



AGENDA
for the Board of Trustees
of the Town of Palisade, Colorado
341 W 7th Street (Palisade Civic Center)

January 23, 2024

6:00 pm Regular Meeting
A live stream of the meeting may be viewed
at: <https://us06web.zoom.us/j/3320075780>

- I. **REGULAR MEETING CALLED TO ORDER AT 6:00 pm**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL**
- IV. **AGENDA ADOPTION**
- V. **ANNOUNCEMENTS**
 - A. **PUBLIC COMMENT REMINDER:** All emails sent to the Town Clerk for public comment on a specific agenda item prior to the day packets are published will be included in the staff report. Emails received after the packets are posted will be forwarded to the Board of Trustees. Any member of the public who wishes to have a statement or email read into the Minutes is required to appear in person and make said statements to the Board directly.
 - B. **GET INVOLVED WITH OUR COMMUNITY! UPCOMING PUBLIC MEETINGS (Palisade Civic Center 341 W 7th Street):**
 - 1. **Board of Trustees** – Tuesday, February 13, 2024, at 6:00 pm
 - 2. **Tourism Advisory Board** – Thursday, February 15, 2024, at 11:00 am
- VI. **PRESENTATIONS**
 - A. **Palisade Chamber of Commerce check to Fire Department Presentation.**
 - B. **State of Palisade High School** – Presented by PHS Principal Dan Bollinger and PHS Community Advisory Council (CAC) President David Miller
 - C. **Slate Communications Marketing Update** – Presented by Ryan Burke & Melita Paelowski with Slate Communications
- VII. **TOWN MANAGER REPORT**
 - A. **Sewer Consolidation Update**
 - B. **Martin Luther King Jr. Day Celebration**

C. Palisade Police Officer Recognition

VIII. CONSENT AGENDA

The Consent Agenda is intended to allow the Board to spend its time on more complex items. These items are generally perceived as non-controversial and can be approved by a single motion. The public or any Board Member may ask that an item be removed from the Consent Agenda for individual consideration.

A. Expenditures

- Approval of Bills from Various Town Funds – January 5, 2024 – January 19, 2024

B. Minutes

- Minutes from January 9, 2024, Regular Board of Trustees Meeting

IX. PUBLIC HEARING

A. PRO 2024-01 – Matchett-Goody Accessory Height Variance

Serving as the Board of Adjustment, The Board of Trustees will consider an application for a variance from Section 7.05.A of the Palisade Land Development Code (LDC) to allow for an Accessory Structure whose height is greater than fifteen (15) feet, located at 350 W. 5th Street.

1. Staff Presentation
2. Applicant Presentation
3. Public Comment
4. Board Discussion
5. Decision – *Motion, Second, Rollcall Vote*

Approve, deny, or postpone (until February 13, 2024) PRO 2024-01, granting a variance from Section 7.05.A of the Palisade Land Development Code (LDC) to allow for an Accessory Structure whose height is greater than fifteen (15) feet, located at 350 W. 5th Street (Parcel # 2937-092-14-025), as applied for by the owners Sarah Matchett & Kathy Goody, pursuant to Section 4.12 of the Palisade Land Development Code.

X. NEW BUSINESS

A. RESOLUTION 2024-04 - Fire Department Grant Support for new Fire Apparatus

The Board of Trustees will consider supporting a grant for a new Quint for the fire department. (A Quint is a combination of a ladder truck and a fire engine).

1. Staff Presentation
2. Board Discussion
3. Decision - Motion, Second, and Rollcall Vote to:

Approve, deny, or postpone (until February 13, 2024) Resolution 2024-04 supporting a grant and match funding in 2025 for a new Quint for the Palisade Fire Department.

B. RESOLUTION 2024-05 - Fire Department Grant Support for Medical Supplies

The Board of Trustees will consider supporting a grant for a new LUCAS CPR device for the Palisade Fire Department.

1. Staff Presentation
2. Board Discussion
3. Decision - Motion, Second, and Rollcall Vote to:

Approve, deny, or postpone (until February 13, 2024) Resolution 2024-05 supporting a grant and match funding in 2025 for a new LUCAS CPR device for the Palisade Fire Department.

