement will be or interpreted: (a) to directly or indirectly obligate the City to make any payment in any fiscal year in excess of amounts appropriated by the City for such fiscal year; or (b) as creating a debt or multiple fiscal year direct debt or other financial obligation whatsoever of the City within the meaning of Article X, Section 20 of the Colorado Constitution or any other constitutional or statutory limitation or provision.

4.7 Emergency Service/Rescue Protocol and Services. The Developer and City agree to coordinate and, develop rescue protocol and services for the Gondola in case of an emergency and within a timeframe required by the Colorado Passenger Tramway Safety Board.

4.8 Location and Type of Facilities are Intended as Approximate. The location and type of facilities contemplated in this Agreement are approximate and may change throughout the term of this Agreement.

4.9 Subsequent Approvals Not Guaranteed. The Developer and Loevlie acknowledge and agree that the City, as a municipal corporation, acting through its City Council and Planning Commission, acts in a quasi-judicial capacity in considering and acting upon any and all subsequent applications to the City necessary to the development of the Project, the Argo Project, the Argo Property or the Loevlie Property, either individually or in combination. Developer and Loevlie expressly acknowledge and agree that the City cannot and does not contract for or guarantee in any way the outcome of those quasi-judicial applications; the Parties understanding and expressly agreeing that the City and its commissions, officers and employees review and act upon the applications solely under the City Regulations and relevant state statutes. The Parties acknowledge the City's role in this regard and agree that the City is no way obligated to act upon any quasi-judicial matter as a consequence of this Agreement; the City's role as a Party to this Agreement being wholly independent of its role as the local governmental entity charged with land use review. In the event the City fails to approve the FDP or the Argo Project, this Agreement shall terminate, and the Parties shall be released from all further obligations under this Agreement except those that expressly survive termination.

5. OWNERSHIP OF IMPROVEMENTS

Except as otherwise set forth in this Agreement, all work performed and improvements completed as part of the Argo Project shall be and remain the sole and exclusive property of the Developer. All improvements completed as part of the Park will be and remain the sole and

exclusive property of the City, unless otherwise developed, constructed, or owned by Developer or its affiliates or assigns.

6. ENFORCEMENT AND REMEDIES

6.1 Breach of Agreement. In the event any Party should fail to comply with any of the terms, conditions, covenants, and undertakings hereof, such non-compliance shall be cured and brought into compliance within 30 days of written notice of breach by the other Party. Such notice will specify the conditions of default. If such default is not of a type that can be cured within such 30-day period and the defaulting Party gives written notice to the non-defaulting Party within such 30-day period that it is actively and diligently pursuing such cure, the defaulting Party will have a reasonable period of time given the nature of the default following the end of such 30-day period to cure such default, provided that such defaulting Party is at all times within such additional time period actively and diligently pursuing such cure. For any default that is not cured as described above, the non-defaulting Party may pursue any other remedy at law or in equity which may be appropriate under the City Regulations, the applicable laws and legal standards of the State of Colorado or the United States before any court of competent jurisdiction. Such remedies shall be cumulative.

6.2 Legal Expenses. In the event it is necessary to initiate legal proceedings to enforce the provisions of this Agreement, the non-prevailing Party shall be responsible for all reasonable legal expenses and costs incurred by the prevailing Party.

6.3 Venue. Venue for any legal proceedings shall be in the County of Clear Creek, State of Colorado.

7. MISCELLANEOUS PROVISIONS

7.1 Recordation. This Agreement shall be recorded with the Clear Creek County Clerk and Recorder.

7.2 No Waiver. Nothing herein shall constitute or be interpreted as a waiver or repeal of existing codes or ordinance or the City's legislative, governmental or police powers, nor shall this Agreement prohibit the enactment by the City of any fees or any other ordinances which are of uniform or general application

7.3 Third Party Beneficiaries. This Agreement will not be construed as or deemed to be an agreement for the benefit of any third party or parties, and no third party or parties will have any right of action hereunder for any cause whatsoever

7.4 Successors and Assigns. This Agreement will be binding upon each Party, its successors and assigns, and will be deemed a covenant running with the Properties. The Developer shall be permitted to (i) convey the entire Argo Property at its discretion and assign this Agreement to such successor developer/owner, and (ii) to assign this Agreement to an affiliate or other entity substantially controlled by Developer at its sole discretion. Following any such assignment of this Agreement and delivery to the City of written evidence of such assignment and an express assumption of the obligations and liabilities by the assignee, Developer will be relieved from any

obligations and liabilities so assumed by such assignee, and the City will accept performance by such assignee.

7.5 Notice. All notices, demands or other communications required or permitted to be given hereunder will be in writing and any and all such items will be deemed to have been duly delivered upon personal delivery; or as of the third business day after mailing by United States mail, certified, return receipt requested, postage prepaid, addressed as follows; or as of the immediately following business day after deposit with Federal Express or a similar overnight courier service that provides evidence of receipt, addressed as follows:

Developer:
Argo Holdings, LLC
P.O. Box 1201
Idaho Springs, CO 80452
c/o Mary Jane Loevlie
copy to: Robert T. Bowland; Janice A. Bowland; Kristian Loevlie

City:
City of Idaho Springs, Colorado
c/o City Administrator
1711 Miner Street
P.O. Box 907
Idaho Springs, CO 80452

With a copy to:
Carmen Beery
Murray Dahl Beery & Renaud, LLP
710 Kipling St., Suite 300
Lakewood, CO 80215

Loevlie:
c/o Mary Jane Loevlie
P.O. Box 218
Idaho Springs, CO 80452

A Party may change the address to which notice is to be sent by providing notice set forth in this section.

7.6 Section Headings. The section of headings are inserted herein only for convenience or reference, and in no way shall be defined to limit or describe the scope or intent of any of the provisions in this Agreement.

7.7 Severability. If any part, term, or provision of this Agreement is held by the courts to be illegal or otherwise unenforceable, such illegality or unenforceability will not affect the validity of any other part, term, or provision, and the rights of the Parties will be construed as if the part, term, or provision was never part of this Agreement.

7.8 Applicable Law. This Agreement will be governed by and construed in accordance with the laws of the State of Colorado, without reference to its conflict of laws provisions.

7.9 Modification. This Agreement may be amended or modified only by written instrument executed by the Parties.

7.10 Counterparts. This Agreement may be executed in any number of counterparts, each of which will be deemed an original instrument, but all of which together will constitute but one and the same instrument.

7.11 Communication and Cooperation. The Parties agree to timely communicate and cooperate with one another throughout the duration of this Agreement.

[signature pages to follow]

CITY OF IDADO SPRINGS, COLORADO,
a Colorado statutory municipality

BY: _____
Michael Hillman, Mayor

ATTEST:

APPROVED AS TO FORM:

by: _____

Subscribed before me this _____ day of _____, 2019, by Mary Jane Loevlie, an individual.

My commission expires: _____

DEVELOPER
ARGO HOLDINGS, LLC
a Colorado limited liability company

By: _____
Name: Mary Jane Loevlie
Its: Manager

STATE OF COLORADO)
) ss.
COUNTY OF)

Subscribed before me this _____ day of _____, 2019, Mary Jane Loevlie as Manager of Argo Holdings, LLC, a Colorado limited liability company.

Notary Public

My commission expires: _____

Exhibit A

Planned Development (PD) Overview [see attached]

CITY OF IDAHO SPRINGS
Clear Creek County, Colorado

Resolution No. 18, Series 2019

**A RESOLUTION ADOPTING AN AMENDED COMPENSATION PLAN FOR
EMPLOYEES AND OFFICERS OF THE CITY**

WHEREAS, by Ordinance No. 6, Series 2009 the City Council adopted a compensation plan for certain officers and employees of the City, as authorized by §31-4-109, C.R.S.; and

WHEREAS, the Compensation Plan so adopted provides for the Salary Schedule and Job Descriptions contained within and forming a part of said Compensation Plan to be adopted from time to time by Resolution of City Council; and

WHEREAS, the City Council most recently amended the Compensation Plan on March 11, 2019 through the adoption of Resolution No. 3, Series 2019; and

WHEREAS, the City Council has reviewed job descriptions for employees and officers of the City and now desires to adopt revisions to those descriptions, in the form attached to and incorporated into the Resolution by reference.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Idaho Springs, Colorado as follows:

Section 1. The above and foregoing recitals are adopted and incorporated herein by reference.

Section 2. The prior Job Descriptions are hereby revised in their entirety and are adopted by this Resolution. The Job Descriptions attached hereto become effective upon adoption of this Resolution.

Section 3. Should any one or more sections or provisions of this Resolution or of the Salary Schedule provisions enacted hereby be judicially determined invalid or unenforceable, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution or of such Salary Schedule, the intention being that the various sections and provisions are severable.

Section 4. Any and all Resolutions or parts thereof in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed; provided, however, that the repeal of any such Resolution or part thereof shall not revive any other section or part of any Resolution heretofore repealed or superseded.

RESOLVED, APPROVED, and ADOPTED this 12th day of November, 2019.

Michael Hillman, Mayor

ATTEST:

Diane Breece, City Clerk

CITY OF IDAHO SPRINGS COMPENSATION PLAN
January 1, 2020 – December 31, 2021

Administrative Department

Position	Minimum	Maximum
City Administrator (Exempt)	105,271	147,176
Assistant City Administrator (Exempt)	60,000	84,000
Finance Officer (Exempt)	71,018	101,487
Community Development Planner (Exempt)	68,302	98,462
City Clerk/City Treasurer (Exempt)	63,375	89,751
Administrative Assistant/Deputy City Clerk	38,990	56,784
Administrative Assistant/Utility Clerk	38,990	56,784
Custodian (part-time)	20.00/hr.	26.00/hr.

Police Department

Position	Minimum	Maximum
Police Chief (Exempt)	93,707	135,104
Police Lieutenant (Exempt)	64,471	91,140
Patrol Corporal	52,291	66,414
Police Officer/Patrol Detective	51,592	71,893
Code Compliance Officer	39,575	55,714
Records Supervisor	44,408	57,741
Records Specialist	39,530	54,993
Marijuana Compliance Officer (part-time)	100.00/hr.	100.00/hr.

Public Works Department

Position	Minimum	Maximum
Public Works Superintendent (Exempt)	86,709	125,393
Maintenance Worker III (Streets, Parks, Distribution & Collection)	44,340	61,268
Maintenance Worker II (Streets, Parks, Distribution & Collection)	37,003	48,110
Maintenance Worker I (Streets, Parks, Distribution, Collection)	31,818	46,755
Seasonal Laborer	14.92/hr.	14.92/hr.

Water/Wastewater Department

Position	Minimum	Maximum
W/WW Superintendent/ORC (Exempt)	86,709	125,393
Maintenance Supervisor	52,820	73,271
Plant Operator III	45,893	63,461
Plant Operator II	40,381	55,911
Plant Operator I	37,671	51,928
Plant Operator Trainee	31,034	40,331

City of Idaho Springs Job Description

POSITION TITLE: City Administrator

DEPARTMENT: Administration

POSITION SUMMARY

The City Administrator is appointed by the City Council and serves at the pleasure of the Mayor and the City Council of Idaho Springs. This position is the primary point of contact for information flow between City departments, building inspector, planner, surveyor, engineers and contractors and other associates of the City and Council, and all other private organizations for day-to-day operations to insure the exchange and forwarding of pertinent information to City Council. This is a full-time exempt salary position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Attend all scheduled Council meetings and work sessions, participate in discussions and make recommendations to City Council. Provide administrative updates for all Council meetings.
2. Ensure the implementation of City Council policies and directives.
3. Prepare and recommend an annual budget to the Council.
4. File Approved Budget and Certification of Mil Levy with DOLA and state as required.
5. In cooperation with the City Treasurer, monitor budgetary and fiscal control through accepted fiscal and accounting procedures including familiarity with financial software and training.
6. Monitor to insure compliance with the City's Purchasing Policy.
7. Ensure that all department heads are performing employee performance measurements and that these are incorporated into the budget planning process.
8. Oversee Human Resources activities for the City in cooperation with department heads. Serve as support to Personnel Review Board and Administrative Committees. Maintain confidential personnel files. Informs permanent/full time employees of available benefits.
9. Responsible for oversight of the City's insurance coverage for property casualty and workers compensation, annual renewal and claims reporting and all correspondence regarding such.
10. Serve as safety coordinator.
11. Maintain the employee handbook; recommend updates to the City Council for adoption.
12. Attend appropriate meetings of organizations whose activities may affect the operation of the City. Provide the City Council with updates of these organizational activities.
13. Coordinate Public Relations activities for the City. Duties include but are not limited to performing citizen outreach and intergovernmental relations activities for the City and providing liaison with various intergovernmental agencies, civic groups, and the public.
14. Coordinate staff support to City Council, including composing and editing correspondence, informational surveys, reports studies, scheduling appointments, researching records and investigations.
15. Supervise Assistant City Administrator, Community Development Planner, and Finance Officer.

Serve as primary contact with the Building Official, Attorney and any other professional service

City of Idaho Springs Job Description

contractor engaged by the City. Research and advise the Council on grants and other financial techniques and strategies.

16. Write grant applications. Administer grants, if funded, in accordance with contracting agency. Monitor that grant projects are done within the scope of services and in a timely manner.
17. Assist with special projects and studies when necessary.
18. Develop, review, implement and update various City guidelines and plans in conjunction with other departments and the City Council. This includes bi-annual compensation plan, 5-year capital improvement plan, etc.
19. Monitor water rights with attorney. Responsible for billing water leases payments.
20. Other duties as may be required by the ordinances of the City.
21. Perform any additional duties as directed by the Mayor or City Council.

EXPERIENCE AND TRAINING

Formal education: Undergraduate College Degree in Public Administration, Administration, Business or related field. Master's degree preferred.

Certificates and licenses: Possess and maintain a valid Colorado Driver License.

Special training or experience: A combination of education and experience that could likely provide the necessary knowledge skills and abilities is qualifying. A minimum of three years of progressively responsible professional and comprehensive local governmental experience is preferred.

Skill/Ability to: Read, understand and interpret State, Federal and County laws; write clear, concise and accurate reports; prepare and present technical information at public meetings; read, understand, interpret and explain the Municipal Code; basic knowledge of employment law; knowledge of accounting/budgeting practice and related law. Must be able to develop and maintain cooperative working relationships with staff, the general public, other department and agency staff and the City Council.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Must be able to lift 25 lbs. unassisted.

REPORTING RELATIONSHIPS

This position reports to the Mayor for day-to-day operations and to the City Council for matters of policy.

City of Idaho Springs

Job Description

POSITION TITLE:	Assistant City Administrator
DEPARTMENT:	Administrative

POSITION SUMMARY

The Assistant City Administrator is responsible for a wide variety of professional duties and supports the City Administrator, Community Development Director, and Department Heads. This position manages projects, grants, communications, and assists the City Administrator and Finance Officer with financial management. This position also serves as a liaison to the Clear Creek Economic Development Corporation (CCEDC), manages the business loan program, and provides staff support to CCEDC for approximately eight hours per week under the direction of the CCEDC President and CEO. Other supervisory and leadership duties may be assigned based on organizational need. The Assistant City Administrator reports to the City Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the City Administrator, Community Development Planner, City Clerk, Finance Officer, and Department Heads in the day to day administrative operation of the City.
- Assists the City Administrator with a variety of projects including, but not limited to, grant writing, liaison with community organizations, information gathering, and information technology.
- Assists in the implementation of the strategic initiatives and goals of City Council.
- Establishes and maintains effective working relationships with Employees, City Officials and Department Heads, Community Groups, Professional Organizations, and the Public.
- Conduct independent research and make recommendations regarding complex administrative projects and problems.
- Researches, prepares, implements and evaluates a variety of new or special administrative programs as assigned; recommends solutions to potential or existing City problems.
- Prepare and present staff reports to the City Council and provide administrative support to boards, commissions, and committees of the City.
- Represents the City at various community meetings, boards, committees, and task forces as assigned.
- Organizes, collaborates with, and leads Project Teams as assigned.
- Assist the City Administrator and Finance Officer in preparation, evaluation and administration of the operating and capital budgets.
- Assists the Community Development Planner in the oversight of development activity in the City and in day to day tasks such as GIS mapping & management and the preparation of reports and other research.
- Serves as a staff resource for the Planning Commission, Historic Preservation Review Commission, and Historic Sites and Facilities Committee.
- Assists in introducing innovative and productive improvements throughout the organization.
- Assist the City Administrator in the negotiation and management of partnerships and agreements.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Coordinate and manage special projects and city events.
- Coordinate communications and other city-wide activities with the objective of enhancing the jurisdiction's image through sound community relations and reliable dissemination of public information.
- Serve as the webmaster and coordinate public information.
- Conduct grant research, preparation, administration and management.

City of Idaho Springs Job Description

- Provide information technology support and coordinate with the City's information technology provider.
- Attend evening meetings of the City Council, Planning Commission, Historic Preservation Review Commission, and other events that may be required.
- Attend professional meetings and conferences offered by organizations such as Colorado City County Managers Association, Colorado Municipal League, and the International City County Management Association.
- Other duties as required

EXPERIENCE AND TRAINING

Knowledge of:

- The principles and practices of public administration.
- Research techniques, methods and procedures.
- Competence with Office Programs, Caselle, and GIS
- Modern office management principles and practices.
- The principles and practices of municipal budget preparation.
- Statistical and financial analyses and presentation.
- Grant administration.

Ability to:

- Organize, allocate, coordinate and review the work of subordinates engaged in routine and complex clerical or research work.
- Analyze, interpret and report research findings.
- Establish and maintain effective working relationships with employees, municipal officials and the public.
- Follow written and oral instructions.

Education and Experience Required

Bachelor's degree in Public Administration or similar field, master's degree preferred; minimum three years of experience in business administration or public administration, preferably in municipal government; or equivalent combination of experience and training.

Certificates and licenses: Possess and maintain valid Colorado Driver License.

Special training or experience: Knowledge of and experience using Microsoft Word, Excel, Caselle.

Skill/ Ability:

Must possess and maintain good computer skills. Ability to read, understand, interpret and explain the City Municipal Code and State laws pertaining to government. Write clear, concise and accurate correspondence and reports.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Must be able to lift 25 lbs. unassisted.

REPORTING RELATIONSHIPS

This position reports to the City Administrator

City of Idaho Springs Job Description

POSITION TITLE:	Finance Officer
DEPARTMENT:	Administrative

POSITION SUMMARY

The Finance Officer works for the City Administrator. This position is responsible for internal and external financial reporting, fund accounting, accounts payable, accounts receivable, assistance in budget, payroll and sales/use tax. The Finance Officer works in the Administrative Department performing financial duties as necessary. This is an exempt, salaried position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reconcile all funds and appropriations of the City to monthly statements issued by all banks and investment accounts at which the City has funds, not less frequently than monthly.
2. Assist City Administrator with budget preparation, forecasting revenue and expenditure projections. Calculating TABOR limits, property/sales tax rates and preparation of budget resolutions.
3. Completes associated tax filings and payments.
4. File quarterly payroll tax reports.
5. Compile monthly bills to be published and send to newspaper as required.
6. Special projects and assignments ie: Water/Sewer rate studies; CIP and financial policies.
7. Prepare and file conservation trust and highway user's reports.
8. Utilizing the computer accounting system, prepares and posts adjusting and recurring journal entries and update general ledger; analyzes and reconciles accounts to general ledger as required; prepares year end accruals adjustments; reversing entries and closes the general ledger.
9. Process and file 1099's after vendor W9's are compiled.
10. Work with auditor and City Administrator as necessary to prepare Management and Discussion and Analysis for inclusion in audit.
11. Prepare and submit to the Department Heads and Council in a timely manner after the close of each month a full and detailed account of all revenues and expenditures compared to budget. A financial report including cash account and fund balances.
12. Update and review SAM, Dun & Bradstreet reports online.

City of Idaho Springs Job Description

13. Keep an accurate and detailed account of all bonds and loans owed by the City.
14. Provide a complete listing of pending invoices to be included in each City Council meeting packet. Process all invoices to the City and, upon approval of the City Council, issue payment of the same; checks must be ready for signatures and mailing the day following Council approval. Maintain files for all accounts payable documents.
15. Assist payroll clerk in entering benefits into payroll after open enrollment.
16. Pay payroll benefits after each pay period.
17. Monitor cash accounts and transfer money when needed.
18. Coordinate with City Treasurer as necessary.
19. Other duties as assigned by City Administrator.

EXPERIENCE AND TRAINING

Formal Education: Undergraduate College Degree in Accounting, Business or related field. Combination of education and experience commensurate with the stated skills and specific duties attendant to this position may be considered.

Certificates and licenses: Possess and maintain valid Colorado Driver License.

Special training or experience: Knowledge of and experience using Microsoft Word, Excel, Caselle. General bookkeeping, payroll and accounting skills.

Skill/ Ability:

Must possess and maintain good computer skills. Ability to read, understand, interpret and explain the City Municipal Code and State laws pertaining to government. Write clear, concise and accurate correspondence and reports.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Must be able to lift 25 lbs. unassisted.

REPORTING RELATIONSHIPS

This position reports to the City Administrator

City of Idaho Springs Job Description

POSITION TITLE: **Community Development Planner**
DEPARTMENT: **Administration**

POSITION SUMMARY

The Community Development Planner works with the City Administrator performing land use, zoning, and short and long range planning functions for the City. This professional position shall be the primary point of contact for information flow among developers, engineers, City departments and applicants for all assigned projects to insure the exchange and forwarding of pertinent information to the Planning Commission and City Council. This is a non exempt hourly position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for projects pertaining to the City's land use, planning, zoning, and community development.
2. Coordinate, review, and process development proposals including annexation, zoning, subdivision of land, variances, site planning, and related land use applications.
3. Present reports to commissions and councils regarding projects, plans, ordinances and other planning related matters.
4. Perform citizen outreach, providing liaison with various civic groups and the public when related to planning and community development. Assist with special projects and studies when necessary. Review and analyze project proposals for consistency with ordinances and general plan elements; prepare factual reports of proposed projects; evaluate plans and reports from other agencies.
5. Assist in updating various City guidelines and plans in conjunction with other departments and the City Council. This includes rezoning and annexation, Comprehensive Plan, Master Plan, Three-Mile Plan, Hazard Mitigation Plan, etc.
6. Assist to implement the planning and zoning objectives, policies, and priorities.
7. Administer and enforce the provisions of the City's 1041 Regulations and regulations for areas and activities of special interest.
8. Under general direction from the City Administrator, identify, apply for and administer grants related to planning and community development.
9. Maintain clear communication with applicants, provide guidance to facilitate compliance with City regulations and good planning practice with timely completion of projects.
10. Coordinate with staff and review agencies to ensure that the development review process is accurate and timely.
11. Meet with developers and citizens regarding significant development issues and maintain a good working relationship with the development community and citizens.
12. Present to the City Administrator amendments to the City Code, Comprehensive Plan and related plan documents or efforts when necessary.
13. Under policy direction from the City Administrator, represents the City in development and land use matters. Interacts with the public on an as-needed basis regarding City programs and projects.
14. Under direction from the City Administrator, presents agenda items for the City Council, Planning Commission, Historic Preservation Review Commission and other committees as required.
15. Provides professional advice to the Planning Commission, City Council, City Administrator and other City departments on planning, zoning enforcement, code enforcement, and related matters.
16. Interpret ordinances and regulations, with assistance of legal counsel as necessary, as they apply to applications.
17. Provides constructive feedback and collaborates on issues and solutions.
18. Attend all Planning Commission meetings. Attend Historic Preservation Review Commission and Variance Board meetings when necessary. Attend all scheduled Planning Commission or Council public hearings to present findings and make recommendations.
19. Coordinate planning and community development activities with outside agencies including Clear Creek County, Clear Creek County Economic Development Authority, Colorado Department of Transportation, Denver Regional Council of Governments, and Downtown Colorado, Inc.

City of Idaho Springs Job Description

20. Perform any additional duties as may be required by the ordinances of the City or as directed by the City Administrator.

EXPERIENCE AND TRAINING

Formal education: A Bachelor's degree from an accredited college or university in Urban and Regional Planning, Community Development, Public Administration or related field. Master's degree desirable.

Certificates and licenses: American Institute of Certified Planners (AICP) credential is preferred. Possess and maintain a valid Colorado Driver License.

Special training or experience: A combination of education and experience that could likely provide the necessary knowledge skills and abilities. Knowledge of and experience in design and planning principles, practices, and administrative procedures; legal aspects of planning, and planning for environmentally sensitive areas; and site planning and design. Minimum two years progressively responsible experience in municipal planning or government related experience.

Skill/Ability to: Provides excellent customer service; communicates courteously and responsibly; provides effective and efficient service both internally and externally. Read, understand and interpret State, Federal and local laws pertaining to planning and environmental issues; write clear, concise and accurate reports; prepare and present technical information at public meetings; read, understand, interpret and explain the Municipal Code; and related law. Creates and retains cooperative working relationships with staff, the general public, other department and agency staff and the City Council. Maintain ability to effectively work as staff across all planning, building and code enforcement job descriptions.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Must be able to lift 25 lbs. unassisted.

REPORTING RELATIONSHIPS

This position reports to the City Administrator and may supervise interns. This position requires occasional evening meetings and the ability to work a flexible schedule as needed.

Revised: February 2016

City of Idaho Springs Job Description

POSITION TITLE:	City Clerk
DEPARTMENT:	Administrative

POSITION SUMMARY

The City Clerk is elected by the voters at large to a four year term with no term limits. The City Clerk provides the direct link between the citizens and their government. The City Clerk has been given the guardianship of the most fundamental tools of our democratic government; they are the recorders of the action of our legislative bodies, custodians of the documents of government, administrators of our free and open elections, and receiver of the citizen's requests.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Attend all scheduled meetings of the City Council and serve as recording secretary. Attend all scheduled City Council work sessions.
2. Promptly prepare minutes of all City Council meetings and present for City Council approval at the next regular meeting.
3. Maintain a working knowledge of the City's Municipal Code and all sections of the State Statutes having an impact on the duties of the City Clerk, including, but not limited to, the Municipal Election Code, the Colorado Beer Code, the Colorado Liquor Code and the Colorado Medical Marijuana and the Colorado Retail Marijuana Code.
4. Prepare and issue all licenses issued by the City when required by the Municipal Code, keep a complete and accurate record of the name of each licensee, the amount paid for the license, the purpose and length of time for which the license was issued and the expiration date thereof. Present for Council approval when required.
5. Attend all scheduled meetings of the local Liquor & Marijuana Licensing Authority and serve as secretary thereto; distribute and review all license applications for completeness; refer license applications to the Chief of Police and City Attorney for statutory compliance review prior to consideration by the Authority.
6. Prepare as necessary applications for public hearing when applicable.
7. Accept changes of corporate structure, changes of trade name or corporate name, manager registrations and requests for modification of licensed premises; schedule consideration by the Authority.
8. Prepare resolutions and ordinances as required; coordinate with City Attorney when appropriate.
9. Update copies of City's Municipal Code when ordinance adoption requires and codify ordinances annually or more often when necessary.
10. Accept and process applications for license renewal for liquor, medical and retail marijuana and applications for special event permits that require liquor approval; promptly report all actions taken to the City Council.
11. Serve as primary staff support to Variance Board, Planning Commission and HPRC; act as recording secretary for each; schedule meetings, prepare agendas, prepare and distribute packets, post notices.
12. Supervise the Administrative Utility and Court Clerks.

City of Idaho Springs
Job Description

13. Accept and process applications for Public Events on City-owned property; promptly report all actions taken to the City Council.
14. Maintain the City's fee schedule; recommend changes to the City Council for adoption as needed.
15. Accept payments at the Clerk's window in City Hall.
16. Provide customer assistance as needed at the Clerk's window, by telephone or email.
17. Act as official custodian of all public records of the City except criminal justice records.
18. Organize and maintain the City's archives, records room and general files.
19. Serve as the Open Records Act liaison and in that capacity provides certified copies of public records in the City Clerk's official custody upon payment of such fees as are established by the City.
20. Serve as the City's election official; all duties as required by law.
21. Cause timely publication of the City Council's proceedings relating to ordinances, contracts and the payment of bills as required by law.
22. Coordinate the preparation and distribution of the agenda and meeting packets for all the City Council meetings and work sessions.
23. Serve as the Sign Compliance Clerk. Reviews sign applications for completeness and accuracy and issues sign permits.
24. Maintain a general knowledge of the duties of the Administrative/Payroll/Court/Utility Clerk in order to provide assistance when necessary.
25. Perform such other administrative/clerk tasks as may be assigned from time to time by the Mayor, reporting to the Mayor in connection therewith; any dispute between the Mayor and the City Clerk involving such duties of the performance thereof shall be resolved by the City Council.
26. Coordinate in advance with the Mayor and City Administrator for all time off, including vacation and leave, to ensure coverage of duties; all such time off must be approved in advance by the Mayor with any disputes involving time off, vacation or leave to be resolved by the City Council.
27. Other duties as required by the laws of the State or by the ordinances of the City.

Reference Section 2-41, Idaho Springs Municipal Code

REPORTING RELATIONSHIPS

This position reports to the Mayor for day to day operations and to the City Council for matters of policy.

City of Idaho Springs Job Description

POSITION TITLE: Administrative Court Clerk
DEPARTMENT: Administrative

POSITION SUMMARY

The Court Clerk works for the City Clerk. The clerk serves as City liaison between Judge, Prosecutor and Police Department dealing with court proceedings and is responsible for other general clerical duties. This is a non-exempt hourly position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as Municipal Court Clerk. Attend all court sessions, maintain all necessary files and records, cooperate with Municipal Court Judge in all matters related to the position and responsibility of Court Clerk.
2. Serve as a secondary customer service representative, answering phones, greeting the general public as they come into City Hall as well as local officials and visiting officials.
3. Accept payments at the Clerk's window in City Hall.
4. Liaison between judge, prosecuting attorney and Police Department.
5. Shall be familiar with the Privacy Act and its requirements, as well as the Department's policies concerning the release and dissemination of information to criminal justice agencies and non-criminal justice related agencies or persons.
6. Operates a computer terminal and printer to type, enter, modify and distribute reports, citations and other materials
7. Processes tickets from Police Department.
8. Prepare Municipal court files and docket.
9. Prepares bench warrants, processes bonds, prepare and issue pleas by mail.
10. If required, serve as CCIC Coordinator for courts and pass the required back ground check for the security clearance.
11. Performs bi-weekly payroll functions. Reviews all timesheets for accuracy and compliance with City policies.
12. Perform cash receipting functions for the City Clerk's office as directed. Make deposits within one (1) business day of receipt. This function is shared by the Utility Clerk on alternate weeks.
13. Issues building permit when necessary.
14. Maintain a general knowledge of the duties of the other Administrative Clerk(s) in order to provide assistance when necessary.
15. Assist City Clerk as necessary.
16. Serve as Deputy City Clerk

City of Idaho Springs Job Description

17. Other duties as assigned by City Clerk.

EXPERIENCE AND TRAINING

Formal Education: High School Diploma or GED required. Combination of education and experience commensurate with the stated skills and specific duties attendant to this position.

Certificates and licenses: May be required to obtain Security Clearance within 6 months and maintain. Possess and maintain valid Colorado Driver License.

Special training or experience: Knowledge of and experience using Microsoft Word, Excel, Caselle. General bookkeeping, payroll and accounting skills.

Skill/Ability:

Answer phones, including screening calls, asking appropriate questions to determine who should receive the call, taking and promptly delivering messages. Must possess and maintain good computer skills. Ability to read, understand, interpret and explain the City Municipal Code and State laws pertaining to government. Write clear, concise and accurate correspondence and reports. Must have excellent personal contact skills, including greeting the public, hearing their questions and complaints, answering their questions, effectively communicating if hostility arises, referring them to the appropriate person when necessary.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Must be able to lift 25 lbs. unassisted.

REPORTING RELATIONSHIPS

This position reports to the City Clerk

City of Idaho Springs Job Description

POSITION TITLE: Administrative Utility Clerk

DEPARTMENT: Administrative

POSITION SUMMARY

The Administrative Utility Clerk works for the City Clerk, and is responsible for all Utility Billing and serves as clerical support to the Public Works Department. This is a non-exempt hourly position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as the primary customer service representative, answering phones, greeting the general public as they come into City Hall as well as local officials and visiting officials.
2. Accept payments at the Clerk's window in City Hall.
3. Conducts bi-monthly meter readings.
4. Prepare and mail water/wastewater billings by the third business day of each collection period; keep computer software for billing and meter reading updated; implement rate changes; collect all water/wastewater fees and charges.
5. Validate and enter corrections into the billing record as required. Make adjustments with approval of City Clerk.
6. Prepare and mail bi-monthly water/wastewater delinquency lists and pursue the collection of delinquent water/wastewater accounts.
7. Record liens for unpaid utility accounts with County Clerk and certify at end of year as necessary with County Treasurer.
8. Coordinate the processing of applications for utility rate relief.
9. Administer the issuance of water/wastewater tap permits. Keeping a record showing the name of the person to whom each permit is issued, the amount paid therefore, the address of the premises covered by such permit, the purpose and length of time for which such permit is issued
10. Prepare meter repair record.
11. Maintain customer account records for water station. Keep computer software updated. Prepare billing monthly.
12. Maintain backflow device records.
13. Provide clerical support to the Public Works Department as needed.
14. Perform cash receipting functions for the City Clerk's office as directed. Make deposits within one (1) business day of receipt. This function is shared with the Court Clerk on alternate weeks.
15. Serve as primary staff support to Building Official. Primary communication contact between applicants and inspectors. Issue building permits.
16. Maintain property files.
17. Assist with website maintenance.

City of Idaho Springs Job Description

18. Maintain a general knowledge of the duties of the other Administrative Clerk(s) in order to provide assistance when necessary.
19. Assist City Clerk as necessary.
20. Other duties as assigned by City Clerk.

EXPERIENCE AND TRAINING

Formal Education: High School Diploma or GED required. Combination of education and experience commensurate with the stated skills and specific duties attendant to this position.

Special training or experience: Knowledge of and experience using Microsoft Word, Excel, Caselle. General bookkeeping, payroll and accounting skills.

Certificates and licenses: Possess and maintain valid Colorado Driver License.

Skill/Ability:

Answer phones, including screening calls, asking appropriate questions to determine who should receive the call, taking and promptly delivering messages. Must possess and maintain good computer skills. Ability to read, understand, interpret and explain the City Municipal Code. Write clear, concise and accurate correspondence and reports. Must have excellent personal contact skills, including greeting the public, hearing their questions and complaints, answering their questions, effectively communicating if hostility arises, referring them to the appropriate person when necessary.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Must be able to lift 25 lbs. unassisted.

REPORTING RELATIONSHIPS

This position reports to the City Clerk.

City of Idaho Springs Job Description

POSITION TITLE: Janitor
DEPARTMENT: Administrative

POSITION SUMMARY

The janitor will perform cleaning duties for various City building as required. Clerk's Office, Administrators Office, Council Chambers, Mayor's Office, Downstairs of City Hall and Police Department. This is a non exempt hourly position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

All Offices: Vacuum Carpet, Empty Trash, Picture Frames, Wipe Areas of Desk that are clear and all other surfaces as required.

Required Attention: Shelving, Window Sills, Wooden Blinds, Copy Machine, Safe, Top of Baseboard Heaters

Entry: Dust & Clean Glass in Doors, Glass Wall Partitions,

Chambers: Vacuum Carpet, Empty Trash, Wipe Council Desk, Clean top of all Tables, Wooden Shelves in Hall

EXPERIENCE AND TRAINING

Formal Education: High School Diploma or GED required. Combination of education and experience commensurate with the stated skills and specific duties attendant to this position.

Special training or experience: Cleaning processes and equipment.

Certificates and licenses: Possess and maintain valid Colorado Driver License.

Skill/Ability:

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Must be able to lift 25 lbs. unassisted.

REPORTING RELATIONSHIPS

This position reports to the City Administrator

City of Idaho Springs Job Description

POSITION TITLE: Police Chief

DEPARTMENT: Police

POSITION SUMMARY

The Chief of Police shall be responsible for all functions of the Police Department and has the authority to issue orders, directives and policies governing the Department. This is a full-time exempt salary position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The Chief of Police shall be certified as a peace officer pursuant to the laws of the State of Colorado.
2. Preserve public peace. Enforce the laws of the State and the ordinances of the City; prevent crime, protect property and the rights of persons; arrest and properly exercise custody of the persons subject thereto and court rules of the City.
3. The Chief of Police shall be responsible for the efficient enforcement of laws, regulations and ordinances which the Department has the authority to execute.
4. The Chief of Police shall hire, discipline and terminate all employees of the Police Department in accordance with the policies of the City. The City Council may countermand or set aside any personnel action taken by the Chief of Police at any time.
5. The Chief of Police shall be responsible for equal and effective discipline of department staff and enforcement of the Department's Code of Ethics, policies and directives, and shall exercise such authority as directed by the City Council.
6. The Chief of Police shall be responsible for the regular evaluation of all department staff as required by City and Department policy and shall promptly forward all related documents to the City Administrator for inclusion in personnel files.
7. The Chief of Police shall investigate all violations of law, orders, rules and regulations or any misconduct of the department personnel and shall report promptly concerns of such investigation to the Mayor and City Council.
8. The Chief of Police shall be the official custodian of all criminal justice records of the City.
9. Exercise proper care and custody of all property, public and private, entrusted to it, prepare and maintain inventories of the same and account for the same as required by City Council.
10. The Chief of Police shall obtain regular, relevant training and promptly provide proof of completion.
11. Attend all scheduled Council meetings and work sessions as necessary, participate in discussions and make recommendations to City Council. Provide police department updates for all Council meetings.
12. The Chief of Police shall prepare an annual preliminary budget for the Police Department and submit to the City Administrator.
13. Maintains a safety-training program as required by insurance carrier.

