

## RECORD OF PROCEEDINGS

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### TOWN OF KREMMLING SPECIAL TOWN BOARD MEETING June 4, 2025

The Board of Trustees for the Town of Kremmling met in the Boardroom located at 203 Park Avenue, Kremmling, Colorado 80459. With Mayor Wes Howell presiding, the meeting was called to order at 6:00 PM. Trustees present: Jim Miller, Wes Howell, Erik Woog, Brady Mathis, Dave Sammons, and Brad Perry. Leo Pesch absent. Staff present: Town Manager Jen MacPherson, Public Works Director Dillon Willson, Chief of Police Jesse Lisenby, Town Planner Alan Hassler, and Town Clerk & Treasurer Teagan Serres.

**Conflicts of Interest:** TRUSTEE SAMMONS reported that he is under contract to purchase one of the Grand Cliffs homes. The Board of Trustees and staff discussed the disclosure, and since he will not have any financial gain from this transaction, it was determined that he does not need to recuse himself.

**Agenda Items:**

**1. Discussion & Action Item.** Appointment to Planning Commission.

MAYOR HOWELL moved this agenda item to the end and reported he is awaiting a written letter of interest from a citizen who has expressed verbal interest.

**2. Public Hearing:** First Amendment of the Grand Cliffs Neighborhood Planned Unit Development Guide. *Grand Cliffs, LLC, Brad Smith*

MAYOR HOWELL opened the Public Hearing for the First Amendment of the Grand Cliffs Neighborhood Planned Unit Development Guide at 6:01 PM. He confirmed that all publishing and posting requirements had been met and reported that no comments had been received.

Alan Hassler presented the staff report regarding the amendment to the Planned Unit Development (PUD) Guide for the Grand Cliffs Subdivision, Filing No. 1. He explained that this amendment is akin to a contract modification. The PUD Guide, which governs all development for the project, was initially approved by the Planning Commission and Board of Trustees on September 13, 2023, and was executed on April 11, 2024.

The proposed amendment seeks to modify Article 3.3, which pertains to Driveway Design, to allow for larger driveways. This change is intended to adjust the sweep of the driveway (referred to as "flares") from the street to the parking areas. By doing so, it aims to eliminate unpaved areas that could become problematic with weeds and mud, increase the parking area for the affected units, and improve the visual alignment of the street, driveway, and structures.

Specifically, the amendment proposes increasing the driveway width for duplexes from 44 feet to 55 feet. Mr. Hassler reported that the Planning Commission held a Public Hearing regarding this application on May 29, 2025, and recommended approval to the Board of Trustees, and the staff recommends approval.

MAYOR HOWELL asked for public comments, and there were none. MAYOR HOWELL closed the Public Hearing at 6:04 PM.

The Board of Trustees had no questions or concerns regarding the amendment to the PUD.

TRUSTEE MATHIS MOTION TO APPROVE the amendment to the PUD Guide based on the evidence that the amendment does not make the underlying PUD Guide non-compliant with the Kremmling Municipal Code and prior approval, and that approval is conditioned upon recording the Amendment. TRUSTEE SAMMONS SECONDS. Voice vote taken: 5 "aye" votes, 0 "nay" votes. MOTION PASSED.

**3. Discussion & Action Item.** Resolution No. 2025-06-01 A Resolution Approving a Proposal for Professional Engineering Services with Element Engineering, LLC for Water Treatment Plant Construction Services.

Ms. Serres presented Resolution No. 2025-06-01, which approves a proposal from Element Engineering, the Town's contracted engineering firm, for professional services during the construction of the Water Treatment Plant by Hensel Phelps Construction. Element Engineering will provide general engineering services related to the water plant construction project, with a total cost not to exceed \$317,960. This amount aligns with the approved funding package, and their hourly rates will range from \$65 to \$180.

TRUSTEE PERRY MOTION TO APPROVE Resolution No. 2025-06-01 as presented.  
TRUSTEE MILLER SECONDS. Voice vote taken: 5 "aye" votes, 0 "nay" votes. MOTION PASSED.

**4. Discussion & Action Item.** Ordinance No. 725 An Emergency Ordinance Amending Chapter 10.24 of the Kremmling Municipal Code Regarding Recreational Vehicles.

Ms. MacPherson presented Ordinance No. 725, explaining that it was developed with input from legal advisors, the Planning Commission, and staff, addressing key issues and complaints. The team reviewed and discussed each aspect, aiming to streamline the code with the maximum impact while minimizing changes. They believe this approach is fair and enforceable, with the possibility of further adjustments if necessary. The amendment seeks to address density and public safety concerns by regulating RV parking, storage, and temporary living accommodations within the town.

Discussion included the following topics:

- Clarification on why the Planning Commission's recommendation of one RV per property was changed to two by staff.
  - Ms. MacPherson reported that this can be part of a phased approach; one RV per property would impact many properties, and the main issue is living in and clogging the right-of-way.
- The primary stressors are poor living conditions and the addition of multiple units to single residential areas, which places strain on utilities and emergency services.
- Chief Lisenby reported that the presented ordinance is what we can reasonably enforce at this time. Legal counsel recommended a phased approach and a more explicit new definition. He would like to see how this goes and add more restrictions if needed.
- Clarification regarding the permit and violation fees.
  - Ms. Serres reported that if the Board decides to pass the ordinance as presented, it will create a permit requirement for temporary living in recreational vehicles (RVs) for up to 14 days. Staff recommends a fee of \$25 to cover the staff time and Town resources needed to administer the permit. Currently, the minimum violation fine in Title 10 is \$25; however, the Court Clerk and Municipal Judge recommend increasing the minimum fine to \$40 or \$50 for this specific violation.

TRUSTEE MATHIS MOTION TO APPROVE Ordinance No. 725 with a \$25 permit fee and \$50 penalty fee. TRUSTEE WOOG SECONDS. Roll Call vote taken: Trustee Miller "aye", Trustee Perry "aye", Trustee Sammons "aye", Trustee Woog "aye", Trustee Mathis "aye", 5 "aye" votes, 0 "nay" votes. MOTION PASSED.

**5. Discussion & Action Item.** Resolution No. 2025-06-02 A Resolution of the Board of Trustees of the Town of Kremmling, Colorado, Adopting an Amended 2025 Fee Schedule for the Town.

Ms. Serres presented Resolution No. 2025-06-02, explaining that the resolution is purely housekeeping and amends it to include an RV permit fee, previously adopted with Ordinance No. 725. The only change will be the addition of the RV permit fee.

TRUSTEE WOOG MOTION TO APPROVE Resolution No. 2025-06-02 as presented.  
TRUSTEE SAMMONS SECONDS. Voice vote taken: 5 "aye" votes, 0 "nay" votes. MOTION PASSED.

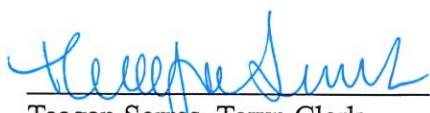
**6. Discussion & Action Item.** Appointment to Planning Commission.

Mayor Howell reported that he received a letter of interest from Kevin Warren expressing his desire to serve on the Planning Commission. He asked if any members of the Board had any objections to Mr. Warren's appointment to the Planning Commission, and there were none.

MAYOR HOWELL APPOINTED Kevin Warren to the Planning Commission for a term of six years.

**Adjournment:**

TRUSTEE SAMMONS MOTION TO ADJOURN. Voice vote taken; 5 "aye" votes, 0 "nay" votes. MEETING ADJOURNED at 6:29 PM.



Teagan Serres, Town Clerk



Wes Howell, Mayor