C. ORDINANCE 2024-01 Approving Sewer Rates for Restaurants

The Board of Trustees will consider approving Ordinance 2024-01 setting sewer rates for restaurants.

1. Staff Presentation
2. Board Discussion
3. Decision - Motion, Second, and Rollcall Vote to:

Approve, deny, or postpone (until February 13, 2024) Ordinance 2024-01 setting new sewer rates for restaurants.

D. One Full-Time position for Police Records and Code Enforcement

The Board of Trustees will consider directing the Town Manager to create one new full-time position in the Police Department for a Records Technician/Code Compliance Officer.

1. Staff Presentation
2. Board Discussion
3. Decision - Motion, Second, and Rollcall Vote to:

Approve, deny, or postpone (until February 13, 2024) directing the Town Manager to create one new full-time position in the Police Department for a Records Technician/Code Compliance Officer.

E. Approve Contract for Land Development Code and Capital Improvement Planning

The Board of Trustees will consider

1. Staff Presentation
2. Board Discussion
3. Decision - Motion, Second, and Rollcall Vote to:

Approve, deny, or postpone (until February 13, 2024) directing the Town Manager to enter into contract with Community Planning Strategies for the Palisade Land Development Code update project and the Community Master Plan project.

XI. PUBLIC COMMENT

All those who wish to speak during public comment must sign up on the sheet provided outside the boardroom doors. Please keep comments to 3 MINUTES OR LESS and state your name and address. Neither the Board of Trustees nor staff will respond to comments at this time. The Board may direct staff to look into specific comments to bring back as an Agenda item at a future meeting; however, the Board reserves the right to clarify information from comments that are factually incorrect.

XII. COMMITTEE REPORTS

XIII. ADJOURNMENT

**TOWN OF PALISADE - MANAGER REPORT
JANUARY 2024**

TOWN OF PALISADE CAPITAL IMPROVEMENT PROJECTS

HISTORIC PALISADE GYM REMODEL	COMPLETE
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CLINIC	COMPLETE
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FIBER	75% COMPLETE
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50% Grant Funds - 50% General Fund	
CNL Complete	
Town moving its IT into new room	
Fiber to Town facilities and parks still under construction	
Last Mile Fiber under construction with private entity Clear Network	

ELBERTA SIDEWALK IMPROVEMENTS	Construction - January - April 2025
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80% Main St. Grant - 20% General Fund	
\$1.8 million grant - \$200,000 general fund	
RFQ posted for Design/Engineering - need interview panel	

WASTEWATER CONSOLIDATION	Construction - Winter 2026
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USDA Loan/Grant	
\$24 million dollar project	
Surveying & design has begun	
Contacting land owners of project	

TAP GRANT - SIDEWALKS	Construction - Spring 2024
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80% Tap Grant - 20% General Fund	
Design/Engineering complete	
CDOT approvals complete	
In land acquisition process	

RIVERBEND SWIM BEACH	Complete - April 2024
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Grade trail, set boulders, clean up	
Hiring landscape architect for improvements at boat ramp	

WATER METER REPLACEMENT	Complete - 2026
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Purchased first set of new meters	
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PALISADE IRRIGATION	Town operating - need rate study
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Acquired PIP&L	
Working to gather client list and maps of system	



PALISADE BOARD OF TRUSTEES

Meeting Date: January 23, 2024

Re: Consent Agenda

The Consent Agenda has been attached as a separate document for ease of reading.

Included in the consent agenda are:

A. Expenditures

- Approval of Bills from Various Town Funds – January 5, 2024 – January 19, 2024

B. Minutes

- Minutes from January 9, 2024, Regular Board of Trustees Meeting



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: January 23, 2024

Presented By: Janet Hawkinson

Department: Planning

RE: **Matchett-Goody Accessory Unit Height Variance**

SUMMARY:

Serving as the Board of Adjustment, the Board of Trustees will consider an application for a variance for an accessory structure whose height is greater than 15 feet by 2 feet 6 inches on the South wall of the building.

