

**TOWN OF OAK CREEK
TOWN BOARD MEETING
JULY 2, 2024
MINUTES**

CALL TO ORDER:

Mayor Dobbins called the regular meeting of the Oak Creek Board of Trustees to order at 6:00 p.m., Thursday, July 2, 2024.

Town Officials present at roll call were: Mayor Dobbins, Mayor Pro-tem Gagne and Trustees: Sascha Stanger, Christopher Hedberg, Julie D. Gregory and Erika Pastor.

Others present: David Torgler, Town Administrator/Clerk, Tim Geiger, 222 Arthur Avenue, Loren Kramer, KRW Associates and Mark Collins, KRW Associates.

Those present recited the Pledge of Allegiance.

AUDIENCE PARTICIPATION:

None

EN RE: THE CONSENT AGENDA

At the request of staff Mayor Pro-Tem Gagne made a motion to remove approval of the June 13, 2024 meeting minutes from the Consent Agenda. Trustee Stanger seconded the motion; passed unanimously.

Trustee Hedberg made a motion to approve the amended consent agenda, specifically:

- A. Approval of May 23, 2024 meeting minutes.
- B. Approval of June 6, 2024 special meeting minutes.
- C. Approval of June 27, 2024 meeting minutes.

Mayor Pro-Tem Gagne seconded the motion; passed unanimously.

EN RE: CONSIDERATION TO APPROVE A LAND USE CHANGE OF MINOR IMPACT APPLICATION, 222 ARTHUR AVENUE, TIM AND ALI GEIGER Mayor Dobbins opened the Public Hearing for review and consideration of a Planning Commission recommendation to conditionally approve an application for a Land Use Change of Minor Impact for a conditional use change to allow construction of a Live-Work residence within the existing structure.

Trustee Stanger made a motion to approve the land use change of minor impact application for 222 Arthur Avenue, Tim and Ali Geiger subject to the following:

FINDINGS OF FACT:

1. The Planning Commission and Town Board find that the proposal meets the standards of the Town of Oak Creek's Land Use Code and is in general conformance with the intent and purpose of the Town of Oak Creek Comprehensive Plan Update specifically:
 1. The proposed use does not substantially differ from the previous use of a building or land.
 2. The proposed structure will be located in an existing structure.
 3. The proposed residential use does not require exterior change.
 4. The proposed use conforms to all applicable provisions of the Land Use Code, utility rules and regulations and the Oak Creek Municipal Code as noted herein this report.
 5. The proposed use conforms generally to the Oak Creek Comprehensive Plan and its components.

And, subject to the following conditions of approval:

CONDITIONS OF APPROVAL:

1. Applicant must contact the Public Works Director to schedule a pre-inspection of water, sanitary sewer and electric services prior to occupancy of the residential unit.
2. The approval expires three (3) years from June 27, 2024 unless application for renewal is obtained pursuant to the Oak Creek Land Use Code.
3. Applicant shall not store anything outdoors.
4. Applicant parking, including adequate on-site parking space for the glass warehouse, office and working area plus one (1) handicap parking space plus the required one (1) parking space per residential unit. Parking spaces shall be approximately twenty feet by ten feet, exclusive of the snow storage requirement.
5. The Applicant shall place a street address of "222" above the east facing (Arthur Avenue) large shop entry door and "222 A" above the (Arthur Avenue) apartment entry. Per OCFPD the address sign must be aluminum with reflective vinyl for background and lettering. Lettering must be at least 4" in height and white in color. Background must either be green, brown or blue. Sign can be either horizontal or vertical. The installation of the sign must be permanent and able to withstand weather and be high enough off the ground so that it remains visible during winter snowpack.
6. Any exterior signs to be installed in the future must go through the Town's review process and be compliant with Town regulations.
7. Applicant shall provide exterior lighting plan meeting the municipal code requirements of Section 17.03.010 prior to the installation of exterior lighting.
8. Applicant shall review the snow removal and accumulation plan previously approved for this property with the Town's Public Works Director, aka Director; any changes to the plan must be approved in writing by the Director.
9. Propane tank (if applicable) must have a grey schedule 40 $\frac{3}{4}$ " PVC pipe permanently mounted at the location of the tank's shutoff valve. Pipe must be long enough to be seen during winter snowpack.
10. A supervised Fire Alarm system must be operational and have a current inspection in all areas of the building.
11. A building permit shall be obtained from the Routt County Building Department prior to initiating construction of the proposed single-family residential structure.

Trustee Gregory seconded the motion. Motion passed unanimously.

EN RE: CONSIDERATION TO AMEND THE MUNICIPAL CODE, SECTION 8.15.030 USING A TRAILER, TENT AS A DWELLING UNIT Following discussion staff was directed to prepare and post notice for consideration of an ordinance to amend the municipal code to limit the use or occupancy of any house trailer, auto trailer, trailer coach, RV, motor vehicle, bus or tent for more than fourteen days on any lot in Town or for more than 30 days in a 365 day period within the Town limits.

