

**TOWN OF BOW MAR, COLORADO
MEETING OF THE BOARD OF TRUSTEES**

**Monday, November 21, 2011 at 7:00 p.m.
Town of Columbine Valley Town Hall, No. 2 Middlefield Road**

AGENDA

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| Call to Order and Pledge of Allegiance | Rick Pilgrim, Mayor |
| Public Hearing | Variance Request - 5400 Sunset Drive - for location of a garden shed 30 feet from the rear yard setback. |
| Public Hearing | Proposed Ordinance #267, AN ORDINANCE REGARDING ACCESSORY USES, STRUCTURES, AND EQUIPMENT

Proposed Ordinance #268, AN ORDINANCE REGARDING THE CARE AND KEEPING OF CHICKEN-HENS |
| Public Comment | Speakers must sign in with the Clerk.
Comments will be limited to 3 minutes each.
Follow-up from Trustees may be requested for clarification. |
| Consent Agenda | Minutes of Regular Meeting October 17, 2011
Treasurer's Report and Payment Approval – Oct. 2011 |
| Commissioner Reports | |
| Public Safety | Guilford, Cottrell |
| Finance | Giese |
| Building | Tulloch |
| Parks & Recreation | McLaughlin |
| Public Works | McKittrick |
| Intergovernmental | Wilkins |
| Clerk Comments | Next Regular Meeting – December 12, 2011.
Report on final election results, report on potential electronic recycling event, report on availability of grant money from DOLA for codification project |
| Attorney Comments | |
| Mayor's Report | Pilgrim |

BMOI Report

Old Business

First Reading of 2012 Budget Ordinances and
Discussion and Possible Action Regarding 2012 Budget –
Giese

Election Wrap-up

New Business

Discussion Regarding Potential Services Available to the
Town from the Statewide Internet Portal Authority (SIPA)
– Pilgrim/Wilkins

Review and Approval of Contract to Assist with Code
Revisions – Pilgrim

Executive Session

Ordinance Enforcement Actions

Adjournment

The Agenda may be amended to include additional items. Agenda items may be called in an altered order.

Memorandum

Town of Bow Mar

To: Board of Trustees
From: Rick Pilgrim, Mayor
Date: November 15, 2011
Subject: Contract for Professional Services for Code Revisions

Background:

During the process to review and refine proposed changes to the Town Code regarding permitting the keeping of back-yard chickens, the Town engaged the assistance of Ms. Barb Cole, President of Community Matters, Inc. (CMI). The firm of CMI is expert in assisting towns and cities with revisions to their ordinances to meet new requirements or changing conditions.

We asked CMI to assist us because of the absence of a Town Attorney with the recent resignation of Hugh Gottschalk in the month of September. The revisions to the ordinances were needed for review at the October Board meeting. To meet the schedule requirements we asked CMI to step in and help draft the proposed ordinances.

CMI helped to draft three different ordinances and prepared an explanatory memo on the process. This material was submitted to the Trustees for review.

I directed CMI to keep track of their hours that were expended to help the Town. I also said that we would propose a contract to the Trustees with a "not-to-exceed" amount at the November meeting. CMI expended 38.5 hours to assist the Town.

In discussions with CMI, they agreed to absorb 12.5 hours and to invoice for 26 hours. This is a discount of about 33% to reflect the learning curve for CMI on this issue.

Action:

Review and approval of proposed contract for professional services to assist the Town with changes to ordinances relating to keeping of animals and to screening of accessory uses. Contract amount not to exceed \$3,900.00.