BOARD DIRECTION:

Approve or Deny the variance.

PRO 2024-01, MATCHETT-GOODY BUILDING HEIGHT VARIANCE

350 West 5th Street, PARCEL #2937-092-14-025

SUMMARY

The Town of Palisade has received a request for a variance from Section 7.05.A.5 of the Palisade Land Development Code (LDC) to allow for an accessory structure whose height is seventeen feet six inches (17'-6"), which is greater than the fifteen (15) feet allowed by the LDC, located at 350 W 3rd Street (Parcel #2937-092-14-025), as applied for by the owners Sarah Matchett & Kathryn Goody, pursuant to Section 4.12 of LDC.

The variance procedure provides a process to grant limited relief from the requirements of this LDC for property where strict application of the LDC would result in exceptional practical difficulty or undue hardship.

BACKGROUND

The original residence was constructed in 1899. The property was purchased by the current owners in 2020. The property is zoned LDR (Low-Density Residential).

The owner is requesting a variance of 2'6" (two feet, six inches) to the height of an accessory structure behind the existing residence. This ADU (accessory dwelling unit) is allowed by the code and would be accessible via the rear yard of the existing residence as well as the alley at the rear of the property. The ADU meets the square footage, size, and setbacks of the code. Because of the slanted style roof, a variance of 2' 6" is needed to accommodate wall and ceiling height.

See the renderings attached to this report.

The existing residence is taller than the proposed variance as well as the neighbor's house, measured to the top of the peak. See the attached drawings.

LAND DEVELOPMENT CODE – CRITERIA FOR DECISION BY THE BOARD OF ADJUSTMENT

Section 4.17.F. Variance Findings of Fact:

NO VARIANCE SHALL BE APPROVED BY THE BOARD OF ADJUSTMENT UNLESS ALL OF THE FOLLOWING FINDINGS ARE MADE:

1. There are exceptional conditions pertaining to the particular piece of property in question because of its shape, size, or topography that are not applicable to other lands or structures in the same district or there is a peculiar characteristic of an establishment which makes the parking and/or loading requirements of this LDC unrealistic.

There are exceptional conditions pertaining to this property because of the shape and size of the lot.

The property is larger than most residential lots. The shape of the lot puts the proposed accessory structure well behind the residence as well as away from any other residence or accessory structure. Therefore, the proposed increased height of the accessory structure would not have the same impact on neighboring properties if it were located on a smaller lot with adjacent structures.

2. Granting the variance requested will not confer upon the applicant any special privileges that are denied to other residents of the district in which the property is located.

Granting the variance requested will not confer upon the applicant any special privilege.

The purpose of a height limit for accessory structures is to ensure that the scale is consistent with primary residence and the surrounding neighbors. In this location, all of the adjacent structures are taller than the proposed accessory structure, with larger than average spacing between neighboring structures on account of the larger lot sizes.

3. A literal interpretation of the provisions of the LDC would deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located.

A literal interpretation of the code would deprive the applicant of the ability to construct an ADU with a slanted roof design like those found on other properties.

The owner has hired an architect to create an ADU that matches the owner's needs, style, and use. The design is to scale with the lot and land use code, except for the 2'6" variance at one side of the ADU.

4. The requested variance will be in harmony with the purpose and intent of this LDC and will not be injurious to the neighborhood or to the general welfare.

The requested variance will be in harmony with the purpose and intent of the LDC and will not be injurious to the neighborhood or to the public.

5. The special circumstances are not the result of the actions of the applicant.

The current owner purchased the property in its existing configuration.

The property was purchased in 2020 as two separate tax parcels but with one deed. There are two existing sheds where the new ADU will be constructed.

6. The variance requested is the minimum variance that will make possible the legal use of the land, building, or structure.

The requested variance is the minimum necessary at 2'6".

RECOMMENDATION ON THE VARIANCE

The Board of Adjustment may approve, deny, or continue a request for a variance. In approving a variance, the Board of Adjustment may prescribe reasonable and appropriate conditions that will ensure that the use will be compatible with adjacent properties and will not alter the character of the neighborhood.