EN RE: CONSIDERATION TO APPROVE AND AUTHORIZATION TO SIGN A RECRUITMENT AND SELECTION PROCESS PROPOSAL FOR AN INTERIM AND PERMANENT TOWN ADMINISTRATOR/CLERK WITH KRW ASSOCIATES

Mayor Pro-Tem Gagne made a motion to approve waiving the formal bidding process and authorize Mayor Dobbins to execute the KRW Associates recruitment and selection process proposal for an interim and permanent Town Administrator/Clerk, in the amount of \$13,500.

Trustee Gregory seconded the motion. Motion passed unanimously.

Mark Collins, KRW Associates, advised the Board that they should explore housing opportunities and consider securing one or more units for use by the Town to provide temporary housing when bringing new staff to the Town as housing, or a lack of housing, is creating a barrier to hiring staff in many mountain communities. Board members generally spoke favorably about looking into housing opportunities for this reason.

EN RE: STAFF AND BOARD MEMBER REPORTS

Mayor Dobbins recognized and thanked David Torgler, Town Administrator/Clerk for his accomplishments working for the Town, recognized his reason for leaving, and wished him well with his future opportunities.

David Torgler, thanked Mayor Dobbins for the kind words, and recognized that he was part of a much bigger team and he enjoyed working with the Town Board, staff and residents. Mr. Torgler said Tom Holliday asked him to remind the Board that the mag-chloride treatment is tentatively, weather dependent, scheduled for on or about July 25th. Mr. Torgler said Alissa Hill has advised the Community Center Board that the Town's child care programs are moved out of the Community Center prior to the July 31st projected date. Mr. Torgler read an email message sent to him by the Aquatics Manager at the Old Town Hot Springs, recognizing Alissa Hill and her staff, thanking her for her partnership and for supporting his staff with water safety; saying that Alissa is setting a great example. Mr. Torgler advised the Board that he has received three complaints regarding loud noise coming from Lupita's. These complaints are being looked into and will be reported on to the Board at a future meeting. Mr. Torgler thanked the Board for their time and for working with him during his time at the Town, and his appreciation for their understanding of why he is leaving, e.g. to be with his family. He stated the Town is a great place to work with many opportunities.

Trustee Stanger thanked Mr. Torgler for the opportunities they have had to work together. Trustee Stanger asked what can be done to have the railroad ties that are lying along the tracks to be picked up. Mayor Dobbins suggested that the railroad intends to reuse these ties elsewhere in their system and that with other communities being impacted maybe the CML can help with organizing a greater call for clean-up. Mayor Dobbins also suggested that a similar effort might be to request the railroad mow the grasses along their property to remove fire hazards.

Mayor Pro-Tem Gagne advised the Board that Alissa Hill is working with a group of residents to use the hockey rink for pickleball and that he supports this effort. Mr. Gagne wants to look into what can be done along Main Street to slow down traffic, volunteering to contribute to signage or other means that will help address the problem.

Trustee Gregory expressed concern about kids and adults speeding and acting in dangerous ways when operating off highway vehicles on local streets. She said her concern is about safety for the public and for the operators. Mr. Torgler responded that the police have been working with a local group of OHV users to develop regulations that can be implemented to allow, but regulate, OHV's, and that Officer Christensen will be bringing recommendations and seeking direction from the Board at an upcoming Board meeting.

Trustee Hedberg said he's received complaints associated with the Farmer's Market vendors, including loud generators and people using private dumpsters. These complaints are from people who love the Farmer's Market but want to request that the vendors respect other businesses. Trustee Stanger advised that he received calls on Sunday with the same concerns and that he contacted Claire Scanlon to follow-up and resolve these concerns.

Mayor Dobbins inquired about the lack of regulatory signage for traffic control at the intersection of Nancy Crawford Blvd, RCR 47 (Twentymile Road) and Carbon Avenue and wondering if this would be a good place for a stop sign. Mayor Dobbins advised Board members that a resident of E. Virginia Street requested that the Town install a "dead end" sign to advise drivers not to turn down that block unless they live there. The resident says cars frequently drive down this block of W. Virginia where the street ends and that they have difficulty turning around due to the steep road and winter conditions. Mayor Dobbins reported that she has received her first student letters to the Mayor. These letters have a theme, e.g. the student's request that the noon whistle gets turned on again.

EN RE: ADJOURNMENT

Mayor Pro-Tem Gagne made a motion to adjourn the meeting. Trustee Stanger seconded the motion; passed unanimously.

No further business coming before the Board, same adjourned sine die at 7:23 p.m.

David Torgler
Town Administrator/Clerk

Melissa Dobbins, Mayor

Date: _____, 2024