City of Idaho Springs Job Description

14. Perform such other duties as may be prescribed by the Mayor or City Council.

EXPERIENCE AND TRAINING

Formal education: High School Diploma or GED required; bachelor degree in a related field preferred. Combination of education and experience commensurate with the stated skills and specific duties attendant to this position.

Certificates and licenses: Possess and maintain valid Colorado Driver License. P.O.S.T. Certification.

Special training or experience: Peace Officer Standard and Training. Minimum 5 years work experience as a certified peace officer. Management and administrative experience required.

Skills/Abilities: Arrest Control, Emergency Driving, Firearms Skills Training. Interpretation of Municipal Code.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Employee must verbally communicate effectively and possess normal listening and hearing skills. Specific vision abilities include close vision, distance, color, peripheral, depth perception and the ability to adjust and focus. Must possess adequate hand, eye and foot coordination to operate specified equipment in a safe manner under a variety of working conditions. Must be able to lift 70 lbs unassisted. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment: Occasional exposure to outside inclement weather conditions characterized by cold, snow, wind and rain. Frequent exposure to moving mechanical parts. May be exposed to fumes, airborne particles, gases, and toxic or caustic chemicals. The noise level is moderate to high.

REPORTING RELATIONSHIPS

This position reports to the Mayor for day-to-day operations and to the City Council for matters of policy.

City of Idaho Springs

Position Description

Lieutenant

Purpose:

Under general direction, supervises and performs tasks related to oversight and implementation of patrol and traffic and investigatory activities as the uniformed operations commander.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Reviews current workload, develops work schedules and schedules time off.
2. Ensures compliance with departmental policy and procedure.
3. Reviews and evaluates data on operations and recommends, designs and/or changes.
4. Investigates complaints regarding subordinate conduct or methods of investigation.
5. Supervises and coordinates the activities of shift of police officers. Assists and instructs officers in problem resolution.
6. Reviews written reports, affidavits and ancillary documents related to patrol and investigative activities.
7. Receives, prepares and transmits communications, instructions and policy.
8. Participates in boards, commissions, committees, etc.
9. Responds to or investigate serious crimes or emergencies. Controls and coordinates activities of sworn personnel. Directs and instructs special details.
10. Assumes responsibility for departmental operations during extended absences of the Chief.
11. Prepares evidence. Testifies in court.
12. Develops operating procedures. Coordinates section training activities.
13. Assists in development of departmental and section budget.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for discipline.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of criminal law, investigation, statutes, ordinances, and crime prevention methods.
Knowledge of departmental policies, procedures, rules and regulations and FCC rules and regulations regarding radio communication.
Knowledge of safety practices in the use of firearms.
Knowledge of geography and locations in the city.
Knowledge of rules of evidence and laws governing custody of persons.
Knowledge of capabilities and limitations of operating units in the department.
Knowledge of police record keeping procedures.
Knowledge of criminal identification methods.
Knowledge of modern management principles and practices.
Knowledge of methods of deploying officers in actual or anticipated emergencies.
Knowledge of causes and prevention methods of crime committed by juveniles.
Knowledge of community policing practices.
Knowledge of data entry and retrieval procedures.
Knowledge of developing and implementing long or short term plans.
Knowledge of legal procedure in filing and presenting charges in court.
Knowledge of and skill in supervisory, managerial techniques, and principles.
Knowledge of purchasing, personnel, financial, payroll and other administrative procedures and practices.

Knowledge of vehicle and equipment use and principles.
Knowledge of principles of supervision and the methods associated with operations management.
Knowledge of federal grants administration including applications and monitoring requirements.
Knowledge of program evaluation techniques including cost impact.
Knowledge of fiscal planning and budget preparation.
Skill in the care and use of firearms.
Skill in analyzing and interpreting criminal evidence.
Skill in oral and written communications.
Skill in handling multiple tasks and prioritizing.
Skill in using computers and related software applications.
Skill in data analysis and problem solving.
Skill in operating motorized vehicles.
Skill in operation of two-way radio equipment.
Ability to apply knowledge of criminal law, investigation, and crime prevention techniques.
Ability to quickly recognize and analyze irregular events.
Ability to administer first aid and CPR.
Ability to operate vehicle under emergency conditions.
Ability to write legibly and to read.
Ability to train others.
Ability to establish and maintain effective communication and working relationships with city employees and the public.

Minimum Qualifications:

Education and/or Equivalent Experience:

Four (4) continuous years of service as a sergeant or higher with a Colorado POST certified law enforcement agency. This experience may be substituted for time and grade in a similarly sized or larger agency with an agency with reciprocity with Colorado and the party has secured a Colorado POST certificate as a peace officer.

Licenses and Certifications Required:

Colorado Driver's License

Certified Peace Officer – Colorado Police Officer Standards and Training or eligible for a provisional commission.

**City of Idaho Springs
Position Description**

POLICE CORPORAL

FLSA: Police/Non-Exempt
Revised: February 2, 2019

Purpose:

Under general supervision, investigates criminal activities, provides direction and leadership to officers performing patrol and investigatory functions. Corporals will additionally be assigned specific collateral duties.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Serves as a leader on a patrol team, providing guidance, motivation, mentoring, training and assistance to other officers. Performs routine and emergency patrol officer functions, apprehends, arrests and questions suspects.
2. Coordinates closely with the chain of command to direct and assist officers at crime or emergency scenes when needed, interviews witnesses. Collects, preserves, and prepares evidence.
3. Coordinates, receives assignments, conducts or assists in investigating violations.
4. Guides, instructs, advises, and assists officers in the resolution of technical police problems related to investigation and arrest. Guides officers in law enforcement activities where appropriate.
5. Provides feedback to the chain of command for use in the evaluation of officer performance.
6. Develop and maintain accurate records.
7. Acts and assumes the responsibilities/duties of a Supervisor when the Sergeant is not available. Conducts assigned investigations and other duties as assigned by the chain of command. Leads or coordinates special initiatives.
8. Prepares reports, complaints, and warrants. Responds to correspondence regarding cases.
9. Counsels juvenile offenders and their parents.
10. Participates in preventive programs with other agencies. Participates in training conferences or programs.
11. Testifies in court.

Responsibilities - Supervisor and/or Leadership Exercised:

Provides direction, mentorship and monitoring of less senior personnel.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of criminal law, investigation, statutes, ordinances, and crime prevention methods.
Knowledge of departmental policies, procedures, rules and regulations and FCC rules and regulations regarding radio communication.
Knowledge of safety practices in the use of firearms.
Knowledge of geography and locations in the city.
Knowledge of rules of evidence and laws governing custody of persons.
Knowledge of capabilities and limitations of operating units in the department.
Knowledge of police record keeping procedures.
Knowledge of criminal identification methods.
Knowledge of modern management principles and practices.
Knowledge of methods of deploying officers in actual or anticipated emergencies.
Knowledge of causes and prevention methods of crime committed by juveniles.
Knowledge of community policing practices.
Knowledge of data entry and retrieval procedures.
Knowledge of developing and implementing long or short term plans.
Knowledge of legal procedure in filing and presenting charges in court.
Knowledge of and skill in supervisory, managerial techniques, and principles.
Knowledge of purchasing, personnel, financial, payroll and other administrative procedures and practices.
Knowledge of vehicle and equipment use and principles.
Knowledge of principles of supervision and the methods associated with operations management.
Knowledge of federal grants administration including applications and monitoring requirements.
Knowledge of program evaluation techniques including cost impact.
Skill in the care and use of firearms.
Skill in analyzing and interpreting criminal evidence.
Skill in oral and written communications.
Skill in handling multiple tasks and prioritizing.
Skill in using computers and related software applications.
Skill in data analysis and problem solving.
Skill in operating motorized vehicles.
Skill in operation of two-way radio equipment.
Ability to apply knowledge of criminal law, investigation, and crime prevention techniques.
Ability to quickly recognize and analyze irregular events.
Ability to administer first aid and CPR.
Ability to operate vehicle under emergency conditions.
Ability to write legibly and to read.
Ability to train others.
Ability to establish and maintain effective communication and working relationships with city employees and the public.

Minimum Qualifications:

Education and/or Equivalent Experience:

High School Diploma

Two (2) continuous years of service in the rank of police officer with the Idaho Springs Police Department

Licenses and Certifications Required:

Colorado Drivers License.

Certification as a Peace Officer through Colorado Police Officer Standards and Training or in possession of a provisional commission at the time of hire.

City of Idaho Springs

Position Description

Patrol Detective

FLSA: Police/Non-Exempt

Revised: February 14, 2019

Purpose:

Under general supervision, investigates criminal activities, conducts crime preventative patrols and supports community oriented policing objectives. The first and foremost role of the Patrol Detective is to provide effective proactive and responsive police services.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Patrols assigned area by vehicle or other means. Responds to emergency situations. Administers emergency medical care. Directs and reroutes traffic around fire or other disruptions. Investigates unusual or suspicious conditions, traffic accidents or complaints. Issues traffic citations.
2. Writes reports on investigations, offenses, arrests and activities. Prepares probable cause affidavits, books and guards prisoners. Questions suspects.
3. Contacts and assists the public. Transports prisoners. Collects and preserves evidence.
4. Testifies in court.
5. Disperses unruly crowds.
6. Participates in training conferences and programs. Performs surveillance of businesses or citizens. Meets with informants. Works undercover.
7. Conducts On-the-Job-Training for new officers and partner agencies.
8. Sets up tactical positions and emergency response for special missions.
9. Operates data terminal. Communicates by radio and monitor transmissions. Effects arrests.
10. Reports problem areas and facilitate solutions.
11. Enforces federal, state and local laws.
12. Receives and employs specialized training in crime scene management, advanced criminal procedure and investigative disciplines.
13. Serves as lead investigator and/or liaison with assisting agencies including the District Attorney's office or CBI.
14. Demonstrates expertise in the interpretation and application of local ordinances, state and federal statutes.
15. May be assigned to conduct administrative investigations of non-sworn employees.

Responsibilities - Leadership Exercised

May serve in a case investigator or incident lead requiring an understanding of leadership ideologies and techniques in informal settings.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of criminal law, investigation, statutes, ordinances, and crime prevention methods.

Knowledge of departmental policies, procedures, rules and regulations and FCC rules and regulations regarding radio communication.

Knowledge of safety practices in the use of firearms.

Knowledge of geography and locations in the city.

Knowledge of rules of evidence and laws governing custody of persons.

Knowledge of capabilities and limitations of operating units in the department.

Knowledge of police record keeping procedures.

Knowledge of criminal identification methods.

Knowledge of modern management principles and practices.

Knowledge of methods of deploying officers in actual or anticipated emergencies.

Knowledge of causes and prevention methods of crime committed by juveniles.

Knowledge of community policing practices.

Knowledge of data entry and retrieval procedures.

Knowledge of developing and implementing long or short term plans.

Knowledge of legal procedure in filing and presenting charges in court.

Knowledge of and skill in supervisory, managerial techniques, and principles.

Knowledge of purchasing, personnel, financial, payroll and other administrative procedures and practices.

Knowledge of vehicle and equipment use and principles.

Knowledge of principles of supervision and the methods associated with operations management.

Knowledge of federal grants administration including applications and monitoring requirements.

Knowledge of program evaluation techniques including cost impact.

Skill in the care and use of firearms.

Skill in analyzing and interpreting criminal evidence.

Skill in oral and written communications.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software applications.

Skill in data analysis and problem solving.

Skill in operating motorized vehicles.

Skill in operation of two-way radio equipment.

Ability to apply knowledge of criminal law, investigation, and crime prevention techniques.

Ability to quickly recognize and analyze irregular events.

Ability to administer first aid and CPR.

Ability to operate vehicle under emergency conditions.

Ability to write legibly and to read.

Ability to communicate by hand signal.

Ability to maintain physical endurance and agility standards.

Ability to train others.

Ability to establish and maintain effective communication and working relationships with employees and the public. city

Minimum Qualifications:

High School Diploma

Completion of police academy training including six weeks of on-the-job-training.

Licenses and Certifications Required:

Colorado Drivers License

Certification as a Peace Officer through Colorado Police Officer Standards and Training or in possession of a provisional commission at the time of hire.

City of Idaho Springs

Position Description

Police Officer/Senior Police Officer

FLSA: Police/Non-Exempt

Revised: February 14, 2019

Purpose:

Under general supervision, investigates criminal activities, conducts crime preventative patrols and supports community oriented policing objectives.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Patrols assigned area by vehicle or other means. Responds to emergency situations. Administers emergency medical care. Directs and reroutes traffic around fire or other disruptions. Investigates unusual or suspicious conditions, traffic accidents or complaints. Issues traffic citations.
2. Writes reports on investigations, offenses, arrests and activities. Prepares probable cause affidavits, books and guards prisoners. Questions suspects.
3. Contacts and assists the public. Transports prisoners. Collects and preserves evidence.
4. Testifies in court.
5. Disperses unruly crowds.
6. Participates in training conferences and programs. Performs surveillance of businesses or citizens. Meets with informants. Works undercover.
7. Conducts On-the-Job-Training for new officers and partner agencies.
8. Sets up tactical positions and emergency response for special missions.
9. Operates data terminal. Communicates by radio and monitor transmissions. Effects arrests.
10. Reports problem areas and facilitate solutions.
11. Enforces federal, state and local laws.

Responsibilities - Leadership Exercised

May serve in a case investigator or incident lead requiring an understanding of leadership ideologies and techniques in informal settings.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of criminal law, investigation, statutes, ordinances, and crime prevention methods.

Knowledge of departmental policies, procedures, rules and regulations and FCC rules and regulations regarding radio communication.

Knowledge of safety practices in the use of firearms.

Knowledge of geography and locations in the city.

Knowledge of rules of evidence and laws governing custody of persons.

Knowledge of capabilities and limitations of operating units in the department.

Knowledge of police record keeping procedures.

Knowledge of criminal identification methods.

Knowledge of modern management principles and practices.

Knowledge of methods of deploying officers in actual or anticipated emergencies.

Knowledge of causes and prevention methods of crime committed by juveniles.

Knowledge of community policing practices.

Knowledge of data entry and retrieval procedures.

Knowledge of developing and implementing long or short term plans.

Knowledge of legal procedure in filing and presenting charges in court.

Knowledge of and skill in supervisory, managerial techniques, and principles.

Knowledge of purchasing, personnel, financial, payroll and other administrative procedures and practices.

Knowledge of vehicle and equipment use and principles.

Knowledge of principles of supervision and the methods associated with operations management.

Knowledge of federal grants administration including applications and monitoring requirements.

Knowledge of program evaluation techniques including cost impact.

Skill in the care and use of firearms.

Skill in analyzing and interpreting criminal evidence.

Skill in oral and written communications.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software applications.

Skill in data analysis and problem solving.

Skill in operating motorized vehicles.

Skill in operation of two-way radio equipment.

Ability to apply knowledge of criminal law, investigation, and crime prevention techniques.

Ability to quickly recognize and analyze irregular events.

Ability to administer first aid and CPR.

Ability to operate vehicle under emergency conditions.

Ability to write legibly and to read.

Ability to communicate by hand signal.

Ability to maintain physical endurance and agility standards.

Ability to train others.

Ability to establish and maintain effective communication and working relationships with city employees and the public.

Minimum Qualifications:

High School Diploma

Completion of police academy training including six weeks of on-the-job-training.

Licenses and Certifications Required:

Colorado Drivers License

Certification as a Peace Officer through Colorado Police Officer Standards and Training or in possession of a provisional commission at the time of hire.

City of Idaho Springs Job Description

POSITION TITLE: Code Compliance Officer

DEPARTMENT: Police Department

POSITION SUMMARY

The Code Compliance Officer provides enforcement of City ordinances and codes with appropriate response to the violator in the form of correspondence and/or summons and complaint. The Code Compliance Officer also serves in the capacity of a community service agent of the Police Department. This is a non exempt hourly position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Issue written warnings and citations in accordance with City ordinances related to parking, sanitation, animals and other violations that do not require issuance by a sworn peace officer.
2. Investigate cases of potential City Code violations; this includes signs, animal violations, abandoned vehicles, weeds, zoning, trash, junk vehicles, nuisances and building permit requirements.
3. Coordinates with sworn members of the Police Department when criminal summonses are warranted.
4. Provides recurring and visible security for city assets including parks, city buildings and historic features and coordinates with sworn personnel when violations are observed or in progress events.
5. Supports the Police Department in providing traffic safety at crash sites of other emergencies as needed. Supports public safety activities at special events.
6. May be assigned to collect and document reported lost or found property when criminal activity is not suspected.
7. Other duties and functions as assigned which do not require law enforcement authority but promote safety and the smooth operation of the Department.

EXPERIENCE AND TRAINING

Formal education: High School Diploma or GED required. Combination of education and experience commensurate with the stated skills and specific duties attendant to this position.

Certificates and licenses: Possess and maintain valid Colorado Driver License.

Special training or experience: Relevant job experience preferred.

Skills/Abilities: Interpretation of Municipal Code. Ability to communicate effectively in writing and verbally. Ability to use common computer programs including Microsoft Word and Excel, camera and telecommunications equipment. Must possess a valid Colorado Driver's license and be able to safely operate a service vehicle.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Specific vision abilities include close vision, distance, color, peripheral, depth perception and the ability to adjust and focus. Must possess adequate hand, eye and foot coordination to operate specified equipment in a safe manner under a variety of working

City of Idaho Springs

Job Description

conditions. Must be able to lift a minimum of 70 lbs unassisted. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment: Frequent exposure to outside inclement weather conditions characterized by cold, snow, wind and rain. May be exposed to fumes, airborne particles, gases, and toxic or caustic chemicals. The noise level is moderate to high.

REPORTING RELATIONSHIPS

This position reports to the Chief of Police.

City of Idaho Springs
Job Description

POSITION TITLE: Police Records Supervisor

DEPARTMENT: Police

POSITION SUMMARY:

The Police Records Supervisor performs a wide variety of responsible and complex clerical tasks in the Police Records Section. Deals with highly confidential and sensitive information. Work is performed in partnership with external customers and criminal justice agencies to deliver effective services. The Police Records Supervisor is also responsible for public records management, support services within the department and essential documentation tasks for the Chief of Police. This is a full time nonexempt hourly position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for maintaining case report files and retention schedules including the following information: Case Report numbers, type of call, complainant's name, assigned officer and date of occurrence. Process all traffic and criminal summons and complaint citations including traffic crash reporting to the State of Colorado. Also provide an end of the month report to City Council.
2. Function as the Department's Sexual Offender coordinator tracking and maintain all sexual offender files within the City in accordance with State Law. Be familiar with COSOR (Colorado Sex Offender Registration) module in CCIC, SVP (Sexual Violent Predators) notification and communication and SOTAR (Sex Offender Tracking and Registration). Also be familiar with all hot file entries into CCIC and the requirements upon entering such items.
3. Responsible for National Incident Based Reporting System (NIBRS) computer entries including the filing of police reports and all other related documentation reported to the Federal Bureau of Investigations (FBI) and the Colorado Bureau of investigations (CBI).
4. Shall be familiar with the Colorado Municipal Retention Schedule for the records retention requirements mandated by the state.
5. Initiates reports and drafting telephone reports for non-criminal incidents.
6. Must pass a background check along with all of the training and testing to be the following for the Police Department: CCIC (Colorado Crime Information Center) Coordinator, LASO (Local Agency Security Officer) and the TAC (Terminal Agency Coordinator) for the Police Department. See the CJIS Security Policy Manual version 5.5 section 3.2.3 to 3.2.9.
7. Capable to train personnel, who are required to do so, in CCIC, NIBRS, CORA and all other training as deemed necessary by the Records Supervisor or the Chief of Police.
8. Process all paperwork for any VRA (Victim's Right Act) and be the Crime Victim Liaison for the Idaho Springs Police Department. The Crime Victim Liaison will be the point of contact for individuals requiring further assistance or information from the Idaho Springs Police Department regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.
9. Processes a variety of reports, summonses and complaints, impounds, domestic violence reports, original Department of Revenue documents, photo line ups and other records using standard operating procedures required for each task.
10. Processes a variety of law enforcement data including records, incident/offense/traffic reports and materials. This includes, but is not limited to, memos, letters, administrative/managerial data and reports, court documents including warrants, stolen vehicles and crime reports.
11. Prepares and disseminates case information to District Attorney's Office, Municipal and County/District Courts, other law enforcement agencies, and Department of Revenue per procedures.
12. Interprets, applies, and explains laws, regulations, policies and procedures related to police records. Redacts non-releasable information in accordance with the Colorado Open Records Act (CORA) and

departmental policy. Verifies completeness and accuracy of information prior to distribution. Prepares and disseminates documentation, reports, and data.

13. Capable to dispatch with the Computer Aided Dispatch (CAD) if main dispatch terminal is disabled.
14. Compiles, codes, enters data and makes inquiries of the Colorado Crime Information Center (CCIC) and the National Crime Information Center (NCIC). This includes warrant entries, modifications and cancelations; sex offender entries, updates, and cancelations; entry and modifications as required by the National Incident Based Reporting System (NIBRS).
15. Review materials for accuracy, completeness and conformity to established standards; make routine follow-up inquiries to assure proper and complete processing of materials. Works with officers to verify completeness and accuracy of information as needed.
16. Provides exceptional customer service at all times. Deals appropriately with citizens who may be angry, upset, and/or distraught utilizing conflict resolution skills, tact, and empathy. Tactfully deals with customer when refusing requests that violate laws and directives.
17. Assists internal and external customers with non-emergency telephone or walk-up inquiries and requests including report release requests, providing copies of reports, background checks, appointments, etc.
18. Responds to customer concerns and complaints following department procedures.
19. Assist department personnel hardware/software challenges in locating and retrieving data.
20. Collects fees as necessary and/or required. Submit checks and monies to the city Finance department, complying with Finance procedures.
21. Processes Petitions to Seal or Expunge criminal records on an as-needed basis; responds to requests for objections to the Petition.
22. Transcribe voice or video recordings for Forensic Interviews.
23. Performs notary duties for officers, detectives and public as required.
24. May testify in court as required.
25. Other duties as assigned by the Chief of Police.

EXPERIENCE AND TRAINING

Formal Education: High School Diploma or GED required. Combination of education and experience commensurate with the stated skills and specific duties attendant to this position.

Certificates and Licenses: Must be able to obtain and maintain Security Clearance with the Colorado Bureau of Investigation (CBI). Colorado Certified Records Technician (CCRT) desirable through the Colorado Certified Records Network (CCRN) program. Possess and maintain a certification in the Colorado Open Records Act (CORA) and keep up to date on the Sexual Offender Laws. Possess and maintain valid Colorado Driver License.

Special Training or Experience: Knowledge and experience using Microsoft Word, Excel and basic computer programs. Digital camera/Body Worn Cameras downloads and be able to write CD's, DVD's and/or Blu-Ray. Must be capable of supervising civilian employees as directed by the Chief of Police.

Skill/Ability: Telephone skills including answering phone, screening calls, forwarding calls, taking messages, keeping telephone records. This includes the ability to ask appropriate questions to determine who should receive the call. Computer literate, read, understand and interpret City Municipal Code and State laws pertaining to government. Write clear, concise and accurate correspondence and reports. Personal contact skills include greeting the public, hearing their questions and complaints, effectively communicating if hostility arises, answering their questions or referring them to the appropriate person.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift and push unassisted. Must be capable of lifting a minimum of 25 pounds unassisted.

REPORTING RELATIONSHIPS: This position reports to the Chief of Police.

CITY OF IDAHO SPRINGS
Clear Creek County, Colorado
Job Description

POSITION TITLE: Police Records Specialist

DEPARTMENT: Police

POSITION SUMMARY

The Police Records Specialist performs a wide variety of responsible and complex clerical tasks in the Police Records Section. Deals with highly confidential and sensitive information. Work is performed in partnership with external customers and criminal justice agencies to deliver effective services. This is a nonexempt hourly position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Processes a variety of reports, summonses and complaints, impounds, domestic violence reports, original Department of Revenue documents, photo line ups and other records using standard operating procedures required for each task.
2. Processes a variety of law enforcement data including records, incident/offense/traffic reports and materials. This includes, but is not limited to, memos, letters, administrative/managerial data and reports, court documents including warrants, stolen vehicles and crime reports.
3. Prepares and disseminates case information to District Attorney's Office, Municipal and County/District Courts, other law enforcement agencies, and Department of Revenue per procedures.
4. Interprets, applies, and explains laws, regulations, policies and procedures related to police records. Redacts non-releasable information in accordance with the Colorado Open Records Act (CORA) and departmental policy. Verifies completeness of information prior to distribution. Prepares and disseminates documentation, reports, and data to Records Supervisor as requested.
5. Prepares and distributes incoming paperwork, crime or traffic reports, summons and complaints, petitions, and other materials to appropriate internal and external customers.
6. Capable to dispatch with the Computer Aided Dispatch (CAD) if main dispatch terminal is disabled.
7. Compiles, codes, enters data and makes inquiries of the Colorado Crime Information Center (CCIC) and the National Crime Information Center (NCIC). This includes warrant entries, modifications and cancelations; sex offender entries, updates, and cancelations; entry and modifications as required by the National Incident Based Reporting System (NIBRS).
8. Review materials for accuracy, completeness and conformity to established standards; make routine follow-up inquiries to assure proper and complete processing of materials. Works with officers to verify completeness and accuracy of information as needed.
9. Provides exceptional customer service at all times. Deals appropriately with citizens who may be angry, upset, and/or distraught utilizing conflict resolution skills, tact, and empathy. Tactfully deals with customer when refusing requests that violate laws and directives.
10. Assists internal and external customers with non-emergency telephone or walk-up inquiries and requests including report release requests, providing copies of reports, background checks, appointments, etc.
11. Responds to customer concerns and complaints following department procedures.
12. Assist department personnel hardware/software challenges in locating and retrieving data.
13. Collects fees as necessary and/or required. Submit checks and monies to the city Finance department, complying with Finance procedures.
14. Processes Petitions to Seal or Expunge criminal records on an as-needed basis; responds to requests for Objections to the Petition.
15. Assists with sex offender registrations and completes required forms following all applicable laws and procedures as needed.
16. Transcribe voice or video recordings for Forensic Interviews.
17. Performs notary duties for officers, detectives and public as required.
18. May testify in court as required.
19. Other duties as assigned by Records Supervisor.

EXPERIENCE AND TRAINING

Formal education: High School Diploma or GED required. Combination of education and experience commensurate with the stated skills and specific duties attendant to this position.

Certificates and Licenses: Must be able to obtain within 6 months and maintain a Security Clearance with the Colorado Bureau of Investigation (CBI). Possess and maintain a certification in the Colorado Open Records Act (CORA). A certificate as a CCRT (Colorado Certified Records Technician) is desirable. Keep up to date on the Sexual Offender Laws. Possess and maintain valid Colorado Driver License.

Special training or experience: Knowledge and experience using Microsoft Word, Excel and basic computer programs. Digital camera/Body Worn Cameras downloads and be able to write CD's, DVD's and/or Blu-Ray.

Skill/Ability: Telephone skills including answering phone, screening calls, forwarding calls, taking messages, keeping telephone records. This includes the ability to ask appropriate questions to determine who should receive the call. Computer literate, read, understand and interpret City Municipal Code and State laws pertaining to government. Write clear, concise and accurate correspondence and reports. Personal contact skills include greeting the public, hearing their questions and complaints, effectively communicating if hostility arises, answering their questions or referring them to the appropriate person.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Must be able to lift a minimum of 25 lbs. unassisted.

REPORTING RELATIONSHIPS

This position reports to the Records Supervisor and/or the Chief of Police.

City of Idaho Springs Job Description

POSITION TITLE: **Marijuana Compliance Officer**

DEPARTMENT: **Police**

POSITION SUMMARY

The Marijuana Compliance Officer performs a variety of routine and complex work in the interpretation and enforcement of adopted codes, City ordinances, State statutes, and related rules and regulations pertaining to cultivation, transportation and sale of marijuana within the jurisdictional boundaries of the City of Idaho Springs. This is a non-exempt hourly position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Marijuana Compliance Officer may be required to perform any or all of the following duties when directed by the Chief of Police. These examples do not include all of the tasks that the employee may be expected to perform:

- * Periodically inspects local marijuana facilities to include grow and retail sites to monitor for violations of state and federal statutes, local codes or ordinances.
- * Responds to complaints of potential code violations.
- * Conducts field investigations of potential violations; gathers evidence when appropriate; questions complainants, witnesses and suspects; compares facts to code requirements; makes findings; issues warnings, correction notices, stop work orders, or facilitates the issuance of summons.
- * Meets with owners, tenants, and businesses to review and explain code requirements and violations or potential violations; secures code compliance.
- * Provides information to persons who request information or assistance in marijuana code enforcement related matters.
- * Maintains a variety of logs and records related to the inspection and enforcement activities.
- * Coordinates efforts with the police, planning, building, fire and other related departments, the prosecuting or city attorney, Clear Creek County, and other staff or agencies as needed.
- * Assists in the review of cases being prepared for trial or informal hearings with the emphasis on the evidential and legal issues crucial to successful prosecution of cases. Prepares detailed reports of activities and investigations made; consults with prosecuting attorneys and prepares case reports for court action; testifies in court.
- * Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as may be required.

EXPERIENCE AND TRAINING

Formal education: High School Diploma or GED required. Combination of education and experience commensurate with the stated skills and specific duties attendant to this position.

Certificates and licenses: Possess and maintain valid Colorado Driver License.

City of Idaho Springs

Job Description

Special training or experience: Must possess knowledge of marijuana codes, code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various marijuana codes and ordinances; proven experience conducting inspections and investigations related to the marijuana industry; proven experience conducting complex criminal, financial and regulatory investigations; proven regulatory and law enforcement background.

Skills/Abilities: Interpretation of Municipal Code, State Statute and rules and regulations regarding marijuana. Skill in operating and maintaining the listed tools and equipment for the job; average to above average computer skills. Must have the ability to prepare, organize and maintain inspection field reports and systems; Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly and testify in court in an objective, concise, and professional manner; Ability to produce or obtain reports, graphs, charts, blueprints, photographs or other evidence or exhibits; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with citizens, employees, supervisors, general public and other applicable agencies; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult and angry people.

Physical Demands: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Hand-eye coordination is necessary to operate computers and various equipment or tools.

While performing duties of this job, the employee is occasionally required to stand, walk, talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to cold, wet and/or hot, and windy conditions. The noise level in the work environment is usually low.

REPORTING RELATIONSHIPS

This position works independently under the general guidance and direction of the Chief of Police.

City of Idaho Springs Job Description

POSITION TITLE:	Public Works Superintendent
DEPARTMENT:	Public Works

POSITION SUMMARY

Plans, organizes, administers and supervises the Public Works Department. Managerial and supervisory position responsible for all of the City of Idaho Springs infrastructure. Responsibility including storm drainage collection and maintenance, road and street maintenance, street signs, parks, cemetery, building and grounds. This is a full-time exempt salary position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Exercise proper care and custody of all property, public and private, entrusted to it, prepare and maintain inventories of the same and account for the same as required by city council.
2. Administer and enforce all regulations of the city governing excavations in, access to and uses of city streets and other property.
3. Prepare and timely submit to the City Administrator a written preliminary budget request for the public works department, and administer the adopted annual budget.
4. Attend all scheduled Council meetings and work sessions, participate in discussions and make recommendations to City Council. Provide Public Works Department update for all Council meetings.
5. Administer and enforce the conveyance and acceptance of the public improvement provisions of this Code.
6. Maintain, repair and service all equipment and other city property in its custody or subject to its control.
7. Maintain city buildings and park and open space properties.
8. Maintain the Idaho Springs Cemetery, open and close graves, enforce and administer cemetery rules and regulations pertaining to the erection and maintenance of monuments, all as directed by the city clerk, and coordinate with the city clerk in the preparation and maintenance of accurate burial records
9. Develop, maintain and implement master utility plans for the water, sanitary sewer and storm water utilities.
10. Plan, design, administer, coordinate and maintain the public works of the city, including storm water utilities.
11. Prepare and maintain official maps of the city and acquire the necessary easements, rights-of-way and real property for city public works, park, open space and utility facilities.
12. Plan, design and operate the city street lighting and other electrically operated traffic control devices, including the city's radio systems.
13. Regulate and maintain public streets, alleys and municipal parking areas within the city, clean improved public streets and remove snow from streets designated for plowing.
14. Maintain and preserve all records of engineering work performed by or for the city.

City of Idaho Springs Job Description

15. Develop, maintain and implement master utility plans for the storm water utilities.
16. Hire, discipline and terminate all employees of the public works department; in accordance with the policies of the City. City Council may countermand or set aside any personnel action taken by the Public Works Director at any time.
17. Maintains a safety training program as required by insurance carrier.
18. Prepare and maintains essential records and reports as required by governing agencies.
19. Perform such other duties as may be prescribed by the City Council.

EXPERIENCE AND TRAINING

Formal education: High School Diploma or GED. A combination of education and experience commensurate with the above stated skills and specific duties attendant to this position.

Certificates and licenses: Colorado Class II Distribution and Collection Certifications desirable or ability to obtain. Possess and maintain valid Colorado Driver License. Possess and maintain a Colorado Class "B" CDL

Special training or experience: Five or more years experience in related field.

Skill/Ability to: Read, understand and interpret State, Federal and County laws pertaining to planning and environmental issues; ability to write clear, concise and accurate reports; and prepare and present technical information at public meetings. Must be able to develop and maintain cooperative working relationships with staff, the general public and other department and agency staff. Possess a wide variety of management skills to include budgeting, planning, organization and supervision of individuals and work groups. Ability to comprehend complex and often detailed plans, reports and multi-faceted projects. Knowledgeable in the areas of public works, streets and roads and water and wastewater. Thorough knowledge of construction standards and specifications. Familiarity with American Water Works Association standards for repair and replacement of water and wastewater lines. Knowledge of materials and equipment necessary for public works projects. Communicate both verbally and in writing. Ability to analyze and solve problems.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Must be able to lift 70 lbs. unassisted. Use of hands to operate tools such as valve wrench, cutters, drills, screwdrivers, pliers and wrenches. Specific vision abilities include close, vision, distance, color, peripheral, depth perception and the ability to adjust and focus, Must possess adequate hand, eye and foot coordination to operate specified equipment in a safe manner under a variety of conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment: Exposure to outside inclement weather conditions characterized by cold, snow, wind and rain. Occasionally exposed to moving mechanical parts. May be exposed to fumes, airborne particles, gases and toxic or caustic chemicals. The noise level is moderate to high for specific situations.

REPORTING RELATIONSHIPS:

This position reports to the Mayor for day-to-day operations and to the City Council for matters of policy.

City of Idaho Springs Job Description

POSITION TITLE: **Maintenance Worker III**

DEPARTMENT: **Public Works (Streets, Water Distribution & Wastewater Collection)**

POSITION SUMMARY

Position requires the timely and responsive performance of routine and technical maintenance functions for the effective operations of the City of Idaho Springs utility and service infrastructure. Areas of responsibility include water supply, treatment, storage, transmission and distribution; wastewater collection & treatment, storm drainage collection and maintenance, road and street maintenance, street signs, buildings and grounds. This is a full-time non-exempt hourly position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Under minimal supervision conducts or supervises street maintenance to include repair of potholes, refurbish or construct curb & gutter, street sweeping, snow clearing & removal.
2. Blades, clears and levels non-surfaced gravel and dirt roads.
3. Repairs and or replaces water, sewer and storm drainage pipes and accordance with the America Water Works Specifications & Standards or established City of Idaho Springs utility specifications.
4. Installs & repairs water and sewer service lines as directed. Cleans sewer service lines.
5. Investigates and resolves customer inquiries regarding water and sewer service.
6. Inspects, services and repairs water pumping stations, lift stations and holding tanks.
7. As directed conducts water meter readings; coordinates with the City Clerk or water-billing clerk as required. Maintains meter boxes and keeps track of account records.
8. Assists the general public with questions regarding utility lines, locations and installations to city services. Conduct utility line locates as requested.
9. Inspects repairs & replaces street signs & street lights. Inspects and repairs facilities and other buildings & ground infrastructure.
10. Updates the master utility service maps, corrects upon change or discovery of information.
11. Maintains records of street sign installation, repair or maintenance; fire hydrant service and inspection logs and other field record logs essential for maintenance planning.
12. Demonstrates and supervises the consistent application of safety practices in the field.
13. Conducts other duties as assigned by Public Works Superintendent or other supervisor as assigned.

City of Idaho Springs Job Description

EXPERIENCE AND TRAINING:

Formal education: High School Diploma or GED required. Combination of education and experience commensurate with the stated skills and specific duties attendant to this position.

Licenses: Possess and maintain valid Colorado Driver License. Possess and Maintain Colorado Class "B" CDL

Special training or experience: Possess and Maintain Colorado Class II Water Distribution and Wastewater Collections Certifications. Ability to obtain Colorado Class III Certifications within reasonable time.

Skill/Ability to: Manage, direct and supervise subordinates in a manner that reflects good leadership and motivation of assigned workers. Equipment operational skills consistent with task assigned; must be proficient in the operations of backhoe, loaders, dump trucks, motor grader, street sweeper, small utility skidster, sewer jet, light utility vehicles equipped with service snow plows or other general purpose attachments. General maintenance and mechanical skills consistent with the operations of a variety of power tools to include generators, mobile pumps, chain saws, asphalt/concrete cutters, pneumatic jack hammers, power saws, and drills. Must be skillful in the use of hand tools necessary for repair and maintenance of equipment and other infrastructure needs. Understand and apply accepted procedures in the accomplishment of specific duties.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Employee must verbally communicate effectively and possess normal listening and hearing skills, no hearing impairment. Employee is required to use his hands to operate tools such as wrenches, cutters, drills, screwdrivers and pliers. Specific vision abilities include close vision, distance, color, peripheral, depth perception and the ability to adjust, night vision, no abnormal vision impairments, and focus. Must possess adequate hand, eye and foot coordination to operate specified equipment in a safe manner under a variety of working conditions. Must be able to lift 70 lbs unassisted. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment: Exposure to outside inclement weather conditions characterized by cold, snow, wind and rain. Frequent exposure to moving mechanical parts. May be exposed to fumes, airborne particles, gases, and toxic or caustic chemicals. The noise level is moderate to high.