The Community Development Department recommends that the Board approve the requested variance, finding that the criteria of Section 4.17.F have been met. No additional conditions are recommended.



To whom it may concern,

I have seen the designs for the ADU project at 350 W. 5th Street and I understand that the owners are seeking a variance to get a total maximum ADU height of 17'-6". This letter is to inform you that I am in support of the ADU project and have no concerns with granting the variance to increase the height.

Name: Brandon M. Burke Name: _____

Address: 343 W 5th St. Address: _____
Palisade CO. 81526 _____

Name: Kathryn Luther Name: _____

Address: 338 W. 5th St Address: _____
Palisade, CO. 81526 _____

Name: Jimmie Clark Name: _____

Address: 358 W. 5th St Address: _____
Palisade, CO 81526 _____

January 2, 2024

RE: PARCEL # 2937-092-14-025

Dear Property Owner,

This is to inform you, as record owner of a parcel within 300 feet of the above referenced property, that a public hearing will be held before the Board of Trustees serving as the Board of Adjustment for the Town of Palisade, Colorado, at the Palisade Civic Center, 341 W. 7th Street, Palisade, Colorado at 6:00 p.m. on Tuesday January 23, 2024 to consider an application for a variance from Section 7.05.A of the Palisade Land Development Code (LDC) to allow for an Accessory Structure whose height is greater than fifteen (15) feet, located at 350 W. 5th Street (Parcel # 2937-092-14-025), as applied for by the owners Sarah Matchett & Kathy Goody, pursuant to Section 4.12 of LDC.

You are invited to attend and, if you wish, make comments regarding this proposed action. Additional information may be obtained from the Community Development office at 175 E. Third Street or by calling 970-464-5602. The agenda and supplemental information will be available prior to the meeting at the Town of Palisade website: www.palisade.colorado.gov

NOTICE OF PUBLIC HEARING – Matchett-Goody Accessory Height Variance

Notice is hereby given that a public hearing will be held before the Board of Trustees serving as the Board of Adjustment for the Town of Palisade, Colorado, at the Palisade Civic Center, 341 W. 7th Street, Palisade, Colorado at 6:00 p.m. on January 16, 2023 to consider an application for a variance from Section 7.05.A of the Palisade Land Development Code (LDC) to allow for an Accessory Structure whose height is greater than fifteen (15) feet, located at 350 W. 5th Street (Parcel # 2937-092-14-025), as applied for by the owners Sarah Matchett & Kathy Goody, pursuant to Section 4.12 of the LDC. All interested parties are encouraged to attend. Additional information may be obtained from the Town Clerk's office at 175 E. Third Street or by calling 970-464-5602. For agenda and meeting information, please visit www.palisade.colorado.gov



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: January 23, 2024

Presented By: Charles K. Balke, Fire Chief

Department: Fire Department

Re: Assistance to Firefighters Grant – Fire Apparatus

SUBJECT:

Resolution 2024-04 Supporting a grant from Federal Emergency Management Agency (FEMA) for a new Fire Apparatus

SUMMARY:

The Fire Department is looking to apply for a 90/10 matching federal grant to purchase a new Fire Apparatus. This would be a “Quint” which is a combination of a ladder truck and a fire engine. This type of apparatus is designed to serve as a two-in-one emergency response unit as it combines the aspects of a ladder truck and fire engine into a single unit. By pursuing this type of acquisition, we reduce the overall cost of replacing needed emergency response apparatus.

With the age of our current fire engine, we are rapidly approaching the required replacement time. Additionally, we are without a ladder truck for our downtown, commercial and educational facilities. This apparatus will also aid in maintaining our current Insurance Services Office (ISO) rating.

The grant is a 90/10 match project. The total estimated cost is \$1,700,000 of which our portion would be \$170,000 due in fiscal year 2025. If awarded, we would receive an estimated \$1,530,000 in grant funding.

