

Board of Trustees Regular Meeting Agenda

April 18, 2023 ~ 6:30 pm

Remote Meeting using the Zoom Platform Meeting ID: 873 2383 1390 Passcode: 809834

<https://us02web.zoom.us/j/87323831390?pwd=WldYUnFLYkREdmlGWjZ3YWIKZFQrQT09>

*If you would like to address The Board of Trustees at this meeting, please place your name on the sign-up sheet or indicate that through the chat function on the online Meeting Platform. You will be recognized to speak during the "Public Comment" portion of the agenda. Discussion is limited to 5 minutes and please state your name and address your comments to the Board. Thank you for your cooperation.*

*Also, please silence your phones and do not use them during the meeting out of consideration for your Board Members and Staff who are presenting information during the meeting.*

1. **Call Meeting to Order**
2. **Roll Call** – The Empire Board of Trustees requires a simple majority of four trustees present at the meeting for a quorum.
3. **Approval of Agenda**
4. **Approval of Minutes: March 21<sup>st</sup>, 2023**
5. **Annexation for Harmony Domes:**
  - a. The Public Hearing will be held at the next Board of Trustees Meeting on May 16<sup>th</sup>, 2023, at 6:30 pm
  - b. Report from Clerk Piel on the Annexation Process and Documentation
  - c. Discussion on the Annexation for Harmony Domes
6. **Update: Water Distribution System Master Plan and Grant**

On Thursday, April 13<sup>th</sup>, you may have seen a large group of people appearing to wander through the Town with reflective vests and clipboards. This was staff, engineers, consultants, and volunteers participating in the mapping portion of our project. We will have another "field walk" on Wednesday, April 26<sup>th</sup>, to complete the task. This is an important step in updating our Town water distribution maps by identifying the problem areas and confirming the location of valves, hydrants, shut offs, etc.
7. **Update: Ball Placer Project**

Diane Keilty is continuing to work on the grant for Ball Placer and Lions Creek to be part of the Upper Clear Creek Wildfire Planning Project. The Ball Placer is one of 5 water storage sites in Clear Creek County to target for this grant. We will meet with Diane again on Monday, April 24<sup>th</sup>, for an update on her progress.
8. **Announcement: Newsletters**

We currently mail the Newsletter to all PO Boxes in Empire, and to our Water customers who have a mailing address outside of Empire. We also put the Newsletter on the Website, put a link on Facebook, post it on the Post Office Bulletin Board, the Front Door of Town Hall, and the Visitor Center Bulletin Board. There are copies available in Town Hall and in the Visitors Center. But we still have people in Town who don't receive the Newsletter. We want to do everything we can to include our entire community, so we started emailing the Newsletter this month in addition to mailing it. Anyone who would like to receive the Newsletter by email, please email your name and the word "Newsletter" to [Clerk@EmpireColorado.us](mailto:Clerk@EmpireColorado.us). If you know someone who doesn't receive it, please encourage them to send an email so we can get them on the list! And please add [Clerk@EmpireColorado.us](mailto:Clerk@EmpireColorado.us) and [Info@EmpireColorado.us](mailto:Info@EmpireColorado.us) to your email contact list so that our emails don't get lost in your spam folder.
9. **Announcement: West Fork Village**

All public comments on the zoning and development for West Fork Village, the property owned by Andre and Justin Suissa of Avoriaz, LLC, have been forwarded to the developers and to the Planning Commission for their records.

10. **Announcement:** We have an open position on the Board of Trustees and an open position on the Planning Commission. These are volunteer positions that we would like to fill for the remainder of the term that runs through April 2024. You must be a permanent resident for a full year and a registered voter. If you are interested in either position, please contact Clerk Piel.

11. **Reports:**

a. Mayor: (CCEDC, CDOT, CCFA)

b. Police:

- i. Chief Lorenz will provide a monthly report with stats and updates.
- ii. Code Enforcement and Town Clean-Up activities will start this Spring, with a clean-up day scheduled this summer with dumpsters to help residents get rid of unwanted items that are too large for your regular trash service.
- iii. You can always pick up a Voluntary Statement Form at any Town meeting if you have a complaint to pass along to the Police Department.

c. Events:

- i. "Things were HOPPIN' in Empire! We had a great turn out for the Empire Community Easter Egg Hunt on Saturday, April 8<sup>th</sup>. Thank you to the families that participated and a SPECIAL thank you to our local Easter Bunny – Officer Paul Whillock!
- ii. May 17<sup>th</sup>, Lyle Wohler's Law Enforcement Awards and Luncheon. The Administrative Office will be closed on Wednesday, May 17<sup>th</sup>, as Empire is hosting this event for the County this year. We are still accepting nominations for the Citizen and Officer of the year. You can find forms on the website or please ask Clerk Piel.
- iii. June 3<sup>rd</sup>, "Well Done" Picnic for the Town of Empire. This is a thank you to all the people who helped our Town last year during the water emergency, and a celebration of the new Well that was completed this Spring. **EVERYONE IN TOWN IS INVITED!** Save the date in your calendar and plan on joining us in Minton Park that Saturday. We'll have more details to come.
- iv. June 17<sup>th</sup>, Town Clean-Up Day. We will have four roll-off dumpsters in the parking lot by Minton Park on Saturday morning from 9 am till noon, or until the dumpsters are full so plan on coming early! No mattresses, tires, or large electronics. This is a great opportunity to get rid of large items that don't fit in your residential trash container or debris from your yard clean up.

d. Admin:

- i. May 1<sup>st</sup> through May 25<sup>th</sup> – The Dog Park will be closed for maintenance. We close the Dog Park every year for the month of May to add soil amendments to keep the area healthy. Thank you to all our Dog Park regulars who keep the area clean all throughout the year. We will open the park on the Thursday before Memorial Day Weekend.
- ii. Military Flag Tribute – the Military Flags will be going up on the Visitor Center in time for Memorial Day Weekend.
- iii. Street of Flags – The International Flags will be installed in early June, and this year we will be using metal flag poles.
- iv. Flower Program – The flowers will be planted and hung in mid-June. We will be adding more planter barrels this year along Park Avenue. We're eager to see the colorful display again this Spring.

e. Planning Commission:

i. All Planning Commission meetings are in-person with remote access.


ii. The Regular Meeting will be held on Wednesday, April 26<sup>th</sup>, 2023, at 6:30 pm.

12. **Public Comment:** Public comment is limited to 5 minutes per person. The Board does not respond to questions during this time. For operational questions, please email the clerk.

13. **New Business from Board of Trustee Members:**

14. **The Next Board of Trustees Regular Meeting is May 16<sup>th</sup>, 2023, at 6:30 pm. In-person with remote access. The Board will participate in a training workshop on May 2<sup>nd</sup>, 2023, at 6:30 pm.**

15. **Adjourn Meeting**

  
(Mayor Wendy Koch)

  
(Town Clerk Jeannette Piel)

TOWN OF EMPIRE  
30 East Park Avenue –P.O. Box 100 Empire CO 80438-0100  
303/569-2978 – 303/569-2282 fax

**Board of Trustees Regular Meeting**  
April 18, 2023

**1. Call to Order**

The meeting was called to order at 6:33 PM.  
The meeting was held in person and through Zoom.

**2. Roll Call**

**Present:** Mayor Wendy Koch, Mayor Pro-Tem Linda Robertson, Trustee Denise Tennant, Trustee Susan Owen, Trustee Lorry Singmaster, Police Chief Andrew Lorenz, Attorney Brandon Dittman, Town Clerk Jeannette Piel.

**Absent:** Trustee Shannon Hickman

**A quorum was present at the meeting.**

**3. Approval of Agenda**

**TRUSTEE ROBERTSON MOTIONED TO APPROVE THE AGENDA FOR APRIL 18, 2023, TRUSTEE TENNANT PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

**4. Approval of Minutes: March 21<sup>st</sup>, 2023**

**TRUSTEE ROBERTSON MOTIONED TO APPROVE THE MARCH 21, 2023, MEETING MINUTES, TRUSTEE TENNANT PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

**5. Annexation for Harmony Domes:**

- a. The Public Hearing will be held at the next Board of Trustees Meeting on May 16<sup>th</sup>, 2023, at 6:30 pm
- b. Report from Clerk Piel on the Annexation Process and Documentation
- c. Vas shared a presentation of how the Harmony Domes will look.
- d. Discussion on the Annexation for Harmony Domes
- e. **Board discussions:**
  - Lorry Singmaster – Does each unit have its own plumbing, full showers, and electrical? (Vas: Yes)
    - Are they on Stilts? (Vas: Yes, he plans to have outdoor furniture as well.)
    - Will the management be on site? (Vas: Yes, 4 individuals.)
    - The internal structure will have a loft? (Vas: Yes)
    - How many units? (Vas: 10)
  - Linda Robertson – When does the project start? (Vas: ASAP and will be complete within a year. Hopefully before New Years.)
  - Denise Tennant – Will you think about the sun fading the color of the domes as we move forward.
  - Susan Owen – Are there neutral colors that will blend in with the rocks? (Vas: yes.)

f. **Public Discussion:**

- Terry Grey – Do you have these elsewhere? (Vas: Yes, in the Ukraine and now her in Empire.)
- Peggy Hubner – Are these units open year-round? (Vas: yes, they are insulated.)
  - What is the cost per night? (Vas: \$200-\$250 per night.)
- Eileen Wheelock – Requested that the presentation be slowed down and asked if the wires will be underground? (Vas: Yes.)
  - Will all units be up before tenting them out? (Vas: Yes, we may add some additional finishings later, but all units will be up.)
  - What is the height of the domes? (Vas: 18 feet.) Including the stilts? (Brandon Dittman: Height – it is the grade. It is where the dome touches the mountain.)
  - Did you get soil samples? (Vas: Yes, this information will be at the public meeting.)
- Randy Wheelock – What version of energy code are you compliant with? (Vas: Compliant with the 2015 requirements.) (Brandon Dittman: Last year the Town adopted the 2015 International code series.)