REPORTING RELATIONSHIPS

This position reports to the Public Works Superintendent, Public Works Department.

City of Idaho Springs Job Description

POSITION TITLE: Maintenance Worker II, (mechanic, street maintenance or, water/wastewater distribution)

DEPARTMENT: Public Works (Streets, Water Distribution & Wastewater Collection)

POSITION SUMMARY

This is a skilled journeyman level position responsible for maintenance and repair of light vehicles, heavy equipment, internal combustion engines, pumps and other mechanical components or equipment. Position also encompasses maintenance and repair of buildings and grounds fixtures. Conducts other activities in conjunction with the other maintenance crews for effective operations of the City of Idaho Springs utility & service infrastructure. This is a full-time non-exempt hourly position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Under general supervision conducts maintenance, repair and rebuild of all vehicles, equipment and mechanical machinery.
2. Under general supervision refurbish or construct curb & gutter, street sweeping, snow clearing & removal
3. Replaces component parts as required. Troubleshoots and conducts diagnostic actions.
4. Maintains equipment record jackets for each item of rolling stock, to include records detailing weekly maintenance performed and major component replacements.
5. Schedules vehicles for quarterly maintenance checks.
6. Conducts training of operators in their required before, during, and after operations checks.
7. Establishes procedures for operators to report maintenance problems.
8. Follows internal control procedures for repair of identified maintenance problems.
9. Is the designated shop supervisor responsible for organization, cleanliness, and security of tools and equipment used for daily mechanic duties.
10. Demonstrates and exercises shop safety at all times.
11. Under general and specific supervision may assist with any and all Maintenance III worker duties.
12. Assist when necessary in meter reading, repairs and installation of related equipment; coordinates with the City Clerk or water-billing clerk as required.
13. Inspects & maintains water distribution and wastewater collection system.
14. Provides locate services for water distribution and wastewater collection system.
15. Conducts other duties as assigned by Public Works Superintendent or other supervisor as assigned.

City of Idaho Springs Job Description

EXPERIENCE AND TRAINING:

Formal education: High School Diploma or GED required. Combination of education and experience commensurate with the stated skills and specific duties attendant to this position.

Licenses: Possess and maintain valid Colorado Driver License. Possess and maintain a Colorado Class "B" CDL.

Certificates Special training or experience: Colorado Class 1 Water Distribution and/or Wastewater Collection System Certification desirable. Ability to obtain Colorado Class 2 within reasonable time.

Skill/Ability to: Journeyman or master mechanic level mechanical skills. Comprehend and understand the basics of mechanical operations. Capable of using a variety of tools and diagnostic equipment to effect the repair and rebuild of engines, carburetors, transmissions, differentials, PTO's, gearboxes, hydraulic units, brakes and other system components common to internal combustion systems.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Employee must verbally communicate effectively and possess normal listening and hearing skills, no hearing impairments. Employee is required to use his hands to operate tools such as wrenches, cutters, drills, screwdrivers and pliers. Specific vision abilities include close vision, distance, color, peripheral, depth perception and the ability to adjust, night vision and focus, no abnormal vision impairments. Must possess adequate hand, eye and foot coordination to operate specified equipment in a safe manner under a variety of working conditions. Must be able to lift 70 lbs unassisted. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment: Internal shop setting. Exposure to outside inclement weather conditions characterized by cold, snow, wind and rain. Frequent exposure to moving mechanical parts. May be exposed to fumes, airborne particles, gases, and toxic or caustic chemicals. The noise level is moderate to high.

REPORTING RELATIONSHIPS

This position reports to the Public Works Superintendent, Public Works Department.

City of Idaho Springs Job Description

POSITION TITLE: Maintenance Worker I

DEPARTMENT: Public Works (Streets, Parks, Water Distribution & Wastewater Collection)

POSITION SUMMARY

Performs general labor and routine maintenance functions supporting the City of Idaho Springs utility and service infrastructure. Areas of responsibility include water distribution; wastewater collection, storm drainage collection and maintenance, road and street maintenance, street signs, parks, cemetery, buildings and grounds. This is a full-time non-exempt hourly position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Under direct supervision conducts street maintenance to include repair of potholes, refurbish or construct curb & gutter, street sweeping, snow clearing & removal.
2. Under direct supervision conducts lawn and garden maintenance to include cutting grass, trimming, edging, flower watering, repairing sprinkler lines, trash clean-up, sweeping, bike trail maintenance, weed trimming & removal, weed spraying, and public restroom clean-up and maintenance.
3. Inspects, repairs & replaces street signs & street lights. Performs general landscaping and repair work of parks, cemetery and other facilities. Conducts painting utilizing spray painter and hand painting as required. Removes graffiti using appropriate graffiti removal chemicals and devices.
4. Manual labor activities supporting the repair and or replacement of water, sewer and storm drainage pipes.
5. Assists in the installation of water and sewer service lines.
6. Cleans sewer service lines.
7. Under direct supervision services and repairs water and sewer system appurtenances, to include fire hydrants, curb boxes, pumping stations, lift stations and holding tanks.
8. Inspects, repairs & replaces street signs & street lights. Performs general landscaping and repair work of parks, cemetery and other facilities.
9. Within abilities and skills inspects and repairs facilities and other buildings & grounds infrastructure.
10. Cleans and maintains buildings and grounds.
11. Demonstrates consistent application of safety practices in the field.
12. Conducts other duties as may be assigned by Public Works Superintendent or other supervisor as assigned.

City of Idaho Springs Job Description

EXPERIENCE AND TRAINING:

Formal education: High School Diploma or GED required. Combination of education and experience commensurate with the stated skills and specific duties attendant to this position.

Licenses: Possess and maintain valid Colorado Driver License.

Special training or experience: Colorado Water and/or Wastewater Class 1 Water Distribution and/or Wastewater Collection System Certification desirable.

Skill/Ability to: Equipment operational skills consistent with tasks assigned; must be proficient in the operation of light utility vehicles equipped with service snow plows or other general purpose attachments, snow blower, lawnmowers, weed eaters, edger's, chainsaws, power saws, drills and other similar equipment. Must be skillful in the use of hand tools necessary for repair and maintenance of equipment and other infrastructure needs.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Employee must verbally communicate effectively and possess normal listening and hearing skills, no hearing impairments. Employee is required to use his hands to operate tools such as wrenches, cutters, drills, screwdrivers and pliers. Specific vision abilities include close vision, distance, color, peripheral, depth perception, night vision, and the ability to adjust and focus, no abnormal vision impairments. Must possess adequate hand, eye and foot coordination to operate specified equipment in a safe manner under a variety of working conditions. Must be able to lift 70 lbs unassisted. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment: Exposure to outside inclement weather conditions characterized by cold, snow, wind and rain. Frequent exposure to moving mechanical parts. May be exposed to fumes, airborne particles, gases, and toxic or caustic chemicals. The noise level is moderate to high.

REPORTING RELATIONSHIPS

This position reports to the Public Works Superintendent, Public Works Department.

City of Idaho Springs Job Description

POSITION TITLE: Maintenance Worker I, Parks Seasonal

DEPARTMENT: Public Works,

POSITION SUMMARY

Performs general labor and routine maintenance functions supporting the City of Idaho Springs Parks and Buildings. Areas of responsibility include parks, parks building maintenance, cemetery maintenance and area beautification. This is a non exempt hourly position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Under direct supervision of a Parks Maintenance Worker conducts lawn and garden maintenance to include cutting grass, trimming, edging, flower watering, repairing sprinkler lines, trash clean-up, sweeping, bike trail maintenance, weed trimming & removal, and public restroom clean-up and maintenance.
2. Inspects, repairs & replaces street signs & street lights. Performs general landscaping and repair work of parks, cemetery and other facilities.
3. Conducts painting utilizing spray painter.
4. Within abilities and skills inspects and repairs facilities and other buildings & grounds infrastructure.
5. Cleans and maintains buildings and grounds.
6. Demonstrates consistent application of safety practices in the field.
7. Conducts other duties as may be assigned by Public Works Superintendent or other supervisor as assigned.

EXPERIENCE AND TRAINING:

Formal education: High School Diploma or GED required. Combination of education and experience commensurate with the stated skills and specific duties attendant to this position.

Special training or experience: Possess and maintain valid Colorado Driver License.

Skill/Ability to: Equipment operational skills consistent with tasks assigned; must be proficient in the operation of light utility vehicles, lawnmowers, weed eaters, edger's, chainsaws, power saws, drills and other similar equipment. Must be skillful in the use of hand tools necessary for repair and maintenance of equipment and other infrastructure needs.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Employee must verbally communicate effectively and possess normal listening and hearing skills, no hearing impairments. Employee is required to use his hands to operate tools such as wrenches, cutters, drills, screwdrivers and pliers. Specific vision abilities include close vision, distance, color, peripheral, depth perception, night vision, and the ability to adjust and focus, no abnormal vision impairments. Must possess adequate hand, eye and foot coordination to operate specified equipment in a safe manner under a variety of working conditions. Must be able to lift 70 lbs unassisted. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

City of Idaho Springs Job Description

Environment: Exposure to outside inclement weather conditions characterized by cold, snow, wind and rain. Frequent exposure to moving mechanical parts. May be exposed to fumes, airborne particles, gases, and toxic or caustic chemicals. The noise level is moderate to high.

REPORTING RELATIONSHIPS

This position reports to the person assigned as the Parks Maintenance Worker under the direction of the Public Works Superintendent, Public Works Department.

City of Idaho Springs Job Description

POSITION TITLE: Water / Wastewater Superintendent / ORC (Operator in Responsible Charge)

DEPARTMENT: Water / Wastewater Department

POSITION SUMMARY

Plans, organizes, administers and supervises the Water / Wastewater Department. Managerial and supervisory position responsible for Water and Wastewater infrastructure. Responsibility including water supply, treatment, storage, transmission and distribution, wastewater collection and treatment. This is a full-time exempt salary position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. This position is the City of Idaho Springs Operator in Responsible Charge and will comply with Regulation 100, CRS of the Colorado Primary Drinking Water Regulations.
2. Prepare and timely submit to the City Administrator a written preliminary budget request for the Water/Wastewater. Department, and administer the adopted annual budget.
3. Exercise proper care and custody of water and waste water facility, prepare and maintain inventories of the same and account for the same as required by City Council.
4. Attend all scheduled Council meetings and necessary work sessions, participate in discussion and make recommendations to City Council. Provide water and wastewater department update for all Council meetings.
5. Maintain, repair and service all equipment within water and wastewater department.
6. Plan, design, administer, coordinate and maintain the water and sanitary sewer utilities of the City.
7. Maintain and preserve all records of engineering work performed at the Water and Wastewater Plants by or for the City.
8. Hire, discipline and terminate as necessary, employees of the water and wastewater department; in accordance with the policies of the City. City Council may countermand or set aside any personnel action taken by the Water and Wastewater Director at any time.
9. Maintains a safety-training program as required by insurance carrier.
10. Prepare and maintains essential records and reports as required by governing agencies.
11. Conduct regular job performance evaluations for all Water and Wastewater employees in accordance with the policies of the City.
12. Perform such other duties as may be prescribed by the Mayor and City Council.

EXPERIENCE AND TRAINING

Formal education: High School Diploma or GED and three or more years experience in related field.

Certificates and licenses: Must possess and maintain current Colorado Class B level Water and Wastewater Operator Certification or higher and Colorado Class II or higher Water Distribution and Collections Operator Certification. Valid Colorado Driver license required.

City of Idaho Springs Job Description

Special training or experience: A combination of education and experience commensurate with the above stated skills and specific duties attendant to this position.

Skill/Ability to: Read, understand and interpret State, Federal and County laws pertaining to planning and environmental issues; ability to write clear, concise and accurate reports; and prepare and present technical information at public meetings. Must be able to develop and maintain cooperative working relationships with staff, the general public and other department and agency staff. Possess a wide variety of management skills to include budgeting, planning, organization and supervision of individuals and work groups. Ability to comprehend complex and often detailed plans, reports and multi-faceted projects. Knowledgeable in the areas of water and wastewater treatment, distribution and collections systems. Communicate both verbally and in writing. Ability to analyze and solve problems.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Must be able to lift 70 lbs. unassisted. Use of hands to operate tools such as valve wrench, cutters, drills, screwdrivers, pliers and wrenches. Specific vision abilities include close, vision, distance, color, peripheral, depth perception and the ability to adjust and focus, Must possess adequate hand, eye and foot coordination to operate specified equipment in a safe manner under a variety of conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment: Moderate exposure to outside inclement weather conditions characterized by cold, snow, wind and rain. Occasionally exposed to moving mechanical parts. May be exposed to fumes, airborne particles, gases and toxic or caustic chemicals. The noise level is moderate to high for specific situations.

REPORTING RELATIONSHIPS:

This position reports to the Mayor for day-to-day operations and to the City Council for matters of policy.

POSITION TITLE: Water/Wastewater Maintenance Supervisor

DEPARTMENT: Water/Wastewater

POSITION SUMMARY

Plans, organizes and administers the maintenance responsibilities of the Water/Wastewater Department and its equipment. Supervises the daily operation of the Water Treatment Plant. Responsibility including water supply, lab testing, treatment, storage, discharge and preventative maintenance duties under direction from Water/Wastewater Superintendent. This is a full-time non-exempt hourly position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensure compliance with local, state and federal drinking water and wastewater regulations.
2. Exercise proper care and custody of water and wastewater facilities, prepare and maintain inventories of the same as required by Superintendent.
3. Maintain, repair and service all equipment within the water and wastewater department
4. Prepare, maintain and exercise a maintenance schedule for all essential equipment at the water and wastewater facilities.
5. Maintain and preserve all records of engineering and maintenance work performed at the water and wastewater facilities by or for the City.
6. Maintain and preserve all records and reports as required by governing agencies.
7. Ensure a clean and safe working environment at the water treatment facility as required by insurance carrier.
8. Perform such other duties as may be assigned by Water and Wastewater Superintendent.

EXPERIENCE AND TRAINING

Formal education: High School Diploma or GED. Three or more years experience in Water/Wastewater Operations and Maintenance preferred.

Certificates and licenses: Colorado Water and Wastewater Class C Certifications with the ability to obtain Class B Certifications within a reasonable time. Distribution and Collection license preferred. Possess and maintain valid Colorado Driver's License.

Special training or experience: A combination of education and experience commensurate with the above stated skills and specific duties attendant to the position.

Skill/Ability to: Read, understand and interpret State, Federal and County laws pertaining to planning and environmental issues; ability to write clear, concise and accurate reports; and prepare and present technical information to Water/Wastewater Superintendent. Must be able to develop and maintain cooperative working relationships with staff, the general public and

other department and agency staff. Ability to comprehend complex and often detailed plans, reports and multi-faceted projects. Knowledgeable in the areas of water and wastewater treatment. Communicate both verbally and in writing. Ability to analyze and solve problems.

Environment: Occasional exposure to outside inclement weather conditions characterized by cold, snow, wind and rain. Exposure to moving mechanical parts. May be exposed to fumes, airborne particles, gases and toxic, acidic or caustic chemicals. The noise level is moderate to high for specific situations.

REPORTING RELATIONSHIPS:

This position reports to the Water/Wastewater Department Superintendent for day-to-day operations and activities.

City of Idaho Springs Job Description

POSITION TITLE: **Water and/or Wastewater Treatment Plant Operator III**

DEPARTMENT: **Water / Wastewater**

POSITION SUMMARY

Position requires timely and responsive performance water and/or wastewater operations activities to ensure the delivery of services in compliance with State and Federal Clean Water and Safe Drinking Water Regulations. Duties will include general maintenance and routine equipment maintenance in accordance with daily schedule and maintenance plan. Areas of responsibility are the efficient operation of the Water Treatment Plant and/or Wastewater Treatment Plant. This is a full-time non-exempt hourly position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Under general supervision conducts operations activities to include monitoring of control systems, valve adjustments, introduction of chemicals at specified dosage rates, and takes required water and wastewater samples for laboratory analysis.
2. Interprets test results and applies accepted procedures to ensure compliance with State and Federal Clean Water and Safe Drinking Water Regulations.
3. Conducts building maintenance and equipment maintenance in accordance with the scheduled daily maintenance plan.
4. Under general supervision, services and repairs pumps, valves, motors, piping, plumbing, replaces filters and other building fixtures.
5. Cleans floors, walls, windows, paint and general upkeep.
6. Inspects systems, completes daily checklist, maintains logbooks, assist in the gathering and recording of production data.
7. Files data as required.
8. Demonstrates consistent application of safety practices in the field.
9. Work begins and ends at the Water/Wastewater Treatment Plant, but the operator may be required to travel between both plants on a daily basis as directed by the Superintendent or supervisor.
10. Requires on-call and rotating weekend and holiday shifts.
11. Conducts other duties as may be assigned.

EXPERIENCE AND TRAINING

Formal education: High School Diploma or GED required. Combination of education and experience commensurate with the stated skills and specific duties attendant to this position

City of Idaho Springs

Job Description

Certificates and licenses: Must possess and maintain current Colorado Class B Certification for Water and Wastewater Operator. Colorado Water or Wastewater, Distribution and Collections Certification are desirable. Possess and maintain valid Colorado Driver License.

Skill/Ability to: System and equipment operational skills consistent with tasks assigned; must have a working knowledge of control systems, pumps and valves. Working knowledge of hydraulics. Must be skillful in the use of hand tools necessary for the repair and maintenance of pumps, valves and motors. Skillful in the execution of safety practices at all times.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Employee must communicate effectively and possess normal listening and hearing skills. Employee is required to use his hands to operate tools such as wrenches, cutters, drills, screwdrivers and pliers. Specific vision abilities include close vision, distance, color, peripheral, depth perception and the ability to adjust and focus. Must possess adequate hand, eye and foot coordination to operate specified equipment in a safe manner under a variety of working conditions. Must be able to lift 70 lbs unassisted. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment: Occasional exposure to outside inclement weather conditions characterized by cold, snow, wind and rain. Frequent exposure to moving mechanical parts. May be exposed to fumes, airborne particles, gases, and toxic or caustic chemicals. The noise level is moderate to high.

REPORTING RELATIONSHIPS

This position reports to the Water/Wastewater Operations & Maintenance Supervisor or designated ORC.

City of Idaho Springs Job Description

POSITION TITLE: Water and/or Wastewater Treatment Plant Operator II

DEPARTMENT: Water / Wastewater

POSITION SUMMARY

Position requires timely and responsive performance water and/or wastewater operations activities to ensure the delivery of services in compliance with State and Federal Clean Water and Safe Drinking Water Regulations. Duties will include general maintenance and routine equipment maintenance in accordance with daily schedule and maintenance plan. Areas of responsibility are the efficient operation of the Water Treatment Plant and/or Wastewater Treatment Plant. This is a full-time non-exempt hourly position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Under direct supervision conducts operations activities to include monitoring of control systems, valve adjustments, introduction of chemicals at specified dosage rates, and takes required water and wastewater samples for laboratory analysis.
2. Interprets test results and applies accepted procedures to ensure compliance with State and Federal Clean Water and Safe Drinking Water Regulations.
3. Conducts building maintenance and equipment maintenance in accordance with the scheduled daily maintenance plan.
4. Under direct supervision, services and repairs pumps, valves, motors, piping, plumbing, replaces filters and other building fixtures.
5. Cleans floors, walls, windows, paint and general upkeep.
6. Inspects systems, completes daily checklist, maintains logbooks, assist in the gathering and recording of production data.
7. Files data as required.
8. Demonstrates consistent application of safety practices in the field.
9. Work begins and ends at the Water/Wastewater Treatment Plant, but the operator may be required to travel between both plants on a daily basis as directed by the Superintendent or supervisor.
10. Requires on-call and rotating weekend and holiday shifts.
11. Conducts other duties as may be assigned.

EXPERIENCE AND TRAINING

Formal education: High School Diploma or GED required. Combination of education and experience commensurate with the stated skills and specific duties attendant to this position

City of Idaho Springs Job Description

Certificates and licenses: Must possess and maintain current Colorado Class C Certification for Water and Wastewater Operator. Colorado Water or Wastewater, Distribution and Collections Certification are desirable. Possess and maintain valid Colorado Driver License.

Skill/Ability to: System and equipment operational skills consistent with tasks assigned; must have a working knowledge of control systems, pumps and valves. Working knowledge of hydraulics. Must be skillful in the use of hand tools necessary for the repair and maintenance of pumps, valves and motors. Skillful in the execution of safety practices at all times.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Employee must communicate effectively and possess normal listening and hearing skills. Employee is required to use his hands to operate tools such as wrenches, cutters, drills, screwdrivers and pliers. Specific vision abilities include close vision, distance, color, peripheral, depth perception and the ability to adjust and focus. Must possess adequate hand, eye and foot coordination to operate specified equipment in a safe manner under a variety of working conditions. Must be able to lift 70 lbs unassisted. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment: Occasional exposure to outside inclement weather conditions characterized by cold, snow, wind and rain. Frequent exposure to moving mechanical parts. May be exposed to fumes, airborne particles, gases, and toxic or caustic chemicals. The noise level is moderate to high.

REPORTING RELATIONSHIPS

This position reports to the Water/Wastewater Maintenance & Operations Supervisor or designated ORC.

City of Idaho Springs Job Description

POSITION TITLE: **Water and/or Wastewater Treatment Plant Operator I**

DEPARTMENT: **Water / Wastewater**

POSITION SUMMARY

Position requires timely and responsive performance water and/or wastewater operations activities to ensure the delivery of services in compliance with State and Federal Clean Water and Safe Drinking Water Regulations. Duties will include general maintenance and routine equipment maintenance in accordance with daily schedule and maintenance plan. Areas of responsibility are the efficient operation of the Water Treatment Plant and/or Wastewater Treatment Plant. This is a full-time non-exempt hourly position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Under direct supervision conducts operations activities to include monitoring of control systems, valve adjustments, introduction of chemicals at specified dosage rates, and takes required water and wastewater samples for laboratory analysis.
2. Interprets test results and applies accepted procedures to ensure compliance with State and Federal Clean Water and Safe Drinking Water Regulations.
3. Conducts building maintenance and equipment maintenance in accordance with the scheduled daily maintenance plan.
4. Under direct supervision, services and repairs pumps, valves, motors, piping, plumbing, replaces filters and other building fixtures.
5. Cleans floors, walls, windows, paint and general upkeep.
6. Inspects systems, completes daily checklist, maintains logbooks, assist in the gathering and recording of production data.
7. Files data as required.
8. Demonstrates consistent application of safety practices in the field.
9. Work begins and ends at the Water/Wastewater Treatment Plant, but the operator may be required to travel between both plants on a daily basis as directed by the superintendent or supervisor.
10. Requires on-call and rotating weekend and holiday shifts.
11. Conducts other duties as may be assigned.

EXPERIENCE AND TRAINING

Formal education: High School Diploma or GED required. Combination of education and experience commensurate with the stated skills and specific duties attendant to this position

Certificates and licenses: Must possess and maintain current Colorado Class D Certification for Water and Wastewater Operator. Colorado Water, Wastewater, Distribution and Collections Certification are desirable. Possess and maintain valid Colorado Driver License.

Skill/Ability to: System and equipment operational skills consistent with tasks assigned; must have a working knowledge of control systems, pumps and valves. Working knowledge of hydraulics. Must be

City of Idaho Springs

Job Description

skillful in the use of hand tools necessary for the repair and maintenance of pumps, valves and motors. Skillful in the execution of safety practices at all times.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Employee must communicate effectively and possess normal listening and hearing skills. Employee is required to use his hands to operate tools such as wrenches, cutters, drills, screwdrivers and pliers. Specific vision abilities include close vision, distance, color, peripheral, depth perception and the ability to adjust and focus. Must possess adequate hand, eye and foot coordination to operate specified equipment in a safe manner under a variety of working conditions. Must be able to lift 70 lbs unassisted. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment: Occasional exposure to outside inclement weather conditions characterized by cold, snow, wind and rain. Frequent exposure to moving mechanical parts. May be exposed to fumes, airborne particles, gases, and toxic or caustic chemicals. The noise level is moderate to high.

REPORTING RELATIONSHIPS

This position reports to the Water /Wastewater Operations & Maintenance Supervisor or designated ORC.

City of Idaho Springs Job Description

POSITION TITLE: **Water and/or Wastewater Treatment Plant Operator Trainee**

DEPARTMENT: **Water / Wastewater**

POSITION SUMMARY

This classification consists of entry-level unskilled and semi-skilled work in the operation, servicing and maintenance of a water or wastewater treatment facility. The individual works in partnership with other employees, departments/divisions, agencies and the public in delivering effective and innovative services. Position requires timely and responsive performance water and/or wastewater operations activities to ensure the delivery of services in compliance with State and Federal Clean Water and Safe Drinking Water Regulations. Areas of responsibility are the efficient operation of the Water Treatment Plant and/or Wastewater Treatment Plant. All work is accomplished under direct supervision. This is a full-time non-exempt hourly position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Under direct supervision conducts operations activities to include monitoring of control systems, valve adjustments, introduction of chemicals at specified dosage rates, and takes required water and wastewater samples for laboratory analysis.
2. Interprets test results and applies accepted procedures to ensure compliance with State and Federal Clean Water and Safe Drinking Water Regulations.
3. Conducts building maintenance and equipment maintenance in accordance with the scheduled daily maintenance plan.
4. Under direct supervision, services and repairs pumps, valves, motors, piping, plumbing, replaces filters and other building fixtures.
5. Cleans floors, walls, windows, paint and general upkeep.
6. Inspects systems, completes daily checklist, maintains logbooks, assist in the gathering and recording of production data.
7. Files data as required.
8. Demonstrates consistent application of safety practices in the field.
9. Work begins and ends at the Water/Wastewater Treatment Plant, but the operator may be required to travel between both plants on a daily basis as directed by the superintendent or supervisor.
10. Requires on-call and rotating weekend and holiday shifts.
11. Conducts other duties as may be assigned.

EXPERIENCE AND TRAINING

Formal education: High School Diploma or GED required. Combination of education and experience commensurate with the stated skills and specific duties attendant to this position

City of Idaho Springs Job Description

Certificates and licenses: Must be willing to acquire a Colorado Class D Certification for Water and Wastewater Operator within one year. Colorado Water, Wastewater, Distribution and Collections Certification are desirable. Possess and maintain valid Colorado Drivers License.

Skill/Ability to: System and equipment operational skills consistent with tasks assigned; must have a working knowledge of control systems, pumps and valves. Have working knowledge of hydraulics. Must have skill in the use of hand tools necessary for the repair and maintenance of pumps, valves and motors. Skillful in the execution of safety practices at all times.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Employee must communicate effectively and possess normal listening and hearing skills. Employee is required to use his hands to operate tools such as wrenches, cutters, drills, screwdrivers and pliers. Specific vision abilities include close vision, distance, color, peripheral, depth perception and the ability to adjust and focus. Individual must possess adequate hand, eye and foot coordination to operate specified equipment in a safe manner under a variety of working conditions. Individual must be able to lift 70 lbs unassisted. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment: Occasional exposure to outside inclement weather conditions characterized by cold, snow, wind and rain. Frequent exposure to moving mechanical parts. May be exposed to fumes, airborne particles, gases, and toxic or caustic chemicals. The noise level is moderate to high.

REPORTING RELATIONSHIPS

This position reports to the Water /Wastewater Superintendent or designated ORC.

CITY OF IDAHO SPRINGS
Clear Creek County, Colorado

Ordinance No. 20, Series 2019

**AN ORDINANCE CONDITIONALLY VACATING PORTIONS OF DIVIDE VIEW DRIVE
AND MONTANE DRIVE WITHIN THE MONTANE PARK SUBDIVISION, ADJACENT TO
LOTS 16, 17 AND 24 OF SAID SUBDIVISION WITHIN THE CITY OF IDAHO SPRINGS**

WHEREAS, certain portions of Divide View Drive and Montane Drive within the Montane Park Subdivision of the City of Idaho Springs, Colorado (“City”) located adjacent to Lots 16, 17 and 24 therein, are not presently relied upon by any property for access to the public street system; and

WHEREAS, said rights-of-way areas are not presently used for the location of utilities and the City Council does not project that such use of the alley ways will be needed in the future; and

WHEREAS, Robert and Janice Bowland, Richard Garnett, Connie Planck and Andrew and Rebecca McKown (the “Applicants”) are the owners of Lots 16, 17 and 24 within the Montane Park Subdivision, respectively, which abut all boundaries of the rights-of-way at issue and have requested the vacation of the same; and

WHEREAS, because the portions of right-of-way requested to be vacated are neither relied upon by any property for access to a public street nor required for public utilities, the City Council finds that they may be vacated as public right-of-way without prejudice to the interests of the City, the public or any other interested party, as specified herein.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Idaho Springs, Colorado as follows:

Section 1. The above and foregoing recitals are incorporated herein by reference as findings and determinations of the City Council.

Section 2. Certain portions of City right-of-way located in the Montane Park Subdivision, adjacent to Lots 16, 17 and 24 therein, and known as Divide View Drive and Montane Drive, and more particularly described in **Exhibit A**, attached hereto and incorporated herein by reference, are hereby vacated upon the following **CONDITIONS**:

- 1) The Applicants shall obtain final City-approval of an associated Administrative Plat Amendment to adjust the lot lines of Lots 16, 17 and 24 of the Montane Park Subdivision, to incorporate the rights-of-way vacated hereby and the Bowland-Garnett Annexation. in the vicinity of 620 Pine Slope Road as a result of this vacation;
- 2) The above condition must be fully-satisfied by the Applicants no later than July 31, 2020.

Should the Applicants, or their successors in interest, fail to timely satisfy these conditions, the vacation approved by this Ordinance shall be null and void, and no record of the same shall be recorded with the County Clerk and Recorder.

Section 3. Upon the recording of this Ordinance and Exhibit pursuant to Section 4 below, title to the rights-of-way vacated by this Ordinance shall vest in the owners of the land abutting said vacated areas by operation of law, specifically: C.R.S. § 43-2-302(1)(b).

Section 4. On August 1, 2020, or sooner if the circumstances allow, the City Clerk is hereby directed to verify that the conditions of vacation set forth in Section 2 of this Ordinance have been timely satisfied. If the City Clerk finds that said conditions were timely satisfied, she is further directed to record a copy of this Ordinance with the Clear Creek County Clerk and Recorder's office as required by C.R.S. § 43-1-202.7, without undue delay.

INTRODUCED, READ, AND ORDERED PUBLISHED at a Regular Meeting of the City Council of the City of Idaho Springs, Colorado on the 12th day of November, 2019.

Michael Hillman, Mayor

ATTESTED AND CERTIFIED:

Diane Breece, City Clerk

PASSED, ADOPTED AND APPROVED AS AMENDED, after publication, at a Regular Meeting of the City Council of the City of Idaho Springs, Colorado, held on the ____ day of _____, 20____.

Michael Hillman, Mayor

ATTESTED AND CERTIFIED:

Diane Breece, City Clerk

EXHIBIT A

[Administrative Plat Amendment – Includes Vacation descriptions and Illustrations]

CITY OF IDAHO SPRINGS
Clear Creek County, Colorado

Ordinance No. 21, Series 2019

AN ORDINANCE REZONING APPROXIMATELY 0.49 ACRES KNOWN AS THE BOWLAND-GARNETT ANNEXATION TO THE CITY OF IDAHO SPRINGS TO RESIDENTIAL ESTATE (R-E)

WHEREAS, on January 13, 2020, by Ordinance No.16, Series 2019, the City of Idaho Springs ("City") annexed certain property, more fully described in said ordinance, and known as the Bowland-Garnett Annexation to the City of Idaho Springs; and

WHEREAS, the City Council and Planning Commission have authority pursuant to the laws of the State of Colorado and the Idaho Springs Zoning Ordinance to enact zoning classifications for property newly annexed to the City; and

WHEREAS, the City has received an application from the affected property owners to rezone the annexed property to the R-E zone district; and

WHEREAS, as authorized by Idaho Springs Municipal Code ("Code") Sections 21-82 and 21-108, the City Council and Planning Commission each conducted public hearing on the rezoning application, after full and proper public notice was given as required by law, at which all interested parties were afforded an opportunity to be heard; and

WHEREAS, the Council finds that the proposed zoning is generally in conformity with the City's comprehensive plan, will tend to preserve and promote property values in the neighborhood, will be in harmony and compatible with the surrounding land uses and present development in the area, and will generally promote the public welfare.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Idaho Springs, Colorado, as follows:

Section 1. The above and foregoing Recitals are incorporated herein by reference and are adopted as findings and determinations of the City Council.

Section 2. The zoning classification for the Property known as the Bowland-Garnett Annexation to the City of Idaho Springs as more particularly and fully described and illustrated in **Exhibit A**, attached hereto and incorporated herein by reference, is hereby approved and established as Residential Estate (R-E).

Section 3. The official zoning map of the City is hereby amended to incorporate therein the zoning classification established in Section 2, above. Except as expressly so amended, the said zoning map is readopted, ratified and confirmed in all respects.

Section 4. Any and all Ordinances or parts thereof in conflict or inconsistent

herewith are, to the extent of such conflict or inconsistency, hereby repealed; provided, however, that the repeal of any such Ordinance or part thereof shall not revive any other section or part of any Ordinance heretofore repealed or superseded.

Section 5. Should any one or more sections or provisions of this Ordinance be judicially determined invalid or unenforceable, such judgment shall not affect, impair or invalidate the remaining provisions of this Ordinance, the intention being that the various provisions are severable.

INTRODUCED, READ AND ORDERED PUBLISHED, and public hearing scheduled, at a Regular Meeting of the City Council of the City of Idaho Springs, Colorado, held on the 12th day of November, 2019.

Michael Hillman, Mayor

ATTESTED AND CERTIFIED:

Diane Breece, City Clerk

PASSED, ADOPTED AND APPROVED, after publication, following the public hearing, at a Regular Meeting of the City Council of the City of Idaho Springs, Colorado, held on the 13th day of January, 2020.

Michael Hillman, Mayor

ATTESTED AND CERTIFIED:

Diane Breece, City Clerk

EXHIBIT A

[ANNEXATION MAP – ATTACHED]

DESCRIPTION OF SUBJECT PROPERTIES:

BOWLAND ANNEXATION LEGAL DESCRIPTION

A TRACT OF LAND SITUATED IN SECTION 36, TOWNSHIP 3 SOUTH, RANGE 73 WEST OF THE 6TH PRINCIPAL MERIDIAN, COUNTY OF CLEAR CREEK, STATE OF COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT AT THE INTERSECTION OF LINE 1-10 OF THE HALL PLACER, M.S. NO. 11793 AND THE CENTERLINE OF AN EXISTING DIRT ROAD KNOWN AS 'MONTANE DRIVE', SAID POINT ALSO BEING AT THE SOUTHERN TERMINUS OF THE CENTERLINE OF MONTANE DRIVE AS PLATTED ON THE MONTANE PARK SUBDIVISION PLAT, FROM WHICH CORNER NO. 1 OF SAID PLACER BEARS N79°59'39"W, A DISTANCE OF 60.54 FEET;
THENCE ALONG SAID CENTERLINE, ON THE ARC OF A CURVE TO THE LEFT, WITH A RADIUS OF 315.51 FEET, AND A CENTRAL ANGLE OF 31°07' 32", FOR AN ARC DISTANCE OF 171.40 FEET TO A POINT ON THE TOWNSHIP LINE BETWEEN SECTION 36, T3S, R73W, AND SECTION 1, T4S, R73W;
THENCE S89°29' 00"E ALONG SAID TOWNSHIP LINE, A DISTANCE OF 53.17 FEET TO LINE 4-1 OF THE ALLEY MAE LODGE, M.S. NO. 17552;
THENCE N44°00' 00"E, ALONG SAID LINE 4-1, A DISTANCE OF 11.45 FEET TO A POINT ON THE CENTERLINE OF AN EXISTING DIRT ROAD KNOWN AS 'DIVIDE VIEW DRIVE';
THENCE N12°02' 12"W, ALONG SAID CENTERLINE, A DISTANCE OF 24.78 FEET;
THENCE ALONG SAID CENTERLINE, ON THE ARC OF A CURVE TO THE RIGHT WITH A RADIUS OF 116.25 FEET, AND A CENTRAL ANGLE OF 64°21' 04", FOR AN ARC DISTANCE OF 130.57 FEET TO A POINT ON SAID LINE 1-10 OF THE HALL PLACER;
THENCE N79°59' 39"W, ALONG SAID LINE 1-10, A DISTANCE OF 116.71 FEET TO THE POINT OF BEGINNING,

EXCEPT UNSPECIFIED RIGHTS OF WAY FOR MONTANE DRIVE AND DIVIDE VIEW DRIVE AS THEY CURRENTLY EXISTS.

AND EXCEPT ANY VALID EXISTING EASEMENTS OR RIGHTS OF WAY EXISTING AT THE TIME OF CONVEYANCE.