BOARD DIRECTION:

Adopt Resolution 2024-04

**TOWN OF PALISADE, COLORADO
RESOLUTION NO. 2024-04**

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE, COLORADO, SUPPORTING THE GRANT APPLICATION FOR A 2024 ASSISTANCE TO FIREFIGHTERS GRANT FOR A FIRE APPARATUS FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

WHEREAS, the Town of Palisade is a political subdivision of the State of Colorado and, therefore, an eligible applicant for a grant awarded by the US Bureau of Reclamation; and

WHEREAS, the Town of Palisade has requested matching funding for the purchase of a new Fire Apparatus (the “Project”) through the Assistance to Firefighters Grant (the “Grant”) for a total of \$1,700,000 of which the Town of Palisade will provide a 10 percent match in the amount of \$170,000; and

WHEREAS, the Board of Trustees of the Town of Palisade supports the Grant application for the Project, and if the Grant is awarded, the Town of Palisade supports the completion of the Project.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE, COLORADO, THAT:

- Section 1: The Board of Trustees of the Town of Palisade strongly supports the Grant application and has appropriated matching funds for a grant with the Federal Emergency Management Agency.
- Section 2: If the Grant is awarded, the Board of Trustees of the Town of Palisade strongly supports the completion of the Project.
- Section 3: The Board of Trustees of the Town of Palisade authorizes the expenditure of funds necessary to meet the terms and obligations of any Grant awarded.
- Section 4: If the Grant is awarded, the Board of Trustees hereby authorizes the Mayor to sign the Grant agreement with the Federal Emergency Management Agency.
- Section 5: This Resolution to be in full force and effect from and after its passage and approval

RESOLVED, APPROVED, and ADOPTED this 23rd day of January 2024.

TOWN OF PALISADE, COLORADO

Greg Mikolai, Mayor

ATTEST:

Keli Frasier, Town Clerk



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: January 23, 2024

Presented By: Charles K. Balke, Fire Chief

Department: Fire Department

Re: **Colorado Department of Public Health and Environment – CPR Device**

SUBJECT:

Resolution 2024-05 Supporting a grant from Colorado Department of Public Health and Environment (CDPHE) for a LUCAS CPR Device

SUMMARY:

The Fire Department is looking to apply for a 50/50 matching State grant to purchase a LUCAS CPR Device. This device is specifically designed to assist in the event of cardiac arrest for agencies with limited staffing. This device is considered the industry standard and performs compressions on a victim while freeing up emergency personnel to perform other necessary skills such as administering medications, ensuring adequate breathing and oxygenation. The AHA recommends, based on clinical research, 4 to 5 personnel be used to increase the chances of survival. Even with our additional staffing we are limited to 3 to 4 personnel total with one having to drive.

The grant is a 50/50 match project. The total estimated cost is \$20,000 of which our portion would be \$10,000 due in fiscal year 2025. If awarded, we would receive an estimated \$10,000 in grant funding.

BOARD DIRECTION:

Adopt Resolution 2024-05

**TOWN OF PALISADE, COLORADO
RESOLUTION NO. 2024-05**

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE, COLORADO, SUPPORTING THE GRANT APPLICATION FOR A 2025 PROVIDER GRANT FOR EMTS EQUIPMENT FROM THE COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT (CDPHE) UNDER THE EMERGENCY MEDICAL & TRAUMA SERVICES BRAND FUNDING PROGRAM

WHEREAS, the Town of Palisade is a political subdivision of the State of Colorado and, therefore, an eligible applicant for a grant awarded by the US Bureau of Reclamation; and

WHEREAS, the Town of Palisade has requested matching funding for the purchase of a Chest Compression Device (the “Project”) through the EMTS Funding Program (the “Grant”) for a total of \$20,000 of which the Town of Palisade will provide a 50 percent match in the amount of \$10,000; and

WHEREAS, the Board of Trustees of the Town of Palisade supports the Grant application for the Project, and if the Grant is awarded, the Town of Palisade supports the completion of the Project.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE, COLORADO, THAT:

- Section 1: The Board of Trustees of the Town of Palisade strongly supports the Grant application and has appropriated matching funds for a grant with the Colorado Department of Public Health and Environment
- Section 2: If the Grant is awarded, the Board of Trustees of the Town of Palisade strongly supports the completion of the Project.
- Section 3: The Board of Trustees of the Town of Palisade authorizes the expenditure of funds necessary to meet the terms and obligations of any Grant awarded.
- Section 4: If the Grant is awarded, the Board of Trustees hereby authorizes the Mayor to sign the Grant agreement with the Colorado Department of Public Health and Environment.
- Section 5: This Resolution to be in full force and effect from and after its passage and approval

RESOLVED, APPROVED, and ADOPTED this 23rd day of January 2024.

TOWN OF PALISADE, COLORADO

Greg Mikolai, Mayor

ATTEST:

Keli Frasier, Town Clerk



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: January 23, 2024

Presented By: Janet Hawkinson, Manager & Jim Neu, Attorney

Department: Administration

RE: **Restaurant Sewer Rates**

SUMMARY:

The Board of Trustees held a work session in fall of 2023 with RCAC. The work session was to discuss feedback from restaurants on the new sewer rates at 0.14 EQU. Working with RCAC – the professional rate study company, it was determined that a cost effective rate for restaurants would be 0.08 EQU. This Ordinance is to approve this rate for restaurants.

BOARD DIRECTION:

Approve or Deny the Ordinance.

Palisade Board Sewer Rate Meeting
 Restaurant EQU charges

Proposal is to charge restaurants 0.08 EQU/seat, lowered from the previously modelled 0.14 EQU/seat

Justification:

1. *We recommend charging an EQU based on the type of commercial enterprise, rather than based on actual water usage, because your sewer system was designed based on theoretical flows and the associated costs are % fixed. This means the cost to the Town to provide sewer service to a restaurant do not depend on how busy a restaurant is, nor if they are only open seasonally, etc.*

2. *Restaurants are typically charged in the range 0.08-0.11 EQU/seat, with outliers above and below that. Anything close to this range is justifiable based on expected restaurant water usage.*

3. *We did consider water usage from each restaurant in recommending the 0.08 EQU/seat rate. While usage is widely variable among Palisade's five restaurant customers, this figure is in line with the average restaurant water use when compared to a household typically being charged 1.0 EQU for a typical water use of 4,000 gal.*

Comparison of Clifton & GJ restaurant charges:

	Current rate	Clifton and GJ Schedule, 0.14 EQU/seat		0.08 EQU/seat	
		Total EQUs	Monthly Bill	Total EQUs	Monthly Bill
Restaurant 1	\$46.24	9.1	\$ 1,717	5.2	\$ 283
Restaurant 2	\$46.24	9.1	\$ 496	5.2	\$ 283
Restaurant 3	\$46.24	8.4	\$ 458	4.8	\$ 262
Restaurant 4	\$78.79	8.4	\$ 458	4.8	\$ 262
Restaurant 5	\$46.24	8.4	\$ 458	4.8	\$ 262

Impact on Sewer Enterprise:

This change is expected to lower the Town's Sewer Enterprise revenue by ~\$27,000/year, or ~2.4% of the annual revenue. Given that we had expected to build the Enterprise's capital reserves by ~\$225,000/year, this lowered revenue will essentially just lower the annual expected contribution to reserves. Therefore, this change will not be very impactful on the Sewer Enterprise's overall financial wellbeing.