**6. Update Water Distribution System Master Plan and Grant:**

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**Public:**

- Bernie Hubner – When will the millings be gone? (Mayor Wendy – There are some small sales.)
  - Are the millings profitable? (Mayor Wendy – Yes, it will be with the sales, but there is no schedule.)

**8. Announcement: Newsletters:**

We currently mail the Newsletter to all PO Boxes in Empire, and to our Water customers who have a mailing address outside of Empire. We also put the Newsletter on the Website, put a link on Facebook, post it on the Post Office Bulletin Board, the Front Door of Town Hall, and the Visitor Center Bulletin Board. There are copies available in Town Hall and in the Visitors Center. But we still have people in Town who don't receive the Newsletter. We want to do everything we can to include our entire community, so we would also like to start emailing the Newsletter. Anyone who would like to receive the Newsletter by email, please email your name and the word “Newsletter” to Clerk@EmpireColorado.us. If you know someone who doesn't receive it, please encourage them to send an email so we can get them on the list!

**9. Announcement: West Fork Village:**

All public comments on the zoning and development for West Fork Village, the property owned by Andre and Justin Suissa of Avoriaz, LLC, have been forwarded to the developers and to the Planning Commission for their records. Andre has given us permission to give his contact information to any resident who has any questions or concerns that they would like to share directly with Andre.

**10. Announcement:**

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**11. Reports:**

a. Mayor: (CCEDC, CDOT, CCFA)

There are no new reports. We are still looking for a completed RFP for the Fire Authority.

CDOT: it will be 2024 before any repaving will take place.

b. Police:

i. Chief Lorenz will provide a monthly report with stats and updates.

Between March 1<sup>st</sup> through April 18<sup>th</sup> there were 12 reports. One motor vehicle crash, two informational reports, one misc., one death, three damaged properties, one crime prevention, a couple agency assists and one abandon vehicle.

ii. Code Enforcement and Town Clean-Up activities will start this Spring, with a clean-up day scheduled this summer with dumpsters to help residents get rid of unwanted items that are too large for your regular trash service.

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**12. Public Comment:**

- Eileen Wheelock – Requested the Town to add to the Newsletter what is and what is not acceptable for Dumpster Day.
  - Will we have bathrooms in the park this year?
- Randy Wheelock – Clarification for the developer – make sure you are designing for the future, as soon the 2021 International Code Series may be followed.

**13. New Business from Board of Trustee Members:**

No New Business

**14. The Next Board of Trustees Regular Meeting is May 16th, 2023, at 6:30 pm. In-person with remote access.**

**15. Adjourn Meeting**

**TRUSTEE TENNANT MOTIONED TO ADJOURN THE MEETING, TRUSTEE ROBERTSON PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

The meeting was adjourned at 7:32 PM.

Wendy Koch  
(mayor)

J Piel  
(town clerk)



## Overview of the Annexation Process

1) Initial Petition. The Planning Commission evaluates all incoming petitions for completeness, and for compliance with zoning and land use. They determine if the petitioner is **Eligible** to request annexation.

2) Pre-annexation is for gathering documents, having them verified by our own engineers, and confirming that we have all the information that the Board needs to make an informed decision. This is the opportunity for our engineers to request changes or additions if the current plans don't meet our requirements, i.e., water usage, storm drainage plan, site development guidelines, etc. The Planning Commission verifies that all documents have been received and if the petition is **Eligible**, they inform the Board of their preliminary findings.

3) The Board sets fees and finalizes the Pre-annexation agreement. This simply means that the Board is ready to **Evaluate** the Annexation Petition and feels that we have all the documents and have the final design from the petitioner, based on recommendations from our engineers. Adjacent property owners are informed.

4) The Town will then have 60 days to evaluate the Annexation Petition, with a **Public Hearing** at the end of the 60 days. The Petitioner, the Planning Commission, the Staff, and the Board of Trustees will all present information at this Public Hearing. The public can ask questions and make comments.

5) The Board will **Vote on approval of the annexation**. This is done with an Annexation Agreement, and an Ordinance to Annex at the same time after the Public Hearing.