This newly created legal description was prepared by:
Greg Markle
Clear Creek Surveying
P.O. Box 1571, Idaho Springs
Colorado, 80452
02/12/01

GARNETT ANNEXATION LEGAL DESCRIPTION

A TRACT OF LAND SITUATED IN SECTION 36, TOWNSHIP 3 SOUTH, RANGE 73 WEST OF THE 6TH PRINCIPAL MERIDIAN, COUNTY OF CLEAR CREEK, STATE OF COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT AT THE INTERSECTION OF LINE 1-10 OF THE HALL PLACER, M.S. NO. 11793 AND THE CENTERLINE OF AN EXISTING DIRT ROAD KNOWN AS 'DIVIDE VIEW DRIVE', FROM WHICH CORNER NO. 1 OF SAID PLACER BEARS N79°59'39"W, A DISTANCE OF 177.25 FEET;
THENCE ALONG SAID CENTERLINE, ON THE ARC OF A CURVE TO THE LEFT, WITH A RADIUS OF 116.25 FEET, AND A CENTRAL ANGLE OF 64°21' 04", FOR AN ARC DISTANCE OF 130.57 FEET;
THENCE CONTINUING ALONG SAID CENTERLINE S12°02' 12"E, A DISTANCE OF 24.78 FEET TO A POINT ON LINE 4-1 OF THE ALLEY MAE LODGE, M.S. NO. 17552;
THENCE N44°00' 00"E, ALONG SAID LINE 4-1, A DISTANCE OF 174.70 FEET TO A POINT ON SAID LINE 1-10 OF THE HALL PLACER;
THENCE N79°59' 39"W, ALONG SAID LINE 1-10, A DISTANCE OF 85.19 FEET TO THE POINT OF BEGINNING,

EXCEPT UNSPECIFIED RIGHTS OF WAY FOR DIVIDE VIEW DRIVE AS IT CURRENTLY EXISTS.

AND EXCEPT ANY VALID EXISTING EASEMENTS OR RIGHTS OF WAY EXISTING AT THE TIME OF CONVEYANCE.

This newly created legal description was prepared by:
Greg Markle
Clear Creek Surveying
P.O. Box 1571, Idaho Springs
Colorado, 80452
02/02/01

CITY OF IDAHO SPRINGS
Clear Creek County, Colorado

Ordinance No. 18, Series 2019

AN ORDINANCE ADOPTING THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE STUDY AND FLOOD INSURANCE RATE MAP FOR CLEAR CREEK COUNTY, COLORADO, AND INCORPORATED AREAS, DATED DECEMBER 20, 2019, AND MAKING CONFORMING AMENDMENT TO SECTION 23-3 OF THE IDAHO SPRINGS MUNICIPAL CODE

WHEREAS, pursuant to Title 29, Article 20, C.R.S. and Section 31-23-301(1), C.R.S., the state legislature has granted cities the authority to adopt land use regulations designed to minimize flood losses and to establish, regulate, restrict and limit the use of land on or along any storm or floodwater runoff channel or basin, as such storm or floodwater runoff channel or basin has been designated and approved by the Colorado Water Conservation Board ("CWCB"); and

WHEREAS, the City of Idaho Springs, Colorado ("City"), acting by and through its City Council ("Council"), has previously adopted such regulations, which are found at Chapter 23 of the Idaho Springs Municipal Code ("Code"); and

WHEREAS, the CWCB has informed the City that a new flood insurance study (FIS) and flood insurance rate map (FIRM) for the Idaho Springs area has been promulgated by the Federal Emergency Management Agency (FEMA), to become effective on December 20, 2019; and

WHEREAS, in order to maintain its flood regulatory compliance and fully conform to FEMA and CWCB regulations, the City must adopt the new FIS and FIRM no later than December 20, 2019; and

WHEREAS, the Council finds that it is critical that the City's flood regulations comply with state and federal requirements in order to protect the availability of flood insurance and emergency funding for citizens and businesses within the City, and to participate in a coordinated state-wide effort to minimize potential losses caused by periodic and catastrophic flooding, such as the state of Colorado experienced in September of 2013; and

WHEREAS, the Council therefore wishes to adopt the new FIS and FIRM and to make conforming amendments to Section 23-3 of the Code.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF IDAHO SPRINGS, COLORADO, AS FOLLOWS:

Section 1. The above and foregoing recitals are hereby incorporated herein as specific findings and determinations of the City Council.

Section 2. The Flood Insurance Study and associated Flood Insurance Rate Map for Clear Creek County, Colorado, and Incorporated Areas, Flood Insurance Study Number 08019CV000C, Revised December 20, 2019, a copy of which is attached hereto and incorporated herein by this reference, is hereby adopted and approved.

Section 3. Section 23-3 of the Idaho Springs Municipal Code is hereby amended as follows:

Sec. 23-3. - Flood Insurance Rate Map adopted.

The Special Flood Hazard Areas identified by the Federal Emergency Management Agency in a scientific and engineering report entitled "The Flood Insurance Study for Clear Creek County, Colorado and Incorporated Areas," dated ~~July 17, 2012~~ December 20, 2019, with an accompanying Flood Insurance Rate Map and any revisions thereto are hereby adopted by reference and declared to be a part of this Article. These Special Flood Hazard Areas identified by the FIS and attendant mapping are the minimum area of applicability of this Article and may be supplemented by studies designated and approved by the City Council, from time to time. The Flood Insurance Study (FIS), DFIRMs and FIRMs are on file at the City Clerk's office.

Section 4. Any and all Ordinances, Regulations, Studies and Maps concerning the FIS and FIRM applicable within the City, or parts thereof, in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed; provided, however, that the repeal of any such Ordinance, Regulation, Study or Map or part thereof shall not revive any other section or part of any Ordinance, Regulation, Study or Map heretofore repealed or superseded.

Section 5. Should any one or more sections or provisions of this Ordinance or of Code provisions enacted hereby be judicially determined invalid or unenforceable, such judgment shall not affect, impair or invalidate the remaining provisions of this Ordinance or of such Code provisions, the intention being that the various sections and provisions are severable.

INTRODUCED, READ AND ORDERED PUBLISHED at a Regular Meeting of the City Council of the City of Idaho Springs, Colorado, held on the 14th day of October, 2019.

Michael Hillman, Mayor

ATTESTED AND CERTIFIED:

Diane Breece, City Clerk

PASSED, ADOPTED AND APPROVED at a Regular Meeting of the City Council of the City of Idaho Springs, Colorado, held on the 12th day of November, 2019.

Michael Hillman, Mayor

ATTESTED AND CERTIFIED:

Diane Breece, City Clerk

FLOOD INSURANCE STUDY

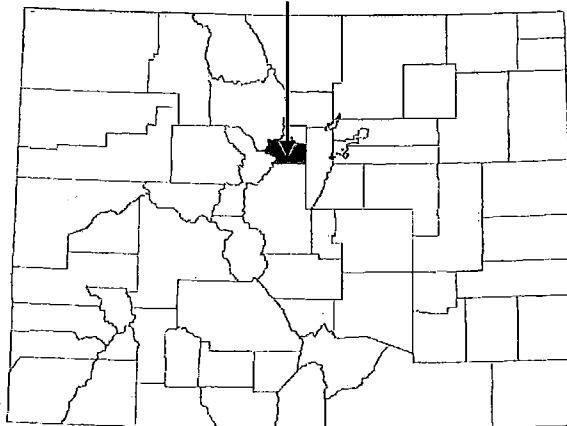


CLEAR CREEK COUNTY, COLORADO AND INCORPORATED AREAS

<i>Community Name</i>	<i>Community Number</i>
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CLEAR CREEK COUNTY (UNINCORPORATED AREAS)	080034
EMPIRE, TOWN OF	080212
GEORGETOWN, TOWN OF	080035
IDAHO SPRINGS, CITY OF	080036
SILVER PLUME, TOWN OF	080200

Clear Creek County



REVISED
DECEMBER 20, 2019

Federal Emergency Management Agency

FLOOD INSURANCE STUDY NUMBER
08019CV000C

CITY OF IDAHO SPRINGS

City Council Communication



MEETING DATE: NOVEMBER 12, 2019

PRESENTED BY: ALAN TIEFENBACH
COMMUNITY DEVELOPMENT PLANNER

ITEM: LAND DEVELOPMENT REGULATIONS (LDR)
MINOR REVISIONS

BACKGROUND:

On November 13, 2018 the City Council approved a complete reorganization of all development-associated regulations of the Municipal Code into a new Land Development Regulation (LDR). This LDR was reviewed and revised by the Planning Commission in the process of 9 work sessions, one public hearing and one community meeting. Notice of the initial community meeting was mailed to every property owner and business owner in Idaho Springs. All new sections of the Code were sent to review agencies, interested stakeholders who requested to be notified of updates, decision makers as well as posted on the City website as sections were completed.

Staff has been working under the new LDR for the last year. Although the new LDR is a significant improvement over the previous development regulations, there have been minor issues that have arisen that should be corrected / clarified. It is very typical and common for a municipality to review their regulations and make corrections on an annual basis.

PROPOSED REVISIONS:

Below are the proposed changes to the new LDR:

Sec. 21-12. Nonconforming uses; buildings.

1. **Existing Single Family Established as Conforming.** There are numerous existing single family attached units (townhouses, duplexes) within the Residential-One (R-1) zone district, but they are not allowed by-right. There have been situations in which property owners have applied for building permits for minor improvements, but because single-family attached is not an allowed use, staff cannot always approve the permits. This requires property owners to get the units approved through a Conditional Use. A revision proposed the following new language:

"Single family attached units that are existing in the Residential-One Zone District prior to November 27, 1995 can be replaced, expanded and modified regardless of whether or not their use had been discontinued for more than 12 months. Additional residential units may not be added."

This allows existing units to remain, but does not allow new units by right. The date of November 27, 1995 was chosen because this is the earliest date staff has been able to determine the R-1 Zone District existed.

ARTICLE II. DEFINITIONS

2. Accessory Dwelling Unit. The definition for Accessory Dwelling Unit (ADU) is revised to clarify only one ADU per main dwelling is allowed, and they must be at least 200 square feet in size. This is one of the smaller sizes staff has been able to find regarding ADUs that would require a building permit. Also, the current regulations do not specify how many ADUs are allowed per primary residence.
3. Boarding and Rooming Houses. The current definition for boarding and rooming houses is very broad and could serve as a “loophole” for unauthorized short term rentals. The revision requires “boarding and rooming houses to have at least one onsite owner or employee.”
4. Tourist Home. This definition is proposed for deletion. The current definition reads as the following:
“A dwelling in which rooms are rented on a daily or weekly basis for the purpose of accommodating travelers or temporary guests.”

There was a recent occurrence where a short term rental (STR) type operation that did not meet the STR, hotel or motel requirements was occurring in a commercial district. Staff contacted the property owner, whose attorney then wrote a letter to the City stating that based on our definitions the operation was a tourist home. Because this definition did apply to what the property owner was doing, staff had to issue the business license. This present definition is a “loophole” for someone to run a hotel, motel or STR operation without having to meet necessary requirements.

Sec 21-33. Short Term Rentals

5. 21-33 E.6. Mailing Procedure. The current regulations require the City Clerk to mail written notice to all property owners within a 200 foot radius. This has become extremely time consumptive for staff. The proposed revision requires the City to provide the letter and mailing list and for the applicant to do the mailing. A certificate of mailing is required.
6. The Planning Commission is discussing additional revisions that they may recommend to the STR regulations. This is being undertaken as a separate project.

Table 21-50-1: Allowed Uses by Zone District.

7. Allowance for Single Family Attached. A clarification is made that indicates “single family attached” is allowed in R-2, R-3 and R-M. At present “single family attached (other than two family dwelling) is not specifically mentioned as an allowed use in any zone district although this has typically been assumed.
8. Deletion of Tourist Home. As mentioned in No. 4 above, “tourist home” has been eliminated as an allowed use in any zone district.
9. Accessory Dwelling Units. Accessory Dwelling Units are presently allowed in every residential zone district. Staff does not believe ADUs are appropriate in multifamily zone districts. The revision proposes only allowing them in R-E and R-1 zone districts (single family detached zone districts).

ARTICLE IV. DEVELOPMENT REGULATIONS BY ZONE DISTRICT

10. Table 21-61-1 Minimum Gross Floor Area Zone District. Single family attached has been added to the table which requires a minimum gross square footage of at least 850 square feet. At present, there is no mention of single family attached in this table.

- a. Accessory Dwelling Units. A revision proposes adding a minimum square footage of 200 square feet. This is the smallest ADU size staff has been able to find in the regulations of numerous cities, and this would require a building permit. There is presently no minimum size of an ADU.

Sec 21-63. Development Standards

11. Lot Size for Single Family Attached Units. Under the present regulations, a 5,000 square foot minimum lot size is required for a single family attached building (such as a triplex). However, this does not allow subdividing out units for individual sales. Footnote "c" allows a minimum lot size of 400 sf for each attached unit. This matches the minimum allowed square footage of a multifamily unit.

ARTICLE V. DEVELOPMENT PROCESSES AND PROCEDURES

12. Sec. 21-86 (A) Notification Mailings. As mentioned in No. 6 above, staff being required to do notification mailings has proven very time consumptive. In the same manner as is proposed for STRs, staff would provide the mailing list and letters to the applicant, and the applicant is responsible for doing the mailing by a certificate of mailing with receipt provided to the City.

Sec. 21-93. Description of required submittal materials.

13. Requirement for Boundary Survey Eliminated. Under the present regulations, a boundary survey is part of the legal description which is required for nearly every development process. Requiring a boundary survey for a rezoning or conditional use is unnecessary and expensive. "Boundary Survey" has been listed and described as a separate submittal item and is only required for Final Development Plans, which is when specific design is proposed.

Sec. 21-106: Final Development Plan (FDP)

14. FDP required for new "buildings" versus "structures". The present regulations state the following:

"No building permit shall be issued in the R-3, R-M, C-1, C-2, C-3, I-1, L-1 or HD Zone Districts for new structures, expansions / additions of more than 20% of the gross floor area of existing structures, or for any new development proposed in a PD Zone District, until a FDP meeting the requirements of this Article has been approved for it."

The definition for structure refers to "anything that is permanently attached the ground." This is extremely broad and could require a FDP for nearly anything that requires a building permit.

Staff recommends FDPs be required for new buildings. The definition for "building" is as follows:

"Building. Any permanent structure built for the shelter or enclosure of persons, animals, chattels or property of any kind, which:

- 1) *Is permanently affixed to the land;*
- 2) *Has one (1) or more floors and a roof; and*
- 3) *Is bounded by either open space or the lot lines of a lot.”*

It is important to note that FDPs are still required for any development requiring a permit in the Planned Development. This would include gondola poles that are not a building, but are within a PD Zone District and require a permit.

REFERRAL PROCESS

The proposed LDR revisions were sent on review for comment to numerous City departments and outside agencies as well as by email to all members of the Planning Commission and City Council. Notice was posted in the Clear Creek Courant, on the City Webpage, and the City’s Facebook Page. Due to the minor nature of these revisions, notice was not mailed to all property owners in the City as was done for the LDR overhaul in 2018.

PLANNING COMMISSION

This LDR revision was brought to the Planning Commission at their October 2, 2019 meeting. The Planning Commission decided additional discussion regarding the Short Term Rental (STR) regulations was necessary. The Commission has decided to work on the STR regulation revisions as a separate project. Otherwise, the Commission unanimously moved to recommend approval of the LDR revisions to the City Council as presented.

STAFF RECOMMENDATION

- Staff recommends the Council APPROVE the LDR revisions by Ordinance.
- The Planning Commission recommends the Council APPROVE the LDR revisions by Ordinance.

CITY OF IDAHO SPRINGS
Clear Creek County, Colorado
Ordinance No. 19, Series 2019

AN ORDINANCE ADOPTING BY REFERENCE AN AMENDED CHAPTER 21 OF THE IDAHO SPRINGS MUNICIPAL CODE, CONCERNING LAND DEVELOPMENT REGULATIONS

WHEREAS, pursuant to Article 23 of Title 31, C.R.S., the City of Idaho Springs, Colorado (“City”) possesses the authority to regulate the zoning and use of land within its jurisdiction; and

WHEREAS, pursuant to this authority, the City previously adopted comprehensive regulations governing planning, zoning and development within the City, codified as Chapter 21 of the Idaho Springs Municipal Code (“Code”), also known and referred to as the City’s Land Development Regulations (“LDR”); and

WHEREAS, based on the past year of initial implementation and application of the LDR, City Staff has recommended certain amendments to the same; and

WHEREAS, the City’s Planning Commission reviewed and recommended adoption of said amendments on October 2, 2019; and

WHEREAS, after conducting a public hearing on said amendments in conformance with C.R.S. § 31-23-304, the City Council wishes to adopt the same by reference.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF IDAHO SPRINGS, COLORADO, AS FOLLOWS:

Section 1. The above and foregoing recitals are adopted as specific findings of the City Council.

Section 2. An amended Chapter 21 of the Idaho Springs Municipal Code concerning land development regulations, a copy of which is attached hereto as **Exhibit A**, is hereby adopted by reference.

Section 3. As required by C.R.S. § 31-16-204, the following penalty provisions of the new Chapter 21 adopted by reference hereby are set forth in full below:

Sec. 21-7. Violations.

A) Unlawful use. It is unlawful for any person to use any building, structure or land, or any part thereof, in violation of any applicable regulation or requirements set forth herein.

B) Unlawful construction. It is unlawful for any person to erect, construct, reconstruct, alter, repair, move or structurally alter any building or structure in violation of any applicable regulation or requirement set forth herein.

C) Misrepresentation. It is unlawful for any person to make any representation which was false at the time made and known by such person to be false at that time in any application for a building permit or any other application required herein.

D) Enforcement. It shall be the duty of the City Administrator to enforce the provisions of this Chapter. Appeals from decisions of the City Administrator may be made to the Variance Board as provided in the variance procedures set forth in Article V of this Chapter.

E) Penalty. Any person who violates any provision of this Chapter shall be subject to the general penalty provisions set forth in Sec. 21-7. of this Code. A separate and distinct offense shall be deemed committed upon each day that a violation is permitted to exist or continue.

F) Additional remedies. If any building or structure is erected, constructed, reconstructed, altered, repaired, converted or maintained or if any building, structure or land is used in violation of these regulations, the City or any resident of or owner of land in the City may institute any appropriate action or proceeding to prevent such unlawful erection, construction, reconstruction, alteration, repair, conversion, maintenance or use, to restrain, correct or abate such violation, to prevent the occupancy of said building, structure or land or to prevent any illegal act, conduct of business or use in or about such premises. The imposition of any penalty hereunder shall not preclude any proceeding to require compliance with the provisions herein and with administrative orders and determinations made hereunder. In addition, any building or structure erected or premises used in violation of any provision herein is hereby declared to be a nuisance and the same may be abated in such manner as nuisances may be abated under existing law.

Sec. 21-8. Termination of authorizations.

Every authorization and permission, of whatever kind and nature and however obtained, heretofore granted by the City or by any other governmental body, or any department, board, agency, officer or employee thereof, to use or occupy any land or to design, erect, alter, use or occupy any structure in any manner other than in full compliance with all the provisions of this Chapter shall terminate and expire ninety (90) days after the effective date of any ordinance modifying this Chapter. Thereafter, any change in plans, construction or designated use of such land or building for which any such authorization and permission has been previously granted must be made in accordance with a permit issued subsequent to the date of adoption of this Chapter; except, however, that this provision shall not apply to any change in plans, construction or designated use of any building for which any such authorization or permission was granted prior to the adoption of this Chapter where the ground story framework of said building, including the second tier of beams, has been completed prior to the adoption of this Chapter.

Sec. 21-9. Revocation or suspension of permits

A) In addition to and without waiving any other available remedy, the City shall have and may exercise the right to suspend or revoke any permit issued pursuant to this Article when any violation of this Article or the terms or conditions of such permit occurs or continues, including without limitation the failure of the permittee to proceed with development in a designated area or with a designated activity within the times specified in the permit, in accordance with the following:

- 1) Immediate suspension or revocation. The Administrator may immediately suspend a permit when such suspension is necessary to stop or prevent an actual or threatened imminent endangerment to the health or welfare of any person or to the environment, or interference with or damage to City facilities. The permittee shall have the right to a prompt hearing following such termination or suspension as provided below.
- 2) Notice and opportunity for hearing. If the City elects to exercise its right to suspend or revoke a permit issued pursuant to this Article, the Administrator shall notify the permittee in writing of the following, by mail or by personal delivery:
 - a) The alleged violation;
 - b) That the permit will be suspended or revoked on account of such violation on a date not less than thirty (30) days from the date of the notice unless the stated violation is sooner cured;
 - c) That he or she has the right to a hearing before the City Council, at which he or she may be heard concerning the alleged violation; and
 - d) That, if he or she desires a hearing, he or she must request the same in writing before the suspension or revocation date specified in the notice.
- 3) Delivering or mailing the notice to the address given for the permittee on the permit shall constitute delivery thereof to the owner.
- 4) If the permittee does not remedy the stated violation or request a hearing within the time provided, the City shall forthwith order the permit suspended or revoked, as appropriate.
- 5) If the permittee makes a timely request for a hearing, the City Council shall promptly schedule and hold such hearing. The City Council shall issue a written finding and order stating the reasons supporting its decision. Except as provided in Paragraph (A)(1) above, suspension or revocation of the permit shall be stayed until the City Council holds the hearing and renders its decision.

6) Execution of order. Any person notified of a suspension or revocation of his or her permit shall immediately cease and desist from any and all actions or undertakings for which the permit was required. The City shall be entitled to exercise such remedies as deemed necessary, including injunctive relief, to enforce the suspension or revocation.

7) Grounds for revocation; effect. A permit shall be revoked and not merely suspended if the violation is of such a nature that it or its adverse effects cannot be remedied or reasonably mitigated, or if the permit was suspended at least two (2) times within the preceding five (5) years as a consequence of the acts or omissions of the same permittee. Any permit revoked pursuant to this Section may not be reinstated. The holder of a permit which has been revoked may apply for a new permit pursuant to this Chapter.

8) Reinstatement of suspended permit. Any suspension shall be rescinded by the City upon a determination that the violation forming the basis for such suspension has been cured and that no further or other nonconforming conditions or uses by the permittee are evident. The City shall not reinstate a permit until the person requesting reinstatement has paid the full amount of any applicable charges and any amounts expended by the City to cure the violation or enforce the terms of this Chapter or the permit.

Sec 21-10. Injunctive relief.

In addition to and without waiving any other available remedy, the City may obtain injunctive relief from or cure any act or omission which violates this Chapter or any permit issued pursuant hereto or which otherwise jeopardizes the property or health of any person, including the City.

Sec. 21-11. Civil damages.

In addition to and without waiving any other available remedy, the City may recover civil damages from any person liable to the City under the laws of the United States or the State as a result of any violation of this Chapter or any permit issued pursuant hereto, or any other unlawful act or omission. Such damages shall include the City's actual costs of discovering, investigating, curing, mitigating and repairing the consequences of such violation or other unlawful acts or omissions.

Section 4. Any and all Ordinances or Codes or parts thereof in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed; provided, however, that the repeal of any such Ordinance or Code or part thereof shall not revive any other section or part of any Ordinance or Code provision heretofore repealed or superseded.

Section 5. Should any one or more sections or provisions of this Ordinance or of Code provisions enacted hereby be judicially determined invalid or unenforceable, such judgment shall not affect, impair or invalidate the remaining provisions of this Ordinance or of such Code provisions, the intention being that the various sections and provisions are severable.

INTRODUCED, READ AND ORDERED PUBLISHED at a Regular Meeting of the City Council of the City of Idaho Springs, Colorado, held on the 14th day of October, 2019.

Michael Hillman, Mayor

ATTESTED AND CERTIFIED:

Diane Breece, City Clerk

PASSED, ADOPTED AND APPROVED, after public hearing, at a Regular Meeting of the City Council of the City of Idaho Springs, Colorado, held on the 12th day of November, 2019.

Michael Hillman, Mayor

ATTESTED AND CERTIFIED:

Diane Breece, City Clerk

EXHIBIT A

As required by C.R.S. § 31-16-203, a complete certified copy of the amended Chapter 21 adopted by reference by this Ordinance is on file with the City Clerk's Office, available for public inspection during regular business hours.

CHAPTER 21 LAND DEVELOPMENT REGULATIONS

ARTICLE I. GENERAL PROVISIONS

- Sec. 21-1. Purpose
- Sec. 21-2. Conformance with Comprehensive Plan
- Sec. 21-3. Interpretation
- Sec. 21-4. General application.
- Sec. 21-5. Effect of other ordinances
- Sec. 21-6. Building Permits Required
- Sec. 21-7. Violations
- Sec. 21-8. Termination of authorizations
- Sec. 21-9. Revocation or suspension of permits
- Sec. 21-10. Injunctive relief
- Sec. 21-11. Civil damages
- Sec. 21-12. Nonconforming uses; buildings

Sec. 21-1. Purpose

These regulations are enacted for the purpose of promoting the health, safety, convenience, order, prosperity and welfare of the present and future inhabitants of the City of Idaho Springs, by lessening of congestion in the streets and roads; securing safety from fire and other dangers; providing adequate light and air; classifying land uses and the distribution of land development and utilization; avoiding undue congestion of population; facilitating the adequate provision of transportation, water, schools, sewerage and other public requirements; and by other means in accordance with the Comprehensive Plan and with the zoning maps adopted herewith or hereafter.

Sec. 21-2. Conformance with Comprehensive Plan

The Comprehensive Plan adopted by resolution of the City Council is established as the official policy of the city concerning land uses. The incorporated areas of the City are divided into land use categories consistent with the land use element of the Comprehensive Plan. It is the intent of this Chapter to implement the vision of the Comprehensive Plan.

Sec. 21-3. Interpretation

- A) These regulations are not intended to interfere with, abrogate or annul any easements, covenants or agreements between other parties; provided, however, that wherever the provisions hereof impose a greater restriction upon the use of buildings or premises or upon the height of buildings, or require larger open spaces than are imposed or required by other provisions of this Code, or other rules, regulations, permits, easements, covenants or agreements, the provisions of this Chapter shall govern.

B) As used in this Chapter, the following words shall be interpreted and defined in accordance with the provisions set forth in this Section.

- 1) The particular controls the general.
- 2) The word shall is always mandatory and not directory. The word may is permissive.
- 3) Words used in the singular number include the plural and words in the plural number include the singular, unless the context clearly indicates the contrary.
- 4) Words used in the present tense include the future, unless the context clearly indicates the contrary.

Sec. 21-4. General application.

No building, structure or land shall be used and no building, structure or part thereof shall be erected, constructed, reconstructed, demolished, altered, repaired, moved or structurally altered except in conformance with the regulations herein specified; nor shall any yard, lot or open space be reduced in dimensions or area to less than the minimum requirements set forth herein.

Sec. 21-5. Effect of other ordinances

Wherever higher or more restrictive standards are established by the provisions of any other applicable statute or ordinance than are established by the provisions of this Chapter, the provisions of such other statute or ordinance shall govern.

Sec. 21-6. Building Permits Required

No structure shall be erected or altered, used or occupied until a building permit for such erection or alteration, use or occupancy has been issued by the City. No building permit shall be issued until and unless the City determines that the provisions of this Chapter have been met.

Sec. 21-7. Violations.

- A) Unlawful use. It is unlawful for any person to use any building, structure or land, or any part thereof, in violation of any applicable regulation or requirements set forth herein.
- B) Unlawful construction. It is unlawful for any person to erect, construct, reconstruct, alter, repair, move or structurally alter any building or structure in violation of any applicable regulation or requirement set forth herein.
- C) Misrepresentation. It is unlawful for any person to make any representation which was false at the time made and known by such person to be false at that time in any application for a building permit or any other application required herein.
- D) Enforcement. It shall be the duty of the City Administrator to enforce the provisions of this Chapter. Appeals from decisions of the City Administrator may be made to the Variance Board as provided in the variance procedures set forth in Article V of this Chapter.

- E) Penalty. Any person who violates any provision of this Chapter shall be subject to the general penalty provisions set forth in Sec. 21-7. of this Code. A separate and distinct offense shall be deemed committed upon each day that a violation is permitted to exist or continue.
- F) Additional remedies. If any building or structure is erected, constructed, reconstructed, altered, repaired, converted or maintained or if any building, structure or land is used in violation of these regulations, the City or any resident of or owner of land in the City may institute any appropriate action or proceeding to prevent such unlawful erection, construction, reconstruction, alteration, repair, conversion, maintenance or use, to restrain, correct or abate such violation, to prevent the occupancy of said building, structure or land or to prevent any illegal act, conduct of business or use in or about such premises. The imposition of any penalty hereunder shall not preclude any proceeding to require compliance with the provisions herein and with administrative orders and determinations made hereunder. In addition, any building or structure erected or premises used in violation of any provision herein is hereby declared to be a nuisance and the same may be abated in such manner as nuisances may be abated under existing law.

Sec. 21-8. Termination of authorizations.

Every authorization and permission, of whatever kind and nature and however obtained, heretofore granted by the City or by any other governmental body, or any department, board, agency, officer or employee thereof, to use or occupy any land or to design, erect, alter, use or occupy any structure in any manner other than in full compliance with all the provisions of this Chapter shall terminate and expire ninety (90) days after the effective date of any ordinance modifying this Chapter. Thereafter, any change in plans, construction or designated use of such land or building for which any such authorization and permission has been previously granted must be made in accordance with a permit issued subsequent to the date of adoption of this Chapter; except, however, that this provision shall not apply to any change in plans, construction or designated use of any building for which any such authorization or permission was granted prior to the adoption of this Chapter where the ground story framework of said building, including the second tier of beams, has been completed prior to the adoption of this Chapter.

Sec. 21-9. Revocation or suspension of permits

- A) In addition to and without waiving any other available remedy, the City shall have and may exercise the right to suspend or revoke any permit issued pursuant to this Article when any violation of this Article or the terms or conditions of such permit occurs or continues, including without limitation the failure of the permittee to proceed with development in a designated area or with a designated activity within the times specified in the permit, in accordance with the following:
 - 1) Immediate suspension or revocation. The Administrator may immediately suspend a permit when such suspension is necessary to stop or prevent an actual or threatened imminent endangerment to the health or welfare of any person or to the environment, or interference with or damage to City facilities. The permittee shall have the right to a prompt hearing following such termination or suspension as provided below.
 - 2) Notice and opportunity for hearing. If the City elects to exercise its right to suspend or revoke a permit issued pursuant to this Article, the Administrator shall notify the permittee in writing of the following, by mail or by personal delivery:

- a) The alleged violation;
 - b) That the permit will be suspended or revoked on account of such violation on a date not less than thirty (30) days from the date of the notice unless the stated violation is sooner cured;
 - c) That he or she has the right to a hearing before the City Council, at which he or she may be heard concerning the alleged violation; and
 - d) That, if he or she desires a hearing, he or she must request the same in writing before the suspension or revocation date specified in the notice.
- 3) Delivering or mailing the notice to the address given for the permittee on the permit shall constitute delivery thereof to the owner.
 - 4) If the permittee does not remedy the stated violation or request a hearing within the time provided, the City shall forthwith order the permit suspended or revoked, as appropriate.
 - 5) If the permittee makes a timely request for a hearing, the City Council shall promptly schedule and hold such hearing. The City Council shall issue a written finding and order stating the reasons supporting its decision. Except as provided in Paragraph (A)(1) above, suspension or revocation of the permit shall be stayed until the City Council holds the hearing and renders its decision.
 - 6) Execution of order. Any person notified of a suspension or revocation of his or her permit shall immediately cease and desist from any and all actions or undertakings for which the permit was required. The City shall be entitled to exercise such remedies as deemed necessary, including injunctive relief, to enforce the suspension or revocation.
 - 7) Grounds for revocation; effect. A permit shall be revoked and not merely suspended if the violation is of such a nature that it or its adverse effects cannot be remedied or reasonably mitigated, or if the permit was suspended at least two (2) times within the preceding five (5) years as a consequence of the acts or omissions of the same permittee. Any permit revoked pursuant to this Section may not be reinstated. The holder of a permit which has been revoked may apply for a new permit pursuant to this Chapter.
 - 8) Reinstatement of suspended permit. Any suspension shall be rescinded by the City upon a determination that the violation forming the basis for such suspension has been cured and that no further or other nonconforming conditions or uses by the permittee are evident. The City shall not reinstate a permit until the person requesting reinstatement has paid the full amount of any applicable charges and any amounts expended by the City to cure the violation or enforce the terms of this Chapter or the permit.

Sec 21-10. Injunctive relief.

In addition to and without waiving any other available remedy, the City may obtain injunctive relief from or cure any act or omission which violates this Chapter or any permit issued pursuant hereto or which otherwise jeopardizes the property or health of any person, including the City.

Sec. 21-11. Civil damages.

In addition to and without waiving any other available remedy, the City may recover civil damages from any person liable to the City under the laws of the United States or the State as a result of any violation of this Chapter or any permit issued pursuant hereto, or any other unlawful act or omission. Such damages shall include the City's actual costs of discovering, investigating, curing, mitigating and repairing the consequences of such violation or other unlawful acts or omissions.

Sec. 21-12. Nonconforming uses; buildings.

A) Definitions

- 1) A nonconforming building shall include any legally existing building which does not conform to the development regulations of this Chapter for the district in which such nonconforming building is located, either at the effective date of this Code or as a result of a subsequent amendment which may be incorporated into this Chapter.
- 2) A nonconforming use shall include any legally existing use, whether within a building or on a tract of land, which does not conform to the use regulations of this Chapter for the district in which such nonconforming use is located, either at the effective date of this Code or as a result of subsequent amendments which may be incorporated into this Chapter.

B) Continuation of use. A nonconforming use may be continued and a nonconforming building may continue to be occupied, except as both of the foregoing are otherwise provided for in this Section.

C) Change of use. A nonconforming use may be changed only to a conforming use.

D) Termination of use. If use of a nonconforming building, other structure or tract of land in such nonconforming manner is discontinued for a period of twelve (12) consecutive calendar months, the building, other structure or tract of land where such nonconforming use previously existed shall thereafter be occupied and used only for a conforming use. Intent to resume active operations without actual resumption shall not affect the foregoing. This regulation may be appealed to the City Administrator or their designee and the time extended for the purpose of obtaining a building permit.

E) Restoration. A nonconforming building or a building containing a nonconforming use which has been damaged by fire or other causes may be restored to its original pre-calamity use, provided that such work is started within six (6) months of such calamity and completed within eighteen (18) months of the time the restoration is commenced.

F) Enlargement of a building containing a nonconforming use. A building which contains a nonconforming use shall not be enlarged or extended.

- 1) Single family residences and duplexes that were existing in commercial zone districts prior to November 12, 2018 can be replaced, expanded and modified regardless of whether or not their use had been discontinued for more than 12 months. If converted to a conforming use they cannot revert to their nonconforming status.

2) Single family attached units that are existing in the Residential-One Zone District prior to November 27, 1995 can be replaced, expanded and modified regardless of whether or not their use had been discontinued for more than 12 months. Additional residential units may not be added.

- G) Structural changes. Any building or other structure containing a nonconforming use or any nonconforming building or portion thereof declared unsafe by the Building Official may be strengthened or restored to a safe condition.

Sec. 21-13—Sec. 21-14 Reserved

ARTICLE II. DEFINITIONS

Sec. 21-15. For the purposes of this Chapter, the words and phrases set forth below shall have the meanings ascribed to them as follows:

Accessory building. A subordinate building, or portion of a main building, the use of which is incidental to that of the main building on the same lot.

Accessory Dwelling Unit (ADU). A second dwelling unit either in an existing single-family detached dwelling, or in a separate accessory structure on the same lot as the main dwelling, for use as a complete, independent living facility with provisions within the accessory apartment for cooking, eating, sanitation, and sleeping. Such a dwelling is an accessory use to the main dwelling with a gross floor area not exceeding 50% of the principal building. One ADU is allowed per main dwelling. The minimum allowed size of an ADU is 200 square feet.

Accessory use. An accessory use is one (1) which:

- 1) Is subordinate to and serves the principal building or principal use;
- 2) Is subordinate in area, extent or purpose to the principal building or principal use served;
- 3) Contributes to the comfort, convenience or necessity of occupants of the principal building or principal use served; and
- 4) Is located on the same lot as the principal building or principal use served.

Adult businesses. See sexually oriented businesses.

Alley. A public way providing only secondary access to the rear of abutting property.

Alter. Any structural change in the supporting or load-bearing members of a building, such as bearing walls, columns, beams, girders and floor joists.

Apartment. A room or suite of rooms offered to the public for compensation, and arranged or designed for permanent occupancy, with facilities for sleeping, cooking, eating and sanitary purposes; a dwelling unit.

Area of lot. The computed area contained within the lot lines, including any easements.

Assembly. A joining together of completely fabricated parts to create a finished product.

Automotive service station. A building or premises operated for commercial purposes and used for retail sales of fuels, lubricants and mechanical repair of a motor vehicle.

Balcony, exterior. An elevated floor space projecting beyond the outside faces of the exterior walls of a building. For the purposes of this definition, at least twenty-five (25) percent of the perimeter of such balcony shall remain open, except for railing as needed for safety purposes.

Bed and breakfast. An establishment operated in a private residence or portion thereof, which provides temporary accommodations, services and amenities to overnight guests for a fee and which is occupied and attended by the operator of such establishment. Meals are typically included.

Boarding and rooming house. A building other than a hotel where lodging for five (5) or more persons are served for compensation. Meals may or may not be provided, but there is a common kitchen facility. No meals are provided to outside guests. Boarding or Rooming Houses have at least one onsite owner or employee.

Body art establishment. A commercial establishment where the practice of physical body adornment is performed by artists utilizing techniques, including but not limited to body piercing and tattooing; for the purposes of this Chapter, ear piercing does not constitute body piercing.

Boundary line of a lot. Any line separating a lot from a street, alley, another lot or any other land not part of the lot.

Building. Any permanent structure built for the shelter or enclosure of persons, animals, chattels or property of any kind, which:

- 1) Is permanently affixed to the land;
- 2) Has one (1) or more floors and a roof; and
- 3) Is bounded by either open space or the lot lines of a lot.