Year	2022	2023	2024	2025	2026	2027
Number of EDUs	1728	1748	1769	1790	1811	1831
Current Monthly Rate	\$35.37					
Expenses	\$625,505	\$645,979	\$650,619	\$1,449,254	\$1,473,525	
Monthly Rate per EDU, Necessary to Balance the Budget	\$28.80	\$29.39	\$29.23	\$65.61	\$65.93	Average \$ 43.79
Rate Increase Needed to Balance	-18.58%	2.05%	-0.55%	124.49%	0.49%	Total 23.80%
Rate Selected (per EDU, Monthly)	\$54.50	\$57.23	\$60.09	\$63.10	\$66.25	
Percentage Increase	54.09%	5.01%	5.00%	5.01%	4.99%	
Income Generated by New Rates	\$1,143,487	\$1,215,004	\$1,290,672	\$1,371,023	\$1,455,948	Total
NET LOSS OR GAIN:	\$539,251	\$591,083	\$662,938	-\$54,479	\$7,087	Total \$1,745,879
Balanced Budget?	Yes	Yes	Yes	No	Yes	
CONTRIBUTION TO RESERVES	\$750,913	\$802,744	\$857,751	\$199,476	\$261,041	
Target Contribution to Reserves	\$211,662	\$211,662	\$194,813	\$253,955	\$253,955	\$ 225,209.11
Meet Target Contribution?	Yes	Yes	Yes	No	Yes	
Positive Cashflow?	Yes	Yes	Yes	Yes	Yes	
Affordability						
Median Household Income	\$ 46,667					
Affordability	1.40%	1.47%	1.55%	1.62%	1.70%	
Affordable? (between 1.5% and 4%)	No	No	Yes	Yes	Yes	

Note: the above projections are our best possible projection given information provided by Town staff, and I generally expect them to be within 10% of reality, though there are many variables that can change that will impact these projects. Therefore, a 2% loss in revenue from the original modeling is not highly concerning.

**TOWN OF PALISADE, COLORADO
ORDINANCE NO. 2024-01**

**AN ORDINANCE OF THE TOWN OF PALISADE, COLORADO,
AMENDING CHAPTER 13, ARTICLE IV OF THE PALISADE
MUNICIPAL CODE REGARDING THE ASSESSMENT OF SEWER
SERVICE CHARGES FOR RESTAURANTS.**

WHEREAS, the Town of Palisade (“Palisade” or the “Town”) is a Colorado municipality organized pursuant to Title 31 of the Colorado Revised Statutes and with the authority set forth therein; and

WHEREAS, the Town has adopted regulations related to its sewer service in Article IV of Chapter 13 of the Palisade Municipal Code (the “Code”); and

WHEREAS, Section 13-88(a)(4) of the Code sets forth how service charges are assessed for restaurants by calculating the impact on the sewer system using EQUs which assessment needs to be updated as EQUs are being implemented by the Town as required by the Code; and

WHEREAS, the Board of Trustees finds and determines that it is in the interest of the Town to amend the Palisade Municipal Code accordingly.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALISADE, COLORADO THAT:

Section 1. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. Section 13-88(a)(4) of the Palisade Municipal Code is hereby amended as follows, with underlined text added and ~~strike through language deleted~~:

Sec. 13-88. - Service charges assessed.

(a) There shall be levied and assessed upon each lot, parcel of land, building or premises having any connection with the sewer system of the Town, monthly sewer service charges computed by multiplying the EQU by the following factors to wit:

- (4) Restaurants:
- a. ~~Twenty-four hour operation, 0.21~~ 0.08 times number of seats;
 - b. ~~Twelve hour or less operation, 0.14 times number of seats;~~
 - e. Bar, no food, 0.04 times number of seats.

Section 3. This Ordinance shall be retroactively effective January 1, 2024.

**INTRODUCED, READ, PASSED, APPROVED AND ORDERED PUBLISHED BY
TITLE**, at the regular meeting of the Board of Trustees of the Town of Palisade, Colorado held
on January 23, 2024.

TOWN OF PALISADE, COLORADO

By: _____
Greg Mikolai, Mayor

ATTEST:

Keli Frasier, Town Clerk



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: **January 23, 2024**

Presented By: **Chief Jesse Stanford**

Department: **Police Department**

Re: **Code Compliance/Records/Evidence Technician**

SUBJECT:

Part-time Records/Evidence Technician and Part-time Code compliance positions becoming a full-time position covering all the services.

SUMMARY:

The police department posted two job announcements for part-time records personnel and part-time code compliance officer. Both jobs were posted on multiple job listings sites. We received no interest in the code compliance position and received two applications for the part-time records/evidence technician position. Based on the no interest in code compliance, the idea to create a full-time job opportunity cross training in records/code compliance/evidence technician as a full-time position cross training to cover all the service programs.

BOARD DIRECTION:

Direct the Town Manager to create a full time position



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: January 23, 2024

Presented By: Janet Hawkinson

Department: Administration

SUMMARY:

Town staff applied for a grant in 2023 with DOLA to update the land use code to align with the Community Master Plan completed in 2023. The town was awarded this grant funding. This contract is to hire a planning company to perform the work. This is the same company that worked on the community master plan. This company was hired through a competitive bid process for the community master plan and it is recommended by staff to source them for this project as they are very familiar with Palisade and the land use code after completing the Community Master Plan. This is stage 2 of community planning.

This contract also includes planning boards for capital improvement projects to be used for open houses with the community to create feedback on priority projects.

BOARD DIRECTION:

Give direction to the Town Manager to sign the contract and move forward with project.

Background:

The Town of Palisade ("Town") seeks to enter into an agreement with Community Planning Strategies ("CPS") for the purpose of supporting the Town with specific planning and land use related projects as outlined in the Scope of Work below. The projects the Town seeks support from CPS with are generally referred to as:

1. Town Property Site Plans & Graphics
2. Palisade Land Development Code Targeted Update

Scope of Work

Project #1: Town Property Site Plans & Graphics:

Project Overview:

The Town owns multiple properties throughout the town and wishes to identify possible land uses and conceptual site layouts for four specific sites. The specific sites are:

1. Peach Bowl Park – Swimming Pool – Baseball Field
2. Palisade Veterans Memorial Community Center
3. Current Town Hall – Economic Development as Hotel – move Town Hall to dirt lot or Peachbowl or Riverbend

Project Tasks:

To complete the objectives above, CPS will complete the following tasks:

1. *Document Review and Base Map Development:* Upon notice to proceed, the Town will provide CPS with necessary documents, plans, designs, plats, site plans, zoning map and regulations, standards, and allowed uses, previous discussion notes, minutes, and presentations, and GIS data. CPS will review the pertinent documents and develop a base map and a concept design of each site.
2. *Project Kickoff and Site Tour:* CPS team will hold a kickoff meeting with town staff to define project objectives and outcomes. The kickoff meeting will also include a mini design charrette where town staff can mark up the basemaps and concept designs for each site to identify constraints, opportunities, and unique features to take into account for each site. Lastly, this task will include a tour of the four sites in order to walk the property, point out features, opportunities, constraints, etc. applicable to each site. Furthermore, this will give CPS the opportunity to take any photographs that may be useful in future graphics or renderings.
3. *Develop Concept Maps:* The CPS team will develop up to three concept maps for each of the four sites based on the discussions and input received during the kickoff meeting and site tour. Drafts of these concepts will be provided to town staff for review and feedback.

Upon receiving feedback, CPS will revise the concepts and provide one conceptual layout map for each site for the Town to utilize in their public outreach and engagement efforts.

Project Timeline:

- Task 1: February 2024
- Task 2: February 2024
- Task 3: February – April 2024

Project Budget: \$10,000

Project #2: Palisade Land Development Code Targeted Update:

Project Overview:

Over the past 10 years, the town has experienced development projects related to land development and zoning in the Town. The Town is wanting to update various sections of the Palisade Land Development Code ("PLDC") to represent the goals of the Community Master Plan completed in 2023. These updates are intended to be focused and targeted based on analysis completed by Town staff and the Planning Commission. The following sections of the PLDC will be updated through this process:

1. Zoning Map & Building Density
2. Sign Code, Scale, Building Height, Roof Type, other details effecting size, character & density.

Project Tasks:

To complete the objectives above, CPS will complete the following tasks:

1. *Document Review:*
2. *Kickoff Meeting with Planning Commission:*
3. *Draft Updates:*
4. Adoption

Project Timeline:

- Task 1: February 2024
- Task 2: March 2024
- Task 3: March – June 2024
- Task 4: July 2024

Project Budget: \$40,000