Building height. Building height is measured from the average of finished grade at the center of all walls of the building to the top of the parapet or highest roof beam (whichever is higher) on a flat or shed roof, to the top of the parapet or deck level (whichever is higher) of a mansard roof, or the average distance between the highest ridge and its eave of a gable, hip or gambrel roof.

Campground. An area to be used for transient occupancy by camping in tents, camp trailers, travel trailers, motor homes, cabins or similar movable or temporary sleeping quarters of any kind.

Church. A building, together with its accessory buildings and uses, where persons regularly assemble for religious worship, and which building, together with its accessory buildings and uses, is maintained and controlled by a religious body organized to sustain public worship.

City Administrator. The City Administrator or their designee.

Clinic, dental or medical. A building in which a group of physicians, dentists or physicians and dentists and allied professional assistants are associated for the purpose of carrying on their profession exclusively on an out-patient basis. The clinic may include a dental or medical laboratory. It shall not include operating rooms for major surgery.

Club or lodge. An association of persons for the promotion of some nonprofit common objective, such as literature, science, politics, good fellowship, etc., meeting periodically, limited to members, with not more than one-third (1/3) of the gross floor area used for residential occupancy.

Community center. A building, together with lawful accessory buildings and uses, used for recreational and cultural activities.

Craft brewery or distillery. Commercial businesses which conduct the retail sale of beer (malt beverages) or other fermented beverages with alcohol content as defined by federal law, which is brewed or fermented on the premises in compliance with applicable state and federal laws. Such establishments must include restaurants, tasting rooms and/or taprooms that comprise at least 25% of the total gross floor area of the establishment.

Craft shop and custom small industry. Small establishments or artisan businesses where a skilled craft worker creates, repairs or and/or sells products such as furniture, cabinetry, decorative arts, clothing, jewelry, glass and metal arts or food items.

Cul-de-sac. A local street with only one (1) outlet and culminated by a turnaround.

Cul-de-sac lot. A parcel of land that abuts the turn circle of a cul-de-sac.

Detached structure. Any structure having no party wall or common wall with another structure. Bridges, tunnels, breezeways and other similar means of connecting one (1) structure to another shall not, for the purpose of this Chapter, be considered to constitute a party wall or a common wall.

Duplex, see Dwelling, Two Family.

Dwelling. A building used exclusively for residential occupancy, including single-family dwellings, two-family dwellings and multi-family dwellings.

Dwelling, Efficiency unit; A dwelling unit containing not more than one room or enclosed floor space arranged for living, eating, and sleeping purposes not including bathrooms, water closets, laundry rooms, pantries, foyers, hallways, and other accessory floor spaces. An efficiency unit is also known as a studio-type dwelling unit.

Dwelling, manufactured home and related definitions. See *manufactured home*.

Dwelling, multi-family. A dwelling containing three (3) or more dwelling units, including what is commonly known as an apartment building or condominiums, but not including group, row or town houses, hotels, motels, fraternity and sorority houses and similar group accommodations.

Dwelling, single-family. A building, at least partially constructed on site and designed exclusively for occupancy by one (1) family. "Single family dwelling" includes modular homes.

Dwelling, single-family attached. A residential building containing dwelling units, each of which has primary ground floor access to the outside and which are attached to each other by party walls without openings. The term is intended primarily for such dwelling types as town houses.

Dwelling, single-family detached. A single-family dwelling which is not attached to any other dwelling or building by any means situated on a permanent foundation.

Dwelling, two-family. A building designed as a single structure, containing two separate living units,

each of which is designed to be occupied as a separate permanent residence. Also known as a *duplex*.

Dwelling unit. One (1) or more rooms and a single kitchen and at least one (1) bathroom, designed, occupied or intended for occupancy as separate quarters for the exclusive use for living, cooking and sanitary purposes, located in a single-family, two-family or multi-family dwelling or mixed-use building. "Dwelling unit" does not include extended stay hotels.

Employees. Any person(s) employed by a firm, business, educational institution, nonprofit agency, corporation, government agency, or other entity.

Fabrication. Manufacturing, excluding the refining or other initial processing of basic raw materials such as metal ores, lumber or rubber. Fabrication relates to stamping, cutting or otherwise shaping the processed materials into useful objects.

Family. Any number of persons related by blood, adoption or marriage, or an unrelated group of not more than five (5) persons living together in a dwelling unit.

Fence. An artificially constructed barrier of wood, masonry, stone, wire, metal, or other manufactured material or combination of materials erected to enclose, screen, or separate areas.

Floor area ratio, maximum. The maximum permitted ratio of gross floor area of all structures on the lot to the total area of the lot. The total gross floor area of all buildings or structures on a lot divided by the area of said lot.

Garage, private. An accessory building or an accessory portion of a main building designed for the shelter or storage of motor vehicles owned or operated by the occupants of the main building only.

Garage, public. An enclosed building, other than a private garage, used for the housing or care of motor vehicles, or where vehicles are equipped for operation, repaired or stored for monetary or other consideration, or kept for sale, hire or rental.

Gross floor area. The sum of the floor area of all floors of a structure, including interior balconies and mezzanines; all horizontal measurements to be made between the exterior walls, including the walls of roofed porches having more than two (2) walls.

Ground level. A horizontal plane passing through the average of the highest and lowest elevation of the ground along that facade of the building or structure which is nearest the street. In the absence of any building or structure, the points shall be located on the front setback line, between the two (2) side setback lines (or between the side lot lines, if no side setback is specified in the district).

Group Home. An institution, place, building, or agency providing for a period exceeding 24 consecutive hours accommodation, board, personal assistance, and other essential daily living activities to individuals not related to the administrator or owner thereof, who by reason of illness, disease, or physical or mental infirmity are unable to sufficiently or properly care for themselves but who do not require the services of a registered or licensed practical nurse except on an emergency basis.

Guest room. A room in a hotel, motel, boarding house or tourist home offered to the public for compensation, in which room no provision is made for cooking and which room is used only for transient occupancy.

Habitable Floor. Any floor usable for living purposes, which includes working, sleeping, eating, cooking, or recreation, or a combination thereof, except for a floor used only for storage purposes.

Habitable room. A room in a dwelling unit designed to be used for living, sleeping, eating or cooking, excluding bathrooms, toilet compartments, closets, halls, storage and similar space.

Home occupation. An occupation or business activity which results in a product or service and is conducted in whole or in part in a dwelling unit, is subordinate to the residential use of the dwelling unit, employs no more than three (3) persons not part of the inhabitants, and generates no client or customer traffic.

Hospital. An institution providing health services, primarily for in-patients, and medical or surgical care of the sick or injured, which may include as an integral part of the institution such related facilities as laboratories, out-patient departments, training facilities, central service facilities and staff offices.

Hotel and motel: Any commercial building or buildings intended or designed to be used, rented, or hired out to be occupied for transient purposes, or which are occupied for sleeping purposes for guests, which may contain kitchen facilities for food preparation including but not limited to such facilities as refrigerators, stoves and ovens. Motel and hotels contain lobbies for guest check-in, and onsite maintenance and management.

Junk. All used or scrap metals, rubber, alloys, bones, rags, cloth, rope, bottles, machinery of any type, tools, appliances, fixtures, utensils, lumber, boxes or crates, pipes, conduit, used automobiles in nonoperative condition, used tires and other manufactured goods that are so damaged, worn, deteriorated or obsolete as to make them unusable in their existing condition.

Junkyard. A junkyard is defined as an open area where any junk waste, used or secondhand materials are bought, sold, exchanged, stored, bailed, parked, disassembled or handled with the intention for resale in the normal course of said occupant's business. A *junkyard* includes an auto wrecking, salvage and storage business of any inoperative motor vehicles, but a *junkyard* does not include:

- (1) Uses entirely established within an enclosed building.
- (2) Two (2) or less motor vehicles completely covered with a nontransparent covering at all times, except when said vehicle is being worked upon on the premises at any one (1) time and said vehicle is owned by the owner or occupant of the premises or members of the family of the owner or occupant. As used in this Section, *being worked upon* means in the actual process of repair with the person making the repairs physically present at the location of the motor vehicle.
- (3) When the owner or occupant of a business dealing with the sale or repair of secondhand material entirely within an enclosed building displays or deposits said junk outside of his or her business building on his or her property for a period not to exceed seventy-two (72) consecutive hours.

Kennel. An establishment where dogs or cats are boarded for compensation.. Kennel shall include any commercial animal daycare.

Lot. The combined areas of one (1) or more platted City lots, contiguous to each other and in common ownership, which shall be deemed a single parcel for building and development purposes. A lot may be all or parts of two (2) or more platted City lots. The area of a lot as defined herein shall be sufficient to meet minimum requirements for use, street frontage, coverage and area, allow required yards and other open spaces in the zoning district in which the parcel is located, and have direct access onto a public or private street. A lot as so defined and designated on an application for a site plan or building permit which is approved by the City shall thereupon be deemed a single ownership parcel. For purposes of this definition, common ownership means the right to possess and use two (2) or more parcels for the purposes proposed in the site plan or building permit application, whether by long-term leasehold, fee title ownership or other legally cognizable interest or combination thereof.

Lot, corner. A lot of which at least two (2) adjacent sides abut for their full length upon a street.

Lot, interior. A lot other than a corner lot.

Lot line, front. The common boundary line between an interior lot line (other than a through lot) and a street, the common boundary line between a corner lot (other than a through lot) and that street toward which the principal or usual entrance to the main building situated on such lot more nearly faces, or the common boundary line between a through lot and the adjacent street which is in the surrounding lots most commonly referred to as the front or principal end of a through lot.

Lot line, rear. That boundary line of a lot which is most nearly opposite the front lot line of such lot.

Lot line, side. Any boundary line of a lot, other than a front lot line or rear lot line.

Lot, through. An interior lot abutting on more than one (1) street or a corner lot abutting on more than two (2) streets.

Manufacture. All operations required to produce the material named.

Manufactured home. A structure which is designed primarily for long-term occupancy as a residence, is partially or wholly manufactured in a factory or at a location other than the site of the completed home, contains sleeping areas, a flush toilet, a tub or shower bath and kitchen facilities, has plumbing and electrical connections provided for attachment to outside systems, is transportable in one (1) or more sections, can be installed on a permanent foundation, and meets all established snow loads. Manufactured home does not include park trailers, camper trailers, travel trailers or other similar vehicles.

- 1) Type I is a manufactured home which is typically wholly constructed in a factory, transportable in two (2) or more sections, has brick, wood or cosmetically equivalent exterior siding and a pitched roof, but which is not constructed with a permanent hitch or other device allowing transport of the unit other than for the purpose of delivery to a permanent site, and which does not have wheels or axles. A Type I manufactured home must be certified pursuant to the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 U.S.C. § 5401 et seq., as amended, and all regulations enacted pursuant thereto, or is certified by the State as being in compliance with the

requirements of the International Building Code as adopted by the State and enforced and administered by the Colorado Division of Housing.

- 2) Type II is a single-section manufactured home which is designed to be transported on its own or detachable wheels or on a trailer, is constructed with a permanent hitch or other device allowing transport of the unit and bears a label certifying that it is built in compliance with the Federal Manufactured Home Construction and Safety Standards Act of 1974, which became effective June 15, 1976. Except where the context requires a different interpretation, Type II manufactured home is typically synonymous with mobile home.

Manufacturing, heavy. The basic processing and manufacturing of materials or products predominately from extracted or raw materials.

Manufacturing, light. The finishing and assembly, from previously prepared materials, of finished products or parts, including processing, fabrication, assembly, treatment, packaging, incidental storage, sales or distribution of such products. Further, light manufacturing shall mean uses such as the manufacture of electronic instruments, pharmaceutical manufacturing, research and scientific laboratories or the like. Light manufacturing shall not include uses such as mining and extracting industries, petrochemical industries, rubber refining, primary metal or related industries.

Modular Home. A modular home is manufactured in a production facility and is built in two or more sections in a controlled factory setting that are then transported and assembled on location. The assemble process typically uses a traditional concrete foundation (permanent). A modular home cannot be moved once built.

Mini-storage warehouse. A building or a group of buildings containing separate, individual self-storage units, with an independent entrance from the exterior of the building, designed to be rented or leased to the general public for public storage of personal goods, materials and equipment.

Mixed Use Building(s). A building or buildings containing residential in addition to non-residential uses permitted in the zone. Ground floor residential units shall be limited to accessory to the commercial uses. Above ground-floor residential not limited.

Mobile home and related definitions. See manufactured home.

Off-street loading space. An off-street loading space or area, either within a structure or without a structure on the same lot, provided and maintained solely for loading and unloading of materials and merchandise and having direct and unobstructed access to a street or alley.

Off-street parking space. A reasonably level off-street area or space to permit the use thereof under all weather conditions, designated for the temporary storage or parking of motor vehicles and having direct and unobstructed access to a street or alley.

Open space. A parcel of land, an area of water or a combination of land and water within a development site designed and intended primarily for the use or enjoyment of residents, occupants and owners of the development site or the general public for uses including, but not limited to: open landscaped areas, recreation areas and facilities, plazas, gardens, parks, walkways, paths, sidewalks and trails, and areas of native vegetation left substantially in their natural state or supplemented by additional plant material. The term shall not include space devoted to buildings, drive aisles, parking, storage and loading areas,

private open space or sidewalks, paths, etc., with less than three (3) feet of planted landscaping on each side of the sidewalk or path.

Parking lot. An area or structure used for the short-term parking of motor vehicles. It does not include vehicle or boat storage areas or, except as permitted by this Code, areas for occupancy of travel trailers.

Parks. Areas of land designated for recreation and leisure purposes that are open to the general public, residents and tourists and reserved for recreational, educational or scenic purposes.

Pawn shop. A commercial establishment which either purchases goods for resale or extends credit upon the pledge of goods which may be resold to the public if the credit is not repaid.

Peep booth. A viewing room, other than a private room, of less than one hundred fifty (150) square feet of floor space upon the premises of a sexually oriented business where there are exhibited photographs, films, motion pictures, video cassettes or other video reproductions, slides or other visual representations which depict or describe specified sexual activities or specified anatomical areas.

Permitted structure. A structure meeting all the requirements established by this Chapter for the district in which the structure is located.

Permitted use. Any use listed as a use by right, a use by temporary permit, a home occupation or an accessory use when permitted in any given district.

Planned development. An area of land, controlled by one (1) or more landowners, to be developed under unified control or unified plan of development for any use or combination of uses or development standards, the plan for which does not correspond to the existing land use regulations.

Planning Commission. A Commission appointed by the City Council, as described in Chapter 5, Article I of this Code.

Porch, enclosed. A porch which is open to the atmosphere on at least two (2) sides.

Private room. A room in a sexually oriented motel that is not a peep booth, has a bed in the room, has a bath in the room or adjacent to the room and may be rented for less than 24 hours.

Professional office. An office for professions such as physicians, dentists, lawyers, architects, engineers, artists, musicians, designers, teachers, accountants and others who, through training, are qualified to perform services of a professional nature, and where no storage or sale of merchandise exists.

Residential occupancy. Any building or part of a building in which a person or group of persons are provided with sleeping accommodations. Other housekeeping accommodations may also be provided.

Residential structure. Any building or part of a building constructed with sleeping accommodations for a person or group of persons. Other housekeeping accommodations may also be provided.

Retail. Sale or service of a product to a consumer for direct use or consumption.

Room. Any division of a building containing over seventy (70) square feet of floor space and commonly

used for living purposes, not including lobbies, halls, closets, storage space, bathrooms, utility rooms and unfinished attics, cellars or basements.

RV Park, see Travel Trailer Park. *Setback*. The minimum distance by which any building or structure must be separated from a street right-of-way or property line.

Setback, front. A setback line parallel with a front lot line of a lot.

Setback line, front cul-de-sac. The setback line concentrically parallel with a front lot line of a cul-de-sac lot.

Setback line, rear. The setback line parallel with a rear lot line of a lot.

Setback line, side. The setback line parallel with a side lot line of a lot.

Sexual encounter establishment. A business or commercial establishment which, as one (1) of its primary business purposes, offers for any form of consideration a place where two (2) or more persons may congregate, associate or consort for the purpose of specified sexual activities or the exposure of specified anatomical areas, when one (1) or more of the persons exposes any specified anatomical area.

Sexually oriented business. Use of property where the principal use, or a significant or substantial adjunct to another use of the property, is the sale, rental, display or other offering of live entertainment, dancing, services or goods (including printed or electronically recorded materials) which is distinguished or characterized by its emphasis on depicting, exhibiting, describing or relating to specified sexual activities or specified anatomical areas as the primary attraction to the premises, including but not limited to:

- 1) Sexually oriented arcade means any place to which the public is permitted or invited wherein coin-operated, slug-operated or electronically, electrically or mechanically controlled still or motion picture machines, projectors or image-producing devices are maintained to show images to five (5) or fewer persons per machine at any one (1) time, and where the images so displayed are distinguished or characterized by the depicting or describing of specified sexual activities or specified anatomical areas.
- 2) Sexually oriented bookstore or sexually oriented video store means a place where books, magazines, motion pictures, prints, photographs, periodicals, video or audio recordings, novelties and devices, or any of these things, which have as their primary or dominant theme matter depicting, illustrating, describing or relating to specified sexual activities or specified anatomical areas, are sold or offered for sale to adults, and includes a place with only a portion or section of its area set aside for the display or sale of such material to adults, except that any place, otherwise included within this definition, that derives not more than ten (10) percent of its gross income from the sale of such material, shall be exempt from the provisions of this definition so long as such material is kept in a location where it is not visible to the outdoor public and shall not be a self-service item for the customers of such place.
 - a. Sexually oriented businesses are only allowed in the Industrial One I-1 Zone District by Conditional Use.

Sexually oriented business also includes:

- 1) The opening or commencement of any sexually oriented business as a new business;
- 2) The conversion of an existing business, whether or not a sexually oriented business, to a sexually oriented business;
- 3) The addition of any sexually oriented business to any other existing sexually oriented business;
- 4) The relocation of any sexually oriented business; or
- 5) The continuation of a sexually oriented business in existence on the effective date of the initial ordinance codified herein.
- 6) *Sexually oriented cabaret*. A nightclub, bar, restaurant or similar business which regularly features:
 - a. Persons who appear in a state of nudity;
 - b. Live performances which are characterized by the exposure of specified anatomical areas or by specified sexual activities; or
 - c. Films, motion pictures, video cassettes, slides or other photographic reproductions which are characterized by the depiction or description of specified sexual activities or specified anatomical areas.

Sexually oriented motel. A hotel, motel or similar business which offers private rooms to the public and provides patrons live performances or closed-circuit television transmissions, films, motion pictures, video cassettes, slides or other photographic reproductions which are characterized by the depiction or description of specified sexual activities or specified anatomical areas.

Sexually oriented motion picture theater. A business where films, motion pictures, video cassettes, slides or similar photographic reproductions are regularly shown which are characterized by the depiction or description of specified sexual activities or specified anatomical areas.

Sexually oriented photo studio. Any establishment which, upon payment of a fee, provides photographic equipment and/or models for the purpose of photographing specified anatomical areas.

Sexually oriented theater. A theater, concert hall, auditorium or similar business which regularly features persons who appear in a state of nudity, or live performances which are characterized by the exposure of specified anatomical areas or by specified sexual activities.

Shop. A use devoted primarily to the sale of a service or a product where the service is performed or the product to be sold is prepared in its finished form on the premises.

Sign. See Chapter 20: Signs.

Specified anatomical areas. Any of the following:

- 1) Less than completely and opaquely covered human genitals, pubic region, buttocks and female

breast below a point above the top of the areola.

- 2) Human male genitals in a discernibly turgid state even if completely and opaquely covered.

Specified sexual activities. Acts, simulated acts, exhibitions, representations, depictions or descriptions of any of the following:

- 1) Human genitals in a state of sexual stimulation or arousal.
- 2) Fondling or other erotic touching of human genitals, pubic region, buttocks or female breast.
- 3) Intrusion, however slight, of any object, any part of an animal's body or any part of a person's body into the genital or anal openings of any person's body or into the body of an animal.
- 4) Cunnilingus, fellatio, anilingus, masturbation, bestiality, lewd exhibition of genitals or excretory function.
- 5) Flagellation, mutilation or torture for purposes of sexual arousal, gratification or abuse.

Stage. A raised floor or platform at least three (3) feet above the surrounding floor measured perpendicularly from the edge of the stage to the surrounding floor and at least thirty-six (36) square feet in area.

Storage. The act of depositing goods, wares or merchandise in any structure, part of a structure or warehouse for more than 24 hours.

Store. A use devoted exclusively to the retail sale of a commodity or commodities.

Story. That part of a building between the surface of a floor and the ceiling immediately above.

Street. A public thoroughfare for vehicular traffic.

Structure. Anything which is constructed or erected and the use of which requires permanent location on ground and attachment to something (other than wheels), having permanent location on the ground; an edifice or a building of any kind; or any production or piece of work, artificially built up or composed of parts and joined together in some definite manner.

Structural alterations. Any change in the supporting members of a structure, such as bearing walls, columns, beams or girders, floor joists or roof joists.

Tattoo parlor. See body art establishment.

Theatre. A structure used for dramatic, operatic, motion picture or other performance, for admission to which entrance money is received and in which no audience participation or meal service is allowed.

Tourist court or camp. A building or a group of buildings designed for occupancy by transients.

Tourist facility. An establishment whose primary purpose is to provide information or entertainment to

tourists or visitors, including but not limited to a visitors center, information center, or accommodation booking center.

~~*Tourist home.* A dwelling in which rooms are rented on a daily or weekly basis for the purpose of accommodating travelers or temporary guests.~~

Travel trailer (camper). Any travel trailer, camper, coach, mounted tent, motor home or other habitable vehicle intended for and capable of temporary human occupancy as a dwelling, mounted on wheels and capable of being moved by its own power or pulled by another vehicle, used or intended to be used primarily for travel or recreational purposes; it does not include manufactured home.

Travel trailer park. Land or property utilized for or intended for use as temporary occupancy space for transient users of travel campers or trailers.

Unobstructed open space. An area of land at ground level upon which no structure may be erected or surface area utilized for vehicular movement or parking.

Use. The purpose for which land or a structure thereon is designed, arranged or intended to be occupied or used, or for which it is occupied, maintained, rented or leased.

Use by right. A use which is listed as a use by right in any given zone district in this Chapter. Uses by right are not required to show need for their location.

Variance Board. A Board appointed by the City Council to hear and decide upon requests for variances from the requirements of this Chapter, more fully described in Chapter 5, Article II of this Code.

Veterinary animal hospital. A place where animals or pets of all types are given medical or surgical treatment. Use as a kennel shall be limited to short-time boarding and shall only be incidental to such hospital use and need not be enclosed within the main building.

Wall, retaining. A wall used or intended to be used to resist the lateral displacement of earth.

Warehouse. A structure or part of a structure used for storing goods, wares or merchandise, whether for the owner or for others, and whether the same is a public or private warehouse. Warehouse does not include mini-storages.

Wholesale. Sale for resale, not for direct consumption.

Width of lot. The shortest distance between any two (2) lot lines of a lot which are intersected by the same front setback line, measured from either any point on each line or the points of intersection with the front setback line.

Yard. An open space on the same lot with a building, unoccupied and unobstructed from the ground upward except by landscaping or as otherwise provided herein.

Yard, front. That portion of a lot lying between a public street and the nearest parallel front setback line of such lot.

Yard, rear. That portion of a lot lying between the rear lot line and the rear setback line of such lot.

Yard, side. That portion of a lot lying between a side lot line and the nearest parallel side setback line of such lot.

ARTICLE III. ZONING.

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Sec. 21-20. General

Sec. 21-21. Zoning map.

- A) The boundaries and zoning classification of districts hereby established are as shown on a map on file in the office of the City Clerk, entitled *Zoning Map of Idaho Springs*, which map and all notations, references, data and other information shown thereon are by reference hereby made a part of this Chapter.
- B) In the event uncertainty shall be deemed to exist on the Zoning Map, district boundaries shall be on section lines, lot lines, the center lines of highways, streets, alleys, railroad rights-of-way, channelized waterways such as streams, or other lines to be determined by the use of scales shown on said map.
- C) Where a lot is divided by a zoning district boundary line at the time of enactment of these regulations or by subsequent amendments, the less restrictive zone requirements may be extended in the lot into the more restrictive zoning district for a distance of not more than twenty-five (25) feet.

Sec 21-22. Zoning, General

In order to regulate the location, height, bulk and size of buildings and other structures, the percentage of lot which may be occupied, the size of lots, courts and other open spaces, the density and distribution of population, the location and uses of land, buildings and structures for trade, industry, residence, recreation, public activities or other purposes, the City is hereby divided into the following

classes of districts:

R-E	Residential Estate District
R-1	Residential One District
R-2	Residential Two District
R-3	Residential Three District
R-M	Rural Multiple-Family Residential
HD	Historic Downtown District
C-1	Commercial One District
C-2	Commercial Two District
C-3	Commercial Interchange District
I-1	Industrial One District
L-1	Light Industrial District
P	Parks and Recreation District
CONS	Conservation District
PD	Planned Development District

Sec. 21-23. Zoning following Annexation.

All areas that are annexed to the City shall be zoned one (1) of the above zoning districts as defined in this Article within ninety (90) days after annexation.

Sec 21-24. Application.

No structure shall be designed, erected or altered except in accordance with the regulations of this Article. This Article shall apply to all zoning districts except as noted herein.

Sec 21-25. Volume of sound generated.

Every use, unless expressly exempted by these regulations, shall be so operated that the volume of sound inherently and recurrently generated does not exceed fifty-five (55) decibels at any point of any boundary line of the lot on which the use is located.

Sec 21-26. Vibration generated.

Every use shall be so operated that the ground vibration inherently and recurrently generated is not perceptible, without instruments, at any point of any boundary line of the lot on which the use is located.

Sec 21-27. Enclosure of uses.

Every use, unless expressly exempted by these regulations, shall be operated in its entirety within a completely enclosed structure; the exemption of a use from the requirement of enclosure will be indicated by the phrase "need not be enclosed" appearing after any use exempted.

Sec 21-28. Emissions.

Every use, unless expressly exempted by these regulations, shall be operated in its entirety within a completely enclosed structure; the exemption of a use from the requirement of enclosure will be indicated by the phrase "need not be enclosed" appearing after any use exempted.

Sec 21-29. Outdoor storage; waste disposal.

No highly flammable or explosive liquids, solids or gases shall be stored in bulk above ground. Tanks or drums of fuel directly connecting with heating devices or appliances located on the same lot as the tanks or drums of fuel are excluded from this provision. All outdoor storage facilities for fuel, raw materials and products shall be enclosed by a fence or wall adequate to conceal such facilities from adjacent property. No materials or wastes shall be deposited upon a lot in such form or manner that they may be transferred off the lot by natural causes or forces. All materials or wastes which might cause fumes or dust, which constitute a fire hazard or which may be edible by or otherwise be attractive to rodents or insects shall be stored outdoors only in closed containers.

Sec 21-30. Use limitations; corner lots.

- A) On any corner lot, no wall, fence or other structure shall be erected or altered and no hedge, tree, shrub or other natural growth shall be maintained which may constitute a hazard to traffic by obstructing the view or vision of operators of motor vehicles. Sec 20-31. Obstruction on public lands.
- B) No fence, wall, structure, tree, shrub or other obstruction shall be placed on or in any street, alley, parkway or public way. Such restrictions shall not apply to curbs, gutters, curb cuts, sidewalks and driveways constructed according to the building code.

Sec 21-32. Home occupations.

- A) A home occupation shall be allowed as a permitted accessory use in all residential zone districts, provided that all of the following conditions are met:
 - 1) Such use shall be conducted entirely within a dwelling and carried on by the inhabitants living there and no more than three (3) others.
 - 2) Such use shall be clearly incidental and secondary to the use of the dwelling for dwelling purposes and shall not change the character thereof.
 - 3) There shall be no exterior advertising other than identification of the home occupation.
 - 4) There shall be only incidental sale of stocks, supplies or products conducted on the premises.
 - 5) There shall be no exterior storage on the premises of material or equipment used as a part of the home occupation.
 - 6) There shall be no offensive vibration, smoke, dust, odors, heat or glare noticeable at or beyond

the property line.

- 7) A home occupation shall provide additional off-street parking area adequate to accommodate all needs created by the home occupation, specifically including one (1) off-street parking space for each employee or other non-inhabitant of the premises who is involved with the home occupation.
- 8) In particular, a home occupation may include, but is not limited to, the following, provided that all requirements contained herein are met: art studio, dressmaking or millinery work, professional office, office for insurance or real estate sales, teaching and the renting of rooms to not more than two (2) persons per dwelling.
- 9) A home occupation shall not be interpreted to include the following: veterinary animal hospital, nursing home, restaurant or tourist home. (Ord. 8 §1, 2006)

Sec 21-33. Short Term Rentals

A) Purpose and intent.

The purpose and intent of this Article is to ensure that residential properties in the City used for short term rental purposes meet minimum standards of safety and habitability and are operated in a manner compatible and consistent with surrounding residential uses and in compliance with the sales tax collection requirements of this Code.

B) Application of this Article, other portions of this Code.

Effective November 12, 2018, it shall be unlawful to operate any short term rental in the City without a license for the same issued pursuant to this Article. A short term rental shall not constitute a "bed and breakfast," as defined and regulated by this Code, and shall be subject to licensure under this Article in lieu of the home occupation licensing provisions, as applicable.

C) Maximum number of licenses. The maximum number of licensed short term rentals in the City at any one time shall not exceed fifteen (15). The City Clerk shall administer the maximum number of licensed locations as follows:

- 1) When a license becomes available within the maximum number established by this subsection (C), the City shall declare that a license is available and publish notice of the availability on the City's website and post such notice at the City's official posting places. The determination and declaration of an existing license expiring, being surrendered or otherwise terminated, such that results in a license becoming available, shall be in the City's sole and absolute discretion. The notice of availability shall provide that interested parties must file a letter of intent with the City within thirty (30) days of the date of notice.
- 2) The City shall accept letters of intent from interested parties for thirty (30) days from the date of the notice of availability. Letters of intent must include, at a minimum, the following information:
 - a) The full name, address and telephone number of the applicant;

- b) The address and current zoning designation for the proposed licensed property;
 - c) An explanation of the applicant's legal right to occupy and use the property as a short term rental (e.g., by ownership, leasehold interest with owner's consent, etc.); and
 - d) A sworn statement of the applicant's good faith belief that s/he will be able to demonstrate that the proposed licensed property meets all short term rental requirements imposed by this Code.
- 3) If more than one (1) complete letter of intent is timely filed, the City shall select one (1) letter to continue processing by lottery. All potential applicants in the lottery shall be notified of the time and place that lots shall be drawn and may attend and observe the process. If the City does not receive any letters of intent within the initial thirty-day response period, the City shall maintain the notice of the availability of a license on the City's website. The notice shall be amended to reflect that the initial response period has lapsed and that letters of intent will now be accepted and processed by the City in the order received. If more than one (1) letter of intent is thereafter received by City on the same date, the lottery process set forth above shall be used to select one (1) letter to continue processing.
- 4) The sole or selected applicant must file a complete license application as required by this Section within thirty (30) days of:
- a) The date the applicant is selected by lottery, if so selected;
 - b) The expiration of the initial thirty-day response period if the applicant is the only party that has filed a timely letter of intent; or
 - c) The date of the applicant's letter of intent if submitted after the initial thirty-day response period.
- 5) The sole or selected applicant must obtain the short term rental license required by this Section within one hundred twenty (120) days of the date of application.
- 6) An applicant's failure to meet the deadlines set forth under this Section or to timely file the materials and information necessary to diligently pursue the licensing process, as determined by the City in its absolute and sole discretion, shall result in the rejection of his or her application and the generation of a new notice of license availability, in accordance with paragraph (C)(1) above.

D) Definitions.

Advertise means any act, method or means of drawing attention to a short term rental for purposes of promoting the same for rent or occupancy.

Imminent danger shall mean a condition that could cause serious or life-threatening injury or death at any time.

Licensed premises means the premises specified in an approved application for a license under this

Article which are owned or in the possession of the licensee and within which such licensee is authorized to provide short term rental accommodations in accordance with this Article.

Primary residence means a residence which is the usual place of return for housing as documented by the occupant's: (1) driver's license OR Colorado state identification card; AND (2) voter registration; motor vehicle registration; OR designated residence for tax purposes. An applicant for a license under this Article may have only one (1) primary residence for purposes of this Article.

Short term rental means a primary residence or portion thereof used for lodging accommodations for transients for a period of less than thirty (30) consecutive days per transient renter.

E) License application; term; renewal; non-transferable.

1) License application. Applications for a short term rental license shall be submitted to the City Clerk on a form provided by the City, and the City Clerk shall accept no incomplete applications. Applications shall provide the following information:

- a) The full name, residential address and telephone number for the applicant.
- b) The full name, address and telephone number of an authorized agent with either a residential or business address within fifty (50) miles of the City, along with a copy of the writing designating the agent to act, in the applicant's absence, as the representative of the applicant on issues related to the short term rental.
- c) A sworn affidavit that the applicant has followed all license requirements, that there are no private rules or covenants that prohibit the use of the licensed premises as a short term rental, and that the application is complete and contains no false, misleading or fraudulent statements.
- d) The address of the proposed licensed premises, a description, and an illustration or photograph(s) of the area(s) that will be used for short term rental purposes.
- e) Proof of the lawful possession of the licensed premises by the applicant, either by deed or lease. If the applicant is not the owner, the application shall include written authorization, signed and notarized, from the owner of the licensed premises for the use of the same for short term rentals.
- f) Proof of applicant's primary residence at the licensed premises, by providing: (1) the applicant's driver's license OR Colorado state identification card; AND (2) the applicant's voter registration; motor vehicle registration; OR document(s) designating a residence for tax purposes.
- g) An application fee in an amount set forth in the City Fee Schedule.
- h) A delineated off-street parking plan for guests' cars, which provides for parking for all users of the rental space.
- i) Such other information determined necessary by the City Clerk to evaluate the compliance

of the applicant, licensed premises or proposed short term rental activity with the requirements of this Code.

- 2) It is the duty of each short term rental licensee to ensure that all of the information provided in a license application is kept up to date at all times, and it shall be unlawful for a licensee to fail to provide updated information to the City within ten (10) days after the date upon which any information provided is no longer accurate.
 - 3) Each license issued under this Article shall be issued on a calendar year basis and shall expire with the calendar year for which issued.
 - 4) The renewal of a license under this Article shall follow the annual renewal process and requirements set forth under 9-16 of this Code.
 - 5) No license issued under this Article shall be transferable and no license is valid as to any person or entity other than the person or entity named thereon.
 - 6) Upon the issuance or renewal of a license, the City Clerk shall provide to the applicant a written notice and the mailing addresses for all property owners within two hundred (200) feet of the ~~send written notice of such issuance to each distinct mailing address within two hundred (200) feet of the~~ licensed premises. The applicant shall mail all notices by certificate of mailing within seven (7) days and provide receipt of mailing to the City. The City Clerk shall notify the City Administrator of any objective, Code-based concerns or alleged violations identified by such property owners responding to said written notice, and the City Administrator, or his or her designee, may refer to these concerns during the applicable inspection(s).
 - 7) The City Clerk shall maintain a list of currently-licensed short term rental properties in the City subject to public view on the City's web site at all times and in the Clerk's office during regular business hours.
- B) Minimum health and safety standards; inspections.
- 1) Each licensed premises licensed under this Article shall comply with all building, housing and health codes which, if violated, would constitute an imminent danger.
 - 2) Each licensed premises shall contain a working smoke detector, carbon monoxide detector and fire extinguisher.
 - 3) No license under this Article shall be issued until the licensed premises are inspected by the City Administrator, or his or her designee, for compliance with this Section and issued a written notice of inspection approval. If, after inspection, the City Administrator, or his or her designee, issues a written notice of inspection failure, such notice shall be accompanied by a notice of abatement. Such a notice of abatement shall be subject to the same process under Chapter 16 of this Code, as existing or as hereafter amended.
 - 4) A property inspection of the license premises shall be conducted by the City Administrator, or his or her designee, before the initial issuance of any license under this Article, and shall be conducted every three years thereafter.

C) Limitations; Requirements.

- 1) Each licensee shall submit to the City, on a yearly basis, an affidavit, signed by the licensee and notarized, attesting to the number of nights rented in the prior year, as well as confirmation of payment of all applicable sales and lodging taxes.
- 2) Each licensee shall post at a prominent place inside the premises a notice containing the following:
 - a) Licensee's contact information;
 - b) Emergency contact information if the licensee cannot be reached;
 - c) Local trash and recycling schedule and instructions;
 - d) Parking restrictions and plan;
 - e) Water restrictions, if applicable;
 - f) Evacuation directions in the event of fire or emergency;
 - g) Location of the fire extinguisher; and
 - h) Contact information of the owner or agent authorized to respond to emergencies or inquiries.
- 3) Each licensed premises shall provide a delineated off-street parking plan for guests' cars, which provides for parking for all users of the rental space.
- 4) There shall be an owner or representative who is on call full time to manage the property during any period which the property is occupied as a short term rental. The owner or representative shall be required to respond to an active guest within three (3) hours by phone or in person.
- 5) The license number shall be prominently displayed on all hosting sites and advertising listings of the licensed premises.
 - a) For purposes of this Chapter, regarding municipal utilities, the use of the premises shall be considered single-family residential.
 - b) Recreational Vehicles (RVs), which includes all vehicles that bear a Vehicle Identification Number (VIN), tents, campers or other temporary structures are not eligible for a short term rental license, and such use is prohibited for short term rentals.

D) Suspension and revocation; appeal.

- 1) Each license issued under this Article is subject to suspension and revocation proceedings, including the availability to appeal the outcome thereof, as set forth under this Code.

E) Unlawful acts.

It is unlawful for any person to:

- 1) Operate a short term rental without a smoke detector, carbon monoxide detector and fire extinguisher on the licensed premises during each short term rental occupancy period.
 - 2) Operate a short term rental in any location other than the person's primary residence.
 - 3) Operate a short term rental that does not comply with all applicable State and City laws.
 - 4) Advertise any short term rental without including in such advertisement the short term rental license number issued by the City under this Article.
 - 5) Fail to collect or remit City sales tax due on the sale of short term rentals as required by this Code.
 - 6) Operate a short term rental or permit the use or occupancy of the same in violation of any the requirements of this Code, concerning zoning, including but not limited to occupancy limitations.
 - 7) Construct or modify a licensed premises for short term rental purposes in violation of this Code, concerning building regulations, including any code adopted by reference therein.
 - 8) Operate an outdoor fire pit or conduct open burning at the licensed premises.
- F) Should any one or more sections or provisions of this Ordinance, or Code provisions enacted hereby, be judicially determined invalid or unenforceable, such judgment shall not affect, impair or invalidate the remaining provisions thereof, the intention being that the various sections and provisions are severable.
- G) Any and all Ordinances or Code provisions or parts thereof in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed; provided, however, that the repeal of any such Ordinance or Code or part thereof shall not revive any other section or part of any Ordinance or code provision heretofore repealed or superseded.

Sec. 21-34. Marijuana

- A) As used in this section, "marijuana" means all parts of the plant of the genus cannabis, whether growing or not; the seeds thereof; the resin extracted from any part of such plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or its resin, including marijuana concentrate but shall not include industrial hemp, the fiber produced from the stalks, oil or cake made from the seeds of the plant, sterilized seed of the plant which is incapable of germination, or the weight of any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink, or other product whether for medicinal or non-medicinal (recreational) purposes.

- B) Cultivation, drying, processing, manufacturing and storage of marijuana and marijuana-infused products is permitted as an accessory use to any residential dwelling; provided, however, that the following requirements are met:
- C) Such use shall be conducted only within an enclosed locked space within the dwelling and may not be conducted within any accessory structure.
- D) Such use shall be incidental and secondary to the use of the dwelling for dwelling purposes and shall not change the character thereof.
- E) Such use may only be conducted by a person who resides within the dwelling in which the use is occurring.
- F) No more than twelve (12) total plants are allowed per residence, regardless of the number of adults living there.
- G) The use shall not generate traffic, noise, vibration, glare, fumes, odors or electrical interference beyond what normally occurs in any residential zone district.
- H) There shall be no visible evidence from any property line that such use is occurring within the dwelling.
- I) The use of compressed, flammable gas as a solvent in the extraction of THC or other cannabinoids is prohibited.
- J) The installation or modification of any electrical, mechanical, plumbing or any other type of system or fixture related to the use shall comply with all applicable provisions of the City's building regulations as set forth in Chapter 5 of this Code.
- K) Except as authorized by this Section, cultivation, drying, processing, manufacturing and storage of marijuana and marijuana-infused products is prohibited in residential districts and residential structures.
- L) Except as provided for in Article XI of Chapter 9 of this Code, cultivation, drying, processing, manufacturing and storage of marijuana and marijuana-infused products is prohibited in nonresidential districts and non-residential structures.

Sec. 21-40. ZONE DISTRICTS

Sec. 21-41. Uses permitted by right.

No land shall be used or occupied and no structure shall be designed, erected, altered, used or occupied except for (1) or more of the uses by right as indicated in the Allowed Uses by Right table below; except for those uses in use prior to the enactment of this Code and classified as nonconforming uses as defined by this Chapter.

Sec. 21-42. Conditional Uses.

Any uses not specifically allowed by right because of special requirements, potential impacts or unique characteristics may be approved by City Council as a conditional use as indicated in Article IV of this Chapter. The proposed use must generally conform to the recommendations of the Comprehensive Plan.

Sec 21-43. PD, Planned Development.

A) See Article V of this Chapter for requirements.

Sec 21-44. East End Overlay District

See Chapter 26.

Sec 21-45 – Sec 21-49. Reserved

Sec 21-50. ALLOWED USES BY ZONE DISTRICT.

The following are the uses permitted by right in each zone district:

Table 21-50-1: Allowed uses by zone district. X = Allowed by right in indicated zone district. CONS, Conservation District – No buildings or development are allowed in this zone district.													
CATEGORY	USE TYPE	ZONE DISTRICT											
		R-E, Residential Estate	R-1, Residential One	R-2, Residential Two	R-3, Residential Three	R-M, Rural Multiple-Family	HD, Historic Downtown	C-1, Commercial One	C-2, Commercial Two	C-3, Commercial Interchange	L-1, Light Industrial	I-1, Industrial One	P, Park and Recreation
RESIDENTIAL													
Single family attached /detached	Single-family dwelling	X	X	X	X	X							
	Single-family attached			X	X	X							
	Two-family dwelling.			X	X	X							
	Type I Manufactured Home			X									

Table 21-50-1: Allowed uses by zone district. X = Allowed by right in indicated zone district. CONS, Conservation District – No buildings or development are allowed in this zone district.													
CATEGORY	USE TYPE	ZONE DISTRICT											
		R-E, Residential Estate	R-1, Residential One	R-2, Residential Two	R-3, Residential Three	R-M, Rural Multiple-Family	HD, Historic Downtown	C-1, Commercial One	C-2, Commercial Two	C-3, Commercial Interchange	L-1, Light Industrial	I-1, Industrial One	P, Park and Recreation
Multifamily and mixed use	Multiple-family dwelling.				X	X		X	X				
	Mixed residential and commercial occupancy uses. Ground floor residential is limited to accessory to a commercial use. Residential units above the ground floor have no use limitation						X						
	Mixed residential and commercial occupancy uses. Single family residential and two-family detached dwellings as a primary use are not permitted							X	X	X			
Group Living	Group homes for up to eight (8) developmentally disabled persons, handicapped individuals, children or senior citizens	X	X		X								
	Group homes for over eight (8) developmentally disabled persons, handicapped individuals, children or senior citizens	X			X								
COMMERCIAL													
Agricultural	Community garden	X	X	X	X	X	X	X	X	X	X	X	X
	Large animal veterinary hospital or clinic (enclosed)									X	X	X	
	Small animal veterinary hospital or clinic for small animals with all uses enclosed limited to domestic animals						X	X	X	X	X	X	

Table 21-50-1: Allowed uses by zone district. X = Allowed by right in indicated zone district. CONS, Conservation District – No buildings or development are allowed in this zone district.													
CATEGORY	USE TYPE	ZONE DISTRICT											
		R-E, Residential Estate	R-1, Residential One	R-2, Residential Two	R-3, Residential Three	R-M, Rural Multiple-Family	HD, Historic Downtown	C-1, Commercial One	C-2, Commercial Two	C-3, Commercial Interchange	L-1, Light Industrial	I-1, Industrial One	P, Park and Recreation
Arts	Body art establishments						X	X	X	X	X	X	
	Studio for teaching or selling fine arts						X	X	X	X	X	X	
Food and Beverage Services	Craft brewery or distillery						X	X	X	X	X	X	
	Restaurants, eating and drinking places without drive-through						X	X	X	X	X	X	
	Restaurants, eating and drinking places with drive-through								X	X	X	X	
Lodging Facilities	Bed and Breakfast	X	X	X			X	X	X	X	X	X	
	Hotel, motel, tourist home						X	X	X	X	X	X	
Marijuana	See Chapter 9, Article XI - Marijuana Businesses and Sec 20-34 – Marijuana of this Chapter												
Office	Banks, savings and other financial companies						X	X	X	X	X	X	
	Medical and dental office, clinic or laboratory						X	X	X	X	X	X	
	Professional offices						X	X	X	X	X	X	
Personal Services	Barbershop and beauty shop						X	X	X	X	X	X	
	Dry cleaning or laundry facilities								X				
Recreation, Indoor	Bowling alley							X	X	X	X	X	
	Health and membership clubs						X	X	X	X	X	X	
	Theater						X	X	X	X	X	X	

Table 21-50-1: Allowed uses by zone district. X = Allowed by right in indicated zone district. CONS, Conservation District – No buildings or development are allowed in this zone district.													
CATEGORY	USE TYPE	ZONE DISTRICT											
		R-E, Residential Estate	R-1, Residential One	R-2, Residential Two	R-3, Residential Three	R-M, Rural Multiple-Family	HD, Historic Downtown	C-1, Commercial One	C-2, Commercial Two	C-3, Commercial Interchange	L-1, Light Industrial	I-1, Industrial One	P, Park and Recreation
COMMERCIAL													
Recreation, Outdoor	Campgrounds, overnight recreational vehicle park									X	X		
	River rafting operations and headquarters, excluding employee accommodations. All operations related to this use, including but not limited to employee parking, patron transportation (busses or vans) and storage of rafts and equipment must be conducted entirely on-site on the lot or lots owned, leased or rented by the rafting operation								X	X	X	X	
Retail Sales	Grocery stores						X	X	X	X	X	X	
	Lumber yard								X	X	X	X	
	Retail Stores						X	X	X	X	X	X	
	Sexually oriented businesses – by conditional use permit only											X	
	Wholesale stores and large volume/traffic retail stores								X			X	
Vehicles and Equipment	Automotive sales								X			X	
	Automotive service station.							X	X	X	X	X	
	Automotive wash facilities								X	X	X	X	
INDUSTRIAL													
Industrial Services	Contractor's office and yard								X			X	
	Printing, copying and newspaper offices						X	X	X			X	
Manufacturing and Production	Assembly without fabrication (enclosed)								X			X	
	Automotive and other junk yards totally enclosed or screened from view											X	

Table 21-50-1: Allowed uses by zone district. X = Allowed by right in indicated zone district. CONS, Conservation District – No buildings or development are allowed in this zone district.													
CATEGORY	USE TYPE	ZONE DISTRICT											
		R-E, Residential Estate	R-1, Residential One	R-2, Residential Two	R-3, Residential Three	R-M, Rural Multiple-Family	HD, Historic Downtown	C-1, Commercial One	C-2, Commercial Two	C-3, Commercial Interchange	L-1, Light Industrial	I-1, Industrial One	P, Park and Recreation
	Foundry, rock crusher, gravel pit, mine or mill, machine shop, sawmill or welding shop											X	
	Heavy manufacturing											X	
	Manufacturing, processing or fabrication of any commodity											X	
	Light manufacturing							X	X	X	X	X	
	Craft shops and custom small industry use						X	X	X	X	X	X	
Storage and Warehousing	Mini-Storage								X		X	X	
	Outdoor boat and RV storage; household and commercial storage											X	
	Sale, rental, repair or inside storage of any equipment, supplies or materials. This does not include mini-storage							X	X		X	X	
	Storage and sales of bulk gasoline or other petroleum products											X	
Utilities	Communications Tower											X	
	Electrical substation and transmission lines											X	
	Natural gas facility											X	
PARKS AND OPEN SPACE													
	Cemetery	X	X	X	X	X		X	X	X	X	X	X
	Golf Course	X	X	X	X	X		X	X	X	X	X	X
	Playground	X	X	X	X	X	X	X	X	X	X	X	X
	Public Park	X	X	X	X	X	X	X	X	X	X	X	X
	Public recreation center							X	X	X	X	X	X

Table 21-50-1: Allowed uses by zone district. X = Allowed by right in indicated zone district. CONS, Conservation District – No buildings or development are allowed in this zone district.													
CATEGORY	USE TYPE	ZONE DISTRICT											
		R-E, Residential Estate	R-1, Residential One	R-2, Residential Two	R-3, Residential Three	R-M, Rural Multiple-Family	HD, Historic Downtown	C-1, Commercial One	C-2, Commercial Two	C-3, Commercial Interchange	L-1, Light Industrial	I-1, Industrial One	P, Park and Recreation
PUBLIC AND CIVIC USES													
Community and Cultural Facilities	Church, church facilities or parish house.	X	X	X	X		X	X	X	X	X	X	
	Conference center facility / event center with attendant retail							X	X	X	X	X	
	Community Center			X			X	X	X	X	X	X	
	Funeral Home							X	X	X	X	X	
	Library / Museum			X			X	X	X	X	X	X	
	Public facility, post office, fire station, police station	X	X	X	X	X	X	X	X	X	X	X	
	Private club or lodge			X			X	X	X	X	X	X	
	Tourist facilities.						X	X	X	X	X	X	
Educational Facilities	Accredited college or university as approved by the State.						X	X	X	X	X	X	
	Childcare facilities for up to 6 children	X	X	X	X	X							
	Public or private preschool, elementary or secondary school, child care.	X	X	X			X	X	X		X		
Health Care	Hospital							X	X	X	X	X	
	Nursing Home							X	X			X	
ACCESSORY USES													
	Accessory Dwelling Unit (ADU)	X	X	X	X	X							
	Customarily incidental accessory use or building	X	X	X	X	X	X	X	X	X	X	X	
	Home occupation	X	X	X	X	X							

ARTICLE IV. DEVELOPMENT REGULATIONS BY ZONE DISTRICT

Sec. 21-60. Buildings per lot.

Sec. 21-61. Minimum gross floor area.

Sec. 21-62. Maximum gross floor area

Sec. 21-63. Development Standards

Sec. 21-64. Use limitations; cul-de-sac lots.

Sec. 21-60. Buildings per lot. Only one primary structure is allowed per lot in R-E, R-1, or R-2 Zone Districts.

Sec. 21-61. (Sec. 21-92) Minimum gross floor area.

No dwelling unit shall have a gross floor area of less square footage than listed as follows:

<i>Table 21-61-1. MINIMUM GROSS FLOOR AREA BY ZONE DISTRICT</i>		
<i>District</i>	<i>Dwelling Type</i>	<i>Minimum Gross Square Footage</i>
R-E	Single-family	1,200
R-1	Single-family	850 (a)
R-2, R-3 & R-M	Single-family, two family dwelling attached and detached	850 (a)
R-3 & R-M	Multiple-family Efficiency Unit (studio)	400 (a)
R-3 & R-M	Multiple-family 1-bedroom apartment	550 (a)
R-3 & R-M	Multiple-family 2-bedroom apartment	720 (a)
R-3 & R-M	Multiple-family 3-bedroom apartment	900 (a)
R-3 & R-M	Multiple-family over 3-bedroom apartment	Add 200 sq. ft. for each bedroom to the 3rd bedroom
<u>R-E & R-1</u>	<u>Accessory Dwelling Unit (ADU)</u>	<u>200 (a)</u>

- (a) F.H.A. or H.U.D. minimum requirement shall govern for dwelling units constructed under their programs.

Sec. 21-62. Maximum gross floor area.

Within the R-1 Residential-One Zone District, no new structure shall have a footprint that is greater than 50% of the average footprint of all primary structures within 150 feet of the subject property.

Sec 21-63. Development Standards

District	Minimum Lot Area in Square Feet	Minimum Lot Width in Feet at Front of Setback Line (a)	Minimum Proportion of Lot in Unobstructed Open Space	Setbacks in Feet See notes (de)(ed)(ef)			Max Height
				Front	Rear	Side	
R-E	14,520 (½ acre)	100'	50%	30'	20'	15'	35'
R-1	6,000 (b)	50' (b)	50%	15'	15'	5'	35'
R-2	5,000 (b)(c)	50' (b)	50%	15'	15'	5'	35'
R-3	5,000 (b)(c)	50' (b)	50%	20'	20'	5'	35'
R-M	14,520 (½ acre)	100'	50%	30'	20'	15'	45'
HD	(—)	(—)	(—)	Buildings shall be no further than 5' from front and side property line. No rear setback is required.			35'
C-1	(—)	(—)	10%	10'	10'	5'	35'
C-2	(—)	(—)	15%	10'	10'	5'	35'
C-3	(—)	(—)	20%	10'	10'	5'	35'
I-1	(—)	(—)	20%	10'	10'	5'	35'
L-I	(—)	(—)	20%	10'	10'	5'	35'
PD	*	*	*	*	*	*	*
Park	(—)	(—)	(—)	(—)	(—)	(—)	35'
CONS	(—)	(—)	100%	(—)	(—)	(—)	(—)
East End Overlay District: See Chapter 26							

Notes:

* See Article V, PD.

(—) This symbol means that no limitations are specified.

(a) The widths given are for lots of rectangular shape; for lots not rectangular, the width shall be ½ the width given but not less than 30 feet. The values given in the table shall then be the average lot width.

(b) The area and width may be reduced for a structure used as a single-family dwelling if:

1. The lot existed prior to adoption of this Code.
2. The lot is adjoined on both sides by lots with structures thereon, or by a street on 1 side and a lot with a structure thereon on the other side.

Reductions shall be:

1. R-1: 4,400 sq. ft. of area and 37 ft. in width.
2. R-2: 3,900 sq. ft. of area and 35 ft. in width.

3. R-3: 3,900 sq. ft. of area and 35 ft. in width.

(c) Minimum lot size for each single family attached unit is 400 sq. ft.

~~(e)~~(d) Front setbacks for all accessory structures shall be 1½ times the distance listed in the table.

~~(d)~~(e) Side and rear setbacks for accessory structures shall be 45 feet.

~~(e)~~(f) Permitted encroachments on setback space:

1. Any structure or part thereof which is below the grade of any setback may project any distance into such setback space.
2. The following may project 18 inches into all setbacks: belt courses, sills, lintels, pilasters, chimneys not over 6 feet in width, gas and electric meters and transformers.
3. The following may project 5 feet into all setbacks: building accessories designed and intended to control light entering a building, unwallled porches, terraces and balconies and outside stairways.
4. Cornices, eaves, roof overhangs and gutters may project 5 feet into the front and rear setbacks and 5 feet or ½ the side setback space, whichever is less, into the side setback.

Sec. 21-64. Use limitations; cul-de-sac lots.

The minimum lot width at the street frontage shall be fifty (50) feet. The average width of the lot shall not be less than the minimum required frontage of standard lots within the zone district in which such lot is located, and the lot shall meet the area requirements of the zone district.

ARTICLE V. DEVELOPMENT PROCESSES AND PROCEDURES

Sec. 21-71. General and Intent
Sec. 21-72. Applicability.
Sec. 21-73. Administrative review of City projects.
Sec. 21-74. Permits Required.
Sec. 21-75. Deposit for costs.
Sec. 21-76. Development Impact Fees.
Sec. 21-77. Inclusionary Housing.
Sec. 21-78. Public improvements.
SEC. 21-81. REVIEW PROCESS, AND DECISION MAKING AUTHORITY.
SEC. 21-82. REQUIRED DECISION MAKING PROCESS FOR DEVELOPMENT APPLICATIONS.
Table 21-82-1: Required Decision Making Process for Development Applications.
SEC. 21-85. REQUIRED PUBLIC NOTIFICATION BY DEVELOPMENT PROCESS
Table 21-85-1: Required Public Notification by Development Process
Sec. 21-86. Notification process descriptions.
SEC. 21-90. SUBMITTAL REQUIREMENTS BY DEVELOPMENT PROCESS
Table 21-92-1. Submittal requirements by development process.
Sec. 21-93. Description of required submittal materials.
SEC. 21-100. TYPES OF DEVELOPMENT APPLICATIONS
Sec. 21-101. Purpose
Sec. 21-102. Preapplication conference
Sec. 21-103. Annexations
Sec. 21-104. Certificate of Appropriateness (COA)
Sec. 21-105 Conditional Uses
Sec. 21-106: Final Development Site Plan (FDP)
Sec. 21-107. Planned Developments (PD)
Sec. 21-108. Rezoning
Sec. 21-109. Variances

Sec. 21-71. General and Intent

The intent of this Article is to identify the different types of development applications and processes which are subject to the review procedures set forth in this Article.

Sec. 21-72. Applicability.

This Article shall apply to applications for Annexations, Certificates of Appropriateness, Conditional Uses, Planned Unit Developments, Preapplication Meetings, Rezoning, Site Plans, and Variances.

Sec. 21-73. Administrative review of City projects.

Notwithstanding any provision of this Chapter to the contrary, any project for which the City is the applicant may be reviewed and processed administratively by the City Administrator when the project meets all applicable substantive requirements of this Chapter. In the event a City project fails to meet all such requirements, application for the same shall be reviewed and processed as generally required by this Chapter.

Sec. 21-74. Permits Required.

Following completion of development processes, no structure shall be erected or altered, used or occupied until a permit for such erection or alteration, use or occupancy has been issued by the City.

Sec. 21-75. Deposit for costs.

Any application for a development process shall be accompanied by the deposit of a sum to be determined by the City to ensure payment of the City's costs incurred in processing the application and an executed agreement by which the applicant agrees to replenish the deposit when requested by the City and to pay on a monthly basis all costs incurred by the City in processing the application. The City Clerk shall send the applicant a statement of costs incurred by the City after completion of the process. Costs chargeable hereunder include, but are not limited to, publication costs, postage costs, recording fees, attorney's fees, engineering fees, planning fees, administrative costs and other professional fees. Any amount of the deposit not expended will be refunded by the City within forty-five (45) days after the applicant's withdrawal of the application or petition, or the City's final action on the application.

Sec. 21-76 Development Impact Fees.

The City may establish fees to be imposed upon development projects for the purpose of mitigating the impact that the development projects have upon the City's ability to provide specified public facilities. Monies collected shall be utilized to pay for growth-related improvements, facilities and equipment in the general functional area of parks, fire, police, municipal facilities, recreation, transportation, and storm water management. Operation, maintenance or replacement costs are specifically excluded from eligibility for these funds.

Sec. 21-77. Inclusionary Housing.

To ensure that residential development provides a range of housing opportunities for all identifiable economic segments of the population, including households of low-and moderate-income, as part of any residential project the City may require a certain percentage of affordable units be set aside, or establish fees in lieu thereof. The requirements will be set by the City Council and implemented as part of the development impact fee schedule.

Sec. 21-78 Public improvements.

If a proposed development, may in the reasonable judgment of the City, require the construction of any public improvements, the application shall be referred to the City Planner and the Public Works Department who shall, in accordance with the provisions of this Code as well as the Standards and Specifications for Design and Construction, determine the nature and extent of any and all public improvements required, and make adequate provision for the design, construction and dedication thereof.

Sec. 21-79 - Sec. 21-80. Reserved

SEC 21-81. REVIEW PROCESS AND DECISION MAKING AUTHORITY.

The review and decision processes for development applications are either Administrative or through a Public Hearing. The Required Decision Making Process for Development Applications table (below) outlines which review process is required for each development application.

- A) Administrative. The City Administrator shall review the application for completeness as indicated by the required documents for each process in Table 21-92-1: Submittal Requirements by Development Process. If the application is found to be incomplete, it shall be returned to the applicant along with a list of items required for completion. Upon determining that the application is complete, the City Administrator may distribute and refer a copy of the application to public agencies, City departments and County departments for their review and comment. Each public agency, City department and County department receiving a copy of the application materials may, within (14) days after receipt, forward written reports of its findings and recommendations to the City. Failure of any reviewing agency or department to respond within the allotted time may be deemed as a response that the agency or department has no comment on the application and submission documents. Failure to submit a written report to the City shall not be deemed as approval or acceptance of the proposed application by such agency. Reports received by the City after the allotted referral time may but need not be accepted by the City.
 - 1) Within seven (7) days of the completion of the 14 day referral process, if the City Administrator determines that the application complies with all City requirements, and that any adequate provision for impact fees or the construction of any necessary public improvements has been made, they shall approve the application. If there are still outstanding issues after the completion of the administrative review and referral process, staff may recommend another review and referral process.
- B) Public Hearing. The administrative review and referral process listed in Sec. 21-81 (A) shall be followed.
 - 1) Within seven (7) days of the completion of the administrative review and referral process, or at the written request of the applicant, the City Administrator shall schedule the application for presentation at a public hearing. Notice of said hearing shall be provided as indicated in the Required Public Notification by Development Process Table provided in this Article. Staff shall prepare a written report of the City's findings and recommendations to submit to the decision making body, a copy of which shall be promptly provided to the applicant. At the public hearing, the decision making body will review the application for conformance with the review criteria as listed in each development process, and hear recommendations of City staff as well as any public testimony. All evidence and testimony shall be presented publicly. The decision making body may postpone or continue any hearing for the purpose of obtaining additional information necessary to render a final decision on the application. The decision making body shall approve, disapprove or conditionally approve the application.
 - a) If the decision making body is not the final decision making body as indicated in the Required Decision Making Process for Development Applications table below, it shall forward its recommendations, along with the recommendations of staff, to City Council.

When a hearing in front of the City Council is required, the City Council is always the final decision making body.

- b) The City Council may remand an application to the Planning Commission for additional findings or to obtain further evidence.

2) Conditional approval.

- a) The decision making body may impose reasonable conditions on the approval of the application which are deemed necessary or desirable:

- (1) To ensure that the development will not injure the health, safety or welfare of the public;

- (2) To ensure that the development will conform to the review criteria for approval.

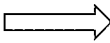
- (3) Conditions may include, but shall not be limited to, the imposition of development standards and requirements applicable to the operation, location, arrangement, use and construction of any development, including standards which protect adjacent property from noise, vibration, dust, dirt, smoke, fumes, gas, odor, explosion, glare, offensive view or other undesirable or hazardous conditions.

- b) If the decision making body conditionally approves the application, the conditions shall become part of any subsequent development process.

- (1) Failure to conform to any condition imposed upon the approval of a development application shall constitute a violation of this Chapter and may be prosecuted or abated in the same manner as any other violation hereof.

Sec 21-82. Required Decision Making Process for Development Applications.

Table 21-82-1 indicates the following required review steps for each development process. See Sec 21-100. for a description of each development process.

Begin Process 

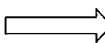
End Process 

TABLE 21-82-1: REQUIRED DECISION MAKING PROCESS FOR DEVELOPMENT APPLICATIONS.						
PROCESS	Preapplication Meeting	Administrative approval or recommendation	HPRC ¹	Variance Board	Planning Commission	City Council ²
Annexation	X	X			X	X
Certificate of Appropriateness	X	X	X			Appeal
Conditional Use	X	X			X	X
Planned Developments	X	X			X	X
Rezoning	X	X			X	X
Final Development Plans for building expansions of < 50%.	X	X				
Final Development Plans for building expansions of > = 50%, any new structures, or on properties zoned Planned Development.	X	X			X	X
Variances	X	X		X		
Proposals for public projects such as highway development and improvements, airports, mass transit terminals or other major public utilities should refer to the requirements of Chapter 25: Areas and Activities of Statewide Interest.						

¹ HPRC = Historic Preservation Review Commission

² All ordinances, other than emergency ordinances, require a first and second reading by Council.

SEC. 21-85. REQUIRED PUBLIC NOTIFICATION BY DEVELOPMENT PROCESS

Table 21-85-1. indicates the required public notification for each development process. (See below for a description of each notification process.)

TABLE 21-85-1: REQUIRED PUBLIC NOTIFICATION BY DEVELOPMENT PROCESS				
Development Process	Community Meeting	Notification Mailing	Sign Posting	Publication
Annexation		X ³	X	X ⁴
Certificate of Appropriateness		X	X	
Conditional Use		X	X	X
Planned Developments		X	X	X
Rezoning		X	X	X
Final Development Plans	X	X	X	
Variances		X	X	

Sec. 21-86. Notification process descriptions.

Development process notification requirements include: 1) community meetings: 2) notification mailings: 3) sign postings: and 4) newspaper publications.

A) Community Meeting.

- 1) Community meetings are required at the beginning stage of the design process. The applicant is required to present the project proposal to the neighborhood prior to the submission of a formal application.
- 2) The community meeting is intended to solicit and document input on the proposed project prior to commencing formal design. The meeting results may be used to modify the project's conceptual design and, if no changes are made to the proposal based upon input heard or submitted at the meeting, the applicant shall explain why neighborhood and community input did not generate any design modifications.

A) Notification mailings.

- a) The City shall ~~obtain~~ provide to the applicant the names, street and mailing addresses of all property owners within three hundred (300) feet of the subject property as their names and addresses appear in the records of the County. Such mailing shall occur by a certificate of mailing and shall occur at least 14 days prior to the community meeting or public meeting. The applicant shall provide receipt of mailing to the City. Letter shall contain the name of the applicant, the address of the property, a description of the proposal, a vicinity map, and

³ For Annexations, a copy of the notice must be delivered by registered mail to the board of county commissioners, county attorney, special districts, and school districts in which the area to be annexed is located at least 25 days prior to the hearing.

⁴ Annexation publication must occur four consecutive weeks in a row, with the last publication being no less than 7 days prior to the City Council hearing.

date(s) of any community meetings or public hearings. While the City will conduct the mailing, the applicant will be responsible for all expenses.

B) Sign posting.

- 1) Signs, provided by the City, will be posted on each boundary of the property having frontage on either a public or private street/road. The provision for posting along public streets/roads shall not apply to freeways, unless the freeway has a frontage road on which the requirements will apply. If the property does not have any street/road frontage at the time of posting, then a minimum of one (1) sign must be posted on the property at the location most visible to the general public. If the Case Manager determines that the signs required to be posted on the property would not be readily seen by the general public, then he/she may require the posting of off-site signs, in the number and location deemed appropriate. Signs shall be posted at least 14 days in advance of the public hearing and shall remain posted until the final public meeting has occurred.
 - a) Signs shall contain the address of the property, a description of the proposal, the time, date and location of the public meeting, and contact information for the City representative.

C) Newspaper publication

- 1) The City shall set and publish notice of a date, time and place for a hearing before the City Council on said application. Such notice shall be published once in a newspaper of general circulation in the City, not less than fourteen (14) nor more than thirty (30) days before the date set for hearing with the final decision-making authority. Annexation publication must occur four consecutive weeks in a row, with the last publication being no less than 7 days prior to the City Council hearing.

SEC. 21-90. SUBMITTAL REQUIREMENTS BY DEVELOPMENT PROCESS.

- A) The Submittal Requirements by Development Process table (below) indicates the required submittal requirements for each development process. The City Administrator may waive submittal materials or parts of submittal materials when it is determined that the materials are not pertinent or necessary for a complete submittal.
- B) In addition to complying with these regulations, at time of building permit, proposed developments may be required to be accompanied by construction plans, grading plans, drainage plans and similar items that meet the City of Idaho Springs Standards and Specifications for Design and Construction, Subdivision Regulations, and other applicable provisions.

Table 21-92-1. Submittal requirements by development process.							
	Annexation	Certificate of Appropriateness	Conditional Use	Planned Development	Rezoning	Final Development Plan	Variance
Annexation Map	X						
Application	X	X	X	X	X	X	X
Architectural Elevations		X		X		X	X
Boundary Survey						X	
Concept Plan		X	X		X		X
Cover Letter	X	X	X	X	X	X	X
Deposit for Costs.	X	X	X	X	X	X	X
Impact Assessment	X		X	X	X	X	
Legal Description	X		X	X	X	X	
Proof of Ownership	X	X	X	X	X	X	X
Site Plan				X		X	
Traffic Impact Analysis / Study			X	X	X	X	

Sec. 21-93. Description of required submittal materials.

A) Annexation Map.

The annexation map shall be prepared by or under the supervision of a registered professional land surveyor licensed with the State. Maps shall be neat, clear, permanent, legible and reproducible documents. Inaccurate, incomplete or poorly drawn maps shall be rejected. The Annexation Map shall contain the following:

- 1) Proposed title of the annexation.
- 2) Size of area to be annexed, including roadways (in acres)
- 3) Vicinity map. A map of the City and adjacent territory that shows the present and proposed boundaries of the City in the vicinity of the proposed annexation, drawn to scale.
- 4) Written legal description of the boundaries of the annexation area (including full width of adjacent rights-of-way, if not already annexed into the City).
- 5) Boundary of the area proposed to be annexed.

- 6) Within the annexation boundary map, a showing of the location of each ownership tract in unplatted land and, if part or all of the area is platted, the boundaries and the plat numbers of plots or of lots and blocks;
- 7) Next to the boundary of the area proposed to be annexed, a drawing of the contiguous boundary of the annexing municipality and the contiguous boundary of any other municipality abutting the area proposed to be annexed along with the calculation of the contiguity.
- 8) North arrow and graphic scale.
- 9) Surveyor's Certificate.
- 10) City acceptance and notary blocks.

B) Application

- 1) A completed development application form as provided by the City.

C) Architectural elevations

A scaled architectural drawing in color which includes the following, as applicable.

- 1) Building materials and roofs, doors, and windows.
- 2) Changes in building plane.
- 3) Building heights.
- 4) Location and screening of mechanical equipment.
- 5) Materials boards upon request from staff.
- 6) Architectural Elevations as part of Planned Development. Architectural elevations submitted as part of a Planned Development should provide sufficient detail in terms of architectural style, materials and massing as to determine the design generally conforms to the intent of the PD during the final development plan process.

D) Boundary Survey

1. A boundary and improvements survey of the property(ies), prepared and certified by a land surveyor licensed in the State of Colorado, on eight-and-one-half-inch by eleven-inch paper suitable for use as an attachment to an ordinance.

E) Concept plan

- 1) A basic site plan demonstrating conceptual locations, structures and improvements proposed as part of the development.

- 2) Setbacks of structures from property lines.
- 3) Significant natural or man-made features, whether existing or proposed, within and adjacent to the property.
- 4) Existing zoning district classifications of the property and adjacent properties. A vicinity map indicating the general location of the property within the City.

F) Cover letter

- 1) The name, mailing address, e-mail address and phone number of the applicant on a completed application form supplied by the City.
- 2) Current use, proposed uses and requested zoning classification for the property.
- 3) A description of the development proposed.
- 4) A vicinity map indicating the general location of the property within the City.
- 5) How the proposed development meets the applicable review criteria.
- 6) Known hazards and environmental issues, if any, that may be present due to the topography, geology or hydrology of the property.
- 7) The anticipated sources of water, sanitary sewer and other utilities to be used to serve the property, if known.
- 8) Estimated demands to be imposed upon public water, sanitary sewer and drainage utility systems by the proposed uses of the property.

G) Deposit of Costs.

As described in Sec. 21-75.

H) Impact assessment.

A written impact assessment, and other or additional studies or reports necessary or useful to permit a full and thorough evaluation of the development application. Required content will be determined at a preapplication conference. The applicant shall pay all costs incurred by the City in obtaining such reports, whether they are prepared by the applicant or by the City.

All studies and reports submitted by the applicant shall be prepared by a qualified professional selected by the applicant, subject to the approval of staff. Staff may reject any applicant-selected preparer where, in the opinion of staff, the preparer lacks sufficient training, experience or professional license or certification to prepare the study or report to a quality or standard commensurate with studies and reports produced by preparers of similar reports in the metropolitan Denver area.

The subject matter of any such reports or studies submitted by the applicant may include, but may not be limited to, the following, as applicable:

- 1) Traffic impact/trip generation.
- 2) Parking.
- 3) Water demand/service.
- 4) Electric, gas, telecommunications and utility service.
- 5) Environmental hazards and mitigation plan.
- 6) Natural resources.
- 7) Sanitary sewer demand/service.
- 8) Historic preservation.
- 9) Drainage, including off-site impacts.
- 10) Visual impacts.
- 11) Educational needs.
- 12) Emergency services needs.

I) Legal Description.

A typed or printed legal description, and a boundary and improvements survey of the property(ies), prepared and certified by a land surveyor licensed in the State of Colorado, on eight and one-half inch by eleven inch paper suitable for use as an attachment to an ordinance.

J) Proof of Ownership.

Proof of ownership. Such proof shall be in the form of a current title commitment, issued by a Colorado licensed title insurance company, the date of which shall be no more than thirty (30) days prior to the date of submittal of the petition. Ownership must match the ownership listed in the application. If the applicant is not the property owner, a notarized affidavit is required by the owner stating that the applicant is authorized by the owner to make the development application.

K) Site Plan

All site plans shall be prepared at 24x36 inches with the long dimension being horizontal. Site Plans may be submitted electronically at the discretion of the City Administrator or their designee. Full sized copies may be requested by staff prior to public meetings. The Plans shall include the following information in the format described (as applicable):

- 1) An information block which shall include the following information:
 - a) Name of the proposed project.
 - b) Name, address, and telephone number of the applicant if different than the owner.
 - c) Parcel size in gross and net acres or square feet.
 - d) Number of potential employees.
 - e) Existing and proposed square footages.
 - f) Uses by square feet at build out.
 - g) Maximum number of dwelling units.
 - h) Dwelling unit densities.
 - i) Percentage of open space and common open space.
 - j) Date of plan preparation, and revision dates.
 - k) For bed and breakfast, motel and hotel uses in the C-1, C-2, C-3, I-1 and L-I zoning districts:
 - (1) Total number, type and density per type of dwelling units.
 - (2) Total bedrooms per each dwelling unit type.
 - (3) Residential density (gross and net).
- 2) The Site Plan shall also include the following (as applicable):
 - a) A neat and legible drawing of the proposed site layout showing the required information at a scale of one (1) inch to 50 feet or larger, or as approved by staff.
 - b) A graphic and written scale.
 - c) A north arrow. The graphic should be oriented with north to the top of the page.
 - d) A legal description of the property.
 - e) The area shown on the site plan shall extend beyond the boundary of the property to uses presently existing within one hundred fifty (150) feet of the property subject to the site plan.
 - f) Watercourses, drainage structures and utility lines with existing topography at a contour

interval of at least five (5) feet within the parcel.

- g) The size, location, and type of all existing and proposed easements or other rights-of-way.
- h) The location of all common open spaces within the development, together with the proposed method of development, maintenance, and ownership of said common open spaces, together with legal documentation providing for development, maintenance and ownership of said common open spaces.
- i) Location and dimension of parcel boundaries.
- j) Fully-dimensioned property lines.
- k) Existing and proposed building footprints and setbacks of all proposed and existing structures which are to be retained on the site.
- l) Proposed heights of structures.
- m) Off-street parking areas and layouts, service areas, and loading areas.
- n) All existing and proposed improvements and uses, including fences and landscaping features, including length, width, floor area, height, location in relation to lot lines and other structures, and type of construction.
- o) Location, dimensions and names of proposed, and existing adjoining streets, and internal streets.
- p) Location of existing and proposed access points.
- q) Location and dimensions of bicycle/pedestrian/equestrian paths, walkways, and trails shall be shown.
- r) Proposed landscaping.
- s) Location and placement of all freestanding signage and walls.
- t) The location of all existing and proposed fire hydrants or cisterns.
- u) Existing floodplain limits.
- v) Estimated demands to be imposed upon public water, sanitary sewer and drainage utility systems by the proposed uses of the property.
- w) Finished contours at an interval of not greater than two (2) feet in dotted lines.

Site Plan as part of a Planned Development. Site plans as part of Planned Developments are only required to be conceptual in regard to use areas, easement locations, transportation improvements,

parking, access locations, building areas, and landscaping as long as there is sufficient detail to determine the proposed development generally conforms to the intent of the PD at time of final development plan.

| L) Traffic Impact Analysis / Study

As described in the City of Idaho Springs Standards and Specifications for Design and Construction.

Sec. 21-94-Sec. 21-99. Reserved

Sec. 21-100. TYPES OF DEVELOPMENT APPLICATIONS

Sec. 21-101. Purpose. The Purpose of this Section is to define and describe the different types of development applications which are subject to review.

Sec. 21-102. Preapplication conference

A) A preapplication conference is required of all applicants. The preapplication conference shall be held between the applicant and the City Administrator.

- 1) This meeting is intended to provide an understanding of the applicable review procedures, requirements and standards, and provide information pertinent to the application and the geographical area affected by the application.
- 2) The City Administrator will explain the application procedures and the materials required for submittal.
 - a) The applicant shall bring a concept plan to the conference.
 - b) If the City Administrator feels that the proposal raises issues or concerns, the applicant may also be required to meet with members of the appropriate City department to discuss the proposal. Any comments or commitments made by any member of the City staff during the preapplication conference are only preliminary in nature and should not be relied upon by the applicant. Formal comments cannot be made by City staff until after the application is submitted and adjacent and/or nearby property owners and referral agencies have had an opportunity to respond.
- 3) Preapplication conferences may be held individually with each department, or a joint conference for all or some of the departments may be scheduled.
- 4) City staff will make available to the applicant any public information regarding the application which is in the City's possession.

Sec. 21-103. (Annexations)

A) Purpose.

The purpose of this section is to establish a procedure to bring land within the jurisdictional limits of the City in compliance with the Colorado Municipal Annexation Act of 1965 (hereinafter referred to as the "Act"), contained in Sections 31-12-101 through 31-12-123, C.R.S., as amended. This section provides supplemental requirements for annexation pursuant to the Act, and is not to be construed as altering, modifying, eliminating or replacing any requirement set forth in that Act, or any requirements set forth in other portions of this Code. In the event of a conflict between the provisions of this section or any requirements set forth in other portions of this Code, it is the expressed intent of the City Council that the more stringent provision shall control.

B) Applicability

Lands to be annexed shall meet the eligibility requirements of the Colorado Revised Statutes 31.12-104 and 31-12.

C) Zoning of annexed land

The applicant may apply for zoning of the proposed annexation at the same time the annexation application is submitted or thereafter; however, the area annexed must be brought under the City's zoning regulations and zoning map within ninety (90) days after the effective date of the annexation ordinance. Zoning applications shall be handled in the same manner as set forth in this Code. The City Council public hearing required therein may be combined with the public hearing on the annexation petition required in this Chapter.

D) Submittal Requirements

A) Submittal requirements. Required materials shall be as indicated in the Submittal Requirements by Development Process table provided in this article in addition to the following:

- 1) A complete annexation petition that conforms to the requirements of Section 31-12-107, C.R.S., as amended.
- 2) An outline of any known terms proposed for the annexation agreement.
- 3) A water rights report for the property, prepared by a qualified water engineer or water attorney, detailing the water rights belonging to and / or severed from the property to be annexed, and historical use. The report must include both surface (tributary) and subsurface (non-tributary and tributary) groundwater. If there are not water rights associated with the property, there shall be included a statement of that fact.
- 4) If zoning of the property is requested simultaneously with annexation, a completed zoning application form, including a zoning map for the property.
- 5) A narrative report assessing the effect of the proposed annexation upon the community and existing services and facilities, detailing the need for any expansion of those services and facilities to accommodate the development proposed for the property being annexed. Where applicable, specific issues to be addressed shall include but not be limited to the annexation's impact on community needs, the City's economy, the school system, City services and emergency services.
- 6) Annexation Impact report.

If an annexation impact report is required under Section 31-12-108.5, C.R.S., as amended, then at least twenty-five (25) days prior to the required public hearing City Administrator shall consult with other City staff and prepare an annexation impact report that meets the requirements of Section 31-12-108.5, C.R.S., as amended.

E) Raw water rights.

Future annexations of land to the City shall include conveyance of water rights to the City in an amount and of a quality sufficient, in the judgment of the City Council, to serve the anticipated development of the property.

This requirement may be satisfied as follows:

- 1) The owner of the property shall convey to the City all water rights associated with the property, including without limitation all surface water rights and all rights to the use of water in the tributary, nontributary and not-nontributary alluvial aquifers underlying the property. The water rights shall be conveyed to the City free and clear of all liens and encumbrances at the time of annexation.
- 2) If there is a deficit between the water rights the landowner conveys to the City and the anticipated water requirements for the development of the property, the landowner shall transfer sufficient other water rights acceptable to the City, or pay cash in lieu of such transfer in an amount sufficient for the City to purchase the necessary raw water rights to serve the property, with the actual cash amount to be determined as part of the annexation.
- 3) The water transfer requirement or payment in lieu shall be in addition to any other charges or fees currently charged or hereinafter charged by the City for annexation and water service to the property.
- 4) The determination of whether any water rights are sufficient to serve the property in question shall be made by the City Council after taking into consideration the recommendations of the City Attorney and engineering consultants. The City shall have the right to accept or reject any water rights proposed for transfer to the City. The final authority to accept or reject any water rights shall be in the City Council. No reimbursement or recovery for funds expended for such water rights.

F) Annexation agreement; draft.

Staff and the applicant shall confer to prepare a draft annexation agreement addressing any items of concern and other applicable requirements of this Code. The draft agreement, acceptable to the applicant, shall accompany any annexation petition filed with the City.

G) Public notification. Public notification shall occur as indicated in the Required Public Notification by Development Process table as provided in this article.

H) Public Hearings. A public hearing shall occur as indicated by the Required Decision Making Process for Development Applications table as provided in this article.

I) Staff Evaluation.

- 1) Upon determination that the application is complete, City staff shall analyze the feasibility of annexing the proposed property. Issues to be considered shall include but not be limited to the ability to serve with streets, water, sanitary sewer, storm sewer, parks and recreation, schools, police and fire protection; compliance with the Comprehensive Plan; sources of revenue from the property; the City's costs to service the proposed development; and any other related

matters. Staff shall prepare a written report of the City staff's findings and recommendations to submit to the Planning Commission and City Council, a copy of which shall be promptly provided to the applicant.

J) Review criteria.

In a public hearing the City Council shall take the appropriate steps to determine if the petition is in substantial compliance with the Act. It shall be the general policy of the City with respect to annexations, the annexation application and the consideration of annexation petitions that:

- 1) Annexation is a discretionary act. With the exception of a petition initiated by the City for the annexation of an enclave, the City Council shall exercise its sole discretion in the annexation of territory to the City.
- 2) The land to be annexed and the uses proposed for the land shall conform to the goals, policies and strategies of the Comprehensive Plan.
- 3) Certain public facilities and amenities are necessary and must be constructed as part of any territory annexed to the City in order that the public needs may be served by such facilities.
- 4) These facilities may include, but not by way of limitation, arterial streets, bridges, public parks and recreation areas, water and sanitary sewer facilities, school sites, fire and police station sites and storm drainage facilities. The annexation of lands to the City shall not create any additional cost or burden on the then-existing residents of the City to provide such public facilities in any newly annexed area.
- 5) The applicant for annexation shall not divide tracts of land to prevent further annexation of adjoining parcels (i.e., leaving a "gap" or a "strip" of land between property to be annexed and the adjoining property).
- 6) The property owner shall have complied with all requirements of the Act and this Chapter prior to final approval of an annexation petition.
- 7) City staff shall testify as to the elements required by statute to be present for annexation, the proposed annexation agreement and the annexation impact report as described in the Act and this Chapter.

K) City Council action.

- 1) Determination of substantial compliance. The City Council shall take the appropriate steps to determine if the petition is in substantial compliance with the Act.
 - a) If the petition is found to be in substantial compliance with the Act, the City Council shall, by the adoption of a resolution of substantial compliance, set the annexation for public hearing on a specified date, time and place, not less than thirty (30) nor more than sixty (60) days from the effective date of said resolution, subject to compliance with the Act.
 - b) If the petition is not found to be in substantial compliance with the Act, no further action

shall be taken, except that the determination shall be made by resolution of the City Council.

- c) At the conclusion of the public hearing, the City Council shall adopt a resolution containing findings of fact and conclusions as required by the Act. If the City Council finds the annexation petition to be in compliance with requirements of the Act and the annexation agreement to be acceptable to the City, the City Council may annex the land by ordinance without election and approve the annexation agreement. If the City Council, in its sole discretion, finds that the annexation is not in the best interest of the City, it may deny the petition by resolution.

L) Applicant action; post approval.

- 1) After final passage of the annexation ordinance, the applicant shall file the following with the City:
 - a) Final versions of all applicable documents, including one mylar copy of the annexation map to be recorded with the County Recorder.
 - b) A signed, standard form general warranty deed for transfer of all raw water rights to the City, as described in this Chapter.

Sec. 21-104. Certificate of Appropriateness (COA)

- A) Applicability. In addition to the other requirements of City ordinances and regulations, every application for a building permit within the Historic District as indicated in Chapter 22 or at designated historic sites that will result in a new structure, external modification(s) to an existing structure, or demolition of an existing structure shall first be submitted to the Historic Preservation Review Commission for request for a Certificate of Appropriateness.
- B) Exceptions.
 - 1) Small project exceptions.
 - a) The City of Idaho Springs' Design Guidelines for Historic Structures lists "small projects" that will be deemed "appropriate" upon a required review by the Building Official, rather than through a review by the HPRC.
 - 2) The Historic Preservation Review Commission may authorize, upon request in specific cases, exceptions from the requirements of this Chapter and the guidelines implementing it.
 - a) When the Commission finds that the strict application of any requirement enacted herein will result in unreasonable economic hardship to the property owner or that such exception is necessary in the public interest, an exception from the requirements of this Chapter and the guidelines implementing it may be authorized.
 - 3) The Historic Preservation Review Commission may authorize, upon request in specific cases, exceptions from the requirements of this Chapter and the guidelines

implementing it.

- a) When the Commission finds that the strict application of any requirement enacted herein will result in unreasonable economic hardship to the property owner or that such exception is necessary in the public interest, an exception from the requirements of this Chapter and the guidelines implementing it may be authorized.
 - (1) The burden of proof shall be upon the property owner to show that the existing use is economically unfeasible, and that sale, rental or rehabilitation of the property is not possible.
 - (2) If the property owner meets this burden of proof, demolition, alteration or subdivision may be allowed.
 - (3) The term *public interest* is defined to allow construction of special projects of special merit, having significant benefits to the City by virtue of exemplary architecture, special features of land planning or social or other benefits having a high priority for community services.
 - (4) The Commission shall hold a public hearing on all applications for exceptions with the same notification requirements as are required for a Certificate of Appropriateness.
 - (a) The City shall notify the applicant and the Building Official of the Commission's decision. The decision of the Commission may be appealed to the City Council as described below.
- C) Submittal requirements. Required materials shall be as indicated in the Submittal Requirements by Development Process table provided in this article.
- D) Notification requirements. Public notification shall occur as indicated in the Required Public Notification by Development Process table provided in this article.
- E) Public Hearings. A public hearing shall occur as indicated by the Required Decision Making Process for Development Applications table provided in this article.
- F) Criteria for review and approval. In order for the Commission to grant a COA for any application for a building permit, the Commission shall consider that the application meets the following:
 - 1) The proposed work is consistent with and promotes the purposes of the Historic District, as set out in Chapter 22.
 - 2) With respect to an existing structure, the proposed work will not adversely materially affect its historic quality.
 - 4) The proposed work will have no adverse material effect on the historic atmosphere and character of the District as a whole or of other designated sites, including state and national designations.

- 5) The proposed work is in compliance with all current, applicable design guidelines.
- 6) In determining compliance with the criteria of this Section with regard to contributing buildings, the Commission shall consider the following:
 - a) The effect upon the general historic and architectural character of the structure.
 - b) The architectural style, arrangement, texture and material used on the existing and proposed structures and their relation and compatibility with other structures in the District and other designated sites, including state and national designations.
 - c) The effects of the proposed work in creating, changing, destroying or otherwise affecting the exterior architectural features of the structure upon which such work is done.
 - d) The effects of the proposed work upon the protection, enhancement and perpetuation of the structure.
 - e) The condition of existing improvements and whether or not they are a hazard to public health and safety.
 - f) The compatibility of accessory structures and fences with the main structure on the site, with other structures and with the character of the District or designated site.
 - g) Substantial compliance with the Secretary of the Interior's "Standards for Historic Preservation Projects" as they apply to building exteriors only, except those relating to paint color, which shall not apply.
- 7) With regard to determining compliance of noncontributing buildings, the Commission shall consider the following:
 - a) Noncontributing structures should be as compatible with contributing structures as possible.
 - b) Noncontributing structures should not attempt to mimic or duplicate the historic features of contributing structures.
 - c) Contemporary designs that creatively draw upon the important characteristics of the Historic District are favored.
 - d) Substantial compliance with the "New Construction Guidelines," a copy of which is on file in the City Clerk's office.

G) Post approval.

If the Commission determines that the criteria for review and approval are met and no additional conditions need to be required, it shall issue the COA and forward a copy of it to the Building Official. The building permit may then be processed as usual by the Building Official.

H) Appeal

- 1) An application for a building permit denied a COA by the Commission may be appealed to the City Council for review for compliance with the criteria for review and approval. The burden shall be upon the applicant in all cases to prove that the applicable criteria have been met for approval.
- 2) The City Council shall either approve or deny the application, based upon the criteria for review and approval. It may also conditionally approve the application, with the agreement of the applicant to comply with such conditions. Such conditions shall become conditions of the COA and the building permit. The City Council may continue its consideration from time to time, as it deems appropriate; however, if the City Council fails to render a decision on the application within forty-five (45) days of the first regular meeting at which the matter is presented, the COA shall be deemed denied, unless the applicant consents to a further extension of time.

Sec. 21-105 Conditional Uses

A) General.

Article III of this Chapter permits uses not specified as being by right in the various zoning districts to be approved and implemented by conditional use. This section governs the application for and approval, administration and enforcement of conditional uses. Conditional uses generally present special impacts upon adjacent properties which necessitate individualized review and consideration and, in most instances, the approval of a conditional use requires the imposition of conditions or requirements designed to eliminate, reduce or mitigate adverse impacts resulting from the proposed use.

B) Applicability.

This section applies to any uses proposed as conditional uses. No building permit shall be issued in any zoning district for any use not identified by right, nor shall any person cause or permit such use upon property owned, controlled or occupied by such person, until a conditional use has been approved by the City Council according to the requirements of this section.

- C) Submittal requirements. Required materials shall be as indicated in the Submittal Requirements by Development Process table provided in this article.
- D) Notification requirements. Public notification shall occur as indicated in the Required Public Notification by Development Process table provided in this article.
- E) Public Hearings. A public hearing shall occur as indicated by the Required Decision Making Process

for Development Applications table provided in this article.

F) Criteria for review and approval.

Conditional uses may be approved by the City only where the applicant demonstrates that the following conditions will be met:

- 1) The proposed use conforms to all requirements of this Article and all other applicable provisions and other development regulations, standards or requirements adopted by the City;
- 2) The proposed use is in general conformance with applicable provisions of the Comprehensive Plan, or that changed conditions occurring since the adoption of the Comprehensive Plan support approval of the proposed conditional use of the property; and
- 3) The proposed use will not result in impacts to adjacent properties which are significantly different in nature, type or extent than impacts caused by uses which are permitted by right in the zone district where the property is located.

G) Post approval.

- 1) Nothing in this section shall limit the authority of the City Council to refer its decision on the conditional use permit to the eligible electors of the City for final determination.
- 2) All approved conditional use permits shall be approved by ordinance. Such ordinance shall include the legal description of the property, specify in detail the conditional use permitted and clearly specify any and all permit conditions imposed. The ordinance shall be recorded in the records of the County Clerk and Recorder, and the permit shall run with the described property. All approved conditional uses shall be referenced on the zoning district map and a file containing all documents relevant to the application and the resulting permit shall be maintained by the City Clerk.
- 3) Revocation. Any conditional use may be revoked at any time by ordinance of the City Council, following notice to the owner of the property and observance of substantially the same procedure provided herein for City Council consideration of issuance of the permit, where the City Council finds failure to meet the conditions imposed, if any, or that the property has not been devoted to the approved conditional use for a period of more than two (2) years.
- 4) Any rezoning of the property after a conditional use is approved but before the approved conditional use is implemented on the property shall automatically terminate and void the conditional use permit unless the City expressly reaffirms the permit as part of the rezoning.

H) Amendment.

An application for amendment of an approved and valid conditional use shall be processed in accordance with the requirements applicable to the issuance of a new conditional use.

Sec. 21-106: Final Development Plan (FDP)

A) Required.

No building permit shall be issued in the R-3, R-M, C-1, C-2, C-3, I-1, L-1 or HD Zone Districts for new ~~structures~~buildings, expansions / additions of more than 20% of the gross floor area of existing structures, or for any new development proposed in a PD Zone District, until a FDP meeting the requirements of this Article has been approved for it. A FDP is not required for single family detached.

B) Applicability

FDP review is to ensure compliance with development requirements set forth in this Municipal Code and to provide for the construction and installation of any public improvements needed to serve the proposed uses on the property.

C) Submittal requirements. Required materials shall be as indicated in the Submittal Requirements by Development Process table provided in this article.

D) Notification requirements. Public notification shall occur as indicated in the Required Public Notification by Development Process table provided in this article.

E) Public Hearings. A public hearing shall occur as indicated by the Required Decision Making Process for Development Applications table provided in this article.

- 1) Final development plans for building additions of less than 50% of the existing ~~gross square footage~~floor area are subject to administrative review and approval by the City Administrator by the administrative review and referral process listed in this article.
- 2) Final development plans for building additions equal to or greater than 50% of the existing square footage, new structures, or for development on properties zoned Planned Development (PD) are subject to Planning Commission and City Council review and approval.
- 3) The decision making body shall approve, disapprove or conditionally approve the application.

F) Review and Approval Criteria

- 1) Final development plans shall conform to all use and development standards of the Idaho Springs Municipal Code as well as the Idaho Springs Standards and Specifications for Design and Construction and any underlying Planned Development.
- 2) Administrative denial of a site development plan can be appealed to the City Council only at the request in writing of the applicant.

G) Effect of approval.

- 1) Final development plans shall run with the described property, and the City Clerk shall maintain

a file containing all documents relevant to the application and resulting approval.

- 2) Approval of a final development plan shall constitute authorization to construct improvements upon and use the property subject thereto only as provided on the approved site plan. No person shall cause or permit any use of property subject to an approved final development plan in any manner not provided for on the site plan, or fail to comply with any of the requirements specified in the approval thereof.

H) Revocation.

Any final development plan approval may be revoked by order of the City Administrator, following notice to and an opportunity for the owner of the property to be heard, where the property has not been devoted to the approved site plan improvements or uses for a period of more than two (2) years. The City Administrator has the authority to extend this deadline for one year if the applicant submits sufficient cause for the delay.

I) Rezoning.

Any rezoning of the property after final development plan approval but before the improvements and uses covered by the final development plan approval begin on the property shall automatically terminate and void the final development plan approval unless the City expressly reaffirms the same as part of the rezoning.

J) Amendment of approved final development plan.

An application for amendment of an approved and valid final development plan approval shall be processed in accordance with the requirements applicable to the consideration of a new application.

Sec 21-107. Planned Developments (PD)

A) Intent and purpose.

The Planned Development (PD) is established as a zone district to provide greater flexibility in land development and use by allowing an applicant to propose specific use entitlements and development standards based upon a comprehensive, integrated, plan rather than upon development constraints as applicable to standard zone districts. The intended result is a development that is of higher quality and more desirable than one produced in accordance with the conventional zoning controls. PD, final development plan, annexation, subdivision and/or rezoning may take place at the same time and with a set of documents that will satisfy all requirements.

B) The PD shall promote and provide:

- 1) Flexibility in design and permit planned diversification in the location of structures;
- 2) Innovative or unique design that would not otherwise be allowed by an existing zone district;
- 3) The efficient use of land to facilitate a more economic arrangement of buildings, circulation systems, land use and utilities;

- 4) The combination and coordination of architectural styles, building forms and relationships within the PUD; and
- 5) A higher quality of construction that will be compatible with other developments within the City.

C) Applicability.

The PD District may be made applicable to any area and to any future land area annexed into the City. The change of a parcel in a zone district to a PD will constitute rezoning and must be done in accordance with the rezoning requirements of this section.

D) Uses permitted.

A PD of any nature (residential, commercial, industrial, public or quasi-public) either as a single use or a combination of uses may be permitted. The Planning Commission and the City Council shall determine the uses allowed in each PD, and those approved uses shall be stated on the approved PD.

E) Area.

The minimum land area that will be considered for a PD District zoning shall be one (1) acre, unless otherwise approved by the Planning Commission.

F) Building and site regulations.

- 1) Lot sizes. Minimum lot areas, lot widths and density shall be determined by the use and design of the PD.
- 2) Open Space. Minimum unobstructed open space shall be determined by the use and design of the PD.
- 3) Building setbacks. Building setbacks shall be determined by the use and design of the PD.
- 4) Building height. Maximum building height shall be determined by the use and design of the PD. For any building proposed to be taller than 35 feet, the applicant must demonstrate how building height is compatible with the surrounding character and is the minimum height required for the project.
- 5) Parking ratios.

Parking ratios that deviate from the provisions of the Parking and Loading Requirements of this Chapter may be approved if the applicant submits a parking study that demonstrates the parking as proposed is the minimum required without creating additional parking deficiency on neighboring properties or adjacent public right-of-ways or parking facilities. If parking ratio deviations are approved, the approved ratios shall be added as notes to the PD.

- 6) Any development standards not addressed in the Planned Development shall revert to the applicable standards of the Land Development Code, the Subdivision Regulations, the Standards and Specifications for Design and Construction or other applicable standards.
- G) Submittal requirements. Required materials shall be as indicated in the Submittal Requirements by Development Process table provided in this article.
- 1) Site plans submitted as part of Planned Developments are only required to be preliminary and conceptual in regard to use areas, easement locations, transportation improvements, parking, access locations, building areas, and landscaping. There should be sufficient detail to determine the proposed development generally conforms to the intent of the PD at time of final development plan.
 - 2) Building elevations may be conceptual in nature and should provide sufficient detail in terms of architectural style, materials and massing to determine the design generally conforms to the intent of the PD at the time of final development plan.
 - 3) Deviations from the Land Development Regulation. Any deviations from design or development standards as required by this Code must be described in the cover letter along with the rationale for the deviation and how it is in the spirit of the intent and purpose of the PD.
- H) Notification requirements. Public notification shall occur as indicated in the Required Public Notification by Development Process table provided in this article.
- I) Public Hearings. A public hearing shall occur as indicated by the Required Decision Making Process for Development Applications table provided in this article.
- J) Considerations for review and approval. Considerations for review and approval will be the same as is required for a rezoning with the following addition:
- 1) Whether the proposed PD adequately mitigates any adverse impacts it causes, including without limitation adverse impacts on traffic, view corridors, noise, property values and the provision of public services.
 - 2) Whether deviations from the requirements of the underlying zone district are warranted by virtue of the improved design and/or amenities provided in the PD.
- K) Post Approval
- 1) All approved PDs shall be approved by ordinance. Such ordinance shall include the legal description of the property, specify in detail the nature of the PD and clearly specify any and all permit conditions imposed. The ordinance shall be recorded in the records of the County Clerk and Recorder, and the PD shall run with the described property. All approved PDs shall be referenced on the zoning district map and a file containing all documents relevant to the application and the resulting permit shall be maintained by the City Clerk.
 - a) When approved by the City Council, the applicant shall file two (2) copies of the PD with the City Clerk and record one copy with the County Clerk and Recorder.

The City Clerk shall cause to be executed and recorded in the office of the County Clerk and Recorder, at the applicant's expense, an instrument in the following form:

Statement of Establishment of Planned Unit Development.

Under the Zoning Regulations of the City of Idaho Springs, on the _ day of , 20_ , a Planned Development of the following described property by Ordinance No. , Series 20_ . The following described property shall be developed only in accordance with the Planned Development plan on file in the office of the City Clerk of the City of Idaho Springs, Idaho Springs, Colorado. The legal description of the property involved is as follows:

[Insert Legal Description]

Mayor

Attest:

City Clerk

- 2) Minor Variations at time of building permit. At time of building permit, minor variation(s) of no more than 10% from the strict application of the provisions of the Planned Development may be allowed at the discretion of the City Administrator for lot sizes, use areas, buildout square footages, and usage square footages. Such variations shall be allowed only after a finding that:
 - a) Such variation is in the spirit of the intent of the approved Planned Development;
 - b) Such variation(s) does not constitute a change to the permitted land use(s);
 - c) No substantial detriment to the public good shall be caused.

3) Amending final PD

Procedure for amendment shall be the same as that prescribed for plan approval. Should the City Council approve the amendment to the PD, an amended plan shall be filed and notice thereof recorded in the same manner as the original plan. Minor changes which improve the character of the site plan and do not increase the lot coverage, building density or building height can be made with the written approval of the Planning Commission.

- 4) Successors bound. A change of zoning to PUD shall bind the development of that property so zoned to the PUD plan, regardless of any change in ownership of the subject property.

Sec. 21-108. Rezoning

- A) Intent and purpose. The City Council may, from time to time, on its own motion, on motion of the Planning Commission or on petition by any property owner, after notice and public hearings as provided by law and in accordance with the procedures and requirements set forth in this Article, amend, supplement or change the zoning map or any provision of this Chapter.

- B) Property owner petitions. Any petition to change zoning for specific property, except as initiated by the City, shall be filed with the City Clerk and shall be signed by the owners of one hundred (100) percent of the property proposed for zoning, exclusive of public streets and alleys.
- C) Submittal requirements. Required materials shall be as indicated in the Submittal Requirements by Development Process table provided in this article.
- D) Notification requirements. Public notification shall occur as indicated in the Required Public Notification by Development Process table provided in this article.
- E) Public Hearings. A public hearing shall occur as indicated by the Required Decision Making Process for Development Applications table provided in this article.
- F) Consideration for review and approval. In determining the zoning, the City Council may consider the following factors:
 - a. Whether the proposed zoning is in conformity with the Comprehensive Plan.
 - b. Whether there have been material changes in the character of the neighborhood such as to justify a change in the zoning.
 - c. Whether the proposed rezoning will tend to preserve and promote property values in the neighborhood.
 - d. Whether development of the property in accordance with the proposed rezoning will be in harmony and compatible with surrounding land uses and present development in the area.
 - e. Whether the proposed rezoning will affect traffic congestion in the area.
 - f. Whether the proposed rezoning will promote the public welfare.
 - g. Whether denial of the proposed rezoning would impose an undue hardship on the owner.
- G) Post approval.
 - a. All approved rezonings shall be approved by ordinance. Such ordinance shall include the legal description of the property, specify in detail the nature of the rezoning and clearly specify any and all conditions imposed. The ordinance shall be recorded in the records of the County Clerk and Recorder.
 - b. Denial; resubmittal. If a property owner petition is denied, a period of one (1) year must elapse from the date of such denial before another property owner's petition to establish the same or substantially similar zoning for the same property may be submitted.
 - c. Protest to changes. If a written protest against any proposed change in these zoning regulations or in the zoning classification of any property is filed with the City Clerk at least twenty-four (24) hours before the City Council's vote on the same, and such protest is signed by the owners of twenty (20) percent or more of the property proposed for rezoning

or of the area of land located within one hundred (100) feet of any part of such property, disregarding intervening public streets and alleys, such change shall not become effective except by a 2/3 vote of all members of the City Council.

Sec. 21-109. Variances

A) Applicability

The Variance Board may authorize variances from the requirements of Chapter 20 and 21 of this Code. The Variance Board shall also hear and decide appeals from decisions rendered from these regulations where it is alleged that there is an error in any order, requirement, decision or determination made in the administration of this Chapter.

- 1) Under no circumstances shall the Variance Board grant a variance to allow a use not authorized under the terms of this Chapter in the district involved, or any use expressly or by implication prohibited by the terms of this Chapter in said district. Also, neither a nonconforming use of neighboring lands or structures in the same district, nor a permitted or nonconforming use of lands or structures in other districts shall be considered grounds for the issuance of a variance.
- B) Submittal requirements. Required materials shall be as indicated in the Submittal Requirements by Development Process table provided in this article with the following addition to the cover letter:
 - 1) Citation to or copy of the section or subsection of this Chapter from which the variance is being requested, or a copy of the Building Official's order, requirement, decision or determination from which an appeal is taken.
- C) Notification requirements. Public notification shall occur as indicated in the Required Public Notification by Development Process table provided in this article.
- D) Public Hearings. A public hearing shall occur as indicated by the Required Decision Making Process for Development Applications table provided in this article.
- E) The concurring vote of three (3) members of the Variance Board shall be necessary to reverse or modify any order, requirement, decision or determination of the City or to approve an application on any matter upon which the Variance Board has been granted jurisdiction. Any decision of the Variance Board shall constitute the final order of the City and shall be subject to review by a court of competent jurisdiction as provided by the Colorado Rules of Civil Procedure.
- F) In granting any variance, the Variance Board may prescribe appropriate conditions and safeguards in conformity with this Chapter and the Comprehensive Plan. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this Chapter.
- G) Criteria for review and approval.
 - 1) Variances from requirements of Chapter 20 and Chapter 21.

A variance shall be considered an extraordinary remedy. When considering a variance from the requirements of this Chapter, the Variance Board shall apply the criteria set forth below.

- a) The applicant would suffer hardship as a result of the strict application of these regulations, which hardship is not generally applicable to other lands or structures in the same zone district because of considerations relating to the preservation of historic structures, the unusual configuration of the applicant's property boundaries, unique circumstances related to existing structures or topographic conditions.
 - b) There are no reasonable design alternatives or alternative locations for structures that would eliminate or reduce the need for the requested variance, or decrease the scope or extent of the variance required, that do not involve unreasonable expense under the circumstances.
 - c) The need for the variance does not result from the intentional, reckless or negligent actions of the applicant or his or her agent, a violation of any provision of this Chapter, this Code, any other code or ordinance adopted and in effect in the City or a previously granted variance.
 - d) Reasonable protections are afforded adjacent properties.
 - e) The variance is the minimum variance that will make possible the reasonable use of the land or structure.
 - f) The granting of the variance will:
 - (1) Observe the spirit of this Chapter;
 - (2) Secure the public safety and welfare;
 - (3) Ensure that substantial justice is done.
- 2) Variances as appeals.
- a) The Variance Board may also hear and decide appeals where it is alleged that there is an error in any order, requirement, decision or determination made in the administration of this Chapter. The Variance Board may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination, where the Variance Board finds that City Staff acted:
 - (1) Without clear and convincing evidence to support the order, requirement, decision or determination; or
 - (2) Beyond the Building Official's authority.
 - b) An appeal from an order, requirement, decision or determination made by the Building Official shall stay all proceedings unless the Building Official certifies that such stay would cause imminent peril to life or property.

Post Approval.

- b) The endorsement of the variance by adjacent landowners does not relieve the applicant of the burden of meeting all other requirements set forth in this section.
- c) Every variance shall run with the land, but shall apply only to the specific building or structure for which it was originally sought.
- d) The granting of any variance shall not constitute or be construed as a precedent, ground or cause for any other variance.
- e) A variance shall be effective for a period of one (1) year from the date it is granted by the Variance Board. Failure to obtain a building permit for the structure for which the variance was granted prior to the expiration of said period will cause lapse of the variance. Requests for an extension of said period shall be presented to the City Administrator in writing at least thirty (30) days prior to the scheduled expiration date. The City Administrator may authorize up to one additional year if cause exists for the extension and there would be no harm to the adjacent property owners or the community in general arising from the extension.

Sec 21-110 - Sec 21-124: Reserved

ARTICLE VI – SITE AND DESIGN STANDARDS

DIVISION I. – PARKING AND LOADING REQUIREMENTS

Sec 21-125. Scope; duty to provide
Sec. 21-126. Location; parking and loading
Sec. 21-127. Parking space required
Table Sec. 21-127-1: Parking Requirements by Use
Sec. 21-128. Mixed-use development
Table 21-128-1. Shared Parking Reduction Table
Sec. 21-130. Off-street loading
Table 21-130-1– Off-Street Loading Requirements
Sec. 21-131. Parking dimensions; layout
Sec. 21-132. Improvements; maintenance
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DIVISION II. BUILDING AND SITE DESIGN STANDARDS

Sec. 21-200. Applicability
Sec 21-201. Application of building and site design standards.
Sec. 21-202. Design policies, General.
Sec. 21-205. Design setting
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DIVISION III. LANDSCAPE DESIGN STANDARDS

Sec. 21-230. Intent
Sec. 21-31. Landscape standards

DIVISION I. – PARKING AND LOADING REQUIREMENTS

Sec 21-125 Scope; duty to provide.

- A) The regulations herein set forth shall apply and govern in all zoning districts.
- B) No land shall be used or occupied, no structures shall be designed, erected or altered and no use shall be operated unless the off-street parking and loading spaces herein are provided in at least the amount and maintained in the manner set forth.
- 1) All new parking lots, parking lot restriping or addition of new parking spaces for commercial, industrial, public or multifamily uses shall require a parking plan to be reviewed by the City for compliance with this Section and the City of Idaho Springs Standards and Specifications for Design and Construction.
- C) The duty to provide and maintain off-street parking space shall be the joint and several responsibility of the operator and the owner of the land on which the use is located and for which off-street parking is to be provided and maintained.

D) For land, structures or uses by right actually used, occupied or operated on November 12 2018, the number of existing off-street parking spaces shall not be reduced below the minimum number of spaces required under this Article. If such land area, structure or use by right is enlarged, expanded or changed, there shall be provided the following amounts of off-street parking and loading:

- 1) If such land area, structure or use by right is enlarged or expanded, there shall be provided for the increment only at least the amount or number of off-street parking and loading spaces that would be required hereunder if the increment were a separate land area, structure or use by right established or placed into operation after the effective date of this Code; or
- 2) If such land area, structure or use by right is changed from one (1) use by right to any other use by right allowed under this Chapter which requires more off-street parking and loading spaces than the previous use by right, there shall be provided no additional off-street parking and loading spaces if the new use by right requirement does not exceed the previous use by right requirement by more than twenty-five (25) percent; however, additional off-street parking and loading spaces shall be provided for any new use by right if this Article requires such spaces in excess of one hundred twenty-five (125) percent of the overall requirement for the previous use by right.

Sec. 21-126. Location; parking and loading.

A) Off-street parking.

- 1) Where possible, off-street parking spaces shall be located on the same property as the use required to provide such space, but space may be composed of one (1) or several parcels.
 - a) In multi-family developments, parking shall be within two hundred (200) feet of the principal use.
 - b) In commercial or industrial developments, the parking area shall be within six hundred (600') feet of the principal building or use, provided (in either case) the zoning for the parking area is the same as the principal use or a more intensive classification.
 - c) All parking areas shall be owned by the owner of the principal use for which parking spaces are being provided or said owners shall have a long-term lease on the land so that all required parking will be provided for any particular development.
- 2) Separate off-street parking spaces shall be provided for each use, or the space required to be provided by two or more uses located on the same lot may be combined and used jointly; provided, however, that where off-street parking space is combined and used jointly by two (2) or more uses having different standards for determining the amount of required space, the space shall be adequate in area to provide the sum total of the off-street parking space requirements of all such uses separately, or as indicated in the Shared Parking Reduction Table.
- 3) All parking areas shall be surfaced with asphalt, or concrete.
- 4) Parking areas shall be designed to manage stormwater drainage that will result from increase runoff from the site, designed to prevent non-point source pollution.

- 5) Where a surface parking area of five (5) spaces or more is situated such that less than one half (1/2) the perimeter of the total area abuts a required yard that can be used for snow storage, then the total size of the parking area shall be increased by five (5%) percent.
- 6) All parking areas shall be designed to allow snow removal from parking areas without trespass upon or interference with adjacent property owners. The open space shall comply with the Landscape Design Standards.
- 7) All parking areas shall be properly maintained and be completely free of snow so as to not reduce the required number of parking spaces.

Sec. 21-127. Parking space required.

- A) Each use permitted shall provide the minimum number of automobile parking spaces indicated in the Parking Requirement by Use table below. If a proposed use is not listed in the table, the City Administrator shall calculate the required number of parking spaces by applying the requirement for the use listed which is most similar to the proposed use, or shall require the applicant to submit to a parking study.
- B) Parking study. Parking ratios that deviate from the provisions of the parking requirements table may be approved by the decision making body indicated in Table 20-82-1 if the applicant submits a parking study that demonstrates the parking as proposed is the minimum required without creating additional parking deficiency on neighboring properties, adjacent public right-of-ways or parking facilities.

Table Sec. 21-127-1: Parking Requirements by Use		
Use Category	Use Type	Number of spaces required
RESIDENTIAL USES		
Household Living	Dwelling, accessory	1 per ADU
	Dwelling, live/work	1 per dwelling unit
	Dwelling, single-family detached	2 per dwelling unit
	Dwelling, multiple-family	1.25 per efficiency unit 1.5 per one-bedroom unit
	Dwelling, single-family attached	1.5 per two-bedroom unit 800 SF or less 1.75 per two-bedroom unit over 800 SF
	Dwelling, two family (duplexes)	1.75 per three-bedroom unit 900 SF or less 2.5 per three-bedroom unit over 900 SF
Group Living	Small group home (up to 8)	1.25 per efficiency unit 1.5 per one-bedroom unit
	Large group home (more than 8)	1.5 per two-bedroom unit 800 SF or less 1.75 per two-bedroom unit over 800 SF 1.75 per three-bedroom unit 900 SF or less 2.5 per three-bedroom unit over 900 SF
	Assisted Living Facility	1 per 400 SF GFA, and 1 additional space, reserved for pickup and delivery of adults,
	Nursing home	

Table Sec. 21-127-1: Parking Requirements by Use		
Use Category	Use Type	Number of spaces required
		per 800 SF GFA
COMMERCIAL USES		
Agricultural and Animal-Related Uses	Large animal veterinary hospital of clinic (enclosed)	1 per 600 SF GFA
	Small animal veterinarian or clinic	
Arts	Body art establishments	1 space per 300 SF GFA
	Studio for teaching or selling fine arts	
Food and Beverage Services	Microbrewery, distillery, and/or tasting room	1 space per 250 SF GFA
	Restaurants and drinking places without drive-through	
	Restaurants with drive-in facilities	
	Restaurants with outdoor dining facilities	1 per every 250 SF (including outdoor waiting/ seating/dining areas)
Health and Fitness	Fitness Center / Club	1 space per 150 square feet
Institutional/Public	Church	One (1) space per three (3) seats or every six (6) feet of bench length in the main auditorium.
	Hospital	One and one-half (1½) spaces per bed.
	Library / Museum	1 space per 400 square feet of gross floor area, plus 1 space per every 2 employees.
	Schools (all but High School)	1.5 stalls/classroom, plus 1 stall/5 fixed seats in auditorium, gymnasium or similar public assembly facility
	High School	1.5 stalls/classroom, plus 1 stall/3 students based on maximum student capacity
Lodging Facilities	Bed and breakfast	2 spaces + 1 per guest bedroom
	Hotel, motel, tourist home	1 per guestroom plus 2 for staff and housekeeping
Office, Business, and Professional Services	Banks, savings and loan, and finance companies	1 space per 400 SF of GFA
	Barbershop and beauty shop	
	Medical or dental clinic	
	Professional office	
	River rafting offices and operations	
Personal Services	Dry cleaning or laundry	1 space per 250 SF GFA
	Cleaning shop or laundry (limited)	

Table Sec. 21-127-1: Parking Requirements by Use		
Use Category	Use Type	Number of spaces required
Retail Sales	General commercial and retail sales	1 per 300 SF of GFA
	Grocery stores	1 per 300 SF GFA
	Wholesale stores and large volume/traffic retail stores	1 per every 1,000 SF GFA
	Sale, rental, repair, or inside storage of any equipment, supplies, or materials	1 per 400 SF
Recreation, Indoor	Bowling alley	5 spaces per lane, plus 1 space per 2 employees.
	Event Center / Music Venue	1 space per 4 seats
	Theater	1 space per 4 seats
Vehicles and Equipment	Automotive sales or repairing	1 for every 300 SF GFA of sales and showroom area, 3 spaces for every service bay in repair garage areas. This shall not include space provided for vehicles for sale or lease.
	Auto wash	4 stacking spaces if automatic, 3 stacking spaces if self-service
	Automotive service station	1 per every 400 SF GFA
INDUSTRIAL USES		
Industrial Services	Contractor's office and yard	1 per 300 SF GFA
	Printing and newspaper offices	1 per 1,500 SF GFA
Manufacturing and Production	Assembly without fabrication (enclosed)	1 per 1,500 SF GFA
	Brewery, bottling plant	
	Heavy manufacturing (enclosed)	
	Light manufacturing	
	Workshops and custom small industry use	
ACCESSORY USES		
	Accessory dwelling unit	See Residential Uses above.
	Home occupation	Parking for not more than one customer's motor vehicle and one additional motor vehicle associated with the home occupation may be provided on site; (plus additional required spaces for single-family dwelling)

Sec. 21-128 Mixed-use development. The total requirement for off-street parking facilities in a mixed-use development shall be reduced to reflect the reduced automobile use associated with mixed-use developments. To calculate the maximum reduction for shared parking, add the parking requirements for each use category, then divide the sum by the factor indicated in the table below. If more than two uses share a parking lot or structure, this adjustment is made for the two uses with the largest off-street parking requirements, and any parking requirements for additional uses shown in the table shall be added to that adjusted requirement without further adjustment.

Table 21-128-1. Shared Parking Reduction Table.

[Add the requirements for each use and divide by these factors]

Property Use	Multi-Family Dwelling	Civic and Institutional	Food & Beverage Service, Guest Accommodations, Recreation & Entertainment	Retail, and Office & Services	Other Commercial Use
Multi-Family Dwelling	1.0	1.1	1.1	1.2	1.3
Civic and Institutional	1.1	1.0	1.2	1.3	1.5
Food & Beverage Service, Guest Accommodations, Recreation & Entertainment	1.1	1.2	1.0	1.3	1.7
Retail, and Office & Services	1.2	1.3	1.3	1.0	1.2
Other Commercial Use	1.3	1.5	1.7	1.2	1.0

Sec. 21-130. Off-street loading. At least the following amount of off-street loading space shall be provided, plus an area or means adequate for maneuvering, ingress and egress. Off-street loading space shall be located on the same lot as the structure for which provided. All loading spaces must be snow-plowed and permanently maintained.

Table 21-130-1– OFF-STREET LOADING REQUIREMENTS	
Type of Development	Loading Requirements
Residential uses	None required
Commercial use less than 25,000 gross square feet.	One (1) space (may be eliminated if off-street loading space for the handling of all materials and equipment is provided)
Commercial use greater than 25,000 gross square feet	One (1) space for each 25,000 gross square feet plus one space for any portion exceeding a multiple of 25,000 (i.e., 60,000 gross square feet requires three loading spaces)

Sec. 21-131. Parking dimensions; layout.

- A) The minimum size of required parking space shall be a width of nine (9) feet and a length of eighteen (18) feet.
- B) The size of a loading berth shall be ten (10) feet wide, thirty-five (35) feet long and fourteen (14) feet high.

<i>Angle of parking</i>	<i>Stall depth</i>	<i>Curb length</i>	<i>Driveway width</i>	
			<i>One-way</i>	<i>Two-way</i>
00 degrees	9' 0"	18' 0"	12' 0"	23' 0"
30 degrees	17' 10"	21' 10"	12' 0"	23' 0"
45 degrees	20' 6"	20' 6"	12' 0"	23' 0"
60 degrees	21' 10"	17' 10"	18' 0"	23' 0"
90 degrees	18' 0"	9' 0"	23' 0"	23' 0"

Sec. 21-132. Improvements; maintenance.

- A) Improvements to parking and loading spaces.
 - 1) Entrances and exits shall be so located as to minimize traffic congestion.
 - 2) Barriers shall be provided such that occupants of adjacent structures are not unreasonably disturbed by the movement of vehicles. No part of parked vehicles will extend beyond a parking area. Lighting facilities will be arranged so as to not disturb adjacent residential property or traffic.
 - 3) Maintenance. All off-street parking and loading spaces, aisles and driveways shall be so graded as to dispose of all surface water, other dust free surface, and maintained in good condition, free of weeds, dust, trash and debris.

Sec. 21-133. Restrictions.

- A) In R-E, R-1, R-2 and R-3 Districts only: Vehicles up to three-fourths-ton manufacturer's rated capacity and not more than one (1) commercial vehicle shall be parked on the lot or on the street for each dwelling unit. The lot shall not be used for the commercial sale, repair, dismantling or servicing of any vehicles, equipment, materials or supplies. Front setback space shall not be used for the parking of a motor or other wheeled vehicle except in the case of single-family and two-family dwellings, where parking on the driveway located between the street and the dwelling unit shall be allowed. Automobile trailers and travel trailer units shall be parked or stored only on the rear one-half ($\frac{1}{2}$) of the lot; provided, however, that the rear one-half ($\frac{1}{2}$) of the lot is located so as to comply with front and side setback requirements for structures and is screened from the street and adjacent properties by a fence as high as the maximum fence height permitted in the district.
- B) In all districts, it is unlawful for any occupied travel trailer to remain upon any lot, place or parcel of land except in a travel trailer park; except, however, that not more than one (1) occupied travel trailer may be kept on a single parcel of privately owned property with the consent of the owner

of the property for a single period of time not to exceed six (6) consecutive months in any calendar year, only by permit from the City. Application for said permit must be made on forms provided by the City within seven (7) days of arrival.

Sec 21-134 – Sec 20-199: Reserved

DIVISION II. BUILDING AND SITE DESIGN STANDARDS

Sec. 21-200. Applicability.

- A) All development applications for multi-family housing, commercial, retail or industrial developments that are subject to final development plan review and approval, and all projects subject to filing an application under the provisions of Chapter 25 of this Code, Areas & Activities of State Interest (1041 Regulations), shall comply with the applicable principles and standards contained in this Chapter.

Sec 21-201. Application of building and site design standards.

- A) The decision making body as indicated in Article IV of this Chapter will evaluate each proposal based on these standards and the context within which each project is located. The standards are intended to be specific enough to guide development, but not so specific as to preclude creative design solutions. Applicants must conform to the design standards in this Chapter unless it can be demonstrated that an alternative meets one (1) or more of the following conditions:
 - 1) The alternative better achieves the stated intent;
 - 2) The intent cannot be achieved by application of the standard in this circumstance;
 - 3) The effect of other standards will be improved by not applying a particular standard; or
 - 4) Strict application or unique site features make the standard impractical.

Sec. 21-202 Design policies, General.

- A) The general policies listed below are intended to guide the development of multi-family, commercial and industrial projects.
 - 1) Sustainable building and development. The City supports sustainable design and energy conservation practices in site planning and building projects in the community. The City supports the implementation of the Leadership in Energy and Environmental Design (LEED) Green Building Rating System, implementation of the National Energy Code and the LEED for Neighborhood Development (LEED-ND) program. The City encourages sustainable green building and development practices and site and building performance standards in five (5) areas:
 - a) Sustainable site development.
 - b) Water savings.
 - c) Energy efficiency.
 - d) Materials selection.
 - e) Indoor environmental quality.

- 2) Waivers to these design requirements by the decision making body may be requested. Granting of any waivers to these portions of the Code will be based on proof of excellence in sustainable site design and energy conservation practices.

Sec 21-203- Sec 20-204: Reserved

Sec. 21-205. Design setting.

- A) Design within the historic setting of the City. The City of Idaho Springs' Comprehensive Plan: *Envision Idaho Springs 2017* describes individual Character Areas and the general nature of these areas. Developments shall be designed to be compatible with the Comprehensive Plan recommendations to fit into the setting of the City and protect scenic view corridors, historic districts and historic landscapes. The following are specific requirements for several distinct areas:
 - 1) East End. Between the Exit 241/I-70 interchange and about 17th Avenue lies the area commonly referred to as the "East End." This area consists largely of highway service commercial developments, including food and beverage, retail, service and lodging establishments. This area developed along what had previously been the U.S. 6 & 40 corridor which was the main east-west corridor through Colorado until the construction of Interstate 70. Colorado Boulevard in this area was completely reconstructed in 2017-2018. Much of the nonresidential development in the East End is a remnant of highway-style development built between the 1930s and the 1950s. Projects in this area are encouraged to build upon themes found in early highway roadside-era projects, including building elements based upon "roadside" or "googie" architectural motifs and signage that includes limited neon and movement elements. Appropriate architecture in this area also includes mining or industrial-era elements. The City supports redevelopment efforts across the East End that will create a vibrant, modern business district.
 - a) On property in the East End with double frontages between Miner Street and Colorado Boulevard, and Colorado Boulevard and Clear Creek, the City will support proposals that relate to Miner Street, Colorado Boulevard frontages and Clear Creek itself. Neither Miner Street nor Clear Creek should be considered the "back door" or rear yard of projects. Pedestrian access easements in the East End along existing roadways and the Creek are strongly recommended in any property development.
 - b) Additional design requirements in this area exist in Chapter 25, the East End Overlay District.
 - 2) Commercial Downtown. Beginning at 17th Avenue and extending west to 13th Avenue, the Idaho Springs Historic Commercial District is the centerpiece of the community. Chapter 22: Historic Preservation applies to this area and other locally designated or listed on the State Register of Historic Properties or National Register of Historic Places. New developments within a two-block radius of the outside boundary of the District should build upon and support the architectural features of the District itself. Use of Historic District building materials, architectural styles and designs based upon historic City sites are strongly encouraged.

- 3) West End. Beginning at about 12th Avenue, the West End features commercial properties in the form of motels, bed and breakfast operations and some service/light industrial businesses. New proposals in this area are encouraged to develop at a generally smaller scale in order to better match the existing residential character of this area of the community.
- 4) Community Gateways. Gateway entrances to the City include lands at and near Interstate 70 interchanges, including Exit 243, Hidden Valley; Exit 241, East End; Exit 240, Historic Downtown; and Exit 239, West End. New projects within the immediate vicinity (three hundred [300] feet of the edge of Colorado Department of Transportation right-of-way at the interchange) of these Community Gateways shall develop elements of signage, landscaping and site design to create and support a sense of entry to the City. Design work at gateways to the City should reflect the historic mining heritage of the community.

Sec. 21-210. Fences; walls; retaining walls.

- A) Fences, walls and retaining walls not exceeding forty-eight (48) inches in height may be erected on any part of the lot including within the front setback and, on any other part of the lot, may be erected to a height not to exceed seventy-two (72) inches; provided, however, that:
 - 1) Retaining walls abutting public rights-of-way or other lot lines may be built to any height, provided that the vision of a motor vehicle operator is not impaired; and
 - 2) Schools, public parks and playgrounds may erect open-mesh fences to any height on the lot.
 - 3) The height of walls, fences and retaining walls shall be determined by measurement from the ground level at the lowest grade level on either side of such. When used in any combination, the total height shall not exceed the maximum allowable height.
 - 4) No fence of barbed wire construction shall be allowed, except in the I-1 zone.
- B) Additional construction requirements for fencing and walls are as indicated in the Idaho Springs Standards and Specifications for Design and Construction.

Sec. 21-220. Multifamily and Commercial Architecture

A) Multi-Family Residential Architecture

1) Intent.

The City encourages the development of multi-family residential units that will reflect the historic character of development in the City, create viable residential neighborhoods and bring creative and sustainable developments to the community.

- 2) Massing. All buildings shall be designed to provide complex massing configurations through the use of varied building forms, orientations, rooflines, facades and other design details.
 - a) Plain, monolithic structures with long, monotonous, unbroken wall and roof plane surfaces of fifty (50) feet or more shall be prohibited.

- b) Facades of single-family attached townhomes shall be articulated to differentiate individual units.
- 3) Requirement for four-sided design. Architectural features and treatments shall not be restricted to a single facade. All sides of a building open to view by the public, whether viewed from public or private property, shall display a similar level of quality and architectural interest.
- 4) Maximum building length.
 - a) The maximum length of any multi-family residential building shall not exceed one hundred fifty (150) feet.
 - b) No more than six (6) townhome units may be attached in a single row or building cluster.
 - c) Exterior wall materials. For multi-family and townhome buildings, the total exterior wall area of each building elevation shall employ distinctive materials, colors and/or design features.
 - (1) Distinctive materials may include full-width brick or stone, wood, stucco or cement lap siding.
 - (2) Distinctive design features include: dormers, bay, sidelight or transom windows; functional or simulated chimneys and a covered front porch.
- 5) Roofs.
 - a) Roof materials. All sloped roof areas shall be clad with either high-profile composition shingles, such as slate, tile or dimensional asphalt shingles, concrete or clay tiles or seamed architectural metal.
 - b) Roof shapes.
 - (a) All one-story, multi-family buildings shall have a pitched roof with a minimum slope of at least 6:12.
 - (b) When sloping roofs are the predominant roof type, each building shall have at least three (3) distinct roof ridgelines.
 - (c) When flat roofs are the predominant roof type, parapet walls shall vary in height and/or shape at least once in every fifty (50) feet of building wall length.
- 6) Architectural elements.
 - a) All multi-family buildings shall employ at least two (2) of the following design items applied consistently along each facade:
 - (1) Overhangs.

- (2) Recesses.
- (3) Projections.
- (4) Shadow lines.
- (5) Reveals.
- b) Windows. All elevations shall contain windows.
- c) HVAC and utilities. All exposed HVAC units and utility boxes must be designed to blend in with the building and/or landscaping.
- d) Stairways. Stairways serving as a primary point of entry/ exit in multi-family buildings shall not be located outside of the building footprint unless it is designed to serve as an architectural feature.
- e) Primary entrances. Primary entrances to apartment buildings should be identifiable by an architectural treatment such as a covered portico.
- 7) Garages and carports.
 - (1) Detached garages and carports shall be compatible with the principal building architecture, incorporating similar forms, scale, materials, colors and details.
 - (2) Carports shall be limited to six (6) spaces per structure.
 - (3) No more than six (6) garage doors may appear on any multi-family building elevation containing front doors, and the plane of each garage door shall be offset at least two (2) feet from the plane of the garage door adjacent to it.
 - (4) Detached garages and carports shall have pitched roofs with a minimum slope of 4:12.
- 8) Orientation. On a lot with multiple buildings, those located on the interior of the site shall relate to one another both functionally and visually. A building complex shall be organized around features such as courtyards, greens or quadrangles which encourage pedestrian activity and incidental social interaction. Smaller, individualized groupings of buildings are encouraged. Buildings shall be located to allow for adequate fire and emergency access. (Ord. 3 §1, 2009)
- 9) Loading and trash facilities. All trash facilities and loading and parking areas shall be screened from public view by landscaping, building elements or approved fencing to the greatest extent possible.

B) Commercial and Industrial Architecture

The City establishes the following minimum architectural standards in order to support existing commercial and industrial development in the community and develop new commercial and

industrial projects/districts that enhance the appearance and business setting in the City.

- 1) Building orientation. Where possible, buildings shall be located to front on and relate primarily to streets. Building setbacks from local and collector streets should be minimized in order to establish a visually continuous, pedestrian-oriented street front. In the case of large buildings for employment, storage or auto-related uses, greater setbacks may be needed. If a minimized setback is not maintained, the larger setback area shall have landscaping, low walls or fencing, a tree canopy and/or other site improvements along the sidewalk designed for pedestrian interest, scale and comfort.
 - a) Structures shall be sited to avoid a wall effect along public rights-of-way and along adjacent property lines. This can be achieved by varying the building setbacks and clustering buildings.
 - b) Where multiple buildings are proposed on a development parcel, buildings shall be oriented to allow views into the project and shall preserve high-quality views through the project.
 - c) Parking requirements shall be provided to the extent possible at the rear or sides of the building.
- 2) Building form. The design of all buildings shall employ textured surfaces, projections, recesses, shadow lines, color, window patterns, overhangs, reveals, changes in parapet heights and similar architectural features to avoid monolithic shapes and surfaces and to emphasize building entries. Buildings shall not contain unbroken flat walls of thirty (30) feet or greater in length.
 - a) Buildings having single walls exceeding thirty (30) feet in length shall incorporate two (2) or more of the following for every thirty (30) feet or portion thereof:
 - (1) Pilasters;
 - (2) Projections, recesses and reveals;
 - (3) Windows and fenestration;
 - (4) Arcades and pergolas;
 - (5) Towers;
 - (6) Gable projections;
 - (7) Horizontal/vertical breaks; or
 - (8) Other similar techniques.
 - b) Office and entry spaces shall be distinguished from the building mass.
 - c) Windows shall be vertically proportioned wherever possible.

- d) Large, square, box-like structures are prohibited. Architectural elements with smaller forms stepping outwards and down are permissible.
 - e) Requirement for four-sided design. A building's special architectural features and treatments shall not be restricted to a single facade. All sides of a building open to view by the public, whether viewed from public or private property, shall display a similar level of quality and architectural interest.
 - f) Thematic architectural styles. Prototypical or franchise architectural designs may be required to be modified to meet these design standards. Changes to prototypical franchise styles to meet these standards may include, but not be limited to, modifications to roofs and roof elements, windows, doors, building mass, materials, colors, placement of architectural features, etc. Franchise architectural styles found to meet these standards will not require any modification.
- 3) Exterior building materials and colors. Intense, bright or fluorescent colors shall not be used as the predominant color on any wall or roof of any primary or accessory structure.
- 4) Blank walls and wall articulation.
- a) Walls shall not have an uninterrupted length exceeding thirty (30) feet.
 - b) Entries. Transparent entries and storefront style windows are mandatory in commercial projects.
 - c) Blank side and/or rear elevations visible to the general public are not allowed unless the City determines there are adequate building or landscape features to conceal the view of the blank wall.
 - (1) Continuous cornice lines or eaves are encouraged between adjacent buildings.
 - (2) Buildings with flat roofs shall provide a parapet with an articulated cornice.
 - (3) Facade treatment. The architectural treatment of the front facade shall be continued, in its major features, around all visibly exposed sides of a building. A building's special architectural features and treatments shall not be restricted to a single facade. All sides of a building open to view by the public, whether viewed from public or private property, shall display a similar level of quality and architectural interest.
- 5) Screening. All air-conditioning units, HVAC systems, exhaust pipes or stacks, elevator housing and satellite dishes, other telecommunications receiving devices and any other apparatus placed on the roof of a building shall be thoroughly screened from view from the public right-of-way and from adjacent properties by using walls, fencing, roof elements and landscaping.
- a) Rooftop mechanical units. Rooftop mechanical units and other miscellaneous rooftop equipment shall be substantially screened from view from public rights-of-way and other public places. Screening materials shall be of the same or comparable material, texture and color as the materials used on the building. Roof-mounted equipment screening shall be

constructed as an encompassing monolithic unit, rather than as several individual screens.

- b) Loading and trash facilities. All trash facilities and loading and parking areas shall be screened from public view by landscaping, building elements or approved fencing to the greatest extent possible.
- 6) Walkways. Walkways must be located and aligned to directly and continuously connect areas or points of pedestrian origin and destination and not be located and aligned solely based on the outline of a parking lot configuration that does not provide such direct pedestrian access.
- 7) Vacant storefronts. Ground level storefront windows within the historic district which are vacant for more than thirty (30) consecutive days shall address the public realm. Methods include displays of art, floral arrangements, historical items or window coverings consisting of appropriate patterns, illustrations or murals. Deviations or exceptions to this requirement may be approved by the City Administrator. Any signage display located within such a window shall conform to all requirements of the Code.
- 8) Awnings. Fixed or retractable awnings are permitted. Canvas is the preferred material, although other water- proofed fabrics may be used. Awnings or canopies which provide a generally consistent cover along the pedestrian walk are encouraged. Translucent awnings made of plastic, Teflon or similar materials are not permitted.

DIVISION III. LANDSCAPE DESIGN STANDARDS

Sec. 21-230. Intent.

To promote quality landscape design suitable for the City's historic landscape, climate, mountain setting and character.

Sec. 21-231. Landscape standards.

All development applications subject to this Chapter shall be accompanied by an appropriate landscape plan completed by a professional landscape architect or equivalent. Landscape plans must address the standards listed below:

- A) Landscape materials shall be selected, sited, and planted to produce a hardy and drought resistant landscaped area. Selection shall include consideration of soil type and depth, the amount of maintenance required, spacing, exposure to sun and wind, elevation, the slope and contours of the site, and compatibility with existing native vegetation preserved on the site, and on adjacent sites.
- B) Landscaping should be designed to incorporate water conserving materials and techniques through the application of xeriscape landscaping principles. Xeriscape landscaping principles include all of the following:
 - 1) Grouping plants with similar water and sunlight requirements together.
 - 2) Limiting the application of turf to appropriate high-use areas with high visibility and functional needs.
 - 3) Use of low-water demanding plants and turf where suitable.
 - 4) If irrigation systems are necessary, use of automatic irrigation systems, designed and operated to conserve water.
 - 5) Incorporation of soil amendments, where appropriate.
 - 6) Use of mulches.
 - 7) Planting appropriate materials suited to the soil and climate.
- C) Site landscape design. Landscape improvements shall be an integral part of the overall site design for each property and:
 - 1) Configured to maximize connections within the site to natural areas and to landscaped areas in adjacent developments.
 - 2) Enhance natural features, creeks and streams, drainage ways and environmental resources.
 - 3) Designed for mature landscapes that will provide appropriate visibility for cars and pedestrians.
 - 4) Preserve and frame views
 - 5) All landscapes shall maximize the use of native species. Where native material is not appropriate for the intended use or appearance, plant species that are regionally adapted and noninvasive may be used.

- 6) Landscapes shall consist of a variety of species to enhance biodiversity.
- D) New buildings and paved areas.
- 1) Anchor structures in the landscape through the use of trees, shrubs and groundcover. The size and intensity of plantings shall be appropriate to the size and context of the improvements.
 - 2) Integrate adjacent land uses of different intensities through a combination of berming, plantings and fencing. Use opaque screening only when necessary to mitigate the impact of noise, light, unattractive aesthetics and traffic. A fence shall not be the only screening material used.
 - 3) Use landscaping to provide a transition from developed, managed landscape to more natural vegetation.
- E) Plant materials.
- 1) Plants shall be healthy, well-branched, vigorous stock with a growth habit normal to the species and variety and free of diseases, insects and injuries. A variety of plant species shall be installed to help prevent the spread of disease.
 - 2) All plants shall conform to standards for measurements, grading, branching, quality, ball and burlapping, as stated in the current edition of the *American Standard for Nursery Stock*, American Association of Nurserymen, Inc., (AAN-ASNS) and the Colorado Nursery Act of 1965 (CNA).
 - 3) The minimum planting sizes on all required landscaping shall be two-inch caliper deciduous trees, one- and-one-half-inch caliper ornamental trees, six-foot tall evergreen trees and five-gallon shrubs.
- F) Street trees. Street trees shall be calculated to be placed at intervals of no greater than forty (40) feet along new and existing streets bordering the project. The placement of street trees may be combined into groupings as necessary to accommodate drive entrances, utility services and other elements particular to the site.
- G) Irrigation. All required landscaping shall be irrigated as required for plant establishment and maintenance. Irrigation shall be appropriate to the type and scope of the improvements and, at City direction, may include installation of a permanent irrigation system. All automatic irrigation systems must be installed with moisture sensors.
- H) Maintenance. In order to provide for the ongoing health and appearance of landscape improvements, all landscaping shall be maintained and replaced by the landowner or occupant as necessary.

Office of the City Administrator

To: Mayor and City Council
From: Andrew Marsh
Date: November 12, 2019
Subject: Administrative Update

Requests for Action:

- None

Updates:

- Attended on October 23 the City Council Candidate Forum at the United Center.
- The Mayor and I attended on October 24 the kick-off meeting of the Parking Task Force. Jon is facilitating these meetings that are held twice a week.
- Attended on October 24 the Planning Commission work session regarding the Short-Term Rental program.
- The Mayor attended on October 29 his first meeting as a member of the Colorado Gaming Impact Advisory Committee at the Department of Local Affairs (DOLA) in Denver.
- The Mayor and staff attended the weekly progress meetings for the street projects.
- Attended on October 31 the annual Carlson Elementary School Harvest Parade along Miner Street in the historic district.
- The Mayor and I on November 5 travelled to Alamosa to provide a presentation to DOLA regarding the City's request for a \$1,000,000 Energy Impact Assistance Fund grant for Project 2 of the Wastewater Treatment Expansion.
- Jon attended on November 6 the periodic Community Partnership Panel meeting at the Henderson Mine in Empire.

Upcoming Events:

- The Community Meeting for the Final Development Plan for the Argo Gondola Project will be held on Wednesday, November 13 at 5:30 p.m. at Beau Jo's.
- City offices will be closed on Thursday, November 28 and Friday, November 29 in observance of the Thanksgiving holiday.
- The annual Holiday Tree Lighting will be held on Saturday, November 30 at 6:00 p.m. in Citizens Park.

Jurisdiction Building Performance Report													
IDSP - Idaho Springs													
Date Range: 10/01/2019 - 10/31/2019													
	Residential				Commercial				One Stop	Other	Total		
	Residential New	Residential Alteration	Residential Miscellaneous	Residential One Stop	Commercial New	Commercial Alteration	Commercial Miscellaneous	Commercial One Stop					
Inspection Activity													
Number of Inspections	4	2	0	0	1	0	0	0	10	0	17		
Number Passed	3	2	0	0	0	0	0	0	10	0	15		
Inspection Passed %	75.00 %	100.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	100.00 %	0.00 %	88.24 %		
% Completed on Sched Date											100.00 %		
Permit Activity													
Applications Filed	0	2	0	0	0	1	0	0	19	0	22		
Valuation - Applications	0.00	13,400.00	0.00	0.00	0.00	1,322.00	0.00	0.00	80,573.00	0.00	95,295.00		
Permits Issued	0	2	0	0	0	0	0	0	14	0	16		
Valuation - Issued	0.00	15,500.00	0.00	0.00	0.00	0.00	0.00	0.00	53,813.00	0.00	69,313.00		
Avg wk days submit to issue	0	13	0	0	0	0	0	0	3	0	5		
Total fees billed	0.00	404.57	0.00	0.00	0.00	0.00	0.00	0.00	964.00	0.00	1,368.57		
Avg fees/permit (billed)	0.00	202.29	0.00	0.00	0.00	0.00	0.00	0.00	68.86	0.00	85.54		
Total fees paid	0.00	277.04	0.00	0.00	0.00	0.00	0.00	0.00	1,912.20	0.00	2,189.24		
Avg fees/permit (all fees)	0.00	138.52	0.00	0.00	0.00	0.00	0.00	0.00	136.59	0.00	136.83		
Voided Permits													
Number of Voided permits	0	0	0	0	0	0	0	0	3	0	3		

To: Mayor and City Council
From: Diane Breece, City Clerk
Date: November 08, 2019
Subject: Staff Report

- ✓ Attended the Planning Commission work session on Oct 24
- ✓ Attended the Variance Board of Adjustments meeting on Oct 30
- ✓ Attended the Planning Commission regular meeting on Nov 6
- ✓ Over 200 business licenses were mailed on Nov 5
- ✓ Packet prep, minutes, special events, payroll, short term rental
- ✓ Letter of appreciation of Wonder Martell

FYI/Discussion- Please find attached letter from Judge Ford Wheatley announcing his departure.

FORD H. WHEATLEY, IV
Attorney at Law
4866 East Kentucky Avenue, Unit E
Denver, Colorado 80246-2258
(303) 759-5356

November 5, 2019

Mayor Hillman and City Council
CITY OF IDAHO SPRINGS
c/o Andrew Marsh, City Administrator
P.O. Box 907
Idaho Springs, CO 80452

Re: Idaho Springs Municipal Judge Position

Dear Mayor and Members of Council:

My current term as Municipal Judge for Idaho Springs expires in February 2020. I have enjoyed serving you and the citizens of Idaho Springs for the past twenty-two years. It has been a high honor to have had this long-term relationship.

I am not seeking a new term. I am scaling back my judging work outside the metro-Denver area as well as concentrating on my private estate planning practice.

Your smooth transition to a new judge is important to me. I am willing to serve beyond my current term if hiring a new judge takes us beyond January. Let me know if I can provide any information to help Idaho Spring obtain a great successor.

Thank you again for all the courtesies the City, its staff, attorneys and elected officials have extended me.

Sincerely,

Ford H. Wheatley, IV

cc: Carmen N. Beery, Esq.

Diane Breece, City Clerk

From: Wonder Martell
Sent: Wednesday, October 30, 2019 12:57 PM
To: Diane Breece, City Clerk
Subject: FW: water bill 225 Lamertine Place
Attachments: image001.png

Wonder Martell
Administrative Clerk
City of Idaho Springs
303-567-4421 x 113



From: Anna Findlater <fordbrontosrock@gmail.com>
Sent: Wednesday, October 30, 2019 12:33 PM
To: Wonder Martell <adminsec@idahospringsco.com>
Subject: Re: water bill 225 Lamertine Place

Thanks Wonder. Keeping warm is a chore right now. 🥰🥰🥰

I look forward to paying my bill... only because I'm going to do it on a Friday... 5\$ Friday brings a dozen doughnuts with my payment. Doughnuts and money bring smiles 😊
I hope you got a donut last time... you were upstairs, and I didn't feel like climbing another set of stairs after a really long night at work(I had stairs waiting for me at home to go up and down)... I trusted that you would see what I left FOR YOU, and anyone else.

Seriously... be safe and warm! Have a wonderful Halloween, and I'll see you on Black Friday.
Wait, is town hall open the day after Thanksgiving? I truly want to plan on paying my bill when you're there. You've been so much help this last year. Between the emailed bills with your personal touch, and the help contacting whom I needed during our 7 weeks of frozen yuck...

Which is better for you? Nov 22nd, or the 29th? And if you would prefer fresh fruit over donuts, both... or something else, please let me know. You deserve something special, and town hall deserves to know why they get your leftovers.
😊

I'm going to bed now... (night worker) I would like you to think about your treat... You have all the time to think before my bill is due.

Have a great day, and stay warm and safe!

-Anna Findlater



To: Michael Hillman, Mayor
City Council

From: Christian Malanka, Chief of Police CJM

Date: November 7, 2019

Subject: Council Meeting November 12, 2019

Significant Incident(s): Between 00:01 AM October 24, and 11:59 PM November 6, 2019 ISPD responded to 284 Calls for Service including officer initiated. Of these the following are highlighted.

		Summons	Arrest
Abandoned Vehicle	0		
Assist Other Agency Medical	1		
Animal Problem - Bite	0		
Animal – Dog at Large	0		
Animal Cruelty	2	1	
Animal Problem - Wildlife	0		
Agency Assist LE	2		
Arrest Warrant	3		3
Assault – Simple	2		1
Assault - Aggravated	0		
Public Order Crimes	2	1	
Camping Violation	1	1	
Criminal Mischief	1		
DUI	2	2	
License Suspended	2	2	
Other License Violations	0		
Forgery/Fraud	0		
Harassment	0		
Identity Theft	0		
Ordinance Violation	0		
Stolen Vehicle	0		
Special Event	1	Pumpkin	Smash
Traffic Offenses (Criminal)	3	3	
Theft	1		
Trespass	1		

Violation of Protection Order	0		
Disturbance	1		
Disturbance - Family	0		
Traffic Accidents	9	4	
Juvenile Violation	0		
Mental Health Intervention	1		

Virginia Canyon Open Space:

Meetings: Public Safety Committee Meeting - November 7, 2019

Code Enforcement: No new cases.

Marijuana Compliance Officer: No new activity.

Training: Detective Sonnenberg is attending a 40 hour SWAT Leadership Course.
Chief Malanka attended a two day course pertaining to administrative investigations.

Staffing: The department is fully staffed but is actively seeking a part time officer.

Operation Aspen Leaf: The Bonanza and Old Mill sites are being monitored for illegal camping. No new violations to report.

Traffic Safety: No new reports

Fire Conditions: Fire Danger Low to Moderate. No burn ban is in effect.

After Action Reports: November 2, 2019 – Pumpkin Smash. No Incidents.

Upcoming Events: None

Other:

Request for Action:

No Requests for Action

To: *MAYOR & COUNCIL*

From: *John Bordoni*

Date: *NOVEMBER 12, 2018*

Re.: *Staff Report*

STREETS/PARKS

General park maintenance

Equipment repair & services

Pot hole repairs

Storm drain cleaning

Sweeping

COLLECTION & DISTRUBITION:

Daily Locates for contractors

Meter repairs and reads

Sewer main & manholes cleaned and inspected

Repair water leak on 12th Ave.

SODA CREEK ROAD

Soda Creek waiting on crew to install pedestrian lighting. (Still waiting)

WEST MINER & EAST RIVERSIDE

Work continues on water line E. Riverside. (Water line work is completed)

Concrete crews continue on curbs and gutter.

Xcel crews continue on gas services on W. Miner street, they hope to be completed by mid-October.(Should be finished with gas work this week)

JOHN BORDONI



Idaho Springs Water Quality Department

To: Mayor & City Council
From: Dan Wolf, Superintendent
Date: 11/15/19
Re: Water/Wastewater Department Staff Report/ Requests for Action

- ❖ The security fencing on the North side of the property and part of the West side of the property have been installed. They will continue with the South fence line this week and the security gate will be installed once more grading on the site has been completed.
- ❖ The lid for the two digesters was poured on Friday as a single slab. Headworks slab and truck bay slabs should be poured the week of November 4th.
- ❖ The new facility as well as the future public works facility requires a new power drop and transformer. This transformer will be able to provide sufficient power to both buildings on the new site. We have received a quote from Xcel for the work, which came in at \$31,117.89, and will be split between wastewater and public works with wastewater covering 90% of the cost, as that is the anticipated split of the power draw for each facility. The \$28,006.10 that the wastewater department is covering is considered part of the City match to the project and Fischer Constructions GMP contract of \$4,330,000 that was approved by Council will be reduced by that amount, so this is not an increase on the price of Project 1. **Request for action:** Move to approve \$31,117.89 to Xcel Energy for electrical service installation.
- ❖ The Water and Wastewater department hosted a joint regulation training class with Georgetown staff through CRWA. These regulation training classes are required for license renewals as well as to take new license exams through the State.
- ❖ We have changed out all of the sodium light fixtures (12 fixtures) at the WTP with LED fixtures. This should help reduce electrical costs of running the lights at the plant.
- ❖ Work on the budget and CIP has continued.